

Q4
October–December
2018

McHenry County College

CATALYST

Workforce, Community, and Business Programs

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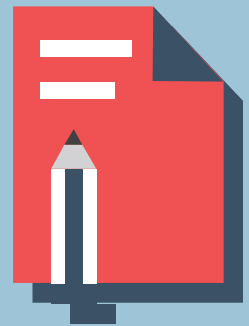
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McHenry
County College

Shah Center

www.mchenry.edu/shah

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 27.

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.

UNDERSTANDING YOURSELF AND OTHERS FOR PERSONAL EFFECTIVENESS

WHO AM I?

Have you ever wondered WHY people do the things they do? Act the way they act? Do you have that special someone at work who you just can't connect with? Based on the psychology of Carl Jung, this session will take a fun and engaging approach to understanding personal styles of communication and behavior and how this affects our interactions with others. By understanding our natural preferences, we can build greater personal effectiveness. This in turn helps create better teams and organizations. We will touch on various assessments used to help identify personality types and learn methods to adapt and connect to others.

Relationships are the foundation for all we do in our personal and professional lives. By taking the time understand ourselves, we can begin to understand others better and strengthen our relationships.

Join us for this interactive session as we explore personal styles and how you can strengthen relationship and develop greater effectiveness.

Fee: \$39 (includes breakfast)

Course Code #	Day	Date	Time	Location
NTL S90 002	F	Nov. 30	8-10:30 a.m.	SCC105

Workforce Solutions.....	// 7
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Technology.....	// 16
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CUSTOMIZED TRAINING

Solutions | Performance | Success

We can work together to create training that meets your specific needs.

All programs in this catalog can be customized to:

- Impact employee job performance
- Focus on priority business challenges
- Reinforce processes, procedures, and best practices
- Maximize learning convenience through flexible scheduling

For more information about customized training, contact Pat Kallaus at **(815) 479-7536** or **pkallaus@mchenry.edu**

CHECK OUT OUR NEW ONLINE WORKFORCE SOLUTION COURSES

Writing News and Press Releases...page 7

The Basics of Bookkeeping...page 7

Lean Six Sigma...page 10

Foundations of Supply Chain Management...page 11

Graphic Design Software Essentials Certificate using Adobe Software...page 14

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LinkedIn



Extravaganza

November 1, 2018

Build Trust and Credibility— Dominate Your Market with LinkedIn

MCC Shah Center welcomes nationally recognized speaker, author, and LinkedIn consultant Wayne Breitbart

LinkedIn 101: The Power Formula for LinkedIn Success | 8:30–10:30 a.m.

This class has something for everyone—and it's a great foundation for the sales and marketing classes that follow. Learn the hottest LinkedIn secrets and get on the fast track to success.

This class is for you if you're getting invitations to connect on LinkedIn but don't know what to do with them; using LinkedIn but not getting the results you desire; or are interested in attracting new leads, referrals and business.

Using LinkedIn to Generate a Steady Stream of Sales Prospects | 11 a.m.–1 p.m.

Are you a sales professional who is actively using LinkedIn but still looking for more ways to generate quality leads and close more deals? Don't miss this chance to develop the LinkedIn skills that will help you generate a steady stream of sales leads that you can turn into sales dollars!

This course will help you move beyond the basics and show you how to find prospects that lead to sales, drive traffic to your profile and website, build credibility in your marketplace, discover insider information about your prospects, and develop an overall strategy to accomplish your most ambitious goals.

Unlocking LinkedIn's Corporate Marketing and Recruiting Potential | 2–4 p.m.

Do you think LinkedIn is only for individuals? Well, think again! Smart companies are using LinkedIn to promote their products and services, increase their visibility in the marketplace, demonstrate their thought leadership, build a community of followers, and recruit the best talent.

LinkedIn 101:

The Power Formula for LinkedIn Success
\$69 | 8:30–10:30 a.m. | NTL S58 001

Using LinkedIn to Generate a Steady Stream of Sales Prospects

\$99 | 11 a.m.–1 p.m. | NTL S70 001

Unlocking LinkedIn's Corporate Marketing and Recruiting Potential

\$129 | 2–4 p.m. | NTL S47 001

Early bird (all-day) registration available until 10/15/18 for only \$199 (Save \$98)

NTL S56 001

After 10/15/18 (all-day) registration available for \$259 (Save \$38)

NTL S90 001

Wayne's book LinkedIn Success included for all day attendees (\$19.95 value)

Register online at www.mchenry.edu/myMCC // 5

RECRUITING AND KEEPING TALENT

INTERACTIVE WORKSHOPS WITH TOOLS AND INFORMATION YOU CAN USE TODAY!



EFFECTIVE INTERVIEWING SKILLS COMPETENCY BASED INTERVIEWING



Learn how to interview for the behaviors, knowledge, and motivations that are needed to be successful in a job. We'll cover common interviewing problems and implications, how competencies define the requirements of a job, and how specific job competencies are the basis of focus. Learn how to draft interview questions, how to gather and evaluate complete examples of an applicant's past behavior related to the job's competencies, and how to conduct interviews that make a positive impression on the applicant.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S04 001	W	Oct. 24	8 a.m.–Noon	113, SCC

RETAINING TALENT



This course helps leaders understand their critical role in retaining organizational talent. They learn to identify what it takes to keep employees happy and satisfied, and how to conduct "quick check" discussions critical for retaining valuable employees. By taking a proactive approach to retaining people, and encouraging people to openly discuss what it will take for them to stay, leaders can create an environment in which people feel valued and satisfied in their jobs.

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S08 001	W	Oct. 31	8 a.m.–Noon	113, SCC

CONSCIOUS CONVERSATIONS

Learn tools and strategies to have conversations that you might be avoiding, or deal better with conversations that have gone badly in the past. Learn how to become more conscious during your conversations by raising your conversational intelligence and therefore maximizing your opportunity for having healthier and more productive conversations, improving your results, and strengthening your relationships.

Fee: \$129

Course Code #	Day	Date	Time	Location
NTL S24 001	W	Nov. 7	8 a.m.–Noon	113, SCC

HOW TO WORK WITH DIVERSE POPULATIONS

Numerous studies show that diverse teams have great potential to be high-performing, creative, and innovative. But that doesn't happen automatically just because different people are brought together and designated as a team. It takes time, effort, resources, and willingness to build an effective team. We help leaders develop skills to act as facilitators of change and growth for their teams.

Fee: \$129

Course Code #	Day	Date	Time	Location
NTL S66 001	Th	Nov. 15	8 a.m.–Noon	113, SCC

TAKE ALL FOUR RECRUITING AND KEEPING TALENT COURSES AND SAVE \$59!

Fee: \$549

Course Code #	Day	Date	Time	Location
NTL S95 001	WTh	Oct. 24, 31, Nov. 7, 15	8 a.m.–Noon	113, SCC

NEW! INTEREST-BASED PROBLEM SOLVING

Identify ways that you can transform your work with others by exploring levels of trust, listening skills, and communication styles. It's important to understand ourselves and others so we can work together to maximize our potential and the potential of others. The more we understand and respect each other, the better we communicate. The better we communicate, the more effectively we will be in solving problems. This class is designed for management, leadership, individuals, and teams of any profession.

Fee: \$129

Course Code #	Day	Date	Time	Location
NTL S05 001	Th	Nov. 29	8 a.m.–Noon	113, 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, 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 Time to Complete	Location
NTL S01 002	Nov. 5–30	16 hours	Online

ACCOUNTING BASICS FOR THE NON-ACCOUNTANT

Using the popular book, *The Accounting Game* (Mullis and Orloff), 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

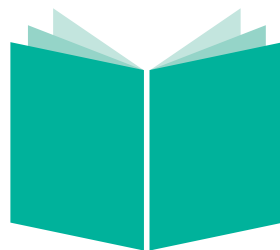
Course Code #	Day	Date	Time	Location
NTE S80 001	W	Sept. 26, Oct. 3, 10, 17	8–10:30 a.m.	115, SCC

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 after registration.

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTE S76 002	Oct. 1–26	16 hours	Online



MAKE PLANS FOR 2019!

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.

Fee: \$1,260

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

(Individual courses also available for registration \$175 per course)

Essentials of Leadership | Jan. 24 | #NTL S50 002

Getting Started as a New Leader | Jan. 31 | #NTL S51 002

Resolving Conflict | Feb. 7 | #NTL S52 002

Delegating for Result | Feb. 14 | #NTL S32 002

Setting Goals and Reviewing Results | Feb. 21 | #NTL C32 002

Coaching for Improvement | Feb. 28 | #NTL S06 002

Building an Environment of Trust | March 7 | #NTL S21 002

Achieving Your Leadership Potential | March 14 | #NTL S23 002

PROJECT MANAGEMENT

PROFESSIONAL SERIES



Completion of three classes—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

Course Code #	Date	Time	Location
NTE S48 002	Nov. 2, 9, 16, 30, Dec. 14	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.

ESSENTIALS OF PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S44 002	F	Nov. 2, 9	8:30 a.m.–4:30 p.m.	115, SCC

ADVANCED PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S45 002	F	Nov. 16, 30	8:30 a.m.–4:30 p.m.	115, SCC



// MANUFACTURING AND INDUSTRY

SIX SIGMA YELLOW BELT

Upon completion, the student will have a working knowledge of the techniques of Six Sigma, its metrics, and process improvement methodologies, with a focus on the DMAIC1 approach. This course helps improve the effectiveness of employees in their support role of Six Sigma and enhance day-to-day problem solving in workplace activities. Audience: Business professionals and operational specialists who plan to participate on Six Sigma projects typically led by Green or Black Belts, including team members, subject matter experts (SMEs), and financial representatives.

Fee: \$399

Course Code #	Day	Date	Time	Location
NTE S20 001	TTh	Oct. 30, Nov. 1	8 a.m.–4:30 p.m.	115, SCC

SIX SIGMA GREEN BELT

Upon completion students will be able apply the methodology to permanently improve business processes. Provides the student with hands-on training in all aspects of the Six Sigma DMAIC1 methodology. Includes in-depth modules and exercises for each of the DMAIC1 phases. Audience: Business professionals and operational specialists interested in learning the Six Sigma DMAIC1 methodology and Lean manufacturing tools, including those interested in leading a Six Sigma Green Belt project.

Fee: \$1,399 (includes 2 hour exam on Day 7)

Course Code #	Day	Date	Time	Location
NTE S78 001	MW	Nov. 26, 28 Dec. 3, 5, 10, 12, 17	8 a.m.–Noon	115, SCC

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 Time to Complete	Location
NTE S11 002	Nov. 5–30	16 hours	online course



// MANUFACTURING AND INDUSTRY

INTERNAL AUDITOR ISO 9001:2015

This ISO 9001 Internal Quality Auditor course provides the body of knowledge necessary to assist candidates in developing, improving, and implementing ISO 9001 process based audit programs. It teaches the strategies and tactics for planning, conducting, recording, and reporting results. During the 2-day course there'll be structured experiences, simulations, participative learning materials, learning activities and case studies.

Fee: \$799

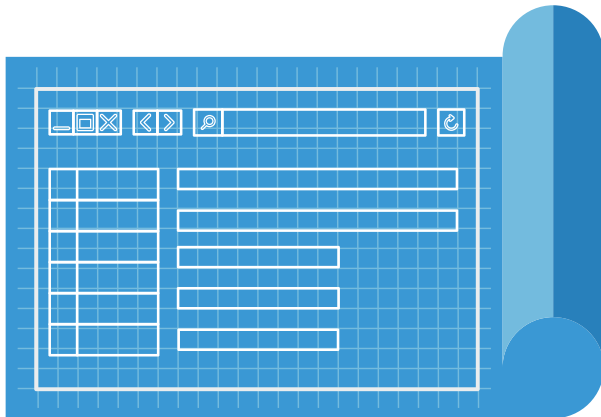
Course Code #	Day	Date	Time	Location
NTE S41 001	TW	Oct. 23, 24	8 a.m.–4:30 p.m.	115, SCC

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 will not only understand the above, you will have a completed plan created for your own supply chain.

Fee: \$245

Course Code #	Dates	Average Time to Complete	Location
NTE S18 002	Oct. 1–26	16 hours	Online



BLUEPRINT READING

This 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 001	Th	Oct. 25	8 a.m.–4:30 p.m.	115, SCC

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 001	T	Nov. 13	8 a.m.–4:30 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 002	WF	Nov. 7, 9	8 a.m.–1:30 p.m.	113, SCC

OSHA ELECTRICAL AND NFPA 70E SAFETY

In this one-day seminar you'll learn fundamental concepts covering OSHA electrical safety requirements, the principle of electricity and electrocution science, and NFPA 70E safety covering arc flash/arc blast hazards associated with performing live electrical servicing and maintenance. This class covers essential concepts for establishing elements of an electrical safety program to protect qualified employees. Recommended for maintenance personnel, machine technicians, engineers, electricians, supervisors, and managers.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTE S08 001	F	Oct. 26	8 a.m.–3:30 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 004	F	Nov. 17	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 001	WTh	Oct. 24, 25	8 a.m.–4:30 p.m.	Marengo, IL
	F	Oct. 26	8 a.m.–Noon	

SNOW PLOW OPERATOR SAFETY-PROTECT YOUR EMPLOYEES AND YOUR BUSINESS!

Do you want to keep your employees safe and reduce the chance of accidents? This three-hour class motivates participants to use best practices to prevent accidents and injuries while driving a snow plow. It includes information on visual and cognitive distractions, pre-trip equipment inspections, precautions for working outdoors in extreme weather, and strategies for dealing with road rage, speeding and distracted drivers. The pre-trip equipment inspection segment of the class is held outside. Both novice and experienced plow operators will gain a new awareness of roadway safety and defensive driving techniques.

Fee: \$75

Course Code #	Day	Date	Time	Location
NTE C07 001	T	Nov. 6	7–10 p.m.	113, SCC
NTE C07 002	SA	Dec. 1	9 a.m.–Noon	115, SCC

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 bloodborne pathogens as a first responder in the workplace.

Fee: \$125

Course Code #	Day	Date	Time	Location
NTE S03 002	W	Nov. 14	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: NTC S15 001

Sept. 4–Dec. 1

Total Time commitment: 48 hours over 3 classes

**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 each and take approximately 16 hours to complete. Contact the Shah Center for course descriptions.

ADOBE ILLUSTRATOR ESSENTIALS

September 4–28 NTC S20 001

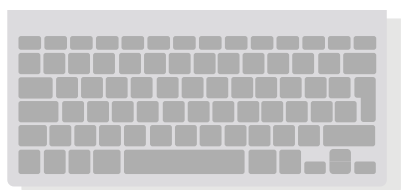
ADOBE PHOTOSHOP ESSENTIALS

October 1–26 NTC S69 001

ADOBE INDESIGN ESSENTIALS

Nov. 5–Dec. 1 NTC S05 001

Get in on this exciting and growing way to communicate, market, and serve





SOCIAL MEDIA FOR BUSINESS CERTIFICATE SERIES (ONLINE COURSE)



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.
Fee: \$495

Course Code: NTC C30 002

Sept. 4–Nov. 30

Total Time commitment: 48 hours over 3 classes

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

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

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

INTRODUCTION TO SOCIAL MEDIA

Sept. 4–28 (approx. 16 hours to complete)

NTC C32 001

MARKETING USING SOCIAL MEDIA

Oct. 1–26 (approx. 16 hours to complete)

NTC C31 002

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

Nov. 5–30 (approx. 16 hours to complete)

NTC C33 002

WORDPRESS CERTIFICATE SERIES (ONLINE COURSE)

WordPress is the most popular content management system (CMS) for website and blog design. Courses include Website Set Up (9/4-28), WordPress Fundamentals (10/1-26), and Advanced WordPress (11/5-30). After successful completion of the WordPress Certificate courses you'll know how to build a WordPress website or blog; customize a WordPress site by hand coding HTML, CSS, and PHP; know necessary regular WordPress maintenance; create WordPress website backup; and know how to apply SEO techniques in WordPress.

Participants will receive logon information midweek prior to start date.

Fee: \$495

Course Code #	Date	Average Course Time	Location
NTC C22 002	9/4-11/30	45 hours (3 classes)	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 recovery 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 Time to Complete	Location
NTL S60 002	Oct. 1-26	16 hours	Online

GOOGLE

USING GOOGLE DRIVE™ AND PRODUCTIVITY APPS

Today's workplace is ever changing. With more people working from various locations and different time zones, collaboration needs to be flexible and on-demand. Google Drive and its office productivity applications support both real-time and asynchronous collaboration. You'll learn the capability of Google Drive and its productivity applications while working within the Google Apps environment. Topics include navigating in the Google Apps environment; storing documents by using Google Drive; collaborating with Google Docs, Slides, and Drawings; collaborating with Google Sheets and Forms; communicate using Google Hangouts; managing schedules by using Google Calendar; and collaborating using Google Sites.

Fee: \$179

Course Code #	Day	Date	Time	Location
NTC S67 002	WF	Oct. 17, 19	8 a.m.–Noon	111, SCC



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.

Fee: \$495

Course Code: NTC C02 002

Sept. 4–Nov. 30

Total Time commitment: 48 hours over 3 classes

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.*

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

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 001	Sept. 4–28	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 002	October 1–26	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 002	Nov. 5–30	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 003	T	Nov. 13	1–5 p.m.	111, SCC

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 003	W	Dec. 5	1–4 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 002	WF	Oct. 3, 5	1–5 p.m.	111, SCC

NEW! WORD 2016 LEVEL 1 (BASIC)

Course Code #	Day	Date	Time	Location
NTC S87 002	TTh	Nov. 13, 15	5:30–9:30 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 design and create relational databases in Access 2016, or if you want to have a solid foundation for continuing on to become an Access expert. Basic computer skills, and Microsoft Windows familiarity is necessary for success.

Fee: \$349

Course Code #	Day	Date	Time	Location
NTC S14 002	TTh	Dec. 4, 6, 11, 13	8 a.m.–Noon	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 001	TTh	Oct. 9, 11	8 a.m.–Noon	111, SCC

POWERPOINT 2013 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S92 001	TTh	Oct. 30, Nov. 1	8 a.m.–Noon	111, SCC

PowerPoint Series

POWERPOINT 2013

NTC C26 001

10/9, 10/11, 10/30, 11/1
8 a.m.–Noon

Register for the Basic and Advanced courses and save!

Fee: \$319

MICROSOFT OFFICE PROJECT

Microsoft Office Project helps users 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 is \$179

PROJECT 2013/2016 BASIC

Course Code #	Day	Date	Time	Location
NTC S66 001	WF	Sept. 26, 28	8 a.m.–Noon	111, SCC

PROJECT 2013/2016 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S93 001	WF	Oct. 3, 5	8 a.m.–Noon	111, SCC

Project Series

NTC S04 001

9/26, 9/28, 10/3, 10/5
8 a.m.–Noon

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 002	TTh	Sept. 25, 27	5:30–9:30 p.m.	111, SCC
NTC S44 003	WF	Oct. 10, 12	8 a.m.–Noon	111, SCC
NTC S44 004	W	Dec. 12	8 a.m.–4:30 p.m.	111, SCC

EXCEL 2013 INTERMEDIATE

Course Code #	Day	Date	Time	Location
NTC S45 002	TTh	Oct. 16, 18	5:30–9:30 p.m.	111, SCC
NTC S45 003	TTh	Nov. 13, 15	8 a.m.–Noon	111, SCC

EXCEL 2013 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S46 002	TTh	Nov. 6, 8	5:30–9:30 p.m.	111, SCC
NTC S46 003	WF	Dec. 5, 7	8 a.m.–Noon	111, SCC

EXCEL 2016 LEVEL 1 (BASIC)

Course Code #	Day	Date	Time	Location
NTC S30 002	F	Nov. 16	8 a.m.–4:30 p.m.	111, SCC

Excel Series

EXCEL 2013 SERIES

NTC S25 002

9/25, 9/27, 10/16, 10/18 11/6, 11/8
5:30–9:30 p.m.

NTC S25 003

10/10, 10/12, 11/13, 11/15,
12/5, 12/7
8 a.m.–Noon

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

Fee: \$479

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 002	F	Dec. 7	12:30–4:30 p.m.	111, SCC

MICROSOFT EXCEL 2013 CHARTS & 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 002	F	Oct. 12	1–4 p.m.	111, SCC

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 002	W	Oct. 10	1–4 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 002	Th	Nov. 15	1–5 p.m.	111, SCC

Excel 2013 Power Pivot Series

NTC S40 002	10/10	1–4 p.m.	111, SCC
	11/15	1–5 p.m.	111, SCC

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

Fee: \$160



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

***Do you want to check out what QuickBooks is all about?
Register for the Overview class!***

QuickBooks—Computerized Business Accounting Overview

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S52 002	M	Jan. 28	6–9 p.m.	111, SCC

Do you only want to learn QuickBooks payroll?

QuickBooks—Streamline Payroll

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S56 002	M	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 (FIVE INSTRUCTOR-LED SESSIONS)

Week 1: 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.

Week 2: 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.

Week 3: 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.

Week 4: 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.

Week 5: 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 002	M	Oct. 29–Nov. 26	6–9 p.m.	111, SCC

Wondering if QuickBooks Online is right for you? Register for the individual Overview class! Learn the differences between the Desktop and the Cloud Based versions of QuickBooks!

QuickBooks Online—Overview

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC C44 002	M	Oct. 29	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

(for startup and existing small businesses)

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.

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 004	T	Oct 2	6–8 p.m.	115, SCC
NBD S21 005	T	Nov 13	6–8 p.m.	115, SCC
NBD S21 006	T	Dec 11	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

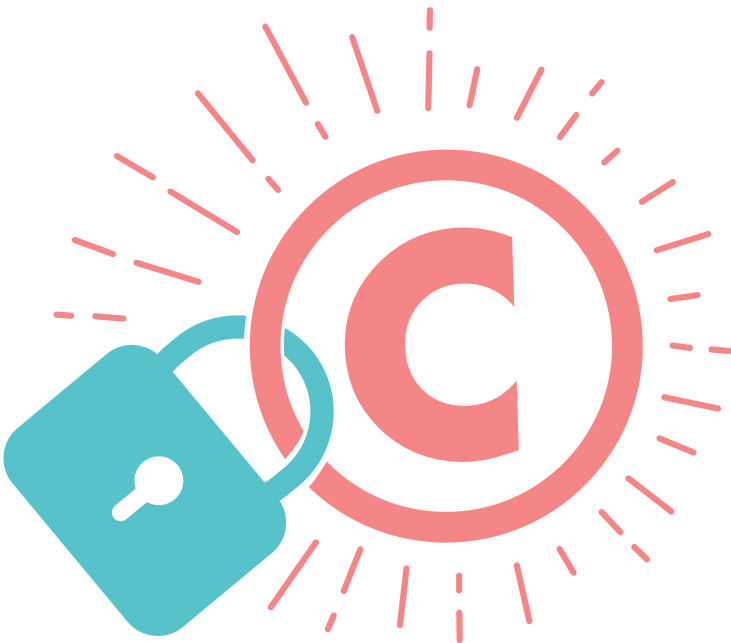
Course Code #	Day	Date	Time	Location
NBD S26 002	W	Nov 14	6–8 p.m.	115, SCC

INTELLECTUAL PROPERTY—TRADEMARK, COPYRIGHT AND PATENT PROTECTION

Learning how to protect your idea or invention is essential to selling it. Brie Crawford of Crawford Intellectual Property Law will cover the basics of Trademark, Copyright, and Patent law as well as what can and cannot be protected.

Fee: \$35

Course Code #	Day	Date	Time	Location
NBD S03 001	T	Oct 23	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!

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

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

SMALL-BUSINESS FAIR

Want to start or build your small business?
Interested in learning more about direct sales and independent contracting?



Tuesday, October 30, 2018 | 8–11 a.m. | McHenry County College | MCC Gym

- Learn about small-business opportunities
- Attend “lightning round” Professional Exchange sessions on how to start, market and operate a small business
- FREE 15-minute session with experts in marketing, banking, law, accounting, etc.
- Network with vendors, distributors, and consultants
- Explore business opportunities in a comfortable non-pressured setting
- Find resources for small-business owners
- Free admission!

Details at www.mchenry.edu/smallbiz

Sponsored by: Business Club, Business Department and Career Services

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**

MCHENRY COUNTY COLLEGE

MCC NIGHT 2018

NOVEMBER 14, 2018 | 5:30—7:30 P.M.



See what MCC has to offer, including:

- A chance to meet MCC instructors at over 40 different program booths
- Free workshops on financing your college education, scholarships, college classes for high school students (dual credit), how to transfer college credits, and services for students with disabilities
- Tasty treats provided by MCC Culinary Management
- Demonstrations by various MCC departments including culinary and baking & pastry, art, and more

Do You See Yourself at MCC? We Do!

This is a FREE open house event—no R.S.V.P. required.
Visit www.mchenry.edu/mccnight for details.



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