CONTINUING EDUCATION

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
# 3042 1/3–3/31 1.5 Hours Online

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
# 3053 W 1/12, 1/19 7–9:50 p.m.
# 3054 Su 2/20, 2/27 1–3:50 p.m.

CRAFTS AND HOBBIES

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
# 3055 Su 3/13, 3/20 1–3:50 p.m.

Kenneth West
Material Things
Artisan Market

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
# 3039 M 1/24–2/28 7–8:20 p.m.
A, MCC

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
# 3040 M 3/7–4/11 7–8:20 p.m.
A, MCC
**FINE ART**

**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

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td># 2908</td>
<td>1/12–3/4</td>
<td>24 Hours</td>
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<tr>
<td># 2909</td>
<td>2/9–4/1</td>
<td>24 Hours</td>
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<tr>
<td># 2910</td>
<td>3/16–5/6</td>
<td>24 Hours</td>
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**Intermediate-Advanced Watercolors**
Intermediate painters will work on advanced 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

<table>
<thead>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td># 2853</td>
<td>F 2/4–3/25</td>
<td>10 a.m.–1 p.m.</td>
<td>A, MCC</td>
</tr>
</tbody>
</table>

**The Art Of Colored Pencils**
Colored pencils aren’t just for kids, but for those seeking a new way of creating original, quality artwork with a handmade, personal feel. Starting with the fundamentals of smooth blending and how to build-up color to create depth and volume, you’ll also develop value and intensity within your work. With the simplicity and freedom of colored pencils, learn why this medium is loved by so many successful artists. Draw from your own photos or from photos provided in class. Supply list will be emailed 2 weeks before the first class.
Fee: $69

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<th>Course Code</th>
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<tbody>
<tr>
<td># 3023</td>
<td>T 1/18–2/22</td>
<td>6:30–8:30 p.m.</td>
<td>A, MCC</td>
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</tbody>
</table>

**The Art of Drawing—Beginner and Intermediate**
Learn basic drawing skills—drawing freehand, drawing with a grid, measuring as you draw, and shading. No experience necessary. Instructor will have photos available to reference. Please bring a sketchbook, drawing pencils, an eraser, a kneaded eraser, and blending stumps.
Fee: $69

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<tr>
<th>Course Code</th>
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<tr>
<td># 3022</td>
<td>Th 1/20–2/24</td>
<td>6:30–8:30 p.m.</td>
<td>A, MCC</td>
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**HEALTH AND WELLNESS**

**Emotional Intelligence: Manage Emotions**
Emotional intelligence is being smarter with feelings – the capacity to blend thinking and feeling to make optimal decisions. It’s a learnable, measurable, scientifically validated skillset. In this introduction, you will learn the Six Seconds Model of Emotional Intelligence and gain practical tips and resources to help you begin to use the model in everyday life to help improve your own relationship with your emotions and relationships with others.
Fee: $39

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<tbody>
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<td># 2474</td>
<td>Th 1/13–1/27</td>
<td>7–8:30 p.m.</td>
<td>E, MCC</td>
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</table>

**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

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<td># 3012</td>
<td>1/12–3/4</td>
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<td># 3013</td>
<td>2/9–4/1</td>
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<tr>
<td># 3014</td>
<td>3/16–5/6</td>
<td>24 Hours</td>
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</table>

**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 ICD-10-CM which will give you a leg up on others who are new to this career.
Fee: $115

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<td># 3016</td>
<td>2/9–4/1</td>
<td>24 Hours</td>
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<tr>
<td># 3017</td>
<td>3/16–5/6</td>
<td>24 Hours</td>
<td>Online</td>
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</tbody>
</table>
**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

- **# 3018** 1/12–3/4 24 Hours Online
- **# 3019** 2/9–4/1 24 Hours Online
- **# 3020** 3/16–5/6 24 Hours Online

**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

- **# 2988** 1/12–3/4 24 Hours Online
- **# 2989** 2/9–4/1 24 Hours Online
- **# 2990** 3/16–5/6 24 Hours Online

**Introduction to Self-Compassion**

Self-compassion involves treating ourselves kindly, like we would a good friend we care about. Rather than continually judging and evaluating ourselves, self-compassion involves generating kindness toward ourselves as imperfect humans and learning to be present with the inevitable struggles of life with greater ease. It motivates us to make needed changes in our lives not because we’re worthless or inadequate, but because we care about ourselves and want to lessen our suffering.

Fee: $39

- **# 2473** Th 2/3–2/17 7–8:30 p.m. E, MCC

**HOME AND GARDEN**

**Beekeeping 101**

The demand for bees for pollination is up, so there’s no better time to learn about bees and beekeeping. We’ll cover bee biology, modern beekeeping techniques, construction of hives, and how to acquire bees. Keep bees for the fun of it, as a sideline job, or to help your garden and orchard.

Fee: $59

In Person
- **# 2440** W 2/2–2/23 7–9:30 p.m. A, MCC

Remote
- **# 2898** W 2/2–2/23 7–9:30 p.m. Remote

**Seven Ways To Raise A Queen**

The number of small-scale beekeepers is increasing and the demand for locally raised queen bees is growing. Purchased queens are often raised in areas of Africanized Honeybees or come from migratory bee operations where dangerous viruses are exchanged.

Fee: $25

In Person
- **# 2441** W 3/2 7–9:30 p.m. A, MCC

Remote
- **# 3031** W 3/2 7–9:30 p.m. Remote
**Comb Honey**
Comhoney is old fashioned honey harvested in the bees own wax case. A hundred years ago honey was removed from the hive and eaten in the comb. Today extracted honey—honey in the jar—is the norm. This course is an opportunity to return to the old (and some contend the healthiest) way of harvesting honey. Producing honey in the comb is a beekeeping challenge, an old fashioned challenge explored in this class.

Fee: $25  
Larry Krengel  
In Person  
# 3049  
W  3/9  
7–9:30 p.m.  
A, MCC  
Remote  
# 3050  
W  3/9  
7–9:30 p.m.  
Remote

**Beekeeping Field Study**
This short course will provide practical, hands-on instruction for installing, manipulating, and inspecting colonies of bees. If possible, the class will meet in a bee yard, so appropriate clothing and bee equipment will be necessary. If it is not possible to meet in the bee yard, class will be delivered via Zoom. Spring is the time to start with bees, and this course will walk you through it step by step. Learn what you need to know to start out right with your bees.

Fee: $59  
Larry Krengel  
# 2442  
Sa  4/9, 4/16  
10 a.m.–Noon  
TBA

**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  
# 2938  
1/12–3/4  
24 Hours  
Online  
# 2939  
2/9–4/1  
24 Hours  
Online  
# 2940  
3/16–5/6  
24 Hours  
Online

**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  
# 2991  
1/12–3/4  
24 Hours  
Online  
# 2992  
2/9–4/1  
24 Hours  
Online  
# 2993  
3/16–5/6  
24 Hours  
Online

**Private Wells: Don’t Be Dead in the Water**
The majority of Geographic McHenry County is served by private wells. Most residences, commercial, and institutional operations served by wells give them little consideration until, for one or multiple reasons, a new or replacement one is needed. You’ll gain a better understanding of the evolution of well technology from pre and early settlement times through the present, including a comparison to modern municipal/public systems. There will also be discussion of the recent release of the current McHenry County Water Resource Action Plan (WRAP). This presents the question… Wells, wells everywhere, but will you be able to drink?

Fee: $19  
Ernest Varga  
# 2481  
T  3/22  
7–9 p.m.  
E, MCC

**Small Engine Repair**
Don’t pay to have your small engines fixed—learn how to do it on your own! In this hands-on course, you’ll gain the necessary skills to maintain and fix your personal landscaping equipment and/or snow clearing. Work with a skilled instructor and learn how to get back to mowing or snow blowing your property without having to buy new equipment. While background knowledge in engine operation and hand tool usage is beneficial, it’s not required to attend this course. Students are encouraged to bring in their own equipment to connect content to real life.

Fee: $79  
Steven Dempsey  
# 2865  
W  4/6–4/27  
5–7 p.m.  
Crystal Lake S. High School  
# 2886  
W  5/4–5/25  
5–7 p.m.  
Crystal Lake S. High School  
# 2888  
W  6/1–6/22  
5–7 p.m.  
Crystal Lake S. High School

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
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
# 2935 1/12–3/4 24 Hours Online
# 2936 2/9–4/1 24 Hours Online
# 2937 3/16–5/6 24 Hours Online

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
# 2932 1/12–3/4 24 Hours Online
# 2933 2/9–4/1 24 Hours Online
# 2934 3/16–5/6 24 Hours Online

Spanish Basics for Beginners
This Spanish for Beginners class will teach you greetings, directions, numbers, and other basic vocabulary designed with the tourist/traveler in mind. By the end of the class you should be able to greet others, ask questions, understand directions, and comprehend numbers from 1 to 1000. The instructor has lived in Spain, Mexico, and Guatemala and has 30 years of experience in both speaking and teaching.
Fee: $39
Fr. Michael Black
# 3048 T 2/1–2/22 6:30–8 p.m. A, MCC

Intro To American Sign Language
This course is a fun and relaxed environment where you start signing immediately. You’ll start with the alphabet, numbers, vocabulary of categories, finger spelling and basic phrases to greet people and express yourself. This course is taught by a Deaf instructor. The required textbook is: Learn to Sign the Fun Way (ISBN: 0-7615-3263-3) which is available in the MCC bookstore.
Fee: $99
Jennifer Ewald
# 2492 M 2/7–3/28 6:30–8:20 p.m. C, MCC

American Sign Language I
This course is for students who must show proficiency through an instructor administered assessment and have completed Intro to American Sign Language. You will learn basic ASL grammar rules including body and facial expressions. This will help you to improve your signing skills by using vocabulary to form a sentence that ASL uses. This will help you to improve your signing on question and answering skills. This course is taught by Deaf instructor. The required textbook is: Signing Fun: American Sign Language, vocabulary, phrases, games, & activities. (ISBN: 1-56368-292-3) and is available in the MCC bookstore.
Fee: $145
Jennifer Ewald
# 2493 M 4/4–6/27 6:30–8:20 p.m. C, MCC

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
# 2920 1/12–3/4 24 Hours Online
# 2921 2/9–4/1 24 Hours Online
# 2922 3/16–5/6 24 Hours Online

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
# 2923 1/12–3/4 24 Hours Online
# 2924 2/9–4/1 24 Hours Online
# 2925 3/16–5/6 24 Hours Online

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
# 2926 1/12–3/4 24 Hours Online
# 2927 2/9–4/1 24 Hours Online
# 2928 3/16–5/6 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

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<th>Dates</th>
<th>Hours</th>
<th>Location</th>
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<tr>
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<td>1/12–3/4</td>
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<tr>
<td>2912</td>
<td>2/9–4/1</td>
<td>24 Hours</td>
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<tr>
<td>2913</td>
<td>3/16–5/6</td>
<td>24 Hours</td>
<td>Online</td>
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**MUSIC**

**Private Music Lessons**

Students who wish to take private music lessons may register through Community Education. There will be a total of 7.5 hours of instruction. After you’ve registered, the instructor will call you to schedule a specific day and time for your lessons. The cost is $329 excluding music, which you’ll need to purchase on your own. All classes will run January 18–May 13. Other musical instrument lessons are also available. For more information about private music lessons, please call Paige Lush at (815) 479-7670.

Fee: $329

<table>
<thead>
<tr>
<th>Class</th>
<th>Code</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Banjo</td>
<td># 2905</td>
<td>Thomas Sergey</td>
</tr>
<tr>
<td>Cello</td>
<td># 2906</td>
<td>Leah Hagel-Kahmann</td>
</tr>
<tr>
<td>Guitar</td>
<td># 2907</td>
<td>Patricia Gaughan</td>
</tr>
<tr>
<td>Piano</td>
<td># 2446</td>
<td>Tara Singer</td>
</tr>
<tr>
<td>Piano</td>
<td># 2447</td>
<td>Sun Young Chu Park</td>
</tr>
<tr>
<td>Tuba</td>
<td># 3041</td>
<td>Paige Lush</td>
</tr>
<tr>
<td>Voice</td>
<td># 3043</td>
<td>Nancy Shaw</td>
</tr>
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**Dixieland Band**

MCC’s newest musical ensemble is a traditional New Orleans-style jazz band that is open to any instrumentalist (or vocalist) with the musical skills and experience necessary to perform the repertoire. The Dixieland band performs twice per semester, on campus and in the community. For more information, contact Mike Hillstrom at mhillstrom@mchenry.edu.

Fee: $20

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<tr>
<th>Course #</th>
<th>Instructor</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>2445</td>
<td>David Dcamp</td>
<td>Th</td>
<td>1/20–5/12</td>
<td>1–2:50 p.m.</td>
<td>B, MCC</td>
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**MCC Concert Band**

MCC’s Concert Band performs a variety of pieces ranging from classics to modern masterpieces. Community members and students are welcome. This group is open to any musician with the musical skills necessary to perform the repertoire. Contact Paige Lush at plush@mchenry.edu for more information.

Fee: $20

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<tr>
<td>2444</td>
<td>Paige Lush</td>
<td>M</td>
<td>1/24–5/9</td>
<td>7–8:50 p.m.</td>
<td>B, MCC</td>
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**MCC Jazz Ensemble**

The Jazz Ensemble is open to any musician with the musical skills necessary to perform the repertoire. Students and community members are introduced to the works of traditional and contemporary jazz composers, developing improvisation and technical skills. Please contact Paige Lush at plush@mchenry.edu for more information.

Fee: $20

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<tr>
<th>Course #</th>
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<tr>
<td>2443</td>
<td>Michael Bazan</td>
<td>W</td>
<td>1/19–5/11</td>
<td>7–8:50 p.m.</td>
<td>B, MCC</td>
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**PERSONAL FINANCIAL MANAGEMENT**

**First Time Home Buyers Class**

Are you a first time buyer? This course offers valuable insights into the process of home ownership. Get a head start and obtain the knowledge needed to buy your first home. You’ll get information about the different down payment assistance programs and educate yourself on the roadblocks to look out for. You’ll also learn about contracts, closing costs, inspections, appraisals, down payments, interest rates, credit requirements, and negotiating with sellers.

Fee: $19

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<tr>
<td>3045</td>
<td>Michael Olach</td>
<td>T</td>
<td>1/18</td>
<td>6:30–8:30 p.m.</td>
<td>A, MCC</td>
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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
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
# 2994 1/12–3/4 24 Hours Online
# 2995 2/9–4/1 24 Hours Online
# 2996 3/16–5/6 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
# 2997 1/12–3/4 24 Hours Online
# 2998 2/9–4/1 24 Hours Online
# 2999 3/16–5/6 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
# 3000 1/12–3/4 24 Hours Online
# 3001 2/9–4/1 24 Hours Online
# 3002 3/16–5/6 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
# 3006 1/12–3/4 24 Hours Online
# 3007 2/9–4/1 24 Hours Online
# 3008 3/16–5/6 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
# 3009 1/12–3/4 24 Hours Online
# 3010 2/9–4/1 24 Hours Online
# 3011 3/16–5/6 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
# 2982 1/12–3/4 24 Hours Online
# 2983 2/9–4/1 24 Hours Online
# 2984 3/16–5/6 24 Hours Online

PHOTOGRAPHY
Basic Digital Photography
Are you only using $100 of features on your $500 camera? This action-packed class will show you how to use your camera controls once and for all! We cover the basics of digital photography in layman’s terms. (Really, we make it SUPER SIMPLE to understand!) You’ll learn the elements of exposure control, white balance, and composition to strengthen your photographic foundation. You’ll also learn about photographing people, close-ups, action and low-light photography. Methods of sharing images and storing your photos will be discussed. Bring your camera and gain the confidence you need to take great photos time and again!
Fee: $119
# 2477 Th 2/10–2/24 6–8:30 p.m. C, MCC

Gary Gullett
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

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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

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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

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Photography Private 1 On 1 Session
If you have a new camera, or just want a one-on-one session to learn your camera controls, this two-hour session is for you! Topics can also include post-processing for those that want to add a touch of class to their photos. This class makes a great gift, and will be a special treat for the photographer in your family. Once registered, we will contact you to establish a time that works well for everyone.

Fee: $199

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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

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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

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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

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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

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Wow, What a Great Event!

Learn proven techniques for planning successful events from a master event planner. This course will teach you how to develop the skills, find the resources, and gain the confidence to plan any event.

Fee: $115

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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

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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
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
# 2484 1/12–3/14 24 Hours Online
# 2953 2/9–4/1 24 Hours Online
# 2954 3/16–5/6 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
# 2976 1/12–3/4 24 Hours Online
# 2977 2/9–4/1 24 Hours Online
# 2978 3/16–5/6 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
# 2985 1/12–3/4 24 Hours Online
# 2986 2/9–4/1 24 Hours Online
# 2987 3/16–5/6 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
# 2970 1/12–3/4 24 Hours Online
# 2971 2/9–4/1 24 Hours Online
# 2972 3/16–5/6 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
# 2979 1/12–3/4 24 Hours Online
# 2980 2/9–4/1 24 Hours Online
# 2981 3/16–5/6 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
# 2973 1/12–3/4 24 Hours Online
# 2974 2/9–4/1 24 Hours Online
# 2975 3/16–5/6 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
# 2967 1/12–3/4 24 Hours Online
# 2968 2/9–4/1 24 Hours Online
# 2969 3/16–5/6 24 Hours Online
The following classes are offered through remote instruction using the Zoom meeting platform or in person when a specific location is listed. For remote classes, 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 CLASSES**

**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)

**Chess for Beginners**
This class will cover the essentials of chess to get you started. It will also give you all the resources to progress and play. For those who already know the course will also cover basic strategy and how to practice to continue on your chess journey.
Fee: $25
# 2472 T 1/4–2/22 10–11:30 a.m. A, MCC

**What’s On Your Wall? Art in Two Dimensions**
“It appears we just got Banksy-ed.” An incident that shocked the art world and made instant history occurred when a work of art shredded itself. The auctioneer had just made the final blow of his hammer signifying that someone had won the bid on ‘Girl with Balloon’ by anonymous graffiti artist, Banksy, when the painting began beeping and then shredded half of itself in front of a room full of horrified people. This painting had just sold for $1.4 million. We’ll explore a world where giant murals and art alleys transform neighborhoods and cities, including the art of that Banksy fellow!
Fee: $12
# 2417 F 1/7 1–2:30 p.m. Remote
Ann Leslie

**Writer Wannabees**
Are you interested in writing, but don’t know where to start? Do you like to write and share your thoughts? Are you looking for an honest, gentle critique? Join other RAP members to discuss the rewards and challenges of writing. Facilitated by Dan Giallombardo, this is a self-directed writing support group. Registration is limited to 15 people. Class meets on: Jan. 12, 26, Feb. 9, 23, Mar. 9, 23, April 13, 27, May 11, 25, & June 8, 22.
Fee: $15
# 2403 W 1/12–6/22 1–2:50 p.m. A, MCC
Dan Giallombardo

**Can You See Me Now?—The Art of Photography**
From the macro of space to the micro of electron microscopes and everything in between, we look at EVERYTHING! This is about the eye of the photographer who might spend a moment, or years, waiting to capture just... the... right... MOMENT! Many of those photographers just happen to be in the right place at the right time. Could you be the next one?
Fee: $12
# 2418 F 1/14 1–2:30 p.m. Remote
Ann Leslie
Rod Serling and The Twilight Zone

As you begin to read this, relax your mind. “You unlock this door with the key of imagination. Beyond it is another dimension: a dimension of sound, a dimension of sight, a dimension of mind. You’re moving into a land of both shadow and substance, of things and ideas. You’ve just crossed over into…The Twilight Zone.” These were the words of the famous narrator, Rod Serling as he took viewers into the well-known, psychological thriller television series, The Twilight Zone. Historian Jim Gibbons will discuss The Twilight Zone, the amazing works, and the life of genius creator, Rod Serling. You’ll hear about the many accomplishments and awards that he received over his lifetime for his screenwriting, television production, and narration, including being inducted into The Television Hall of Fame in 1985. He’ll also discuss the movies, writings, and other works of Serling; his military background; and his fight for change in issues of television censorship, politics, racism and more.

Fee: $12
# 2410 Th 1/20 1–2:30 p.m. Remote
James Gibbons

On the Body—The Art of Adornment

There are places in the world where men dress like birds to catch a good wife and world class artists use human bodies as a canvas to create something else entirely. In obscure areas of the world, people dress like their ancestors wearing their wealth, status, beliefs, and practices that date back over a thousand years. It is vitally important to preserve this form of art or it will disappear into the blah of homogenized, mediocre fashion and convention. These people are beautiful and stunning in unique ways, join us as we visit them!

Fee: $12
# 3034 W 2/2 1–2:30 p.m. Clarendale of Algonquin
James Gibbons

Introduction to the Apostles Creed

The Apostles Creed was written about three hundred years after the birth of Christ and is considered to be the oldest and simplest confessional creed of the Christian church. Because it summarizes the foundational beliefs and shows unity within the Christian church, it is accepted, and used at some level, by all Christian faith communities. This class will present information about the Apostles Creed from a historical perspective as you are enlightened about this historic creed that used across the world.

Fee: $15
# 3047 W 2/2–2/16 9:30–11 a.m. A, MCC
Fr. Michael Black

The Mississippi River: Ally and Enemy

The largest river in the United States, approximately 2,350 miles in length is the mighty Mississippi. It travels through or along ten states in all, from Minnesota in the north to Louisiana in the south. It also forms the backbone for shipping and commerce for the United States and world trade. Compared with the Nile, Amazon, and Yangtze, the Mississippi is ranked number four amongst the greatest rivers in the world. Millions of people depend on this river every day for their livelihood. Yet, within a matter of moments, this great friend and ally can turn from a river of strength and stability to a raging monster, wiping out any life and land within its path! Historian Jim Gibbons will present historical facts about the Mississippi River and its mighty influence on our everyday lives.

This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd., Algonquin.

Fee: $15
# 3033 T 1/25 1–2:30 p.m. Clarendale of Algonquin
James Gibbons

Chicago’s Mayor Richard J. Daley: The Man, His Times, and the City He Loved

Richard J. Daley was born in Bridgeport, on Chicago’s South Side. This was a working-class, Irish neighborhood where he lived his entire life. Later, he moved into politics eventually becoming the legendary Mayor of Chicago for 21 years and the Cook County Democratic Central Committee Chairman for 23 years. He held both positions until his death on December 20, 1976. Daley played a major role in Democratic politics supporting both John F. Kennedy in the 1960 Presidential Election and Hubert Humphrey in 1968. He also faced monumental challenges such as the decline of the major cities; the 1960’s Civil Rights Movement; the 1968 rioting in the aftermath of the assassination of Dr. Martin Luther King Jr.; the 1968 Democratic National Convention; and the Vietnam War protesters. Historian, Jim Gibbons, will present the life of the man referred to as “Hizzoner,” who was a man of vision, courage, and dreams for a great city. Through his legacy today, Chicago has an extensive expressway system; one of the world’s busiest airports, O’Hare International; a major convention center, McCormick Place; and legendary buildings such as the Hancock Center, Willis Tower (formerly The Sears Tower), and Marina City. Chicago, under his administration, was called “The City that Works!” To this day, people still remark, "You know this never would have happened when Richard J. Daley was alive!”

This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd., Algonquin.

Fee: $12
# 3034 W 2/2 1–2:30 p.m. Clarendale of Algonquin
James Gibbons
Eleanor Roosevelt and Civil Rights Movement

As the First Lady of the United States, the head of the NAACP, and the first woman Ambassador to the United Nations to become the chair of the UN Human Rights Commission, Eleanor Roosevelt became one of the most admired women in American history. She was one of the most skilled, admired, and controversial politicians of the 20th Century, a major advocate against social injustice, and an unrelenting advocate for human rights. Though she never ran for public office, she wielded tremendous power by influencing those that governed, particularly her husband. In the 1930’s she joined the NAACP, and following her husband’s death, she became a member on the Board of Directors of the NAACP and the Congress of Racial Equality. She was an advocate for civil rights and a fervent supporter of Dr. Martin Luther King Jr. Though extremely lady-like in manner, she was inflexible as steel when she stood up for the causes she believed in. Dr. Martin Luther King Jr. called Mrs. Roosevelt, “perhaps the greatest woman of our time.” He praised, “the courage she displayed in taking sides on matters considered controversial,” and her “unswerving dedication to high principle and purpose.”

Fee: $12  
James Gibbons  
# 2412  
Th 2/3  
1–2:30 p.m.  
A, MCC

Unique Festivals Around the World

Most of us are familiar with Mardi Gras or Carnivale. These popular festivals attract millions of people every year who are ready to join the fun and festivities. Many of you might be aware of The Running of the Bulls in Pamplona or the Balloon Fest in Albuquerque. But there are many other festivals around the world that are truly unique. Have you heard about the Boryeong Mud Festival, the Burning Man Festival, or the International Hair Freezing Festival? Join this class as we learn about some of the unusual ways people celebrate…just to have fun!

Fee: $12  
Suzanne Rauch  
# 2404  
T 2/8  
1–2:30 p.m.  
Remote

On the Body—The Art of Adornment

There are places in the world where men dress like birds to catch a good wife and world class artists use human bodies as a canvas to create something else entirely. In obscure areas of the world, people dress like their ancestors wearing their wealth, status, beliefs, and practices that date back over a thousand years. It is vitally important to preserve this form of art or it will disappear into the blah of homogenized, mediocre fashion and convention. These people are beautiful and stunning in unique ways, join us as we visit them!

Fee: $12  
Ann Leslie  
# 2421  
F 2/4  
1–2:30 p.m.  
Remote

Identity Theft—Are You the Only You?

This class will cover the most recent AARP information on identity theft including current coronavirus-related frauds and scams. Learn how the scammers are targeting your personal information needed to steal your identity. Specific examples will be provided and ways to avoid being a victim. There will be time for Q&A and sharing of experiences.

Fee: $12  
Bob Bertolasi  
# 2437  
Th 2/10  
9:30–11:30 a.m.  
Remote

Outrageous Festivals—The Art of Celebrating EVERYTHING!

We celebrate just about everything under the sun and if we don’t have a reason, we find one! Can’t think of anything? I’ve got a list, so dress for a frozen city of ice, bring a gallon of sunscreen for the desert, goggles for the sub-tropics, formal wear for Belgium, plus flip-flops and swimsuits for the beach. Who’s up for OUTRAGEOUSLY FUN FESTIVALS?

Fee: $12  
Ann Leslie  
# 2422  
F 2/11  
1–2:30 p.m.  
Remote
Black Inventors Prove They are the Real McCoy

In celebration of Black History Month, this presentation will review the many contributions of Black inventors in the U.S. Prior to the Civil War, enslaved Blacks were banned from obtaining patents in their own name, but that didn’t stop these industrious men and women from inventing new products and services that continue to impact our life today. Thomas Jennings, a free Black man, was the first person to receive a patent for his dry cleaning methods in 1831. Once the color ban was lifted, Martha Jones became the first black woman to obtain a U.S. patent in 1868, for improvements she made to the Corn Husker. Elijah McCoy, a free Black born in Canada after the family escaped from slavery in Kentucky, returned to the U.S. after being educated as a mechanical engineer in Scotland. McCoy, who had a fascination for steam engines, returned ready, willing and able to create. He obtained his first patent in 1872 for the invention of an automatic lubricating system which oiled steam locomotives and ships. By the time he died in 1929, McCoy had secured 57 patents and was known and revered as a genius in the field. Following McCoy’s influence on the patent industry, patent officials were known to query new inventors, whether Black or White, if their invention was “the real McCoy.”

A History of the Electric Vehicle

You might be surprised to learn that Elon Musk and Tesla did not invent the electric car! More than one hundred years ago electric vehicles (EV) were the most popular automobiles in the world! In the late nineteenth century and at the start of the twentieth century, they outsold every other type of car including steam or internal combustion engine (ICE) powered vehicles. And yet, at the start of the twentieth century, thousands of battery-powered cars disappeared from the streets, replaced by the internal combustion engine, and their place in the history of the automobile was quietly erased. Join us as we explore the economic, political, and societal forces that caused electric vehicles to fail in the early 1900s as well as the recent comeback of the electric car and the current challenges that it faces.

Abraham Lincoln

The president speaks about the Civil War; its beginning; the misconceptions Northerners and Southerners had about each other; the crisis decisions those first 40 days; his trouble with generals; his purpose to preserve the Union and free elections and to place slavery on the road to extinction. President Lincoln speaks about his life: growing up in Kentucky and Indiana, attending a blab school. He reviews major election contests: Congressional race against evangelist Peter Cartwright when Cartwright asked if Lincoln were going to Heaven or Hell and Lincoln said, “I’m going to Congress;” and his debates with Stephen Douglas. The famed Lincoln humor is revealed as the president share stories about critics, office-seekers, lawyers, generals and Congressman. In conclusion the president says he is “but an accidental instrument, temporary, to serve for a short time.” He says it will be up to the American people to preserve the Union and its liberties to the latest generation.

1945–1948: The Greatest Generation Comes Home

Our soldiers were victorious in Europe and the Pacific. Then they came home by the tens of thousands and found a country different than the one they left. Rosie the Riveter and other women had a different perspective on their roles. There was not enough housing or cars or consumer goods. Unions wanted their members to achieve wage gains postponed by the war effort. Harry Truman had to respond to all of this, plus significant international challenges.

Color and Meaning in Renaissance Art: From Fresco Technique to Oil

Did colors have meaning? Unlock the role of color and technique used by artists in Renaissance painting 1300–1500. How did artists use color to communicate to an uneducated public? What pigments were available and how did age and restoration effect what we see today? Examine fresco technique used by early Renaissance artists such as Giotto and the innovation and revolution of oil painting with its effect on future artists.

America’s First Ladies—The Best, the Worst, and the Strangely Forgotten

Explore which First Ladies have ranked highest and lowest (or most in-between) with historians and why. Who do you think was best or worst? Why were some so vilified? And what might the future hold for the role of American First Lady?
The Civil War: An American Tragedy
Antebellum Years 1820–1860 Journey back to the years preceding the Civil War from the Missouri Compromise to John Burns capture of Harper’s Ferry. Learn of the nine events that occurred during the antebellum years that led up to the greatest American tragedy with the greatest loss of lives in our country's history, and of the state of nations economic, political and military lack or preparedness resulting in this greatest tragedy of American history. Part 2 – The War Years 1861 - 1865 Experience the war's greatest and most tragic battles from Ft Sumter to Appomattox to include Bull Run, Shiloh, New Orleans, Antietam, Fredericksburg, Chancellorsville, Vicksburg and many others. Learn of Sherman's march to the ocean and Grant's overland battles. Experience the actual three day battle of Gettysburg with a bird's eye view and the sounds of cannon fire! Part 3 – The Post War Years 1866 – 1877 Learn of the turbulent years following the end of the Civil War and the efforts to reintegrate the Southern states, and the four million freed slaves into the country. Review the 13th, 14th and 15th Amendments that were achieved as a result of the tragic loss of 750,000 American lives to include our 16th President. Review where we are now two hundred years from the beginning of the antebellum period.
Fee: $15 Daniel Esta
# 2852 T 2/22 1–4 p.m. A, MCC

Color and Meaning in Renaissance Art: Searching for a Style
Discover the role of color and technique used by artists in Renaissance painting 1400-1600. How did the understanding of optics contribute to color theory, style, and the role of the viewer? Examine how new styles of painting emerged due to four distinct color systems used by Leonardo, Raphael, and Michelangelo, and how the use of color was also subservient to Venetian artists such as Giorgione and Titian.
Fee: $12 Susan Langworthy
# 2416 F 2/25 1–2:20 p.m. A, MCC

Those New Fangled “Moving Pictures”
We’re going to the humble beginnings of “pictures that move!” Get your hot dog, buttered popcorn, and cold drink as we explore the backstory of Wile E. Coyote and the Roadrunner, Walt Disney, motion pictures, internet GIFs, and even TikTok. Our adventure begins with 200-year-old toys captivating the imagination of people around the world. But there’s a catch, they aren’t really moving, it’s actually an illusion!
Fee: $12 Ann Leslie
# 2407 T 3/1 1–3 p.m. Remote

Richard Wagner and King Ludwig of Bavaria: Between Music and Madness
The 146th anniversary of the Wagner Opera Festival in Bayreuth presents us with the perfect opportunity to not only pay homage to this brilliant, prolific, and controversial composer, but to also explore the legendary relationship between him and his devoted patron, the extravagant, tragic, and mad - King Ludwig of Bavaria! Join German Historian Anette Isaacs and delve into a captivating friendship that was defined by music, money, and a deep affection between two exceptional German cultural icons!
Fee: $12 Anette Isaacs
# 2408 W 3/2 1–3 p.m. Remote

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. This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd., Algonquin.
Fee: $15 Michelle Gibbons
# 2851 Th 3/3 1–2:30 p.m. Clarendale of Algonquin
19 Crimes: Criminals to Colonists

Nineteen crimes turned criminals into colonists. Rather than facing death, British rogues who were convicted of at least one of the crimes, were sentenced to be transported to Australia. This punishment by transportation began in 1783, and although some died at sea, many survived the journey. As pioneers in a frontier penal colony, they forged a new country and new lives, brick by brick. Their stories survive into the 21st Century with…19 Crimes wine! The men and women on the wine labels are not those of fiction, they were flesh & blood, criminals & scholars. Our sessions will focus on “The Gang,” John Boyle O’Reilly, Michael Harrington, James Wilson, Cornelius Dwyer Kane, and James Kiely. You’ll also learn about Jane Castings, who was one of the women banished to Australia. We’ll explore their lives and their world, plus the 19 Crimes!

Fee: $25

Ann Leslie
# 2430 F 3/4–3/18 1–2:30 p.m. Remote

Inside the CIA

A look inside the secret organization that was born from World War II. From their operations overseas to the Cold War and their work alongside organized crime, the CIA has played a significant roll in foreign policy and during war times.

Fee: $12

Tim Wilsey
# 2423 M 3/7 10 a.m.–Noon Remote

Profiles in Courage: Women Who Fought for Freedom

Following the abolition of slavery and the passage of the 13th, 14th, and 15th Amendments, Black men won the right to vote, however, women were denied that privilege. This prompted many women who had fought diligently to abolish slavery in the United States to take on yet another challenge, one that would give all women an equal voice through their power to vote. Women who played a significant role in the abolition of slavery and the suffrage movement included Harriet Tubman, Susan B. Anthony, Harriet Beecher Stowe, Sojourner Truth, Mary Richardson Jones, Elizabeth Cady Stanton, and Anna Murray-Douglass (first wife of Frederick Douglass). After more than a half century later, women won the right to vote in 1920, but in many ways this was a shallow victory for Blacks. Voter suppression, Jim Crow laws, Ku Klux Klan lynchings and other violent attacks prevented men and women of color from exercising their right to vote. Join us as Gloria shares information about the brave women who fought for freedom.

Fee: $12

Gloria Van Hof
# 2715 T 3/8 1–2:30 p.m. Remote

Photo Editing for Social Media

You will learn easy ways to crop, clean, and edit your photos prior to posting on Facebook and other social media sites, and in preparation for use in albums and photo scrapbooks. Techniques for altering backgrounds and eliminating unwanted images within a picture will be shown. Techniques for restoration of old photos will also be demonstrated. Built In, as well as free standing editors will be discussed and demonstrated. For better understanding of course material, participants should have at least basic computer experience.

Fee: $12

Bob Bertolasi
# 2438 Th 3/10 9:30–11:30 a.m. Remote

The Colorful History of The Little Black Dress

In this illustrated lecture, historian Leslie Goddard, Ph.D., explores the history of this fashion icon. Learn how Chanel helped dissociate black from mourning, how Audrey Hepburn helped establish the LBD; and how it has been reinvented by everyone from Betty Boop to Versace.

Fee: $12

Leslie Goddard
# 2414 M 3/14 1–2:20 p.m. Remote

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
The Life of Walter Cronkite

Walter Cronkite made a name for himself in American Broadcast Journalism, often being called the "most trusted man in America." Cronkite received the most fame from his position as an anchorman for CBS News from 1962 to 1981. During that time, he covered some of America's most important historical events including the Nuremberg Trials, Watergate, the Iran hostage crisis, and the assassinations of Martin Luther King Jr., and John Lennon of The Beatles. Cronkite led audiences in the broadcast of the assassination of President John F. Kennedy, breaking the news to a shocked nation. With a tear in his eye and with a slight struggle to not break his composure, Cronkite stated, “From Dallas, Texas, the flash apparently official, President Kennedy died at 1 p.m. Central Standard Time, 2:00 Eastern Standard Time, some thirty-eight minutes ago.” Historian Jim Gibbons will explain how Cronkite was selected by the United States Army to fly as a member of the “Writing 69th” during World War II, how a man who never walked on the moon was recognized and awarded by NASA, and also how Cronkite set a standard for anchors years to come “And that’s the way it is.” This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd., Algonquin.

Fee: $12
# 3035 W 3/16 1–2:30 p.m.
James Gibbons
Clarendale of Algonquin

St. Patrick’s Day and the Luck of the Chicagoland Irish: Historical Facts and More

Every year in March, Chicago entertains its residents by turning the Chicago River green! Is this a trick by the infamous St. Patrick’s Day Leprechaun or a Chicago tradition that dates back for years? How and why did the annual tradition of dying the river green begin in Chicago? Historian Jim Gibbons will explain this and more in his St. Patrick’s Day historical program! He’ll discuss Chicagoland’s Irish history and heritage, St. Patrick’s Day themed parades and food, and Irish settlers themselves in Chicago and the surrounding areas! So sit back, relax and get ready for a fun celebration of the Irish heritage! And if you’re lucky, maybe you’ll find a pot of gold of information at the end of this rainbow!

Fee: $12
# 2411 Th 3/17 1–2:30 p.m.
James Gibbons
A, MCC

Sakura Tales: An Introduction to Japanese Folklore

Japanese stories sparkle with magic, wisdom and humor. Learn about Japanese folklore and culture as you listen to storyteller Anne Shimojima tell stories of the oral tradition that have been passed down through the years to delight listeners today.

Fee: $12
# 2428 Th 3/24 1–2:30 p.m.
Ann Shimojima
Remote

Accident, Suicide, or Murder? The Woman Who Disappeared

Nineteen crimes turned criminals into colonists. Rather than facing death, British rogues who were convicted of at least one of the crimes, were sentenced to be transported to Australia. This punishment by transportation began in 1783, and although some died at sea, many survived the journey. As pioneers in a frontier penal colony, they forged a new country and new lives, brick by brick. Their stories survive into the 21st Century with…19 Crimes wine! The men and women on the wine labels are not those of fiction, they were flesh & blood, criminals & scholars. Our sessions will focus on “The Gang,” John Boyle O’Reilly, Michael Harrington, James Wilson, Cornelius Dwyer Kane, and James Kiely. You’ll also learn about Jane Castings, who was one of the women banished to Australia. We’ll explore their lives and their world, plus the 19 Crimes!

Fee: $12
# 3036 F 3/25 1–2:30 p.m.
Ann Leslie
Remote

Reconstruction: America’s Second Civil War

This class will review the major events of Reconstruction starting in 1863, continuing through the 1877 inauguration of Rutherford B. Hayes as President, and the aftermath of Southern redemption. It will explain how the impact of Reconstruction is still with us today and how many of those issues still have not been resolved. There will also be Civil War and Reconstruction trivia questions throughout the presentation.

Fee: $12
# 2475 M 3/28 10 a.m.–Noon
Bob Presman
Remote
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.

### CAREER TRAINING CEU ONLINE

**Freight Broker Training**
Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States. Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, this freight broker course will provide you with the knowledge and resources needed to break into the shipping industry. From transportation law, contracts, and insurance, to setting up and running your own business, this is the best online freight broker training available.

*Fee: $1,895*

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**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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<td>7:30 a.m.–3:30 p.m.</td>
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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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<td>Eagle Training Services</td>
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NEW! Motorcycle Technician Training Program

In addition to service and repair, today's motorcycle technician is responsible for keeping up with the latest industry technology and providing top-notch customer service. This course includes 360 hours of instruction that will blend hands-on training, classroom instruction, and job shadow opportunities. Successful completion of this course will prepare you to take the industry-recognized certification exams that employers are looking for in their applicants. Hands-on training is provided under the supervision of master mechanics who work on today's top brands, including, Harley-Davidson, Triumph, and KTM. Additional fee required for tool package.

Fee: $3,999

# 2847 M–Th 1/10–3/30 8 a.m.–4 p.m. Windy City Training Academy

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 who 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

# 2490 TTh 2/1, 2/3 5:30–9:50 p.m. C, MCC
# 2491 TTh 4/5, 4/7 5:30–9:50 p.m. C, MCC

PROFESSIONAL HEALTHCARE

911 Emergency Dispatch

This course will give you training to prepare for the career of emergency dispatching. You'll get information about the profession and an overview of what you will encounter on the job, as well as scenario based training. Topics include: Overview of the profession Call taking Technology Law Enforcement Communication Fire Communication Emergency Medical Dispatching Emergency Radios Liability and Accountability Crisis Intervention Stress Management Successful completion of this course prepares the student to take the National Communications Certification Exam, which is included in the price of the course and will be administered the last day of class. High School discounts available call 815-749-7879 for information.

Fee: $749

# 2400 W 3/2–5/11 5–9 p.m. SCC
# 2491 Sa 3/5–5/14 8 a.m.–Noon SCC

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) High School discounts available call 815-749-7879 for information.

Fee: $999

# 2435 Su 1/30–3/20 8–9:30 a.m. A, MCC
# 2435 M 1/31–3/21 5–6:30 p.m. A, MCC

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

# 2487 F 1/21 12:30–4:30 p.m. A, MCC
# 2488 F 2/18 12:30–4:30 p.m. A, MCC
# 2489 F 3/18 12:30–4:30 p.m. A, MCC

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

# 2487 Philip Senn M–Th 1/10–3/30 8 a.m.–4 p.m. Windy City Training Academy

# 2490 Frank Bertolami TTh 2/1, 2/3 5:30–9:50 p.m. C, MCC
# 2491 TTh 4/5, 4/7 5:30–9:50 p.m. C, MCC

# 2435 Stephanie Erb TTh 2/1, 2/3 5:30–9:50 p.m. C, MCC
# 2435 TTh 4/5, 4/7 5:30–9:50 p.m. C, MCC

# 2435 Angela Sass M 1/31–3/21 5–6:30 p.m. A, MCC

# 2435 A, 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

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Medical Assistant Capstone
In this course you’ll review and assemble the knowledge and skills gained through the prerequisite courses (Certified Nursing Assistant, Electrocardiogram Technician, and Phlebotomy Technician) and train for working under the supervision of a Practice/Operations Manager or their designee to provide the following duties: scheduling appointments, patient intake and care, routine diagnostic and recording procedures, maintaining medical records, preparing patients for examination, drawing blood, medicine administration, first aid, recording vital signs and medical histories. Coursework will include basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures. This course prepares you to take the National Healthcareers (NHA) Certified Clinical Medical Assistant (CCMA) certification exam. The cost of this exam is included in your course fee. In this class you will have asynchronous work in addition to the live class on Mondays. Students will be expected to complete assignments, view recorded lecture, participate in discussion boards, and take quizzes online outside of scheduled class lecture time. After successful completion of the course, you will be required to complete a two week 40 hour externship prior to taking your Certified Clinical Medical Assistant (CCMA) exam through National Healthcareers (NHA).

Fee: $1,999

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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

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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  
# 2402  
T 1/25–5/3 6–9:30 p.m.  
Remote

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. High School discounts available call 815-749-7879 for information.

Fee: $2,499  
Tabitha Arenson  
# 2366  
MTTh 1/10–5/17 6–9 p.m.  
A, MCC

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.
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.

### TECHNOLOGY

#### Certificate in Web Design
Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

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

**Certificate Series Fee:** $595

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<td># 2654</td>
<td>4/4–7/1</td>
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#### Introduction to Web Design
Fee: $245

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<tr>
<th>Course Code</th>
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<tr>
<td># 2650</td>
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<td># 2651</td>
<td>4/4–4/29</td>
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#### Intermediate Web Design
Fee: $245

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<th>Course Code</th>
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<td># 2659</td>
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#### Advanced Web Design
Fee: $245

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<td># 2657</td>
<td>6/6–7/1</td>
<td>16 Hours</td>
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#### Graphic Design Software Essentials Certificate
The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards, or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple or complex multi-page documents such as brochures, flyers, books, and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch, and enhance existing images or create your own composite digital artwork. Access to the Adobe software tools is required.

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

**Certificate Series Fee:** $545

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<tr>
<th>Course Code</th>
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#### Adobe Illustrator Essentials
Fee: $225

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#### Adobe Photoshop Essentials
Fee: $225

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#### Adobe InDesign Essentials
Fee: $225

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<th>Course Code</th>
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<td># 2683</td>
<td>6/6–7/1</td>
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</table>
### Digital Marketing Certificate
Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, implementing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest, most advanced information and answer your toughest questions.

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

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#### Improving Email Promotions
Fee: $195

| #2578 | 2/7–3/4 | 16 Hours | Online |
| #2579 | 4/4–4/29 | 16 Hours | Online |

#### Boosting Your Website Traffic
Fee: $195

| #2581 | 3/7–4/1 | 16 Hours | Online |
| #2582 | 5/2–5/27 | 16 Hours | Online |

#### Online Advertising
Fee: $195

| #2583 | 4/4–4/29 | 16 Hours | Online |
| #2584 | 6/6–7/1 | 16 Hours | Online |

### NEW! Integrated Marketing Certificate
Discover best practices in integrated marketing, an increasingly popular strategy that combines traditional print marketing with digital marketing for even greater success. Younger generations are embracing print as well as online media, creating exciting opportunities to connect with audiences in new ways. Find out the keys to success in printed collateral, including catalogs, direct mail letters, and postcards. Learn advanced marketing concepts and principles such as RFM analysis, AIDA, and the 3-30-3 principle, and understand how digital and print marketing complement and enhance each other. You’ll come away with new marketing expertise that will increase your value in any workplace.

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

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#### Advanced Marketing Concepts
Fee: $195

| #2695 | 2/7–3/4 | 16 Hours | Online |
| #2696 | 4/4–4/29 | 16 Hours | Online |

#### Successful Print Marketing
Fee: $195

| #2708 | 3/7–4/1 | 16 Hours | Online |
| #2709 | 5/2–5/27 | 16 Hours | Online |

#### Integrated Marketing Best Practices
Fee: $195

| #2698 | 4/4–4/29 | 16 Hours | Online |
| #2699 | 6/6–7/1 | 16 Hours | Online |

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Social Media for Business Certificate

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

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

Certificate Series Fee: $495

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<th>Dates</th>
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<td>2499</td>
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<td>2500</td>
<td>Marketing Using Social Media</td>
<td>4/4–7/1</td>
<td>48</td>
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<td>2502</td>
<td>Integrating Social Media Into Your Organization</td>
<td>2/7–3/4</td>
<td>16</td>
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<td>Microsoft Office 2019 New Features</td>
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<td>2897</td>
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<td>5/2–5/27</td>
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Introduction to QuickBooks Online (QBO)

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you will gain hands-on experience as you master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Participants will receive an email with login information 24-48 hours after registering.

Fee: $119

<table>
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<td>2887</td>
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<td>3/16–5/6</td>
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Keyboarding

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

Fee: $115

<table>
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<td>3/16–5/6</td>
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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

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<th>Course Title</th>
<th>Dates</th>
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<td>2870</td>
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<td>9 a.m.–Noon</td>
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Microsoft Office 365 Overview

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

Fee: $79

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<th>Course Title</th>
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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

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<td>2866</td>
<td>Microsoft OneNote</td>
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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
### Microsoft Teams
Get an overview of Microsoft Teams, a collaboration app that helps your team stay organized and have conversations all in one place. This course is perfect for on-location and remote office workers, virtual classroom students, and home users.

Fee: $79  
# 2873  W  3/2  8 a.m.–Noon  SCC

### Microsoft Windows 10
Learn how to get started with the latest version of Microsoft’s operating system. Discover desktop features, personalization options, File Explorer, and multitasking. We’ll also demonstrate Cortana, OneDrive, and Microsoft Edge.

Fee: $99  
# 2864  T  2/1  12:30–4:30 p.m.  SCC

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

Fee: $69  
# 2867  Th  2/10  12:30–2:30 p.m.  Remote

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

Fee: $79  
# 2868  W  3/2  12:30–3:30 p.m.  SCC

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

Fee: $129  
# 2884  1/12–3/4  24 Hours  Online  # 2885  3/16–5/6  24 Hours  Online

### Microsoft Word Level 1 (Basic)
Microsoft Word is a powerful word processing program gives you the ability to create and share documents with a comprehensive set of writing tools.

Fee: $179  
# 2869  TTh  2/22, 2/24  12:30–4:30 p.m.  SCC

### Microsoft PowerPoint Basic
Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and ways to easily share information.

Fee: $179  
# 2874  TTh  3/15, 3/17  12:30–4:30 p.m.  SCC

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

Fee: $89  
# 2872  T  3/1  12:30–4:30 p.m.  SCC

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

Fee: $129  
# 2878  1/12–3/4  24 Hours  Online  # 2879  3/16–5/6  24 Hours  Online
Introduction to Microsoft Project 2019/ Office 365

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

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

MICROSOFT EXCEL 2016 SERIES

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

Series # SER-EX Series Fee: $477
Option 1: F 1/28, 2/18, 3/18 8 a.m.–4:30 p.m.
Option 2: TTh 4/5, 4/7, 4/26, 4/28, 5/17, 5/19 8 a.m.–Noon

Microsoft Excel 2016 Level 1 (Basic)

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

Fee: $179
# 2855  F 1/28 8 a.m.–4:30 p.m. SCC
# 2858  TTh 4/5, 4/7 8 a.m.–Noon SCC

Microsoft Excel 2016 Level 2 (Intermediate)

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

Fee: $179
# 2856  F 2/18 8 a.m.–4:30 p.m. SCC
# 2859  TTh 4/26, 4/28 8 a.m.–Noon SCC

Microsoft Excel 2016 Level 3 (Advanced)

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

Fee: $179
# 2857  F 3/18 8 a.m.–4:30 p.m. SCC
# 2860  TTh 5/17, 5/19 8 a.m.–Noon 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!**

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</table>

**Microsoft Excel 2019 Level 1**

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

Fee: $179

# 2861 TTh 2/1, 2/3 8 a.m.–Noon SCC

**Microsoft Excel 2019 Level 2**

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

Fee: $179

# 2862 TTh 2/22, 2/24 8 a.m.–Noon SCC

**Microsoft Excel 2019 Level 3**

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

Fee: $179

# 2863 TTh 3/15, 3/17 8 a.m.–Noon SCC

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MICROSOFT EXCEL POWERPIVOT SERIES

Register for the PivotTables and Data Analysis with PowerPivot classes and save 10%. Class details appear below.

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

<table>
<thead>
<tr>
<th>Series # SER-EXPP</th>
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**Microsoft Excel PivotTables**

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

Fee: $79

# 2876 T 3/1 9 a.m.–2 p.m. SCC

**Microsoft Excel Data Analysis with PowerPivot**

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

Fee: $99

# 2877 T 3/22 8 a.m.–Noon SCC

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To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Certificate in Mastering Excel

Whether you’re an entrepreneur or a valued employee, the ability to create, edit, and manage spreadsheets is a must-have skill for your success. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings, and processes affect the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display, and calculate your data into useful information. Finally, you’ll learn a variety of Excel’s most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

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

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

Mastering Microsoft Excel

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

Intermediate Excel

Fee: $195
- # 2737 3/7–4/1 16 Hours Online
- # 2738 5/2–5/27 16 Hours Online

Advanced Excel

Fee: $195
- # 2732 2/7–3/4 16 Hours Online
- # 2733 4/4–4/29 16 Hours Online

Microsoft Excel Tips, Tools, and Timesavers

This course highlights 82 features for editing, formatting, printing, and customizing Excel. The tips included will give a back door approach to accomplishing tasks quickly and efficiently. Prerequisite: Excel 2016 Basic or equivalent experience.

Fee: $89
- # 2875 T 3/22 12:30–4:30 p.m. SCC

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

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

Certificate Series Fee: $495
- # 2729 2/7–4/29 48 Hours Online
- # 2730 4/4–7/1 48 Hours Online

Introduction to Data Analysis

Fee: $195
- # 2732 2/7–3/4 16 Hours Online
- # 2733 4/4–4/29 16 Hours Online

Intermediate Data Analysis

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

Advanced Data Analysis

Fee: $195
- # 2737 4/4–4/29 16 Hours Online
- # 2738 6/6–7/1 16 Hours Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
Google Analytics Certificate

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

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

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