

Q3
July–September
2018

McHenry County College

CATALYST

Workforce, Community, and Business Programs

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WORKFORCE, COMMUNITY AND BUSINESS PROGRAMS

AT THE SHAH CENTER

// Quality Training

Helping You Stay Two Steps Ahead of the Competition

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

Our Place or Yours

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

// Small Business Development

One-on-One Assistance Where You Need it Most

www.shahcenter.mchenry.edu/sbdc

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

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

Services:

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

// Facility Rental

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

MARKETING TO ATTRACT TALENT

Locating top talent is a challenge for most companies—the quality of skilled workers has decreased and the number of open positions has increased. Your Internet and social-media presence are key tools to attract quality individuals that'll meet your specific needs. Today's employees are looking for the culture that matches their personal needs as well as the training to perform effectively.

Target Audience: owners, C-level executives, manufacturing, small to mid-sized companies

Objectives:

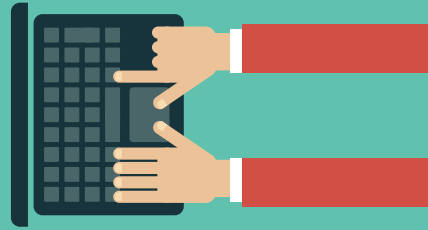
- Learn how to use social media and website to illustrate company culture, training, and environment
- Develop a key message to express the value your company offers
- Utilize video to highlight your work environment, culture, and on-boarding support
- Overcome objectives by creating a list of benefits and FAQ sheet

Fee: \$39 (includes breakfast)

Course Code #	Day	Date	Time	Location
NTL S90 001	F	Sept. 14	8–10:30 a.m.	SCC105

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CHECK OUT OUR NEW ONLINE WORKFORCE SOLUTION COURSES



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- Spanish for Medical Professionals...page 7
- Writing News and Press Releases...page 6
- Certificate in Customer Service...page 7
- Lean Six Sigma...page 10
- Six Sigma Green Belt Certificate...page 10
- Six Sigma Black Belt Certificate...page 11
- 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
- Cyber Security for Managers...page 16
- Introduction to Coding...page 16
- Certificate in Google Tools...page 17
- Mastering Computer Skills for the Workplace...page 18

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**



WORKPLACE ESSENTIALS

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

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

Course Code #	Day	Date	Time	Location
NTL C19 001	Th	Aug. 16–Sept. 20	3–5 p.m.	113, SCC

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

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

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S85 001	Th	Aug. 16	3–5 p.m.	113, SCC

TIME MANAGEMENT » WORKPLACE ESSENTIALS

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

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S10 001	Th	Aug. 23	3–5 p.m.	113, SCC

ASSERTIVENESS » WORKPLACE ESSENTIALS

Assertive people tend to seek out and create win-win scenarios. In general, they're better problem solvers, are good communicators, and are less stressed. This course is designed to enable participants to use a more confident approach in the workplace.

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S35 001	Th	Aug. 30	3–5 p.m.	113, SCC

ACCOUNTABILITY » WORKPLACE ESSENTIALS

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

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S43 001	Th	Sept. 6	3–5 p.m.	113, SCC

MANAGING CONFLICT WITH PEERS » WORKPLACE ESSENTIALS

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

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL S38 001	Th	Sept. 13	3–5 p.m.	113, SCC

PROFESSIONALISM AT WORK » WORKPLACE ESSENTIALS

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

Fee: \$69

Course Code #	Day	Date	Time	Location
NTL C10 001	Th	Sept. 20	3–5 p.m.	113, SCC

BUSINESS WRITING AND ETIQUETTE RULES

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

Fee: \$149

Course Code #	Day	Date	Time	Location
NTL S55 001	F	Sept. 21	8 a.m.–Noon	SCC115

TAKING MINUTES AT MEETINGS

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

Fee: \$149

Course Code #	Day	Date	Time	Location
NTL S49 001	F	Sept. 28	8 a.m.–Noon	SCC115

MASTERING YOUR PRESENTATIONS

Successful presentations include mastering content development and a dynamic delivery. In this eight-hour workshop (divided into two separate sessions), we focus on presentation objectives, identifying the audience, and best ways to design and deliver the message. Use a presentation you've already created or create a new one. In this fast-paced, fun and interactive session lose your fear of presenting, build your confidence and master your presentation!

Fee: \$249

Course Code #	Day	Date	Time	Location
NTL S63 001	F	Sept. 14 & 21	12:30–4:30 p.m.	SCC115

INTERVIEWING STRATEGIES FOR EMPLOYERS IN TODAY'S COMPETITIVE WORKPLACE

As an employer, do you feel your interviewing process is giving you the best people for your open jobs? With organizations facing a lack of skilled workers, the growth of the gig economy, and job openings readily available for people who want to switch jobs, the way employers interview is changing. We'll discuss the styles and types of interviews used in today's workplace and examine the increase in use of non-traditional interviewing techniques. You'll have the opportunity practice behavioral and other interviewing approaches as well as learn tools to share with your organization. Target audience: Seasoned hiring personnel, employees, and leaders who have already conducted interviews and are looking for ways to improve the quality of their hiring in today's job market. This is not an introduction to interviewing course.

Fee: \$139

Course Code #	Day	Date	Time	Location
NTL S67 001	F	Aug. 24	8–11 a.m.	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 story that will get attention. We'll cover the different kinds of publicity notices, the skills involved in writing a news story, how a press release is constructed, and how to write from a journalism and news perspective. ***This online course is accessible for the dates listed below. Participants receive logon information mid-week prior to start of course.***

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTL S01 001	Aug. 6–31	16 hours	Online
NTL S01 002	Nov. 5–30	16 hours	Online

SPANISH FOR MEDICAL PROFESSIONALS (ONLINE COURSE)

Eliminate the communication gap between you and your Spanish-speaking patients. You'll practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You'll learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. No Spanish or minimal Spanish language is required. **This online course is accessible for the dates listed below. Participants receive logon information mid-week prior to start of course.**

Fee: \$290

Course Code #	Dates	Average Time to Complete	Location
NTE S98 001	Sept. 4–Oct. 26	32 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)

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. **Participants receive logon information midweek prior to start date.**

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTE S76 001	July 2–27	16 hours	Online
NTE S76 002	Oct. 1–26	16 hours	Online

CERTIFICATE IN CUSTOMER SERVICE (ONLINE COURSE)

Customer service is essential for business and all work organizations. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. In this two-month series, the you'll improve your customer service skills, improve productivity, and increase your organization's success.

Fee: \$245

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

Course Code #	Dates	Average Time to Complete	Location
NTL S73 001	Sept. 4–Oct. 26	32 hours	Online

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

KEYS TO CUSTOMER SERVICE

NTL S02 001 Sept. 4–28

EXTRAORDINARY CUSTOMER SERVICE

NTL S09 001 Oct. 1–26

// LEADERSHIP/TALENT MANAGEMENT

CHECK OUT THE ONLINE COURSE CYBER SECURITY FOR MANAGERS ON PAGE 16.

SUPERVISORY LEADERSHIP SERIES

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

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

Fee: \$1,1260

Course Code #	Day	Date	Time	Location
NTL S22 001	Th	Sept. 27–Nov. 1	1–5 p.m.	113, SCC

ESSENTIALS OF LEADERSHIP » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S50 001	Th	Sept. 27	1–5 p.m.	113, SCC

GETTING STARTED AS A NEW LEADER » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S51 001	Th	Oct. 4	1–5 p.m.	113, SCC

RESOLVING CONFLICT » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S52 001	Th	Oct. 11	1–5 p.m.	113, SCC

DELEGATING FOR RESULTS » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S32 001	Th	Oct. 18	1–5 p.m.	113, SCC

SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL C32 001	Th	Oct. 25	1–5 p.m.	113, SCC

// LEADERSHIP/TALENT MANAGEMENT

COACHING FOR IMPROVEMENT » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S06 001	Th	Nov. 1	1–5 p.m.	113, SCC

BUILDING AN ENVIRONMENT OF TRUST » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S21 001	Th	Nov. 8	1–5 p.m.	113, SCC

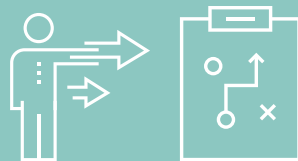
ACHIEVING YOUR LEADERSHIP POTENTIAL » SUPERVISORY SERIES

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

Fee: \$175

Course Code #	Day	Date	Time	Location
NTL S23 001	Th	Nov. 15	1–5 p.m.	113, SCC

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 001	July 12, 13, 19, 20, 27	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 001	ThF	July 12, 13	8:30 a.m.–4:30 p.m.	115, SCC

ADVANCED PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S45 001	ThF	July 19, 20	8:30 a.m.–4:30 p.m.	115, SCC

// MANUFACTURING AND INDUSTRY

LEAN SIX SIGMA (ONLINE COURSE)

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

Fee: \$245

Course Code #	Dates	Average Time to Complete	Location
NTE S11 001	Aug. 6–31	16 hours	online course
NTE S11 002	Nov. 5–30	16 hours	online course

SIX SIGMA GREEN BELT CERTIFICATE (ONLINE COURSE)

Six Sigma professionals are in strong demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. This online Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects. The online instructor, **Scott Follett**, is an Engineer with many years of experience. In addition to working with corporations and other organizations, as a Master Blackbelt, he served as an Education Chair and Section Chairman for the American Society for Quality. ***This online course is accessible for the dates listed below. Participants receive logon information midweek prior to start date.***

Fee: \$495

Summer Series Course Code: NTE S60 003

June 4–Aug. 31

Fall Series Course Code: NTE S60 001

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

INTRODUCTION TO SIX SIGMA GREEN BELT (ONLINE COURSE)

June 4–29	NTE S30 003
Sept. 4–28	NTE S30 001

INTERMEDIATE SIX SIGMA GREEN BELT (ONLINE COURSE)

July 2–27	NTE S31 001
Oct. 1–26	NTE S31 002

ADVANCED SIX SIGMA GREEN BELT (ONLINE COURSE)

Aug. 6–31	NTE S32 001
Nov. 5–30	NTE S32 002

// MANUFACTURING AND INDUSTRY

NEW! SIX SIGMA BLACK BELT CERTIFICATE (ONLINE COURSE)

Lean and Six Sigma is changing the way organizations operate. Leading the change are Six Sigma Black Belts. This online Black Belt training builds on the Green Belt certification and teaches candidates advanced problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Black Belts serve their organizations as a trained specialist able to lead Six Sigma projects in their organizations. Participants are required to complete a project and to demonstrate ability to use the tools taught in the course. **The instructor works closely with the class to not only teach the material, but to guide and mentor candidates as they work projects. This course is no cake walk. Instructor Scott Follett**, is an Engineer with many years of experience. In addition to working with corporations and other organizations, as a Master Blackbelt, he served as an Education Chair and Section Chairman for the American Society for Quality. **This online course is accessible for the dates listed below. Participants receive logon information midweek prior to start date.**



Fee: \$495

Series Course Code: NTE S97 001

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

NEW! INTRODUCTION TO SIX SIGMA BLACK BELT (ONLINE COURSE)

Sept. 4–28 NTE S17 001

NEW! INTERMEDIATE SIX SIGMA BLACK BELT (ONLINE COURSE)

Oct. 1–26 NTE S21 001

NEW! ADVANCED SIX SIGMA BLACK BELT (ONLINE COURSE)

Nov. 5–30 NTE S10 001

FOUNDATIONS OF SUPPLY CHAIN MANAGEMENT (ONLINE COURSE)

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

Fee: \$245

Course Code #	Dates	Average Time to Complete	Location
NTE S18 001	July 2–27	16 hours	Online
NTE S18 002	Oct. 1–26	16 hours	Online

OSHA 30-HOUR GENERAL OUTREACH TRAINING PROGRAM

This four-day course provides detailed coverage of OSHA's general industry standards, requirements, and employer's responsibility to provide employees a safe and healthful workplace. It's ideal for safety and health personnel, supervisors, and those with safety and health responsibilities. You'll earn a certificate of attendance and OSHA "30-hour" card upon course completion.

Fee: \$479

Course Code #	Day	Date	Time	Location
NTE S68 001	WF	Aug. 8, 10, 15, 17	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 001	WF	Sept. 26, 28	8 a.m.–1:30 p.m.	113, 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 001	F	July 13	8 a.m.–4:30 p.m.	Marengo, IL
NTE S54 002	F	Aug. 17	8 a.m.–4:30 p.m.	Marengo, IL
NTE S54 003	F	Sept. 21	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	

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. This course 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 001	W	Aug. 22	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

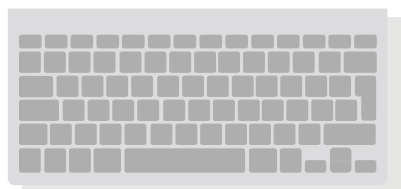
Sept. 4–28 NTC S20 001

ADOBE PHOTOSHOP ESSENTIALS

Oct. 1–26 NTC S69 001

ADOBE INDESIGN ESSENTIALS

Nov. 5–Dec. 1 NTC S05 001





SOCIAL MEDIA FOR BUSINESS CERTIFICATE SERIES (ONLINE COURSE)



Get in on this exciting and growing way to communicate, market, and serve your customers and clients. Ideal for businesses, nonprofits, government, and other organizations. From Facebook, Twitter, and blogging to YouTube, LinkedIn, and more, you'll discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Fee: \$495

Course Code: NTC C30 001

June 4–Aug. 31

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

June 4–29 (approx. 16 hours to complete)

NTC C32 005

MARKETING USING SOCIAL MEDIA

July 2–27 (approx. 16 hours to complete)

NTC C31 001

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

Aug. 6–31 (approx. 16 hours to complete)

NTC C33 001

WORDPRESS CERTIFICATE SERIES (ONLINE COURSE)

WordPress is the most popular content management system (CMS) for website and blog design. Courses include Website Set Up (6/4-6/15), WordPress Fundamentals (6/18-7/13), and Advanced WordPress (4/16-8/10). 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. **Registered participants will receive logon information midweek prior to start date.**

Fee: \$495

Course Code #	Date	Average Time To Complete	Location
NTC C22 001	June 4–Aug. 10	45 hours (3 classes)	Online

INTRODUCTION TO CODING (ONLINE COURSE)

You'll be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. You'll learn the basics of HTML, CSS, and Java Script, as well as the practical uses for each. **Registered students will receive logon information the week before class begins.**

Fee: \$195

Course Code #	Date	Average Time To Complete	Location
NTC C04 001	Sept. 4–28	16 hours	Online

CYBER SECURITY FOR MANAGERS (ONLINE COURSE)

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

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

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

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTL S60 001	July 2–27	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 001	F	Aug. 17, 24	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 001

June 4–Aug. 31

Total Time commitment: 48 hours over 3 classes

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 Time To Complete	Location
NTC C08 004	June 4–29	16 hours	Online
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 Time To Complete	Location
NTC C09 001	July 2–27	16 hours	Online
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 Time To Complete	Location
NTC S23 001	Aug. 6–31	16 hours	Online
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 001	T	Aug. 21	1–5 p.m.	111, SCC

MASTERING COMPUTER SKILLS FOR THE WORKPLACE (ONLINE COURSE)

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always updated and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You'll leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

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

Fee: \$195

Course Code #	Date	Average Time To Complete	Location
NTC S31 002	Sept. 4–28	16 hours	Online

MICROSOFT OUTLOOK 2013

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

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C56 001	Th	Aug. 23	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 001	TTh	July 24, 26	1–5 p.m.	111, SCC

NEW! WORD 2016 LEVEL 1 (BASIC)

NTC S87 001	TTh	Sept. 18, 20	1–5 p.m.	111, SCC
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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 004	W	June 6, 13	5:30–9:30 p.m.	111, SCC

POWERPOINT 2013 ADVANCED

NTC S92 001	W	July 11, 18	5:30–9:30 p.m.	111, SCC
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PowerPoint Series

POWERPOINT 2013

NTC C26 004

6/6, 6/13, 7/11, 7/18
5:30 a.m.–9:30 p.m.

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

NTC S93 001	WF	Oct. 3, 5	8 a.m.–Noon	111, SCC
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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 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 001	MW	Sept. 10, 12, 17, 19	8 a.m.–Noon	111, SCC

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 001	TTh	Aug. 14, 16	8 a.m.–Noon	111, SCC

Excel 2013 Intermediate

NTC S45 001	TTh	Aug. 28, 30	8 a.m.–Noon	111, SCC
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Excel 2013 Advanced

NTC S46 001	TTh	Sept. 18, 20	8 a.m.–Noon	111, SCC
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Excel 2016 Level 1 (Basic)

NTC S30 001	TTh	Aug. 21, 23	8 a.m.–Noon	111, SCC
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Excel Series

EXCEL 2013 SERIES

NTC S25 101

8/14, 8/16, 8/28, 8/30, 9/18, 9/20
8 a.m.–Noon

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

Fee: \$479

EXCEL 2013: PIVOT TABLES

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

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C58 001	Th	Aug. 16	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 001	Th	Aug. 30	1–5 p.m.	111, SCC

Excel 2013 Power Pivot Series

NTC S40 004	8/16	1–4 p.m.	111, SCC
	8/30	1–5 p.m.	111, SCC

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

Fee: \$160

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 001	W	Sept. 12	1–5 p.m.	111, SCC



QUICKBOOKS™ BUSINESS ACCOUNTING SOFTWARE

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 001	M	Sept. 10–Oct. 15	6–9 p.m.	111, SCC

QuickBooks—Computerized Business Accounting Overview

Tap into the extensive capabilities of QuickBooks. Start with this class if you've never used the QuickBooks program. Learn the differences between the Desktop and the Cloud Based versions of QuickBooks to help determine which version is right for you.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S52 001	M	Sept. 10	6–9 p.m.	111, SCC

Do you only want to learn QuickBooks payroll?

QuickBooks—Streamline Payroll

Learn how to set payroll preferences, set up employee and payroll items, enter historical data, enter employee time and paycheck information, print paychecks and payroll reports, and process tax liability checks and government reports.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S56 001	M	Oct. 15	6–9 p.m.	111, SCC

QUICKBOOKS ONLINE INSTRUCTOR LED SERIES

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.

QuickBooks Online Series (five instructor-led sessions)

Series fee: \$495

Course Code #	Day	Date	Time	Location
NTC C50 001	W	Aug. 1–29	1:30—4:30 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 001	W	Aug. 1	1:30-4:30 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

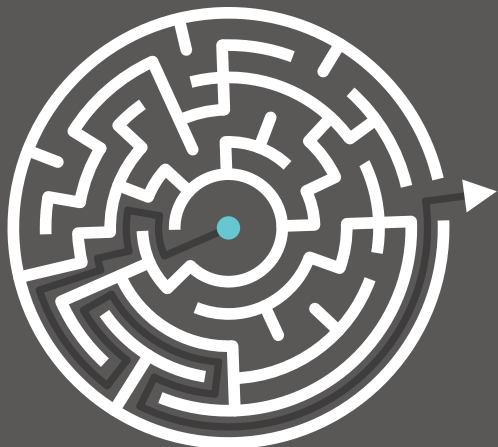
The knowledge of our advisory team allows established business owners to maintain competitive advantages in an ever-changing marketplace. We specialize in **technology, innovation and entrepreneurial development.**

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.shahcenter.mchenry.edu** to view our current course listings.



NEW NAVIGATING THE MAZE OF GOVERNMENT CONTRACTING

Course Code #	Day	Date	Time	Location
NBD S04 001	TH	Sep 27	9–Noon.	115, SCC

FREE WORKSHOP—REGISTRATION REQUIRED

Interested in expanding your small business into new markets and need guidance on how to navigate the maze of governmental contracting? Attend this workshop to learn how!

The Federal government buys nearly \$100 billion worth of goods and services from small businesses each year, however selling to the government requires a very different approach than selling to the private sector. This workshop will outline what is required to sell to the government and how you can compete in the government-contracting marketplace!

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 001	T	Jul 10	6–8 p.m.	115, SCC
NBD S21 002	T	Aug 7	6–8 p.m.	115, SCC
NBD S21 003	T	Sep 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 001	W	Sep 19	6–8 p.m.	115, SCC

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



Your Biggest Investment is **Your Employees.**

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

MCC's Adult Education Department offers classes for:

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

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

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

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

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

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

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

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

Amenities:

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

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

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

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

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

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

Parking lot rental holds 200 vehicles

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

www.mchenry.edu/conferences

Ways to Register



Call

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



Online Registration

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



Registration Form

Registering multiple people or employees?

Fill out and print registration form(s) online at

www.shahcenter.mchenry.edu/register

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**

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

 **McHenry
County College**

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Crystal Lake, Illinois 60012-2761
www.mchenry.edu