McHenry County College

CATALYST

Workforce, Community, and Business Programs

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www.mchenry.edu/shah
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.
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)

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<tbody>
<tr>
<td>NTL S90 002</td>
<td>F</td>
<td>Nov. 30</td>
<td>8–10:30 a.m.</td>
<td>SCC105</td>
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Workforce Solutions ........................................................................................................... // 7
Leadership ................................................................................................................................... // 8
Manufacturing and Industry ..................................................................................... // 10
Safety/OSHA .......................................................................................................................... // 12
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Technology ............................................................................................................................... // 16
Quickbooks ............................................................................................................................. // 22
Illinois Small Business Development Center ...................................................................... // 24
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
Social Media for Business Certificate Series…page 15
WordPress Certificate Series…page 16
Cyber Security for Managers…page 16
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)
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

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<tbody>
<tr>
<td>NTL S05 001</td>
<td>Th</td>
<td>Nov. 29</td>
<td>8 a.m.–Noon</td>
<td>113, SCC</td>
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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

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<th>Course Code #</th>
<th>Dates</th>
<th>Average Time to Complete</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTL S01 002</td>
<td>Nov. 5–30</td>
<td>16 hours</td>
<td>Online</td>
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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

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<tbody>
<tr>
<td>NTE S80 001</td>
<td>W</td>
<td>Sept. 26, Oct. 3, 10, 17</td>
<td>8–10:30 a.m.</td>
<td>115, SCC</td>
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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

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<th>Course Code #</th>
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<th>Average Time to Complete</th>
<th>Location</th>
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<tbody>
<tr>
<td>NTE S76 002</td>
<td>Oct. 1–26</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 percent.*

*Fee: $1,260*

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<th>Course Code #</th>
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<tr>
<td>NTL S22 002</td>
<td>Th</td>
<td>Jan. 24–March 14</td>
<td>1–5 p.m.</td>
<td>113, SCC</td>
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*(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
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

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<th>Course Code #</th>
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<tr>
<td>NTE S48 002</td>
<td>Nov. 2, 9, 16, 30, Dec. 14</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>115, SCC</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.*

Not interested in Certification? Register for an individual Project Management course.

**ESSENTIALS OF PROJECT MANAGEMENT**

Fee: $549

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<tr>
<td>NTE S44 002</td>
<td>F</td>
<td>Nov. 2, 9</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>115, SCC</td>
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**ADVANCED PROJECT MANAGEMENT**

Fee: $549

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<tr>
<td>NTE S45 002</td>
<td>F</td>
<td>Nov. 16, 30</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>115, SCC</td>
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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   M W   Nov. 26, 28   8 a.m.–Noon   115, SCC
Dec. 3, 5, 10, 12, 17

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
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
## SAFETY/OSHA

### 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

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<tr>
<td>NTE S65 002</td>
<td>WF</td>
<td>Nov. 7, 9</td>
<td>8 a.m.–1:30 p.m.</td>
<td>113, SCC</td>
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### 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

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<tr>
<td>NTE S08 001</td>
<td>F</td>
<td>Oct. 26</td>
<td>8 a.m.–3:30 p.m.</td>
<td>115, SCC</td>
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### 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)

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<tr>
<td>NTE S54 004</td>
<td>F</td>
<td>Nov. 17</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Marengo, IL</td>
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### 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)

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<tr>
<td>NTE S55 001</td>
<td>WTh</td>
<td>Oct. 24, 25</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Marengo, IL</td>
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<td>F</td>
<td>Oct. 26</td>
<td>8 a.m.–Noon</td>
<td>Marengo, IL</td>
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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

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<tr>
<td>NTE C07 001</td>
<td>T</td>
<td>Nov. 6</td>
<td>7–10 p.m.</td>
<td>113, SCC</td>
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<tr>
<td>NTE C07 002</td>
<td>SA</td>
<td>Dec. 1</td>
<td>9 a.m.–Noon</td>
<td>115, SCC</td>
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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

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<td>NTE S03 002</td>
<td>W</td>
<td>Nov. 14</td>
<td>9 a.m.–4 p.m.</td>
<td>113, SCC</td>
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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 login 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 logon 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

Register online at www.mchenry.edu/myMCC // 15
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 success 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
Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big takeaways 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 logon 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 a 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

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<tbody>
<tr>
<td>NTC S68 003</td>
<td>T</td>
<td>Nov. 13</td>
<td>1–5 p.m.</td>
<td>111, SCC</td>
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#### 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

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<th>Course Code #</th>
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<tr>
<td>NTC C56 003</td>
<td>W</td>
<td>Dec. 5</td>
<td>1–4 p.m.</td>
<td>111, SCC</td>
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</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.

*The fee for each course: $179*

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<tbody>
<tr>
<td>NTC S84 002</td>
<td>WF</td>
<td>Oct. 3-5</td>
<td>1–5 p.m.</td>
<td>111, SCC</td>
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**NEW! WORD 2016 LEVEL 1 (BASIC)**

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<td>NTC S87 002</td>
<td>TTh</td>
<td>Nov. 13-15</td>
<td>5:30–9:30 p.m.</td>
<td>111, SCC</td>
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#### 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

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<tbody>
<tr>
<td>NTC S14 002</td>
<td>TTh</td>
<td>Dec. 4-6,11,13</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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</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.

*The fee for each course: $179*

POWERPOINT 2013 BASIC

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<th>Course Code #</th>
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<tbody>
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<td>NTC S91 001</td>
<td>TTh</td>
<td>Oct. 9, 11</td>
<td>8 a.m.–Noon</td>
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POWERPOINT 2013 ADVANCED

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<td>NTC S92 001</td>
<td>TTh</td>
<td>Oct. 30, Nov. 1</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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</tbody>
</table>

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

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<tr>
<th>Course Code #</th>
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<td>NTC S66 001</td>
<td>WF</td>
<td>Sept. 26, 28</td>
<td>8 a.m.–Noon</td>
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PROJECT 2013/2016 ADVANCED

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<td>NTC S93 001</td>
<td>WF</td>
<td>Oct. 3, 5</td>
<td>8 a.m.–Noon</td>
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Project Series

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<th>Course Code #</th>
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<tbody>
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<td>9/26, 9/28, 10/3, 10/5</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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</table>

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

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<tr>
<th>Course Code #</th>
<th>Day</th>
<th>Date</th>
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<tbody>
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<td>NTC S44 002</td>
<td>TTh</td>
<td>Sept. 25, 27</td>
<td>5:30–9:30 p.m.</td>
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<td>NTC S44 003</td>
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<td>Oct. 10, 12</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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<td>NTC S44 004</td>
<td>W</td>
<td>Dec. 12</td>
<td>8 a.m.–4:30 p.m.</td>
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EXCEL 2013 INTERMEDIATE

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<tr>
<td>NTC S45 002</td>
<td>TTh</td>
<td>Oct. 16, 18</td>
<td>5:30–9:30 p.m.</td>
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<td>NTC S45 003</td>
<td>TTh</td>
<td>Nov. 13, 15</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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EXCEL 2013 ADVANCED

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<td>NTC S46 003</td>
<td>WF</td>
<td>Dec. 5, 7</td>
<td>8 a.m.–Noon</td>
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EXCEL 2016 LEVEL 1 (BASIC)

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<th>Course Code #</th>
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<tbody>
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<td>NTC S30 002</td>
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<td>Nov. 16</td>
<td>8 a.m.–4:30 p.m.</td>
<td>111, SCC</td>
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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

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<th>Course Code #</th>
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<tbody>
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<td>NTC C07 002</td>
<td>F</td>
<td>Dec. 7</td>
<td>12:30–4:30 p.m.</td>
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Excel Series

EXCEL 2013 SERIES

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<th>Code</th>
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<td>NTC S25 002</td>
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<td>5:30–9:30 p.m.</td>
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<tr>
<td>NTC S25 003</td>
<td>10/10, 10/12, 11/13, 11/15, 12/5, 12/7</td>
<td>8 a.m.–Noon</td>
<td>111, SCC</td>
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</table>

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

Fee: $479
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

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<tr>
<td>NTC C36 002</td>
<td>F</td>
<td>Oct. 12</td>
<td>1–4 p.m.</td>
<td>111, SCC</td>
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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

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<tr>
<td>NTC C58 002</td>
<td>W</td>
<td>Oct. 10</td>
<td>1–4 p.m.</td>
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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

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<tr>
<td>NTC S41 002</td>
<td>Th</td>
<td>Nov. 15</td>
<td>1–5 p.m.</td>
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Excel 2013 Power Pivot Series

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<td>NTC S40 002</td>
<td>10/10</td>
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<td></td>
<td>11/15</td>
<td>1–5 p.m.</td>
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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

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<td>NTC S57 002</td>
<td>M</td>
<td>Jan. 28–March 4</td>
<td>6–9 p.m.</td>
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Do you want to check out what QuickBooks is all about? Register for the Overview class!

QuickBooks—Computerized Business Accounting Overview
Fee: $99

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<td>NTC S52 002</td>
<td>M</td>
<td>Jan. 28</td>
<td>6–9 p.m.</td>
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Do you only want to learn QuickBooks payroll?

QuickBooks—Streamline Payroll
Fee: $99

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<tbody>
<tr>
<td>NTC S56 002</td>
<td>M</td>
<td>March 4</td>
<td>6–9 p.m.</td>
<td>111, SCC</td>
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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**

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<td>NTC C50 002</td>
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<td>Oct. 29–Nov. 26</td>
<td>6–9 p.m.</td>
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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**

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<tr>
<td>NTC C44 002</td>
<td>M</td>
<td>Oct. 29</td>
<td>6–9 p.m.</td>
<td>111, SCC</td>
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</table>
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/GROWTH STAGE
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

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

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<tr>
<td>NBD S26 002</td>
<td>W</td>
<td>Nov 14</td>
<td>6–8 p.m.</td>
<td>115, SCC</td>
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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

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<tr>
<td>NBD S03 001</td>
<td>T</td>
<td>Oct 23</td>
<td>6–8 p.m.</td>
<td>115, SCC</td>
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</table>
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!

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**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 117 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.

Room 118 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.

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
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.