

Q3

July–September

2024

McHenry County College

CATALYST

Workforce Training Catalog



We are **MOVING**
to **Woodstock, IL**

**WORKPLACE ESSENTIALS AND
EMPLOYABILITY SERIES NOW
AVAILABLE IN SPANISH**

Pg. 8

www.mchenry.edu/workforcetraining


McHenry
County College
Workforce Training

// WORKFORCE TRAINING PROGRAMS AT THE UNIVERSITY CENTER AT MCC

**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 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 workforcetraining@mchenry.edu

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

University Center at MCC
222 East Church Street
Woodstock, IL 60098

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 University Center at MCC (University Center) 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.

Curiosity has a new name: **LISI.**

Meet LISI—that's short for the Liebman Institute for Science Innovation at McHenry County College.

LISI is the place for conversation and exploration of how things work. Through a series of groundbreaking programming, discussions, and partnerships, LISI provides relevant scientific information to help individuals make informed choices and decisions.

PROGRAMS OFFERED THROUGH LISI

The Science Behind It— Immersive Seminar Series

Immerse yourself into some of today's most cutting-edge science topics. Participants will have the opportunity to hear from widely acclaimed experts in their fields, across a variety of topics.

LISI Lecture Series

LISI's seminal lecture series brings science to the forefront of our community and collective consciousness. Lectures will include a meet-and-greet with guest speakers and other refreshments.

Hall of Human Origins

The Hall of Human Origins offers critical insight into hominin evolution through the exploration of fossil evidence. This interactive exhibit is on permanent display in the Life Sciences wing of the Liebman Science Center (Building F).

Planetarium Showcases

MCC's planetarium features a spectacular 8.3-meter dome with high-definition video and immersive surround sound. The planetarium is available for students of all ages, as well as the general public.

LISI-Sponsored Programs

LISI is a Science Olympiad sponsor and aims to make MCC the hub for Science Olympiad tournaments in the State of Illinois.



Learn more about LISI programming:
www.mchenry.edu/lisi



Liebman Institute for
Science Innovation

Science in Everything. Everything in Science.

// WORKPLACE SKILLS

NEW!

DIVERSITY, EQUITY, AND INCLUSION IN THE WORKPLACE CERTIFICATE



75% of the world's major conflicts have a cultural dimension and the culture sector now accounts for 6.1% of the global economy. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US\$ 2,250 billion and nearly 30 million jobs worldwide, employing more people aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. LERN's Diversity, Equity, and Inclusion (DEI) in the Workplace Certificate focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI.

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

Certificate Series Fee: \$495

9065 9/3–11/29 48 Hours Online

NEW! WHAT IS DEI?

Fee: \$195

9068 9/3–9/27 16 Hours Online

NEW! INCLUSIVE COMMUNICATION

Fee: \$195

9067 10/7–11/1 16 Hours Online

NEW! DEI AND ORGANIZATIONAL SUCCESS

Fee: \$195

9066 11/4–11/29 16 Hours Online

NEW! UNDERSTANDING YOURSELF AND OTHERS FOR PERSONAL EFFECTIVENESS: WHO AM I?

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

Fee: \$209

8589 Th 7/18 8–10:30 a.m. University Center

NEW! HOT BUTTONS AND COOLING STRATEGIES

This session focuses on dynamics of conflict and explores the role of difference-based trigger points. Participants will benefit from understanding 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. They will engage in various small group activities to examine a nature of their 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 giving to such techniques as empathy, mindfulness, and assumption of positive intent.

Fee: \$149

8580 W 8/21 1–4 p.m. University Center

NEW! BUILD CAREER SUCCESS THROUGH SELF-AWARENESS

All careers include interaction with people: customers, co-workers, clients, and patients. The course focuses on building self-awareness of personal preferences for giving and receiving communications, including an Insights Discovery Profile, and a private coaching session prior to the group session.

Fee: \$275

8876 M 8/19 8:30 a.m.–12:30 p.m. University Center

NEW! MINDFUL WORKSPACES: STRATEGIES FOR STRESS RELIEF, ERGONOMICS, AND CALM

Workplaces may be unique, but one thing they all have in common is stress. Stress in the workplace is unavoidable. But we can neutralize stress by fueling our daily lives with meaningful actions and intentions. Learn and try exercises, movements, and activities which, when used regularly, can loosen the grip of stress. These tips can be shared with co-workers to reduce the creep of stress that can unknowingly slip into team interactions. Creating a harmonious work-life balance is critical to improving our physical, emotional, and mental health, and also our career health. This course will cover office ergonomics, body awareness, posture and movement from a chair or desk, techniques to feel calm, and meditation at work.

Fee: \$149

8588 W 7/24 9–11:30 a.m. University Center

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

8715 7/1–7/26 16 Hours Online
9008 10/7–11/1 16 Hours Online

BOOKKEEPING CERTIFICATE

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 the entire Bookkeeping Certificate (3 sessions) and save!

Fee: \$495

[9028](#) 9/3–11/29 48 Hours Online

UNDERSTANDING DEBITS AND CREDITS

Fee: \$195

[9027](#) 9/3–9/27 16 Hours Online

GENERAL LEDGER AND MONTH END PROCEDURES

Fee: \$195

[9026](#) 10/7-11/1 16 Hours Online

CLOSING PROCEDURES AND FINANCIAL STATEMENTS

Fee: \$195

[9025](#) 11/4-11/29 16 Hours Online

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

Fee: \$129

[8308](#) 7/17–9/6 24 Hours Online

[8308](#) 8/14–10/4 24 Hours Online

[8309](#) 9/11–11/1 24 Hours Online

ACCOUNTING FUNDAMENTALS II

This course will provide you with a solid understanding of corporate accounting practices. 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. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$129

[8307](#) 7/17–9/6 24 Hours Online

[8311](#) 8/14–10/4 24 Hours Online

[8312](#) 9/11–11/1 24 Hours Online

WORKPLACE ESSENTIALS *and* EMPLOYABILITY SKILLS SERIES

NOW AVAILABLE
IN SPANISH!

The techniques employees need to do their jobs are rapidly changing. These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success.

Take the entire Workplace Essentials and Employability Skills Series (6 sessions) and save! Series Fee: \$369

Option 1: Series # SER-WES (English) W 7/17,7/31,8/14,8/28,9/11,9/25 Remote

Option 2: Series # SER-WESSP (Spanish) W 7/24,8/7,8/21,9/4,9/18,10/2 University Center

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

#8870 W 7/17 3–5 p.m. Remote

#8936 (Spanish) W 7/24 2:30–4:30 p.m. University Center

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

#8871 W 7/31 3–5 p.m. Remote

#8937 (Spanish) W 8/7 2:30–4:30 p.m. University Center

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

#8872 W 8/14 3–5 p.m. Remote

#8938 (Spanish) W 8/21 2:30–4:30 p.m. University Center

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

#8873 W 8/28 3–5 p.m. Remote

#8939 (Spanish) W 9/4 2:30–4:30 p.m. University Center

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

#8874 W 9/11 3–5 p.m. Remote

#8940 (Spanish) W 9/18 2:30–4:30 p.m. University Center

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

#8875 W 9/25 3–5 p.m. Remote

#8941 (Spanish) W 10/2 2:30–4:30 p.m. University Center

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 that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Fee: \$195

[8958](#)

9/3–9/27

16 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. 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, the financial information that drives your organization will be assessed and analyzed. 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

[8708](#)

8/5–8/30

16 Hours

Online

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 for the small to mid-sized business owner who needs a fully functional accounting system that's also easy to use. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$139

[8296](#)

7/17–9/6

24 Hours

Online

[8297](#)

8/14–10/4

24 Hours

Online

[8298](#)

9/11–11/1

24 Hours

Online

INTERMEDIATE QUICKBOOKS ONLINE (QBO)

While diving deeper into QuickBooks Online (cloud-based version), this course explores 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.

Fee: \$139

[8301](#)

7/17–9/6

24 Hours

Online

[8302](#)

8/14–10/4

24 Hours

Online

[8303](#)

9/11–11/1

24 Hours

Online



Serve with confidence. Obtain your food safety certification. We offer classes in English and Spanish.

See pg. 38



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 the entire Sales Training Suite (3 sessions) and save!

Series # [SER-SALES](#)

Series Fee: \$345

7/17-11/1

KEYS TO EFFECTIVE COMMUNICATION

Fee: \$125

[8278](#)

7/17-9/6

24 Hours

Online

EFFECTIVE SELLING

Fee: \$135

[8279](#)

8/14-10/4

24 Hours

Online

PROFESSIONAL SALES SKILLS

Fee: \$135

[8280](#)

9/11-11/1

24 Hours

Online

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

[8702](#)

7/1-7/26

16 Hours

Online

[8881](#)

10/7-11/1

16 Hours

Online



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

# <u>8995</u>	9/3–11/29	48 Hours	Online
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BUSINESS WRITING

Fee: \$195

# <u>8993</u>	9/3–9/27	16 Hours	Online
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EFFECTIVE COPYWRITING

Fee: \$195

# <u>8978</u>	10/7–11/1	16 Hours	Online
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WRITING NEWS AND PRESS RELEASES

Fee: \$195

# <u>9003</u>	11/4–11/29	16 Hours	Online
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CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. 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. 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. Two one-month courses.

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

Certificate Series Fee: \$245

# <u>8975</u>	9/3–11/1	32 Hours	Online
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KEYS TO CUSTOMER SERVICE

Fee: \$145

# <u>8976</u>	9/3–9/27	16 Hours	Online
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EXTRAORDINARY CUSTOMER SERVICE

Fee: \$145

# <u>8977</u>	10/7–11/1	16 Hours	Online
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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

# 8281	7/17-9/6	24 Hours	Online
# 8282	8/14-10/4	24 Hours	Online
# 8283	9/11-11/1	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

# 8293	7/17-9/6	24 Hours	Online
# 8294	8/14-10/4	24 Hours	Online
# 8295	9/11-11/1	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

# 8290	7/17-9/6	24 Hours	Online
# 8291	8/14-10/4	24 Hours	Online
# 8292	9/11-11/1	24 Hours	Online



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

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

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

[8712](#)

7/1-7/26

16 Hours

Online

[9005](#)

10/7-11/1

16 Hours

Online

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, Eleventh Edition, by Rita Mulcahy ISBN: 9781943704347

Fee: \$1,399

SUMMER SERIES | REMOTE

[7876](#) | Th | 8:30 a.m.-4:30 p.m.

Essentials of Project Management

[6/20, 6/27](#)

Advanced Project Management

[7/11, 7/18](#)

Exam Prep

[7/25](#)

FALL SERIES | REMOTE

[8473](#) | T | 8:30 a.m.-4:30 p.m.

Essentials of Project Management

[9/17, 9/24](#)

Advanced Project Management

[10/1, 10/8](#)

Exam Prep

[10/15](#)



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: \$1,440

8/8–11/7

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: \$202

8590 Th 8/8 12:30–4:30 p.m. University Center

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: \$202

8591 Th 8/22 12:30–4:30 p.m. University Center

DDI DELEGATION: ENGAGE AND 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: \$202

8592 Th 9/5 12:30–4:30 p.m. University Center

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: \$202

8593 Th 9/12 12:30–4:30 p.m. University Center

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: \$202

8621 Th 9/26 12:30–4:30 p.m. University Center

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: \$202

8622 Th 10/10 12:30–4:30 p.m. University Center

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: \$202

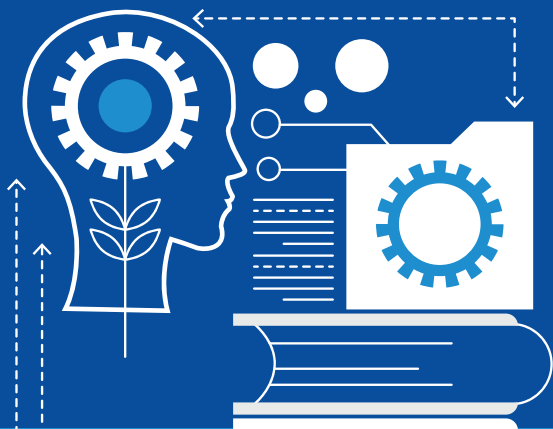
8623 Th 10/24 12:30–4:30 p.m. University Center

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: \$202

8624 Th 11/7 12:30–4:30 p.m. University Center



TRAIN *the* TRAINER

This powerful workshop will help to bring managers, team leaders, subject matter experts and other non-trainers quickly up-to-speed in the basic skills required to develop and conduct training—confidently, competently, and with ease. This two-part workshop is designed primarily for delivering functional and technical training required for new employee or new assignment onboarding. For onboarding to be successful, new employees need to be supported before, during, and after the training. First-time trainers will walk through the process of developing and delivering effective training and evaluating training effectiveness. This workshop provides participants with the opportunity to better understand adult learning principles and the required components of training so that effective training can be designed and delivered to optimize the new employee onboarding process.

Fee: \$395

[8497](#)

T

9/17, 9/24

8 a.m.–Noon

University Center

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

[8328](#)

7/17–9/6

24 Hours

Online

[8329](#)

8/14–10/4

24 Hours

Online

[8330](#)

9/11–11/1

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. Through 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

[8998](#)

9/3–9/27

16 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

# 8325	7/17-9/6	24 Hours	Online
# 8326	8/14-10/4	24 Hours	Online
# 8327	9/11-11/1	24 Hours	Online

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

# 8694	8/5-8/30	16 Hours	Online
# 8964	11/4-11/29	16 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

# 8322	7/17-9/6	24 Hours	Online
# 8323	8/14-10/4	24 Hours	Online
# 8324	9/11-11/1	24 Hours	Online

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

# 8954	9/3-11/29	48 Hours	Online
# 9005	10/7-11/1	16 Hours	Online



YOUR NEW CAREER STARTS NOW

Whether you're making a career change or learning a new professional skill, MCC's Career Training programs can help you earn an industry recognized certification or license in less than one semester. Registration is now open for Fall 2024 classes. Explore Career Training programs at

www.mchenry.edu/careertraining.



MICROSOFT EXCEL BASIC FORMULAS AND PRINTING TOOLS

Learn the basics of creating formulas in Excel, including adding, subtracting, multiplying, and dividing. You will then learn how to use the basic functions of SUM, AVERAGE, MIN, MAX, COUNT and COUNTA. We'll also discuss printing and the basics of changing paper orientation, margins, scaling, creating headers and footers, and adding page breaks and print titles.

Fee: \$69

[8483](#) M 7/8 1:30–3:30 p.m. Remote

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 VLOOKUP in Excel.

Fee: \$69

[8485](#) M 7/15 1:30–3:30 p.m. Remote

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

[8486](#) M 7/29 1:30–3:30 p.m. Remote

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

[8487](#) M 8/5 1:30–3:30 p.m. Remote

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

[8489](#) M 8/12 1:30–3:30 p.m. Remote

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

[8490](#) M 8/26 1:30–3:30 p.m. Remote

MICROSOFT WORD BASICS

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: \$89

[8493](#) W 9/4 12:30–4:30 p.m. Remote

SHARING FILES AND FOLDERS USING ONEDRIVE

OneDrive from Microsoft is all about sorting 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

[8491](#) F 9/6 1:30–3:30 p.m. Remote

MICROSOFT POWERPOINT TIPS AND TRICKS

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

Fee: \$89

[8494](#) W 9/11 12:30–4:30 p.m. Remote

CREATING A MICROSOFT TEAMS SITE AND BASIC FUNCTIONS

Get an overview of Microsoft Teams, a collaboration app that helps your team stay organized and have conversations all in one place. This course is perfect for on-location and remote office workers, virtual classroom students, and home users.

Fee: \$69

[8492](#) F 9/13 1:30–3:30 p.m. Remote



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 and save!

Series # SER-EX

Series Fee: \$477

Option 1:	M	7/8, 7/15, 7/29, 8/5, 8/12, 8/26	University Center
Option 2:	T	8/13, 8/27, 9/10	University Center
Option 3:	WF	8/28, 8/30, 9/4, 9/6, 9/11, 9/13	Remote

MICROSOFT EXCEL LEVEL 1 (BASIC)

This course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2016, or if they want to have a solid foundation for becoming an Excel expert.

Fee: \$179

# 8505	M	7/8, 7/15	8 a.m.–Noon	University Center
# 8508	T	8/13	8 a.m.–4:30 p.m.	University Center
# 8519	WF	8/28, 8/30	8 a.m.–Noon	Remote

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

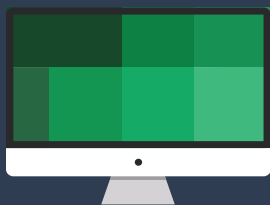
# 8506	M	7/29, 8/5	8 a.m.–Noon	University Center
# 8509	T	8/27	8 a.m.–4:30 p.m.	University Center
# 8521	WF	9/4, 9/6	8 a.m.–Noon	Remote

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

# 8507	M	8/12, 8/26	8 a.m.–Noon	University Center
# 8510	T	9/10	8 a.m.–4:30 p.m.	University Center
# 8522	WF	9/11, 9/13	8 a.m.–Noon	Remote



MICROSOFT EXCEL 2019 ONLINE SERIES

This online course bundle will introduce you to Microsoft Office Excel 2019 and teach you 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).

Take the entire Microsoft Excel 2019 Online Series and save!

Series # [SER-EX2019](#)

Series Fee: \$390

7/17– 11/1

Online

INTRODUCTION TO MICROSOFT EXCEL 2019

In this online course bundle, you'll be introduced to Microsoft Office Excel 2019 and its intermediate and advanced features which will help you master this spreadsheet software. This course must be taken on a PC. Participants will receive an email with login information 24-48 hours after registering

Fee: \$147

[8352](#)

7/17–9/6

24 Hours

Online

INTERMEDIATE MICROSOFT EXCEL 2019

In this online course bundle, you'll be introduced to Microsoft Office Excel 2019 and its intermediate and advanced features which will help you master this spreadsheet software. This course must be taken on a PC. Participants will receive an email with login information 24-48 hours after registering. Participants will receive an email with login information 24-48 hours after registering

Fee: \$147

[8353](#)

8/14–10/4

24 Hours

Online

ADVANCED MICROSOFT EXCEL 2019

In this online course bundle, you'll be introduced to Microsoft Office Excel 2019 and its intermediate and advanced features which will help you master this spreadsheet software. This course must be taken on a PC. Participants will receive an email with login information 24-48 hours after registering

Fee: \$145

[8354](#)

9/11–11/1

24 Hours

Online



INTRODUCTION TO WINDOWS 11

Learn to use Windows 11, a powerful operating system, to customize your desktop, manage and protect files and folders, and navigate the web. 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 an email with login information 24-48 hours after registering

Fee: \$129

# 8358	7/17–9/6	24 Hours	Online
# 8359	8/14–10/4	24 Hours	Online
# 8360	9/11–11/1	24 Hours	Online

INTRODUCTION TO MICROSOFT WORD 2019

During this course, you will learn the basics needed to write and edit text and to create, format, and organize documents in the 2019 version of Microsoft Word. 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

# 8367	7/17–9/6	24 Hours	Online
# 8368	8/14–10/4	24 Hours	Online
# 8369	9/11–11/1	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. 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. Participants will receive an email with login information 24-48 hours after registering

Fee: \$147

# 8373	7/17–9/6	24 Hours	Online
# 8374	8/14–10/4	24 Hours	Online
# 8375	9/11–11/1	24 Hours	Online

MICROSOFT EXCEL PIVOT TABLES

Learn how to create functional and eye-catching interactive dashboards using a combination of pivot tables, pivot charts, and slicers. You will discover advanced techniques for pivot tables, like creating timelines, calculated fields, and calculated items. Participants will receive an email with login information 24-48 hours after registering

Fee: \$145

# 8370	7/17-9/6	24 Hours	Online
# 8371	8/14-10/4	24 Hours	Online
# 8372	9/11-11/1	24 Hours	Online

COMPUTER SKILLS FOR THE WORKPLACE

Learn how to implement the powers of modern office software to work faster and more efficiently. This course must be taken on a PC. Participants will receive an email with login information 24-48 hours after registering

Fee: \$129

# 8355	7/17-9/6	24 Hours	Online
# 8356	8/14-10/4	24 Hours	Online
# 8357	9/11-11/1	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 learn how the different apps work together to make daily tasks easier. Participants will receive an email with login information 24-48 hours after registering

Fee: \$149

# 8364	7/17-9/6	24 Hours	Online
# 8365	8/14-10/4	24 Hours	Online
# 8366	9/11-11/1	24 Hours	Online

KEYBOARDING

This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and more. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$125

# 8361	7/17-9/6	24 Hours	Online
# 8362	8/14-10/4	24 Hours	Online
# 8363	9/11-11/1	24 Hours	Online



HEALTHCARE PROVIDER CPR AVAILABLE AT TWO LOCATIONS!

MCC Main Campus, Crystal Lake
University Center, Woodstock

See pg. 37 for scheduled classes



CANVA TRAINING

ALL ABOUT CANVA PRO LEVEL 1

Canva is an 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

[8500](#) W 7/24 9–11:30 a.m. University Center

ALL ABOUT CANVA PRO 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

[8501](#) F 8/16 1–3 p.m. University Center

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

[8502](#) T 8/20 2–3 p.m. Remote

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

[8503](#) W 9/18 2–3 p.m. Remote

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

[8504](#) Th 9/26 2–3 p.m. Remote

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

Fee: \$695

[8533](#)

Starts upon registration

75 Hours

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.

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

Certificate Series Fee: \$495

[8967](#)

9/3-11/29

48 Hours

Online

INTRODUCTION TO DATA ANALYSIS

Fee: \$195

[7106](#)

9/3-9/27

16 Hours

Online

INTERMEDIATE DATA ANALYSIS

Fee: \$195

[8969](#)

10/7-11/1

16 Hours

Online

ADVANCED DATA ANALYSIS

Fee: \$195

[8970](#)

11/4-11/29

16 Hours

Online





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

9018 9/3–11/29 48 Hours Online

INTRODUCTION TO WEB DESIGN

Fee: \$245

9017 9/3–9/27 16 Hours Online

INTERMEDIATE WEB DESIGN

Fee: \$245

9020 10/7–11/1 16 Hours Online

ADVANCED WEB DESIGN

Fee: \$245

9019 11/4–11/29 16 Hours 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.

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

Certificate Series Fee: \$495

8984 9/3–11/29 48 Hours Online

IMPROVING EMAIL PROMOTIONS

Fee: \$195

8985 9/3–9/27 16 Hours Online

BOOSTING YOUR WEBSITE TRAFFIC

Fee: \$195

8986 10/7–11/1 16 Hours Online

ONLINE ADVERTISING

Fee: \$195

8987 11/4–11/29 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

[9023](#) 9/3–11/29 48 Hours Online

ADOBE ILLUSTRATOR ESSENTIALS

Fee: \$225

[9029](#) 9/3–9/27 16 Hours Online

ADOBE PHOTOSHOP ESSENTIALS

Fee: \$225

[9031](#) 10/7–11/1 16 Hours Online

ADOBE INDESIGN ESSENTIALS

Fee: \$225

[9030](#) 11/4–11/29 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

# 9040	9/3–11/29	48 Hours	Online
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INTRODUCTION TO POWER BI

Fee: \$195

# 9034	9/3–9/27	16 Hours	Online
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INTERMEDIATE POWER BI

Fee: \$195

# 9039	10/7–11/1	16 Hours	Online
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ADVANCED POWER BI

Fee: \$195

# 9032	11/4–11/29	16 Hours	Online
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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

# 8945	9/3–11/29	48 Hours	Online
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INTRODUCTION TO SOCIAL MEDIA

Fee: \$195

# 8946	9/3–9/27	16 Hours	Online
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MARKETING USING SOCIAL MEDIA

Fee: \$195

# 8947	10/7–11/1	16 Hours	Online
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INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: \$195

# 8948	11/4–11/29	16 Hours	Online
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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.

Certificate Series Fee: \$595

# 8730	7/1–9/27	48 Hours	Online
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# 8731	8/5–11/1	48 Hours	Online
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# 9043	9/3–11/29	48 Hours	Online
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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

# 9024	9/3–11/29	48 Hours	Online
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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: \$129

# 8376	7/17–9/6	24 Hours	Online
# 8377	8/14–11/1	24 Hours	Online
# 8378	9/11–11/1	24 Hours	Online

INTRODUCTION TO SQL

Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database.

Fee: \$245

# 8725	7/1–7/26	16 Hours	Online
# 8726	8/5–8/30	16 Hours	Online
# 9035	9/3–9/27	16 Hours	Online

PODCASTING

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. 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 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.

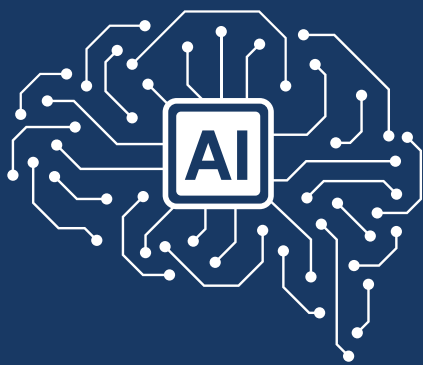
Fee: \$245

[8989](#)

9/3–9/27

16 Hours

Online



NEW

GENERATIVE AI AND THE BIG PICTURE

Embark on a journey through the foundational concepts of Machine Learning, Deep Learning, and Generative AI (GenAI). This course provides a broad overview of how these technologies are shaping the future of work, influencing business strategies, and impacting society at large. Participants will gain a clear understanding of the roles these technologies play and how they can be harnessed for societal benefits and business advancements.

Fee: \$69

[8914](#)

8/13

2–4 p.m.

Remote

NEW

LEVERAGING AI TOOLS FOR ENHANCED PRODUCTIVITY

This course introduces beginners to the transformative power of AI tools in the workplace. Discover how AI-driven writing assistants, automated presentation creators, and smart productivity hacks can streamline your workflow and increase efficiency. By the end of this course, participants will be equipped with the knowledge to integrate various AI tools into their daily office tasks, leading to improved time management and task execution.

Fee: \$69

[8916](#)

8/15

2–4 p.m.

Remote

// MANUFACTURING AND INDUSTRY

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

# 8442	W	8/7	8 a.m.–1:30 p.m.	University Center
# 8471	W	10/16	8 a.m.–1:30 p.m.	University Center

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

# 8436	W	8/28	8 a.m.–Noon	University Center
# 8470	W	10/30	8 a.m.–Noon	University Center

NEW! INTRODUCTION TO LEAN MANUFACTURING

Learn the basics of lean manufacturing with a focus on the tools and techniques used to improve problem solving and troubleshoot manufacturing processes.

Fee: \$179

# 8496	Th	8/8, 8/15	8–11 a.m.	University Center
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CNC MACHINIST

This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency by providing an overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Fee: \$2,245

# 8431	Starts upon registration	195 Hours	Online
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NEW! TOTAL QUALITY FUNDAMENTALS

This course covers the essentials of quality management, including its history, customer role, system elements, and key concepts like non-quality costs and variation. It emphasizes Total Employee Involvement (TEI), motivational theories, leadership, and teamwork. Participants will learn to apply quality standards through audits and understand ISO 9000, ISO 14000, and the Malcolm Baldrige Award. The course also focuses on practical application in organizations, teamwork enhancement, change management, customer service improvement, and addressing common quality misconceptions. Participants will receive an email with login information 24–48 hours after registering.

Fee: \$135

# 8406	7/17–9/6	24 Hours	Online
# 8407	8/14–10/4	24 Hours	Online
# 8408	9/11–11/1	24 Hours	Online



SIX SIGMA

WE OFFER ONLINE SIX SIGMA COURSES CERTIFIED BY THE AMERICAN SOCIETY FOR QUALITY® (ASQ)

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

LEAN SIX SIGMA YELLOW BELT

8419 | Fee: \$295 | Starts upon registration | 10 Hours | Online

LEAN SIX SIGMA GREEN BELT

8426 | Fee: \$1,695 | Starts upon registration | 50 Hours | Online

LEAN SIX SIGMA BLACK BELT

8429 | Fee: \$1,895 | Starts upon registration | 75 Hours | Online

CERTIFIED SIX SIGMA GREEN BELT

8414 | Fee: \$1,895 | Starts upon registration | 120 Hours | Online

CERTIFIED SIX SIGMA BLACK BELT

8416 | Fee: \$1,995 | Starts upon registration | 120 Hours | Online



DISTRIBUTION AND LOGISTICS MANAGEMENT

This course covers logistics management, including distribution, warehouse operations, material handling, packaging, order fulfillment, customer service, inventory, and returns. It also explores technology like ERP, barcoding, EDI, e-commerce, and DRP. Participants will receive an email with login information 24-48 hours after registering

Fee: \$135

# <u>8272</u>	7/17–9/6	24 Hours	Online
# <u>8273</u>	8/14–10/4	24 Hours	Online
# <u>8274</u>	9/11–11/1	24 Hours	Online



The Nonprofit-Focused Workforce Training Program is tailored for those involved in nonprofit organizations, providing targeted training for board members, executives, staff, and volunteers. Expert-led classes encompass a variety of subjects such as leadership, marketing, advocacy, finance, HR, fundraising, and board responsibilities. Your community college is dedicated to supporting the professional growth of the nonprofit sector.

Training topics in person and online include:

- Board Development
- Events
- Fundraising
- Grant Writing
- Leadership
- Management
- Marketing



Scan the QR code for more information or contact:
(815) 455-8593 | workforcetraining@mchenry.edu.

// MANUFACTURING AND INDUSTRY

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

# 8266	7/17-9/6	24 Hours	Online
# 8267	8/14-10/4	24 Hours	Online
# 8268	9/11-11/1	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

# 8269	7/17-9/6	24 Hours	Online
# 8270	8/14-10/4	24 Hours	Online
# 8271	9/11-11/1	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

# 8275	7/17-9/6	24 Hours	Online
# 8276	8/14-10/4	24 Hours	Online
# 8277	9/11-11/1	24 Hours	Online

NEW! SIX SIGMA TOTAL QUALITY APPLICATIONS

In this course you will learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®). Participants will receive an email with login information 24-48 hours after registering.

Fee: \$135

# 8409	7/17-9/6	24 Hours	Online
# 8410	8/14-10/4	24 Hours	Online
# 8411	9/11-11/1	24 Hours	Online



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.

Fee: \$150

# 8387	W	7/17	8 a.m.–Noon	University Center
# 8388	F	8/16	8 a.m.–Noon	University Center
# 8389	F	9/20	8 a.m.–Noon	University 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 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

# 9100	F	8/23	8 a.m.–4 p.m.	Foglia CATI (Building G)
# 8390	F	9/20	8 a.m.–4 p.m.	Foglia CATI (Building G)



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

# 8392	W	8/14	8 a.m.–2 p.m.	University Center
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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

# 8393	W	8/14	2:30–6:30 p.m.	University Center
# 8394	F	9/6	6–10 p.m.	A, MCC

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

# 8464	TTh	9/10, 9/12	8 a.m.–1:30 p.m.	University Center
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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

# 8569	T	8/20	8 a.m.–5 p.m.	University Center
# 8571	T	9/17	8 a.m.–5 p.m.	University Center

This class is taught in Spanish and includes a Spanish book.

Fee: \$189

# 8935	T	7/23	8 a.m.–5 p.m.	University Center
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JOB SEEKING? NEW HIRE? NEED A REFRESHER?

Gain the tools necessary to thrive in the workplace. Classes offered in English and Spanish!

See pg. 8

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!



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

Register online at www.mchenry.edu/workforcetraining // 39



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>8681</u>	W	7/17	Noon–2 p.m.	Remote
# <u>8683</u>	W	8/14	5:30–7:30 p.m.	Remote
# <u>8686</u>	W	9/18	5:30–7:30 p.m.	Remote



ARE YOU SELF-TAUGHT?

Taking an Excel class can greatly improve your knowledge and efficiency.

We offer in-person, remote, and online classes!
See pg. 18–21



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

workforcetraining@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 or scan the QR code.



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 University 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.

University Center

at McHenry County College

McHenry
County College

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

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