

## Small-Business Essentials

Spring 2022



### Introduction to Grant Writing

Successful grant writing takes skill, practice and a little luck! Learn the fundamentals of grant writing, including terminology, funding sources, reviewing grant applications, and the basics of preparing a grant proposal.



**Keyword: Grant**

April 20 Plattsmouth, PLLC, 102	W Mealey	9 a.m.-Noon BSAD-7292-PLSA	\$49
May 17 LIVE Online, Zoom	T Mealey	6-9 p.m. BSAD-7292-TCSA	\$49

### Let's Do Lunch: Starting a Small Business

Have you had an idea for a small business but aren't sure where to start? Visit with an expert and get a few tips and tricks.



**Keyword: Business**

June 1 LIVE Online, Zoom	W Lenhoff	Noon-1 p.m. AREA-6665-TCUFA	\$10
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### NEW! What It Takes to Pursue Grants

Is your nonprofit ready to pursue grant funding? Learn about types of grants, typical financial requirements to apply and the time investment to submit grants. This class will include an overview of Nebraska's unique grant-making landscape.



**Keyword: Grants**

April 6 Plattsmouth, PLLC, 102	W Mealey	9 a.m.-Noon BSAD-7295-PLSA	\$95
May 3 LIVE Online, Zoom	T	6-9 p.m. BSAD-7295-TCSA	\$95

### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St..



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at <https://bit.ly/scceonlinecourses>.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or [lbelitz@southeast.edu](mailto:lbelitz@southeast.edu)



[www.ed2go.com/scce](http://www.ed2go.com/scce)

### BROWSE COURSES IN

**Accounting and Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Design and Composition**  
**Health Care and Medical**

**Language and Arts**  
**Law and Legal**  
**Personal Development**  
**Teaching and Education**  
**Technology**  
**Writing and Publishing**



<http://bit.ly/SCC-UGotClass>

### BROWSE CERTIFICATES & COURSES IN

**Business**  
**Business Communication**  
**Health**  
**Human Resources**  
**Leadership**  
**LEED Green Workplace**  
**Management**

**New Media Marketing**  
**Personal Development**  
**Social Media for Business**  
**Technology Skills**  
**Training and Education**  
**Training for K12 Teachers**

Check out all classes offered at [www.southeast.edu/PlattsmouthLC](http://www.southeast.edu/PlattsmouthLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratPlattsmouth](http://www.facebook.com/SCCLearningCenteratPlattsmouth)



# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- Search for your class** by entering a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)  
Key Word Example: *Driver*  
Course Number Example: *TRAN-3398*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
- Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. **Print** this page for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

\* The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.

## OR REGISTER BY MAIL, FAX OR IN PERSON



### Registration Form - Non-Credit Course

Today's Date

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

Social Security Number OR SCC Student ID Number	Birth Date	Name: Last	First	Middle Initial
Residence Mailing Address		City	State	Zip
Email Address		Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X (Gender variant/Non-binary)	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### SIGNATURE

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_

DE \_\_\_\_\_

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [www.southeast.edu/diversity](http://www.southeast.edu/diversity) \* The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.