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

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

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

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

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

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

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

Contact Us
To register, or for more information about our scheduled classes or customized training, call (815) 455-8593 or email us at shahcenter@mchenry.edu.
To reach the Illinois Small Business Development Center (SBDC), call (815) 455-6098 or email us at sbdc@mchenry.edu.
McHenry County College Shah Center
4100 W. Shamrock Lane, McHenry, IL 60050
We look forward to working with you!

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

= ONLINE COURSE

= ONLINE CERTIFICATES

SCC = SHAH CENTER

MODES OF INSTRUCTION

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

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

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

HARNESSING THE POWER OF EMOTIONAL INTELLIGENCE FOR HIGH PERFORMANCE

Developing our emotional intelligence is essential but not always easy to do. We get stuck in our habits, stories, and patterns of behaviors and we can’t see (or feel) our path to change. This one-day workshop provides participants with the exclusive opportunity to work on their emotional intelligence skills through meaningful interactions with the horses at Main Stay Therapeutic Farm. Led by a certified Equine Coach and facilitators, the workshop combines traditional classroom discussions and activities with specific interactions with the horses at Main Stay to create a unique and lasting learning experience. No horse experience necessary to attend. All horse interactions will take place on the ground; no riding involved.

Fee: $799

# 1696

Th 9/9 8:30 a.m.–4:30 p.m.
Main Stay Therapeutic Farm,
Richmond, IL

NEW TO YOUR LEADERSHIP ROLE?
Leadership is challenging and requires a set of strong interpersonal skills. Check out our DDI Supervisory Leadership Series p. 8–9.
## LEADERSHIP AND TALENT MANAGEMENT

### 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  
**# 1551**  7/6–7/30  16 Hours  Online  
**# 1839**  10/4–10/29  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  
**# 1532**  8/2–8/27  16 Hours  Online

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

**Fee:** $150  
**# 1642**  T  8/10, 8/17  8 a.m.–Noon  SCC

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

**Fee:** $99  
**# 1624**  F  9/17, 9/24  8:30–11:30 a.m.  SCC
WE ARE OFFERING OUR FALL PMP SERIES IN THE EVENING

PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP) Exam Prep will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. Please note that experience, education, and exam requirements are needed to obtain a PMP Certification (in addition to project management education fulfilled by these three courses).

Fee: $1,399
#1641 MT 10/11–11/9 6–9:30 p.m. Remote

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

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

EXAM PREP
11/8, 11/9

RESERVE YOUR SPOT!
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 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
# 1832 9/7–10/1 16 Hours Online

CERTIFICATE IN LEADERSHIP DEVELOPMENT
Especially geared toward future leaders in the Gen Y generation (born 1980-1999), this certificate provides practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader and discover your style of leadership. After completing this three-course certificate, 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
# 1787 9/7–11/26 48 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
# 1791 9/7–10/1 16 Hours Online
Making a successful transition from individual contributor to leader requires strong interpersonal skills. The DDI leadership curriculum accelerates development of these vital people skills. Studies indicate that if leaders are offered a development program earlier in their tenure, their leadership strategies are measurably more successful throughout their careers. Take the entire Supervisory Leadership Series (eight sessions) and save 10%.

**Take the entire DDI Supervisory Leadership Series (8 sessions) and save 10%.**

<table>
<thead>
<tr>
<th>Series #</th>
<th>Series Fee: $1,260</th>
<th>8/19–10/7</th>
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**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

| #1633     | Th      | 8/19   | 12:30–4:30 p.m. | SCC |

**RESOLVING WORKPLACE CONFLICT — SUPERVISORY SERIES**

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

Fee: $175

| #1634     | Th      | 8/26   | 12:30–4:30 p.m. | SCC |
DELEGATING WITH PURPOSE » SUPERVISORY SERIES
In this course, leaders learn the skills required to gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Identify the tasks that can be delegated, select the most appropriate individuals for each task, 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
# 1635  Th  9/2  12:30–4:30 p.m.  SCC

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
# 1636  Th  9/9  12:30–4:30 p.m.  SCC

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

Fee: $175
# 1637  Th  9/16  12:30–4:30 p.m.  SCC

BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES
Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces “Trust Builders,” or 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
# 1638  Th  9/23  12:30–4:30 p.m.  SCC

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

Fee: $175
# 1639  Th  9/30  12:30–4:30 p.m.  SCC

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

Fee: $175
# 1640  Th  10/7  12:30–4:30 p.m.  SCC
## 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

<table>
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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
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<td>#1860</td>
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**UNDERSTANDING DEBITS AND CREDITS**

Fee: $195

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<th>Start Date</th>
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**GENERAL LEDGER AND MONTH-END PROCEDURES**

Fee: $195

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<td>16 Hours</td>
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**CLOSING PROCEDURES AND FINANCIAL STATEMENTS**

Fee: $195

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<th>Course Code</th>
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Looking for more information about our ONLINE COURSES?

Request a course outline for any class: shahcenter@mchenry.edu.
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
# 1777 9/7–10/29 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
# 1554 7/6–7/30 16 Hours Online
# 1841 10/4–10/29 16 Hours Online
Wherever there are people, there are differences. Effective leveraging of different styles, perspectives, and sources of creativity is essential in today’s workplace. It is often not about having good intentions—it’s about having solid skills.

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

Take the entire Leveraging Differences for Team Success Series (4 sessions) and save!

Series # SER-DEI  Series Fee: $529  9/16–10/28

LEVERAGING DIFFERENCES: EFFECTIVE ENGAGEMENT

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

Fee: $149

# 1643  Th  9/16  1–4 p.m.  Remote
LEVERAGING DIFFERENCES: BUILDING TRUST IN DIVERSE ORGANIZATIONS

“The first task for those in charge is to build trust by creating a workplace where people feel safe expressing themselves freely. That requires setting a tone of honest discourse and getting comfortable with vulnerability—one’s own and others.” (Getting Serious About Diversity: Enough Already with the Business Case – Harvard Business Review, November 2020). This session examines the challenges and rewards of building diverse teams and organizations. Participants will consider how skills for relationship building and trust development differ for different cultural groups and what it takes to be an ally.

Fee: $149
# 1644  Th  9/30  1–4 p.m.  Remote

LEVERAGING DIFFERENCES: HOT BUTTONS AND COOLING STRATEGIES

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

Fee: $149
# 1645  Th  10/14  1–4 p.m.  Remote

LEVERAGING DIFFERENCES: STAYING CENTERED WHILE THE WORLD IS SPINNING

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

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

DO YOU FEAR PUBLIC SPEAKING?

Conquer your fear and gain confidence with SELF-EXPRESSION: FINDING YOUR PUBLIC SPEAKING VOICE p. 5.
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  8/30–10/11

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
# 1627  M  8/30 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
# 1628  M  9/13 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
# 1629  M  9/20 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
# 1630 M 9/27 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
# 1631 M 10/4 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
# 1632 M 10/11 3–5 p.m. Remote
CERTIFICATE IN CUSTOMER SERVICE
Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is 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
# 1808  9/7–10/29  32 Hours  Online

KEYS TO CUSTOMER SERVICE
Fee: $145
# 1809  9/7–10/1  16 Hours  Online

EXTRAORDINARY CUSTOMER SERVICE
Fee: $145
# 1810  10/4–10/29  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
# 1701  7/14–9/3  24 Hours  Online
# 1702  9/15–11/5  24 Hours  Online

UNDERSTANDING YOURSELF AND OTHERS
The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences also can contribute to misunderstandings, which can lead to discord and—if left unresolved—disputes. Individual performers need to know how to effectively navigate beyond conflict to prevent damage from occurring. This training is designed to help participants gain a better, more consistent understanding of behavior and communication styles (beginning with their own using a DiSC assessment), and learn strategies for adapting and connecting to others for effective working relationships.

Fee: $209
# 1622  W  8/18  12:30–4:30 p.m.  SCC

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

Fee: $129
# 1623  Th  8/12  8 a.m.–Noon  Remote
COURAGEOUS CONVERSATIONS
Did you know 80% of employees are avoiding an important conversation at work? 86% of employees and executives cite lack of collaboration or ineffective communication for workplace failures. Learn tools and strategies to hold conversations that you might be avoiding, and deal better with the types of conversations that have gone poorly in the past. Learn how to become more courageous and confident during your conversations by raising your conversational intelligence. You’ll maximize your opportunity to hold healthier and more productive conversations; strengthening your relationships and improving your results.
Fee: $129
# 1711  F  9/17  8 a.m.–Noon  SCC

GOAL SETTING: A DREAM WITH A DEADLINE
Success comes when we take the things we dream about and turn them into reality. This two-hour goal setting workshop will lead participants through thinking, planning, and taking action on the things they really want.
Fee: $69
# 1626  T  9/7  9–11 a.m.  Remote

NEGOTIATION: GET WHAT YOU WANT
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and prioritize needs will ensure you get more of what’s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a professional to learn how to plan, implement, and win in the bargaining process. Save time, grow your business network, and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.
Fee: $195
# 1540  7/6–7/30  16 Hours  Online
# 1814  10/4–10/29  16 Hours  Online

THRIVING IN A MULTIGENERATIONAL WORKFORCE
The workforce is more diverse than ever, especially when it comes to age. Getting multiple generations to work together effectively is critical for business success. Through this course, participants will gain an understanding of the complexity of a workgroup comprised of four or even five generations and learn how to leverage each generation’s unique strengths.
Fee: $59
# 1625  T  9/14  2:30–4 p.m.  Remote
### 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!*

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<thead>
<tr>
<th>Certificate Series Fee: $495</th>
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<tr>
<td># 1818 9/7–11/26 48 Hours Online</td>
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#### IMPROVING EMAIL PROMOTIONS

Fee: $195

| # 1819 9/7–10/1 16 Hours Online |

#### BOOSTING YOUR WEBSITE TRAFFIC

Fee: $195

| # 1820 10/4–10/29 16 Hours Online |

#### ONLINE ADVERTISING

Fee: $195

| # 1821 11/1–11/26 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!*

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#### INTRODUCTION TO SOCIAL MEDIA

Fee: $195

| # 1779 9/7–10/1 16 Hours Online |

#### MARKETING USING SOCIAL MEDIA

Fee: $195

| # 1780 10/4–10/29 16 Hours Online |

#### INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: $195

| # 1781 11/1–11/26 16 Hours Online |
Your Biggest Investment is Your Employees.

Help them become even more valuable and productive with adult education opportunities at McHenry County College.

**MCC’s Adult Education Department offers classes for:**
- High School Equivalency (HSE)—formerly GED Preparation (in English and Spanish)
- English Language classes (ESL)

**Classes are offered at no cost to students in the following convenient locations:**
- Crystal Lake
- McHenry (Shah Center—new location)
- Woodstock (Workforce Network—new location)
- Harvard

**Improve your workforce by telling your employees about this wonderful opportunity!**

Visit www.mchenry.edu/getpdf for a downloadable flyer that you can print and post at your workplace!
CREATING WEB PAGES
Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website and create pages with neatly formatted text, links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 1587 7/14–9/3 24 Hours Online
# 1588 8/18–10/10 24 Hours Online

PODCASTING
Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rapid rebirth. Businesses are turning to podcasting to grow their brand and connect with customers, and people with a niche hobby are turning podcasts into a business. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the essential elements you need to get your show online. Come to class with your idea and end with your show online for all to hear.

Fee: $245
# 1823 9/7–10/1 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 art work. Access to the Adobe software tools is required.

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

**Certificate Series Fee: $545**

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<td>#1855</td>
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**ADOBE ILLUSTRATOR ESSENTIALS**

Fee: $225

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**ADOBE PHOTOSHOP ESSENTIALS**

Fee: $225

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**ADOBE INDESIGN ESSENTIALS**

Fee: $225

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

**Fee:** $109  
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### 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  
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MICROSOFT EXCEL SERIES

This series includes Microsoft Excel Level 1, 2 and 3, and is offered 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 on each skill. If you use Excel on a daily basis or are looking to upskill your resume, this Excel Series will greatly enhance your knowledge and productivity.

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

Series # SER-EX Series Fee: $477

Option 1: TTh 7/27, 7/29, 8/24, 8/26, 9/14, 9/16
Option 2: F 9/24, 10/22, 11/19

MICROSOFT EXCEL LEVEL 1 (BASIC)

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

Fee: $179

# 1675 TTh 7/27, 7/29, 8 a.m.–Noon SCC
# 1678 F 9/24, 10/22, 8 a.m.–4:30 p.m. SCC

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

Excel 2016 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data. Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes students have taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: $179

# 1676 TTh 8/24, 8/26, 8 a.m.–Noon SCC
# 1679 F 10/22, 8 a.m.–4:30 p.m. SCC

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

Excel 2016 Level 3 (Advanced) builds on the concepts and skills of our Level 1 and 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 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

# 1677 TTh 9/14, 9/16, 8 a.m.–Noon SCC
# 1680 F 11/19, 8 a.m.–4:30 p.m. SCC
MICROSOFT POWERPIVOT SERIES

Take the entire Microsoft Excel PowerPivot Series (2 sessions) and save!
Series # SER-EXPP Series Fee: $160 9/10–10/1

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
# 1684 F 9/10 9 a.m.–Noon Remote

MICROSOFT EXCEL: DATA ANALYSIS WITH POWERPIVOT
We’re living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of PowerPivot to maximize your effectiveness when analyzing data. After successfully completing this course, you’ll be able to use PowerPivot along with Excel 2016 to analyze data from a variety of sources. Prerequisite: Excel 2016 and PivotTable experience as well as an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of Pivot Tables course highly recommended.
Fee: $99
# 1685 F 10/1 8 a.m.–Noon Remote
MICROSOFT WINDOWS 10
Get started with the latest version of Microsoft’s operating system. Discover desktop features, personalization options, File Explorer, and multitasking. We’ll also demonstrate Cortana, OneDrive, and Microsoft Edge.

Fee: $99
# 1668  T  8/24  12:30–4:30 p.m.  Remote

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

Fee: $79
# 1663  T  7/27  12:30–3:30 p.m.  Remote

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

Fee: $179
# 1665  TTh  9/14, 9/16  12:30–4:30 p.m.  Remote

INTRODUCTION TO MICROSOFT WORD 2016
One of the most basic skills needed in any job is the ability to write reports and letters using Microsoft Word. You will learn the basics required to write and edit text and discover the best ways to create, format, and organize documents. Participants will receive an email with login information 24-48 hours after registering.

Fee: $129
# 1589  7/14–9/3  24 Hours  Online
# 1590  8/18–10/10  24 Hours  Online

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

Fee: $79
# 1658  Th  8/26  12:30–3:30 p.m.  Remote
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

# 1844 9/7–11/26  48 Hours  Online

MASTERING MICROSOFT EXCEL

Fee: $195

# 1817 9/7–10/1  16 Hours  Online

INTERMEDIATE EXCEL

Fee: $195

# 1847 10/4–10/29  16 Hours  Online

ADVANCED EXCEL

Fee: $195

# 1840 11/1–11/26  16 Hours  Online
MICROSOFT EXCEL: FORMULAS AND FUNCTIONS MADE EASY
Work with a variety of formulas and functions designed to streamline your work with Excel. You’ll learn basic functions such as SUM, AVERAGE, COUNT, MIN, and MAX that every Excel user needs to know. In addition, the course includes a variety of functions.
Fee: $89
# 1670  T  9/21  12:30–4:30 p.m.  Remote

MICROSOFT POWERPOINT BASIC
Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and ways to easily share information.
Fee: $179
# 1672  TTh  9/21, 9/23  8 a.m.–Noon  Remote

MICROSOFT POWERPOINT: TIPS, TOOLS, AND TIMESAVERS
This class is for the PowerPoint user who wants to make their presentations more effective. Over 50 valuable PowerPoint tips, tools, and timesavers will be covered along with general presentation guidelines.
Fee: $89
# 1662  F  9/10  12:30–4:30 p.m.  Remote

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
# 1688  7/14–9/3  24 Hours  Online
# 1689  8/18–10/8  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
# 1690  7/14–9/3  24 Hours  Online
# 1691  8/18–10/8  24 Hours  Online
MICROSOFT VISIO BASIC
Microsoft Visio can be used to create simple or complicated diagrams. It offers a wide variety of built-in shapes, objects, and stencils to work with. The driving idea behind Visio is to make diagramming as easy as possible for the user. This course provides the basic concepts and skills to start being productive with Visio, including: opening, creating, and saving diagrams; working with the Shapes pane; viewing and adding connection points; adding arrows and other line ends to a connector; adding text to shapes; saving a diagram in another file format, and more!
Fee: $89
# 1667 Th 9/23 12:30–4:30 p.m. Remote

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
# 1800 9/7–11/26 48 Hours Online
INTRODUCTION TO DATA ANALYSIS
Fee: $195
# 1801 9/7–10/1 16 Hours Online
INTERMEDIATE DATA ANALYSIS
Fee: $195
# 1802 10/4–10/29 16 Hours Online
ADVANCED DATA ANALYSIS
Fee: $195
# 1803 11/1–11/26 16 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
# 1876 9/7–11/26 48 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
# 1873 9/7–11/26 48 Hours Online

INTRODUCTION TO POWER BI
Fee: $195
# 1868 9/7–10/1 16 Hours Online

INTERMEDIATE POWER BI
Fee: $195
# 1872 10/4–10/29 16 Hours Online

ADVANCED POWER BI
Fee: $195
# 1865 11/1–11/26 16 Hours Online
Need training? Want to help your employees stay on top of their game? We can help!

We work with you to design training programs that fit your specific business needs. Choose from everything from core skills such as basic math and reading to communication and strategic planning. We offer plant safety, team building, computer training, and management seminars too. Training can be at your location or at our training center—which ever is more convenient for you and your employees. And we can tap into our network of experienced industry trainers and consultants to help assess strengths, weaknesses, and goals for your future planning.

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

For more information contact the Shah Center (815) 455-8593 or shahcenter@mchenry.edu www.mchenry.edu/workforcetraining.
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
# 1866 9/7–11/26 32 Hours Online

GOOGLE ANALYTICS
Fee: $195
# 1822 9/7–10/1 16 Hours Online

ADVANCED GOOGLE ANALYTICS
Fee: $195
# 1864 10/4–10/29 16 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
# 1856 9/7–11/26 48 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 programming. Whether you just want to try it out or plan on doing more with Java, this is a great place to start!
Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 1583 7/14–9/3 24 Hours Online
# 1584 8/18–10/10 24 Hours Online

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

Fee: $119
# 1585 7/14–9/3 24 Hours Online
# 1586 8/18–10/10 24 Hours Online

Looking for more information about our ONLINE COURSES?
Request a course outline for any class: shahcenter@mchenry.edu.
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 trained specialists able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work on their 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**

Fee: $195

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**INTERMEDIATE SIX SIGMA GREEN BELT**

Fee: $195

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**ADVANCED SIX SIGMA GREEN BELT**

Fee: $195

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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
# 1647 T 8/24 8 a.m.–1:30 p.m. Remote

INTRODUCTION TO LEAN MANUFACTURING
Learn the basics of lean manufacturing with a focus on the tools and techniques used to improve problem solving and troubleshoot manufacturing processes.
Fee: $179
# 1648 W 9/15, 9/22 8–11 a.m. Remote

MANUFACTURING FUNDAMENTALS
Learn the basic skills required to work in the manufacturing field. Discover the role of production design and process planning, and learn the heart of 13 different manufacturing processes. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations. Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
# 1577 7/14–9/3 24 Hours Online
# 1578 8/18–10/10 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
# 1579 7/14–9/3 24 Hours Online
# 1580 8/18–10/10 24 Hours Online
SAFETY, WELLNESS, AND OSHA

FIRST AID CPR/AED/BBP
Practice critical skills needed to respond to and manage a first-aid, choking, or sudden cardiac arrest emergency until emergency medical services (EMS) arrives. Learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first-aid emergencies. This course also teaches adult CPR and automated external defibrillator (AED) use. It is appropriate for participants with limited or no medical training who need a course completion card in first aid, CPR, and AED use to meet job, regulatory, or other requirements. The BBP (blood-borne pathogens) portion teaches employees how to protect themselves and others from exposure to blood or blood-containing materials. This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements and is designed for anyone with a reasonable chance of coming into contact with blood-borne pathogens as a first responder in the workplace.

Fee: $125
# 1655  Th  8/26  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
# 1649  Th  7/22  8 a.m.–4 p.m.  Woodstock Center
# 1650  F  8/20  8 a.m.–4 p.m.  Woodstock Center
# 1651  F  9/17  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
# 1652 TTh 8/24, 8/26 8 a.m.–1:30 p.m. SCC

OSHA CONFINED SPACES
This seminar focuses on awareness of what confined spaces are, the types of confined spaces, and best practices of securing the safety of all employees that are entering these spaces. We will talk about OSHA Requirements from the Standard and how they apply to different situations and types of confined spaces. We will also talk about hazard assessment and preparations for emergency rescue planning before entry is allowed.

Fee: $39
# 1654 T 8/31 1–2 p.m. Remote

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

Fee: $39
# 1653 T 9/14 1–2 p.m. Remote
WORK ON YOUR BUSINESS, NOT IN IT

The Illinois Small Business Development Center at McHenry County College is your partner for no-cost, confidential and trusted business advising, timely courses and exclusive entrepreneurial resources.

EXPERTS YOU CAN TRUST AT EVERY STAGE OF YOUR BUSINESS CYCLE

STARTUP
Need to know how to get your business off the ground in Illinois? Enroll in our informational courses and schedule a follow-up 1:1 session with our business advisory team for additional assistance.

EARLY STAGE
Who is your customer and how do you make money? Collaborate with us to craft a winning financial strategy and marketing plan. When you know your customers, you know your business!

MATURE/GROWTHSTAGE
The knowledge of our advisory team allows established business owners to maintain competitive advantages in an ever-changing marketplace. We specialize in technology, innovation, and entrepreneurial development.

BUY/SELL
Are you selling your business or have you found an existing business to acquire? We can measure the viability of local businesses and perform financial and change management planning to simplify the process.

Conducting virtual sessions via phone or video conference.

For more information or to schedule your no-cost consultation, email us at sbdc@mchenry.edu.

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

Register Online
Registering yourself? www.mchenry.edu/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.

Send via:
Fax
with your credit card information to (815) 578-9682.
or
Mail
with your check, money order, or credit card information to:
McHenry County College
Shah Center
4100 W. Shamrock Lane
McHenry, IL  60050

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

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

SMOKING
The Shah Center is a smoke-free environment in compliance with MCC’s tobacco-free policy. No smoking is allowed in the building or on the property.
TAKE THE NEXT STEP TO MCC—
AND WE’LL INVEST IN YOU
TO MAKE IT HAPPEN

McHenry County College now has even more resources to help you achieve what comes next. Here’s what you will gain by taking that next step now:

- **Cash resources** to help you pay for college
- **Support** from caring faculty and staff to help you reach your goals
- **Direction** on the right classes to take to get you to where you want to go
- **Problem-solving** to help make your degree or certificate happen amidst everything else you have to juggle

So, what’s stopping you? With more dollars than ever before available to you, and a supportive services team ready to help you find success, take the next step now.

Register today for the Fall 2021 semester. Classes start August 16.

Let’s do this together—we’re investing in you!

Visit [www.mchenry.edu/fall2021](http://www.mchenry.edu/fall2021) today.

P.S. If you’re experiencing financial hardship due to COVID-19, apply for our Purple Pride Relief Fund now. The more classes you take, the more funding that could be available to you this fall!

YOUR NEXT STARTS NOW