McHenry County College
CATALYST
Workforce Training Catalog

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October-December 2020

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www.mchenry.edu/shah
WORKFORCE TRAINING PROGRAMS
AT THE SHAH CENTER

Ongoing learning is essential as roles change and evolve faster than ever before.

Capabilities Must Increase · Leadership is Essential · Continuous Learning is Cultural · Employees Require Support and Empowerment

McHenry County College remains committed to serving the educational needs of our community, including through our noncredit workforce training programs. The development offerings in this schedule will be delivered in virtual formats.

ONLINE: Asynchronous online training offered in partnership with our third-party educational vendors. Learn from expert instructors at your own pace within a timeframe of completion.

REMOTE: Synchronous online training, delivered via Zoom at a specific time/date and led by Shah Center Workforce Training facilitators. Zoom links with security passwords and training materials are sent in advance of each class.

In this issue of Catalyst, REMOTE training offerings can be identified by their specific times and dates.

CONTRACT TRAINING: Customized and Tailored to Your Business
Regardless of today’s challenges, we will work with you to design training programs that fit your specific situation. Call on us to help assess workplace skills or identify development opportunities. Our network of experienced industry trainers and consultants are prepared to deliver curriculum in multiple formats.

• Health and Safety
• Technology
• Leadership/Talent Management
• Essential Skills
• Risk Prevention
• Manufacturing/Workplace Production Skills
• Occupational Language
• Workforce Assessments
• Consulting and Facilitation Services

Contact Us

To register or for more information about our scheduled classes or customized training, 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

McHenry County College Shah Center
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.
WORKING REMOTELY?

Learn how these computer applications can help you work smarter, collaborate easier, and stay organized.

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Word Tracking Changes and Merging Documents–page 19
OneNote–page 18

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KEY:
= ONLINE COURSE
= ONLINE CERTIFICATES
UNDERSTANDING YOURSELF AND OTHERS
The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences also can contribute to misunderstandings, which can lead to discord and—if left unresolved—disputes. Individual performers need to know how to effectively navigate beyond conflict to prevent damage from occurring. This training is designed to help participants:
• Gain a better, more consistent understanding of communication and behavior styles, beginning with their own by participating in a DiSC assessment
• Learn how various styles act “on a good day” and “on a bad day”
• Learn strategies for adapting and connecting to others for effective working relationships

Fee: $209
Course Code #  Day  Date  Time  Location
NTL C55 001  T  Oct. 27  8 a.m.–Noon  Remote

EFFECTIVE EMAILS IN THE WORKPLACE
Email continues to be the primary method of business communication—especially now that many employees are working remotely. Yet surprisingly, many workers—from entry-level employees on up to managers—do not practice effective email communication. Your workplace emails reflect your professionalism. Errors and poor grammar can leave a negative impression on bosses, colleagues, prospective clients, and potential employers. This course provides the information you need to compose and send confident and professional emails. Topics covered include general writing tips, email etiquette, editing and proofreading, and how to develop your own style.

Fee: $129
Course Code #  Day  Date  Time  Location
NTL C62 001  Th  Oct. 22  12:30–4:30 p.m.  Remote
WORKFORCE SOLUTIONS

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)
This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, business writing skills, research and presentation skills, and more. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive machine. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
Course Code #  Dates   Avg. Course Time  Location
NTL E29 001 Oct. 14–Dec. 4   24 hours    Online

DESIGNING ONLINE INSTRUCTION (ONLINE)
Learn more about the environment of online instruction. Envision and develop your online course, explore the phases of design and development, create guidelines, and more. Discuss how to encourage and manage student interaction and get the latest information on copyright issues, assessment, and evaluation. Participants will receive an email with login information 24-48 hours after registering.

Fee: $195
Course Code #  Dates   Avg. Course Time  Location
NTE L24 Oct. 5–30  16 hours   Online

Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu
THE BASICS OF BOOKKEEPING (ONLINE)
This course will help you understand and know how to record, every penny that comes into and out of your business. Learn how to create a chart of accounts that meets your needs, understand bookkeeping terminology, and discover what it means to keep track of the numbers. Even if you outsource your bookkeeping, you should still have a basic understanding of what happens with the money earned and the money spent. Participants will receive an email with login information 24-48 hours after registering.

Fee: $195

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<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTL L80</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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</tbody>
</table>

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS (ONLINE)
Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, the financial information that drives your organization (as seen on the business’ reports), will be assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Participants will receive an email with login information 24-48 hours after registering.

Fee: $195

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<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
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<tbody>
<tr>
<td>NTL L12</td>
<td>Nov. 2–27</td>
<td>16 hours</td>
<td>Online</td>
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</table>

Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu
ACCOUNTING FUNDAMENTALS (ONLINE)
Accounting Fundamentals covers all the bases—from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

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<th>Course Code #</th>
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<tbody>
<tr>
<td>NTL E69 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
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</table>

DEALING WITH DIFFICULT PEOPLE IN THE WORKPLACE (ONLINE)
Dealing with difficult personalities and broaching challenging subjects is a workplace necessity that takes skill, tact, and confidence. Gain the skills required to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Participants will receive an email with login information 24-48 hours after registering.

Fee: $245

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<th>Course Code #</th>
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<tr>
<td>NTL L23</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
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PRODUCTIVITY E-TOOLS: BE ORGANIZED AND GET STUFF DONE (ONLINE)
Find out the top 40 favorite applications and eTools to turbo-charge your work and simplify your life. Begin by building a framework and identify the productivity problem you are trying to solve. Learn to triage your email, organize your digital information, and control your calendar to create more time for yourself. Discover different productivity tools each week while evaluating your own productivity needs. After completing this course, you will work more efficiently and uncover more time in your day. Participants will receive an email with login information 24-48 hours after registering.

Fee: $245

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<tr>
<td>NTC L99</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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INTERESTED IN LEARNING QUICKBOOKS?
We offer a five-week instructor-led course for QuickBooks Online (cloud-based). See page 24.
EXTRAORDINARY CUSTOMER SERVICE (ONLINE)
Customer service separates you from your competition. Increased repeat business will improve your bottom line. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. Participants will receive an email with login information 24-48 hours after registering.

Fee: $145

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<th>Course Code #</th>
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<th>Location</th>
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<tr>
<td>NTL L09</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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SPANISH FOR MEDICAL PROFESSIONALS (ONLINE)
Prepare for any situation by bridging the communication gap between you, your patients, and their family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

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<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTE E98 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
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</table>
YOUR WORKPLACE, YOUR EMPLOYEES, AND THE LAW (ONLINE)

Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, techniques, and proven strategies for successfully managing employees and for complying with state and federal workplace laws. Participants will receive an email with login information 24-48 hours after registering.

Fee: $195

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<th>Course Code #</th>
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<tbody>
<tr>
<td>NTL L66</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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HR ON YOUR TO-DO LIST

How has COVID-19 affected your organization?
What is the CARES act and how does it impact your business?
Are you managing a remote workforce?
This course is designed to provide policy guidance, focus, best practices, and resources to those who are responsible for day-to-day HR functions in their organization without an official HR-designated title. Topics covered include recruiting, compensation, benefits, and performance management.

Fee: $195

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<th>Course Code #</th>
<th>Day</th>
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<th>Location</th>
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<tbody>
<tr>
<td>NTL C05 001</td>
<td>W</td>
<td>Nov. 4</td>
<td>8–11 a.m.</td>
<td>Remote</td>
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KEY ESSENTIALS TO CONDUCTING WORKPLACE INVESTIGATIONS (ONLINE)

What is the difference between a formal and informal complaint from an employee? What documentation is required for an investigation? How do you minimize the risk of jumping to conclusions? How do you protect from retaliation during/after the investigation? This course covers key elements for effectively conducting workplace investigations related to harassment, sexual harassment, discrimination, employee retaliation, and management misconduct. Participants will receive an email with login information 24-48 hours after registering.

Fee: $195

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<th>Course Code #</th>
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<tr>
<td>NTE L14</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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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%.

**Fee:** $1,260

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<tr>
<th>Series Course Code</th>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>NTL S22 002</td>
<td>W</td>
<td>Oct. 14–Dec. 9</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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*Individual courses also available for registration for $175 each*

**COMMUNICATING FOR LEADERSHIP SUCCESS** » SUPERVISORY SERIES

This foundational course helps leaders communicate effectively so they can spark action in others. Learn about the essential opportunities for interaction encountered every day in the workplace and beyond.

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<th>Course Code #</th>
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<tbody>
<tr>
<td>NTL S50 002</td>
<td>W</td>
<td>Oct. 14</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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**YOUR LEADERSHIP JOURNEY** » SUPERVISORY SERIES

This course arms new or prospective leaders with the knowledge and skills required to confront the challenges they face early in their leadership career. Explore the transitions newer leaders face and discuss how to handle those challenges. Discover three leadership differentiators that are most important to building a positive reputation and contributing to the organization’s success.

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<tbody>
<tr>
<td>NTL S51 002</td>
<td>W</td>
<td>Oct. 21</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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</table>
RESOLVING WORKPLACE CONFLICT » SUPERVISORY SERIES
Learn how to recognize signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and are given the opportunity to practice interaction essentials as they coach, then mediate, to resolve a conflict.

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<tbody>
<tr>
<td>NTL S52 002</td>
<td>W</td>
<td>Oct. 28</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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DELEGATING WITH PURPOSE » SUPERVISORY SERIES
In this course, leaders learn the skills required to gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Identify the tasks that can be delegated, select the most appropriate individuals, assess capabilities and commitment, and plan the delegation discussion. The delegation discussion includes the level of decision-making authority, amount of support, and methods for monitoring progress and measuring results.

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<tbody>
<tr>
<td>NTL S32 002</td>
<td>W</td>
<td>Nov. 4</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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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.

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<tbody>
<tr>
<td>NTL C32 002</td>
<td>W</td>
<td>Nov. 11</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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COACHING FOR PEAK PERFORMANCE » SUPERVISORY SERIES
Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance.

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<tbody>
<tr>
<td>NTL S06 002</td>
<td>W</td>
<td>Nov. 18</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES
Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust.

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<tbody>
<tr>
<td>NTL S21 002</td>
<td>W</td>
<td>Dec. 2</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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</table>

DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES
In this course, learners are introduced to a practical process to guide their own and their direct reports’ development-planning efforts. The outcome is a meaningful development plan that supports the organization’s current and future business needs.

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<tbody>
<tr>
<td>NTL S23 002</td>
<td>W</td>
<td>Dec. 9</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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</table>
COLLABORATIVE MANAGEMENT (ONLINE)
Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. This course will focus on the principles of collaboration in management, relationship building, creating strategies to tap into group collaborative potential, setting your goals, and creating a collaborative management action plan. Participants will receive an email with login information 24-48 hours after registering.

Fee: $245

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<tr>
<td>NTL L14</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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MANAGING GENERATIONS IN THE WORKPLACE (ONLINE)
Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work. Get an understanding of managing workers of different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Participants will receive an email with login information 24-48 hours after registering.

Fee: $175

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<th>Avg. Course Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTL L67</td>
<td>Nov. 2–27</td>
<td>16 hours</td>
<td>Online</td>
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</table>
**LEADERSHIP/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, you can make this the year that you become a certified PMP.

**Fee:** $1,399

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<th>Series Course Code #</th>
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<th>Location</th>
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<tbody>
<tr>
<td>NTE S48 003</td>
<td>Th</td>
<td>Oct. 1, 8, 15, 22, 29</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>Remote</td>
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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.

**THIS COURSE SATISFIES CONTINUING EDUCATION REQUIREMENTS FOR PMP CERTIFICATION**

> I received immense value from walking through this Project Management virtual masterclass. The concepts & ideas taught, while certainly helpful toward preparing for the exam, offer a wide range of applications including but not limited to: being an administrator, an entrepreneur, a leader in a volunteer-based organization and even as a husband and father. The facilitator’s professional, friendly and positive demeanor makes all the difference and he was able to really break down the concepts in a way I could easily understand. This was a great class that I’m thankful to have had the opportunity to attend.
INTRODUCTION TO ORACLE (ONLINE)
This course will provide you with a practical hands-on approach to relational database concepts and Oracle’s database management system. You will be introduced to the Structured Query Language (SQL), Oracle’s SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

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<tr>
<td>NTC E17 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
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INTRODUCTION TO JAVA PROGRAMMING (ONLINE)
This course provides easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn programming. Whether you just want to try it out or plan on doing more with Java, this is a great place to start! Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

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<tbody>
<tr>
<td>NTC E18 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
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</table>
CREATING WEB PAGES (ONLINE)
Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies. Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
Course Code # Dates Avg. Course Time Location
NTC E43 001 Oct. 14–Dec. 4 24 hours Online

CREATING MOBILE APPS WITH HTML5 (ONLINE)
Discover a better way to build apps that run on just about any smartphone or tablet. This course will demonstrate ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
Course Code # Dates Avg. Course Time Location
NTC E09 001 Oct. 14–Dec. 4 24 hours Online
Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu

**BOOSTING YOUR WEBSITE TRAFFIC (ONLINE)**
Acquire the basic skills needed to boost your website traffic. Learn how to analyze your visitor traffic, use search engine optimization to gain greater visibility and exposure in Google searches, and redesign your website copy to increase your visitors and results. No experience necessary. If you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Participants will receive an email with login information 24–48 hours after registering.

*Fee: $195*

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<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTC L68</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
</tr>
</tbody>
</table>

**ONLINE ADVERTISING (ONLINE)**
Get the keys to making online advertising work for you and your organization. Explore pay-per-click advertising with Google AdWords, find out how to test low-budget AdWord campaigns, and learn how you can target local audiences. Then, discover Facebook advertising and learn how you can determine the demographics and numbers of people you want to reach. No experience necessary. If you are at an advanced level, your instructor is an online advertising expert and can answer your toughest questions as well. Participants will receive an email with login information 24–48 hours after registering.

*Fee: $195*

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<tr>
<th>Course Code #</th>
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<th>Avg. Course Time</th>
<th>Location</th>
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<tr>
<td>NTL L69</td>
<td>Nov. 2–27</td>
<td>16 hours</td>
<td>Online</td>
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</table>

**MARKETING USING SOCIAL MEDIA (ONLINE)**
Get in on this exciting and growing way to communicate, market, and serve your customers and clients. Ideal 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. Learn how these specific social networks work and discover the possible uses for your organization. This online course is accessible for the dates listed below. Participants will receive an email with login information 24–48 hours after registering.

*Fee: $195*

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<tr>
<th>Course Code #</th>
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<tr>
<td>NTC L31</td>
<td>Oct. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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</tbody>
</table>
INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION (ONLINE)
Take away a practical plan and techniques for implementing a social strategy for your organization or business. Learn the top five considerations when starting a social account and review helpful tips to manage an online community. Develop a manageable workflow and get productivity tips to become more efficient. Learn what you might be doing wrong in social media and review essential policies to have in place for your employees and company.
Fee: $195
Course Code # Dates Avg. Course Time Location
NTC L33 Nov. 2–27 16 hours Online

ADOBE PHOTOSHOP ESSENTIALS (ONLINE)
This fundamental course covers Adobe Photoshop CC’s most commonly used tools, menus, and panels. You’ll learn the basics of 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 artwork. Access to Adobe Photoshop software required. Participants will receive an email with login information 24–48 hours after registering.
Fee: $225
Course Code # Dates Avg. Course Time Location
NTC L69 Oct. 5–30 16 hours Online

ADOBE INDESIGN ESSENTIALS (ONLINE)
Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple or complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. Access to Adobe InDesign software required. Participants will receive an email with login information 24–48 hours after registering.
Fee: $225
Course Code # Dates Avg. Course Time Location
NTC L05 Nov. 2–27 16 hours Online
### KEYBOARDING (ONLINE)
Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Participants will receive an email with login information 24–48 hours after registering.

**Fee:** $115

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<th>Avg. Course Time</th>
<th>Location</th>
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<tr>
<td>NTC E81 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
</tr>
</tbody>
</table>

### WINDOWS 10
Learn how to get started with the latest version of Microsoft’s operating system. Discover desktop features, personalization options, File Explorer, and multitasking. We’ll also demonstrate Cortana, OneDrive, and Microsoft Edge.

**Fee:** $99

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<td>Th</td>
<td>Oct. 22</td>
<td>12:30–4:30 p.m.</td>
<td>Remote</td>
</tr>
</tbody>
</table>

### ADOBE ACROBAT—TIPS AND SHORTCUTS
Designed with the busy professional in mind, this hands-on workshop provides step-by-step instructions in Adobe Acrobat. Learn how to navigate, create, edit, password protect and more!

**Fee:** $109

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<th>Day</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>NTC C73 004</td>
<td>Th</td>
<td>Dec. 3</td>
<td>5:30–9:30 p.m.</td>
<td>Remote</td>
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</tbody>
</table>

### MICROSOFT ONENOTE
Microsoft OneNote is a powerful tool to capture your digital and handwritten notes and is particularly useful for workplace productivity. Capture digital notes and keep them organized as well as add images, diagrams, audio, video, and more.

**Fee:** $89

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<th>Location</th>
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<td>NTC C76 003</td>
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<td>Oct. 6</td>
<td>8 a.m.–Noon</td>
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<td>NTC C76 004</td>
<td>F</td>
<td>Nov. 6</td>
<td>12:30–4:30 p.m.</td>
<td>Remote</td>
</tr>
</tbody>
</table>

### SHARING FILES USING ONEDRIVE
OneDrive from Microsoft is all about sorting files and sharing them between your computer and the cloud with the ability to access them from any PC, Mac, or phone. Learn how to create and share documents and files to collaborate with others in real time.

**Fee:** $69

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<th>Date</th>
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<td>10 a.m.–Noon</td>
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<td>NTC S03 003</td>
<td>F</td>
<td>Nov. 6</td>
<td>10 a.m.–Noon</td>
<td>Remote</td>
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</table>

### MICROSOFT OUTLOOK
Learn the basics of Microsoft Outlook, an information management program used to manage email, calendars, contacts, tasks, and notes.

**Fee:** $79

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<th>Course Code #</th>
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<td>NTC C56 003</td>
<td>T</td>
<td>Nov. 10</td>
<td>12:30–3:30 p.m.</td>
<td>Remote</td>
</tr>
</tbody>
</table>
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.

WORD LEVEL 1 (BASIC)

Fee: $179
Course Code #  Day  Dates  Time  Location
NTC S87 002  MW  Dec. 7, 9 12:30–4:30 p.m.  Remote

WORD TRACKING CHANGES AND MERGING DOCUMENTS

This class introduces users to special features used when more than one person works on a file. Learn to use comments, keep track of changes to a document, accept or reject suggested changes, compare and combine documents, and protect a document from unauthorized changes.

Fee: $79
Course Code #  Day  Date  Time  Location
NTC C84 003  T  Oct. 20 12:30–3:30 p.m.  Remote

INTRODUCTION TO MICROSOFT WORD 2016 (ONLINE)

One of the most basic skills needed in any job is the ability to write reports and letters using Microsoft Word. You will learn the basics required to write and edit text and discover the best ways to create, format, and organize documents. Participants will receive an email with login information 24–48 hours after registering.

Fee: $129
Course Code #  Dates  Avg. Course Time  Location
NTC E85 001  Oct. 14–Dec. 4 24 hours  Online

Register online at www.mchenry.edu/shahregister // 19
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.

EXCEL LEVEL 1 (BASIC)
Fee: $179
Course Code #  Day  Dates  Time  Location
NTC S30 003  TTh  Oct. 20, 22  8 a.m.–Noon  Remote

EXCEL LEVEL 2 (INTERMEDIATE)
Fee: $179
Course Code #  Day  Dates  Time  Location
NTC S75 003  TTh  Oct. 6, 8  12:30–4:30 p.m.  Remote
NTC S75 004  TTh  Nov. 10, 12  8 a.m.–Noon  Remote

EXCEL LEVEL 3 (ADVANCED)
Fee: $179
Course Code #  Day  Dates  Time  Location
NTC S77 004  TTh  Oct. 27, 29  12:30–4:30 p.m.  Remote
NTC S77 005  TTh  Dec. 1, 3  8 a.m.–Noon  Remote

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

EXCEL 2016 SERIES
Fee: $479
Course Code #  Dates  Time  Location
NTC S73 005  Oct. 20, 22, Nov. 10, 12, Dec. 1, 3  8 a.m.–Noon  Remote

INTERMEDIATE EXCEL (ONLINE)
Learn how to consolidate your data into readable rows and columns using different table designs and styles. Create your unique spreadsheet style to make the content easier to understand, and discover how easily pivot tables can quickly summarize large amounts of data. Participants will receive an email with login information 24–48 hours after registering.

Fee: $195
Course Code #  Dates  Avg. Course Time  Location
NTC L88  Oct. 5–30  16 hours  Online

ADVANCED EXCEL (ONLINE)
Learn valuable tools that will help you prepare accurate worksheets, examine and authenticate your data, and make wiser decisions. Save time by protecting your valuable data and know with assurance that the entered data is accurate and without any errors. Discover how to attractively visualize your data into meaningful information with confidence. Participants will receive an email with login information 24–48 hours after registering.

Fee: $195
Course Code #  Dates  Avg. Course Time  Location
NTC L89  Nov. 2–27  16 hours  Online
EXCEL: PIVOTTABLES
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 data in a PivotTable. Prerequisite: Excel 2016 Basic or equivalent experience.
Fee: $79
Course Code # Day Dates Time Location
NTC C58 002 W Oct. 21 9 a.m.–Noon Remote

EXCEL: DATA ANALYSIS WITH POWERPIVOT
We’re living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of PowerPivot to maximize your effectiveness when analyzing data. After successfully completing this course, you’ll be able to use PowerPivot along with Excel 2016 to analyze data from a variety of sources. Prerequisite: Excel 2016 and PivotTable 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 W Nov. 18 8 a.m.–Noon Remote

Register for the PivotTables and Data Analysis with PowerPivot classes and save 10%

EXCEL: POWERPIVOT SERIES:
Fee: $160
Course Code # Dates Time
NTC S40 003 Oct. 21 9 a.m.–Noon
Nov. 18 8 a.m.–Noon

COMPUTER SOFTWARE SUPPORT
ACCESS, EXCEL, PROJECT, WORD, ACROBAT AND MORE...
Schedule a session with one of our experts to answer your questions and help troubleshoot issues.
For hourly rates for individuals and organizations, or for more information, contact the Shah Center:
(815) 479-7536
shahcenter@mchenry.edu
EXCEL: 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. Prerequisite: Excel 2016 Basic or equivalent.
Fee: $89

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<td>Dec. 7</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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MICROSOFT EXCEL 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 2016 Basic or equivalent experience.
Fee: $89

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<td>12:30–4:30 p.m.</td>
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<td>NTC C07 003</td>
<td>W</td>
<td>Dec. 9</td>
<td>8 a.m.–Noon</td>
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EXCEL ANALYSIS AND FORECASTING TOOLS
By using What-If Analysis tools in Excel, you can use several different sets of values in one or more formulas to explore all the various results. This course instruction includes: What If, Solver, Matrix Solutions, Analysis Tool Pack and more.
Fee: $109

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<td>NTC C14 004</td>
<td>T</td>
<td>Dec. 8</td>
<td>5:30–9:30 p.m.</td>
<td>Remote</td>
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</tbody>
</table>
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.

POWERPOINT BASIC

Fee: $179

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<th>Location</th>
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<td>12:30–4:30 p.m.</td>
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POWERPOINT TIPS, TOOLS AND TIMESAVERS

This class is for the PowerPoint user who wants to learn how to make presentations more effective. Over 50 valuable PowerPoint tips, tools, and timesavers will be covered along with general presentation guidelines.

Fee: $89

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<th>Location</th>
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<td>W</td>
<td>Nov. 18</td>
<td>12:30–4:30 p.m.</td>
<td>Remote</td>
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MICROSOFT PROJECT

Stay organized, focused, and in charge. Tackle anything from small projects to large initiatives. You may or may not be a project manager, but by using Microsoft Project you can be the boss of any project.

MICROSOFT PROJECT MODULE 1: PROJECT DESIGN AND FORMATTING

This course instruction includes project creation, task relationships, project formatting, project calendars, project printing, and more.

Fee: $109

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<th>Time</th>
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<td>8 a.m.–Noon</td>
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<td>NTC S01 004</td>
<td>Th</td>
<td>Dec. 10</td>
<td>5:30–9:30 p.m.</td>
<td>Remote</td>
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</table>

MICROSOFT PROJECT MODULE 2: RESOURCES, TRACKING, SHARE AND REPORTS

This course instruction includes resources and resource calendars; assigning resources to tasks; shared resource assignments; baseline and tracking; master and condensed projects; formulas and indicators; project reports, macro automated views and more.

Fee: $109

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<td>NTC S02 004</td>
<td>Th</td>
<td>Dec. 17</td>
<td>5:30–9:30 p.m.</td>
<td>Remote</td>
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</table>
QUICKBOOKS ONLINE SERIES
(CLOUD COMPUTING VERSION)

Intuit QuickBooks Online (QBO) 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 has many features that work differently than they do in desktop versions. QBO is accessible via iPhone, BlackBerry, and Android web app. Basic computer and accounting skills are necessary for program success. This course is instructor-led and gives you an opportunity to direct your questions to CPA Tony Langford.

Fee: $495

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<td>W</td>
<td>Oct. 21–Nov. 18</td>
<td>6–9 p.m.</td>
<td>Remote</td>
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Week 1: Overview
Week 2: Getting Started
Week 3: Operational Activity Part 1—Money In
Week 4: Operational Activity Part 2—Money Out
Week 5: Operational Activity Part 3—Banking and More

INTRODUCTION TO QUICKBOOKS ONLINE (ONLINE COURSE)

If you are looking to become familiar with QuickBooks Online but unable to commit to a five-week in-class course, this online introductory course gives you the flexibility to learn the fundamentals of this powerful accounting software program when it’s convenient for you! Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

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<td>NTC E82 002</td>
<td>Nov. 11—Jan. 1</td>
<td>24 hours</td>
<td>Online</td>
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</table>
SHOP MATH
This basic math course emphasizes math skills required 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

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<td>8 a.m.–1 p.m.</td>
<td>121, SCC</td>
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BASIC PRINT READING
This five-hour print reading course will enable participants to interpret basic in-house drawings. Topics covered include dimensioning, tolerances, lines, and drawing views. Lecture will be supplemented with individual class exercises to provide actual practice for participants.

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

Fee: $209

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<td>T</td>
<td>Nov. 10</td>
<td>8 a.m.–1:30 p.m.</td>
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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

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<tbody>
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<td>TTh</td>
<td>Dec. 1, 3</td>
<td>8 a.m.–Noon</td>
<td>Remote</td>
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LOGISTICS

Logistics is the part of supply chain management that plans, implements, and controls the efficient, effective forward and reverse flow and storage of goods, services between the point of origin and the point of consumption in order to meet customers’ requirements. This program is certified through the University of Missouri.

In this seminar, you will learn the following:

- Logistics is a value added proposition and not a cost proposition
- The elements of setting up and managing a logistics network
- The cross-functional nature of Logistics Management
- The decisions you have to make in managing and leading Logistics efforts

Fee: $1,450

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<td>Oct. 13–15</td>
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<td>Remote</td>
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CIRCULAR ECONOMY AND SUPPLY CHAIN MANAGEMENT

A circular economy and a circular supply chain are an alternative to our current linear economy where we take resources, produce, consume and generate waste. In circularity, a supply chain is designed to eliminate waste, and enable the recovery and reuse of all materials at the highest value possible at all times. Companies around the world are beginning to see growth opportunities in the circular economy and consumers are beginning to demand it. This program is certified through the University of Missouri.

In this seminar, you will learn the following:

- Mapping out your supply chain for circularity
- How to identify the opportunities for your company in the circular economy
- What the circular strategies and decisions look like and apply them to your organization
- Putting together the plan to transition to a circular supply chain

Fee: $1,450

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<tr>
<th>Course Code #</th>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTE S89 001</td>
<td>M</td>
<td>Oct. 12–Nov. 16</td>
<td>5–9 p.m.</td>
<td>Remote</td>
</tr>
<tr>
<td>NTE S89 002</td>
<td>M, T, Th</td>
<td>Oct. 5, 6, 8</td>
<td>8 a.m.–5 p.m.</td>
<td>Remote</td>
</tr>
</tbody>
</table>
MANUFACTURING AND INDUSTRY

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS (ONLINE)
Learn what it takes to be a successful supply chain manager. This course will prepare you for internationally recognized certification examinations by teaching you how to create demand forecasts, develop schedules, manage inventory, control production orders, and ensure customer satisfaction. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

<table>
<thead>
<tr>
<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTE E46 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
</tr>
</tbody>
</table>

LEAN SIX SIGMA (ONLINE)
In today’s world, Lean is an important 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 learn the skills required to lead successfully in both service and manufacturing industries. Participants will receive an email with login information 24-48 hours after registering.

Fee: $245

<table>
<thead>
<tr>
<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTE L11</td>
<td>Nov. 2–27</td>
<td>16 hours</td>
<td>Online</td>
</tr>
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</table>

MANUFACTURING FUNDAMENTALS (ONLINE)
Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

<table>
<thead>
<tr>
<th>Course Code #</th>
<th>Dates</th>
<th>Avg. Course Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTE E58 001</td>
<td>Oct. 14–Dec. 4</td>
<td>24 hours</td>
<td>Online</td>
</tr>
</tbody>
</table>
FORKLIFT: OPERATOR TRAINING PENDING
Due to the nature of the hands-on instruction, these courses may continue to be postponed. Contact the Shah Center for course status and additional information.

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)

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<tr>
<th>Course Code #</th>
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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTE S54 004</td>
<td>F</td>
<td>Oct. 16</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Marengo, IL</td>
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<tr>
<td>NTE S54 005</td>
<td>F</td>
<td>Nov. 13</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Marengo, IL</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
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<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTE S03 002</td>
<td>W</td>
<td>Nov. 18</td>
<td>9 a.m.–4 p.m.</td>
<td>115, SCC</td>
</tr>
</tbody>
</table>
VIRTUAL JOB FAIR

TUESDAY, OCTOBER 20, 2020
NOON–3:30 P.M.

Find the skilled, local candidates you need to advance your workforce!

The McHenry County College Career Services Center and McHenry County WorkForce Network have joined forces to bring you an exciting virtual job fair in 2020.

To reserve your spot or request an invitation, contact Career Services at careers@mchenry.edu or (815) 455-8566.

Visit www.mchenry.edu/hireascot to learn more or post a job for free at any time.
The SBDC at McHenry County College is funded in part through a cooperative agreement with the U.S. Small Business Administration, the Illinois Department of Commerce and Economic Opportunity and McHenry County College.

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.

For more information or to schedule your no-cost consultation, email us at sbdc@mchenry.edu.

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

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

Register Online
Registering yourself?
www.mchenry.edu/shahregister

Questions?
Have questions or would you like to stay updated on our upcoming programs and events?

Would you like to be added to our mailing list and e-blast?

Contact us at shahcenter@mchenry.edu or call (815) 455-8593

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

CANCELLATION POLICY
If an offering is canceled by McHenry County College, registrants will be notified by phone and/or email and tuition will be fully refunded. A course registration canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in another class. Failure by a participant or company to cancel a registration one business day in advance of the date of the offering will necessitate full payment of tuition and fees.

INCLEMENT WEATHER
Please be aware that inclement weather could cause McHenry County College facilities to close. You may call our main campus number at (815) 455-3700, check our website at www.mchenry.edu, or listen to local news stations for closings.

PARKING
There is ample free parking available at the Shah Center.

SMOKING
The Shah Center is a smoke-free environment in compliance with MCC’s tobacco-free policy. No smoking is allowed in the building or on the property.
MCC is taking your college visit to the next level this fall with our Virtual Information Week to keep you on track with your education goals.

Our week-long series of virtual events will include:

- Multiple application opportunities
- Virtual tours
- Financial Aid help and info
- How to apply for scholarships
- Getting involved in Athletics, organizations, and other activities
- Getting involved in Athletics, organizations, and other activities
- Live Zoom Q&A sessions
- Getting involved in Athletics, organizations, and other activities
- Getting involved in Athletics, organizations, and other activities

Stay tuned for more information soon!

• Getting involved in Athletics, organizations, and other activities
• Virtual tours
• Financial Aid help and info
• How to apply for scholarships

MCC is taking your college visit to the next level this fall with our Virtual Information Week to keep you on track with your education goals.

What’s Next?
Ready For