

# Small-Business Essentials

Fall 2022



## 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. Includes an overview of Nebraska's unique grantmaking landscape.



**Keyword: Grant**

Sept. 7 Plattsmouth, PLLC, 102	W Mealey	9 a.m.-Noon BSAD-7295-PLFA	\$95
Sept. 13 LIVE Online, Zoom	T Mealey	6-9 p.m. BSAD-7295-TCFPA	\$95

## 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**

Sept. 21 Plattsmouth, PLLC, 102	W Mealey	9 a.m.-Noon BSAD-7292-PLFA	\$49
Sept. 27 LIVE Online, Zoom	T Mealey	6-9 p.m. BSAD-7292-TCFPA	\$49

## Planning for Your Estate

Your estate plan is unique and important. This class will give you an overview of the steps involved in creating an estate plan, including leaving a business. Getting your property where you want it to go, titling of your assets, liquidity planning, and advanced planning and giving are some of the topics we will cover.

**Keyword: Estate**

Oct. 25 Plattsmouth, PLLC, 101	T Nielsen	5:30-9:30 p.m. AREA-7126-PLFA	\$89
Nov. 2 Weeping Water, WWPL	W Nielsen	9 a.m.-1 p.m. AREA-7126-PLFB	\$89



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.

## Publish Your Writing

If you want to make a living as a writer, you need to treat it as a business. This includes your public persona, use of a pen name, etiquette, social media, managing time, discipline of writing, covers and editing, and genre/niche analysis. Discussion of querying agents and publishers will be included.

**Keyword: Writing**

Nov. 5 Plattsmouth, PLLC, 101	S Callahan	10 a.m.-Noon AREA-0146-PLFA	\$29
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## Let Me Share My Story with You: Writing Your Memories

Have you ever thought of sharing your story but don't know where to begin? Let us help you discover how to record the events for family and friends. We will provide tips on intriguing topics to write about, tricks to jog your memory, and ways to capture stories on paper without getting bogged down.



**Keyword: Story**

Oct. 12-26 LIVE Online, Zoom	W Wiebold	6-7 p.m. AREA-9032-TCFWA	\$29
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## Let's Do Lunch: What is a Side Hustle?

Side hustle is a new term for a part-time job. Learn potential "side hustles" and how to turn your idea into one.



**Keyword: Hustle**

Oct. 5 LIVE Online, Zoom	W Segner	Noon-1 p.m. AREA-6665-TCFHB	\$10
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## NEW! Let's Do Lunch: How to Find an Online Side Hustle

Learn about side hustles you can do online that are not scams.

**Keyword: Online**



Oct. 12 LIVE Online, Zoom	W	Noon-1 p.m. AREA-6665-TCFFC	\$10
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## Let's Do Lunch: Promote Your Side Hustle

We'll spend the hour discussing ways to effectively promote your "side hustle" on social media.



**Keyword: Hustle**

Oct. 19 LIVE Online, Zoom	W Segner	Noon-1 p.m. AREA-6665-TCFHC	\$10
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## Let's Do Lunch: Side Hustle Payment Options

Square, Clover, Venmo, PayPal . . . find out which payment system best suits your "side hustle" and how to set them up to work for you.



**Keyword: Hustle**

Oct. 26 LIVE Online, Zoom	W Segner	Noon-1 p.m. AREA-6665-TCFHD	\$10
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### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St..  
Weeping Water, WWPL ..... Weeping Water Public Library,  
101 W. Eldora Ave., Suite 2

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

**NEW! Let's Do Lunch: Side Hustle Vendor Displays**

Taking your "side hustle" to a craft/vendor fair? Discover ways to get the most from your display.



**Keyword: Hustle**

Nov. 2 W Noon-1 p.m. \$10  
LIVE Online, Zoom Segner AREA-6665-TCFHE

**NEW! Let's Do Lunch: How to Become a Rideshare Driver**

Learn about how to set yourself up to drive for Uber or Lyft.



**Keyword: Drive**

Nov. 9 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCFFD

**NEW! Let's Do Lunch: How to Become a Food Delivery Driver**

Interested in a side hustle like GrubHub or DoorDash? Learn how to get started in this class.



**Keyword: Driver**

Nov. 16 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCFFE



**Vacation Rental Hosting**

Want to turn your extra space into cash? This course shares tried and tested strategies to run a successful vacation rental business and earn extra money every month. You'll learn the difference between Vrbo, Airbnb and Bed and Breakfast options. In addition, you'll find tips to wow your guests and get 5-Star ratings!



**Keyword: Rental**

Oct. 25 T 7-8 p.m. \$19  
LIVE Online, Zoom AREA-7027-TCFHA

**Zoom: Everyone's Doing It!**

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!



**Keyword: Zoom**

Nov. 9-16 W 6-7:30 p.m. \$39  
LIVE Online, Zoom Meyer AREA-0934-TCFNA

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)

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. **ADA Reasonable Accommodations:** SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.



**Registration Form - Non-Credit Course**

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

Today's Date

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [southeast.edu/collegecatalog](http://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	County #	
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"/> 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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <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. [southeast.edu/diversity](http://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.

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either 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*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. 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**.
7. 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.



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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
[southeast.edu/continuing](http://southeast.edu/continuing)

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