WORKFORCE TRAINING PROGRAMS
AT THE SHAH CENTER

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

// Open Enrollment Training:
Workplace Fundamentals and Professional Development
www.mchenry.edu/workforcetraining
Our engaging classes are structured to allow learners to immediately transfer new skills from the classroom to the workplace and cover a broad range of technical, employability, and managerial skills needed for success in today’s fast-paced business world. We offer flexible modes of instruction including in-person, online, and remote.

// Customized Workforce Training:
Tailored to Your Business
www.mchenry.edu/workforcetraining
We will work with you to design training programs that fit your specific situation. Call on us to help assess workplace skills or identify development opportunities. Our network of experienced industry trainers and consultants are prepared to deliver curriculum at your location or at our training center.

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

// Small Business Development:
One-on-One Assistance Where You Need it Most
www.mchenry.edu/isbdc
Whether you’re developing a business plan or formulating a strategy for a new-product launch, the Small Business Development Center (SBDC) is an excellent resource for learning how to own and run your small business.

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

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!

TABLE OF CONTENTS

WORKPLACE SKILLS .................................................................// 4
LEADERSHIP AND TALENT MANAGEMENT ................................// 12
TECHNOLOGY .............................................................................// 18
MANUFACTURING AND INDUSTRY .........................................// 30
HEALTHCARE, SAFETY, AND WELLNESS .............................// 32
ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER ............// 36

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.

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.
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 entire series to receive the most benefit.

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

**Series #** SER-WES  
**Series Fee:** $369  
**7/5–8/9**

**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  
**# 5944**  
**W**  
**7/5**  
**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  
**# 5945**  
**W**  
**7/12**  
**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  
**# 5946**  
**W**  
**7/19**  
**3–5 p.m.**  
**Remote**

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

**Fee:** $69  
**# 5947**  
**W**  
**7/26**  
**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  
**# 5948**  
**W**  
**8/2**  
**3–5 p.m.**  
**Remote**

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

**Fee:** $69  
**# 5949**  
**W**  
**8/9**  
**3–5 p.m.**  
**Remote**

Register online at www.mchenry.edu/workforcetraining
**WORKPLACE SKILLS**

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**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**

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**BUSINESS WRITING**
Fee: $195

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**EFFECTIVE COPYWRITING**
Fee: $195

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**WRITING NEWS AND PRESS RELEASES**
Fee: $195

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**CERTIFICATE IN CUSTOMER SERVICE**
Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Improve your customer service skills to enhance your career skill set, become more productive, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

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

**Certificate Series Fee: $245**

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**KEYS TO CUSTOMER SERVICE**
Fee: $145

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**EXTRAORDINARY CUSTOMER SERVICE**
Fee: $145

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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: $119**

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// WORKPLACE SKILLS

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: $119
# 5874 7/12–9/1 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: $119
# 5871 7/12–9/1 24 Hours Online

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

Take each class individually — or register for the entire series and save!
Certificate Series Fee: $495
# 4962 6/5–9/1 48 Hours Online

UNDERSTANDING DEBITS AND CREDITS
Fee: $195
# 4959 6/5–6/30 16 Hours Online

GENERAL LEDGER AND MONTH END PROCEDURES
Fee: $195
# 4956 7/4–7/28 16 Hours Online

CLOSING PROCEDURES AND FINANCIAL STATEMENTS
Fee: $195
# 4953 8/7–9/1 16 Hours Online

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

Fee: $195
# 4906 7/4–7/28 16 Hours Online

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

Fee: $195
# 4755 6/5–6/30 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
# 4882 8/7–9/1 16 Hours Online

HEALTHCARE PROVIDER CPR AVAILABLE AT TWO LOCATIONS!
- MCC Main Campus, Crystal Lake
- MCC Shah Center, McHenry
See pg. 33 for scheduled classes
ACCOUNTING FUNDAMENTALS
In this comprehensive course, you’ll learn the basics of double-entry bookkeeping as well as how to analyze and record financial transactions. You’ll receive hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers everything from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or personal use, this course will provide a solid foundation. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 5922 7/12–9/1 24 Hours Online
# 5927 9/13–11/3 24 Hours Online

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

Fee: $119
# 5929 7/12–9/1 24 Hours Online
# 5931 9/13–11/3 24 Hours Online

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

Fee: $129
# 5896 7/12–9/1 24 Hours Online
# 5897 9/13–11/3 24 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 especially for the small to mid-sized business owner who needs a fully functional accounting system that’s also easy to use. In 12 lessons, you will gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Participants will receive an email with login information 24-48 hours after registering. This course can be taken on either a PC or Mac. You do not need to purchase a subscription or additional software to complete this course.

Fee: $119
# 5878 7/12–9/1 24 Hours Online
# 5880 9/13–11/3 24 Hours Online

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

Fee: $119
# 5883 7/12–9/1 24 Hours Online
# 5884 9/13–11/3 24 Hours Online
SUPERVISORY LEADERSHIP SERIES

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

Take the entire DDI Supervisory Leadership Series (8 sessions) and save!

Series #  SER-DDI  Series Fee: $1,368  8/8–11/14

DDI COMMUNICATION: CONNECT THROUGH CONVERSATIONS  » SUPERVISORY SERIES
This foundation course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the Interaction Essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond.

Fee: $192
#  5964  T  8/8  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5965  T  8/22  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5966  T  9/5  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5967  T  9/19  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5968  T  10/3  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5970  T  10/17  12:30–4:30 p.m.  SCC

DDI DEVELOPING YOURSELF AND OTHERS  » SUPERVISORY SERIES
In this course, learners are introduced to a practical process to guide their own and their direct reports’ development-planning efforts. The outcome is a meaningful development plan that supports the organization’s current and future business needs.

Fee: $192
#  5971  T  10/31  12:30–4:30 p.m.  SCC

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

Fee: $192
#  5972  T  11/14  12:30–4:30 p.m.  SCC
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
# 4743 6/5–9/1 48 Hours Online

MANAGING CUSTOMER SERVICE

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

Fee: $119
# 6034 7/12–9/1 24 Hours Online
# 6035 9/13–11/3 24 Hours Online

MANAGING REMOTE TEAMS

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

Fee: $119
# 6031 7/12–9/1 24 Hours Online
# 6033 11/15–1/5 24 Hours Online

COLLABORATIVE MANAGEMENT

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

Fee: $245
# 4897 7/4–7/28 16 Hours Online
LEADERSHIP AND TALENT MANAGEMENT

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
# 4772 8/7–9/1 16 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, including project cancelation. Project management is one of the fastest paths to promotion by increasing 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
# 4876 6/5–6/30 16 Hours Online

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: $149
# 6037 7/12–9/1 24 Hours Online
# 6038 9/13–11/3 24 Hours Online

ARE YOU SELF-TAUGHT?
Taking an Excel class can greatly improve your knowledge and efficiency.

We offer in-person and online classes! See pages 20–21

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
# 5899 W 11/1, 11/8 8 a.m.–Noon SCC
## KEYBOARDING
Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. When the class starts, you’ll receive instructions for downloading and installing a working copy of Keyboarding Pro 5. Please do not purchase or download the software from another source. This course must be taken on a PC or Chromebook. Macs are not compatible. Software requirement: PC: Windows 11 or later. Participants will receive an email with login information 24-48 hours after registering.

**Fee:** $115  
# 5940  
9/13–11/3 24 Hours Online

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

**Fee:** $115  
# 5934  
7/12–9/1 24 Hours Online  
# 5935  
9/13–11/3 24 Hours Online

## GETTING STARTED WITH GOOGLE WORKSPACE
Discover the many free apps of Google and learn how to put them to work for both business and personal projects. You’ll explore the most popular Google apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) and learn how they work together to make daily tasks easier.

**Fee:** $139  
# 5942  
9/13–11/3 24 Hours Online

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

**Fee:** $115  
# 5937  
7/12–9/1 24 Hours Online  
# 5938  
9/13–11/3 24 Hours Online

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

**Fee:** $129  
# 6052  
7/12–9/1 24 Hours Online  
# 6053  
9/13–11/3 24 Hours Online

## INTRODUCTION TO POWERPOINT 2019/OFFICE 365
This in-depth course introduces PowerPoint’s functions to teach you how to plan and create professional-quality presentations. You will learn how to catch your audience’s attention with PowerPoint’s visual features like photo album. As you become acquainted with Office 365, you’ll learn how to utilize OneDrive and PowerPoint Online’s cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. At the end of the course, you will be able to create captivating presentations and contribute to your company’s business processes. Participants will receive an email with login information 24-48 hours after registering.

**Fee:** $129  
# 6059  
7/12–9/1 24 Hours Online  
# 6060  
9/13–11/3 24 Hours Online

Looking for more information about our ONLINE COURSES?  
Request a course outline for any class: shahcenter@mchenry.edu.
MICROSOFT EXCEL SERIES

This 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.

Series Fee: $477

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

Series # SER-EX
Option 1: MW 7/17, 7/19, 8/21, 8/23, 9/18, 9/20 8 a.m.–Noon  SCC
Option 2: Th 8/17, 8/31, 9/14 8 a.m.–4:30 p.m.  SCC

MICROSOFT EXCEL LEVEL 1 (BASIC)
Learn the basic concepts and skills needed to start being productive with Excel. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Fee: $179
# 5986 MW 7/17, 7/19 8 a.m.–Noon  SCC
# 6072 Th 8/17 8 a.m.–4:30 p.m.  SCC

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)
Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. The course assumes students know how to use a computer, that they’re familiar with Microsoft Windows, and that they’ve taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: $179
# 5986 MW 8/21, 8/23 8 a.m.–Noon  SCC
# 6072 Th 8/31 8 a.m.–4:30 p.m.  SCC

MICROSOFT EXCEL LEVEL 3 (ADVANCED)
You will benefit most from this class if you want to use Excel to perform tasks such as getting information from large amounts of data sources inside and outside of Excel, creating output that varies according to conditions, manipulating dates and texts and automating repetitive tasks. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms.

Fee: $179
# 6074 Th 9/14 8 a.m.–4:30 p.m.  SCC
# 6062 MW 9/18, 9/20 8 a.m.–Noon  SCC

INTRODUCTION TO MICROSOFT EXCEL 2019
Explore Microsoft Excel's basic functions and uses. Through hands-on lessons, you’ll learn numerous shortcuts to set up worksheets quickly and efficiently. We’ll discuss using the function wizard to calculate statistics and future values, and give tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently repeated tasks with macros and buttons. Participants will receive login information 24-48 hours after registering.

Fee: $129
# 6078 7/12–9/1 24 Hours  Online

INTERMEDIATE MICROSOFT EXCEL 2019
Learn to harness the power of Excel's data analysis tools and AutoFilter commands and create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. Participants will receive login information 24-48 hours after registering.

Fee: $129
# 6113 8/16–10/6 24 Hours  Online

ADVANCED MICROSOFT EXCEL 2019
Learn the secret to using formula-based conditional formatting as a creative solution to common issues and discover how to leverage Excel's Power Query tool to import and transform data from just about any source. Participants will receive login information 24-48 hours after registering.

Fee: $129
# 6114 9/13–11/3 24 Hours  Online
MICROSOFT EXCEL - PIVOT TABLES

Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. This course will teach you how to utilize the numerous pivot tables to develop useful analysis models and reports within your company. 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. You will also learn how to use Excel’s table function to efficiently manage changes to the pivot table’s source data to avoid making mistakes when data is added or deleted. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 6056 7/12–9/1 24 Hours Online
# 6057 9/13–11/3 24 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
# 4782 6/5–9/1 48 Hours Online

INTRODUCTION TO DATA ANALYSIS

Fee: $195
# 4785 6/5–6/30 16 Hours Online

INTERMEDIATE DATA ANALYSIS

Fee: $195
# 4788 7/4–7/28 16 Hours Online

ADVANCED DATA ANALYSIS

Fee: $195
# 4791 8/7–9/1 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
# 4991 6/5–9/1 48 Hours Online

INTRODUCTION TO POWER BI

Fee: $195
# 4977 6/5–6/30 16 Hours Online

INTERMEDIATE POWER BI

Fee: $195
# 4988 7/4–7/28 16 Hours Online

ADVANCED POWER BI

Fee: $195
# 4974 8/7–9/1 16 Hours Online
INTRODUCTION TO JAVA PROGRAMMING
This course provides easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn to program. Whether you just want to try it out or plan on doing more with Java, this is a great place to start! Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
# 6083 7/12–9/1 24 Hours Online
# 6084 9/13–11/3 24 Hours Online

CODING CERTIFICATE
Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin with an introduction 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.
Fee: $595
# 4950 6/5–9/1 48 Hours Online

SQL CERTIFICATE
Structured Query Language (SQL) is the industry standard database programming language. Proficiency in SQL is one of the most in-demand skills in occupations that require interaction with data and data analysis. In this course, you’ll learn about relational database structures, the history and uses of Structured Query Language, and how to use SQL to create a database, add records to database tables, and extract meaningful data from database tables.
Fee: $595
# 4997 6/5–9/1 48 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
# 4836 6/5–9/1 48 Hours Online

IMPROVING EMAIL PROMOTIONS
Fee: $195
# 4839 6/5–6/30 16 Hours Online

BOOSTING YOUR WEBSITE TRAFFIC
Fee: $195
# 4842 7/4–7/28 16 Hours Online

ONLINE ADVERTISING
Fee: $195
# 4845 8/7–9/1 16 Hours Online

Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu.
INTEGRATED MARKETING CERTIFICATE
Discover best practices in integrated marketing, an increasingly popular strategy that combines traditional print marketing with digital marketing for even greater success. Younger generations are embracing print as well as online media, creating exciting opportunities to connect with audiences in new ways. Find out the keys to success in printed collateral, including catalogs, direct mail letters, and postcards. Learn advanced marketing concepts and principles such as RFM analysis, AIDA, and the 3-30-3 principle, and understand how digital and print marketing complement and enhance each other. You’ll come away with new marketing expertise that will increase your value in any workplace.

Take each class individually — or register for the entire series and save!
Certificate Series Fee: $495
# 4847 6/5–9/1 48 Hours Online

INTEGRATED MARKETING BEST PRACTICES
Fee: $195
# 5024 6/5–6/30 16 Hours Online

SUCCESSFUL PRINT MARKETING
Fee: $195
# 5037 7/4–7/28 16 Hours Online

INTEGRATED MARKETING BEST PRACTICES
Fee: $195
# 5025 8/7–9/1 16 Hours Online

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

Take each class individually — or register for the entire series and save!
Certificate Series Fee: $495
# 4720 6/5–9/1 48 Hours Online

INTRODUCTION TO SOCIAL MEDIA
Fee: $195
# 4723 6/5–6/30 16 Hours Online

MARKETING USING SOCIAL MEDIA
Fee: $195
# 5674 7/4–7/28 16 Hours Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION
Fee: $195
# 4727 8/7–9/1 16 Hours Online

Register online at www.mchenry.edu/workforcetraining
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

INTRODUCTION TO WEB DESIGN
Fee: $245
# 4932 6/5–6/30 16 Hours Online

INTERMEDIATE WEB DESIGN
Fee: $245
# 4941 7/4–7/28 16 Hours Online

ADVANCED WEB DESIGN
Fee: $245
# 4938 8/7–9/1 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

ADOBE ILLUSTRATOR ESSENTIALS
Fee: $225
# 4965 6/5–6/30 16 Hours Online

ADOBE PHOTOSHOP ESSENTIALS
Fee: $225
# 4971 7/4–7/28 16 Hours Online

ADOBE INDESIGN ESSENTIALS
Fee: $225
# 4968 8/7–9/1 16 Hours Online
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
# 5901 W 11/1 8 a.m.–1:30 p.m. SCC

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
# 5900 W 10/25 12:30–4:30 p.m. SCC
NEW! FORKLIFT TRAIN THE TRAINER

This comprehensive 3-day course will provide your company’s trainer, safety department or supervisory staff with the proper tools to effectively train new powered industrial truck operators with the skills they need to operate their forklift in an approved and acceptable manner. By the end of this course, each student is required to demonstrate both practical lift truck operation and presentation skills.

Fee: $1,100

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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

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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

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FLAGGER CERTIFICATION

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

Participants will learn:
- Key flagging procedures
- Critical do’s and don’ts for flaggers
- How to maintain safety for themselves, roadway users, and their crew

Fee: $150

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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

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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
# 6094 W 8/23 8 a.m.–2 p.m. SCC

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
# 6049 T 8/15 8 a.m.–5 p.m. SCC
# 6050 Th 10/19 8 a.m.–5 p.m. SCC

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

Fee: $189
# 6051 Th 9/21 8 a.m.–5 p.m. SCC
WORK ON YOUR BUSINESS, NOT IN IT

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

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

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

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

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

STARTING 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.

Fee: $0

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NEW! STARTING A FOOD BUSINESS

This workshop is designed to inform those interested in a food business to understand the rules and regulations governing the industry in Illinois. It addresses the differences between retail and wholesale, typical options for selling as a start-up, and home vs. commercial kitchen usage. More than that, it will identify paths you can take to grow your business over time, such as manufacturing, catering, food truck ownership, and restaurant ownership.

Fee: $10

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NEW! BUYING A BUSINESS - A DIFFERENT PATH TO ENTREPRENEURSHIP

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

Fee: $20

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INTERESTED IN LEARNING QUICKBOOKS?

We offer online classes—learn when it is convenient for you from home or office.
See pg. 11
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

CANCELLATION POLICY

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

INCLEMENT WEATHER

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

SMOKING

The Shah Center is a smoke-free environment in compliance with MCC’s tobacco-free policy. No smoking is allowed in the building or on the property.
YOUR BUSINESS IS UNIQUE.
YOUR TRAINING SHOULD BE TOO.

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.

Bring Customized Workforce Training to your organization!

shahcenter@mchenry.edu | (815) 455-8593
www.mchenry.edu/workforcetraining