

Small-Business Essentials

Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalized training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor. **Keyword: Marketing**

York Area	Fisher	\$99	AREA-7293-YKFA
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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**

Sept. 27	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrews	AREA-6665-TCFFB	
Dec. 6	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrews	AREA-6665-TCFFH	

Let's Do Lunch: Business Networking for Introverts

Are you an introvert and find business networking difficult? Join us for an opportunity to learn networking tips and ideas while connecting with other introverts in southeast Nebraska. **Keyword: Networking**



Oct. 11	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrews	AREA-6665-TCFFC	



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. 14	T	6-9 p.m.	\$49
LIVE Online, Zoom	Meyer	AREA-0934-TCFPB	

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. 14	Th	6-9 p.m.	\$95
LIVE Online, Zoom	Mealey	BSAD-7295-TCFPA	

Introduction to Grant Writing

Prerequisite: Take the "What It Takes to Pursue Grants" is highly recommended to sort through the requirements necessary for an organization to even be considered for grants.

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

Sept. 28	Th	6-9 p.m.	\$49
LIVE Online, Zoom	Mealey	BSAD-7292-TCFPA	

Location Key

York, YKLCLearning Center at York, 401 N. Lincoln Ave.

Classes delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

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 **Diane Houdek** at 402-323-3634 or dhoudek@southeast.edu

Creating a Nonprofit Budget (That Grant Funders Will Love)

When nonprofits pursue grants, one of the most important documents they'll have to include with applications is their budget. But funders are looking for specific things when they review budgets, and a poorly-crafted one can undermine chances for success. Discover how to structure your annual budget, what should and should not be in your budget and how to properly allocate expenses to ensure you get "credit" for all your good work with funders. **Keyword: Grant**

Oct. 12 Th 6-8:30 p.m. \$95
LIVE Online, Zoom Mealey AREA-0161-TCFPA

How to "Prospect" for Grant Opportunities

We will examine where to find grant opportunities, review two common fundraising databases and demonstrate how to evaluate whether you're eligible for a grant and are likely to be competitive if you apply. **Keyword: Grant**

Oct. 26 Th 6-8:30 p.m. \$95
LIVE Online, Zoom Mealey AREA-0162-TCFPA

NEW! How to Cultivate Relationships with Grant Funders

Grant applications are more likely to be awarded if your organization has a positive relationship with the foundation. But how do you establish and build these relationships? This class will teach the skills for "cultivation"—building relationships with private funders, with an eye toward generating funding for your mission year after year.

Keyword: Relationships

Nov. 9 Th 6-8 p.m. \$49
LIVE Online, Zoom Mealey BSAD-7296-TCFPA

Classes delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

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 **Diane Houdek** at 402-323-3634 or dhoudek@southeast.edu

Check out all classes offered at southeast.edu/YorkLC
Find us on Facebook at facebook.com/SCCLearningCenteratYork

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

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit southeast.edu/academics/college-catalog.php for additional information.

Today's Date

PLEASE PRINT

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"/> 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. southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/index.php *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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
southeast.edu/business-and-community/index.php

* 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.