

Q1
January–March
2024

McHenry County College

CATALYST

Workforce Training Catalog

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(online course)

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// WORKFORCE TRAINING PROGRAMS AT THE SHAH CENTER

ONGOING LEARNING IS ESSENTIAL AS ROLES CHANGE AND EVOLVE FASTER THAN EVER BEFORE

// Open Enrollment Training:

Workplace Fundamentals and Professional Development

www.mchenry.edu/workforcetraining

Our engaging classes are structured to allow learners to immediately transfer new skills from the classroom to the workplace and cover a broad range of technical, employability, and managerial skills needed for success in today's fast-paced business world. We offer flexible modes of instruction including in-person, online, and remote.

// Customized Workforce Training:

Tailored to Your Business

www.mchenry.edu/workforcetraining

We will work with you to design training programs that fit your specific situation. Call on us to help assess workplace skills or identify development opportunities. Our network of experienced industry trainers and consultants are prepared to deliver curriculum at your location or at our training center.

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

// Small Business Development:

One-on-One Assistance Where You Need it Most

www.mchenry.edu/isbdc

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.

Services:

- No-cost business counseling
- Seminars where you can network with other small-business owners
- Assistance with obtaining funding

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.

// CONTACT US

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

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

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

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

We look forward to working with you!



Would you like to receive our quarterly Catalyst Workforce Training Catalog and/or receive updates on upcoming programs in our Workforce Training e-newsletter?

www.mchenry.edu/getinfo

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KEY:



= ONLINE COURSE



= ONLINE CERTIFICATES

MODES OF INSTRUCTION

In Person

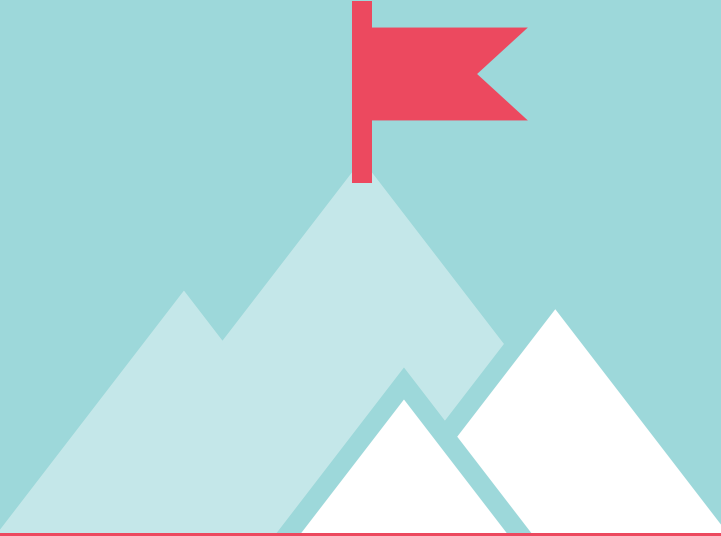
Face-to-face instruction at MCC Shah Center (SCC) or other specified location.

REMOTE

Synchronous online training via Zoom led by Workforce Training instructors. Classes will take place at a specific time/date. Zoom links with security/passwords and training materials will be sent in advance of each class.

ONLINE

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



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 DDI Supervisory Leadership Series (8 sessions) and save!

Series # SER-DDI

Series Fee: \$1,368

1/12–3/8

DDI COMMUNICATION: CONNECT THROUGH CONVERSATIONS » SUPERVISORY SERIES

This foundation course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the Interaction Essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond.

Fee: \$192

6751

F

1/12

8 a.m.–Noon

SCC

DDI RESOLVING WORKPLACE CONFLICT » SUPERVISORY SERIES

Learn how to recognize signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and are given the opportunity to practice interaction essentials as they coach, then mediate, to resolve a conflict.

Fee: \$192

6752

F

1/19

8 a.m.–Noon

SCC

DDI DELEGATION: ENGAGE & EMPOWER » SUPERVISORY SERIES

In this course, leaders learn the skills required to gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Identify the tasks that can be delegated, select the most appropriate individuals, assess capabilities and commitment, and plan the delegation discussion. The delegation discussion includes the level of decision-making authority, amount of support, and methods for monitoring progress and measuring results.

Fee: \$192

6753 F 1/26 8 a.m.–Noon SCC

DDI 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: \$192

6754 F 2/2 8 a.m.–Noon SCC

DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES

Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance.

Fee: \$192

6755 F 2/9 8 a.m.–Noon SCC

DDI BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES

Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust.

Fee: \$192

6756 F 2/23 8 a.m.–Noon SCC

DDI DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES

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

Fee: \$192

6757 F 3/1 8 a.m.–Noon SCC

DDI YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES

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

Fee: \$192

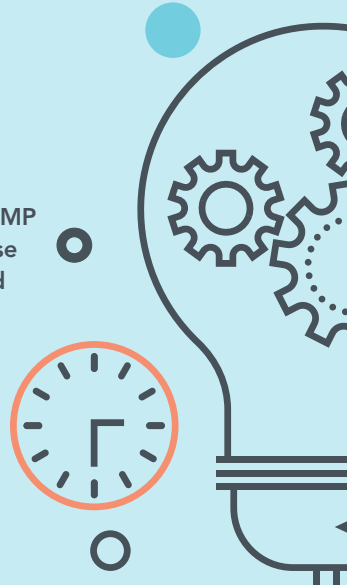
7019 F 3/8 8 a.m.–Noon SCC

PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Essentials of Project Management (14 hours), Advanced Project Management (14 hours), and Project Management Professional (PMP) Exam Prep* (7 hours) will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam (3.5 CEUs). Please note: Experience, education, and exam requirements are needed to obtain a PMP Certification in addition to project management education fulfilled by the three courses included here.

*Required textbook not included. Please purchase or rent the required textbook for the PMP Exam Prep. PMP® Exam Prep, Tenth Edition Upgraded, by Rita Mulcahy
ISBN: 9781943704279

Fee: \$1,399



DAYTIME SERIES | REMOTE

#7011 WTH | 8:30 a.m.-4:30 p.m.

Essentials of Project Management

2/21, 2/28

Advanced Project Management

3/6, 3/13

Exam Prep

3/21

EVENING SERIES | REMOTE

#7012 MT | 6-9:30 p.m.

Essentials of Project Management

4/8, 4/9, 4/15, 4/16

Advanced Project Management

4/22, 4/23, 4/29, 4/30

Exam Prep

5/6, 5/7

CERTIFICATE IN LEADERSHIP DEVELOPMENT

Especially geared toward future leaders in the Gen Y generation (born 1980-1999), this certificate provides practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader and discover your style of leadership. After completing this three-course certificate (Leadership Principles, Developing Your Leadership Skills, and Developing Your Professional Career), you will have a greater understanding of effective leadership, a toolbox of skills, and the information to move your leadership development into high gear.

Fee: \$395

#7067

2/5-4/26

48 Hours

Online

MANAGING CUSTOMER SERVICE

It's more important than ever for organizations to attract, satisfy, and retain customers. Customer service has moved beyond being simply transactional to being highly relational. In this course, you'll discover a variety of effective methods to bring out the best in you and the people you work with. Learn how to measure customer service from all angles and anticipate the needs of your customers. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

#7373

1/17-3/8

24 Hours

Online

#7374

3/13-5/3

24 Hours

Online

MANAGING REMOTE TEAMS

Discover practical advice, valuable tips, and helpful scenarios to help you successfully manage remote teams. We'll explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you'll have a whole new toolkit to keep your remote team happy, productive, motivated, and successful. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

# 7371	1/17-3/8	24 Hours	Online
# 7372	3/13-5/3	24 Hours	Online

COLLABORATIVE MANAGEMENT

Collaborative skills are essential for harnessing a group's maximum performance and productivity. These important skills will enable you to gain participation quickly, get input and buy-in for building consensus, and encourage cooperation to complete crucial projects. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for the success of your team or organization.

Fee: \$245

# 7198	3/4-3/29	16 Hours	Online
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MANAGING GENERATIONS IN THE WORKPLACE

Learn how to effectively manage different generations in the workplace. Discover what motivates Boomers, Gen Xers, and Gen Yers at work, what incentives they respond to, and what messages they value. Then identify practical, how-to tips and techniques for managing these diverse generations.

Fee: \$175

# 7094	4/1-4/26	16 Hours	Online
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EMPLOYMENT LAW FUNDAMENTALS

Learn the basics of employment law so you can legally hire, evaluate, and manage employees as a manager, supervisor, small business owner, human resources specialist, or corporate executive. This course will explain the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring techniques; evaluation and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$129

# 7375	1/17-3/8	24 Hours	Online
# 7376	3/13-5/3	24 Hours	Online

INTRODUCTION TO PROJECT MANAGEMENT

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Project continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to the stakeholder for quick resolution—even if it includes project cancellation. Project management is one of the fastest paths to promotion as it can increase your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided.

Fee: \$195

# 7182	2/5-3/1	16 Hours	Online
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WORKPLACE ESSENTIALS *and* EMPLOYABILITY SKILLS SERIES

These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success. Register for individual classes that target specific skills or take the entire series to receive the most benefit.

Take the entire Workplace Essentials and Employability Skills Series (6 sessions) and save!

Series # SER-WES

Series Fee: \$369

1/11–3/21

ACTIVE LISTENING: IMPROVE YOUR ABILITY TO LISTEN AND LEAD

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

Fee: \$69

[7020](#)

Th

1/11

3–5 p.m.

Remote

TIME MANAGEMENT

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

[7021](#)

Th

1/25

3–5 p.m.

Remote

ASSERTIVENESS

Assertive people tend to seek out and create win-win scenarios. In general, they are 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

[7022](#)

Th

2/8

3–5 p.m.

Remote

// WORKPLACE SKILLS

ACCOUNTABILITY

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

7023 Th 2/22 3–5 p.m. Remote

MANAGING CONFLICT WITH PEERS

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 deliver the most productive results for you and your organization.

Fee: \$69

7024 Th 3/7 3–5 p.m. Remote

PROFESSIONALISM AT WORK

Your professionalism encompasses the way you carry yourself, your attitude and the ways you communicate with others. These behaviors affect your work life. With a focused commitment on your professional skills, you can ensure a positive first impression, successful interpersonal relationships, and a respected reputation within your organization and industry.

Fee: \$69

7025 Th 3/21 3–5 p.m. Remote





CERTIFICATE IN BUSINESS WRITING

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter, or publicity notice, business writing has some defined characteristics for success. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release, or other publicity notice that zings.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

7174 2/5–4/26 48 Hours Online

BUSINESS WRITING

Fee: \$195

7168 2/5–3/1 16 Hours Online

EFFECTIVE COPYWRITING

Fee: \$195

7129 3/4–3/29 16 Hours Online

WRITING NEWS AND PRESS RELEASES

Fee: \$195

7193 4/1–4/26 16 Hours Online



CERTIFICATE IN CUSTOMER SERVICE

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. Improve your customer service skills to enhance your career skill set, become more productive, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$245

7121 2/5–3/29 32 Hours Online

KEYS TO CUSTOMER SERVICE

Fee: \$145

7124 2/5–3/1 16 Hours Online

EXTRAORDINARY CUSTOMER SERVICE

Fee: \$145

7127 3/4–3/29 16 Hours Online

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

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

Fee: \$129

# 6550	1/17-3/8	24 Hours	Online
# 7052	3/13-5/3	24 Hours	Online

SPANISH FOR MEDICAL PROFESSIONALS

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course focuses on the basic medical Spanish phrases you need to know in a medical setting. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

# 7359	1/17-3/8	24 Hours	Online
# 7360	3/13-5/3	24 Hours	Online

SPANISH IN THE CLASSROOM

Bridge the communication gap between you, your Spanish-speaking students, and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavioral problems, and provide grades and homework. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$129

# 7357	1/17-3/8	24 Hours	Online
# 7358	3/13-5/3	24 Hours	Online



Interested in learning QuickBooks?

We offer online classes – learn when it is convenient for you from home or office. See pg. 16.

NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

Fee: \$195

[7137](#)

3/4–3/29

16 Hours

Online

THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that will meet your needs. All of the money you spend and all of the money you earn have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do you label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go and why! You will learn bookkeeping terminology, as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of the numbers and why!

Fee: \$195

[7204](#)

3/4–3/29

16 Hours

Online

KEYS TO EFFECTIVE COMMUNICATION

If you often find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step-by-step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$125

[7029](#)

1/17–3/8

24 Hours

Online

SALES TRAINING SUITE

In good times or tough ones, companies never stop looking for sales representatives who can help them meet their financial goals. This series will provide you with the tools you need to communicate effectively with clients, build rapport, and create an environment of trust. You'll also learn effective sales techniques that will help you not only convert new customers but also turn them into long-term assets. Participants will receive an email with login information 24-48 hours after registering.

Take each class individually - or register for the entire series and save!

Series # **SER-SALES** Series Fee: **\$345** 1/17-5/3 Online

EFFECTIVE SELLING

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

7030 2/14-4/5 24 Hours Online

PROFESSIONAL SALES SKILLS

There are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives who can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

7031 3/13-5/3 24 Hours Online





BOOKKEEPING CERTIFICATE

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure—and manage—the financial health of your business. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

7253 2/5–4/26 48 Hours Online

UNDERSTANDING DEBITS AND CREDITS

Fee: \$195

7250 2/5–3/1 16 Hours Online

GENERAL LEDGER AND MONTH END PROCEDURES

Fee: \$195

7248 3/4–3/29 16 Hours Online

CLOSING PROCEDURES AND FINANCIAL STATEMENTS

Fee: \$195

7246 4/1–4/26 16 Hours Online



ACCOUNTING AND FINANCE FOR NON FINANCIAL MANAGERS

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses, and will provide practical techniques for increasing your effectiveness and improving your career. Get a foundational understanding of the seven steps in the accounting cycle and learn how to use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Fee: \$195

7077 2/5–3/1 16 Hours Online



CONTRACT TRAINING

Do you have a workgroup that would benefit from training onsite at your facility?

contact: shahcenter@mchenry.edu

ACCOUNTING FUNDAMENTALS

In this comprehensive course, you'll learn the basics of double-entry bookkeeping as well as how to analyze and record financial transactions. You'll receive hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers everything from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or personal use, this course will provide a solid foundation. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$129

# 7367	1/17-3/8	24 Hours	Online
# 7368	3/13-5/3	24 Hours	Online

ACCOUNTING FUNDAMENTALS II

This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$129

# 7369	1/17-3/8	24 Hours	Online
# 7370	3/13-5/3	24 Hours	Online

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Fee: \$195

# 7187	4/1-4/26	16 Hours	Online
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INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks Online (Cloud-based version) is designed especially for the small to mid-sized business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you will gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Participants will receive an email with login information 24-48 hours after registering. This course can be taken on either a PC or Mac. You do not need to purchase a subscription or additional software to complete this course.

Fee: \$139

# 7361	1/17-3/8	24 Hours	Online
# 7362	3/13-5/3	24 Hours	Online

INTERMEDIATE QUICKBOOKS ONLINE (QBO)

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online (cloud-based version). With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software's intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms. Participants will receive an email with login information 24-48 hours after registering. This course can be taken on either a PC or Mac. You do not need to purchase a subscription or additional software to complete this course.

Fee: \$139

# 7363	1/17-3/8	24 Hours	Online
# 7364	3/13-5/3	24 Hours	Online





INTRODUCTION TO QUICKBOOKS 2019

Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports. Participants will receive an email with login information 24-48 hours after registering. This course must be taken on a PC. Macs are not compatible. Software requirements: Desktop QuickBooks Pro 2019 or Desktop QuickBooks Premiere Edition 2019 (not included in enrollment).

Fee: \$139

# <u>7365</u>	1/17–3/8	24 Hours	Online
# <u>7366</u>	3/13–5/3	24 Hours	Online

KEYBOARDING

Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. When the class starts, you'll receive instructions for downloading and installing a working copy of Keyboarding Pro 5. Please do not purchase or download the software from another source. This course must be taken on a PC or Chromebook. Macs are not compatible. Software requirement: PC: Windows 8 or later. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$125

# <u>7428</u>	1/17-3/8	24 Hours	Online
# <u>7429</u>	3/13-5/3	24 Hours	Online

COMPUTER SKILLS FOR THE WORKPLACE

Learn the fundamental computer competencies you need to survive and prosper in today's quickly evolving workplace. You'll learn how to implement the powers of modern office software (Microsoft Outlook, Word, Excel, Access, and PowerPoint) to work faster and more efficiently. This course will also focus on practical applications for software most common in the workplace, utilizing the internet, and transferring and protecting data. By the time you finish, you'll see why technological literacy is so critical to the success of any organization. This course must be taken on a PC. Macs are not compatible. Software Requirement: Any edition of Microsoft Office with desktop apps: Excel, Word, Outlook, PowerPoint, and Access (not included in enrollment). Participants will receive login information 24-48 hours after registering.

Fee: \$129

# <u>7424</u>	1/17-3/8	24 Hours	Online
# <u>7425</u>	3/13-5/3	24 Hours	Online

GETTING STARTED WITH GOOGLE WORKSPACE

Discover the many free apps of Google and learn how to put them to work for both business and personal projects. You'll explore the most popular Google apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) and learn how they work together to make daily tasks easier. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$149

# <u>7430</u>	1/17-3/8	24 Hours	Online
# <u>7431</u>	3/13-5/3	24 Hours	Online

INTRODUCTION TO MICROSOFT WORD 2019

Across all industries, the ability to create documents in a word processing tool is essential in day-to-day functions. Microsoft Word, the most widely used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word. You will learn the basics needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$147

# <u>7432</u>	1/17-3/8	24 Hours	Online
# <u>7433</u>	3/13-5/3	24 Hours	Online

INTRODUCTION TO POWERPOINT 2019/OFFICE 365

This in-depth course introduces PowerPoint's functions to teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted with Office 365, you'll learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. At the end of the course, you will be able to create captivating presentations and contribute to your company's business processes. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$147

# 7436	1/17–3/8	24 Hours	Online
# 7437	3/13–5/3	24 Hours	Online

INTRODUCTION TO WINDOWS 11

Learn to use Windows 11, a powerful new operating system, to customize your desktop, manage and protect files and folders, and navigate the web with the latest Microsoft Edge browser. You'll discover how File Explorer can help you manage your files, create text documents using WordPad, and update Windows 11. From editing photos to working with external drives, you'll learn everything you need to know to get the most from this operating system. Participants will receive login information 24-48 hours after registering.

Fee: \$129

# 7426	1/17–3/8	24 Hours	Online
# 7427	3/13–5/3	24 Hours	Online



HEALTHCARE PROVIDER CPR AVAILABLE AT TWO LOCATIONS!

MCC Main Campus, Crystal Lake
MCC Shah Center, McHenry

See pg. 34 for scheduled classes



MICROSOFT EXCEL SERIES

This in-person series includes Microsoft Excel Levels 1, 2, and 3 and is offered at a discounted rate. Taking all three courses within a few weeks allows the learner to start with a solid foundation and then follow a progression of learning that builds on each skill. If you use Excel on a daily basis or are looking to upskill your resume, this Excel Series will greatly enhance your knowledge and productivity.

Take the entire Microsoft Excel Series (3 sessions) and save!

Series #	<u>SER-EX</u>	Series Fee:	\$477		
Option 1:	TTh	1/30, 2/1, 2/13, 2/15, 2/27, 2/29	8 a.m.-Noon	SCC	
Option 2:	W	2/21, 2/28, 3/6	8 a.m.-4:30 p.m.	SCC	

MICROSOFT EXCEL LEVEL 1 (BASIC)

Learn the basic concepts and skills needed to start being productive with Excel. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Fee: \$179

# <u>7016</u>	TTh	1/30, 2/1	8 a.m.–Noon	SCC	
# <u>7013</u>	W	2/21	8 a.m.–4:30 p.m.	SCC	

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: \$179

# <u>7017</u>	TTh	2/13, 2/15	8 a.m.–Noon	SCC	
# <u>7014</u>	W	2/28	8 a.m.–4:30 p.m.	SCC	

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

You will benefit most from this class if you want to use Excel to perform tasks such as getting information from large amounts of data sources inside and outside of Excel, creating output that varies according to conditions, manipulating dates and texts and automating repetitive tasks. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms.

Fee: \$179

# <u>7018</u>	TTh	2/27, 2/29	8 a.m.–Noon	SCC	
# <u>7015</u>	W	3/6	8 a.m.–4:30 p.m.	SCC	



MICROSOFT EXCEL SERIES (REMOTE)

Master Excel from your desk remotely with our Excel expert. This virtual series includes Microsoft Excel Levels 1, 2, and 3 and is offered at a discounted rate. Taking all three courses within a few weeks allows the learner to start with a solid foundation and then follow a progression of learning that builds on each skill. If you use Excel on a daily basis or are looking to upskill your resume, this Excel Series will greatly enhance your knowledge and productivity.

Take the entire Microsoft Excel Series Remote (9 sessions) and save!

Series # [SER-EXR](#) Series Fee: \$477 1/15–3/11 Remote

MICROSOFT EXCEL LEVEL 1 (BASIC) REMOTE

Learn the basic concepts and skills needed to start being productive with Excel. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Fee: \$179

[7026](#) M 1/15–1/29 6–8:30 p.m. Remote

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE) REMOTE

Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: \$179

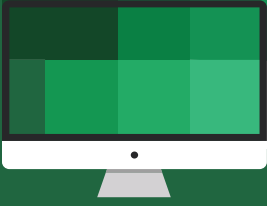
[7027](#) M 2/5–2/19 6–8:30 p.m. Remote

MICROSOFT EXCEL LEVEL 3 (ADVANCED) REMOTE

You will benefit most from this class if you want to use Excel to perform tasks such as getting information from large amounts of data sources inside and outside of Excel, creating output that varies according to conditions, manipulating dates and texts and automating repetitive tasks. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms.

Fee: \$179

[7028](#) M 2/26–3/11 6–8:30 p.m. Remote



MICROSOFT EXCEL 2019 ONLINE SERIES

In this online course bundle, you'll be introduced to Microsoft Office Excel 2019 and its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software. This course must be taken on a PC. It is not suitable for Macs or Chromebooks. Software Requirements: Microsoft Excel 2019: Available to download with a subscription to Microsoft 365, or with Microsoft Office Home and Student 2019. (not included in enrollment). Participants will receive login information 24-48 hours after registering.

Take the entire Microsoft Excel 2019 Online Series (3 sessions) and save!

Series # [SER-EX2019](#) Series Fee: \$390 1/17-5/3 Online

INTRODUCTION TO MICROSOFT EXCEL 2019

Explore Microsoft Excel's basic functions and uses. Through hands-on lessons, you'll learn numerous shortcuts to set up worksheets quickly and efficiently. We'll discuss using the function wizard to calculate statistics and future values, and give tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently repeated tasks with macros and buttons. Participants will receive login information 24-48 hours after registering.

Fee: \$147

[7421](#) 1/17-3/8 24 Hours Online

INTERMEDIATE MICROSOFT EXCEL 2019

Learn to harness the power of Excel's data analysis tools and AutoFilter commands and create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. Participants will receive login information 24-48 hours after registering.

Fee: \$147

[7422](#) 2/14-4/5 24 Hours Online

ADVANCED MICROSOFT EXCEL 2019

Learn the secret to using formula-based conditional formatting as a creative solution to common issues and discover how to leverage Excel's Power Query tool to import and transform data from just about any source. Participants will receive login information 24-48 hours after registering.

Fee: \$145

[7423](#) 3/13-5/3 24 Hours Online

LOOKING TO FOCUS ON SPECIFIC EXCEL TOPICS?

These two-hour virtual classes connect you with our Excel expert and deep dive into the skills you need most.

NEW! MICROSOFT EXCEL SORTING, FILTERING AND WORKING WITH TABLES

Learn the proper way to build a table for sorting and filtering in Excel. We'll discuss how to sort single and multiple columns, and how to use Auto Filter techniques to view only specific rows in a table. You'll also learn table tools for formatting and formulas.

Fee: \$69

[7458](#) Th 2/15 1:30–3:30 p.m. Remote

NEW! MICROSOFT EXCEL LOGICAL IF FUNCTIONS AND LOOKUP FUNCTIONS

Learn the advanced formula tools of IF, SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS, nesting IFS, VLOOKUP, HLOOKUP, and XLOOKUP in Excel.

Fee: \$69

[7479](#) T 2/13 1:30–3:30 p.m. Remote

NEW! MICROSOFT EXCEL PIVOT TABLES

Discover how to create a Pivot Table in Excel using filter, row, column, and values. You'll learn how to format a Pivot Table, add formulas into the table, group values, work with slicers, and insert a Pivot Chart.

Fee: \$69

[7459](#) T 2/27 1:30–3:30 p.m. Remote

NEW! MICROSOFT EXCEL POWER PIVOTING

Learn how to combine multiple data sources in the Power Pivot model instead of using multiple VLOOKUP functions to create a flat data source for a Pivot Table in Excel. We'll discuss the advanced features of the Power Pivot tool to take Pivot Table analysis to a whole new level of functionality.

Fee: \$69

[7460](#) Th 2/29 1:30–3:30 p.m. Remote

NEW! MICROSOFT EXCEL WORKING WITH MULTIPLE SHEETS

Learn how to add, delete, rename, change the color of sheet tabs, hide/unhide, and move/copy sheets in Excel. Discover how and why you should select multiple sheets at the same time using shift and control. You will also learn how to write formulas between sheets to create a summary sheet.

Fee: \$69

[7456](#) Th 2/1 1:30–3:30 p.m. Remote



CERTIFICATE IN DATA ANALYSIS

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

[7101](#) 2/5–4/26 48 Hours Online

INTRODUCTION TO DATA ANALYSIS

Fee: \$195

[7104](#) 2/5–3/1 16 Hours Online

INTERMEDIATE DATA ANALYSIS

Fee: \$195

[7107](#) 3/4–3/29 16 Hours Online

ADVANCED DATA ANALYSIS

Fee: \$195

[7109](#) 4/1–4/26 16 Hours Online



POWER BI CERTIFICATE

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Discover the process of creating interactive reports; integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web; streamline your data; and create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform, and Load) your data; utilize time Intelligence functions to view YoY or YTD reports; and add user-friendly features to enhance your reports and analyze your results.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

[7276](#) 2/5–4/26 48 Hours Online

INTRODUCTION TO POWER BI

Fee: \$195

[7265](#) 2/5–3/1 16 Hours Online

INTERMEDIATE POWER BI

Fee: \$195

[7274](#) 3/4–3/29 16 Hours Online

ADVANCED POWER BI

Fee: \$195

[7263](#) 4/1–4/26 16 Hours Online

INTRODUCTION TO JAVA PROGRAMMING

This course provides easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn to program. Whether you just want to try it out or plan on doing more with Java, this is a great place to start! Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

[7438](#)

1/17-3/8

24 Hours

Online

CODING CERTIFICATE

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Three one-month courses.

Fee: \$595

[7243](#)

2/5-4/26

48 Hours

Online

SQL CERTIFICATE

Structured Query Language (SQL) is the industry standard database programming language. Proficiency in SQL is one of the most in-demand skills in occupations that require interaction with data and data analysis. In this course, you'll learn about relational database structures, the history and uses of Structured Query Language, and how to use SQL to create a database, add records to database tables, and extract meaningful data from database tables.

Fee: \$595

[7284](#)

2/5-4/26

48 Hours

Online

NEW! SALESFORCE: POWERUSER

Salesforce is the leading customer relationship management (CRM) software for sales and marketing automation. This online course will train you to be a Salesforce Power User, so you can navigate the Lightning interface, create and manage accounts, handle leads and utilize opportunities. By becoming proficient in Salesforce, you will be able to better engage customers with the most popular CRM software available to large and small businesses. This open-entry class offers a flexible way to learn. You can start at any time and learn when it's convenient for you, supported by a dedicated student advisor. This course includes 75 hours of self-paced instruction and is designed to be completed within a duration of six months.

Fee: \$695

[6623](#)

Starts upon registration

75 Hours

Online



**Looking for more information about our
ONLINE COURSES?**

**Request a course outline for any class:
shahcenter@mchenry.edu.**

NEW!

CANVA PRO TRAINING

For those of you that have a Canva Pro subscription but aren't sure how to use all the extra features, these one-hour virtual classes will help you become a Canva Pro!

NEW! CANVA PRO: PRESENTATIONS

Presentations can be boring - but not with Canva's presentation needs, you'll be able to market your brand or business full of great graphics, elements, and animations to fully engage the audience you're presenting to.

Fee: \$29

[7453](#) W 4/3 3-4 p.m. Remote

NEW! CANVA PRO: SOCIAL MEDIA

There are many apps to use for social media marketing, but Canva makes it simple with its templates, content planner, mockups, and more. We'll navigate through all the great tools Canva has specifically for social media marketing creation!

Fee: \$29

[7449](#) T 2/20 3-4 p.m. Remote

[7450](#) T 4/16 8:30-9:30 a.m. Remote

NEW! CANVA PRO: VIDEO EDITOR

Do you need some fun and engaging video content? Canva's video editor makes it simple with their easy-to-use video features for everyday videos or even special occasions. We'll navigate through all the great tools Canva has specifically for video editing to bring your videos to life!

Fee: \$29

[7451](#) W 3/13 3-4 p.m. Remote



ALL ABOUT CANVA LEVEL 1

Canva is a free online graphic design tool that can be used to create social media posts, presentations, posters, videos, logos, and more. Join Lori Lattanzio, Manager of Communications and Marketing at Northern Illinois Special Recreation Association (NISRA), as she shares how Canva can help your projects come to life, no matter what your skill level. Lattanzio is a self-taught nonprofit professional who paved the way for herself through passion and creativity. Working in the nonprofit sector brings the opportunity to be more budget-friendly when it comes to resources—and that's where Canva comes in! This workshop will demonstrate skills for the beginner and advanced user.

Fee: \$69

# 7445	M	1/22	8:30–11 a.m.	SCC
# 7446	F	4/19	8:30–11 a.m.	SCC

ALL ABOUT CANVA LEVEL 2

Let's put your Canva skills to use! This workshop picks up where our first All About Canva Workshop left off. First, we'll recap Canva features and tools while also learning a few new advanced tricks! The second half of the workshop will give you the opportunity to experiment and create marketing material for personal or professional use with creative guidance from NISRA's Manager of Communication and Marketing, Lori Lattanzio. This hands-on class is taught in a computer lab – no need to bring your own technology.

Fee: \$69

# 7443	F	2/16	8:30–11 a.m.	SCC
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CERTIFICATE IN WEB DESIGN

Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First, discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. After the first course, you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. In addition, explore CMS frameworks and industry standard technologies and frameworks.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$595

# 7230	2/5–4/26	48 Hours	Online
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INTRODUCTION TO WEB DESIGN

Fee: \$245

# 7227	2/5–3/1	16 Hours	Online
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INTERMEDIATE WEB DESIGN

Fee: \$245

# 7235	3/4–3/29	16 Hours	Online
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ADVANCED WEB DESIGN

Fee: \$245

# 7233	4/1–4/26	16 Hours	Online
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DIGITAL MARKETING CERTIFICATE

Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, implementing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest, most advanced information and answer your toughest questions.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

7144 2/5–4/26 48 Hours Online

IMPROVING EMAIL PROMOTIONS

Fee: \$195

7147 2/5–3/1 16 Hours Online

BOOSTING YOUR WEBSITE TRAFFIC

Fee: \$195

7150 3/4–3/29 16 Hours Online

ONLINE ADVERTISING

Fee: \$195

7152 4/1–4/26 16 Hours Online



GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

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 or 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 artwork. Access to the Adobe software tools is required.

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$545

7240 2/5–4/26 48 Hours Online

ADOBE ILLUSTRATOR ESSENTIALS

Fee: \$225

7256 2/5–3/1 16 Hours Online

ADOBE PHOTOSHOP ESSENTIALS

Fee: \$225

7261 3/4–3/29 16 Hours Online

ADOBE INDESIGN ESSENTIALS

Fee: \$225

7259 4/1–4/26 16 Hours Online



SOCIAL MEDIA FOR BUSINESS CERTIFICATE

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

Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$495

7057 2/5–4/26 48 Hours Online

INTRODUCTION TO SOCIAL MEDIA

Fee: \$195

7060 2/5–3/1 16 Hours Online

MARKETING USING SOCIAL MEDIA

Fee: \$195

7063 3/4–3/29 16 Hours Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: \$195

7065 4/1–4/26 16 Hours Online



PODCASTING

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

Fee: \$245

7157 2/5–3/1 16 Hours Online



CERTIFIED

SIX SIGMA GREEN BELT



Six Sigma Green Belts often work on process improvement teams, analyzing and solving problems involved with quality improvement projects. While working at your own pace, this online, 120-hour course is designed for individuals who want to deliver meaningful results and lasting impacts in the areas of quality, cost containment, revenue enhancement, and customer satisfaction. Upon successful completion, you will be prepared for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge.

Fee: \$1,895

Online | Duration of Access: 6 months | Hours: 120

To register, or for more information, contact shahcenter@mchenry.edu

Additional Six Sigma classes available:

Six Sigma: Total Quality Applications | 24 hours | \$135

Certified Six Sigma Black Belt Prep | 120 hours | \$1,995

Lean Six Sigma Yellow Belt (Exam Fee Included) | 10 hours | \$295

Lean Six Sigma Green Belt (Exam Fee Included) | 50 hours | \$1,695

Lean Six Sigma Black Belt (Exam Fee Included) | 75 hours | \$1,895



NEW! CNC MACHINIST

Computers control much of the world today—and the manufacturing industry is no exception. Make yourself an indispensable part of the manufacturing industry by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency. The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding. This is not an instructor-facilitated course; however, support will be provided through email, online forms, and phone via the online vendor. This course is self-paced and open enrollment, so you can start when you want and finish at your own pace. When you register, you will have 12 months to complete the course. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$2,245

7046 Starts upon registration 195 Hours Online

NUMBERS AT WORK: MANUFACTURING MATH AND MEASUREMENT

This hands-on course is designed to introduce basic math required on the shop floor. Course objectives include understanding whole numbers; working with fractions and decimals; and identifying and using measuring tools including steel rule, micrometer, caliper, and dial indicator.

Fee: \$159

7005 W 2/28 12:30–4:30 p.m. SCC

BLUEPRINT READING BASICS

This five-hour print reading course will enable participants to interpret basic in-house drawings. Topics covered include dimensioning, tolerances, lines, and drawing views. Lecture will be supplemented with individual class exercises to provide actual practice for participants. This course is designed for inspectors, maintenance, and shop floor personnel in need of skill enhancement in this topic.

Fee: \$209

7006 W 3/13 8 a.m.–1:30 p.m. SCC

DISTRIBUTION AND LOGISTICS MANAGEMENT

This course will not only show you how to create and operate a logistics function, but also how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

7417 1/17–3/8 24 Hours Online
7418 3/13–5/3 24 Hours Online

MANUFACTURING FUNDAMENTALS

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

Fee: \$129

# 7413	1/17-3/8	24 Hours	Online
# 7414	3/13-5/3	24 Hours	Online

PURCHASING FUNDAMENTALS

Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing, and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting, and green buying. You will learn about business law, contracts, leasing, Six Sigma, and total quality management (TQM). You will also learn how to recruit, select, and evaluate purchasing personnel, and learn the importance of business ethics. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

# 7419	1/17-3/8	24 Hours	Online
# 7420	3/13-5/3	24 Hours	Online

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

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

Fee: \$135

# 7415	1/17-3/8	24 Hours	Online
# 7416	3/13-5/3	24 Hours	Online

COMMUNITY EDUCATION PROGRAMS

EXPLORE NONCREDIT CLASSES IN ART, CRAFTS AND HOBBIES, CULINARY, DANCE, HEALTH AND WELLNESS, HOME AND GARDEN, LANGUAGES, MUSIC, PERSONAL FINANCE, PHOTOGRAPHY, WRITING, AND MORE!



IN-PERSON AND ONLINE OPTIONS AVAILABLE. NEW CLASSES START EVERY QUARTER!



Scan QR Code to Explore Classes

For questions, contact the Office of Community Education at communityeducation@mchenry.edu or (815) 455-8758.

MCC KIDS AND COLLEGE SUMMER 2024

QUALITY, AFFORDABLE PROGRAMMING FOR STUDENTS ENTERING GRADES 1-9



In search of summer fun? MCC's Kids and College program offers hands-on classes in Art, Welding, Culinary, Theatre, Broadcasting, Honey Bees, Science, Minecraft, Game Design, and more!

New classes start each week and are held in June and July. Choose from morning or afternoon sessions.

All classes will be in-person. Our exceptional instructors, staff, and camp counselors will engage campers with their passion and enthusiasm—ensuring that each camper will experience the joy of learning!



Camp Invention®

Join Kids and College for Camp Invention®, by the National Inventors Hall of Fame, Inc.®, a four-day creative and open-ended learning camp which will include a rotation of four adventures—Catching Air™, Invention Celebration™, Mimicbot™, and Pop-Up Venture™. For grades K-6.



To learn more and to join our email list for future updates, visit www.mchenry.edu/kidsandcollege

// HEALTHCARE, SAFETY, AND WELLNESS

BLS HEALTHCARE PROVIDER CPR

This course meets the American Heart Association (AHA) requirements for recognition as a Basic Life Support Rescuer. It is intended for those entering or currently working in healthcare settings. After successfully completing this course, you'll receive a certification in BLS CPR. Cost of the book and materials are included in the course fee. 4.0 contact hours will be issued.

Fee: \$75

# 7045	T	1/23	6–10 p.m.	A, MCC
# 7007	W	2/21	2:30–6:30 p.m.	SCC

HEARTSAVER® FIRST AID CPR/AED/BBP

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

Fee: \$125

# 7004	W	2/21	8 a.m.–2 p.m.	SCC
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SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATION

All food service operations that prepare and serve food are required to have a certified food safety manager on the premises when food is being handled. This course covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning, and sanitizing. This 8-hour ServSafe course and exam (an ANSI-CFPM accredited provider) meets the Illinois Department of Public Health requirements. The ServSafe Manager Certification verifies that a manager/person in charge has sufficient food safety knowledge to protect the public from a foodborne illness. The certification is valid for five years. You must arrive promptly by 8 a.m. Book is included in class fee. Bring photo ID to class.

Fee: \$189

# 7001	T	2/13	8 a.m.–5 p.m.	SCC
# 7002	T	4/9	8 a.m.–5 p.m.	SCC

SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATION–SPANISH

All food service operations that prepare and serve food are required to have a certified food safety manager on the premises when food is being handled. This course, taught in Spanish, covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning, and sanitizing. This 8-hour ServSafe course and exam (an ANSI-CFPM accredited provider) meets the Illinois Department of Public Health requirements. The ServSafe Manager Certification verifies that a manager/person in charge has sufficient food safety knowledge to protect the public from a foodborne illness. The certification is valid for five years. You must arrive promptly by 8 a.m. Spanish language book is included in class fee. Bring photo ID to class.

Fee: \$189

# 7003	Th	3/7	8 a.m.–5 p.m.	SCC
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FLAGGER CERTIFICATION

The National Safety Council (NSC) Work Zone Flagger Program incorporates classroom instruction, hands-on training and a flagging skills test to teach roadway personnel how to minimize confusion with standard flagging procedures and provide safe passage of traffic through and around Temporary Traffic Control Work Zones. This four-hour NSC Certification program meets federal industry guidelines and includes a manual on Uniform Traffic Control Devices. This certificate is valid for three years. **Participants will learn:**

- Key flagging procedures
- Critical do's and don'ts for flaggers
- How to maintain safety for themselves, roadway users, and their crew.

Fee: \$150

# 6999	W	3/20	8 a.m.–Noon	SCC
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FORKLIFT OPERATOR TRAINING

This hands-on class will focus on both the didactic and practical training following OSHA guidelines for the Powered Industrial Trucks Standard. In the classroom we will discuss the various types of trucks, their controls, steering and maneuvering, capacities, load stabilities, pre-use inspection safety checklists, and any other safe operating instruction. Once didactic instruction is complete, there will be an operator performance evaluation on completion of the safety pre-check, mounting the vehicle, expressing knowledge of each control, and showing ability to safely operate the vehicle through a required task course. Attendees will be provided a Certificate of Completion.

Fee: \$195

6998 F 3/15 8 a.m.–4 p.m. Woodstock Center

OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

What are your rights and responsibilities under the OSHA Act? This 10-hour course includes an introduction to general industry standards and an overview of the requirements of the more frequently cited standards. Upon successful completion of this course, participants will receive a certificate of attendance and an OSHA 10-hour card.

Fee: \$399

7000 TTh 2/27, 2/29 8 a.m.–1:30 p.m. SCC

OSHA 10-HOUR FOR CONSTRUCTION

This program provides construction workers with important information about their rights and their employer's responsibilities. Participants will learn how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards on a construction site. Emphasis will be on hazard identification, avoidance, control, and prevention. Topics include: Introduction to OSHA, Falls, Electrocutions, Struck-By, Caught-In or between, Personal Protective Equipment, Health Hazards, and more.

Fee: \$399

7008 TW 2/6, 2/7 8 a.m.–2 p.m. SCC

OSHA 10-HOUR CONFINED SPACES

OSHA regulations require all workers who enter permit-required confined spaces—and confined space attendants—to receive applicable training outlined in the "Permit-Required Confined Space Entry" Standards for General Industry (found at 29 CFR 1910.146 and Construction 1926.1207 Subpart AA). This course is designed to provide training and information about Federal OSHA's Permit-Required Confined Space Entry standards. Course topics include the scope of OSHA's Confined Space Standards; determining which confined spaces are permit-required; atmospheric testing; the permit-required confined space permitting process; training requirements; duties of entrants, attendants, and entry supervisors; and rescue and emergency services.

Fee: \$229

7009 W 1/24 8 a.m.–Noon SCC

OSHA FALL PROTECTION

Falls from height are among the most common causes of serious work-related injuries and deaths. As a result, it is OSHA's number-one issued citation! Educating workers is not only a regulatory requirement, but a critical element in improving workplace safety. This course discusses both general industry and construction regulations and the required written programs. An effective fall protection program involves ensuring your employees are adequately trained to identify and control fall hazards in the workplace. Course topics include regulatory requirements; terminology and definitions; the basics of fall prevention, fall restraint, fall arrest, and the difference between each system; anchor points; body-wear PPE; and connections.

Fee: \$229

7010 W 3/6 8 a.m.–Noon SCC



WORK ON YOUR BUSINESS, NOT IN IT

The Illinois Small Business Development Center at McHenry County College is your partner for confidential, trusted business advising.

Our no-cost, one-on-one consulting services can help you:

- Prepare and review a thorough business plan
- Attract customers, improve operations, and increase sales
- Craft a winning financial strategy and marketing plan
- Master personnel and business management policies
- Manage data analysis and make essential technology updates

For more information, visit www.mchenry.edu/isbdc or email us at sbdc@mchenry.edu.

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



STARTING YOUR BUSINESS IN ILLINOIS

Are you ready to follow your passion and start your own business? Entrepreneurship is a satisfying endeavor, however getting there isn't always simple. This complimentary seminar will provide information and resources to guide you through the pre-venture stage of your business. Topics include: attitude of the entrepreneur, business plan preparation, legal structures, financing sources, and lender eligibility criteria. No fee but registration is required.

Fee: \$0

# <u>7462</u>	F	1/26	8–10 a.m.	SCC
# <u>7463</u>	W	2/21	5:30–7:30 p.m.	SCC
# <u>7464</u>	W	3/27	1–3 p.m.	Remote

BUYING A BUSINESS - A DIFFERENT PATH TO ENTREPRENEURSHIP

Purchasing an existing profitable small business can help you avoid the risks typically associated with a start-up. A proven concept with existing infrastructure and established branding can provide more financing opportunities and take some of the hard work out of marketing. This two-hour seminar will explore where and how businesses for sale are marketed, common valuation approaches, how to analyze business performance, and where to look for financing opportunities. Attendees will learn how to determine if a business is a good fit for their goals and resources.

Fee: \$20

# <u>7465</u>	Th	3/7	5:30–7:30 p.m.	SCC
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WHAT IS CANVA AND HOW CAN YOU USE IT FOR YOUR BUSINESS?

See page 26.



TOO MANY DEADLINES AND NOT ENOUGH TIME?

GET ON-DEMAND HELP FROM A MICRO-INTERN!

Micro-interns are available to help with short-term projects (between 10–40 hours). These positions require no onboarding and can be completed by a college student with minimal instruction!

WHY USE A MICRO-INTERNSHIP?



Connect with talented students and expand your recruiting pool



Get immediate help with projects



Free up your team's time to pursue other opportunities



SCAN QR CODE
TO LEARN MORE

Or visit www.mchenry.edu/employers



CONTACT US

shahcenter@mchenry.edu or call (815) 455-8593.
www.mchenry.edu/workforce

Open Monday–Friday | 8 a.m.–4:30 p.m.

WAYS TO REGISTER



Register Online

Registering yourself?

www.mchenry.edu/workforcetraining



Call

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



Company Sponsored Registration

Registering employees?

Submit a Company-Sponsored Workforce Training
Registration form online at

www.mchenry.edu/workforcetraining/invoice.html

CANCELLATION POLICY

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

INCLEMENT WEATHER

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

SMOKING

The Shah Center is a smoke-free environment in compliance with MCC's tobacco-free policy. No smoking is allowed in the building or on the property.

MEET MCC



8900 U.S. Highway 14
Crystal Lake, Illinois 60012-2761
www.mchenry.edu

Wednesday, March 20, 2024 | 5:30–7:30 p.m. | MCC Gym (A107)
www.mchenry.edu/meetmcc

McHenry County College invites you to our biggest event of the year.

Join us the Wednesday before Spring Break to explore everything MCC has to offer!

- Meet all MCC academic areas and our faculty—from Accounting to Welding and everything in between!
- Explore the MCC campus.
- Learn about our new and expanded programs like HVAC, welding, robotics and automation, software development, and more.
- Meet the staff from the University Center at MCC where students can complete bachelors degrees locally: Live here, learn here.

For more info and updates visit www.mchenry.edu/meetmcc.

Free to attend. All ages and family members welcome.
We're excited to meet you!