

Q1  
January-March  
**2021**

McHenry County College

# CATALYST

Workforce Training Catalog

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# WORKFORCE TRAINING PROGRAMS

AT THE SHAH CENTER

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

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

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

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

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

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

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

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

## Contact Us

To register or for more information about our scheduled classes or customized training, call (815) 455-8593 or email us at [shahcenter@mchenry.edu](mailto:shahcenter@mchenry.edu)

To reach our Small Business Development Center (SBDC), call (815) 455-6098 or email us at [sbdc@mchenry.edu](mailto:sbdc@mchenry.edu)

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

***We look forward to working with you!***

McHenry County College does not discriminate on the basis of race, color, sex, national origin, or disability. Visit [www.mchenry.edu/nondiscrimination](http://www.mchenry.edu/nondiscrimination) for more information.



# WORKING REMOTELY?

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

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## KEY:

 = ONLINE COURSE

 = ONLINE CERTIFICATES



## ADDRESSING DIVERSITY, EQUITY, AND INCLUSION (DEI) SERIES

Wherever there are people, there are differences. Effective leveraging of different styles, perspectives, and sources of creativity is essential in today's workplace. It is not about having good intentions--it is about having solid skills.

This series consists of four sessions. Each one is a stand-alone workshop, but attending all four brings significantly more benefits and sustainable learning than any one by itself.

**Series Cost: \$529**

Series Course Code #	Day	Date	Time	Location
SER-DEI	T	2/2-3/16	1-4 p.m.	Remote

### ADDRESSING DIVERSITY, EQUITY, AND INCLUSION: TEAMWORK: EFFECTIVE ENGAGEMENT ACROSS DIFFERENCES

This session uses Diversity Icebreaker—a highly engaging and insight-generating survey-based tool developed by a Norwegian psychologist, Dr. Bjørn Z. Ekelund—that helps team members explore differences in their communication and engagement styles that often contribute to workplace tensions or challenges in serving clients/customers. Teams and organizations utilizing Diversity Icebreaker report significant positive changes in overall climate and ability to leverage differences.

**Fee: \$149**

Course Number	Day	Date	Time	Location
NTL-S57	T	2/2	1-4 p.m.	Remote

# // WORKPLACE SKILLS

## **ADDRESSING DIVERSITY, EQUITY, AND INCLUSION: BUILDING TRUST IN DIVERSE ORGANIZATIONS**

To address diversity and inclusion in the workplace, leaders need to create an environment where people feel safe expressing themselves freely. That requires setting a tone of honest discourse and getting comfortable with vulnerability—both one's own and others'. This session examines challenges and rewards of building diverse teams and organizations. Participants will consider how relationship building and trust development differ for different cultural groups and learn what it takes to be an ally.

**Fee: \$149**

<b>Course Number</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
NTL-S01	T	2/16	1–4 p.m.	Remote

## **ADDRESSING DIVERSITY, EQUITY, AND INCLUSION: HOT BUTTONS AND COOLING STRATEGIES**

This session focuses on the dynamics of conflict and explores the role of difference-based triggerpoints. Participants will learn to understand their own and others' conflict styles using the Intercultural Conflict Styles Inventory developed by Dr. Mitchell Hammer, a world-renowned expert in hostage negotiations and conflict resolution. You'll engage in various small group activities to examine the nature of your own "hot buttons" related to dealing with differences. A number of practical "cooling" strategies will be introduced and practiced during this session. Special attention will be given to empathy, mindfulness, and assumption of positive intent.

**Fee: \$149**

<b>Course Number</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
NTL-S19	T	3/2	1–4 p.m.	Remote

## **ADDRESSING DIVERSITY, EQUITY, AND INCLUSION: STAYING CENTERED WHILE THE WORLD IS SPINNING**

This session introduces a powerful Personal Leadership (PL) model developed by a team of experts in intercultural, interpersonal, and intrapersonal engagements. A highly practical PL tool of Critical Moment Dialogue will be offered to participants for developing their own emotionally intelligent approach to challenging situations and interactions. The Personal Leadership model has been used by organizations across the U.S. and worldwide to develop leaders and build cohesive teams capable of operating effectively under stress and pressure.

**Fee: \$149**

<b>Course Number</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
NTL-S20	T	3/16	1–4 p.m.	Remote



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

**Request a course outline for any class:  
[shahcenter@mchenry.edu](mailto:shahcenter@mchenry.edu)**



## WORKPLACE ESSENTIALS AND EMPLOYABILITY SKILLS SERIES

The techniques employees need to do their jobs are rapidly changing. Lacking these essential skills can make developing a new skillset difficult. This series consists of six 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 series and save!**

**Series Cost: \$369**

Series Course Code #	Day	Date	Time	Location
SER-WES	M	2/22–3/29	3–5 p.m.	Remote

### 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**

Course Number	Day	Date	Time	Location
NTL-S85	M	2/22	3–5 p.m.	Remote

### TIME MANAGEMENT

Time management is not very difficult as a concept, but is 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 Number	Day	Date	Time	Location
NTL-S10	M	3/1	3–5 p.m.	Remote

# // WORKPLACE SKILLS

## 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**

Course Number	Day	Date	Time	Location
NTL-S35	M	3/8	3–5 p.m.	Remote

## 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 your goals.

**Fee: \$69**

Course Number	Day	Date	Time	Location
NTL-S43	M	3/15	3–5 p.m.	Remote

## MANAGING CONFLICT WITH PEERS

Peer conflicts that arise from incompatible goals or work processes can often be easily 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**

Course Number	Day	Date	Time	Location
NTL-S38	M	3/22	3–5 p.m.	Remote

## PROFESSIONALISM AT WORK

Whether your job title reads "Administrator," "Secretary," "Coordinator," or any number of other descriptions, you are a key member of your organization. The objective of this course is to help you attain and maintain a position as a working professional and explore techniques for enhancing your image.

**Fee: \$69**

Course Number	Day	Date	Time	Location
NTL-C10	M	3/29	3–5 p.m.	Remote



## YOU ARE WHAT YOU WRITE!

Check out **Business Writing and Etiquette for the Workplace** on page 8.

## COURAGEOUS CONVERSATIONS

Did you know 80% of employees are avoiding an important conversation at work? 86% of employees and executives also cite lack of collaboration or ineffective communication for workplace failures. Learn tools and strategies to hold conversations that you might be avoiding and deal better with the types of conversations that have gone poorly in the past. Learn how to become more courageous and confident during your conversations by raising your conversational intelligence. By doing this, you'll maximize your opportunity to hold healthier and more productive conversations, strengthening your relationships and improving your results.

**Fee: \$129**

Course Number	Day	Date	Time	Location
NTL-S24	T	3/9	1–5 p.m.	Remote

## UNDERSTANDING YOURSELF AND OTHERS

The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences can also contribute to misunderstandings, which can lead to discord and—if left unresolved—disputes. Individual performers need to know how to effectively navigate beyond conflict to prevent damage from occurring. This training is designed to help participants:

- Gain a better, more consistent understanding of communication and behavior styles (beginning with their own) by participating in a DiSC assessment
- Learn how various styles act “on a good day” and “on a bad day”
- Learn strategies for adapting and connecting to others for effective working relationships

**Fee: \$209**

Course Number	Day	Date	Time	Location
NTL-C55	F	2/19	8 a.m.–Noon	Remote



## NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to articulate what you want 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 an expert to learn how to plan, implement, and win in the bargaining process.

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L11	3/1–3/26	16	Online

## BUSINESS WRITING AND ETIQUETTE FOR THE WORKPLACE

Learn how to write in a business environment. After a review of basic skills, participants learn to write business letters, reports, and emails. Etiquette rules such as tone, proper salutations, professional fonts, and proofreading are also reviewed.

**Fee: \$129**

Course Number	Day	Date	Time	Location
NTL-C62	Th	2/25	8 a.m.–Noon	Remote







## 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 one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

**Fee: \$245**

Course Number	Date	Hours	Location
NTL-L07	2/1–3/26	32	Online

## KEYS TO CUSTOMER SERVICE

**Fee: \$145**

Course Number	Date	Hours	Location
NTL-L08	2/1–2/26	16	Online

## EXTRAORDINARY CUSTOMER SERVICE

**Fee: \$145**

Course Number	Date	Hours	Location
NTL-L09	3/1–3/26	16	Online



## 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 70 hours of self-paced instruction and is designed to be completed within a duration of six months. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$695**

Course Number	Date	Hours	Location
NTE-E01	Upon registration	70	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: \$119**

Course Number	Date	Hours	Location
NTL-E29	1/13–3/5	24	Online
NTL-E29	3/17–5/7	24	Online

## **SPANISH IN THE CLASSROOM**

Learn essential Spanish so you can bridge the communication gap with your Spanish-speaking students and their parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and will be able to effectively communicate with the Spanish-speakers around you. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$119**

Course Number	Date	Hours	Location
NTL-E02	1/13–3/5	24	Online
NTL-E02	3/17–5/7	24	Online

## **SPANISH FOR MEDICAL PROFESSIONALS**

This Spanish class designed specifically for healthcare professionals will help you effectively communicate with Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you need to effectively communicate with Spanish-speaking patients.

**Fee: \$290**

Course Number	Date	Hours	Location
NTL-L15	2/1–3/26	32	Online
NTL-L15	4/5–5/28	32	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. This program focuses on cash basis accounting.

**Fee: \$495**

Course Number	Date	Hours	Location
NTL-L02	2/1–4/30	48	Online

### **UNDERSTANDING DEBITS AND CREDITS**

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L03	2/1–2/26	16	Online

### **GENERAL LEDGER AND MONTH END PROCEDURES**

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L04	3/1–3/26	16	Online

### **CLOSING PROCEDURES AND FINANCIAL STATEMENTS**

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L05	4/5–4/30	16	Online

## ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

Every successful person in the workplace utilizes financial information to aid in 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 to help you increase effectiveness in your career. Gain a fundamental 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**

Course Number	Date	Hours	Location
NTL-L06	2/1–2/26	16	Online

## FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

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, you'll analyze and assess the financial information that drives your organization. An understanding of this data will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L12	4/5–4/30	16	Online

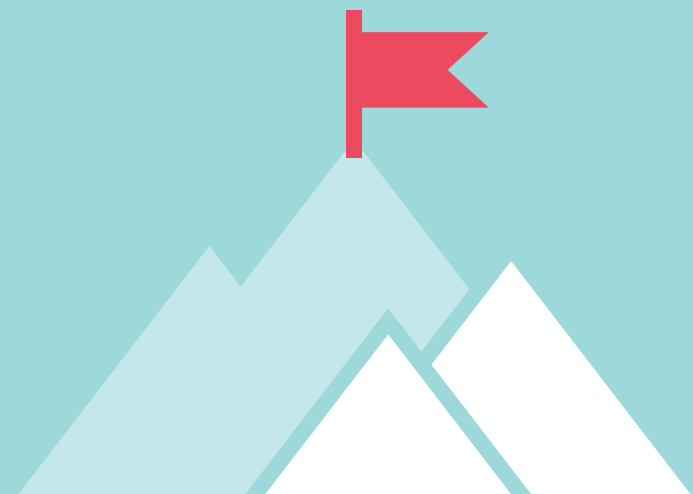
## THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? The Basics of Bookkeeping course will show you how to record every penny that comes into (and goes out of) your business. You'll explore what it means to create a chart of accounts, review the concepts of debits and credits, and learn how to label accounts. Even if you outsource your bookkeeping needs, you should still have a basic understanding of your own finances.

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L80	3/1–3/26	16	Online





## 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%.**

**Series Cost: \$1,260.00**

Series Course Code #	Day	Date	Time	Location
SER-DDI	T	3/2, 3/16, 4/6, 4/13, 4/27, 5/11, 5/25, 6/8	12:30– 4:30 p.m.	Remote

### COMMUNICATING FOR LEADERSHIP SUCCESS » SUPERVISORY SERIES

This foundational course helps leaders learn to communicate effectively so they can spark action in others. This course teaches the essentials of successful interaction and explains ways to apply these techniques to the opportunities encountered in the workplace and beyond.

**Fee: \$175**

Course Number	Day	Date	Time	Location
NTL-S50	T	3/2	12:30–4:30 p.m.	Remote

### YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES

This course arms new or prospective leaders with the knowledge 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: \$175**

Course Number	Day	Date	Time	Location
NTL-S51	T	3/16	12:30–4:30 p.m.	Remote

## 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: \$175**

Course Number	Day	Date	Time	Location
NTL-S52	T	4/6	12:30–4:30 p.m.	Remote

## DELEGATING WITH PURPOSE » SUPERVISORY SERIES

In this course, leaders review 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. Participants will learn how to 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: \$175**

Course Number	Day	Date	Time	Location
NTL-S32	T	4/13	12:30–4:30 p.m.	Remote

## 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 Number	Day	Date	Time	Location
NTL-C32	T	4/27	12:30–4:30 p.m.	Remote

## COACHING FOR PEAK PERFORMANCE » SUPERVISORY SERIES

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

**Fee: \$175**

Course Number	Day	Date	Time	Location
NTL-S06	T	5/11	12:30–4:30 p.m.	Remote

## 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: \$175**

Course Number	Day	Date	Time	Location
NTL-S21	T	5/25	12:30–4:30 p.m.	Remote

## DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES

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

**Fee: \$175**

Course Number	Day	Date	Time	Location
NTL-S23	T	6/8	12:30–4:30 p.m.	Remote

## PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP®) Exam Prep will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. With these dynamic courses, you can make this the year that you become a certified PMP.

**Fee: \$1,399**

Course Code #	Day	Date	Time	Location
NTE-S48	W	2/17–3/24	8:30 a.m.– 4:30 p.m.	Remote

### ESSENTIALS OF PROJECT MANAGEMENT

2/17, 2/24

### ADVANCED PROJECT MANAGEMENT

3/3, 3/10

### EXAM PREP

3/24

*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.*

### UNABLE TO FIT THE PMP PROGRAM INTO YOUR DAYTIME SCHEDULE?

We are offering an evening series April 12–May 11  
Join us Monday and Tuesday evenings from 6-9:30 p.m.  
Course Code: NTE S48





## INTRODUCTION TO PROJECT MANAGEMENT

In today's fast-paced business environment, there is a growing need for effective project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring and early detection of variations to the project, schedule and budget can be communicated to stakeholders for quick resolution—even if it includes project cancellation. You will learn the skills, tools, and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education, and experience requirements is provided.

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L01	2/1–2/26	16	Online
NTL-L01	4/5–4/30	16	Online

## MANAGING GENERATIONS IN THE WORKPLACE

Learn how to effectively manage employees of 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 different generations.

**Fee: \$175**

Course Number	Date	Hours	Location
NTL-L67	4/5–4/30	16	Online



## COLLABORATIVE MANAGEMENT

Collaborative skills are essential to harnessing the energy of groups and achieving maximum performance and productivity. These skills can help you gain participation quickly, get input and buy-in for building consensus, and plan for cooperation to get crucial projects completed.

**Fee: \$245**

Course Number	Date	Hours	Location
NTL-L14	3/1–3/26	16	Online

## HR ON YOUR TO-DO LIST

This course provides an overview of policy guidance, focus, best practices, and resources for those who are responsible for day-to-day HR functions in their organization without an official HR-designated title. Topics covered include: recruiting, compensation, benefits, and performance management.

**Fee: \$109**

Course Number	Day	Date	Hours	Location
NTL-C05	T	2/23	1–4 p.m.	Remote





## LOGISTICS CERTIFICATE

Logistics is the part of supply chain management that plans, implements, and controls the efficient flow of goods and services between the point of origin and the point of consumption. It is a value-added proposition and not a cost proposition. This program is certified through the University of Missouri.

### This seminar will teach you:

- The elements of setting up and managing a logistics network
- The cross-functional nature of logistics management
- The decisions you have to make in managing and leading logistics effort

**Fee: \$1,450**

Course Number	Day	Date	Time	Location
NTE-S74	TWTh	2/9–2/11	8 a.m.–5 p.m.	Remote
NTE-S74	T	2/16-3/23	5–9 p.m.	Remote



**DO YOU NEED YOUR  
OSHA 10 CARD?**

See page 22.

# CIRCULAR ECONOMY AND SUPPLY CHAIN MANAGEMENT CERTIFICATE

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

**In this seminar, you will learn to:**

- Map out your supply chain for circularity
- Identify the opportunities for your company in the circular economy
- Apply circular strategies and decisions to your organization
- Put together a plan to transition to a circular supply chain

**Fee: \$1,450**

<b>Course Number</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
NTE-S89	TWTh	2/2–2/4	8 a.m.–5 p.m.	Remote
NTE-S89	W	2/17–3/24	5–9 p.m.	Remote



## INTRODUCTION TO SUPPLY CHAIN MANAGEMENT CERTIFICATE

Supply chain strategy and management is more than just buying, making, and shipping. It is the integrated effort to have the right product for the right customer at the right quantity, price, time, place, and condition. How many organizations can actually say they do this successfully, consistently, and profitably? This program is certified through the University of Missouri.

Participants will be provided instruction on supply chain strategy, alignment, and processes as follows:

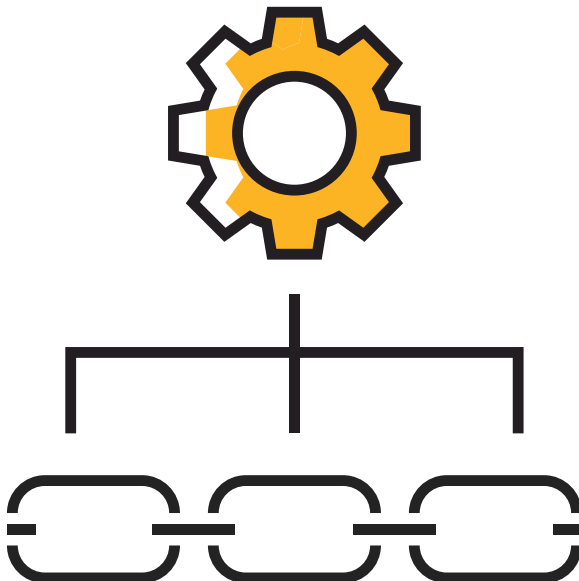
- Supply chain reliability
- Batches and frequencies to sell or produce
- Desired speed and quality within and across the supply chain
- Sales and operations planning decisions
- External collaboration
- KPIs (Key Performance Indicators).

### You'll also learn how to:

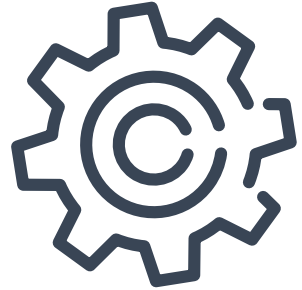
- Create your supply chain strategy
- Align your daily work in support of your organizational and supply chain strategy
- Construct a consistent set of supply chain decisions
- Make good decisions when faced with the inevitable tradeoffs in the supply chain
- Make aligned and supportive decisions and lead collaborative efforts

**Fee: \$2,035**

Course Number	Day	Date	Time	Location
NTE-S18	Th	1/7–3/11	5–9 p.m.	Remote
NTE-S18	MTW ThF	1/18–1/22	8 a.m.–5 p.m.	Remote



# // MANUFACTURING AND INDUSTRY



## **MANUFACTURING FUNDAMENTALS**

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

**Fee: \$119**

Course Number	Date	Hours	Location
NTE-E58	2/10-4/2	24	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: \$119**

Course Number	Date	Hours	Location
NTE-E46	2/10-4/2	24	Online

## **BASIC PRINT READING**

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

**Fee: \$209**

Course Number	Day	Date	Time	Location
NTE-S61	Th	3/18	8 a.m.-1:30 p.m.	Remote

## **BLUEPRINT READING FOR SPANISH SPEAKERS**

This 24-hour blueprint reading course covers the alphabet of lines, symbols and terminology, visualization, and sectional and auxiliary views. Individual class exercises provide actual practice interpreting drawings. Basic shop math is recommended. This basic course is designed for Spanish-speaking personnel to learn how to interpret and read blueprints written in English.

**Fee: \$259**

Course Number	Day	Date	Time	Location
NTE-S05	T	2/23-3/9	6-9 p.m.	Remote



## SIX SIGMA GREEN BELT CERTIFICATE

Six Sigma professionals are in high demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. LERN's 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 trained specialists 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 on projects.

**Fee: \$495**

Course Number	Date	Time	Location
NTE-L01	2/1–4/30	48	Online

## INTRODUCTION TO SIX SIGMA GREEN BELT

**Fee: \$195**

Course Number	Date	Hours	Location
NTE-L02	2/1–2/26	16	Online

## INTERMEDIATE SIX SIGMA GREEN BELT

**Fee: \$195**

Course Number	Date	Hours	Location
NTE-L03	3/1–3/26	16	Online

## ADVANCED SIX SIGMA GREEN BELT

**Fee: \$195**

Course Number	Date	Hours	Location
NTE-L04	4/5–4/30	16	Online



**DID YOU KNOW 80% OF EMPLOYEES ARE AVOIDING AN IMPORTANT CONVERSATION AT WORK?**

**Check out Courageous Conversations on page 8.**

# // SAFETY, WELLNESS, AND OSHA

## 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: \$299**

Course Number	Day	Date	Time	Location
NTE-S65	WF	2/24, 2/26	8 a.m.–1:30 p.m.	Shah Center

## OSHA CONFINED SPACES

This seminar focuses on defining and identifying the different types of confined spaces, and reviews best practices for securing the safety of all employees entering these spaces. We will discuss OSHA requirements from the Standard and explain how they apply to different situations and types of confined spaces. We will also talk about hazard assessment and preparations for emergency rescue planning before entry is allowed.

**Fee: \$39**

Course Number	Day	Date	Time	Location
NTE-S56	W	2/17	1–2 p.m.	Remote

## OSHA ELECTRICAL SAFETY

The training in this class applies to both qualified persons and other employees who also may face risk of injury due to electric shock or other electrical hazards. Discussion will include defining qualified persons, PPE, hazards of arc flash, and how to set up an electrical safety program at your facility.

**Fee: \$39**

Course Number	Day	Date	Time	Location
NTE-S08	W	3/17	1–2 p.m.	Remote

## OSHA MEDICAL SCREENING AND SURVEILLANCE

Medical screening and surveillance allows for early identification of exposure-related health effects in employees to avoid further exposure and prevent or address adverse health outcomes. This class covers the regulation requirements for medical surveillance programs, including hearing conservation, respiratory protection, vision, and other screenings required. We will discuss the screening processes to determine baselines and shifts. There will also be discussion and information about what triggers an OSHA-recordable event for surveillance shifts, and how we can protect employees from harm.

**Fee: \$39**

Course Number	Day	Date	Time	Location
NTE-S72	W	2/3	1–2 p.m.	Remote

## OSHA RECORD KEEPING

This class covers the OSHA 1904 Recordkeeping Standard. This includes all updates and revisions including reporting of work-related injuries/illnesses without fear of employer retaliation. This class will discuss in detail the recording criteria, including definitions of work-relatedness, work environment, and exceptions. We will talk about how to document injuries and illnesses and which OSHA forms to use. Fatality and catastrophic reporting will also be included in this training.

**Fee: \$119**

Course Number	Day	Date	Time	Location
NTE-S67	W	3/3	1–4 p.m.	Remote

# // SAFETY, WELLNESS, AND OSHA

## FIRST AID CPR/AED/BBP

Practice the critical skills needed to respond to and manage a first-aid, choking, or sudden cardiac arrest emergency until emergency medical services (EMS) arrive. 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**

Course Number	Day	Date	Time	Location
NTE-S03	W	2/24	9 a.m.–4 p.m.	Shah Center

## 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 other safe operating instructions. 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**

Course Number	Day	Date	Time	Location
NTE-S54	F	1/22	8 a.m.–4 p.m.	Woodstock Center
NTE-S54	F	2/19	8 a.m.–4 p.m.	Woodstock Center
NTE-S54	F	3/19	8 a.m.–4 p.m.	Woodstock Center





## 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. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$115**

Course Number	Date	Hours	Location
NTC-E81	2/10-4/2	24	Online



## MASTERING COMPUTER SKILLS FOR THE WORKPLACE

Must-have skills to succeed in the workplace include the ability to create, edit, and manage presentations in Microsoft (MS) PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. The Microsoft Office Suite of applications is the most used software tool in the world. You'll stay current with this class that covers the most recent updates and features of the MS Office Suite. Master the most common uses of these programs so you can work faster and more efficiently while taking 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.

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L04	2/1-2/26	16	Online

## ADOBE ACROBAT: TIPS AND SHORTCUTS

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

**Fee: \$109**

Course Number	Day	Date	Time	Location
NTC-C73	M	2/22	8 a.m.–Noon	Remote
NTC-C73	W	3/17	5:30–9:30 p.m.	Remote

## SHARING FILES USING ONEDRIVE

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

**Fee: \$69**

Course Number	Day	Date	Time	Location
NTC-S03	Th	2/18	12:30–2:30 p.m.	Remote
NTC-S03	W	4/14	10 a.m.–Noon	Remote

## MICROSOFT WINDOWS 10

Get started with the latest version of Microsoft's operating system. Discover desktop features, personalization options, File Explorer, and multitasking. We'll also demonstrate Cortana, OneDrive, and Microsoft Edge.

**Fee: \$99**

Course Number	Day	Date	Time	Location
NTC-S68	T	2/23	12:30–4:30 p.m.	Remote



## MICROSOFT ONENOTE

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

**Fee: \$89**

Course Number	Day	Date	Time	Location
NTC-C76	Th	2/25	12:30–4:30 p.m.	Remote

## MICROSOFT OUTLOOK

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

**Fee: \$79**

Course Number	Day	Date	Time	Location
NTC-C56	Th	1/28	12:30–3:30 p.m.	Remote
NTC-C56	T	4/20	12:30–3:30 p.m.	Remote

## 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 or email [shahcenter@mchenry.edu](mailto:shahcenter@mchenry.edu).

### MICROSOFT WORD LEVEL 1 (BASIC)

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.

**Fee: \$179**

Course Number	Day	Date	Time	Location
NTC-S87	ThF	2/18, 2/19	8 a.m.–Noon	Remote
NTC-S87	TTh	4/20, 4/22	8 a.m.–Noon	Remote

## INTRODUCTION TO MICROSOFT WORD 2016

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

**Fee: \$129**

Course Number	Date	Hours	Location
NTC-E85	2/10-4/2	24	Online
NTC-E85	4/14-6/4	24	Online

### MICROSOFT WORD: TRACKING CHANGES AND MERGING DOCUMENTS

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

**Fee: \$79**

Course Number	Day	Date	Time	Location
NTC-C84	W	3/17	12:30–3:30 p.m.	Remote
NTC-C84	T	4/13	9 a.m.–Noon	Remote

## MICROSOFT EXCEL

Microsoft Office Excel is a powerful tool used to create and format spreadsheets and analyze and share information to make more informed decisions. This series includes Excel Level 1, 2 and 3 at a discounted rate. For course descriptions and skill level information, contact (815) 455-8593 or email [shahcenter@mchenry.edu](mailto:shahcenter@mchenry.edu).

### MICROSOFT EXCEL LEVEL 1 (BASIC)

**Fee: \$179**

Course Number	Day	Date	Time	Location
NTC-S30	TTh	1/12, 1/14	8 a.m.–Noon	Remote
NTC-S30	TTh	3/16, 3/18	12:30–4:30 p.m.	Remote

### MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

**Fee: \$179**

Course Number	Day	Date	Time	Location
NTC-S75	TTh	1/26, 1/28	8am–Noon	Remote
NTC-S75	TTh	4/13, 4/15	12:30–4:30 p.m.	Remote

### MICROSOFT EXCEL LEVEL 3 (ADVANCED)

**Fee: \$179**

Course Number	Day	Date	Time	Location
NTC-S77	TTh	2/23, 2/25	8am–Noon	Remote
NTC-S77	TTh	5/4, 5/6	12:30–4:30 p.m.	Remote

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

### MICROSOFT EXCEL SERIES

**Series Cost: \$477**

Series Course Code #	Day	Date	Location
SER-EX	TTh	1/12, 1/14, 1/26, 1/28, 2/23, 2/25	Remote
SER-EX	TTh	3/16, 3/18, 4/13, 4/15, 5/4, 5/6	Remote



## MICROSOFT EXCEL: PIVOTTABLES

Learn how to create and use PivotTable reports to quickly summarize and manipulate large amounts of data. After creating PivotTable reports, we'll explore PivotCharts—a flexible chart based on data in a PivotTable. Prerequisite: Excel 2016 Basic or equivalent experience.

**Fee: \$79**

Course Number	Day	Date	Time	Location
NTC-C58	W	2/24	9am–Noon	Remote

## MICROSOFT EXCEL: DATA ANALYSIS WITH POWERPIVOT

We're living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of PowerPivot to maximize your effectiveness when analyzing data. After successfully completing this course, you'll be able to use PowerPivot along with Excel 2016 to analyze data from a variety of sources. Prerequisite: Excel 2016 and PivotTable experience as well as an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of Pivot Tables course highly recommended.

**Fee: \$99**

Course Number	Day	Date	Time	Location
NTC-S41	W	3/17	8 a.m.–Noon	Remote

**Register for both PivotTables and Data Analysis with PowerPivot classes and save 10%.**

## MICROSOFT EXCEL POWERPIVOT SERIES

**Series Cost: \$160**

Series Course Code #	Day	Dates	Time	Location
SER-EXPP	W	2/24	9am–Noon	Remote
		3/17	8am–Noon	Remote



## CERTIFICATE IN MASTERING EXCEL

Interested in mastering Excel but don't have time in your day to attend a scheduled class? This online certificate program gives you the flexibility to improve your skills when it's convenient for you.

**Fee: \$495**

Course Number	Date	Hours	Location
NTC-L01	2/1-4/30	48	Online

## MASTERING MICROSOFT EXCEL

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L02	2/1-2/26	16	Online

## INTERMEDIATE EXCEL

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L88	3/1-3/26	16	Online

## ADVANCED EXCEL

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L89	4/5-4/30	16	Online

## MICROSOFT EXCEL: ANALYSIS AND FORECASTING TOOLS

The "What-If" Analysis tool in Excel allows you to use several different sets of values in one or more formulas to explore all various results. This course instruction covers: What If, Solver, Matrix Solutions, Analysis Tool Pack, and more

**Fee: \$109**

Course Number	Day	Date	Time	Location
NTC-C14	Th	2/25	1-5 p.m.	Remote

## MICROSOFT EXCEL: FORMULAS AND FUNCTIONS MADE EASY

Work with a variety of formulas and functions designed to streamline your work in Excel. You'll learn basic functions like SUM, AVERAGE, COUNT, MIN, and MAX that every Excel user needs to know. In addition, the course reviews a variety of other functions

**Fee: \$89**

Course Number	Day	Date	Time	Location
NTC-C57	W	2/24	12:30-4:30 p.m.	Remote

## MICROSOFT POWERPOINT BASIC

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and easily sharing information. For course descriptions and skill-level information, contact (815) 455-8593 or email [shahcenter@mchenry.edu](mailto:shahcenter@mchenry.edu).

**Fee: \$179**

Course Number	Day	Date	Time	Location
NTC-S91	TTh	3/16, 3/18	8 a.m.-Noon	Remote

## MICROSOFT POWERPOINT: TIPS, TOOLS, AND TIMESAVERS

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

**Fee: \$89**

Course Number	Day	Date	Time	Location
NTC-C72	T	1/26	12:30-4:30 p.m.	Remote
NTC-C72	Th	4/15	8 a.m.-Noon	Remote

## MICROSOFT PROJECT: PROJECT DESIGN AND FORMATTING

Stay organized, focused, and in charge. Tackle anything from small projects to large initiatives. This course instruction covers project creation, task relationships, project formatting, project calendars, project printing, and more.

**Fee: \$109**

Course Number	Day	Date	Time	Location
NTC-S01	Th	1/21	5:30–9:30 p.m.	Remote
NTC-S01	W	4/14	8 a.m.–Noon	Remote

## MICROSOFT PROJECT: RESOURCES, TRACKING, SHARE, AND REPORTS

Stay organized, focused, and in charge. Tackle anything from small projects to large initiatives. This course instruction covers resources and resource calendars; assigning resources to tasks; shared resource assignments; baseline and tracking, master and condensed projects; formulas and indicators; project reports, macro-automated views, and more.

**Fee: \$109**

Course Number	Day	Date	Time	Location
NTC-S02	Th	2/18	5:30–9:30 p.m.	Remote

## MICROSOFT VISIO BASIC

Microsoft Visio can be used to create simple or complicated diagrams. It offers a wide variety of built-in shapes, objects, and stencils to work with. Visio is designed to make diagramming as easy as possible for the user.

This course reviews basic Visio concepts and skills, including how to:

- Open, create, and save diagrams
- Work with the Shapes pane
- View and add connection points
- Add arrows and other line ends to a connector
- Add text to shapes
- Save a diagram in another file format

**Fee: \$89**

Course Number	Day	Date	Time	Location
NTC-C20	F	2/19	12:30–4:30 p.m.	Remote
NTC-C20	Th	4/22	12:30–4:30 p.m.	Remote





## SQL CERTIFICATE

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in-demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL can also lead to a job specific to analyzing data such as a data analyst, quality assurance analyst, or business analyst.

**Fee: \$595**

Course Number	Date	Hours	Location
NTC-L28	Offered monthly	48	Online



## 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.

**Fee: \$495**

Course Number	Date	Hours	Location
NTC-L09	2/1–4/30	48	Online

### INTRODUCTION TO DATA ANALYSIS

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L10	2/1–2/26	16	Online

### INTERMEDIATE DATA ANALYSIS

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L11	3/1–3/26	16	Online

### ADVANCED DATA ANALYSIS

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L12	4/5–4/30	16	Online



## GOOGLE ANALYTICS CERTIFICATE

If you aren't reviewing your website statistics, you're probably missing several key opportunities to profit from your website traffic. This certificate, aimed at non-technical users, will take you through key techniques and teach you how to use the world-standard Google Analytics, a free online tool. 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: \$345**

Course Number	Date	Hours	Location
NTC-L15	2/1-3/26	32	Online

## GOOGLE ANALYTICS

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L16	2/1-2/26	16	Online

## ADVANCED GOOGLE ANALYTICS

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L17	3/1-3/26	16	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. Power BI Desktop is a complete data analysis and report creation tool that can be installed for free.

This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions.

### You'll learn to:

- Create interactive reports
- Integrate financial, marketing, or other source data in your accounting system, Excel, or on the web
- Streamline the data using Power Query
- 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
- Build the data model using relationships and DAX (Data Analysis Expressions)
- Utilize time intelligence functions to view YoY or YTD reports
- Add user-friendly features to enhance your reports and analyze your results

**Fee: \$495**

Course Number	Date	Hours	Location
NTC-L03	2/1–4/30	48	Online

## INTRODUCTION TO POWER BI

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L06	2/1–2/26	16	Online

## INTERMEDIATE POWER BI

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L07	3/1–3/26	16	Online

## ADVANCED POWER BI

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L08	4/5–4/30	16	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 programming. Whether you just want to try it out or plan on doing more with Java, this is a great place to start! Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$119**

Course Number	Date	Hours	Location
NTC-E18	2/10–4/2	24	Online
NTC-E18	4/14–6/4	24	Online



## **CODING CERTIFICATE**

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding ability can make you more valuable to a variety of organizations. The highest demand is in programming languages with broad applicability. This course will introduce you to the basics of computer programming and various programming languages and explore 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 webpages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

**Fee: \$595**

<b>Course Number</b>	<b>Date</b>	<b>Hours</b>	<b>Location</b>
NTC-L26	2/1–4/30	48	Online

## **INTRODUCTION TO ORACLE**

This course will provide you with a practical hands-on approach to relational database concepts and Oracle's database management system. You will be introduced to the Structured Query Language (SQL), Oracle's SQL\*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$119**

<b>Course Number</b>	<b>Date</b>	<b>Hours</b>	<b>Location</b>
NTC-E17	2/10–4/2	24	Online
NTC-E17	4/14–6/4	24	Online

## **CREATING WEB PAGES**

Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization (SEO) and powerful no-cost or low-cost web marketing strategies. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$119**

<b>Course Number</b>	<b>Date</b>	<b>Hours</b>	<b>Location</b>
NTC-E43	2/10–4/2	24	Online
NTC-E43	4/14–6/4	24	Online





## CERTIFICATE IN WEB DESIGN

Understand what it takes to produce effective web design in today's highly saturated digital market. We'll start by reviewing the basics of web design using HTML and CSS, then go over the essentials for creating effective and dynamic websites/applications. You'll learn to design a functioning web application that is both accessible and search engine optimized. Finally, we'll explore the responsive design process, advanced layout and design features using the Bootstrap framework, and CMS frameworks and industry standard technologies. No prior knowledge of HTML or web design is required.

**Fee: \$595**

Course Number	Date	Hours	Location
NTC-L22	2/1-4/30	48	Online

## WEB DESIGN

**Fee: \$245**

Course Number	Date	Hours	Location
NTC-L23	2/1-2/26	16	Online

## INTERMEDIATE WEB DESIGN

**Fee: \$245**

Course Number	Date	Hours	Location
NTC-L24	3/1-3/26	16	Online

## ADVANCED WEB DESIGN

**Fee: \$245**

Course Number	Date	Hours	Location
NTC-L25	4/5-4/30	16	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 seamlessly with Adobe Illustrator and Photoshop. 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 art work. Access to the Adobe software tools required.

**Fee: \$545**

Course Number	Date	Hours	Location
NTC-L20	2/1–4/30	48	Online

### ADOBE ILLUSTRATOR ESSENTIALS

**Fee: \$225**

Course Number	Date	Hours	Location
NTC-L21	2/1–2/26	16	Online

### ADOBE PHOTOSHOP ESSENTIALS

**Fee: \$225**

Course Number	Date	Hours	Location
NTC-L69	3/1–3/26	16	Online

### ADOBE INDESIGN ESSENTIALS

**Fee: \$225**

Course Number	Date	Hours	Location
NTC-L05	4/5–4/30	16	Online

## **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.

**Fee: \$495**

Course Number	Date	Hours	Location
NTC-L13	2/1-4/30	48	Online

### **IMPROVING EMAIL PROMOTIONS**

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L14	2/1-2/26	16	Online

### **BOOSTING YOUR WEBSITE TRAFFIC**

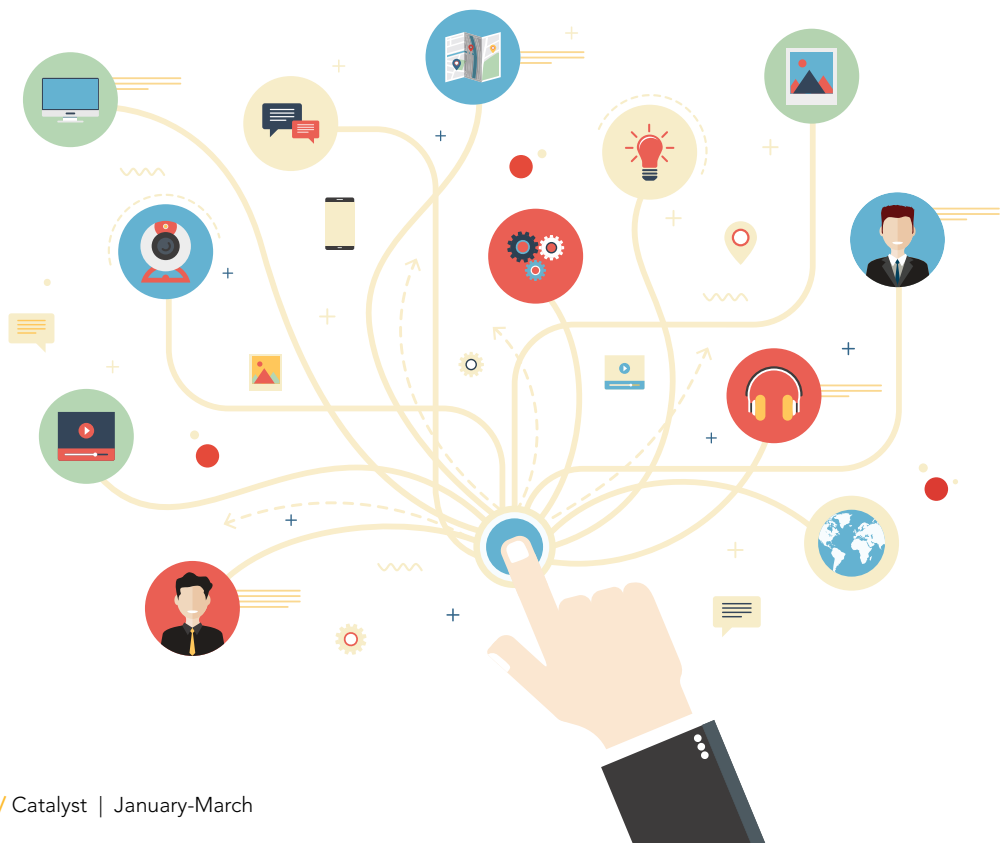
**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L68	3/1-3/26	16	Online

### **ONLINE ADVERTISING**

**Fee: \$195**

Course Number	Date	Hours	Location
NTL-L69	4/5-4/30	16	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.

**Fee: \$495**

Course Number	Date	Hours	Location
NTC-L18	2/1–4/30	48	Online

### INTRODUCTION TO SOCIAL MEDIA

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L19	2/1–2/26	16	Online

### MARKETING USING SOCIAL MEDIA

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L31	3/1–3/26	16	Online

### INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

**Fee: \$195**

Course Number	Date	Hours	Location
NTC-L33	4/5–4/30	16	Online



## PODCASTING

Podcasting is experiencing a rapid rebirth. Businesses are turning to podcasting to grow their brand and connect with customers, and people with a niche hobby are turning podcasts into a business. 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. This step-by-step class will take you from start to finish and cover the essential elements you need to get your show online. Come to class with your idea and end with your show online for all to hear.

**Fee: \$245**

Course Number	Date	Hours	Location
NTL-L27	2/1–2/26	16	Online



## INTRODUCTION TO QUICKBOOKS ONLINE

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks Online (QBO) 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 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.

**Fee: \$119**

Course Number	Date	Hours	Location
NTC-E82	1/13–3/5	24	Online
NTC-E82	3/17–5/7	24	Online

# 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

### 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.**

**Conducting virtual sessions—via phone or video conference.**

For more information or to schedule your no-cost consultation, email us at [sbdc@mchenry.edu](mailto:sbdc@mchenry.edu).

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

# WAYS TO REGISTER



## Register Online

Registering yourself?  
[www.mchenry.edu/shahregister](http://www.mchenry.edu/shahregister)



## Call

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



## Questions?

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



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

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



## Registration Form

Registering multiple people or employees?

Fill out and print registration form(s) online at

[www.mchenry.edu/shahregister](http://www.mchenry.edu/shahregister)

## Send via:

### Fax

with your credit card information to  
(815) 578-9682.

### or

### Mail

with your check, money order or credit card information to:

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

## CANCELLATION POLICY

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

## INCLEMENT WEATHER

Please be aware that inclement weather could cause McHenry County College facilities to close. You may call our main campus number at (815) 455-3700, check our website at [www.mchenry.edu](http://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.

**SAVE THE DATE!**

# **MEET MCC: PREPARE FOR YOUR NEXT THE WEEK OF MARCH 22, 2021**

Wondering which MCC program is right for you?

Join us virtually the week before spring break as we explore the many areas of study available at MCC. We'll detail potential career paths and training programs, and answer your questions about getting started as a new student. A different division will be featured each night, so we invite you to attend as many sessions as you wish!

More information on specific sessions, dates, and times will be available soon at [www.mchenry.edu/meetmcc](http://www.mchenry.edu/meetmcc).

We're excited to meet you!

**MCC Admissions and Recruitment**  
[recruit@mchenry.edu](mailto:recruit@mchenry.edu) | (815) 479-7732



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Crystal Lake, Illinois 60012-2761  
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