The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/personaldevelopment or call (815) 455-8588.

KEY:
- ONLINE COURSE
- ONLINE CERTIFICATES

MCC = MCHENRY COUNTY COLLEGE
SCC = SHAH CENTER

MODES OF INSTRUCTION

IN PERSON
Face-to-face instruction at McHenry County College (MCC) or other specified location.

REMOTE
Synchronous online training via Zoom led by Community Education instructors. Classes will take place at a specific time/date. Zoom links 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.

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/personaldevelopment or call (815) 455-8588.

**CAREER EXPLORATION**

**Intro To Voiceovers**
Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved. You’ll learn about different types of voiceovers and tools you’ll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. One-time, 90-minute, introductory class. Your instructor will contact you to establish a class date and time. Must be age 18 or older.

Fee: $49  
# 1725  
10/1–12/23  
1.5 Hours  
Online  
Alicia Midgley

**Explore Administrative Medical Assistant**
Demand for medical assistants will grow 23 percent through 2024, so there’s never been a better time to explore a career in healthcare! This online course will give you an overview of the job duties and scope of practice of clinical medical assistants. You will learn about the different types of medical records and how to enhance the overall patient experience. You will also get an introduction to charting patient complaints, creating progress notes, and collecting medical history.

Fee: $119  
# 2353  
10/13–12/10  
24 Hours  
Online  
# 2354  
11/17–1/14  
24 Hours  
Online  
# 2355  
12/15–2/11  
24 Hours  
Online

**Explore Medical Coding**
Explore a career as a medical coder and gain knowledge to help you work, with confidence, almost anywhere in the medical field from doctors’ offices, clinics, hospitals, or even in the comfort of your home. This course teaches use of the CPT manual and IDC-10-CM which will give you a leg up on others who are new to this career.

Fee: $115  
# 2357  
10/13–12/10  
24 Hours  
Online  
# 2358  
11/17–1/14  
24 Hours  
Online  
# 2359  
12/15–2/21  
24 Hours  
Online

**Explore Medical Transcription**
Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This course contains grammar review, as well as important clinical knowledge of major disease processes that are essential to enhancing your skills as a medical documentation specialist.

Fee: $115  
# 2361  
10/13–12/10  
24 Hours  
Online  
# 2362  
11/17–1/14  
24 Hours  
Online  
# 2363  
12/15–2/11  
24 Hours  
Online

**The Art Of Conversation**
If you’ve ever experienced the feeling in a conversation of what did I just say, did I say too much or worse yet did I stay too long, whether it was in a meeting, dinner party or just in general, then you’re not alone. The art of conversation teaches you how to read your recipient’s body language and what it means to be an active listener. Explore the concept of how to engage in meaningful conversation, and create and exchange lasting impressions with others. Uncover these special and useful skills through your senses of seeing, listening and speaking.

Fee: $19  
# 2387  
W  
11/3  
6–7:50 p.m.  
A, MCC  
Carol Gerber

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
CRAFTS AND HOBBIES

Fused Glass Workshop
Through a series of jewelry/ornament projects, you’ll learn how to fire glass in a kiln to create one-of-a-kind art pieces. Characteristics of fused-glass materials, assembling techniques, and firing guidelines will be covered in class as you design and fashion several personal pieces. No glass-crafting experience necessary; tools will be provided. Supply costs range from $14–$35 and are not included in the course fee, but will be available on site.

Fee: $38
Kenneth West
# 2371  Su  10/17, 10/24  1–3:50 p.m.  Material Things Artisan Market
# 2372  Sa  11/20, 11/27  1–3:50 p.m.  Material Things Artisan Market

Fused Glass Workshop II
Continue your glass fusing experience by creating larger pieces of showcase art. In this class you’ll create platters, bowls, or unique wall pieces that can be used to decorate your home or express your originality. You’ll create at least two personal projects. Open to students who have completed the first workshop or who have previous experience with fusing glass. Supply costs for each project will range from $22–$35. Tools will be provided, but you’re also welcome to bring tools of your own.

Fee: $35
Kenneth West
# 2374  Sa  10/2, 10/9  1–3:50 p.m.  Material Things Artisan Market

Fused Glass Holiday Ornament Workshop
In this one-session class, you’ll have time to make a minimum of six fused-glass ornaments suitable for hanging on a tree or in a window. There will be over a half dozen seasonal designs to choose from. Supply costs are not included in course fee, but will be available on site and will range from $10–$40 depending on the number of ornaments you choose to make. Finished ornaments will be fired the week after the class date and then available for pick up.

Fee: $19
Kenneth West
# 2375  Sa  10/30  1–3:50 p.m.  Material Things Artisan Market
# 2376  Su  11/14  1–3:50 p.m.  Material Things Artisan Market
# 2377  Su  11/21  1–3:50 p.m.  Material Things Artisan Market
# 2378  Su  12/5  1–3:50 p.m.  Material Things Artisan Market

DANCE

Country Line Dancing
Get your hips swaying to popular country western songs. With easy-to-learn patterned foot movements, country line dancing is friendly to those learning the steps while giving others the chance to add advanced variations. You’ll learn popular classics like Boot Scootin’ Boogie, Cowboy Charleston, Tush Push, and many more. This easy-going class is perfect for anyone wanting an engaging atmosphere with music, laughter, and fun. No dance skills or partner needed. Soft-soled shoes only.

Fee: $59
Kimberly Oda
# 2380  M  10/4–11/8  7–8:20 p.m.  A, MCC

NEW! Country Line Dancing II
Get your hips swaying to popular country western songs. With faster paced steps movements, country line dancing is friendly to those learning the steps while giving others the chance to add advanced variations. You’ll learn popular new dances such as Dizzy, men in black, Swamp Thing, DHSS and many more. This easy-going class is perfect for anyone wanting an engaging atmosphere with music, laughter, and fun. Some dance skills required. Soft-soled shoes only.

Fee: $59
Kimberly Oda
# 2381  M  11/15–12/20  7–8:20 p.m.  A, MCC

FINE ART

Intermediate–Advanced Watercolors
Intermediate painters will work on advanced techniques and problem solving. Come prepared to techniques and problem solving. Come prepared to paint the first class period. A supply list will be mailed one week prior to the start of the class.

Fee: $132
Johanna Yoder
# 2214  F  10/8–12/3  10 a.m.–1 p.m.  A, MCC

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
**Welding: Metal Art**

You’ll learn basic welding skills to make metal stick together. This process can be used to create unique projects and yard art. Safe and efficient operation of a stick welder, MIG welder, and plasma-cutting tool will be covered in this class. One art project will be completed in class that is yours to take home. Additional projects can be created, as time allows, using student-supplied materials that can be purchased at your local farm supply or home center stores. **NOTE:** You must wear long pants, a long-sleeved shirt, non-flammable shoes, and bring your own welding gloves. (WORK BOOTS ARE RECOMMENDED.) This class is not designed to teach anyone how to weld for industry or to become certified in any areas of welding.

**Fee:** $229

Garrett Klinker

#2092  Sa  10/23–11/13  8 a.m.–Noon  Woodstock Center

**Drawing For The Absolute Beginner**

Gain a solid foundation in the basics of drawing to become the artist you’ve always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.

**Fee:** $115

#2114  10/13–12/10  24 Hours  Online
#2115  11/17–1/14  24 Hours  Online
#2116  12/15–2/11  24 Hours  Online

**Health and Wellness**

**Helping Elderly Parents**

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare you for your own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You’ll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

**Fee:** $115

#2327  10/13–12/10  24 Hours  Online
#2328  11/17–1/14  24 Hours  Online
#2329  12/15–2/11  24 Hours  Online

**Home and Garden**

**Grow Plants for Fun and Profit**

Turn your love of plants into an enjoyable and profitable home business. This course provides information on licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants, how to produce quality material, and how to market your product.

**Fee:** $115

#2183  10/13–12/10  24 Hours  Online
#2184  11/17–1/14  24 Hours  Online
#2185  12/15–2/11  24 Hours  Online

**Start Your Own Edible Garden**

Grow delicious, nutritious fruit and vegetables in your own backyard. Whether you want to provide food for your family, save money, get exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to have a successful harvest.

**Fee:** $119

#2180  10/13–12/10  24 Hours  Online
#2181  11/17–1/14  24 Hours  Online
#2182  12/15–2/11  24 Hours  Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Introduction to Interior Design
Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.
Fee: $119

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Spanish I
Focus on the beginning aspects of Spanish, including basic writing, speaking, pronunciation, listening, understanding, and the culture of Spanish-speaking countries. You’ll use grammar, vocabulary, and verbs in the most basic structure of the language. Book requirement will be discussed at the first class.
Fee: $119

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Discover Sign Language
You’ll learn how to sign basic phrases and sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Discover how to make the signs and to incorporate facial expression to communicate in this beautiful language. You’ll also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting.
Fee: $115

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Conversational Japanese
Prepare for your next trip to Japan by learning the basics of conversational Japanese. This course will provide you with useful words and phrases for conversing as you master the essentials of the Japanese language. Throughout this course, you’ll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You’ll practice these in drills, interactive exercises, and dialogues. In each lesson, you’ll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you’ll have acquired basic conversational skills that enable you to travel around the country easily, and you’ll have discovered the heart of Japan!
Fee: $115

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Discover Sign Language II
Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.
Fee: $115

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Beginning Conversational French
Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you’ll use in your travels as well as cultural tips including appropriate gestures and body language.
Fee: $115

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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Instant Italian
Learn to express yourself comfortably in Italian. You’ll be surprised how quickly and easily you are able to learn Italian in this course, which provides knowledge of practical, everyday words and phrases you are likely to hear if you vacation in Italy.
Fee: $115
# 2159 10/13–12/10 24 Hours Online
# 2160 11/17–1/14 24 Hours Online
# 2161 12/15–2/11 24 Hours Online

Speed Spanish
Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to converse in Spanish. ¡Qué bueno! This class is taught by a college instructor who has been teaching Spanish for over 20 years.
Fee: $119
# 2117 10/13–12/10 24 Hours Online
# 2118 11/17–1/14 24 Hours Online
# 2119 12/15–2/11 24 Hours Online

MUSIC

Beginner Banjo
presented. We’ll learn how to play songs using basic chords and different strum and picking patterns. A brief overview of the parts of the banjo, tuning, and caring for the instrument, as well as the history of the banjo will also be covered. Please bring a working banjo to class, either a four or five-string model.
Fee: $79
# 2385 M 10/4–11/8 7–7:50 p.m. B, MCC
# 2386 M 11/15–12/20 7–7:50 p.m. B, MCC

Beginner Guitar/Ukulele
Learn to play guitar or ukulele in this fun, in-person group setting. We will start with the basics of song accompaniment by learning chord fingerings in a variety of keys, and strum patterns using a variety of rhythmic patterns. Well known folk and pop songs will be used as a learning tool. Basic guitar/ukulele care, tuning and elements of music will be covered.
Fee: $79
# 2089 T 10/19–11/23 7–8 p.m. B, MCC

Advanced Guitar/Ukulele
This class is for the player who already knows some basic chords and strum patterns. Songs will be used that present new challenges: Barre chords, finger-style accompaniment, tablature reading, using a capo and transposing songs will be covered.
Fee: $79 Patricia Gaughan
# 2088 T 10/19–11/23 6–7 p.m. B, MCC

PERSONAL FINANCIAL MANAGEMENT

Introduction to Stock Options
Learn to evaluate, buy, sell, and profit from stocks. This course will arm you with investment tools that were once thought to be only for the pros as you learn how to protect your portfolio and profit in a down market, an up market, or even a flat market.
Fee: $119
# 2333 10/13–12/10 24 Hours Online
# 2334 11/17–1/14 24 Hours Online
# 2335 12/15–2/11 24 Hours Online

Keys to Successful Money Management
Let a certified financial planner show you how most wealthy people build their fortunes. This course will introduce you to a broad array of investment choices, help you discover the best ways to accumulate cash and property, and demonstrate how to best protect your investments.
Fee: $115
# 2336 10/13–12/10 24 Hours Online
# 2337 11/17–1/14 24 Hours Online
# 2338 12/15–2/11 24 Hours Online
Personal Finance
Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.
Fee: $119
# 2340 10/13–12/10 24 Hours Online
# 2341 11/17–1/14 24 Hours Online
# 2342 12/15–2/11 24 Hours Online

Real Estate Investing
Discover how to make money in real estate, even if you have little to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing in the real estate market.
Fee: $115
# 2346 10/13–12/10 24 Hours Online
# 2347 11/17–1/14 24 Hours Online
# 2348 12/15–2/11 24 Hours Online

Stocks, Bonds, Investing: Oh My!
Learn the basics of stocks, bonds, and investing so you can be independent and confident about your financial decisions. This class will teach you how to prepare for retirement, manage your finances, and pay for college without the need for hiring a broker or financial advisor.
Fee: $119
# 2349 10/13–12/10 24 Hours Online
# 2350 11/17–1/14 24 Hours Online
# 2351 12/15–2/11 24 Hours Online

The Analysis and Valuation of Stocks
Learn fundamental and advanced techniques for researching and analyzing stocks. This comprehensive course will teach you how to read financial statements, calculate financial ratios, perform industrial comparisons, and conduct economic research.
Fee: $115
# 2319 10/13–12/10 24 Hours Online
# 2320 11/17–1/14 24 Hours Online
# 2321 12/15–2/11 24 Hours Online

PHOTOGRAPHY

Discover Digital Photography
Gain the skills you need to take great photos with your digital camera and never miss a memorable moment again. This course is an informative introduction to digital photography, from DSLRs to smart phone cameras.
Fee: $115
# 2192 10/13–12/10 24 Hours Online
# 2193 11/17–1/14 24 Hours Online
# 2194 12/15–2/11 24 Hours Online

Introduction to Lightroom Classic CC
Do you have a lot of images to manage? Adobe Photoshop Lightroom is a fantastic tool for digital photographers at any skill level who need to manipulate and organize photos and images. This course will teach you how to use Lightroom Classic CC, Adobe’s easy-to-use software that prepares, edits, and organizes photos quickly and effectively. Through hands-on exercises, you will learn to use Lightroom Classic CC like a pro and perfect your digital photos!
Fee: $119
# 2186 10/13–12/10 24 Hours Online
# 2187 11/17–1/14 24 Hours Online
# 2188 12/15–2/11 24 Hours Online

Mastering Your Digital SLR Camera
Break through the technology barrier and discover how to use your DSLR to take beautiful photos. This course will help you learn about features and controls, proper lenses, metering, exposure, and more to take your photography to the next level.
Fee: $115
# 2195 10/13–12/10 24 Hours Online
# 2196 11/17–1/14 24 Hours Online
# 2197 12/15–2/11 24 Hours Online
Photograph Nature With Your Digital Camera
Discover how your nature photos can become works of art rather than just snapshots. This course will help you explore composition and lighting as you master your digital camera’s controls and features to take exceptional nature photos in no time.
Fee: $115
# 2148 10/13–12/10 24 Hours Online
# 2150 11/17–1/14 24 Hours Online
# 2152 12/15–2/11 24 Hours Online

Photoshop CC for the Digital Photographer
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful subscription software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course you will master techniques to edit and enhance your digital images and add a professional polish to your work. The course offers simple, step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with Photoshop's tools for correcting exposure, adjusting color and colorcasts, and work with Adobe's powerful layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements from your images. You will discover how to work with raw images and prepare images for print or online use. In this course, you will be guided through detailed explanations and instructions for using the tools that make this software so popular and unique in the world of digital editing. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.
Fee: $115
# 2343 10/13–12/10 24 Hours Online
# 2344 11/17–1/14 24 Hours Online
# 2345 12/15–2/11 24 Hours Online

Secrets of Better Photography
Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments that will help you apply new techniques to your own camera and make a distinctive difference in your photos.
Fee: $115
# 2189 10/13–12/10 24 Hours Online
# 2190 11/17–1/14 24 Hours Online
# 2191 12/15–2/11 24 Hours Online

Travel Photography for the Digital Photographer
Learn the tips, tricks, and techniques that digital photographers use to capture inspiring scenes from around the world. This course teaches photography techniques that are both traditional and unique to digital technology so you can be prepared to create high-quality shots that will captivate viewers.
Fee: $115
# 2123 10/13–12/10 24 Hours Online
# 2131 11/17–1/14 24 Hours Online
# 2133 12/15–2/11 24 Hours Online

RECREATION AND SPORTS

Beginning Boxing Bootcamp
Arm yourself with basic boxing moves and walk away with a feeling of great accomplishment! In this full-body workout, you’ll learn the necessary fundamentals of proper footwork, along with how the correct technique of how to throw a jab, cross, uppercut, and right/ left hooks. Put it all together for some powerful combo moves. Not only will you acquire new skills, but you’ll also experience some great endurance and cardio exercises.
Fee: $65 Josslyn Laracuente
# 2379 T 10/5–11/9 6–7:20 p.m. A, MCC

Mens Basketball
This is not an instructional class, but simply a chance to play basketball, exercise your most potent dribble, and heave your hook. No coach will be on hand, but a basketball supervisor will be present.
Fee: $25 Rob McMahon
# 2384 Su 10/31–12/19 6–9 p.m. A, MCC

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
**NEW! The Life, Laughter, and Legacy of Robin Williams**

Comedian and actor Robin Williams, touched most everyone. You might remember a greeting of Nanu-Nanu happily given by Mork from Ork, Peter Pan in Neverland, the magical city of Agrabah and the Genie, or maybe the charming, whimsical nanny, Mrs. Doubtfire. To many, Williams’ amazing talent was larger than life. Through his on-the-spot improvisational skills, genuine personality, and quick-witted humor, Williams captured the attention and hearts of many throughout the world. Historical Presenter, Michelle Gibbons, will take you into the life and mind of the comic genius, Robin Williams. She’ll discuss Williams’ famous works, movies, TV shows, and success; his personal struggles and achievements; as well as the impact he made on others during, and after his life.

Fee: $15

**NEW! Tricks, Travel, and Tasty Treats!**

Time to celebrate autumn with fall-inspired treats from Wisconsin and a side of spooky (and not-so-spooky) tales of days gone by. During our online live tour, delivered via Zoom, our Milwaukee expert will entertain you with lively stories of the city’s history and culture, and share behind-the-scenes videos to see the spaces and meet the people unique to this virtual tour. We are excited to share our stories and knowledge with you right in your own home. The box is perfect to split between two people to enjoy during the presentation, and includes free shipping in the contiguous United States. Registration Deadline is October 7. To sweeten the experience, you will receive a box containing the tastiest of Halloween treats, including: • One 3-ounce bag of Creepy Corn popcorn popped fresh by Pop’s Kettle Corn in Muskego. • One milk chocolate Halloween variety pack from Ultimate Confections in Wauwatosa which includes seven dipped pretzel twists, a dipped oreo cookie and a chocolate ghost. • One ounce of the Spice House’s Mulling Spices. This perfect mix of cinnamon, allspice, and cloves is enough to mull two bottles of wine or a gallon of cider. • One original Ziegler Chocolate Bar, original to the Milwaukee George Ziegler Candy Co. In 1911, they were the first in the country to market a wrapped candy bar. This bar is made exclusively for MCC, members of SAS will share paranormal experiences and evidence they have captured at these institutions including EVPs, shadow people, equipment manipulation and even examples of Sustained Electronic Spirit Communication, a technique unique to SAS. Come see for yourself if school is ever really out forever. Website: https://www.sasghostresearch.com/

Fee: $25

**NEW! Buon Cibo! Exploring St. Louis’ Italian Heritage**

Travel to America’s Last Little Italy and learn about the history and culture, plus enjoy a “Taste of The Hill” with local guide, Dea Hoover. We’ll take you on a virtual tour through the neighborhood, showing you the old with the new, including the Imo’s Piazza and fountain. The best part is that you’ll receive a special goody box created just for your tour so that you can enjoy not only the sights, but also the aroma and tastes of the Hill! Each item in your goody box holds its own story and will be related to the area of Italy from which it originated and remains most popular. Contents of your goody box will be adequate for two participants to share and will contain specialty items from “The Hill.” Your Sweet & Savory Italian selection will include: Fancy Garlic Pepper (Urzi’s Special blend), Italian cookies from MO Baking, Amaretto Macaroon (voted best cookie in STL a few years ago), Olive Oil, Bread Dipping Spice, Italian salami, small bag of pasta, Licorice (Anise is huge in Italy and they specialize in it – we may substitute this item) and Limoncello almonds. Registration deadline is October 22. If you wish to purchase this item as a gift, please contact our office at (815) 455-8559 so we can make appropriate mailing arrangements for your recipients! Registering for this program gives MCC permission to share your name and address with our distributor for the purpose of mailing your Armchair Tourist Box directly to your home. Items will be shipped to your home just prior to the tour. If you wish to purchase this as a gift for another person, please call our office at 815-455-8559 to coordinate shipping details.

Fee: $69

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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
NEW! A History of Ireland—Emerald Isle

Many people have roots connecting them back to the Emerald Isle. Learn the history of the Celts, the Claddagh, Clew Bay and more! Dea Hoover and Declan Rutan will take you on a virtual tour. As we follow the thread of history, we will include various lyrics from Irish songs, some traditional, some modern, but all relating to the Emerald Isle. Enjoy a cup of tea or uisce beatha (Irish for “The Water of Life” aka whiskey) and soon we’ll be in Ireland!

Fee: $15 Declan Rutan
# 2105 M 11/8 6–8 p.m. Remote

NEW! 12 Things that Make Life on Earth Possible

Earth has sustained life in many different forms for more than 3 billion years. We’ll highlight an (incomplete) list of 12 things that make our planet special – a list that also influences what astronomers look for as they search for Earth-like planets elsewhere.

Fee: $15 Michelle Nichols-Yehling
# 1728 T 11/16 1–2:30 p.m. Remote

NEW! Holiday Bakery Box

If there is one thing that we love, it is sweet treats from bakeries in Milwaukee! Now, you can sit back, relax, and enjoy as we will bring these sweet treats and learning opportunities to you right in your own home! You can split the bakery box with a friend and share the experience or keep all the treats for yourself. Get a cup of coffee and tune in to the “live” Bakery Box tour. You’ll get a chance to go further “behind the scenes” into the bakeries than ever before and really see how the magic happens! You will see how some of the cookies in your box are actually made! This is a special opportunity to learn even more about some of our favorite locations. This “tour” also makes a great gift for a friend who loves travelling! (The contents of the box are adequate for two participants to share the tour experience.) Registration deadline is December 2. Here is What’s Included: • Bakery Box complete with pastries from authentic Italian, German, Mexican, and French bakeries. • Taste Milwaukee’s Italian heritage with a half-pound box of Peter Sciortino’s Bakery on historic Brady Street. • Delve into Mexican culture with a mini Three King’s Cake from La Flor de Trigo. • Enjoy a dozen of National Bakery’s famous German pecan fingers. • Savor six madeleines as a French delight from Greige Patisserie. • Always a favorite, Ultimate Confections has been making homemade, hand-dipped chocolates for 30+ years. Enjoy chocolate dipped treats from this staple of the Milwaukee community. • A 1.5-hour live virtual tour using Zoom technology. You will have the opportunity to ask questions too! Your educational seminar includes live discussion, photos, and high-quality pre-filmed segments. Registering for this program gives MCC permission to share your name and address with our distributor for the purpose of mailing your Bakery Box directly to your home. Items will be shipped to your home the week of December 6. If you wish to purchase this as a gift for another person, please call our office at 815-455-8559 to coordinate shipping details.

Fee: $95 Theresa Nemetz
# 2111 Th 12/9 6–7:30 p.m. Remote

NEW! Navigating the National Park System

We share key learnings based on the experience visiting all 423 units of America’s National Park System. We discuss different types of parks in the system, efficient and cost-effective planning strategies for visiting parks, the range of activities available in the parks for various age groups, and helpful resources for navigating our National Park System.

Fee: $19 David Kroese
# 1892 Th 12/9 6:30–8 p.m. A, MCC

NEW! Exploring the National Park System

We discuss specific parks and topics of interest to attendees. Each participant is asked to choose one park or park-related topic to begin the session. Attendees can ask a specific question about the park, ask about a particular aspect of that park, or simply name a park of interest. In the case of the latter, presenter will focus on the most notable experience or impression of the park or location in question.

Fee: $19 David Kroese
# 1893 Th 12/16 6:30–8 p.m. A, MCC

TEST PREP

SAT/ACT Part 1-English Prep Course

Focuses on the verbal questions of the ACT and SAT for the Reading Test, English Test, and Science Test. The course assess your knowledge of English usage, grammar, and reading comprehension. In addition to preparing you for specific question types on both exams, also includes pointers in time management, anxiety relief, scoring and general standardized test-taking.

Fee: $115
# 2296 10/13–12/10 24 Hours Online
# 2297 11/17–1/14 24 Hours Online
# 2298 12/15–2/11 24 Hours Online
SAT/ACT Part 2-Math Prep Course
Focuses on the math questions of the ACT and SAT geometry, trigonometry, and basic statistics. Provides you with a complete math review of all these subjects. Learn how to use your time wisely so you finish as many math questions as possible in the 60 minutes given to you for the math test. You’ll also cover functions and other algebra II subjects now tested on the SAT. Also includes pointers in time management, anxiety relief, scoring and general standardized test-taking.
Fee: $115
# 2293 10/13–12/10 24 Hours Online
# 2294 11/17–1/14 24 Hours Online
# 2295 12/15–2/11 24 Hours Online

SAT/ACT Prep Series
Making the decision to attend college is probably one of the most important decisions you’ll ever make-and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will help prepare you to excel in all sections, for both tests, and provide you with the means to achieve your best potential score!
Fee: $199
# 2300 10/13–1/5 48 Hours Online
# 2301 11/17–2/9 48 Hours Online
# 2302 12/15–3/9 24 Hours Online

WRITING

How to Self-Publish for Free
This course will start your personal journey to becoming a royalty-earning self-published author. Whatever you dream of writing, whether it’s the next Great American Novel, sharing your professional expertise, or telling your family’s story, you can write and publish it yourself. Learn how to produce e-books and print books through Amazon’s Kindle Direct Publishing and other online platforms, from a successful self-published author. You’ll learn all the basics, including proper manuscript and book formatting, book cover design, editing tools, and publishing platforms, plus how to create accounts and understand dashboards and reports. You’ll also learn about copyrights, ISBN, LCCN, and AISN, developing a self-publishing plan and how to put that plan into action. Students who already have a book in progress can develop it for publication, while students who are new to writing and self-publishing will develop a solid understanding of this exciting and constantly-evolving new industry in this content-rich class.
Fee: $79    Roxanne Boersma
# 1737   Sa   11/6–12/4   9–11 a.m.   Remote

A to Z Grant Writing
Learn the ins and outs of grant writing from a veteran grant writer. This course will provide the experience and skills you need to become a successful grant writer as you learn to put together stand-out proposals that will encourage funds from donors.
Fee: $119
# 2287 10/13–12/10 24 Hours Online
# 2288 11/17–1/14 24 Hours Online
# 2289 12/15–2/11 24 Hours Online

Beginning Writer’s Workshop
If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help improve your writing skills and discover new ways to stretch your creative muscles.
Fee: $115
# 2313 10/13–12/10 24 Hours Online
# 2314 11/17–1/14 24 Hours Online
# 2315 12/15–2/11 24 Hours Online
Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

Fee: $115

#2322 10/13–12/10 24 Hours Online
#2323 11/17–1/14 24 Hours Online
#2325 12/15–2/11 24 Hours Online

The Craft of Magazine Writing

Learn the skills and insights you will need to jump-start your career as a magazine writer. This course will teach you how to get your work published and turn your writing skills into an easy source of extra income.

Fee: $119

#2306 10/13–12/10 24 Hours Online
#2308 11/17–1/14 24 Hours Online
#2309 12/15–2/11 24 Hours Online

Write Fiction Like A Pro

Learn how to use story outlines like a professional writer with the help of lessons developed by a published author. This course will show you how to apply narrative structure to lend your fiction writing the maximum dramatic effect.

Fee: $115

#2316 10/13–12/10 24 Hours Online
#2317 11/17–1/14 24 Hours Online
#2318 12/15–2/11 24 Hours Online

Writing Essentials

Master the essentials of writing so you can excel at business communications, engage online audiences, and take your creative literary talents to a new level. This course provides you with the writing tools you need for success.

Fee: $119

#2310 10/13–12/10 24 Hours Online
#2311 11/17–1/14 24 Hours Online
#2312 12/15–2/11 24 Hours Online

Writing for Children

Create stories that touch the hearts of children with the help of a published children’s author. This course provides you with an essential overview of planning, researching, writing, and marketing children’s books that engage audiences and sell to publishers.

Fee: $115

#2303 10/13–12/10 24 Hours Online
#2304 11/17–1/14 24 Hours Online
#2305 12/15–2/11 24 Hours Online
The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/rap or call (815) 455-8588.

**RAP Membership**

A twelve month RAP membership is $25 and is renewable on your membership anniversary. You can register for the membership and RAP classes online at www.mchenry.edu/rap. You need a valid membership to enroll in RAP classes. For more information, please call (815) 455-8559.

Fee: $25 (one year)

**Current Events**

Take a deeper look at some of the issues surrounding current events with an emphasis on listening, understanding the views of others, and expressing your own thoughts. The purpose of our discussion will be to expand your knowledge, not win an argument. This class will be facilitated by Dan Giallombardo. Classes meet on October 4, November 1, and December 6.

Fee: $10

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**Great Decisions**

The always-popular, eight-week “Great Decisions” series features lively discussion and stimulating conversation on eight world topics chosen by the Foreign Policy Association (FPA). Discussions are facilitated by RAP members, and all points of view are welcome. Prior to the course, you’ll need to order your briefing book, which is published by the FPA as a discussion supplement. The book can be ordered directly from the FPA’s website, www.fpa.org/great_decisions/. Each topic in the briefing book places the thematic or geographic issue in historical context and provides background, current policies, and alternative policy options. The video will be viewed during class.

Fee: $10

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**Women in Space Exploration**

Women have been traveling to space for decades, and women have been involved in getting people to space – and returning them safely to Earth – for just as long. Learn more about several of these trailblazers.

Fee: $12

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**Great Chicago Fire: Rising From the Ashes**

The Great Chicago Fire burned through the city October 8-10, 1871, killing 300 people and leaving more than 100,000 residents homeless. As raindrops finally doused the flames and city leaders assessed the damage, the shock of tragedy was replaced by the resolve to rebuild. The Chicago Tribune echoed the sentiment of most when it proclaimed in its first post-fire issue: CHICAGO SHALL RISE AGAIN. We’ll look at the causes of the fire and how Chicago re-invented itself in the aftermath. In the period from 1872 through the Plan of Chicago in 1909, the city would rebuild, only to do it all again in the early 20th Century. After the Great Fire, the city would rise from the ashes, only to fall to the progress of time.

Fee: $12

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Founding Mothers: Colonial-Era Women with Clout
American women in past centuries usually kept to house and home. But that was not always true, especially in early colonial times, when society was especially fluid and open. This lecture explores five women who lived lives of influence outside of the family bounds: the diplomat Pocahontas, the poet Anne Bradstreet, the political leader Margaret Brent, the entrepreneur Eliza Pinckney.
Fee: $12

Chimpanzees - Our Wild Relatives
Chimpanzees share 99% of their DNA with humans making them our closest relatives in the animal kingdom. Chimpanzees have been taught to communicate using American Sign Language. This presentation will focus on chimpanzee intelligence and behavior. The presentation will also tell the story of Dr. Jane Goodall, and her groundbreaking research on chimpanzees. Dr. Ulferts will share his own encounters with chimpanzees at Gombe National Park in Tanzania, as well as at Budongo Forest in Uganda.
Fee: $12

The American Revolution in our National Park System
Over thirty of our 423 National Park Service sites have a direct connection to the American Revolution. We explore the sites that tell the revolutionary story, the events and places that preceded it, the moments that shaped its direction, and battles that decide the outcome. Furthermore, we share sites revealing issues not resolved in the 1783 Treaty of Paris.
Fee: $12

The Life, Laughter, and Legacy of Robin Williams
Comedian and actor Robin Williams, touched most everyone. You might remember a greeting of Nanu-Nanu happily given by Mork from Ork, Peter Pan in Neverland, the magical city of Agrabah and the Genie, or maybe the charming, whimsical nanny, Mrs. Doubtfire. To many, Williams’ amazing talent was larger than life. Through his on-the-spot improvisational skills, genuine personality, and quick-witted humor, Williams captured the attention and hearts of many throughout the world. Historical Presenter, Michelle Gibbons, will take you into the life and mind of the comic genius, Robin Williams. She’ll discuss Williams’ famous works, movies, TV shows, and success; his personal struggles and achievements; as well as the impact he made on others during, and after his life.
Fee: $12

Tricks, Travel, and Tasty Treats
Time to celebrate autumn with fall-inspired treats from Wisconsin and a side of spooky (and not-so-spooky) tales of days gone by. During our online live tour, delivered via Zoom, our Milwaukee expert will entertain you with lively stories of the city’s history and culture, and share behind-the-scenes videos to see the spaces and meet the people unique to this virtual tour. We are excited to share our stories and knowledge with you right in your own home. The box is perfect to split between two people to enjoy during the presentation, and includes free shipping in the contiguous United States. Registration Deadline is October 7. To sweeten the experience, you will receive a box containing the tastiest of Halloween treats, including:
- One 3-ounce bag of Creepy Corn popcorn popped fresh by Pop’s Kettle Corn in Muskego.
- One milk chocolate Halloween variety pack from Ultimate Confections in Wauwatosa, which includes seven dipped pretzel twists, a dipped oreo cookie and a chocolate ghost.
- One original Ziegler Chocolate Bar, original to the Milwaukee George Ziegler Candy Co. In 1911, they were the first in the country to market a wrapped candy bar. This bar is made by Ziegler’s HALF NUTS in West Allis.
- Two traditional soul cakes baked just for us by La Tarte Bakery, using a recipe from the 1800’s so that we can dive into the tradition of souling. Registering for this program gives MCC permission to share your name and address with our distributor for the purpose of mailing your Armchair Tourist Box directly to your home. Items will be shipped to your home the week of October 11. If you wish to purchase this as a gift for another person, please call our office at 815-455-8559 to coordinate shipping details.
Fee: $85

RAP Hike—Coral Woods Conservation Area
Join a McHenry County Conservation District educator for a fall hike through the sugar maple forest of Coral Woods Conservation Area in Marengo. We’ll hike an easy 1.2 mile trail with a mostly flat surface, enjoy the fall colors, and stop along the way to talk about what makes this place so special – maple trees that produce maple syrup every year! Please dress for the weather and hiking, with sturdy shoes, and bring your own water.
Fee: $10

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Haunted Hotels of the West

The older a place is, the greater the possibility that it could be “HAUNTED!” With that being said, when I travel, I now look exclusively for hotels that are reported to be haunted. As a Halloween treat, you are cordially invited to come with me to the West, where every night was an adventure. We’ll visit where the Unsinkable Molly Brown, Butch Cassidy, Teddy Roosevelt, and numerous unsavory characters lay down their heads for a good night’s sleep, and what happens when the dead get bored!

Fee: $12
# 1897 F 10/22 1–2:20 p.m. Remote

Charles Darwin

There is a tide in the affairs of men. Darwin experienced that tide at age 22 and details the five year around-the-world voyage of the H.M.S. Beagle. Darwin selects five elements of interest: A South American Ostriche, giant quadruped fossils, the Concepcion earthquake, 14,000 foot high Andes seashells, and the Galapagos finches. And then come the questions. Why two Ostriche species are living adjacent? Are the ancient fossil animals related to modern forms? Are the forces propelling earthquakes and volcanoes the same? How were the seashells raised up above sea level? How did the Galapagos finches, which are related to South American birds, become new species? How did the plants and animals even get to the Galapagos? Using John Gould bird prints, chromolithographs of dinosaurs, nature photographs and his own drawings, Darwin answers his questions using his theory of Descent with Modification powered by Natural Selection. His book *The Origin of Species* changed Biology and our view of the world forever.

Fee: $12
# 2094 T 10/26 1–2:20 p.m. Remote

Environmental Issues—Yosemite and the History of Water Wars in California

This class will look into the ongoing need to acquire water for one of the most heavily populated areas in the United States. The problem continues due to a lack of natural water sources sufficient to meet the needs of an ever-growing population. Let’s look at historic efforts of attaining an ever-increasing water supply for the ever-increasing water needs and how it has created an ongoing history of man’s inability to control the most necessary resource on the planet. This class will examine the water controversies of Yosemite National Park and the Owens Valley as well as the Salton Sea.

Fee: $12
# 2090 W 10/27 10–11:30 a.m. Remote

Lady Bird Johnson—One of the Greatest First Ladies

A presentation on one of our most accomplished first lady’s life and history. A discussion of her direct contribution to Lyndon Johnson’s political career, his presidency, and later her contribution to numerous environmental efforts across our country. She is a fascinating, yet quiet asset of our American history.

Fee: $12
# 2093 Th 10/28 10 a.m.–Noon Remote

Environmental Issues—What we are learning from Yellowstone National Park

Americans can take pride in the initiation of the national park concept. Since its legal beginnings with the introduction of Yellowstone National Park in 1872, Americans have had to deal with issues that have become a national concern and triggered ongoing political conversation with regards to wildlife management. Conservation and recreation have often come into conflict. We will discuss the history and the current state of key issues that we are working through and learning about in our nation’s first national park.

Fee: $12
# 2388 Th 11/4 10–11:30 a.m. Remote

The Calling of St. Matthew

Caravaggio’s the Calling of St. Matthew, 1599–1600, Rome is one of the artist’s most renowned and yet perplexing paintings. The compelling story of Matthew’s calling by Christ with his famous gesture has perplexed art historians and lovers of art: which figure is Matthew? This presentation not only examines the intriguing composition and Caravaggio’s use of light but focuses on the historical period in Jerusalem and Matthew’s role as a tax collector. It makes for interesting speculation and debate over “who is Matthew”.

Fee: $12
# 2389 F 11/5 1–2:20 p.m. Remote
Buon Cibo! Exploring St. Louis’ Italian Heritage
Travel to America’s Last Little Italy and learn about the history and culture, plus enjoy a “Taste of The Hill” with local guide, Dea Hoover. We’ll take you on a virtual tour through the neighborhood, showing you the old with the new, including the Imo’s Piazza and fountain. The best part is that you’ll receive a special goody box created just for your tour so that you can enjoy not only the sights, but also the aroma and tastes of the Hill! Each item in your goody box holds its own story and will be related to the area of Italy from which it originated and remains most popular. Contents of your goody box will be adequate for two participants to share and will contain specialty items from “The Hill.” Your Sweet & Savory Italian selection will include: Fancy Garlic Pepper (Urzi’s Special blend), Italian cookies from MO Baking, Amaretto Macaroon (voted best cookie in STL a few years ago), Olive Oil, Bread Dipping Spice, Italian salami, small bag of pasta, Licorice (Anise is huge in Italy and they specialize in it – we may substitute this item) and Limoncello almonds. Registration deadline is October 22. If you wish to purchase this item as a gift, please contact our office at (815) 455-8559 so we can make appropriate mailing arrangements for your recipients! Registering for this program gives MCC permission to share your name and address with our distributor for the purpose of mailing your Armchair Tourist Box directly to your home. Items will be shipped to your home just prior to the tour. If you wish to purchase this as a gift for another person, please call our office at 815-455-8559 to coordinate shipping details.
Fee: $65
# 2109  Sa  11/6  10–11:30 a.m.  Remote

Dea Hoover

A History of Ireland—Emerald Isle
Many people have roots connecting them back to the Emerald Isle. Learn the history of the Celts, the Claddagh, Clew Bay and more! Dea Hoover and Declan Rutan will take you on a virtual tour. As we follow the thread of history, we will include various lyrics from Irish songs, some traditional, some modern, but all relating to the Emerald Isle. Enjoy a cup of tea or uisce beatha (Irish for “The Water of Life” aka whiskey) and soon we’ll be in Ireland!
Fee: $12
# 2104  M  11/8  6–8 p.m.  Remote

Declan Rutan

The Illinois & Michigan Canal—Past and Present
Long before highways and railroads turned Chicago into the transportation hub of the U.S., the Illinois & Michigan Canal literally put the city on the map. In 1673, the French-Canadian explorers Louis Joliet and Jacques Marquette were the first non-Native Americans to travel from the Illinois River to Lake Michigan via the Des Plaines and Chicago Rivers. They noted in their journals that a canal could be built to connect these waterways, creating a navigable channel of travel stretching from the Great Lakes to the vast Mississippi River system. The promise of a canal’s potential for spreading commerce from the settled east to the western frontier led to the founding of Chicago as the commercial transfer point between Lake Michigan vessels and canal barges. In this PowerPoint presentation, we will explore the story of the building of the Illinois & Michigan Canal and its eventual replacement by railroads. We will take a “virtual tour” of its surviving structures from Bridgeport in Chicago to Peru, Illinois 96 miles to the southwest.
Fee: $12
# 2083  M  11/8  1–2:20 p.m.  Remote

David Clark

Lessons Learned from the Long Winter
Laura Ingalls Wilder tells the story of her family surviving a horrific 8-month-long ordeal of blizzards, deprivation, and isolation in the winter of 1880–1881 on the sparsely inhabited Dakota Territory. Their story is one of perseverance and hope. Hear from Mrs. Wilder, as she reflects almost 40 years after those events, and shares what lessons she learned from that Hard Winter. These are feelings we can all relate to, perhaps now more than ever: dealing with uncertainty, social isolation, and anxiety about the future. And the lessons are just as true as ever: have faith, have hope, and to ask for help when you need it. This is a character portrayal.
Fee: $12
# 1733  T  11/9  1–2:20 p.m.  Remote

Laura Keyes

The Tomb of the Unknown Soldier
In 1921, a sacred ground for deceased heroic World War I veterans was created in Arlington National Cemetery in Arlington, Virginia. As years passed and more wars occurred, thousands more veterans would be added to the grounds, including those from World War II, the Korean War and Vietnam. All those buried would not only have veteran status in common but another as well—their names were unknown. Historical Presenter, Jim Gibbons, will discuss the Tomb of the Unknown Soldier. Gibbons will discuss how the tomb came to be; the soldiers involved in the war; and will explain more about its past and current historical presence in Arlington National Cemetery. Every year, people from all over the world visit the monument in honor and reverence of the unknown veterans.
Fee: $12
# 2101  Th  11/11  1–2:30 p.m.  Remote

James Gibbons
12 Things that Make Life on Earth Possible  
Earth has sustained life in many different forms for more than 3 billion years. We’ll highlight an (incomplete) list of 12 things that make our planet special—a list that also influences what astronomers look for as they search for Earth-like planets elsewhere.

Fee: $12
Michelle Nichols-Yehling
# 1729  
T 11/16 1–2:30 p.m. Remote

The Civil War in our National Park System

Over ninety of our 423 National Park Service sites have a direct connection to the Civil War! Such is the impact the Civil War had on American history and the country we live in today. We’ll explore these sites and some of their fascinating aspects, revisiting their profound stories and the heroism and tragedy in events that changed the course of our nation.

Fee: $12
David Kroese
# 1890  
Th 11/18 1:30–3 p.m. Remote

Larry King

With his signature suspenders and horn-rimmed glasses, Larry King became an icon and legend. Interviewing over 50,000 celebrities and notables, he became known for his hard-hitting interviewing skills and factual, likeable personality. Tilting his glasses as he interviewed guests around a table, he made a name for himself in television and radio, later receiving two Peabody Awards, an Emmy Award, and ten Cable Ace Awards. King began his career in the 1950's and 1960's as a host for WMBM Radio. Later, he would become well-known for hosting The Larry King Show. From 1985 to 2010, he also hosted Larry King Live on CNN. King hosted Larry King Live and Politicking with Larry King until 2020. He also appeared in several movies and television shows as himself. Historian Jim Gibbons will discuss the amazing and influential life of the famous Larry King, before and during fame, his interviews, and his impact on television and journalism. He will discuss some of the most famous interviews, including: Frank Sinatra, Elizabeth Taylor, Marlon Brando, Jerry Seinfeld, Paris Hilton, and consistent coverage of the OJ Simpson chase, plus much more. Although King passed away at age 87 on January 23, 2021, his successful and impactful interviews live on.

Fee: $12
James Gibbons
# 2390  
F 11/19 1–2:20 p.m. Remote

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Pearl Harbor: A Day That Will Live In Infamy

It’s almost 8 a.m. on a beautiful December Sunday morning in Hawaii. But this will be no ordinary Sunday. On December 7, 1941, the United States was suddenly and deliberately surprise-attacked by Japanese Naval and Air Forces which then thrust the country into World War II. Historian Jim Gibbons will show you the beginning of the storms of war that led to the predawn attack. He will explain how our government in Washington and the people of the United States were wooed into vulnerability and then struck hard by the Empire of Japan. Suffering a devastating naval loss in a little over one hour and fifty minutes, the United States now had the catastrophic record of more losses in less than two hours than its entire naval losses in World War I. By 9:45 a.m. the attack is over, leaving behind 2,403 dead and 1,178 wounded. You’ll also learn how the people of the United States, as President Franklin Delano Roosevelt stated, “In their righteous might [did] succeed to absolute victory!”

Fee: $12

# 2392  T 12/7  1–2:20 p.m.  Remote

James Gibbons

Holiday Bakery Box

If there is one thing that we love, it is sweet treats from bakeries in Milwaukee! Now, you can sit back, relax, and enjoy as we will bring these sweet treats and learning opportunities to you right in your own home! You can split the bakery box with a friend and share the experience or keep all the treats for yourself. Get a cup of coffee and tune in to the “live” Bakery Box tour. You’ll get a chance to go further “behind the scenes” into the bakeries than ever before and really see how the magic happens! You will see how some of the cookies in your box are actually made! This is a special opportunity to learn even more about some of our favorite locations. This “tour” also makes a great gift for a friend who loves travelling! (The contents of the box are adequate for two participants to share the tour experience.) Registration deadline is December 2. Here is What’s Included: • Bakery Box complete with pastries from authentic Italian, German, Danish, Mexican, and French bakeries. • Taste Milwaukee’s Italian heritage with a half-pound box of Peter Sciortino’s Bakery on historic Brady Street. • Delve into Mexican culture with a mini Three King’s Cake from La Flor de Trigo. • Enjoy a dozen of National Bakery’s famous German pecan fingers. • Savor six madeleines as a French delight from Greige Patisserie. • Always a favorite, Ultimate Confections has been making homemade, hand-dipped chocolates for 30+ years. Enjoy chocolate dipped treats from this staple of the Milwaukee community. • A 1.5-hour live virtual tour using Zoom technology. You will have the opportunity to ask questions too! Your educational seminar includes live discussion, photos, and high-quality pre-filmed segments. Registering for this program gives MCC permission to share your name and address with our distributor for the purpose of mailing your Bakery Box directly to your home. Items will be shipped to your home the week of December 6. If you wish to purchase this as a gift for another person, please call our office at 815-455-8559 to coordinate shipping details.

Fee: $89

# 2110  Th 12/9  6–7:30 p.m.  Remote

Theresa Nemetz

Artificial and Augmented Intelligence in Medicine

Artificial Intelligence (AI) is the creation of machines to work and react like humans; Intelligence Augmentation (IA) is using those same machines with a different approach – to enhance the skills of the human worker. AI is revolutionizing the practice of medicine in predicting, diagnosing and treating disease as well as improving the safety and effectiveness of healthcare delivery. AI will help physicians keep up with the literature and apply it at the point of care while identifying diagnostic testing, risk assessment, and best treatment intervention through data insights. As the role of AI continues to increase in the healthcare setting to support delivery of personalized medicine, it can free up valuable time for physicians to provide patient-centered care with human connection. In this session, we will provide real-world examples of how AI is transforming healthcare, limitations of AI, and how patients can be better prepared to be an active team member in the decision-making process in this data-driven world. Time allowed for Q&A and discussion.

Fee: $12

# 2382  F 12/10  1:30–3 p.m.  Remote

Dr. Linda Feng Chang and Dr. Tushar Patel

American Christmas and New Year Traditions

For many of us, Christmas is “The Most Wonderful Time of the Year!” But did you ever wonder why it’s celebrated on December 25th or when it became a federal holiday? And why do we exchange gifts, send cards, and decorate our homes at Christmas? Or who initiated the New Year’s Eve Ball Drop from a flagpole on top of the Times Tower in NYC while “Auld Lang Syne” is sung? And what about the Three Kings? Were they really kings and just what is a King Cake? Join me as we explore the many joyous Christmas and New Year traditions in America.

Fee: $12

# 2393  M 12/13  1–2:20 p.m.  Remote

Barbara Barrett
The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/careertraining or call (815) 455-8588.

### COMMERCIAL DRIVERS LICENSE

#### 160 hr Commercial Drivers License (CDL)
McHenry County College offers comprehensive hands-on training which will prepare students to take the Secretary of State Class A test. Students train on city, county and federal highways. Students practice behind the wheel using the same equipment they will use while taking the Secretary of State Class A test. Students must be at least 18 years old, be able to read and write in English, and have a valid driver’s license at the time of registration. This course consists of 40 hours of classroom instruction and 120 hours of yard and road skills. Classes offered on a continuous basis, please contact careertraining@mchenry.edu to schedule your start date.

Fee: $4,500

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#### 240 hr Commercial Drivers License (CDL)
McHenry County College offers comprehensive hands-on training which will prepare students to take the Secretary of State Class A test. Students train on city, county and federal highways. Students practice behind the wheel using the same equipment they will use while taking the Secretary of State Class A test. Students must be at least 18 years old, be able to read and write in English, and have a valid driver’s license at the time of registration. This course consists of 40 hours of classroom instruction and 200 hours of yard and road skills. Classes offered on a continuous basis, please contact careertraining@mchenry.edu to schedule your start date.

Fee: $5,500

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### CONSTRUCTION/FLAGGER

#### Flagger Certification
The National Safety Council Flagger Training Certificate Course incorporates hands-on training and a flagging skills test for controlling traffic through construction work areas. Call (815) 479-7879 to set up a special group training session (minimum of 10 students) or for current class information. Weather permitting, the practical portion of this course may be held outdoors. Please dress accordingly.

Fee: $150

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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588.
**FIRE SERVICE**

**Fire Service Instructor I**
Fire Service Instructor I will place an emphasis on the knowledge and skills needed to deliver instruction from a prepared lesson plan, using instructional aids and evaluation tools, as defined by NFPA 1041. This course exceeds the requirements outlined by the State Fire Marshal and allows the student to sit for the state exam. Required Textbook: Fire Service Instructor Principles & Practice Enhanced Second Edition ISBN: 9781284122183 Pre-Requisites: OSFM Certified Firefighter II or Basic Operations FF Student must meet OSFM requirement for attendance before sitting for OSFM exam

Fee: $400 Wesley Crain
# 1522 M–F 11/8–11/12 8 a.m.–5 p.m. McHenry Township Fire Protection District Station

**Truck Company Operations**
This course over three-days will instruct firefighters on how to function more efficiently as a truck company / squad company on single family, multi family, commercial and warehouse structures. This extensive course will allow firefighters and company officers to conduct truck company building size up, ladder throwing evolutions, ventilation, rescues, aerial placement for tower ladders and straight aerial ladders, as well as extensive work on forcible entry and much more. This is more than a one-day classroom, but two days will cover truck company philosophy and their role at working fires. It includes utilizing local aerial apparatus and going out in the community to position aerial apparatus for defensive operations and making rescues. Instructors for this course come with over 80 years of experience in large city, suburban and urban environments. Pre-Requisites: Certified Firefighters, Company Officers and Chief Officers

Fee: $500 Wesley Crain
# 2364 MTW 10/11–10/13 8 a.m.–5 p.m. MCC Main Campus

**FOOD SERVICE SANITATION**

**Food Service Sanitation**
This course for food service workers and managers is required by the Illinois Department of Public Health. A national ANSI approved exam will be administered at the end of the course. Students that pass the exam will receive a national certificate recognized by the IDPH that is valid for five years. If you do not pass the exam, you will need to enroll in the re-test class at a fee of $35. The book is available in the MCC Bookstore. Please note: The Bookstore is not open Saturday, and the book must be purchased ahead of time.

Fee: $175 Frank Bertolami
# 2068 TTh 10/12, 10/14 5:30–9:50 p.m. MCC Main Campus

**PROFESSIONAL HEALTHCARE**

**EKG Technician**
You’ll study basic to advanced concepts in EKG. These concepts include the basic cardiac anatomy and physiology, proper lead placement for a 5- and 12-lead, technical aspects of the EKG machine and how to calculate heart rate, how to interpret a rhythm strip, and several advanced concepts working with the 12-lead EKG machines. You’ll also learn how to prep a patient for EKG monitoring and troubleshooting EKG artifacts. This training will allow you to assist the physician with diagnosing myocardial infarction, cardiac arrhythmias, and heart rhythm irregularities. EKG machines are used in physicians’ offices, hospitals, clinics, and other healthcare facilities. The fee for this class includes all books, materials, and the cost of the initial certification exam to be taken at the end of class. Asynchronous work to take place on-line (recorded zoom lectures, quizzes, and assignments).

Fee: $999 Angela Sass
# 1972 MW 10/25–12/15 3:30–5 p.m. E, MCC

**Healthcare Provider CPR**
This course meets the requirements for recognition as a Basic Life Support Rescuer for healthcare providers by the American Heart Association (AHA) and is intended for those entering or those currently working in healthcare settings. After successfully completing this course, you’ll receive a certification in BLS CPR. Cost of the book and materials are included in the course fee. 4.5 contact hours will be issued.

Fee: $75 Michelle Krysiak
# 2082 T 10/12 6–10 p.m. MCC Main Campus
Phlebotomy Technician CPT

A Phlebotomy Technician Certification (CPT) will give you the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. This course consists of 60 classroom and lab hours in which you’ll be required to complete a minimum of 30 venipunctures and 10 capillary sticks. After successful completion of the course, you’ll be prepared to take the National Health Careers (NHA) certification exam. The cost of the course includes the books, materials, and the cost of the NHA certification exam. Students will both administer and receive venipunctures and capillary sticks. *This course has immunization and physical screening requirements that must be met before the start of the course. Please contact jdebolt@mchenry.edu prior to enrolling for details.

Fee: $1,999

Angela Sass
# 1973
MW 10/4–12/15 5:15–8:15 p.m. E, MCC

REAL ESTATE/HOME INSPECTION

Home Inspection Pre-Licensing Course

To become an Illinois-licensed home inspector, you must: successfully complete an approved pre-licensing course (including five field inspection events); pass the Illinois Home Inspector License Exam; and submit the application and fee to the state. MCC is an Illinois-approved Pre-License School for Home Inspectors and this is an Illinois-approved pre-license course. This course covers the major elements of home inspection to help prepare you for the state certification exam. Successful completion of this 60-hour course, along with the five mandatory inspection events, is required to sit for the Illinois State Exam. Field inspection events may be offered as a part of this course, subject to availability, and will take place outside of class hours. You are responsible for your own transportation to and from the inspection event sites, and may be required to complete additional inspections outside of this course in order to meet the state licensure requirements. Topics covered include: exteriors, interiors, roofing, plumbing, electrical, HVAC, structural, misc. appliances, laws, and standards of practice. If you have had a felony conviction, you will need to contact the Illinois Department of Financial and Professional Regulation (IDFPR) at (217) 785-0800 to see if you will be eligible to sit for the exam. IDFPR requires students be at least 21 years old to take the licensure exam.

Fee: $895

Bruce Peterson
# 1606
TTh 10/5–12/21 6–9 p.m. C, MCC

HVAC/R Certified Technician (Voucher Included)

This is an open enrollment class—enroll anytime to begin your certification class. If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities. This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state’s requirements prior to enrollment to ensure this course is the right fit for you. Certification Exams By course completion, you will be fully prepared to sit for the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. Upon completion of this course, you will receive an HVAC Excellence ESCO Group Voucher Package that includes: • 1 Principals of Electrical and Refrigeration (Core) exam voucher • 1 Professional Technician exam voucher (Residential Air Conditioning recommended) • 1 EPA 608 exam voucher *To sit for the HVAC Excellence Core exam, you must provide two years of documented work experience. Exam proctor fees may apply. Additionally, this course aligns with the following Professional Technician specialty areas (vouchers are not included for the below exams): • Principals of Electrical and Refrigeration Theory • Residential Air Conditioning • Gas Heat • Electric Heat • Heat Pump Installer • Heat Pump Service • Light commercial Air Conditioning • Light commercial Refrigeration

Fee: $2,895

# 2271
7/28–12/23 162 Hours Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Real Estate Broker Pre Licensing Series
Real Estate Sales Broker Pre-License Topics Study the broad field of real estate with an emphasis on license law, real property, agency structure, buyer and seller relationships and counseling. We’ll also explore Illinois law, Federal law, marketing and advertising, market analysis and appraisal, financing, and contract knowledge, independent contractor/employee agreements and occupational disciplines. This blended-home study course satisfies 75 hours of the 90 hours of instruction required by the Illinois Department of Financial and Professional Regulation to become a Real Estate Broker. This course will almost always be held concurrently or consecutively with Real Estate Broker Pre-License Interactive course. Successful completion of this course and the Real Estate Broker Pre-license Interactive class qualifies you to sit for the Illinois Real Estate Broker Examination. Real Estate Sales Broker Applied Real Estate Principles-Interactive We’ll cover role play, case study examples, demonstration examples, and what if situational examples in such areas as listing presentation, agreement and disclosure, writing purchase agreements, market analysis, seller net sheets, confronting fair housing violations/seller or buyer, distressed property issues, antitrust scenarios, and inspection/repair issues. This course satisfies 15 hours of the 90 hours of interactive/situational training required by the Illinois Department of Financial and Professional Regulation to become a Real Estate Broker.

Fee: $799
Kristine Brown
# 1493 T 8/17–11/16 6–9:30 p.m. Remote

VETERINARY

Veterinary Assistant
Veterinary assistants have been identified by the U.S. Department of Labor as one of the fastest-growing professions. Vet assistants work with veterinarians in private practice, animal shelters, animal control facilities, pet stores, kennels, and veterinary drug companies. Working with veterinarians and veterinarian technicians, they help provide medical care to sick and injured animals. This course includes 150 hours of classroom instruction and 100 hours of mandatory clinical externship. Times of clinical externships will vary based on availability and hours of the clinical sites. Students in this course will be expected to set up their own externship hours with an approved veterinary clinic. Please contact Justin DeBolt at (815) 479-7879 or jdebolt@mchenry.edu with any questions prior to enrolling. Successful completion of the class includes successful completion of the clinical.

Fee: $2,499
Tabitha Arenson and Megan Mingl
# 2366 MTTh 1/10–5/17 6–9 p.m. MCC Main Campus

APPLY FOR A NONCREDIT CAREER TRAINING SCHOLARSHIP
www.mchenry.edu/ncscholarships

HOW TO APPLY: To apply for a scholarship, mail or bring a completed application to the Friends of MCC Foundation Office (209). Mchenry County College, 8900 U.S. Route 14, Crystal Lake, IL 60012

WHO TO CONTACT for more information: Justin DeBolt, Coordinator, Career Training at (815) 479-7879 or jdebolt@mchenry.edu.
Introduction to QuickBooks Online (QBO)
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to midsized-business owner who needs a fully functional accounting system that’s also easy to use. In 12 lessons, you will gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Participants will receive an email with login information 24-48 hours after registering.
Fee: $119
# 2151 10/13–12/3 24 Hours Online
# 2153 12/15–2/4 24 Hours Online

Keyboarding
Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Participants will receive an email with login information 24-48 hours after registering.
Fee: $115
# 2142 10/13–12/3 24 Hours Online
# 2299 12/15–2/4 24 Hours Online

Adobe Acrobat-Tips and Shortcuts
Designed with the busy professional in mind, this hand-on workshop provides step-by-step instructions in Adobe Acrobat. Learn how to Navigate, Create, Edit, Password Protect and more!
Fee: $109 Amil (Chip) Rose
# 1674 Th 12/9 1–5 p.m. Remote

NEW! Microsoft Office 2019 New Features
This course provides an overview of the new features and changes such as scalable vector graphics, LaTeX equations, drawing and writing with ink, inserting 3D models, and Morph in PowerPoint.
Fee: $79 Audrey Minkalis
# 2248 Th 11/18 1–4 p.m. Remote

NEW! Microsoft Office 365 Overview
This course provides an overview of Office 365 apps and services including OneDrive, OneNote, Sway, and Skype.
Fee: $79 Audrey Minkalis
# 2247 T 11/16 1–4 p.m. 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 Audrey Minkalis
# 1671 W 10/20 8 a.m.–Noon SCC

The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/workforce or call (815) 455-8588.
Microsoft Outlook
Learn the basics of Microsoft Outlook, an information management program used to manage e-mail, calendar, contacts, tasks, and notes.
Fee: $79
# 1664  W  11/10  12:30–3:30 p.m.  SCC
Audrey Minkalis

NEW! Microsoft Teams
Get an overview of Microsoft Teams, a collaboration app that helps your team stay organized and have conversations all in one place. This course is perfect for on-location and remote office workers, virtual classroom students, and home users.
Fee: $79
# 2249  Th  12/2  12:30–3:30 p.m.  SCC
Audrey Minkalis

Microsoft Windows 10
Learn how to get started with the latest version of Microsoft's operating system. Discover desktop features, personalization options, File Explorer, and multitasking. We'll also demonstrate Cortana, OneDrive, and Microsoft Edge.
Fee: $99
# 1669  M  10/18  8 a.m.–Noon  SCC
Audrey Minkalis

Microsoft Word Level 1 (Basic)
Microsoft Word is a powerful word processing program gives you the ability to create and share documents with a comprehensive set of writing tools.
Fee: $179
# 1666  MW  11/15, 11/17  8 a.m.–Noon  SCC
Audrey Minkalis

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
# 1659  W  12/1  12:30–3:30 p.m.  SCC
Audrey Minkalis

Introduction to Microsoft Project 2016
From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project's details quickly and effectively. Using the program's different views, such as the Calendar and Gantt chart views, you'll be able to manage your project information and produce effective reports. After completing the course, you'll know how to develop, implement, and control a project plan that meets organizational and customer objectives. Participants will receive an email with login information 24–48 hours after registering.
Fee: $129
# 2138  10/13–12/3  24 Hours  Online
# 2139  12/15–2/4  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. Participants will receive an email with login information 24–48 hours after registering.
Fee: $129
# 2140  10/13–12/3  24 Hours  Online
# 2141  12/15–2/4  24 Hours  Online

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
# 2147  10/13–12/3  24 Hours  Online
# 2149  12/15–2/4  24 Hours  Online

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
# 2243  T  11/30  12:30–4:30 p.m.  SCC
Audrey Minkalis
Microsoft Excel 2016 Series

This series includes Microsoft Excel 2016 Level 1, 2, and 3 and is offered at a discounted rate. Taking all three courses within a few weeks allows the learner to start with a solid foundation and then follow a progression of learning that builds on each skill. If you use Excel on a daily basis or are looking to upskill your resume, this Excel Series will greatly enhance your knowledge and productivity. Click on the individual class for course description.

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

Series Fee: $477
SER-EX MW 10/18, 10/20, 11/15, 11/17, 12/6, 12/8 12:30–4:30 p.m.

Microsoft Excel Level 1 (Basic)

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

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

Microsoft Excel Level 2 (Intermediate)

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

Fee: $179 Audrey Minkalis
# 1679 F 10/22 8 a.m.–4:30 p.m. SCC
# 1682 MW 11/15, 11/17 12:30–4:30 p.m. SCC

Microsoft Excel Level 3 (Advanced)

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

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

Microsoft Excel 2019 Series

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

Take the entire Microsoft Excel 2019 Series (3 sessions) and save!

Series Fee: $477
SER-EX2019 TTh 11/16, 11/18, 11/30, 12/2, 12/14, 12/16 8 a.m.–Noon

NEW! Microsoft Excel 2019 Level 1

This course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2019, or if they want to have a solid foundation for continuing on to become an Excel Expert.

Fee: $179 Audrey Minkalis
# 2244 TTh 11/16, 11/18, 11/30 8 a.m.–Noon SCC
# 2245 TTh 11/30, 12/2, 11/17 8 a.m.–Noon SCC

NEW! Microsoft Excel 2019 Level 2

Excel 2019 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data. Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes students know how to use a computer, that they’re familiar with Microsoft Windows, and that they’ve taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: $179 Audrey Minkalis
# 2245 TTh 11/30, 12/2 8 a.m.–Noon SCC

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
NEW! Microsoft Excel 2019 Level 3

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

Fee: $179  Audrey Minkalis
# 2246  TTh 12/14, 12/16  8 a.m.–Noon  SCC

MICROSOFT EXCEL 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 Fee: $160
SER-EXPP  W  11/10, 12/1  8 a.m.–Noon  SCC

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

Microsoft Excel Data Analysis with PowerPivot

We’re living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of PowerPivot to maximize your effectiveness when analyzing data. After successfully completing this course, you’ll be able to use PowerPivot along with Excel 2016 to analyze data from a variety of sources. Prerequisite: Excel 2016 and PivotTable experience and an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of Pivot Tables course highly recommended.

Fee: $99  Audrey Minkalis
# 1687  W  12/1  8 a.m.–Noon  SCC

Adobe InDesign Essentials

Adobe InDesign is the industry standard page-layout program that works seamlessly with Adobe Illustrator and Photoshop. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities used to create professional documents. You will learn how to manage the InDesign environment and create, set up, design, enhance, and finalize multi-page documents. Access to Adobe InDesign software required.

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

Adobe Photoshop Essentials

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

Fee: $225  Andy Helmi
# 1863  10/4–10/29  16 Hours  Online

Boosting Your Website Traffic

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

Fee: $195  Susan Hurrell
# 1820  10/4–10/29  16 Hours  Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Creating Web Pages
Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website and create pages with neatly formatted text, links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119
# 2143 10/13–12/3 24 Hours Online
# 2144 12/15–2/4 24 Hours Online

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

Fee: $195 Jennifer Selke
# 1781 11/1–11/26 16 Hours Online

Marketing Using Social Media
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media platforms including Twitter, LinkedIn, and blogging. Learn quick, easy ways to engage your customers and keep them interested in your organization or business. Discover the advantages and disadvantages of each platform and learn what’s right for your type of work and organization.

Fee: $195 Nicole Siscaretti
# 1780 10/4–10/29 16 Hours Online

Online Advertising
Make online advertising work for you and your organization. Explore pay-per-click advertising with Google AdWords, then find out how to test low-budget AdWord campaigns. Learn how you can target local audiences via Facebook advertising and determine the demographics (and even numbers of people) you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

Fee: $195 Susan Hurrell
# 1821 11/1–11/26 16 Hours Online