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.

KEY:
- 🌐 = ONLINE COURSE
- 👤 = ONLINE CERTIFICATES
MCC = MCHENRY COUNTY COLLEGE
SCC = SHAH CENTER

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  Alicia Midgley
# 4836  10/1–12/31  1.5 Hours  Online

CRAFTS AND HOBBIES

Fused Glass Holiday Ornament Workshop
In this one-session class, you’ll have time to make a minimum of six fused-glass ornaments suitable for hanging on a tree or in a window. There will be over a half dozen seasonal designs to choose from. Supply costs are not included in course fee, but will be available on site and will range from $10–$40 depending on the number of ornaments you choose to make. Finished ornaments will be fired the week after the class date and then available for pick up. All classes will be held at Material Things Artisan Market, 103 E. Van Buren St., Woodstock.

Fee: $19  Kenneth West
# 4360  Su 10/23  1–4 p.m.
# 4361  Sa 11/5  1–4 p.m.
# 4362  Sa 11/19  1–4 p.m.
# 4363  Sa 12/3  1–4 p.m.

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. All classes will be held at Material Things Artisan Market, 103 E. Van Buren St., Woodstock.

Fee: $39  Kenneth West
# 4356  Su 10/2, 10/9  1–4 p.m.
# 4357  Su 11/6, 11/13  1–4 p.m.
# 4358  Su 11/27, 12/4  1–4 p.m.
**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. **All classes will be held at Material Things Artisan Market, 103 E. Van Buren St., Woodstock.**

Fee: $39

# 4359

Sa 10/22, 10/29 1–4 p.m.

---

**NEW! Gobble! Gobble! Fun with Cookies**
There is a lot to be thankful for this year, especially delicious cookies! Join Lauren Daly of Tada Cookies for an evening of cookie decorating, Turkey Style! You will learn tips on dough making and how to decorate your perfect cookie. You will surely want to gobble up your cookies after you are finished decorating them. You will receive six pre-baked themed cookies, icing, and sprinkles to decorate your own themed cookies. Please bring an apron and get ready to decorate!

Fee: $39

# 3817

T 11/15 6–8 p.m.

A, MCC

---

**NEW! My Grown-up and Me Fun with Cookies**
Everyone loves cookies, especially kids! Spend the morning with your kid in learning how to make cookie dough and techniques on decorating the perfect cookie. Don’t worry, we don’t expect everyone to have the perfect decorated cookie. We do expect everyone to have fun, especially the kids! Let your kid be creative and enjoy the time with you. Together you will decorate six pre-made winter holiday themed cookies that you will be able to take home. We will provide all the icing and sprinkles needed to make the perfect cookie. Please bring an apron and get ready to decorate! We welcome mommies, daddies, grandparents, guardians, or any special family member. Limit 1 child per adult.

Fee: $39

# 3819

Sa 12/3 10–11:30 a.m.

A, MCC

---

**NEW! Winter Holiday Fun with Cookies**
Tis the season of snow, lights, and gifts! Join Lauren Daly of Tada Cookies in learning how to make and decorate those perfect holiday cookies! Learn how to make delicious cookie dough and techniques for decorating beautiful cookies. You will receive six pre-baked themed cookies, icing, and sprinkles to decorate your own themed cookies. Please bring an apron and get ready to decorate!

Fee: $39

# 3818

T 12/6 6–8 p.m.

A, MCC

---

**Introduction to Wine Culture**
Introduction to Wine Culture examines the history, sensory analysis, grape varietals, viticulture, vinification, and service techniques of the wine industry. Principal wine regions are examined with impact of geological events, topography and climate. Popular noble grapes are examined for flavor profile, food pairing, and compounds. This course includes smelling and blind tasting exercises, wine and food pairings, and discovering one’s level of super taster.

Fee: $225

# 4351

M 10/10–12/5 5–8 p.m.

B, MCC
NEW! Medicinal Mushroom Tinctures
Using mushrooms, you’ll learn how to make extractions, including single, double, and triple types. We’ll cover fungus species Ganoderma such as Reishi and Bracket Fungus, Chaga, and Polypores. Some species can be found in McHenry County, like Artist Conk, Turkey Tails, and Birch Polypore. You’ll review how to grow your own medicinal mushrooms such as Reishi, Lion Mane, and others. Our instructor’s 30-year history in foraging also includes some roots, barks, and seeds like burdock, milk thistle, Oregon grape root, echinacea, and many others to incorporate into a tincture. A tasting of a dual tincture will be available, but not required!

Fee: $39
Gary (Andy) Andresky
#4353 F 10/14 7–8:30 p.m. A, MCC

Luscious, Low-Fat, Lightning-Quick Meals
Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You’ll learn how to reduce fat in recipes without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You will discover tips for grocery shopping, menu planning, food preparation, and quicker cooking. You will have the chance to try out over 50 exciting and easy lowered-fat recipes.

Fee: $115
#3887 10/12–12/2 24 Hours Online
#3888 11/16–1/6 24 Hours Online
#3889 12/14–2/3 24 Hours Online

DANCE

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

Fee: $59
Kimberly Oda
#4354 M 10/3–11/7 7–8:30 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
Kimberly Oda
#4355 M 11/14–12/19 7–8:30 p.m. A, MCC

FINE ART

NEW! Artistic Journaling
Do you like to journal? Have you ever wanted to take your journaling to the next step? Learn how to create beautiful, one-of-a-kind pages in your journals using a variety of art materials and mediums. You will learn how to blend different art mediums to create unique layering effects and explore different styles of doodling and journaling. This would make a unique journal to keep or share with your special someone. A supply list will be sent to you prior to the start of the class.

Fee: $59
Julie Kukreja
#4372 W 10/5–10/26 6–8 p.m. A, MCC

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
#3890 10/12–12/2 24 Hours Online
#3891 11/16–1/6 24 Hours Online
#3892 12/14–2/3 24 Hours Online
Drawing: Beginner to Intermediate
Do you have an interest in creating and designing? Do you have a passion or desire for drawing but not sure where to start? In this class, you will learn the basics of drawing. Learn how to create volume in your drawing through perspective, shading, and shadows. You will learn how to train your eyes to replicate what it sees. Students may purchase the optional textbook, Complete Book of Drawing: Essential Skills for Every Artist on Amazon.
Students will need to bring a sketch pad, HB and 2B pencils, pencil sharpener, kneaded erasers, erasers, and ruler.
Fee: $69
# 4270 Efrain Gonzalez
W 10/5–11/9 6–8 p.m. A, MCC

NEW! One and Done Holiday Painting
Are you looking for that perfect holiday gift or a way to show your holiday spirit? Join us for a night of holiday cheer as our instructor will guide you through the step-by-step process of painting either Santa or Rudolph on a 12x24 canvas. Roll up your sleeves and unleash your creativity. All materials will be provided.
Fee: $39
# 4373 Julie Kukreja
M 11/14 6–9 p.m. A, MCC

NEW! One and Done Holiday Painting for Two
Looking for that special opportunity to spend quality time with one of your kids, family members, or friend during this holiday season? Join us for a two for one painting class as our instructor will guide you step by step through the process of completing a Gnome Family painting. Each painter will create a piece of the Gnome family on their own 6x12 canvas. Limit two individuals per registration. All materials will be provided.
Fee: $45
# 4374 Julie Kukreja
Sa 11/19 10 a.m.–Noon A, MCC

HEALTH AND WELLNESS

Explore Administrative Medical Assistant
Demand for medical assistants will grow 23% 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
# 3896 10/12–12/2 24 Hours Online
# 3897 11/16–1/6 24 Hours Online
# 3898 12/14–2/3 24 Hours Online

Explore Medical Coding
Explore a career as a medical coder and gain knowledge to help you work, with confidence, almost anywhere in the medical field from doctors’ offices, clinics, hospitals, or even in the comfort of your home. This course teaches use of the CPT manual and IDC-10-CM which will give you a leg up on others who are new to this career.
Fee: $115
# 3899 10/12–12/2 24 Hours Online
# 3900 11/16–1/6 24 Hours Online
# 3901 12/14–2/3 24 Hours Online

Explore Medical Transcription
Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This course contains grammar review, as well as important clinical knowledge of major disease processes that are essential to enhancing your skills as a medical documentation specialist.
Fee: $115
# 3902 10/12–12/2 24 Hours Online
# 3903 11/16–1/6 24 Hours Online
# 3904 12/14–2/3 24 Hours Online

Handling Medical Emergencies
Learn how to help family, friends, and anyone in an emergency when every second counts. This course will help you recognize the early signs and symptoms of common medical conditions and emergencies, so you can provide appropriate treatment while waiting for the EMS to arrive.
Fee: $115
# 3908 10/12–12/2 24 Hours Online
# 3909 11/16–1/6 24 Hours Online
# 3910 12/14–2/3 24 Hours Online

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

Take control of your headaches! If you’re one of the 90% of adults who suffer from headaches, this class is designed for you. Understand the important facts about the most common types of headaches. Learn ways to take control of your head pain through medical intervention, alternative therapies, exercises, and work/posture habits. You’ll participate in a gentle posture strength and stretching program that can be used immediately to begin to address your headaches.

Fee: $19
Denise Smith
# 3825 M 10/17 6–7:30 p.m. A, MCC

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
# 3905 10/12–12/2 24 Hours Online
# 3906 11/16–1/6 24 Hours Online
# 3907 12/14–2/3 24 Hours Online

Understanding Adolescents

You will learn about the many physical, emotional, your life and understand the significance of these changes, both for you and the adolescent. You will look at relationships inside and outside the home and how they shape the development of a teen’s identity. You will explore personality, moral development and the role of faith. By the time you finish this course, you should be very well-prepared to understand, appreciate, and meet the needs of the teens in your life.

Fee: $115
Dr. Jennifer Wilson-Binotti
# 4370 W 10/12 5:30–7 p.m. A, 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 snow clearing and/or landscaping equipment. Work with a skilled instructor and learn how to get back to snow blowing or mowing 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 will need to bring their own equipment but tools are provided for use during the class. Specific classroom information will be emailed to students one week prior to class.

Fee: $79
Stiljan Agolli
# 4375 T 10/4–10/25 5–7 p.m. Prairie Ridge High School
Advanced Small Engine Repair
Dig deeper into the components of small engines as you focus on the individual systems and how they work together to produce power for your equipment. Gain insight into the diagnostics of two and four stroke small engines, as well as to rebuild and restore them to optimum performance. Must have taken Small Engines Repair course prior, or have previous knowledge of small engine repair. Students will need to bring their own equipment (two or four stroke engine) to connect class content to their real life. Specific classroom information will be emailed to students one week prior to class.
Fee: $79
# 4376 M 11/7–11/28 5–7 p.m. Stijlen Agolli Prairie Ridge High School

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
# 3914 10/12–12/2 24 Hours Online
# 3915 11/16–1/6 24 Hours Online
# 3916 12/14–2/3 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
# 4289 10/12–12/2 24 Hours Online
# 4290 11/16–1/6 24 Hours Online
# 4291 12/14–2/3 24 Hours Online

Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard. Whether you want to provide food for your family, save money, get exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to have a successful harvest.
Fee: $119
# 4321 10/12–12/2 24 Hours Online
# 4322 11/16–1/6 24 Hours Online
# 4323 12/14–2/3 24 Hours Online

NEW! Understanding Your Home’s Electrical System: Troubleshooting & Fixing Common Problems
When problems develop with the electrical devices in your home, most people call an electrician costing them hundreds of dollars. This course will discuss common problems that can occur which can be fixed relatively easy. The course will include the basics of how your home’s electrical system works, discussion on the advantages of switching from incandescent bulbs to LED’s, and how to install a ceiling fan to help cool your home and save electrical energy. Finally, there will be a brief discussion regarding the use of solar voltaic systems and are they right for you.
Fee: $19
# 4377 W 12/7 6–7:30 p.m. A, MCC Harry Harman

LANGUAGES

American Sign Language I
This 8-week course is for students who must show proficiency through an instructor administered assessment and have completed American Sign Language for Beginners. 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 a Deaf instructor. The required textbook is: Signing Fun: American Sign Language, vocabulary, phrases, games, & activities (ISBN: 1-56368-292-3). Limited copies available in the MCC bookstore.
Fee: $99
# 4423 M 10/3–11/21 6–8 p.m. A, MCC Jennifer Ewald

American Sign Language for Beginners
Join 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). Limited copies available in the MCC bookstore. This is an 8-week course with no class on October 11 and November 8.
Fee: $99
# 4424 T 10/4–12/6 6–8 p.m. A, MCC Jennifer Ewald
**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

- #4129 10/12–12/2 24 Hours Online
- #4130 11/16–1/6 24 Hours Online
- #4131 12/14–2/3 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

- #4132 10/12–12/2 24 Hours Online
- #4133 11/16–1/6 24 Hours Online
- #4134 12/14–2/3 24 Hours Online

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

- #4135 10/12–12/2 24 Hours Online
- #4136 11/16–1/6 24 Hours Online
- #4137 12/14–2/3 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

- #4138 10/12–12/2 24 Hours Online
- #4139 11/16–1/6 24 Hours Online
- #4140 12/14–2/3 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

- #4141 10/12–12/2 24 Hours Online
- #4142 11/16–1/6 24 Hours Online
- #4143 12/14–2/3 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

- #4200 10/12–12/2 24 Hours Online
- #4201 11/16–1/6 24 Hours Online
- #4202 12/14–2/3 24 Hours Online
MUSIC

Beginner Guitar/Ukulele
Learn to play guitar or ukulele in this fun, in-person group setting. We will start with the basics of song accompaniment by learning chord fingerings in a variety of keys, and strum patterns using a variety of rhythmic patterns. Well known folk and pop songs will be used as a learning tool. Basic guitar/ukulele care, tuning and elements of music will be covered.

Fee: $79   Patricia Gaughan
# 4352   T   10/18–11/8   6–7:30 p.m.   B, MCC

PERSONAL FINANCIAL MANAGEMENT

How To Buy a Second Home or Retirement Property
Ready to spend some time in the sunshine, or ski slopes or the beach? Learn the best way to purchase your second home or vacation property in this course. Discussion will include learning to make owning your second/retirement home a reality. During the class, we will also go over the minimum down payments, credit requirements, affordability and the underwriting criteria needed for your purchase. This is not a class on buying or renting a timeshare.

Fee: $19   Michael Olach
# 3574   W   12/7   6:30–8:15 p.m.   A, MCC

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
# 4203   10/12–12/2   24 Hours   Online
# 4204   11/16–1/6   24 Hours   Online
# 4205   12/14–2/3   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
# 4206   10/12–12/2   24 Hours   Online
# 4207   11/16–1/6   24 Hours   Online
# 4208   12/14–2/3   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
# 4209   10/12–12/2   24 Hours   Online
# 4210   11/16–1/6   24 Hours   Online
# 4211   12/14–2/3   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
# 4318   10/12–12/2   24 Hours   Online
# 4319   11/16–1/6   24 Hours   Online
# 4320   12/14–2/3   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
# 4324   10/12–12/2   24 Hours   Online
# 4325   11/16–1/6   24 Hours   Online
# 4326   12/14–2/3   24 Hours   Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
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
# 4327 10/12–12/2 24 Hours Online
# 4328 11/16–1/6 24 Hours Online
# 4329 12/14–2/3 24 Hours Online

PHOTOGRAPHY

Discover Digital Photography
Gain the skills you need to take great photos with your digital camera and never miss a memorable moment again. This course is an informative introduction to digital photography, from DSLRs to smart phone cameras.
Fee: $115
# 4095 10/12–12/2 24 Hours Online
# 4096 11/16–1/6 24 Hours Online
# 4097 12/14–2/3 24 Hours Online

Introduction to Lightroom Classic CC
Do you have a lot of images to manage? Adobe Photoshop Lightroom is a fantastic tool for digital photographers at any skill level who need to manipulate and organize photos and images. This course will teach you how to use Lightroom Classic CC, Adobe's easy-to-use software that prepares, edits, and organizes photos quickly and effectively. Through hands-on exercises, you will learn to use Lightroom Classic CC like a pro and perfect your digital photos!
Fee: $119
# 4249 10/12–12/2 24 Hours Online
# 4250 11/16–1/6 24 Hours Online
# 4251 12/14–2/3 24 Hours Online

Mastering Your Digital SLR Camera
Break through the technology barrier and discover how to use your DSLR to take beautiful photos. This course will help you learn about features and controls, proper lenses, metering, exposure, and more to take your photography to the next level.
Fee: $115
# 4054 10/12–12/2 24 Hours Online
# 4055 11/16–1/6 24 Hours Online
# 4056 12/14–2/3 24 Hours Online

Photograph Nature With Your Digital Camera
Discover how your nature photos can become works of art rather than just snapshots. This course will help you explore composition and lighting as you master your digital camera’s controls and features to take exceptional nature photos in no time.
Fee: $115
# 4252 10/12–12/2 24 Hours Online
# 4253 11/16–1/6 24 Hours Online
# 4254 12/14–2/3 24 Hours Online

Photoshop CC for the Digital Photographer
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful subscription software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course you will master techniques to edit and enhance your digital images and add a professional polish to your work. The course offers simple, step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with Photoshop’s tools for correcting exposure, adjusting color and colorcasts, and work with Adobe’s powerful layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements from your images. You will discover how to work with raw images and prepare images for print or online use. In this course, you will be guided through detailed explanations and instructions for using the tools that make this software so popular and unique in the world of digital editing. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.
Fee: $115
# 4255 10/12–12/2 24 Hours Online
# 4256 11/16–1/6 24 Hours Online
# 4257 12/14–2/3 24 Hours Online

Secrets of Better Photography
Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments that will help you apply new techniques to your own camera and make a distinctive difference in your photos.
Fee: $115
# 4258 10/12–12/2 24 Hours Online
# 4259 11/16–1/6 24 Hours Online
# 4260 12/14–2/3 24 Hours Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
NEW! Get Funny!
Gain the ability to create humor, an important skill that can open many doors. This course is filled with opportunities to laugh as you learn how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or entertain friends and even make new ones.
Fee: $115
# 3872 10/12–12/2 24 Hours Online
# 3873 11/16–1/6 24 Hours Online
# 3874 12/14–2/3 24 Hours Online

NEW! Getting to Know Your iPhone
Mike Wilson will demonstrate how to use your smart phone. This class is designed for mature and recent iPhone users! We’ll cover cell phone topics, such as: the photo app, texting, navigating, apps, contacts, e-mail, camera, App store, settings, and the Internet. Not for Android users.
Fee: $49 Mike Wilson
# 4161 MTW 11/28–11/30 6:30–7:30 p.m. Remote

NEW! Learn to Buy and Sell on eBay
Learn from an auction pro how to work from home or earn extra income by buying and selling goods online for top dollar. This course will teach you how to get noticed, value items, sell quickly, protect against fraud, and safely conduct financial transactions.
Fee: $115
# 4394 10/12–12/2 24 Hours Online
# 4395 11/16–1/6 24 Hours Online
# 4396 12/14–2/3 24 Hours Online

NEW! Modern Ghost Hunting & The Paranormal
Over the years, how the paranormal is viewed and investigated has changed. Specialized equipment, new techniques and updated paranormal theories has reshaped how paranormal investigator approach the topic. Members of the Society for Anomalous Studies (SAS) have decades of experience investigating and researching the paranormal. This October they will be sharing what they have learned about ghost hunting and the paranormal through the presentation, “Ghost Hunting and the Paranormal”. In addition to exploring the history and theories of ghost hunting, this presentation will also discuss old and new techniques and equipment used to capture evidence of paranormal activity. Actual evidence captured by SAS, will be shown to demonstrate how equipment works as well as how spirits can interact during investigations. Join SAS for this interesting, and at times, chilling ride through their work exploring the paranormal at abandoned prisons, asylums, hotels, hospitals, schools and other haunted locations in Illinois, Wisconsin, Ohio, Indiana and other states. Visit SAS on their website at www.sasghostresearch.com or on Facebook at www.facebook.com/ParanormalSAS/
Fee: $19 Cindy Heinen
# 3858 F 10/28 7–9 p.m. A, MCC

NEW! Save Money with Extreme Couponing!
Learn how to save $$$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you: * where to find all different types of coupons, even for high ticket items * how to find the best coupon apps and websites * how to match coupons with sales for maximum savings This workshop is taught by someone who has used many couponing secrets to save thousands. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class.
Fee: $19 LeeAnne Krusemark
# 4111 Sa 10/1 10–11 a.m. Remote

TEST PREP

GRE Prep Series
If you’re planning to apply for graduate school, you’ll need to ensure you score well on the GRE, and this series is the perfect place to prepare. Learn techniques for taking on the verbal reasoning, analytical writing, and quantitative math sections of the GRE. You’ll also gain pointers on managing time, reducing anxiety, and how scoring is calculated.
Fee: $199
# 3869 10/12–1/6 48 Hours Online
# 3870 11/16–2/10 48 Hours Online
# 3871 12/14–3/10 48 Hours Online

To register, visit www.mchenry.edu/personaldevelopment or call (815) 455-8588
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
# 3893 10/12–12/2 24 Hours Online
# 3894 11/16–1/6 24 Hours Online
# 3895 12/14–2/3 24 Hours Online

SAT/ACT Part 2-Math Prep Course
Focuses on the math questions of the ACT and SAT geometry, trigonometry, and basic statistics. Provides you with a complete math review of all these subjects. Learn how to use your time wisely so you finish as many math questions as possible in the 60 minutes given to you for the math test. You'll also cover functions and other algebra II subjects now tested on the SAT. Also includes pointers in time management, anxiety relief, scoring and general standardized test-taking.
Fee: $115
# 4194 10/12–12/2 24 Hours Online
# 4195 11/16–1/6 24 Hours Online
# 4196 12/14–2/3 24 Hours Online

SAT/ACT Prep Series
Making the decision to attend college is probably one of the most important decisions you'll ever make and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will help prepare you to excel in all sections for both tests, and provide you with the means to achieve your best potential score!
Fee: $199
# 4197 10/12–1/13 48 Hours Online
# 4198 11/16–2/17 48 Hours Online
# 4199 12/14–3/17 48 Hours Online

NEW! Be a Better Writer: 10 Easy Tips to Improve your Writing NOW
We write everyday: emails, social media posts, work projects, and even non-fiction or creative writing. Improving is just a matter of knowing some simple tricks to make your writing more impactful and readable, and may help get you a promotion at work or avoid rejection from a publisher. In this hands-on session, there will be writing/editing examples and exercises so you can see in real time how to make sentences flow properly while still maintaining reader interest, and you will leave with a workbook full of writing tips and tricks, which is included in the class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class.
Fee: $30 LeeAnne Krusemark
# 4109 Sa 10/1 2–4 p.m. Remote

NEW! How to Self-Publish for Free
This course will start your personal journey to becoming a royalty-earning self-published author. Write the next Great American Novel, share your professional expertise. Or tell your family's story. Whatever you dream of writing, you can write and publish it yourself. Discover how to produce e-books and print books through Amazon's Kindle Direct Publishing, plus other online platforms, that will give you worldwide reach for your work from a successful self-published author. Hear about the basics including proper manuscript and book formatting, book cover design, editing tools, and publishing platforms. Learn how to create accounts and understand dashboards and reports, plus copyrights, ISBN, LCCN, and AISN. Develop a self-publishing plan and take steps 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. This is a self-pace course with direct communication with the instructor.
Fee: $79 Roxanne Boersma
# 4350 10/1–12/31 8 Hours Online
NEW! Introduction to Screenwriting for Television or Movies

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you’ll get an inside look into the business of selling your script to agents and producers. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class.

Fee: $20

LeeAnne Krusemark
# 4108  Sa 10/1 Noon Remote

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

# 4279  10/12–12/2 24 Hours Online
# 4280  11/16–1/6 24 Hours Online
# 4282  12/14–2/3 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

# 4286  10/12–12/2 24 Hours Online
# 4287  11/16–1/6 24 Hours Online
# 4288  12/14–2/3 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

# 4330  10/12–12/2 24 Hours Online
# 4331  11/16–1/6 24 Hours Online
# 4332  12/14–2/3 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

# 4333  10/12–12/2 24 Hours Online
# 4334  11/16–1/6 24 Hours Online
# 4335  12/14–2/3 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

# 4336  10/12–12/2 24 Hours Online
# 4337  11/16–1/6 24 Hours Online
# 4338  12/14–2/3 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

# 4339  10/12–12/2 24 Hours Online
# 4340  11/16–1/6 24 Hours Online
# 4341  12/14–2/3 24 Hours Online
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)

How to Take a Zoom Class, and More!

Many instructors use Zoom for live/virtual classes such as cooking classes, painting, exercising, computers, music, and others. We all need a working knowledge of how to use Zoom controls. Mike Wilson will help you understand the basics, such as the process of receiving Zoom invites, “getting to your classroom,” plus he’ll teach you about navigating the features used in Zoom.

Fee: $5 Mike Wilson
# 4112 M 10/3 1–2 p.m. Remote

Navigating Your Windows 10 Computer

Do you need help with your computer that operates on the Windows 10 system? Mike Wilson will define and demonstrate the Windows 10 operating system and related features. You’ll see how to navigate the desktop, use the taskbar, and work with icons. Learn about apps and how they are organized in Windows 10, plus use the start menu to explore even more features. (Not for Apple/Mac users.)

Fee: $20 Mike Wilson
# 4113 T 10/4 2:30–3:30 p.m. Remote

Movie Music Memories 2

Join us for “Movie Music Memories 2,” a collection of historic film clips from more than 50 years of song and dance performed by the greatest performers on the silver screen from 1964 to present day. We’ll guide you through the decades featuring carefully crafted clips from films that are sure to reawaken some of the happiest times of your life. The stars will be out in this swift-moving songfest, among them Audrey Hepburn, Rex Harrison, Julie Andrews, John Travolta, Emma Stone, Nicole Kidman, Anya Taylor-Joy and The Beatles. You’ll love this experience! This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd., Algonquin.

Fee: $10 John LeGear
# 4124 W 10/5 1–3 p.m. Remote

Searching with Google

You’ll understand how to use and get the best out of a search engine, such as Google, for looking up information and doing research. Find out how to search for practically anything online and focus your searching for more accuracy. This is a great great class to open the power of Google search!

Fee: $20 Mike Wilson
# 4114 Th 10/6 2:30–3:30 p.m. Remote

To register, visit www.mchenry.edu/rap or call (815) 455-8588
Strolling Florence: A Live Walking Tour of the Home of the Renaissance

Benvenuti a Florence is the capital city of Tuscany and home of the Renaissance. Florence, located in central Italy, is full of intriguing history, culture, and culinary delights which is a must visit when in Italy. Until then, let’s do a bit of armchair travel! Join your personal guide as we stroll our way through this stunning city stopping at its iconic landmarks such as the Duomo, the Uffizi Gallery, and of course, the Ponte Vecchio. We will discuss the natural landscape and impressive architecture, hear stories of the noble families, and devour Tuscan culture through the eyes of a local who knows it best. Tour leader, Linda, enjoys sharing her deep love and appreciation of Italian culture with others throughout the world. She is a dual citizen of Australia and Italy. NOTE: This Zoom session will be live streamed from Florence, Italy.

Fee: $12 Linda Sorgiovanni
# 3859 Th 10/6 9–10:15 a.m. Remote

The Calling of St. Matthew

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

Fee: $12 Susan Langworthy
# 3715 F 10/7 1–2:30 p.m. A, MCC

Chicago’s New Local Architects: Valerio Dewalt Train

Explore today’s high-profile Chicago architectural firms, which have designed Chicago’s newest architectural masterpieces! We will study their innovative new ideas, which have enlivened Chicago’s iconic architectural landscape!

Fee: $12 Jennifer Scavone
# 4145 Th 10/13 6:30–8:30 p.m. Remote

The Life of Betty White

On December 31, 2021, an unexpected sadness swept across the nation. Betty White, America’s beloved personality and classy television had passed away, just weeks before celebrating her 100th Birthday. Betty White was more than just an actress. She brought a sense of home, laughter, and grace that warmed the hearts of many. White was nicknamed the “First Lady” of television and game shows; received eight Emmy Awards and was placed in the Guinness World Record for longest television career. In 2006, she also received the title of “Los Angeles’ Ambassador to Animals” for her lifelong support and work for the welfare of animals. Historical Presenter, Jim Gibbons, will discuss the life, fame, and accomplishments of Betty Marion White Ludden. You’ll learn about her upbringing in Illinois, the television shows she appeared in including The Golden Girls; The Carol Burnett Show; The Betty White Show; Mama’s Family; The Mary Tyler Moore Show; To Tell the Truth; Password; Hollywood Squares, and many more. He’ll explain how White’s legacy, popularity, and fame kept improving with age.

Fee: $12 James Gibbons
# 3718 Th 10/13 1–3 p.m. A, MCC

All About Pictures! Organizing, Editing, and Saving on Your Computer

During this class you will learn how to manage pictures on your computer. Also, find out how to name, rename, and move pictures into folders to get organized. We’ll take a look at using the Photo Gallery and minor editing of pictures, such as cropping and making enhancements. You’ll see how to use pictures for desktop backgrounds and insert a picture into Microsoft Word to manipulate for flyers, invitations, and other printed materials. (Not for Apple/Mac users.)

Fee: $20 Mike Wilson
# 4123 F 10/14 2:30–3:30 p.m. Remote

Jazz, Civil Rights, and the Avante Garde Movement

In the film, Down to the Crux, Bill Dixon said, The Civil Rights Movement was presenting to a public all of these things that needed to be examined, and the music was doing that. Develop your understanding of jazz in the 1960s, the emergence of the Avant Garde and the connections to the Civil Rights Movement. You will have 2 short readings (provided) to help you understand the movement and you’ll watch a film in class that is unavailable to the public. We’ll focus on the careers of Archie Shepp and Sunny Murray as representatives of the music emerging in the 1960s and their use of Europe as an important place for American musicians and American music.

Fee: $25 Scott Cashman
# 4147 F 10/14–11/4 1–3 p.m. Remote
Protect Yourself! Senior Issues and Answers with Patrick Kenneally, McHenry County State’s Attorney

We’re all getting a little older. It’s important to stay up to date on the challenges we may face and how to handle them. Three of the top concerns are elder abuse, financial exploitation, and identity theft. McHenry County State’s Attorney, Patrick Kenneally will give you in-depth information, plus the best course of action to navigate these issues.

Fee: $5  Patrick Kenneally  
# 4349  M  10/17  1–2 p.m.  A, MCC

Asian Tales and Travels: Stories from Japan, Korea, and India

Join storyteller Anne Shimojima as she spins tales from Japan, Korea, China, and India. Anne shares photos of her storytelling trip to Japan as a guest of the Japanese government and her discovery of long-lost family. Then you’ll visit China and a historic storytelling village.

Fee: $12  Anne Shimojima  
# 4149  T  10/18  1–2:30 p.m.  Remote

Computer Scams and What Not to Click On!

Don’t let your computer control you! Find out what you should and should NOT click on. Mike will discuss scams to know about; frustrating and suspicious popups; advertisements; your haywire computer, e-mail ads, and links. (Not for Apple/Mac users, or tablets.)

Fee: $20  Mike Wilson  
# 4116  T  10/18  2:30–3:30 p.m.  Remote

Lost in the Woods: The Real and Unreal Story of Haunted Bachelors Grove

For generations, a tiny, one-acre pioneer cemetery in southwest Chicago has been known as one of the world’s most haunted places. With hundreds of supernatural events reported, from phantom cars and dogs to ghost lights, a mysterious white lady, and even a vanishing house, this enigmatic place has been a lifelong subject of paranormal researcher Ursula Bielski. Author of Haunted Bachelors Grove and ten other books on the the paranormal and supernatural, Ursula will share with you the distinctive findings from her more than three decades of research at this storied site. She’ll explain to you why, after hundreds of visits, she no longer sets foot in the cemetery or the shrouding forest that surrounds it.

Fee: $12  Ursula Anne Bielski  
# 4366  W  10/19  1–2:30 p.m.  Remote

Franklin D. Roosevelt: A Fireside Chat

The news headlines of today call forth the truth of FDR’s words of 80 years ago. He speaks out against religious and racial intolerance; against the voices of deceit and despair. He speaks for the people, for the well being of our neighbors and a for a government that is the embodiment of human charity. FDR reads Depression era letters from citizens asking for help, the most touching from children, and recounts the New Deal programs designed to help in the days when the people mattered. The president reminds us all of the challenges of WWII and the many ifs facing the nation in 1942. When skeptics challenged his war production goals, FDR replied, Let no man say it cannot be done; it must be done and we have undertaken to do it. At the conclusion of his “Fireside Chat” the President invites audience questions. **This presentation is a character portrayal.

Fee: $12  Robert Lindsey  
# 3728  Th  10/20  1–2:30 p.m.  Remote

Working with Documents on a Windows 10 Computer

You’ll see how to save files with Microsoft Word on your Windows 10 computer. We’ll also cover how to create a PDF file and why we use them. You’ll see how to view, organize, and find your documents, as well as place them on flash drives, external drives, and the cloud. We’ll explore features to preview documents without opening them and how to attach documents to your e-mail for sending. (Not for Apple/Mac users.)

Fee: $20  Mike Wilson  
# 4117  F  10/21  2:30–3:30 p.m.  Remote
Brush with Death: Art During the Black Plague
In 1347 the Black Death arrived in Europe and quickly spread across Europe. Over the course of the next 300 years, the plague killed about a third of the entire population, because it kept coming back. It became a regular part of life—and death. This class will look at the powerful impact the Black Death had on art as the Renaissance was just getting started.

Fee: $12  Ruth Nelson  
# 4151  W  10/26  7–9 p.m.  Remote

Save Time and Money with an Easy Computer Tune-Up
Save money by learning some easy fixes for your computer yourself! No great skills needed. Use three proven free online software to fix most software related issues like malware and viruses with a few clicks of a button! Speed up your computer in no time! (Not for Apple/Mac users.)

Fee: $20  Mike Wilson  
# 4118  Th  10/27  2:30–3:30 p.m.  Remote

Julia Child - Bon Appetit! (Character Portrayal)
In the 1960s, thousands tuned in every week to watch Julia Child demonstrate the art of French cooking on television. Actress and scholar Leslie Goddard, Ph.D. brings the iconic French Chef to life in this portrayal, where Child discusses everything from her relationship with her husband Paul Child to the mishaps of cooking on television. Bon Appetit! This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd, Algonquin.

Fee: $10  Leslie Goddard  
# 4126  T  11/1  1–2 p.m.  Clarendale of Algonquin

Lucille Ball
During the Golden Age of Television, Lucille Ball became a television icon. Her signature red hair, big personality, and witty humor would make people laugh and smile starting in the 1930’s. One thing is for certain, people everywhere still Love Lucy. Historical Presenter, Jim Gibbons, will discuss the life, fame, and accomplishments of Lucille Desiree Ball. You’ll hear about her early life, her marriage and family life with Desi Arnaz (Ricky), and how she became the first woman to run a major television studio, Desilu Productions. Desilu Productions produced many additional popular television shows including: “The Untouchables;” “Star Trek;” and “Mission: Impossible.” Gibbons will discuss Lucy’s fame and success with the television show, “I Love Lucy,” and its most famous episodes including the Chocolate Factory and Vitameatavegamin. He’ll also discuss the numerous awards received by Ball, including the prestigious Golden Globe Cecil B. DeMille Award, her induction into the Television Hall of Fame, and the two stars she received on the Hollywood Walk of Fame.

Fee: $12  James Gibbons  
# 3719  T  11/1  1–3 p.m.  Remote

Sex Trafficking and Its Effects on McHenry County
Sex trafficking is a dark industry that abuses and exploits people of all ages. An estimated 16,000-25,000 women and girls are exploited in the Chicagoland area every year, many of which go unreported and unrecognized. Meredith Hodge, Executive Director of Refuge for Women Chicago (McHenry County), will present eye-opening information on the often unspoken subject of sex trafficking and exploitation, its myths and misconceptions, its effects on McHenry County, and we can do as community members.

Fee: $12  Meredith Hodge  
# 4342  W  11/2  1–3 p.m.  A, MCC

Searching with Google
You’ll understand how to use and get the best out of a search engine, such as Google, for looking up information and doing research. Find out how to search for practically anything online and focus your searching for more accuracy. This is a great class to open the power of Google search!

Fee: $20  Mike Wilson  
# 4115  Th  11/3  2:30–3:30 p.m.  Remote

The Logic of Conspiracy Theories
Somebody is out to get us. Come to this lecture and find out who... and why! Why do so many people believe in conspiracy theories? How do we tell the difference between a conspiracy theory and an actual conspiracy? In this lecture, we will explore the development and structure of various conspiracy theories, identify the patterns of thinking that lead to them, and the fallacies that are inherent within them. We will also identify tools that help to distinguish between conspiracy theories and actual conspiracies. Then we will apply these tools to a variety of modern-day conspiracy theories. We will figure out who is most susceptible to conspiracy thinking... and why.

Fee: $12  Brian Wagner  
# 4158  F  11/4  1:30–3:30 p.m.  Remote

Defining Time
What time is it? That’s a surprisingly hard question to answer! Michelle Nichols from the Adler Planetarium will take you on a venture through several thousand years of history in the human quest to measure and define time.

Fee: $12  Michelle Nichols-Yehling  
# 3727  M  11/7  1–2:30 p.m.  Remote
Weather on Planet Earth
Weather has always been a source of conversation throughout history, and never more so than recently. The storms and extreme weather has put many regions in peril. What is the cause of weather events? Why do tornadoes occur? What is a microburst? How are blizzards similar to hurricanes? Why do some countries have monsoons? How has the weather changed over the millennia? How is it possible to make accurate weather forecasts? This class will describe conditions around the world and in various seasons that cause our weather!
Fee: $12  Suzanne Rausch  
# 4159  Th  11/10  1–2:30 p.m.  Remote

Microsoft Word: The Very Basics
We will break down the unknown Microsoft Word stuff. and present them to you in a clear, sensible, and enjoyable way! We will briefly look at the free and paid version of word processors. Then the instructor will open and show basic functions in Microsoft Word. We will go on to explore saving, alignments, bullets, numbering, and indents. (Not for Apple/Mac users.)
Fee: $20  Mike Wilson  
# 4119  M  11/14  2:30–3:30 p.m.  Remote

The First Transcontinental Railroad
What does the transcontinental railroad mean in American history? Find out why it was built and how. This class will examine different populations that were either involved in construction or affected by it. The transcontinental railroad will be considered from multiple perspectives and the larger legacy of the railroad will be evaluated. Join Lindsey Marolt, Education Coordinator at the Union Pacific Museum, to learn about both the large and small stories of the railroad. The Union Pacific Railroad Museum is housed in a historic Carnegie Library building in Council Bluffs, Iowa. It contains an extensive collection of artifacts, photographs, documents, and equipment from more than 150 years of our nation’s western history witnessed by the railroad.
Fee: $12  Lindsey Marolt  
# 4146  T  11/15  1:30–2:45 p.m.  Remote

The Problem with Tom: Jefferson and Slavery
What was the problem with Thomas Jefferson? The problem was that he, out of all of the Founding Fathers, spoke the most passionately and eloquently about the horror of slavery and the desperate plight of America’s slaves, but at the same time he continued to hold and profit from over a hundred of his own slaves. This lecture explores the contradictions in Jefferson’s life and possible ways to reconcile them. It illustrates the deep conflict between American slavery and American freedom.
Fee: $12  Joyce Haworth  
# 4160  W  11/16  10 a.m.–Noon  Remote

Excel for the Absolute Beginner
You’ll see how to navigate and interface with Excel’s basic features, such as, how to create a simple contact list, use calculations such as Autosum and how to generate simple formulas. Mike will also demonstrate how to use the fill handle, sort existing data, merge and center, move cells and ranges, and wrap text.
Fee: $20  Mike Wilson  
# 4120  F  11/18  11:30 a.m.–12:30 p.m.  Remote  
# 4121  M  11/21  2:30–3:30 p.m.  Remote

Getting to Know Your iPhone
Mike Wilson will demonstrate how to use your smart phone. This class is designed for mature and recent iPhone users! We’ll cover cell phone topics, such as: the photo app, texting, navigating, apps, contacts, e-mail, camera, App store, settings, and the Internet. Not for Android users.
Fee: $49  Mike Wilson  
# 4122  MTW  11/28–11/30  6:30–7:30 p.m.  Remote

The Real James Bond
Bond is a man’s man, a myth & a legend admired by men and women alike, but was Bond an actual person or just a character created by Hollywood? And what about his British Secret Service, M., Q., and all those glorious gadgets? Is it possible to eject a passenger out of a car, spew oil & smokescreens across the highway and fire a rocket from your car? And what about those super weapons and world domination? The answer is shaken not stirred with history! Well, maybe a little stirred!
Fee: $12  Ann Leslie  
# 4344  T  11/29  1–3 p.m.  Remote

PowerPoint for Zoom
You can create eye-catching personal presentations for clubs, Church, family events, etc., with PowerPoint! Explore the PowerPoint interface and see presentations from simple stock designs. You’ll see how to easily apply themes, animate text, and insert images, plus create text boxes and manipulate slides for printing. You’ll get a few tips and tricks to design your personal presentations for maximum impact. (Not for Apple/Mac users.)
Fee: $20  Mike Wilson  
# 4128  W  11/30  11:30 a.m.–12:30 p.m.  Remote

Amazing Castles Around the World
Are you curious about castles? Although these structures have been around since before the Middle Ages, you may have wondered about who built them, why they were built, their defining characteristics, as well as their historic and cultural significance. We’ll explore some of the world’s most extraordinary castles by revealing their intriguing histories and must-see treasures.
Fee: $12  Barbara Barrett  
# 3860  Th  12/1  10–11:15 a.m.  Remote
Christmas at Marshall Field’s
For many Chicagoans, no Christmas season was complete without a visit to Marshall Field’s, the city’s Grande dame of department stores. This illustrated talk traces the store’s beloved holiday traditions, including the Walnut Room Christmas tree, the holiday window displays, the toy department, Cozy Cloud cottage, and the Christmas catalog. See family photos with Santa Claus over the years and peek behind-the-scenes at the employee party. And of course, meet Uncle Mistletoe and his family. This class takes place at Clarendale of Algonquin, 2001 West Algonquin Rd, Algonquin.
Fee: $10
Leslie Goddard
# 4127 M 12/5 1–2 p.m.
Clarendale of Algonquin

Home for the Holidays
Local storyteller, Steven Aavang, will delight your mind, satisfy your soul, and warm your heart with a collection of several short stories from 1800 to 1900, which are all based in McHenry County. Sit back, relax, and get in the mood for the holidays!
Fee: $10
Steven Aavang
# 4368 Th 12/15 1–2:30 p.m. A, MCC

Holiday Movies and Music
Journey back with us over the past century of film history as John LeGear showcases some of the happiest and most memorable holiday moments from classic and popular films. Join us for songs, including a show-ending sing-along, dances, and magical movie scenes from some of the most warmly embraced holiday films of all time, among them “Holiday Inn,” “It’s a Wonderful Life,” “The Polar Express,” “Going My Way,” and of course, Bing Crosby’s “White Christmas.” Look for more familiar faces like James Stewart, Donna Reed, Danny Kaye, Rosemary Clooney, Whitney Houston, Denzel Washington, Tom Hanks and Bob Hope. “Holiday Movies and Music” is an uplifting experience that will remind you why we surround ourselves with loved ones to celebrate the season. We’ll see you then!
Fee: $12
John LeGear
# 4125 W 12/7 1–2:30 p.m. A, MCC

Space and Exciting New Discoveries
We’ve made assumptions about our place in the universe, space, our planet, and what the other planets are like. And we were wrong every single time. With telescopes, satellites, and technology, we have discovered a universe that is so much more exciting than what the best science-fiction writer could ever have imagined! How we got to where we are is the miracle!
Fee: $12
Ann Leslie
# 4346 F 12/9 1–3 p.m. Remote

The World’s Tiniest Sculptures
There is a new category of sculpture being created by some of the most amazing people in the world. What if I told you that you could only see these sculptures with a magnifying glass, or under a microscope, or under an electron microscope? But as astonishing as these sculptures are, the artists who make them are just as unique & surprising as their creations.
Fee: $12
Ann Leslie
# 4345 F 12/16 1–3 p.m. Remote

To register, visit www.mchenry.edu/rap or call (815) 455-8588
HEALTHCARE, SAFETY, AND WELLNESS

Flagger Certification
The National Safety Council (NSC) Work Zone Flagger Program incorporates classroom instruction, hands-on training and a flagging skills test to teach roadway personnel how to minimize confusion with standard flagging procedures and provide safe passage of traffic through and around Temporary Traffic Control Work Zones. This four-hour NSC Certification program meets federal industry guidelines and includes a manual on Uniform Traffic Control Devices. This certificate is valid for three years. Participants will learn: key flagging procedures, critical do’s and don’ts for flaggers, and how to maintain safety for themselves, roadway users, and their crew. 4.0 contact hours will be issued.

Fee: $150

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3779</td>
<td>W 9/14</td>
<td>8 a.m.–Noon</td>
<td>SCC</td>
</tr>
<tr>
<td>4186</td>
<td>W 10/5</td>
<td>8 a.m.–Noon</td>
<td>SCC</td>
</tr>
<tr>
<td>4187</td>
<td>W 11/9</td>
<td>8 a.m.–Noon</td>
<td>SCC</td>
</tr>
</tbody>
</table>

ServSafe Food Protection Manager Certification
This 8-hour course uses ServSafe (an ANSI-CFPM accredited exam provider) which meets the Illinois Department of Public Health requirements. The ServSafe Manager Certification verifies that a manager/person-in-charge has sufficient food safety knowledge to protect the public from a foodborne illness. All food service operations that prepare and serve food are required to have a certified food safety manager on the premises when food is being handled. The course covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning and sanitizing. The certification is valid for five years. You must arrive promptly by 8:00 a.m. Spanish language book is included in class fee. Bring photo ID to class.

Fee: $189

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3832</td>
<td>Th 9/8</td>
<td>8 a.m.–5 p.m.</td>
<td>SCC</td>
</tr>
<tr>
<td>3833</td>
<td>Th 10/6</td>
<td>8 a.m.–5 p.m.</td>
<td>SCC</td>
</tr>
<tr>
<td>3834</td>
<td>Th 11/10</td>
<td>8 a.m.–5 p.m.</td>
<td>SCC</td>
</tr>
</tbody>
</table>

NEW! ServSafe Food Protection Manager Certification - Spanish Language
This 8-hour course, taught in Spanish, uses ServSafe (an ANSI-CFPM accredited exam provider) which meets the Illinois Department of Public Health requirements. The ServSafe Manager Certification verifies that a manager/person-in-charge has sufficient food safety knowledge to protect the public from a foodborne illness. All food service operations that prepare and serve food are required to have a certified food safety manager on the premises when food is being handled. The course covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning and sanitizing. The certification is valid for five years. You must arrive promptly by 8:00 a.m. Spanish language book is included in class fee. Bring photo ID to class.

Fee: $189

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4382</td>
<td>M 10/17</td>
<td>8 a.m.–5 p.m.</td>
<td>SCC</td>
</tr>
</tbody>
</table>

BLS 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. 4.0 contact hours will be issued.

Fee: $75

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3789</td>
<td>Th 9/15</td>
<td>6–10 p.m.</td>
<td>A, MCC</td>
</tr>
<tr>
<td>4184</td>
<td>T 10/11</td>
<td>6–10 p.m.</td>
<td>A, MCC</td>
</tr>
<tr>
<td>4183</td>
<td>T 11/15</td>
<td>6–10 p.m.</td>
<td>A, MCC</td>
</tr>
<tr>
<td>4185</td>
<td>W 11/16</td>
<td>2:30–6:30 p.m.</td>
<td>SCC</td>
</tr>
</tbody>
</table>

To register, visit www.mchenry.edu/careertraining or call (815) 455-8588
REAL ESTATE/HOME INSPECTION

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

Fee: $999
# 4048 TTh 10/4–12/15 6–9 p.m. Shah Center

TRANSPORTATION

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: $5,000
# 4175 M–F 7/1–12/30 7:30 a.m.–3:30 p.m. Eagle Training Services

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: $6,000
# 3828 M–F 7/1–12/30 7:30 a.m.–3:30 p.m. Eagle Training Services

To register, visit www.mchenry.edu/careertraining or call (815) 455-8588
Adobe InDesign Essentials
Adobe InDesign is the industry standard page-layout program that works seamlessly with Adobe Illustrator and Photoshop. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities used to create professional documents. You will learn how to manage the InDesign environment and create, set up, design, enhance, and finalize multi-page documents. Access to Adobe InDesign software required.
Fee: $225
# 4009 11/7–12/2 16 Hours Online

Adobe Photoshop Essentials
This fundamental course covers Adobe Photoshop CC's most commonly used tools, menus, and panels. You will learn the basics of Photoshop and effectively work with selection and editing tools, layers, and masks to edit, retouch, and enhance existing images or create your own composite digital artwork. Impress your business organization, friends, and family by enhancing their photos and creating magazine cover quality-enhanced images. Access to Adobe Photoshop software required.
Fee: $225
# 4010 10/3–10/28 16 Hours Online

Boosting Your Website Traffic
Acquire the basic skills needed to boost your website traffic. Learn how to analyze your visitor traffic, use search engine optimization to get greater visibility and exposure in Google searches, and redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.
Fee: $195
# 3968 10/3–10/28 16 Hours Online

Online Advertising
Make online advertising work for you and your organization. Explore pay-per-click advertising with Google AdWords, then find out how to test low-budget AdWord campaigns. Learn how you can target local audiences via Facebook advertising and determine the demographics (and even numbers of people) you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.
Fee: $195
# 3969 11/7–12/2 16 Hours Online

Successful Print Marketing
Gen Y embraces print. Gen Z likes print even more than Gen Y. Amazon and eBay are both producing print catalogs. Find out the secrets to success in the almost-forgotten—but still remarkably effective—area of print, including catalogs, direct mail letters, brochures, postcards, and flyers. Learn powerful words, phrases, and structure needed to write effective direct mail letters and emails. Finally, we’ll discuss postcard marketing, including positioning and choosing images that send both a visual and written message.
Fee: $195
# 4039 10/3–10/28 16 Hours Online

Integrated Marketing Best Practices
Enter the fascinating—and growing—field of integrated marketing. Learn how to move potential customers from one medium to another, increasing both their interest and purchasing decisions. See how print and digital tools complement each other. You’ll take home an Integrated Marketing Model to help you choose what’s best for your business, and learn to put it all together with a one-year integrated marketing plan that engages your customers and projects a positive image for your organization and efforts.
Fee: $195
# 4035 11/7–12/2 16 Hours Online

The following classes are offered through remote instruction using the Zoom meeting platform (except where designated as “online” or a specific location is listed). Program staff will notify registered participants with information to access your class 24 hours before class begins. To register online visit www.mchenry.edu/workforce or call (815) 455-8588.
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Using Social Media</td>
<td>Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media platforms including Twitter, LinkedIn, and blogging. Learn quick, easy ways to engage your customers and keep them interested in your organization or business. Discover the advantages and disadvantages of each platform and learn what's right for your type of work and organization.</td>
</tr>
<tr>
<td>Fee: $195</td>
<td># 3926 10/3–10/28 16 Hours Online</td>
</tr>
<tr>
<td>Integrating Social Media Into Your Organization</td>
<td>Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.</td>
</tr>
<tr>
<td>Fee: $195</td>
<td># 3927 11/7–12/2 16 Hours Online</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. When the class starts, you'll receive instructions for downloading and installing a working copy of Keytboarding Pro 5. Please do not purchase or download the software from another source. This course must be taken on a PC or Chromebook. Macs are not compatible. Software requirement: PC: Windows 11 or later. Participants will receive an email with login information 24-48 hours after registering.</td>
</tr>
<tr>
<td>Fee: $115</td>
<td># 4079 10/12–12/2 24 Hours Online</td>
</tr>
<tr>
<td># 4180 11/16–1/6 24 Hours Online</td>
<td></td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>Learn the fundamental computer competencies you need to survive and prosper in today's quickly evolving workplace. You'll learn how to implement the powers of modern office software (Microsoft Outlook, Word, Excel, Access, and PowerPoint) to work faster and more efficiently. This course will also focus on practical applications for software most common in the workplace, utilizing the internet, and transferring and protecting data. By the time you finish, you'll see why technological literacy is so critical to the success of any organization. Participants will receive an email with login information 24-48 hours after registering.</td>
</tr>
<tr>
<td>Fee: $115</td>
<td># 4261 10/12–12/2 24 Hours Online</td>
</tr>
<tr>
<td># 4262 11/16–1/6 24 Hours Online</td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>Learn the basics of Microsoft Outlook, an information management program used to manage e-mail, calendar, contacts, tasks, and notes.</td>
</tr>
<tr>
<td>Fee: $79</td>
<td># 4089 M 11/28 12:30–3:30 p.m. SCC</td>
</tr>
<tr>
<td>Microsoft OneNote</td>
<td>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.</td>
</tr>
<tr>
<td>Fee: $89</td>
<td># 4088 W 12/14 12:30–3:30 p.m. SCC</td>
</tr>
<tr>
<td>Microsoft Windows 10</td>
<td>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.</td>
</tr>
<tr>
<td>Fee: $99</td>
<td># 4087 M 12/12 12:30–4:30 p.m. SCC</td>
</tr>
</tbody>
</table>
Introduction to Windows 11
Learn to use Windows 11, a powerful new operating system, to customize your desktop, manage and protect files and folders, and navigate the web with the latest Microsoft Edge browser. You'll discover how File Explorer can help you manage your files, create text documents using WordPad, and update Windows 11. From editing photos to working with external drives, you'll learn everything you need to know to get the most from this operating system. Participants will receive an email with login information 24–48 hours after registering.
Fee: $115
# 4176 10/12–12/2 24 Hours Online
# 4177 11/16–1/6 24 Hours Online

Microsoft Word Level 1 (Basic)
Microsoft Word is a powerful word processing program that gives you the ability to create and share documents with a comprehensive set of writing tools.
Fee: $179
# 4090 W 11/2 8 a.m.–4:30 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. This course must be taken on a PC. It is not suitable for Macs. Software requirement: PC Windows 8 or later, Microsoft Word 2016 Participants will receive an email with login information 24–48 hours after registering.
Fee: $129
# 4080 10/12–12/2 24 Hours Online
# 4181 11/16–1/6 24 Hours Online

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
# 4093 T 12/6 8 a.m.–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
# 4091 M 10/24 12:30–4:30 p.m. SCC

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
# 4094 W 10/26 12:30–4:30 p.m. SCC
MICROSOFT EXCEL 2016 SERIES

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

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

Series Fee: $477
Series # SER-EX 10/21–12/2

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
# 4081 F 10/21 8 a.m.–4:30 p.m. 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
# 4082 F 11/4 8 a.m.–4:30 p.m. SCC

Microsoft Excel 2016 Level 3 (Advanced)
Excel 2016 Level 3 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 sources inside and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Fee: $179
# 3667 W 9/21 8 a.m.–4:30 p.m. SCC
# 4268 F 12/2 8 a.m.–4:30 p.m. SCC

MICROSOFT EXCEL 2019 SERIES

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

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

Series Fee: $477
Series # SER-EX2019 10/24–12/14

Microsoft Excel 2019 Level 1 (Basic)
Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Fee: $179
# 4084 MW 10/24, 10/26 8 a.m.–Noon SCC

Microsoft Excel 2019 Level 2 (Intermediate)
Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. The course assumes students know how to use a computer, that they’re familiar with Microsoft Windows, and that they’ve taken the Level 1 course or have equivalent introductory experience with Excel.

Fee: $179
# 4085 MW 11/28, 11/30 8 a.m.–Noon SCC

Microsoft Excel 2019 Level 3 (Advanced)
You will benefit most from this class if you want to use Excel 2019 to perform tasks such as getting information from large amounts of data sources inside and outside of Excel, creating output that varies according to conditions, manipulating dates and texts and automating repetitive tasks. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms.

Fee: $179
# 4086 MW 12/12, 12/14 8 a.m.–Noon SCC
NEW! MICROSOFT EXCEL 2019/Office 365 ONLINE SERIES

In this online course bundle, you’ll be introduced to Microsoft Office Excel 2019 and its intermediate and advanced features. Whether you’re new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software. This course must be taken on a PC. It is not suitable for Macs or Chromebooks. Software Requirements: Microsoft Excel 2019: Available to download with a subscription to Microsoft 365, or with Microsoft Office Home and Student 2019. (not included in enrollment). *Note: The “Starter Version” and “Web App” versions of Microsoft Excel will not work with the full version of Excel taught in this course. Participants will receive an email with login information 24–48 hours after registering.

Take the entire Microsoft Excel 2019/Office 365 Online Series (3 sessions) and save!

Series Fee: $324
Series # 4275 10/12–4/7

NEW! Introduction to Microsoft Excel 2019/Office 365

Explore Microsoft Excel’s basic functions and uses. Through hands-on lessons, you’ll learn numerous shortcuts to set up worksheets quickly and efficiently. We’ll discuss using the function wizard to calculate statistics and future values, and give tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently repeated tasks with macros and buttons.

Fee: $129
# 4178 10/12–12/2 24 Hours Online
# 4179 12/14–2/3 24 Hours Online

NEW! Intermediate Microsoft Excel 2019/Office 365

Learn how to use powerful features in the 2019 version of Microsoft Excel. Discover how to harness the power of Excel’s data analysis tools and AutoFilter commands and create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems.

Fee: $129
# 4271 10/12–12/2 24 Hours Online
# 4272 12/14–2/3 24 Hours Online

NEW! Advanced Microsoft Excel 2019/Office 365

Master features in Microsoft Excel 2019/Office 365 that most users don’t know exist. You’ll learn the secret to using formula-based conditional formatting as a creative solution to common issues and discover how to leverage Excel’s Power Query tool to import and transform data from just about any source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be better able to serve your company’s data management needs.

Fee: $129
# 4274 2/15–4/7 24 Hours Online

SQL Certificate

Structured Query Language (SQL) is the industry standard database programming language. Proficiency in SQL is one of the most in-demand skills in occupations that require interaction with data and data analysis. In this course, you’ll learn about relational database structures, the history and uses of Structured Query Language, and how to use SQL to create a database, add records to database tables, and extract meaningful data from database tables.

Fee: $595
# 4020 10/3–10/28 48 Hours Online
# 4021 11/7–12/2 48 Hours Online
# 4022 12/5–12/30 48 Hours Online

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