McHenry County College

CATALYST
Workforce Training Catalog

In this Issue...

Business Writing and Email Etiquette
OSHA 10 for Construction
Microsoft OneNote

TRAIN THE TRAINER

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

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.
To register, or for more information about our scheduled classes or customized training,
call (815) 455-8593 or email us at shahcenter@mchenry.edu.
To reach the Illinois Small Business Development Center (SBDC),
call (815) 455-6098 or email us at sbdc@mchenry.edu.

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

We look forward to working with you!

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

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KEY:
= ONLINE COURSE
= ONLINE CERTIFICATES

// CONTACT US

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.
LEADERSHIP AND TALENT MANAGEMENT

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
# 2810  1/12–3/4  24 Hours  Online
# 2811  3/16–5/6  24 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
# 2518  2/7–3/4  16 Hours  Online
# 2519  4/4–4/29  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
# 2619  4/4–4/29  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—even if it includes project cancellation. Project management is one of the fastest paths to promotion as it can increase your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided.

Fee: $195
# 2614  2/7–3/4  16 Hours  Online
# 2615  4/4–4/29  16 Hours  Online
LEADERSHIP AND TALENT MANAGEMENT

PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Offering daytime and evening virtual sessions with certified PMP trainer and author, Andy Kaufman.

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 (3.5 CEUs). Note, experience, education, and exam requirements are needed to obtain a PMP Certification in addition to project management education fulfilled by the three courses included here.

Fee: $1,399
#2803  W  2/23–3/23  8 a.m – 4:30 p.m.  Remote

ESSENTIALS OF PROJECT MANAGEMENT:
2/23, 3/2

ADVANCED PROJECT MANAGEMENT:
3/9, 3/16

EXAM PREP:
3/23

Fee: $1,399
#2804  MT  4/25–5/24  6–9:30 p.m.  Remote

ESSENTIALS OF PROJECT MANAGEMENT:
4/25, 4/26, 5/2, 5/3

ADVANCED PROJECT MANAGEMENT:
5/9, 5/10, 5/16, 5/17

EXAM PREP:
5/23, 5/24
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 1/27–3/17  
(note, 2/23 and 3/9 classes are Wednesdays)

**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  
# **2795** Th 1/27 8 a.m.–Noon 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  
# **2796** Th 2/3 8 a.m.–Noon 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  
# **2797** Th 2/10 8 a.m.–Noon 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
# 2798  Th  2/17  8 a.m.–Noon  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
# 2799  W  2/23  8 a.m.–Noon  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
# 2800  Th  3/3  8 a.m.–Noon  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
# 2801  W  3/9  8 a.m.–Noon  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
# 2802  Th  3/17  8 a.m.–Noon  SCC

Register online at www.mchenry.edu/workforcetraining // 7
CERTIFICATE IN LEADERSHIP DEVELOPMENT
Especially geared toward future leaders in the Gen Y generation (born 1980-1999), this certificate provides practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader and discover your style of leadership. After completing this three-course certificate, 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
# 2508 2/7–4/29 48 Hours Online
# 2509 4/4–7/1 48 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
# 2630 3/7–4/1 16 Hours Online

MANAGING GENERATIONS IN THE WORKPLACE
Learn how to effectively manage different generations in the workplace. Discover what motivates Boomers, Gen Xers, and Gen Yers at work, what incentives they respond to, and what messages they value. Then identify practical, how-to tips and techniques for managing these diverse generations.
Fee: $175
# 2535 4/4–4/29 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 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
# 2806 1/12–3/4 24 Hours Online
# 2807 3/16–5/6 24 Hours Online
LEADERSHIP AND TALENT MANAGEMENT

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: $150
# 2805  F  1/14, 1/21  8 a.m.–Noon  SCC

TRAIN THE TRAINER

COLLABORATING WITH REMOTE AND ONSITE TEAM MEMBERS?
Check out Microsoft Teams on p.25.
## 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

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## 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

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## Understanding Debits and Credits

**Fee:** $195

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## General Ledger and Month End Procedures

**Fee:** $195

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## Closing Procedures and Financial Statements

**Fee:** $195

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SPANISH FOR MEDICAL PROFESSIONALS
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class—designed specifically for healthcare professionals—will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare.
Fee: $290
# 2496 2/7–4/1 16 Hours Online
# 2497 4/4–5/27 16 Hours Online

ADMINISTRATIVE ASSISTANT FUNDAMENTALS
This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, business writing skills, research and presentation skills, and more. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive machine. Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
# 2016 1/12–3/4 24 Hours Online
# 2017 2/9–4/1 24 Hours Online
# 2848 3/16–5/6 24 Hours Online

EFFECTIVE SELLING
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. Participants will receive an email with login information 24-48 hours after registering.
Fee: $149
# 2849 1/12–3/4 24 Hours Online
# 2850 3/16–5/6 24 Hours Online
WORKPLACE SKILLS

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
# 2808  1/12–3/4  24 Hours  Online
# 2809  3/16–5/6  24 Hours  Online

WORKING WITH YOU IS KILLING ME
We have all worked with someone who makes work impossible. A difficult co-worker can undo 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
# 2840  Th  3/17  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
# 2839  Th  2/10  8 a.m.–Noon  SCC
### WORKPLACE SKILLS

**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!*

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**KEYS TO CUSTOMER SERVICE**

Fee: $145

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**EXTRAORDINARY CUSTOMER SERVICE**

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WORKPLACE SKILLS

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 1/26–3/16 (no class 2/23 and 3/9)

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
# 2841 W 1/26 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
# 2842 W 2/2 3–5 p.m. Remote
WORKPLACE SKILLS

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

Fee: $69
# 2843  W  2/9  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
# 2844  W  2/16  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
# 2845  W  3/2  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
# 2846  W  3/16  3–5 p.m.  Remote
SIX SIGMA GREEN BELT CERTIFICATE
Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN’s Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

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

Certificate Series Fee: $495

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

Fee: $119
# 2782 1/12–3/4 24 Hours Online
# 2783 3/16–5/6 24 Hours Online

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

Fee: $119
# 2788 1/12–3/4 24 Hours Online
# 2789 3/16–5/6 24 Hours Online

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

Fee: $119
# 2784 1/12–3/4 24 Hours Online
# 2785 3/16–5/6 24 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
# 2781 Th 3/3 8 a.m.–1:30 p.m. 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
# 2780 Th 2/3, 2/10 8 a.m.–1 p.m. SCC
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
# 2793  W  3/2  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
# 2790  F  3/18  8 a.m.–4 p.m.  Woodstock Center
# 2791  F  4/8  8 a.m.–4 p.m.  Woodstock Center
OSHA 10 HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY
What are your rights and responsibilities under the OSHA Act? This 10-hour course includes an introduction to general industry standards and an overview of the requirements of the more frequently cited standards. Upon successful completion of this course, participants will receive a certificate of attendance and an OSHA 10-hour card.

Fee: $299
# 2792       TTh       3/8, 3/10   8 a.m.–1:30 p.m.   SCC

OSHA 10-HOUR FOR CONSTRUCTION
This program provides construction workers with important information about their rights and their employer’s responsibilities. Participants will learn how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards on a construction site. Emphasis will be on hazard identification, avoidance, control, and prevention. Topics include: Introduction to OSHA, Falls, Electrocutions, Struck-By, Caught-In or between, Personal Protective Equipment, Health Hazards, and more.

Fee: $299
# 2794       TW       2/15, 2/16   8 a.m.–2 p.m.   SCC
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. Plus 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

# 2653  2/7–4/29  48 Hours  Online
# 2654  4/4–7/1  48 Hours  Online

INTRODUCTION TO WEB DESIGN

Fee: $245

# 2650  2/7–3/4  16 Hours  Online
# 2651  4/4–4/29  16 Hours  Online

INTERMEDIATE WEB DESIGN

Fee: $245

# 2658  3/7–4/1  16 Hours  Online
# 2659  5/2–5/27  16 Hours  Online

ADVANCED WEB DESIGN

Fee: $245

# 2656  4/4–4/29  16 Hours  Online
# 2657  6/6–7/1  16 Hours  Online
### TECHNOLOGY

#### 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  
# 2663  2/7–4/29  48 Hours  Online  
# 2664  4/4–7/1  48 Hours  Online  

**ADOBE ILLUSTRATOR ESSENTIALS**  
Fee: $225  
# 2679  2/7–3/4  16 Hours  Online  
# 2680  4/4–4/29  16 Hours  Online  

**ADOBE PHOTOSHOP ESSENTIALS**  
Fee: $225  
# 2684  3/7–4/1  16 Hours  Online  
# 2685  5/2–5/27  16 Hours  Online  

**ADOBE INDESIGN ESSENTIALS**  
Fee: $225  
# 2682  4/4–4/29  16 Hours  Online  
# 2683  6/6–7/1  16 Hours  Online

Register online at www.mchenry.edu/workforcetraining // 21
**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

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**IMPROVING EMAIL PROMOTIONS**

Fee: $195

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**BOOSTING YOUR WEBSITE TRAFFIC**

Fee: $195

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**ONLINE ADVERTISING**

Fee: $195

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Looking for more information about our ONLINE COURSES?

Request a course outline for any class: shahcenter@mchenry.edu.
NEW! 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
# 2588  2/7–4/29  48 Hours  Online
# 2589  4/4–7/1  48 Hours  Online

ADVANCED MARKETING CONCEPTS
Fee: $195
# 2695  2/7–3/4  16 Hours  Online
# 2696  4/4–4/29  16 Hours  Online

SUCCESSFUL PRINT MARKETING
Fee: $195
# 2708  3/7–4/1  16 Hours  Online
# 2709  5/2–5/27  16 Hours  Online

INTEGRATED MARKETING BEST PRACTICES
Fee: $195
# 2698  4/4–4/29  16 Hours  Online
# 2699  6/6–7/1  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**

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## INTRODUCTION TO SOCIAL MEDIA

**Fee: $195**

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## MARKETING USING SOCIAL MEDIA

**Fee: $195**

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## INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

**Fee: $195**

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## INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

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

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## 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**

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MASTERING COMPUTER SKILLS FOR THE WORKPLACE

The Microsoft Office Suite of applications is the most used software tool in the world. Must-have skills to succeed in the workplace include the ability to create, edit, and manage presentations in Microsoft (MS) PowerPoint; documents in MS Word; email and calendars in MS Outlook; and spreadsheets in MS Excel. Master the most common uses of these programs so you can work faster and more efficiently. You will leave class with a set of skills that are a workplace requirement in today’s fast-paced environment. This class is always up-to-date and evolves as the features of MS Office change over time.

Fee: $195

# 2572 2/7–3/4 16 Hours Online
# 2573 4/4–4/29 16 Hours Online

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

# 2871 W 2/9 12:30–3:30 p.m. Remote

MICROSOFT OFFICE 365 OVERVIEW

This course provides an overview of Office 365 apps and services including OneDrive, OneNote, Sway, and Skype.

Fee: $79

# 2870 W 2/9 9 a.m.–Noon Remote

MICROSOFT ONENOTE

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

# 2866 Th 2/3 12:30–4:30 p.m. SCC

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

# 2873 W 3/2 8 a.m.–Noon 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

# 2864 T 2/1 12:30–4:30 p.m. SCC

SHARING FILES USING ONEDRIVE

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

Fee: $69

# 2867 Th 2/10 12:30–2:30 p.m. Remote
MICROSOFT OUTLOOK
Learn the basics of Microsoft Outlook, an information management program used to manage e-mail, calendar, contacts, tasks, and notes.
Fee: $79
# 2868  W  3/2  12:30–3:30 p.m.  SCC

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
# 2884  1/12–3/4  24 Hours  Online
# 2885  3/16–5/6  24 Hours  Online

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
# 2869  TTh  2/22, 2/24  12:30–4:30 p.m.  SCC

MICROSOFT POWERPOINT BASIC
Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and ways to easily share information.
Fee: $179
# 2874  TTh  3/15, 3/17  12:30–4:30 p.m.  SCC

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
# 2872  T  3/1  12:30–4:30 p.m.  SCC

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.
Fee: $129
# 2878  1/12–3/4  24 Hours  Online
# 2879  3/16–5/6  24 Hours  Online
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.
Fee: $129
# 2880 1/12–3/4 24 Hours Online
# 2881 3/16–5/6 24 Hours Online

MICROSOFT EXCEL 2016 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
# 2855 F 1/28 8 a.m.–4:30 p.m. SCC
# 2858 TTh 4/5, 4/7 8 a.m.–Noon SCC
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.

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

Series # SER-EX
Series Fee: $477

Option 1: F 1/28, 2/18, 3/18 8 a.m.–4:30 p.m. SCC
Option 2: TTh 4/5, 4/7, 4/26, 4/28, 5/17, 5/19 8 a.m.–3 p.m. SCC

MICROSOFT EXCEL 2016 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

# 2855 F 1/28 8 a.m.–4:30 p.m. SCC
# 2858 TTh 4/5, 4/7 8 a.m.–Noon SCC

MICROSOFT EXCEL 2016 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

# 2856 F 2/18 8 a.m.–4:30 p.m. SCC
# 2859 TTh 4/26, 4/28 8 a.m.–3 p.m. SCC

MICROSOFT EXCEL 2016 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 and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Fee: $179

# 2857 F 3/18 8 a.m.–4:30 p.m. SCC
# 2860 TTh 5/17, 5/19 8 a.m.–3 p.m. SCC
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  
TTh  
2/1, 2/3, 2/22, 2/24, 3/15, 3/17  
8 a.m. –Noon  
SCC

**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  
# 2861  
TTh  
2/1, 2/3  
8 a.m.–Noon  
SCC

**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  
# 2862  
TTh  
2/22, 2/24  
8 a.m.–Noon  
SCC

**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 and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Fee: $179  
# 2863  
TTh  
3/15, 3/17  
8 a.m.–Noon  
SCC

Register online at www.mchenry.edu/workforcetraining // 29
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] Series Fee: $160  3/1, 3/22

**MICROSOFT EXCEL PIVOTTABLES**

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

Fee: $79
# 2876  T  3/1  9 a.m.–2 p.m.  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 is highly recommended.

Fee: $99
# 2877  T  3/22  8 a.m.–Noon  SCC
CERTIFICATE IN MASTERING EXCEL
Whether you’re an entrepreneur or a valued employee, the ability to create, edit, and manage spreadsheets is a must-have skill for your success. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings, and processes affect the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display, and calculate your data into useful information. Finally, you’ll learn a variety of Excel’s most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence. 

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

Certificate Series Fee: $495
# 2744 2/7–4/29 48 Hours Online
# 2745 4/4–7/1 48 Hours Online

MASTERING MICROSOFT EXCEL
Fee: $195
# 2739 2/7–3/4 16 Hours Online
# 2740 4/4–4/29 16 Hours Online

INTERMEDIATE EXCEL
Fee: $195
# 2747 3/7–4/1 16 Hours Online
# 2748 5/2–5/27 16 Hours Online

ADVANCED EXCEL
Fee: $195
# 2742 4/4–4/29 16 Hours Online
# 2743 6/6–7/1 16 Hours Online

YOU MAY COMMUNICATE WELL VERBALLY, BUT HOW ARE YOUR WRITTEN SKILLS?

REMEMBER, YOU ARE WHAT YOU WRITE!

Business Writing and Email Etiquette for the Workplace p.12.
MICROSOFT EXCEL TIPS, TOOLS, AND TIMESAVERS
This course highlights 82 features for editing, formatting, printing, and customizing Excel. The tips included will give a back door approach to accomplishing tasks quickly and efficiently. Prerequisite: Excel 2016 Basic or equivalent experience.
Fee: $89
# 2875 T 3/22 12:30–4:30 p.m. SCC

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
# 2729 2/7–4/29 48 Hours Online
# 2730 4/4–7/1 48 Hours Online

INTRODUCTION TO DATA ANALYSIS
Fee: $195
# 2732 2/7–3/4 16 Hours Online
# 2733 4/4–4/29 16 Hours Online

INTERMEDIATE DATA ANALYSIS
Fee: $195
# 2735 3/7–4/1 16 Hours Online
# 2736 5/2–5/27 16 Hours Online

ADVANCED DATA ANALYSIS
Fee: $195
# 2737 4/4–4/29 16 Hours Online
# 2738 6/6–7/1 16 Hours Online
GOOGLE ANALYTICS CERTIFICATE

If you aren’t reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This Certificate, aimed at non-technical users, will take you through all the key techniques and teach you how to use website analytics using the world standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors.

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

Certificate Series Fee: $345

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GOOGLE ANALYTICS

Fee: $195

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ADVANCED GOOGLE ANALYTICS

Fee: $195

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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

INTRODUCTION TO POWER BI
Fee: $195

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INTERMEDIATE POWER BI
Fee: $195

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ADVANCED POWER BI
Fee: $195

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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

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CODING CERTIFICATE

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin 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

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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. This workshop is available monthly. Please register for only one of the dates below.*

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BUSINESS KILLERS WORKSHOP
Familiarize yourself with six common mistakes business owners make that could compromise their business and personal finances. Consisting of six modules, we identify critical mistakes in planning or perception and the impact on the owner’s personal financial future. This workshop is designed for established business owners.

*No fee but registration is required to receive pre-workshop risk assessment materials.*

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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!
WAYS TO REGISTER

**Register Online**
Registering yourself? [www.mchenry.edu/workforcetraining](http://www.mchenry.edu/workforcetraining)

**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](http://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 canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in another class. Failure by a participant or company to cancel a registration one business day in advance of the date of the offering will necessitate full payment of tuition and fees.

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

SMOKING
The Shah Center is a smoke-free environment in compliance with MCC’s tobacco-free policy. No smoking is allowed in the building or on the property.
MEET MCC:
PREPARE FOR YOUR NEXT
THE WEEK OF MARCH 23, 2022

Wondering which MCC program is right for you?

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

More information on specific sessions, dates, and times will be available soon at www.mchenry.edu/meetmcc.

We’re excited to meet you!

MCC Admissions and Recruitment
recruit@mchenry.edu | (815) 479-7732