McHenry County College

CATALYST

Workforce Training Catalog

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www.mchenry.edu/workforcetraining
WORKFORCE TRAINING PROGRAMS
AT THE SHAH CENTER

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

// Open Enrollment Training:
Workplace Fundamentals and Professional Development
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
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
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

Contact Us

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

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

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

We look forward to working with you!

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.
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KEY:

💻 = ONLINE COURSE
🎓 = ONLINE CERTIFICATES
SCC = SHAH CENTER

MODES OF INSTRUCTION

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

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

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

MANUFACTURING BOOT CAMPS: CHOOSE A TRACK IN CNC OR WELDING

Develop the skills needed for a successful career in manufacturing. This boot camp series will help expand knowledge and grow technical abilities with an emphasis in either CNC or welding. Intended audience: New hires or under-skilled employees. Contact shahcenter@mchenry.edu or (815) 455-8593 for more details.

Fee: $1,980

#2324 or # 2339 | F | 11/15–4/29 | 8 a.m.–Noon
No class on 11/26, 12/24, 12/31

MANUFACTURING BOOT CAMPS

COMMUNICATION AND LISTENING SKILLS

OSHA 10-HOUR

SHOP MATH

FORKLIFT OPERATOR TRAINING

BLUEPRINT READING AND MEASUREMENT

INTRODUCTION TO LEAN MANUFACTURING

INTRODUCTION TO CNC

INTRODUCTION TO WELDING
BLUEPRINT READING & MEASUREMENT 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
# 2171   W     10/27     8 a.m.–1:30 p.m.  SCC

GEOMETRIC DIMENSIONING & TOLERANCING
Gain a working knowledge of GD&T as it applies to ANSI Y14.5M-2009. Target audience includes product engineers, process engineers, CAD technicians, lead personnel, and inspectors.
Topics include:
• Interpreting GD&T symbols
• Forma and orientation tolerances
• Profile, runout, and location tolerances
Fee: $259
# 2172   MW    11/15, 11/17   8 a.m.–Noon  SCC

SHOP MATH
This basic math course emphasizes math skills required for use on the manufacturing floor. The course objectives are to review and introduce skills that apply to solving workplace problems. This course is designed for individuals wishing to review or enhance their basic math skills.
Fee: $259
# 2170   MW    10/18, 10/20   8 a.m.–1 p.m.  SCC

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
# 2173   W     10/20, 10/27  8–11 a.m.  SCC
NEW! LEAN SIX SIGMA CHAMPION CERTIFICATION PREP
The Lean Six Sigma Champion course is designed for those who want to build problem-solving muscles and deliver incredible improvement results. Learn to build a culture of continuous improvement with fewer defects, shorter lead times, and better customer experiences while also developing your project management skills. Upon completion of this course, you will be prepared for the Lean Six Sigma Champion Certification exam. The fee for this exam is included with enrollment. This 20-hour course is self-paced so you can start when you want and finish at your own pace. When you register, you’ll receive six (6) months to complete the course. Participants will receive an email with login information 24-48 hours after registering.

Fee: $895
# 2179

NEW! SIX SIGMA YELLOW BELT CERTIFICATION PREP
This course follows the Certified Six Sigma Yellow Belt body of knowledge (BoK) and explores the fundamentals of Six Sigma including information on process improvement project roles and responsibilities, team basics, quality tools, and Six Sigma metrics. The course then moves into a series of detailed, Yellow Belt-focused topics aligned with the five phases of the Six Sigma DMAIC process (Define, Measure, Analyze, Improve, and Control). This course will also help you prepare for the Six Sigma Yellow Belt Certification exam. This course includes a voucher which is prepaid access to sit for Six Sigma Yellow Belt Certification exam upon eligibility and course completion. This 25-hour course is self-paced so you can start when you want and finish at your own pace. When you register, you’ll receive six (6) months to complete the course. Participants will receive an email with login information 24-48 hours after registering.

Fee: $1,295
# 2176
NEW! DISTRIBUTION AND LOGISTICS MANAGEMENT
This course will not only show you how to create and operate a logistics function, but also how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). Participants will receive an email with login information 24-48 hours after registering.

Fee: $149

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<td>2135</td>
<td>12/15–2/4</td>
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MANUFACTURING FUNDAMENTALS
Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and learn 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

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NEW! 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: $119

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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

<table>
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Register online at www.mchenry.edu/workforcetraining // 7
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
# 2202  
TTh  
10/19, 10/21  
8 a.m.–1:30 p.m.  
SCC

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

Fee: $479
# 2201  
WF  
12/8–12/17  
8 a.m.–4:30 p.m.  
SCC

OSHA ELECTRICAL SAFETY
The training contained in this class applies to both qualified persons and other employees who also may reasonably be expected to face comparable 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
# 2203  
T  
11/9  
8–9 a.m.  
SCC
SAFETY, WELLNESS, AND OSHA

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
# 2250 W 11/17 8 a.m.–2 p.m. SCC

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
# 2199 F 10/22 8 a.m.–4 p.m. Woodstock Center
# 2200 F 12/3 8 a.m.–4 p.m. Woodstock Center

Register online at www.mchenry.edu/workforcetraining // 9
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 10%.**

- **Series # SER-DDI**  
  - **Series Fee:** $1,260  
  - **10/22–2/4**
  - **Sessions meet biweekly.**
  - **No class 12/31**

**SUPERVISORY LEADERSHIP SERIES**

**COMMUNICATING FOR LEADERSHIP SUCCESS**  » **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:** $175

- **# 2217**  
  - **F**  
  - **10/22**  
  - **1–5 p.m.**  
  - **SCC**

**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

- **# 2218**  
  - **F**  
  - **11/5**  
  - **1–5 p.m.**  
  - **SCC**

**DELEGATING WITH PURPOSE**  » **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:** $175

- **# 2222**  
  - **F**  
  - **11/19**  
  - **1–5 p.m.**  
  - **SCC**
LEADERSHIP AND TALENT MANAGEMENT

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

# 2223  F  12/3  1–5 p.m.  SCC

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 people improve their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance.
Fee: $175

# 2224  F  12/17  1–5 p.m.  SCC

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

# 2225  F  1/7  1–5 p.m.  SCC

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: $175

# 2226  F  1/21  1–5 p.m.  SCC

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: $175

# 2227  F  2/4  1–5 p.m.  SCC

COLLABORATING WITH REMOTE AND ONSITE TEAM MEMBERS?
Check out Microsoft Teams on p.23.
SELF-EXPRESSION: FINDING YOUR PUBLIC SPEAKING VOICE

Many people dread public speaking – whether it’s for a large business group, small team meeting or other areas of life. But effective public speaking skills are important if you need and want your voice to be heard. Good public speaking skills can enhance your reputation, boost your self-confidence, and open up opportunities. In this class, you’ll learn how to engage your audience, strategize for an engaging presentation, use emotional intelligence to increase interpersonal effectiveness, and find your voice.

Fee: $99
# 2215 Th 10/28, 11/4 8:30–11:30 a.m. SCC

NEW! HIGH PERFORMANCE ORGANIZATION

Learn how to become a High Performance Organization (HPO). We’ll begin by discussing the four principles of an HPO: egalitarianism and engagement; shared information and trust; knowledge development; and performance reward linkage. You’ll discover how to link these principles with organizational activities and discuss how leadership and culture can help or hinder your efforts to become an HPO. Participants will receive an email with login information 24-48 hours after registering.

Fee: $115
# 2126 10/13–12/3 24 Hours Online
# 2127 12/15–2/4 24 Hours Online

NEW! INTRODUCTION TO BUSINESS ANALYSIS

Learn the powerful quantitative methods that will have you making better, more informed, and more effective business decisions. This course will introduce concepts for problem solving and decision-making using probability, surveys, forecasting, modeling, financial analysis, risk analysis, and more. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 2099 10/13–12/3 24 Hours Online
# 2125 12/15–2/4 24 Hours Online

NEW! CREATING A RESPECTFUL WORK ENVIRONMENT: SEXUAL HARASSMENT PREVENTION WORKSHOP

Every employer with employees working in the State of Illinois is required to provide employees with sexual harassment prevention training each year that complies with Section 2-109 of the Illinois Human Rights Act (IHRA).

This interactive training session includes:
- An overview of Discrimination, Harassment and Sexual Harassment
- Review of Laws, Legal Protection and Policy
- Types of Discrimination
- Examples of Conduct that Constitutes Unlawful Sexual Harassment
- Roles and Responsibility
- Benefits of a Respectful Work Environment

Fee: $69
# 2219 T 10/19 9–10:30 a.m. Remote
# 2220 W 11/17 1–2:30 p.m. Remote

NEW! 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 resource 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: $149
# 2097 10/13–12/3 24 Hours Online
# 2098 12/15–2/4 24 Hours Online
WE ARE OFFERING OUR FALL PMP SERIES IN THE EVENING

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. Please note that experience, education, and exam requirements are needed to obtain a PMP Certification (in addition to project management education fulfilled by these three courses).

Fee: $1,399

# 1641
MT 10/11–11/9 6–9:30 p.m. Remote

ESSENTIALS OF PROJECT MANAGEMENT
10/11, 10/12, 10/18, 10/19

ADVANCED PROJECT MANAGEMENT
10/25, 10/26, 11/1, 11/2

EXAM PREP
11/8, 11/9
NEW! LINKEDIN: BUSINESS BASICS
LinkedIn is a powerful tool for networking, research, and marketing yourself to prospective clients and companies. This session is designed for the business owner who uses LinkedIn and wants to better showcase their company. Discover how to get the most out of a free LinkedIn company page by strategically using the site’s posting options, including hashtags and mentions.
Fee: $69
# 2229  M  11/1  1–3 p.m. Remote

NEW! LINKEDIN: BUSINESS DEVELOPMENT AND SOURCING
Discover how to use the professional networking site LinkedIn to find quality sales leads, business partners, and future employees. Learn about conducting a Boolean search and finding the right people using a free account. Options for an upgraded LinkedIn account will also be explored.
Fee: $69
# 2230  T  11/30  1–3 p.m. Remote

NEW! LINKEDIN: MOVING BEYOND THE BASICS
Learn about creating a professional LinkedIn profile and utilizing the tremendous amount of information on LinkedIn. Topics include building your network of connections, searching individuals or companies, and more. You’ll explore strategic practices and suggested activities for building your LinkedIn presence, and discover the how and why of using the “#” and “@” symbols as well as the LinkedIn mobile app.
Fee: $69
# 2228  M  10/4  1–3 p.m. Remote
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. This workshop will walk first-time trainers 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: $150
# 2233 T 11/2, 11/9 8 a.m.–Noon SCC

THE ART AND SCIENCE OF BEHAVIORAL INTERVIEWING
This workshop teaches hiring managers and interview team members how to conduct interviews that are objective, fair, and provide the candidate the opportunity to shine. Participants leave the class knowing how to build rapport, manage an interview, and ask pertinent questions that are predictive of future on-the-job success. By collecting high-quality behavioral data around job-related criteria, interviewers build their skills in using an objective, consistent, and unbiased process for evaluating candidate data that leads to hiring the best candidate every time.
This workshop can help your organization:
• Lower employee turnover by ensuring the candidate’s fit.
• Reduce bias in the hiring process.
• Gather relevant data that tells the whole story about candidates.
• Prevent your interviewers from asking potentially illegal questions.
• Enhance your company’s brand with an exceptional candidate.
Fee: $299
# 2221 Th 11/4, 11/11 8:30–11:30 a.m. SCC
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. Register for individual classes that target specific skills or take the series and save!

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

Series # SER-WES Series Fee: $369 10/27–12/8

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
# 2237 W 10/27 3–5 p.m. Remote

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

Fee: $69
# 2238 W 11/3 3–5 p.m. Remote

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

Fee: $69
# 2239 W 11/10 3–5 p.m. Remote
ACCOUNTABILITY
You are responsible 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
# 2240 W 11/17 3–5 p.m. Remote

MANAGING CONFLICT WITH PEERS
Peer conflicts that arise from incompatible goals or work processes can typically be resolved—but peer conflicts that involve personal values, office politics, and emotional reactions can be challenging. Learn several peer conflict tactics that will deliver the most productive results for you and your organization.
Fee: $69
# 2241 W 12/1 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. Learn to attain and maintain a position as a professional.
Fee: $69
# 2242 W 12/8 3–5 p.m. Remote
## 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  
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## NEW! EFFECTIVE SELLING
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. Participants will receive an email with login information 24-48 hours after registering.

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<table>
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<td>24 Hours</td>
<td>Online</td>
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## EXTRAORDINARY CUSTOMER SERVICE
Quality customer service separates you from your competition—and as a result, you'll earn more repeat business and improve your bottom line. Transform your customer service into something extraordinary by focusing on a few essential elements that yield big results. You'll come away with a customer service plan that will help you get started on the pathway to success.

**Fee:** $145  
<table>
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<tr>
<th>Year</th>
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<tr>
<td>1810</td>
<td>10/4–10/29</td>
<td>16 Hours</td>
<td>Online</td>
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</tr>
</tbody>
</table>

## 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  
<table>
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<tr>
<th>Year</th>
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<th>Hours</th>
<th>Delivery Method</th>
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<td>16 Hours</td>
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WORKPLACE SKILLS

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
# 1841
10/4–10/29
16 Hours
Online

LEVERAGING DIFFERENCES: HOT BUTTONS AND COOLING STRATEGIES
This session focuses on dynamics of conflict and explores the role of difference-based triggerpoints. 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 the 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
# 1645
Th
10/14
1–4 p.m.
Remote

LEVERAGING DIFFERENCES: 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 practice of emotionally intelligent approach to challenging situations and interactions. The Personal Leadership model has been used by organizations across in the US and worldwide to develop leaders and build cohesive teams capable to operate effectively under stress and pressure.

Fee: $149
# 1646
Th
10/28
1–4 p.m.
Remote

MANUFACTURERS
HIRING EMPLOYEES WITH NO EXPERIENCE?
HERE’S YOUR NEXT STEP.

Manufacturing Boot Camp
Essential Skills Training for Successful Onboarding
• Welding or CNC Focused
• Classes 4 hours/week with experienced industry professionals
• Targeted for new and under skilled employees

(see page 4)
UNDERSTANDING YOURSELF AND OTHERS WITH DISC ASSESSMENT

The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences also can 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 behavior and communication styles (using a DiSC assessment), and learn strategies for adapting and connecting to others for effective working relationships.

Fee: $209
# 2232 T 10/26 8 a.m.–Noon SCC

NEW! WORKING WITH YOU IS KILLING ME

We have all worked with someone who makes work impossible. A difficult co-worker can negatively impact employees on any career path and at any level of an organization. The amount of time spent worrying, avoiding, raging, and obsessing over toxic employees can affect performance on the job and peace at home. But it doesn’t have to be that way. This powerful program—based on the national best-selling book—teaches employees and managers how to tame a toxic co-worker by setting boundaries.

Fee: $159
# 2204 Th 11/18 8 a.m.–Noon SCC

BUSINESS WRITING AND EMAIL ETIQUETTE FOR THE WORKPLACE

Learn how to write in a business environment. Whether you write emails, proposals, or letters, you need to know how to effectively get your message across the first time. This course will help you develop professional, clear, and concise written communication skills so you can always make a great first impression. Etiquette rules such as tone, proper salutations, professional fonts, and proofreading are also reviewed.

Fee: $129
# 2216 Th 10/14 8 a.m.–Noon SCC

NEW! WRITING NEWS AND PRESS RELEASES

Being able to write a good news story, press release, or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential part of marketing for every organization. Acquire important journalism skills and learn how to craft a news story, press release, or publicity notice that will get attention.

Fee: $195
# 1837 11/1–11/26 16 Hours Online

Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu.
YOUR BUSINESS IS UNIQUE.
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MCC Workforce Training is the area’s trusted resource for customizable, affordable, people-focused training—all tailored to the unique experiences, needs, and challenges of your business. Partner with us to build a stronger workforce.

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www.mchenry.edu/workforcetraining
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 is designed especially for the small- to midsized-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you will gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 2151 10/13–12/3 24 Hours Online
# 2153 12/15–2/4 24 Hours Online

KEYBOARDING
Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Participants will receive an email with login information 24-48 hours after registering.

Fee: $115
# 2142 10/13–12/3 24 Hours Online
# 2299 12/15–2/4 24 Hours 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
# 1674 Th 12/9 1–5 p.m. Remote

NEW! MICROSOFT OFFICE 2019 NEW FEATURES
This course provides an overview of the new features and changes such as scalable vector graphics, LaTeX equations, drawing and writing with ink, inserting 3D models, and Morph in PowerPoint.

Fee: $79
# 2248 Th 11/18 1–4 p.m. Remote

NEW! MICROSOFT OFFICE 365 OVERVIEW
This course provides an overview of Office 365 apps and services including OneDrive, OneNote, Sway, and Skype.

Fee: $79
# 2247 T 11/16 1–4 p.m. Remote

MICROSOFT ONE NOTE
Microsoft OneNote is a powerful tool 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
# 1671 W 10/20 8 a.m.–Noon SCC
NEW! MICROSOFT TEAMS
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: $79
# 2249 Th 12/2 12:30–3:30 p.m. SCC

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

Fee: $79
# 1664 W 11/10 12:30–3:30 p.m. SCC

MICROSOFT WINDOWS 10
Learn how to 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
# 1669 M 10/18 8 a.m.–Noon SCC

MICROSOFT WORD LEVEL 1 (BASIC)
Microsoft Word is a powerful word processing program gives you the ability to create and share documents with a comprehensive set of writing tools.

Fee: $179
# 1666 MW 11/15, 11/17 8 a.m.–Noon SCC
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

INTRODUCTION TO MICROSOFT PROJECT 2016
From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project’s details quickly and effectively. Using the program’s different views, such as the Calendar and Gantt chart views, you’ll be able to manage your project information and produce effective reports. After completing the course, you’ll know how to develop, implement, and control a project plan that meets organizational and customer objectives. Participants will receive an email with login information 24-48 hours after registering.

Fee: $129

INTRODUCTION TO MICROSOFT PROJECT 2019/OFFICE 365
Microsoft Project is a staple for project management and remains the most widely used project management software across all industries. If you manage projects in your organization, learning how to use this longstanding resource is key to successfully and effectively seeing your projects through to completion. In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project’s details. Participants will receive an email with login information 24-48 hours after registering.

Fee: $129

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

POWERPOINT 2016 TIPS, TOOLS, TIMESAVERS
This class is for The PowerPoint user who wants to learn how to make presentations more effective. Over 50 valuable PowerPoint tips, tools, and timesavers will be covered along with general presentation guidelines.

Fee: $89
MICROSOFT EXCEL 2016 SERIES

This series includes Microsoft Excel 2016 Level 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. Click on the individual class for course description.

Take the entire Microsoft Excel 2016 Series (3 sessions) and save!

Series # SER-EX
Series Fee: $477

MW  10/18, 10/20, 12:30–4:30 p.m.
    11/15, 11/17, 12:30–4:30 p.m.
    12/6, 12/8

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 continuing on to become an Excel Expert.

Fee: $179
# 1681  MW  10/18, 10/20 12:30–4:30 p.m.  SCC

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

Excel 2016 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data. Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate 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
# 1679  F  10/22  8 a.m.–4:30 p.m.  SCC
# 1682  MW  11/15, 11/17 12:30–4:30 p.m.  SCC

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

Excel 2016 Level 3 (Advanced) builds on the concepts and skills of our Level 1 and Level 2 courses: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Fee: $179
# 1680  F  11/19  8 a.m.–4:30 p.m.  SCC
# 1683  MW  12/6, 12/8 12:30–4:30 p.m.  SCC
MICROSOFT EXCEL 2019 SERIES

This series includes Microsoft Excel 2019 Level 1, 2 and 3 at a discounted rate. Taking all three courses allows the learner to start with a solid foundation and then follow a progression of learning that builds upon each skill. Excel 2019 offers the newest features such as Power Query, automated workflow, 3D images, custom functions, chart improvements and new forms capabilities.

Take the entire Microsoft Excel 2019 Series (3 sessions) and save!
Series # SER-EX2019
Series Fee: $477

NEW! MICROSOFT EXCEL 2019 LEVEL 1
This course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019: 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 2019, or if they want to have a solid foundation for continuing on to become an Excel Expert.

Fee: $179
# 2244 TTh 11/16, 11/18, 11/30, 12/2, 12/14, 12/16 8 a.m.–Noon SCC

NEW! MICROSOFT EXCEL 2019 LEVEL 2
Excel 2019 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data. Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate 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
# 2245 TTh 11/30, 12/2 8 a.m.–Noon SCC

NEW! MICROSOFT EXCEL 2019 LEVEL 3
Excel 2019 Level 3 (Advanced) builds on the concepts and skills of our Level 1 and Level 2 courses: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Fee: $179
# 2246 TTh 12/14, 12/16 8 a.m.–Noon SCC
Is your company hiring? Are you looking for employees or interns? MCC’s Hire a Scot job board is the perfect resource to connect local employers with talented candidates across our community.

Start your search today at www.mchenry.edu/hireascot or contact MCC Career Services at (815) 455-8566 or careers@mchenry.edu for more information.

WE LOOK FORWARD TO HELPING YOU RECRUIT YOUR FUTURE WORKFORCE!
MICROSOFT POWERPIVOT SERIES

Register for the PivotTables and Data Analysis with PowerPivot classes and save 10%. Class details appear below. Click the sort arrow to view classes by date or class name order.

*Take the entire Microsoft Excel PowerPivot Series (2 sessions) and save!*

**SERIES # SER-EXPP**  
**FEES:**  
11/10, 12/1  
**SERIES FEE:** $160

### 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.

**FEES:**  
$79

**# 1686**  
W  
11/10  
9 a.m.–Noon  
SCC

### 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 and an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of Pivot Tables course highly recommended.

**FEES:**  
$99

**# 1687**  
W  
12/1  
8 a.m.–Noon  
SCC
ADOBE INDESIGN ESSENTIALS
Adobe InDesign is the industry standard page-layout program that works seamlessly with Adobe Illustrator and Photoshop. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities used to create professional documents. You will learn how to manage the InDesign environment and create, set up, design, enhance, and finalize multi-page documents. Access to Adobe InDesign software required.

Fee: $225
# 1862
11/1–11/26  16 Hours  Online

ADOBE PHOTOSHOP ESSENTIALS
This fundamental course covers Adobe Photoshop CC’s most commonly used tools, menus, and panels. You will learn the basics of Photoshop and effectively work with selection and editing tools, layers, and masks to edit, retouch, and enhance existing images or create your own composite digital artwork. Impress your business organization, friends, and family by enhancing their photos and creating magazine cover quality-enhanced images. Access to Adobe Photoshop software required.

Fee: $225
# 1863
10/4–10/29  16 Hours  Online
**BOOSTING YOUR WEBSITE TRAFFIC**

Acquire the basic skills needed to boost your website traffic. Learn how to analyze your visitor traffic, use search engine optimization to get greater visibility and exposure in Google searches, and redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

*Fee: $195*

#1820 10/4–10/29 16 Hours 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 and create pages with neatly formatted text, links between the pages, and more! This course will also cover search engine optimization 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*

#2143 10/13–12/3 24 Hours Online

#2144 12/15–2/4 24 Hours Online
INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Explore practical strategies and techniques for implementing social media in your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Your instructor will help you choose which social media tools are right for your situation, then help you integrate them into your organization’s website and develop a social media strategy. Find out what you can and should be doing to incorporate social media into your communication and marketing strategies.

Fee: $195

#1781  11/1–11/26  16 Hours  Online
MARKETING USING SOCIAL MEDIA
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media platforms including Twitter, LinkedIn, and blogging. Learn quick, easy ways to engage your customers and keep them interested in your organization or business. Discover the advantages and disadvantages of each platform and learn what’s right for your type of work and organization.
Fee: $195
# 1780 10/4–10/29 16 Hours Online

ONLINE ADVERTISING
Make online advertising work for you and your organization. Explore pay-per-click advertising with Google AdWords, then find out how to test low-budget AdWord campaigns. Learn how you can target local audiences via Facebook advertising and determine the demographics (and even numbers of people) you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.
Fee: $195
# 1821 11/1–11/26 16 Hours Online
STARTING A 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.

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Register online at www.mchenry.edu/workforcetraining
MCC’s Adult Education Department offers classes for:

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

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

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

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

Registration Form
Registering multiple people or employees?
Fill out and print registration form(s) online at www.mchenry.edu/workforcetraining

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 cancelled 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, 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.
HOLD YOUR NEXT MEETING OR EVENT AT MCC!

Here’s what you’ll get when you rent one of our newly renovated spaces:

- **Attention to detail.** Our experienced team of event professionals will help you organize and execute exactly what you need.

- **Tailored service and space.** We can accommodate groups from 10 to 350 people, in a variety of seating arrangements.

- **Full-service catering.** Complement your meeting with a variety of catering options, including continental breakfast, boxed lunch, plated meal, and more.

- **A/V equipment.** We offer the latest technology including wireless Internet access, projectors, microphones, and web/audio conferencing capabilities. A/V experts are also available for setup.

- **Two convenient locations.** Choose from MCC’s Crystal Lake main campus or the Shah Center in McHenry.

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