

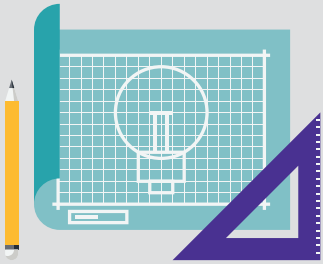
Q1
January–March
2019

McHenry County College

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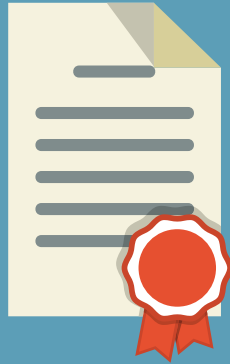
Workforce Training Catalog

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WORKFORCE, COMMUNITY AND BUSINESS PROGRAMS

AT THE SHAH CENTER

// Quality Training

Helping You Stay Two Steps Ahead of the Competition

Whether it's leadership or frontline employees, our seminars and workshops are designed to meet your changing market needs. We work with both large and small companies to provide the training necessary to meet their corporate missions.

Our Place or Yours

We offer open-enrollment classes at our McHenry campus, and customized training sessions. We partner with industry-experienced trainers and consultants that facilitate comprehensive training, or tailor sessions to meet specific company needs.

// Small Business Development

One-on-One Assistance Where You Need it Most

www.shahcenter.mchenry.edu/sbdc

Whether you're developing a business plan or formulating a strategy for a new-product launch, the Small Business Development Center (SBDC) is an excellent resource for learning how to own and run your small business.

The SBDC provides resources for McHenry County businesses that employ up to 500 people.

Services:

- Free one-on-one business counseling
- Seminars where you can network with other small-business owners
- Assistance obtaining funding

// Facility Rental

The Shah Center is available for Meetings, Training, or Conferences. More information on page 31.

Contact (815) 455-8764

www.mchenry.edu/conferences

Contact Us

For more information about our scheduled classes, customized training, facility rental, or Corporate Center services,
call (815) 455-8593 or email us at shahcenter@mchenry.edu

To reach our Small Business Development Center (SBDC),
call (815) 455-6098 or email us at sbdc@mchenry.edu

Shah Center for Corporate Training
4100 W. Shamrock Lane, McHenry, IL 60050

We look forward to working with you!

McHenry County College does not discriminate on the basis of race, color, sex, national origin, or disability. Visit www.mchenry.edu/nondiscrimination for more information.

Start@Shah

Join the Shah Center team for a casual and informative breakfast to gather valuable knowledge and build sound business relationships.

COURAGEOUS CONVERSATIONS

9 out of 10 conversations miss the mark! Why? Because we're often distracted, stressed, frustrated, rushed, and perhaps even angry; all before we open our mouths to speak. This overview session will introduce you to the tools and strategies needed to deal better with difficult conversations and how to become more conscious during your conversations by raising your conversational intelligence.

Fee: \$39 (includes breakfast)

Course Code #	Day	Date	Time	Location
NTL S90 003	F	Feb. 22	8–10:30 a.m.	105, SCC

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ADMINISTRATIVE ASSISTANT ESSENTIALS

INSTRUCTOR-LED ONLINE SERIES



Fridays

April 19, 26, May 3, 10, 17 | 1:30–3:30 p.m.

\$299 per person

Course Code: NTL C29 001

As a seasoned administrative assistant, are you looking for ways to revitalize your work and find a fresh perspective on all that has to be done? Or are you new to the field looking for practical ways to start at the top of your game? This program will provide the fundamental tools required for you to be successful. *The instructor will contact you with login information prior to course beginning.*

The program is an ***instructor-led online course*** taught by Andy Kaufman, a certified trainer, author, and executive coach. He has worked with administrative assistants around the world to help them be more effective in their roles and deliver results in the real world. You'll participate in highly interactive, live online sessions with your instructor and peers once a week for two hours. Meeting online, you minimize your time away from the office but still gain the benefits of class discussion, group participation, and instructor interaction. Outside of the weekly sessions, there will be a variety of ways to communicate with the instructor and the group to reinforce concepts.

Course topics:

Week 1: Styles and Relationships

Week 2: Project Management for Administrative Assistants

Week 3: Managing Time and Commitment

Week 4: Influencing Others

Week 5: Managing Conflict

ONLINE BUSINESS CERTIFICATES

These online series are accessible for the dates listed. You'll receive logon information midweek prior to start date. *Certificates issued through a partnership with LERN UGotClass upon successful completion of all courses.



CERTIFICATE IN CUSTOMER SERVICE (ONLINE COURSE)

In this two-month series, you'll learn to improve customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer-service techniques you won't find anywhere else.

Fee: \$245

Series Course Code #	Dates	Average Course Time	Location
NTL S73 002	March 4– April 26	32 hours	Online

Registration is also available for the individual courses at \$145 each and take approximately 16 hours to complete. Contact the Shah Center for course descriptions.

KEYS TO CUSTOMER SERVICE

NTL S02 002	March 4–29
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EXTRAORDINARY CUSTOMER SERVICE

NTL S09 002	April 1–26
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CERTIFICATE IN ACCOUNTING AND

FINANCE FOR NON-FINANCIAL MANAGERS (ONLINE COURSE)

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Fee: \$495

Series Course Code #	Dates	Average Course Time	Location
NTL C15 001	Feb. 4–April 26	48 hours	Online

Registration is also available for the individual courses at \$195 each and take approximately 16 hours to complete. Contact the Shah Center for course descriptions

ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

NTL C21 001	Feb. 4–March 1
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CASH IS KING

NTL C02 001	March 4–29
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FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

NTL C12 001	April 1–26
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CERTIFICATE IN DATA ANALYSIS (ONLINE COURSE)

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Fee: \$495

Series Course Code #	Dates	Average Course Time	Location
NTL C16 001	Feb. 4–April 26	48 hours	Online

Registration is also available for the individual courses at \$195 each and take approximately 16 hours to complete. Contact the Shah Center for course descriptions.

Intro to Data Analysis

NTL C17 001	Feb. 4–March 1
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Intermediate Data Analysis

NTL C18 001	March 4–29
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Advanced Data Analysis

NTL C20 001	April 1–26
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WORKPLACE ESSENTIALS

These two-hour sessions provide job seekers or newly employed with necessary skills for workplace success as well as reminders and support for seasoned workers. Register for the series or for individual classes.

Register for all six of the Workplace Essentials classes and save. Fee: \$369

Series Course Code #	Day	Date	Time	Location
NTL C19 002	W	March 6–April 24 (no class March 27 and April 17)	3–5 p.m.	113, SCC

ACTIVE LISTENING: IMPROVE YOUR ABILITY TO LISTEN AND LEAD » WORKPLACE ESSENTIALS

Active listening is a person’s willingness and ability to hear and understand. Active listening can make a huge difference in your interactions with others. Working relationships become more solid with trust, respect, and honesty.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S85 002	W	March 6	3–5 p.m.	113, SCC

TIME MANAGEMENT » WORKPLACE ESSENTIALS

Time management is not very difficult as a concept, but it’s surprisingly hard to do in practice. Learn how to get the most from your day using prioritization, scheduling, goal setting, and other tools and techniques.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S10 002	W	March 13	3–5 p.m.	113, SCC

ASSERTIVENESS » WORKPLACE ESSENTIALS

Assertive people tend to seek out and create win-win scenarios. In general, they’re better problem solvers, are good communicators, and are less stressed. This course will help you gain a more confident approach in the workplace.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S35 002	W	March 20	3–5 p.m.	113, SCC

ACCOUNTABILITY » WORKPLACE ESSENTIALS

You are accountable for what you do and don’t do. Learn how to shift yourself away from excuses, learn from mistakes, and start achieving goals.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S43 002	W	April 3	3–5 p.m.	113, SCC

MANAGING CONFLICT WITH PEERS » WORKPLACE ESSENTIALS

Peer conflicts that arise from incompatible goals or work processes can typically be resolved, but peer conflicts that involve personal values, office politics, and emotional reactions can be challenging. Learn several peer-conflict tactics that will bring best results for you and your organization.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S38 002	W	April 10	3–5 p.m.	113, SCC

PROFESSIONALISM AT WORK » WORKPLACE ESSENTIALS

Whatever your job title reads, you are a key member of your organization. Attain and maintain a position as a professional and explore techniques for enhancing your image.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL C10 002	W	April 24	3–5 p.m.	113, SCC



WORKPLACE COMMUNICATIONS

COMMUNICATING WITH IMPACT » WORKPLACE COMMUNICATIONS

Effective communication skills allow you to meet internal and external customers' personal and practical needs during daily interactions. Course objectives include recognizing the impact you can have on success and the success of others by enhancing interpersonal relationships in the workplace and learning techniques for providing specific, meaningful feedback that helps improve performance and increase productivity.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL C01 001	Th	Apr. 4	8 a.m.–Noon	113, SCC

HIGH-IMPACT FEEDBACK AND LISTENING » WORKPLACE COMMUNICATIONS

Organizations need all of their employees to strengthen their listening skills and be able to deliver feedback effectively to colleagues. With the skills they learn in this course, employees can have a direct impact on organizational success by actively listening to the perspectives of others as well as by giving feedback to encourage the growth and productivity of colleagues.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL C03 001	Th	Apr. 11	8 a.m.–Noon	113, SCC

NAVIGATING BEYOND CONFLICT » WORKPLACE COMMUNICATIONS

How you consciously handle conflict determines your ability to navigate beyond it to a resolution. You'll be introduced to a powerful strategy for working through conflict and practicing interaction skills that will steer you away from damage and toward discovery.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL C04 001	Th	Apr. 18	8 a.m.–Noon	113, SCC

REGISTER FOR ALL THREE DDI WORKPLACE COMMUNICATION COURSES AND SAVE 10%!

Fee: \$445

Series Course Code #	Day	Date	Time	Location
NTL S76 001	Th	Apr. 4, 11, 18	8 a.m.–Noon	113, SCC

BUSINESS WRITING AND ETIQUETTE RULES

Learn how to write in a business environment. After a review of basic skills, you'll learn to support writing business letters, reports and emails. Etiquette rules such as tone, proper salutations, professional fonts, and proofreading will be also discussed.

Fee: \$149

Course Code #	Day	Date	Time	Location
NTL S55 002	F	Feb. 22	8 a.m.–Noon	115, SCC

TAKING MINUTES AT MEETINGS

Whether you've been tasked with taking notes for a business meeting or a committee, preparing meeting minutes doesn't have to be an arduous task. However, meeting minutes are an official record of what transpired during the meeting, so accuracy is required. Topics include: meeting minute templates, necessary content, and tools.

Fee: \$149

Course Code #	Day	Date	Time	Location
NTL S49 002	F	Feb. 22	12:30–4:30 p.m.	115, SCC

WRITING NEWS AND PRESS RELEASES (ONLINE COURSE)

Being able to write a good news story, press release, or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release, or publicity notice that will get attention. Course objectives include: knowing the different kinds of publicity notices, learning the skills involved in writing a news story, and knowing how a press release is constructed. This online course is accessible for the dates listed below. You'll receive logon information mid-week prior to start of course.

Fee: \$195

Course Code #	Dates	Average Course Time	Location
NTL S01 003	April 1–26	16 hours	Online

ESSENTIAL INTERVIEWING SKILLS COMPETENCY BASED INTERVIEWING



This six-hour course teaches participants how to interview for the behaviors, knowledge, and motivations that are needed to be successful in a job. You'll learn common interviewing problems and implications, how competencies define the requirements of a job, and how specific job competencies are the basis of focus. We'll also cover the art of crafting interview questions, how to gather and evaluate complete examples of an applicant's past behavior, how to conduct interviews in a way that makes a positive impression on the applicant, techniques to interview for motivational fit, and how to avoid legally inappropriate questioning.

Fee: \$259

Course Code #	Day	Date	Time	Location
NTL S04 002	W	Feb. 6, 13	8–11:30 a.m.	113, SCC





THE BASICS OF BOOKKEEPING (ONLINE COURSE)

How do you keep track of the day-to-day financial transactions of a business? Whether you're looking to advance in your career or you're an entrepreneur (or maybe part of a family business), this course will help you if you're looking to understand the numbers. Learn where the numbers go, and why, plus bookkeeping terminology. After taking this course, you'll be able to evaluate the financial transactions and events of a business, record these transactions in the appropriate accounts, balance the general ledger at month's end, and complete the accounting equation. This online course is accessible for the dates listed below. You'll receive logon information mid-week prior to start of course.

Fee: \$195

Course Code #	Dates	Average Course Time	Location
NTE S76 003	March 4–29	16 hours	Online

ACCOUNTING BASICS FOR THE NON-ACCOUNTANT

Using the popular book, *The Accounting Game* (Mullis and Orloff), you'll learn the basic skills of accounting and financial concepts in a fun and creative way. Topics will include income, expenses, cost of goods sold, depreciation, inventory valuation, business financial reporting, and differences between cash and accrual methods of accounting. Also learn about the balance sheet, income statement, and cash flow statements and how they relate to each other. This class is designed for the non-accountant who needs to understand and be confident with accounting and financial reporting concepts.

Fee: \$295

Course Code #	Day	Date	Time	Location
NTE S80 002	W	May 1–May 22	8:30–10 a.m.	113, SCC



SUPERVISORY LEADERSHIP SERIES

Making a successful transition from individual contributor to leader requires strong interpersonal skills. The DDI leadership curriculum accelerates development of these vital people skills. Studies indicate that if leaders are offered a development program earlier in their tenure, their leadership strategies are measurably more successful throughout their careers.

Take the entire Supervisory Leadership Series (eight sessions) and save 10 percent. (Individual courses also available for registration)

Fee: \$1,260

Series Course Code #	Day	Date	Time	Location
NTL S22 002	Th	Jan. 24–March 14	1–5 p.m.	113, SCC

ESSENTIALS OF LEADERSHIP » SUPERVISORY SERIES

The essence of being an effective leader lies in establishing good interpersonal work relationships and having the ability to spark action in others. This foundational course teaches leaders how to get results through others.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S50 002	Th	Jan. 24	1–5 p.m.	113, SCC

GETTING STARTED AS A NEW LEADER » SUPERVISORY SERIES

Arm yourself with the knowledge and skills you need to confront the challenges in your new leadership role and get better results more quickly.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S51 002	Th	Jan. 31	1–5 p.m.	113, SCC

RESOLVING CONFLICT » SUPERVISORY SERIES

Leaders must be able to recognize the signs of conflict and quickly choose the most appropriate resolution technique. Learn the true cost of conflict to an organization and techniques to handle the most challenging situations effectively.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S52 002	Th	Feb. 7	1–5 p.m.	113, SCC

DELEGATING FOR RESULTS » SUPERVISORY SERIES

Overcome the hesitation to delegate and learn to successfully match people, responsibility, and authority. Stop doing jobs others can do and use delegation to make the best use of your time and build team skills.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S32 002	Th	Feb. 14	1–5 p.m.	113, SCC

SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES

Learn the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds employee ownership and allows the leader to focus on coaching and developing throughout the performance cycle. Use effective (SMART) goals to help you and your employees track progress and fairly evaluate outcomes.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL C32 002	Th	Feb. 21	1–5 p.m.	113, SCC

COACHING FOR IMPROVEMENT » SUPERVISORY SERIES

Individuals need to take responsibility for addressing unacceptable performance or work habits that impact others and the organization—but leaders must know how to help them do it. Learn how to conduct effective improvement discussions and provide the feedback and ongoing support people need to improve performance.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S06 002	Th	Feb. 28	1–5 p.m.	113, SCC

BUILDING AN ENVIRONMENT OF TRUST » SUPERVISORY SERIES

Identify your role in establishing alliances among work groups, management, customers, and suppliers. You'll learn how to establish effective partnerships to meet customer needs by developing strategies for gaining people's commitment to work together.

Fee: \$175

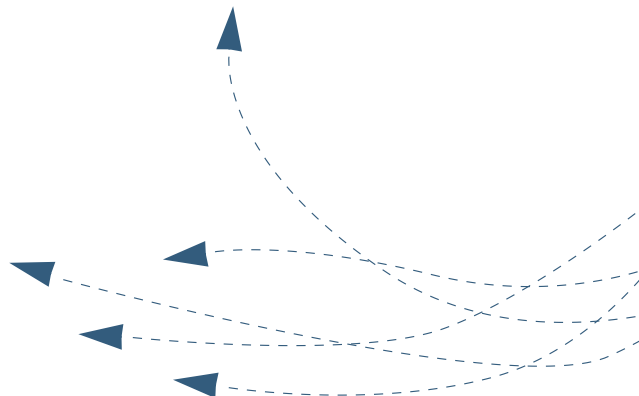
Course Code #	Day	Date	Time	Location
NTL S21 002	Th	Mar. 7	1–5 p.m.	113, SCC

ACHIEVING YOUR LEADERSHIP POTENTIAL » SUPERVISORY SERIES

A three-step process—diagnose, plan, and execute—helps you maximize your capabilities and accelerate your leadership potential.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S23 002	Th	Mar. 14	1–5 p.m.	113, SCC



PROJECT MANAGEMENT



PROJECT MANAGEMENT PROFESSIONAL SERIES

Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP®) Exam Prep will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. With these dynamic courses, taught by a certified PMP trainer and author Andy Kaufman, you can make this the year that you become a certified PMP.

Fee: \$1,399

Series Course Code #	Date	Time	Location
NTE S48 003	April 3, 10 May 1, 8, 9	8:30 a.m.–4:30 p.m.	115, SCC

Note: Experience, education, and exam requirements are needed to obtain a PMP certification in addition to project management education fulfilled by the three courses offered here.

Not interested in Certification? Register for an individual Project Management course. (Note, PMP Exam Prep is not available as an individual course.)

ESSENTIALS OF PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S44 003	W	Apr. 3, 10	8:30 a.m.–4:30 p.m.	115, SCC

ADVANCED PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S45 003	W	May 1, 8	8:30 a.m.–4:30 p.m.	115, SCC



// MANUFACTURING AND INDUSTRY

LEAN SIX SIGMA (ONLINE COURSE)

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value-added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction, and extra processing. With Lean Six Sigma techniques, you'll have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required! The online instructor and Master Blackbelt, Scott Follett, is an Engineer with many years of experience. This online course is accessible for the dates listed below. You'll receive logon information after registration.

Fee: \$245

Course Code #	Dates	Average Course Time	Location
NTE S11 003	April 1–26	16 hours	Online

FOUNDATIONS OF SUPPLY CHAIN MANAGEMENT (ONLINE COURSE)

Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. Do you have a strategy for your supply chain? Is it aligned? Do you know and understand the decisions and tradeoffs you have to make? If you answered no to any of these questions, you need to attend this program. Upon completion of this course you'll not only understand the above, you'll have a completed plan created for your own supply chain.

Fee: \$245

Course Code #	Dates	Average Course Time	Location
NTE S18 003	March 4–29	16 hours	Online

SHOP MATH

This basic math course emphasizes math skills required for use on the manufacturing floor. The course objectives are to review and introduce skills that apply to solving workplace problems. This course is designed for individuals wishing to review or enhance their basic math skills.

Fee: \$259

Course Code #	Day	Date	Time	Location
NTE S12 001	TTh	Jan. 29, 31	8 a.m.–Noon	115, SCC

BLUE PRINT READING BASICS-INDUSTRY

This eight-hour blueprint reading course covers print layouts, holes, threads, machining details, and assembly prints. Individual class exercises provide actual practice interpreting in-house drawings. Basic shop math is recommended. You're encouraged to bring prints from your organization to review.

Course is designed for inspectors, maintenance and shop floor personnel in need of skill enhancement in this topic.

Fee: \$259

Course Code #	Day	Date	Time	Location
NTE S61 002	T	Feb. 19	8 a.m.–4:30 p.m.	115, SCC

BLUE PRINT READING BASICS-INDUSTRY (FOR SPANISH SPEAKERS)

This 24-hour blue print reading course covers alphabet of lines, symbols and terminology, visualization, and sectional and auxiliary views. Individual class exercises provide actual practice interpreting drawings. Basic shop math is recommended. This basic course, taught by a bi-lingual instructor, is designed for Spanish speaking personnel to learn how to interpret and read blueprints that are written in English.

Fee: \$429

Course Code #	Day	Date	Time	Location
NTE S05 001	M	Feb. 4–March 25	4:30–7:30 p.m.	115, SCC

// MANUFACTURING AND INDUSTRY

GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)

Gain a working knowledge of GD & T as it applies to ANSI Y14.5M-2009. Target audience includes product engineers, process engineers, CAD technicians, lead personnel, and inspectors. Topics include:

- Interpreting GD & T symbols
- Forma and orientation tolerances
- Profile, runout and location tolerances

Fee: \$259

Course Code #	Day	Date	Time	Location
NTE S64 002	T	March 12	8 a.m.–4:30 p.m.	115, SCC

SAFETY/OSHA

OSHA 10-HOUR FOR CONSTRUCTION

This program is intended to provide construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. Emphasis will be on hazard identification, avoidance, control and prevention. Topics include: Introduction to OSHA, Falls, Electrocutions, Struck-By; Caught-In or between; Personal Protective Equipment; Health Hazards and more. Upon successful completion of this course, you'll receive a certificate of attendance and an OSHA "10-hour" card.

Fee: \$299

Course Code #	Day	Date	Time	Location
NTE S69 001	TTh	March 5, 7	8 a.m.–1:30 p.m.	115, SCC

OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

What are your rights and responsibilities under the OSHA Act? Create a safer workplace and meet regulatory compliance needs. This 10-hour course includes an introduction to general industry standards and an overview of requirements from the more frequently cited standards to create a safer workplace and meet regulatory compliance needs. Upon successful completion of this course, you'll receive a certificate of attendance and an OSHA "10-hour" card.

Fee: \$299

Course Code #	Day	Date	Time	Location
NTE S65 003	WF	March 20, 22	8 a.m.–1:30 p.m.	115, SCC

FORKLIFT: OPERATOR TRAINING

Learn safe operation of a powered industrial truck (forklift). You'll gain valuable awareness and the skills required to operate a lift truck in a correct and professional manner. Trucks covered are ITA (Industrial Truck Association) Class 1, 2, 3, 4 and 5. This hands-on training is located at UniCarriers Americas Corp., Marengo.

Fee: \$195 (includes lunch)

Course Code #	Day	Date	Time	Location
NTE S54 005	F	March 22	8 a.m.–4:30 p.m.	Marengo, IL
NTE S54 006	F	April 26	8 a.m.–4:30 p.m.	Marengo, IL

FORKLIFT: TRAIN-THE-TRAINER

This comprehensive two-and-a-half-day Train the Trainer class will prepare your company's trainer, safety department staff, human resource department, or supervisors to present the one-day powered industrial truck (Forklift) training class. Each student will receive two "Train the Trainer" packages. One package covers sit-down forklifts, ITA Classes 1, 4 and 5. The other package covers electric forklifts, ITA Class 2 and 3 (except narrow aisle models, side loaders or turret trucks). These packages will be the main tool for starting and conducting successful operator training classes and will assist you in reaching OSHA compliance. The student will be required to demonstrate practical lift truck operation skills. This hands-on training is located at UniCarriers Americas Corp., Marengo.

Fee: \$1,100 (price includes materials and lunch)

Course Code #	Day	Date	Time	Location
NTE S55 002	WTh	May 22, 23	8 a.m.–4:30 p.m.	Marengo, IL
	F	May 24	8 a.m.–Noon	

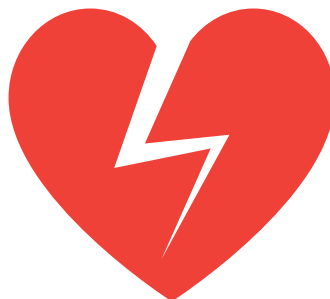
HEARTSAVER® FIRST AID/CPR/AED AND BLOODBORNE PATHOGENS



Practice critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency until emergency medical services (EMS) arrives. Learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult CPR and automated external defibrillator (AED) use. It is appropriate for participants with limited or no medical training who need a course completion card in first aid, CPR, and AED use to meet job, regulatory, or other requirements. The BBP (blood-borne pathogens) portion teaches employees how to protect themselves and others from exposure to blood or blood-containing materials. This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements and is designed for anyone with a reasonable chance of coming into contact with blood-borne pathogens as a first responder in the workplace.

Fee: \$125

Course Code #	Day	Date	Time	Location
NTE S03 003	W	Feb. 27	9 a.m.–4 p.m.	113, SCC



// SOCIAL MEDIA AND DESIGN

GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE USING ADOBE SOFTWARE (ONLINE SERIES)

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work.

Access to the Adobe software tools required. This online course is accessible for the dates listed below. Participants receive logon information midweek prior to start date. Fee: \$545

Series Course Code #	Dates	Average Time to Complete	Location
NTC S15 002	Feb. 4–April 26	48 hours	Online
NTC S15 003	April 1–June 28	48 hours	Online

Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses.

**Registration is also available for the individual courses at \$225.
Contact the Shah Center for course descriptions.**

ADOBE ILLUSTRATOR ESSENTIALS

Course Code #	Dates	Average Course Time	Location
NTC S20 002	Feb. 4–March 1	16 hours	Online
NTC S20 003	April 1–26	16 hours	Online

ADOBE PHOTOSHOP ESSENTIALS

Course Code #	Dates	Average Course Time	Location
NTC S69 002	March 4–29	16 hours	Online
NTC S69 003	May 6–31	16 hours	Online

ADOBE INDESIGN ESSENTIALS

Course Code #	Dates	Average Course Time	Location
NTC S05 002	April 1–26	16 hours	Online
NTC S05 003	June 3–28	16 hours	Online



SOCIAL MEDIA FOR BUSINESS CERTIFICATE SERIES (ONLINE COURSE)

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook, Twitter, and blogging to YouTube, LinkedIn, and more, you'll discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

This online series is accessible for the dates listed below. Participants will receive logon information midweek prior to start date.

Fee: \$495

Series Course Code #	Dates	Average Course Time	Location
NTC C30 003	Feb. 4–April 26 4	48 hours	Online
NTC C30 004	April 1–June 28	48 hours	Online

Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses.

Registration is also available for the individual courses at \$195 each.

Contact the Shah Center for course descriptions.

INTRODUCTION TO SOCIAL MEDIA

Course Code #	Dates	Average Course Time	Location
NTC C32 002	Feb. 4–March 1	16 hours	Online
NTC C32 003	April 1–26	16 hours	Online

MARKETING USING SOCIAL MEDIA

Course Code #	Dates	Average Course Time	Location
NTC C31 003	March 4–29	16 hours	Online
NTC C31 004	May 6–31	16 hours	Online

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

Course Code #	Dates	Average Course Time	Location
NTC C33 003	April 1–26	16 hours	Online
NTC C33 004	June 3–28	16 hours	Online

INTRODUCTION TO CODING (ONLINE COURSE)

You'll be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. You'll learn the basics of HTML, CSS, and JavaScript, as well as the practical uses for each. Participants will receive logon information midweek prior to start date

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC C04 002	Feb. 4–March 1	16 hours	Online
NTC C04 003	April 1–26	16 hours	Online

CYBER SECURITY FOR MANAGERS (ONLINE COURSE)

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Designed for non-technical managers, directors, and others in the work place, you'll learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you'll be practicing safer computing to safeguard your business and work information. This online course is taught by Stan Waddell, the Information Security Executive Director and Information Security Officer for the University of North Carolina at Chapel Hill.

This online course is accessible for the dates listed below. Participants will receive logon information midweek prior to start date.

Fee: \$195

Course Code #	Dates	Average Course Time	Location
NTL S60 003	March 4–29	16 hours	Online
NTL S60 004	May 6–31	16 hours	Online





CERTIFICATE* IN GOOGLE TOOLS (ONLINE SERIES)

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. The experts have tips you have not discovered yet. This series includes Google Analytics, Google Apps for Business, and Google+. Acquire new tips and techniques in these three one-month courses. ***This online series is accessible for the dates listed below. Participants will receive login information midweek prior to start date.***
Fee: \$495

Series Course Code #	Date	Average Course Time	Location
NTC C02 003	Feb. 4–April 26	48 hours	Online
NTC C02 004	April 1–June 28	48 hours	Online

Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses.

Registration is also available for the individual courses at \$195 each.

GOOGLE ANALYTICS

You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC C08 002	Feb. 4–March 1	16 hours	Online
NTC C08 003	April 1–26	16 hours	Online

GOOGLE APPS FOR BUSINESS

Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills.

Fee: \$195

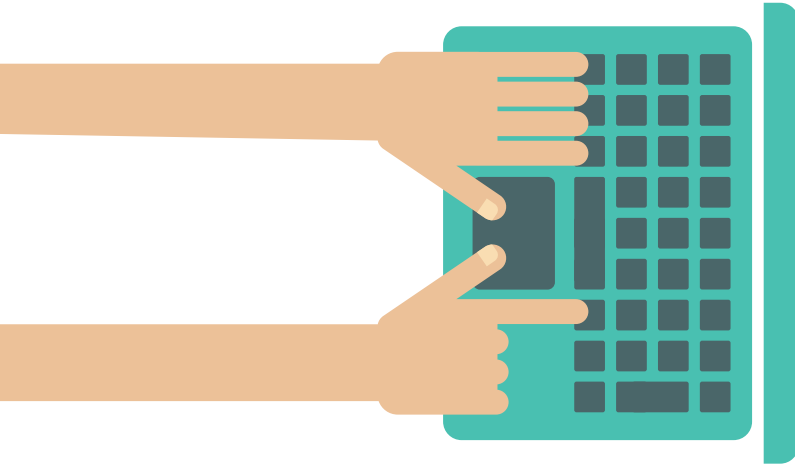
Course Code #	Date	Average Course Time	Location
NTC C09 003	March 4–29	16 hours	Online
NTC C09 004	May 6–31	16 hours	Online

GOOGLE +

Google has variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC S23 003	April 1–26	16 hours	Online
NTC S23 004	June 3–28	16 hours	Online



MICROSOFT OFFICE

COMPUTER TRAINING BASICS

WINDOWS 10

Learn how to get started with the latest version of Microsoft’s operating system—the desktop features, personalizing, File Explorer and, multitasking. We’ll also demonstrate Cortana, OneDrive, and Microsoft Edge.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S68 004	T	Jan. 15	12:30–4:30 p.m.	111, SCC
NTC S68 005	T	April 2	12:30–4:30 p.m.	111, SCC

MASTERING COMPUTER SKILLS FOR THE WORKPLACE (ONLINE COURSE)

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Using videos, instruction, and optional skill exercises this online course will help you master the most common uses so that you can work faster and more efficiently. You will leave class with a set of skills that are a workplace requirement in today’s fast paced ever-changing environment and will enable your future career success.

This online series is accessible for the dates listed below. Participants will receive logon information midweek prior to start date.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC S31 003	Feb. 4–March 1	16 hours	Online
NTC S31 004	April 1–26	16 hours	Online

MICROSOFT OUTLOOK 2013

Learn the basics of Microsoft Outlook, an information management program used to coordinate e-mail, calendar, contacts, tasks, and notes.

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C56 004	Th	Jan. 17	12:30–3:30 p.m.	111, SCC
NTC C56 005	Th	March 14	12:30–3:30 p.m.	111, SCC
NTC C56 006	F	April 5	12:30–3:30 p.m.	111, SCC

MICROSOFT WORD

Microsoft Word is a powerful word processing program that gives you the ability to create and share documents with a comprehensive set of writing tools. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

WORD 2013 BASIC

Course Code #	Day	Date	Time	Location
NTC S84 003	TTh	March 12, 14	5:30–9:30 p.m.	111, SCC
NTC S84 004	MW	May 20, 22	8 a.m.–Noon	111, SCC

NEW! WORD 2016 LEVEL 1 (BASIC)

Course Code #	Day	Date	Time	Location
NTC S87 003WF	WF	Feb. 27, March 1	8 a.m.–Noon	111, SCC

NEW! WORD 2016 LEVEL 2 (INTERMEDIATE)

Course Code #	Day	Date	Time	Location
NTC S94 001	TTH	May 21, 23	12:30–4:30 p.m.	111, SCC

MICROSOFT OFFICE PROJECT

Microsoft Office Project helps you understand and control project schedules and finances, communicate and present project information, and organize work and people to make sure that projects are completed on schedule. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

PROJECT 2013/2016 BASIC

Course Code #	Day	Date	Time	Location
NTC S66 002	F	March 15, 22	8 a.m.–Noon	111, SCC

PROJECT 2013/2016 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S93 002	F	April 19, 26	8 a.m.–Noon	111, SCC

Project Series

NTC S04 002

March 15, 22, April 19, 26
8 a.m.–Noon
111, SCC

Register for both the Basic and Advanced courses and save!

Fee: \$319

MICROSOFT OFFICE EXCEL

Microsoft Office Excel is a powerful tool used to create and format spreadsheets and analyze and share information to make more informed decisions. For course descriptions and skill level information, contact (815) 455-8593.

The fee for each course: \$179

EXCEL 2013 BASIC

Course Code #	Day	Date	Time	Location
NTC S44 005	TTh	Jan. 15, 17	8 a.m.–Noon	111, SCC
NTC S44 006	TTh	Feb. 19, 21	5:30–9:30 p.m.	111, SCC
NTC S44 007	TTh	April 2, 4	8 a.m.–Noon	111, SCC

EXCEL 2013 INTERMEDIATE

Course Code #	Day	Date	Time	Location
NTC S45 004	TTh	Feb. 5, 7	8 a.m.–Noon	111, SCC
NTC S45 005	TTh	March 19, 21	5:30–9:30 p.m.	111, SCC
NTC S45 006	TTh	April 30, May 2	8 a.m.–Noon	111, SCC

EXCEL 2013 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S46 004	TTh	Feb. 26, 28	8 a.m.–Noon	111, SCC
NTC S46 005	TTh	April 16, 18	5:30–9:30 p.m.	111, SCC
NTC S46 006	TTh	May 21, 23	8 a.m.–Noon	111, SCC

EXCEL 2016 LEVEL 1 (BASIC)

Course Code #	Day	Date	Time	Location
NTC S30 003	WF	Feb. 20, 22	8 a.m.–Noon	111, SCC
NTC S30 004	TTh	May 7, 9	8 a.m.–Noon	111, SCC

EXCEL 2016 LEVEL 2 (INTERMEDIATE)

Course Code #	Day	Date	Time	Location
NTC S75 001	WF	April 3, 5	8 a.m.–Noon	111, SCC

EXCEL 2016 LEVEL 3 (ADVANCED)

Course Code #	Day	Date	Time	Location
NTC S77 001	WF	May 1, 3	8 a.m.–Noon	111, SCC

Excel Series

EXCEL 2013 SERIES

NTC S25 004

Jan. 15, 17, Feb. 5, 7, 26, 28
8 a.m.–Noon

NTC S25 005

Feb. 19, 21, March 19, 21,
April 16, 18
5:30–9:30 p.m.

NTC S25 006

April 2, 4, 30, May 2, 21, 23
8 a.m.–Noon

EXCEL 2016 SERIES

NTC S73 001

Feb. 20, 22, April 3, 5, May 1, 3
8 a.m.–Noon

Register for the Basic, Intermediate and Advanced courses and save!

Fee: \$479

EXCEL 2013: PIVOT TABLES

Learn how to create and use PivotTable reports to quickly summarize and manipulate large amounts of data. After creating PivotTable reports, we'll explore PivotCharts—a flexible chart based on the data in a PivotTable. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C58 003	T	Feb. 5	12:30–3:30 p.m.	111, SCC
NTC C58 004	Th	April 4	12:30–3:30 p.m.	111, SCC

EXCEL 2013: DATA ANALYSIS WITH POWER PIVOT

We're living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides Power Pivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data. After successfully completing this course, you'll be able to use Power Pivot along with Excel 2013 to analyze data from a variety of sources. Prerequisite: Excel 2013 and Pivot Table experience and an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of Pivot Tables course highly recommended.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S41 003	T	Feb. 26	12:30–4:30 p.m.	111, SCC
NTC S41 004	Th	May 2	12:30–4:30 p.m.	111, SCC

Excel 2013 Power Pivot Series

NTC S40 003

Feb. 5
12:30–3:30 p.m. 111, SCC

Feb. 26
12:30–4:30 p.m. 111, SCC

NTC S40 004

April 4
12:30–3:30 p.m. 111, SCC

May 2
12:30–4:30 p.m. 111, SCC

Register for the Pivot Tables and Data Analysis with PowerPivot classes and save 10%.

Fee: \$160

EXCEL 2013: FORMULAS AND FUNCTIONS MADE EASY

Work with a variety of formulas and functions designed to streamline your work with Excel. You'll learn basic functions such as SUM, AVERAGE, COUNT, MIN, and MAX that every Excel user needs to know. In addition, the course includes a variety of functions. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$89

Course Code #	Day	Date	Time	Location
NTC C57 001	Th	Feb. 7	12:30–4:30 p.m.	111, SCC
NTC C57 002	W	April 3	12:30–4:30 p.m.	111, SCC

MICROSOFT EXCEL 2016 TIPS, TOOLS, AND TIMESAVERS

This course highlights 82 features for editing, formatting, printing, and customizing Excel. The tips included will give a “back door” approach to accomplishing tasks quickly and efficiently. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$89

Course Code #	Day	Date	Time	Location
NTC C07 003	Th	Feb. 28	12:30–4:30 p.m.	111, SCC
NTC C07 004	T	April 30	12:30–4:30 p.m.	111, SCC

MICROSOFT® OFFICE EXCEL® 2013: DASHBOARDS

Do you already know how use Excel to perform simple calculations or modify your workbooks and worksheets? Now learn to extract actionable organizational intelligence from your raw data and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. Learn to create advanced formulas; automate workbook functionality; apply conditional logic; visualize data by using basic charts; implement advanced charting techniques; and analyze data by using PivotTables, slicers, and PivotCharts. Prerequisite: To ensure your success in this course, you should have experience working with Excel 2013. Excel 2013 Basic and Intermediate courses recommended.

Fee: \$189

Course Code #	Day	Date	Time	Location
NTC S48 001	TTh	March 12, 14	8 a.m.–Noon	111, SCC
NTC S48 002	TTh	May 7, 9	12:30–4:30 p.m.	111, SCC

MICROSOFT EXCEL 2013 CHARTS AND GRAPHS

Learn how to manage your numerical data by creating charts and graphs that effectively present information. Then, emphasize your point by customizing your chart. Learn how to format and modify chart elements, change chart type, layout, and style, plus much more. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$89

Course Code #	Day	Date	Time	Location
NTC C36 003	T	March 12	12:30–3:30 p.m.	111, SCC
NTC C36 004	W	May 1	12:30–3:30 p.m.	111, SCC

MICROSOFT OFFICE ACCESS

Microsoft Office Access is a relational database system that helps you track and report information with ease. For course descriptions and skill-level information, contact (815) 455-8593.

NEW! ACCESS 2016: RELATIONAL DATABASE DESIGN

Get a solid start in building and populating relational databases from the ground up. Topics covered in this 16-hour program include database fundamentals, relational database structure and normalization, and how to create tables, queries, forms, and reports. You'll benefit most from this course if you want to design and create relational databases in Access 2016, or if you want to have a solid foundation for becoming an Access expert. Basic computer skills, and Microsoft Windows familiarity is necessary for success.

Fee: \$349

Course Code #	Day	Date	Time	Location
NTC S14 003	WF	Feb. 20, 22, 27, March 1	12:30–4:30 p.m.	111, SCC

MICROSOFT OFFICE POWERPOINT

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and creating ways to easily share information. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

POWERPOINT 2013 BASIC

Course Code #	Day	Date	Time	Location
NTC S91 002	TTh	Feb. 12, 14	8 a.m.–Noon	111, SCC
NTC S91 003	TTh	May 14, 16	8 a.m.–Noon	111, SCC

POWERPOINT 2013 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S92 002	TTh	March 5, 7	8 a.m.–Noon	111, SCC
NTC S92 003	TTh	June 4, 6	8 a.m.–Noon	111, SCC

PowerPoint Series

POWERPOINT 2013

NTC C26 002

Feb. 12, 14, March 5, 7
8 a.m.–Noon

NTC C26 003

May 14, 16,
June 4, 6
8 a.m.–Noon

Register for the Basic and Advanced courses and save!

Fee: \$319

NEW! POWERPOINT 2016 COMPLETE

This courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. The course covers how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, tracking corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options. Basic computer skills, and Microsoft Windows familiarity is necessary for success.

Fee: \$349

Course Code #	Day	Date	Time	Location
NTC S89 001	TTh	March 19, 21, April 9, 11	1–5 p.m.	111, SCC



QUICKBOOKS ONLINE VS. QUICKBOOKS DESKTOP INFORMATION SESSIONS

Learn which version of QuickBooks is right for you and your company!

Monday, March 18 | 4–5:30 p.m. | NTC S53 001

Tuesday, March 19 | 7:30–9 a.m. | NTC S53 002

There is no fee to attend, registration is required!

QUICKBOOKS™ BUSINESS ACCOUNTING SOFTWARE DESKTOP AND ONLINE VERSIONS

Intuit QuickBooks is a small-business accounting program that provides tools to make accounting and organize your finances all in one place. Prerequisite: Basic accounting and computer skills.

QUICKBOOKS DESKTOP VERSION

QuickBooks is a set of software solutions designed to manage payroll, inventory, sales, and other small-business needs. These software solutions are used to monitor expenses; create invoices and reports; track change orders and job status; and manage inventory, customers, vendors and employees.

Week 1: QuickBooks—Computerized Business Accounting Overview

Tap into the extensive capabilities of QuickBooks. Start with this class if you have never used the QuickBooks program.

Week 2: QuickBooks—Setting Up a Computerized Accounting System

Learn how to set preferences; create a chart of accounts; and set up items, vendors, customers, classes and reminders. We'll also cover an overview of basic accounting entries as they apply to QuickBooks.

Week 3: QuickBooks—Invoicing and Check Writing I—Working with Customers

Learn to do daily operations such as using items, invoicing, sales receipts, making deposits, issuing customer refunds, and using sales reports.

Week 4: QuickBooks—Invoicing and Check Writing II—Working with Vendors

Learn to do daily operations such as entering and paying bills, writing checks, tracking inventory, receiving and applying vendor credits, and using items and vendor reports.

Week 5: QuickBooks—Customizing and Designing Your Own Forms and Reports

Learn how to create new templates and design custom form layouts. You'll also prepare and edit letters, learn to export to Excel, create custom graphics, use the Report Center to create and customize reports, and to save to a PDF.

Week 6: QuickBooks—Streamline Payroll

Learn how to set payroll preferences, set up employee and payroll items, enter historical data, enter employee time and paycheck information, and print paychecks and payroll reports, plus we'll cover processing tax liability checks and government reports.

QuickBooks Desktop Series (six instructor-led sessions)

Series fee: \$595

Course Code #	Day	Date	Time	Location
NTC S57 002	M	Jan. 28, March 4	6–9 p.m.	111, SCC

QUICKBOOKS ONLINE (CLOUD COMPUTING VERSION)

Intuit QuickBooks Online is the cloud computing version of a small-business accounting program that makes accounting easy with tools to organize your finances all in one place. The cloud version is a distinct product from the desktop version of QuickBooks, and it has many features that work differently than they do in desktop versions. QBO can be accessible via an iPhone, a BlackBerry, and an Android web app. This series is not taught online, it is hands-on at the Shah Center. Basic computer and accounting skills are necessary for program success.

QUICKBOOKS ONLINE SERIES (CLOUD COMPUTING VERSION) *(five instructor-led sessions)*

QuickBooks Online—Overview

This overview of QuickBooks Online will help you determine if QBO is right for your business by identifying advantages between online and desktop versions and seeing firsthand the features and benefits of this fully cloud-based accounting program.

QuickBooks Online—Getting Started

Learn how to set up a new company file or convert a current desktop file to QBO. Explore the basics of QBO, edit preferences specific to your company's functionality, and work with customer, vendor, chart of accounts, and item lists.

QuickBooks Online—Operational Activity Part 1—Money In

Learn to work with Customer transactions such as invoices, sales receipts, receiving payments, issuing refunds, and billable time.

QuickBooks Online—Operational Activity Part 2—Money Out

Learn to work with vendor transactions such as entering and paying bills, writing checks, entering credit card charges, and spending cash.

QuickBooks Online—Operational Activity Part 3—Banking and More

Learn additional functions related to transactions such as downloading transactions from the bank, recurring transactions, reconciliation, billable time, and working with reports.

Take the entire QuickBooks Online Series (five sessions)

Series fee: \$495

Course Code #	Day	Date	Time	Location
NTC C50 003	M	April 22–May 20	6–9 p.m.	111, SCC

WORK ON YOUR BUSINESS, NOT IN IT.

The Illinois Small Business Development Center at McHenry County College is your partner for no-cost, confidential and trusted business advising, timely courses and exclusive entrepreneurial resources.

EXPERTS YOU CAN TRUST AT EVERY STAGE OF YOUR BUSINESS CYCLE

STARTUP

Need to know how to get your business off the ground in Illinois? Enroll in our informational courses and schedule a **follow-up 1:1 session** with our business advisory team for additional assistance.

EARLY STAGE

Who is your customer and how do you make money? **Collaborate with us** to craft a winning financial strategy and marketing plan. When you know your customers, you know your business!

MATURE/GROWTHSTAGE

The knowledge of our advisory team allows established business owners to maintain competitive advantages in an ever-changing marketplace. We specialize in **technology, innovation and entrepreneurial development.**

BUY/SELL

Are you selling your business or have you found an existing business to acquire? We can measure the viability of local businesses and perform financial and change management planning to **simplify the process.**

Limited evening and weekend appointment times are now available.

For more information or to schedule your no-cost consultation, call us at (815) 455-6098. Visit www.mchenry.edu/shah to view our current course listings.

STARTING A BUSINESS IN ILLINOIS

This two hour seminar is a must for entrepreneurs considering starting a business in Illinois. Multiple aspects of business ownership will be discussed including the legal aspects of starting a business in Illinois, the importance of your business plan and handouts regarding agencies to contact.

Fee: \$35

Course Code #	Day	Date	Time	Location
NBD S21 007	T	Feb 5	6–8 p.m.	115, SCC
NBD S21 008	T	Mar 5	6–8 p.m.	115, SCC
NBD S21 009	T	April 2	6–8 p.m.	115, SCC

BUSINESS PLANNING ESSENTIALS

Looking for capital or to drive a greater margin - a business plan is essential. Learn what to include in a good business plan and the method to project your cash flow. From writing an effective narrative to building a financial model, this course will help define your company's goals and objectives and prepare you for that meeting with the bank.

Fee: \$35

Course Code #	Day	Date	Time	Location
NBD S26 003	W	Feb 27	6–8 p.m.	115, SCC



The SBDC at McHenry County College is funded in part through a cooperative agreement with the U.S. Small Business Administration, the Department of Commerce and Economic Opportunity and McHenry County College.



Your Biggest Investment is **Your Employees.**

Help them become even more valuable and productive with adult education opportunities at McHenry County College.

MCC's Adult Education Department offers classes for:

- High School equivalency (HSE)—formerly GED Preparation (in English and Spanish)
- English Language classes (ESL)

Classes are offered at no cost to students in the following convenient locations:

- Crystal Lake
- McHenry (Shah Center—new location)
- Woodstock (Workforce Network—new location)
- Harvard

Improve your workforce by telling your employees about this wonderful opportunity!

Visit www.mchenry.edu/getpdf for a downloadable flyer that you can print and post at your workplace!

Contact the Adult Education Department for information (815) 455-8752

THE MCC SHAH CENTER IS AVAILABLE FOR MEETINGS, TRAINING, OR CONFERENCES.

We offer wireless Internet access, DVD/VCRs, wireless audio-visual, even catering!

Amenities:

Room 105/107 is a large conference/banquet room holding up to 100 people. It has a wireless microphone, overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 111 is a computer room with 24 computer stations and one teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 113 is a classroom that seats 16 to 18 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 115 is a classroom that seats 16 to 18 with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 116 is a classroom that seats 50 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 121 is a classroom that seats 35 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Parking lot rental holds 200 vehicles

For more information or a customized facility rental proposal, call (815) 455-8764.

www.mchenry.edu/conferences

Ways to Register



Call

(815) 455-8588 and charge your registration to VISA, MasterCard, Discover or American Express.



Online Registration

Registering yourself?
Register instantly online at
www.mchenry.edu/mymcc



Registration Form

Registering multiple people or employees?

Fill out and print registration form(s) online at

www.mchenry.edu/shahregister

Send via:

Fax

with your credit card information to
(815) 578-9682.

or

Mail

with your check, money order or credit card information to:

**McHenry County College
Shah Center
4100 W. Shamrock Lane
McHenry, IL 60050**

SAVE THE DATE

MCC 2019 CAREER EXPLORATION SHOWCASE IGNITING THE PASSION OF MCHENRY COUNTY'S FUTURE WORKFORCE

Wednesday, April 10, 2019 | 5:30–7:30 p.m. | FREE | MCC Gym and Commons

Attention McHenry County Residents: This is the event of the year to help excite and re-energize our community about career possibilities in the area. Hear companies in manufacturing, robotics, health care, social assistance, finance, marketing and graphic design, emergency response, and more talk about what they do and demonstrate some of the jobs that people can have at those organizations.

Let's get our future workforce excited about staying and working in McHenry County!

Who Should Attend: Middle school students through sophomores in high school, parents, and the community.

Contact: Kellie Carper, Manager of New-Student Transitions, with questions and interest: [\(815\) 455-8670](tel:8154558670) or kcarper@mchenry.edu.



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