

Q4
October–December
2022

McHenry County College

CATALYST

Workforce Training Catalog

In this Issue...



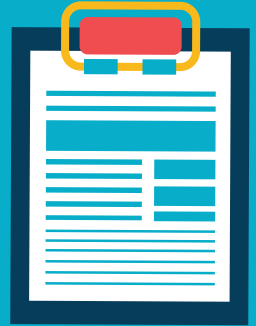
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// WORKFORCE TRAINING PROGRAMS AT THE SHAH CENTER

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

// Open Enrollment Training:

Workplace Fundamentals and Professional Development

www.mchenry.edu/workforcetraining

Our engaging classes are structured to allow learners to immediately transfer new skills from the classroom to the workplace and cover a broad range of technical, employability, and managerial skills needed for success in today's fast-paced business world. We offer flexible modes of instruction including in-person, online, and remote.

// Customized Workforce Training:

Tailored to Your Business

www.mchenry.edu/workforcetraining

We will work with you to design training programs that fit your specific situation. Call on us to help assess workplace skills or identify development opportunities. Our network of experienced industry trainers and consultants are prepared to deliver curriculum at your location or at our training center.

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

// Small Business Development:

One-on-One Assistance Where You Need it Most

www.mchenry.edu/isbdc

Whether you're developing a business plan or formulating a strategy for a new-product launch, the Small Business Development Center (SBDC) is an excellent resource for learning how to own and run your small business.

Services:

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

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

// CONTACT US

To register, or for more information about our scheduled classes or customized training,

call (815) 455-8593 or email us at shahcenter@mchenry.edu.

To reach the Illinois Small Business Development Center (SBDC), call (815) 455-6098 or email us at sbdc@mchenry.edu.

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

We look forward to working with you!



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

www.mchenry.edu/getinfo

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KEY:



= ONLINE COURSE



= ONLINE CERTIFICATES

MODES OF INSTRUCTION

In Person

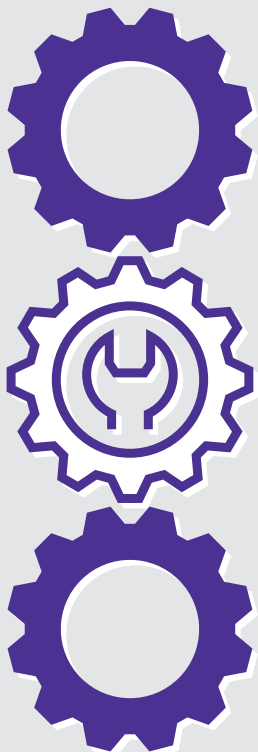
Face-to-face instruction at MCC Shah Center (SCC) or other specified location.

REMOTE

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

ONLINE

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



CELEBRATING **MANUFACTURING MONTH!**

In addition to our open enrollment classes, we also offer customized onsite training for manufacturing and workplace production skills:

- CNC Basic Operations
- Forklift
- Geometric Dimensioning and Tolerance (GD&T)
- Internal Auditing & Lead Auditor
- ISO—Aerospace, Automotive, Environmental & Medical Devices
- ISO 9001:2015 Standard
- Lean/Six Sigma
- Statistical Process Control (SPS)
- Quality System Documentation
- Welding

For a complete list of topics visit: www.mchenry.edu/workforcetraining

BLUEPRINT READING BASICS

This five-hour print reading course will enable participants to interpret basic in-house drawings. Topics covered include dimensioning, tolerances, lines, and drawing views. Lecture will be supplemented with individual class exercises to provide actual practice for participants. This course is designed for inspectors, maintenance, and shop floor personnel in need of skill enhancement in this topic.

Fee: \$209

[4174](#) W 11/16 8 a.m.–1:30 p.m. SCC

NUMBERS AT WORK: MANUFACTURING MATH

This hands-on course is designed to introduce basic math required on the shop floor. Course objectives include understanding whole numbers; working with fractions and decimals; and identifying and using measuring tools including steel rule, micrometer, caliper, and dial indicator.

Fee: \$159

[4172](#) W 10/12 12:30–4:30 p.m. SCC

PRECISION MEASUREMENT

The purpose of this eight-hour course is to provide students with an understanding of the basics of measurement and proper techniques using basic hand measuring instruments. Topics include sources of measurement error and methods to reduce the effects of measurement errors. Discussion will be supplemented with class exercises to provide hands-on practice for participants.

Fee: \$199

[4173](#) W 12/7, 12/14 12:30–4:30 p.m. SCC

// MANUFACTURING AND INDUSTRY

INTRODUCTION TO LEAN MANUFACTURING

Learn the basics of lean manufacturing with a focus on the tools and techniques used to improve problem solving and troubleshoot manufacturing processes.

Fee: \$179

[4224](#) W 11/2, 11/9 8–11 a.m. SCC

DISTRIBUTION AND LOGISTICS MANAGEMENT

This course will not only show you how to create and operate a logistics function, but also how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). Participants will receive an email with login information 24-48 hours after registering.

Fee: \$149

[4073](#) 10/12–12/2 24 Hours Online
[4074](#) 11/16–1/6 24 Hours Online

MANUFACTURING FUNDAMENTALS

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

Fee: \$119

[4069](#) 10/12–12/2 24 Hours Online
[4070](#) 11/16–1/6 24 Hours Online

PURCHASING FUNDAMENTALS

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

Fee: \$119

[4075](#) 10/12–12/2 24 Hours Online
[4076](#) 11/16–1/6 24 Hours Online

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

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

Fee: \$119

[4071](#) 10/12–12/2 24 Hours Online
[4072](#) 11/16–1/6 24 Hours Online

START YOUR DAY AT MCC SHAH CENTER

WORKPLACE VIOLENCE WAKE-UP CALL

Sharing Strategies, Trends and Best Practices

Not a week goes by without several incidents of workplace violence being reported. Employee-on-employee, personal relationships, bullying, retaliation, and the list goes on. Like all issues, prevention is the best plan—but how do you handle the situation if prevention doesn't work? Join retired police detective and OSHA-authorized instructor John Vaughan as he shows you how to start your research and develop your action plans.

WEDNESDAY, NOVEMBER 16 | 8–10 A.M.

Fee: \$39 includes Continental Breakfast (registration is required)

MCC Shah Center

#4269

// HEALTHCARE, SAFETY, AND WELLNESS

OSHA 10 HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

What are your rights and responsibilities under the OSHA Act? This 10-hour course includes an introduction to general industry standards and an overview of the requirements of the more frequently cited standards. Upon successful completion of this course, participants will receive a certificate of attendance and an OSHA 10-hour card.

Fee: \$299

# 3603	TTh	9/20, 9/22	8 a.m.–1:30 p.m.	SCC
# 4226	TTh	12/6, 12/8	8 a.m.–1:30 p.m.	SCC

OSHA 10-HOUR FOR CONSTRUCTION

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

Fee: \$299

# 4229	TTh	12/13, 12/15	8 a.m.–2 p.m.	SCC
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OSHA 30 HOUR GENERAL INDUSTRY OUTREACH PROGRAM

This four-day course provides detailed coverage of OSHA's general industry standards, requirements, and employer's responsibility to provide employees a safe and healthful workplace. It's ideal for safety and health personnel, supervisors, and those with safety and health responsibilities. You'll earn an OSHA 30-hour card upon course completion.

Fee: \$479

# 4227	TTh	10/18–10/27	8 a.m.–4:30 p.m.	SCC
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NEW! OSHA LADDER SAFETY/FALL PROTECTION

The Ladder Safety segment of this course explores information from the 1910.23 and 1910.30 OSHA regulations regarding ladder safety. Topics covered include proper use of ladders, setup, inspection, climbing, balancing, and hazard avoidance. In the Fall Protection segment, we'll cover the importance of personal fall protection systems; the difference between fall protection and fall suppression; fall prevention for stairways, dock boards, scaffolds, and rope descent systems; powered and vehicle-mounted platforms; and man lifts. General Industry OSHA regulations for both employer and employee and special industry requirements will be discussed.

Fee: \$89

# 4263	F	10/21	8–10 a.m.	SCC
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OSHA RECORD KEEPING

This class covers the OSHA 1904 Recordkeeping Standard. This includes all updates and revisions including reporting of work-related injuries / illnesses without fear of employer retaliation. This class will discuss in detail the recording criteria, including definitions of work-relatedness, work environment, and exceptions. We will talk about how to document injuries and illnesses and which OSHA forms to use. Fatality and Catastrophic reporting will be included in this training.

Fee: \$119

# 4228	T	11/1	1–4 p.m.	SCC
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NEW! OSHA WAREHOUSE SAFETY

This course will cover hazards associated with work in warehouses/storage facilities. We'll discuss safety issues including walking/working surfaces, electrical safety, fire prevention/emergency evacuation, forklift safety, and ergonomics. Using OSHA guidelines, we'll focus on injury prevention and safety best practices. This class is intended for all who work in this type of setting—employers, supervisors, and all employees. At the conclusion of this class, participants will be able to recognize hazards and abate them appropriately and swiftly before an injury or illness occurs.

Fee: \$99

# 4276	W	11/9	8–11 a.m.	SCC
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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
- How to maintain safety for themselves, roadway users, and their crew

Fee: \$150

# 4186	W	10/5	8 a.m.–Noon	SCC
# 4187	W	11/9	8 a.m.–Noon	SCC

FORKLIFT OPERATOR TRAINING

This hands-on class will focus on both the didactic and practical training following OSHA guidelines for the Powered Industrial Trucks Standard. In the classroom we will discuss the various types of trucks, their controls, steering and maneuvering, capacities, load stabilities, pre-use inspection safety checklists, and any other safe operating instruction. Once didactic instruction is complete, there will be an operator performance evaluation on completion of the safety pre-check, mounting the vehicle, expressing knowledge of each control, and showing ability to safely operate the vehicle through a required task course. Attendees will be provided a Certificate of Completion.

Fee: \$195

# 3601	F	9/16	8 a.m.–4 p.m.	Woodstock Center
# 3602	F	10/14	8 a.m.–4 p.m.	Woodstock Center
# 4225	F	11/11	8 a.m.–4 p.m.	Woodstock Center

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 a.m. Book is included in class fee. Bring photo ID to class.

Fee: \$189

# 3833	Th	10/6	8 a.m.–5 p.m.	SCC
# 3834	Th	11/10	8 a.m.–5 p.m.	SCC

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

# 4184	T	10/11	6–10 p.m.	A, MCC
# 4183	T	11/15	6–10 p.m.	A, MCC
# 4185	W	11/16	2:30–6:30 p.m.	SCC

HEARTSAVER® FIRST AID CPR/AED/BBP

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

Fee: \$125

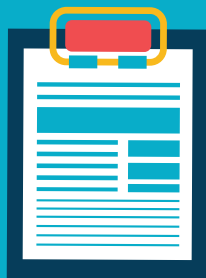
# 4182	W	11/16	8 a.m.–2 p.m.	SCC
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SPANISH FOR MEDICAL PROFESSIONALS

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. Prepare for any situation by bridging the communication gap between you, your patients, and their family members. In addition, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

# 4077	10/12–12/2	24 Hours	Online
# 4078	11/16–1/6	24 Hours	Online



PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP) Exam Prep-will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam (3.5 CEUs). Note, experience, education, and exam requirements are needed to obtain a PMP Certification in addition to project management education fulfilled by the three courses included here.

Fee: \$1,399



DAYTIME SERIES:

#3587 Th 9/29-10/27 8:30 a.m.–4:30 p.m. Remote

ESSENTIALS OF PROJECT MANAGEMENT:

9/29, 10/6

ADVANCED PROJECT MANAGEMENT:

10/13, 10/20

EXAM PREP:

10/27



EVENING SERIES:

#3588 MT 10/3 – 11/8 6–9 p.m. Remote

ESSENTIALS OF PROJECT MANAGEMENT:

10/3, 10/4, 10/10, 10/11

ADVANCED PROJECT MANAGEMENT:

10/17, 10/18, 10/24, 10/25

EXAM PREP:

11/7, 11/8

EMPLOYMENT LAW FUNDAMENTALS

Learn the basics of employment law so you can legally hire, evaluate, and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. This course will explain the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring techniques; evaluation and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$149

# 4067	10/12–12/2	24 Hours	Online
# 4068	11/16–1/2	24 Hours	Online

NEW! MANAGING CUSTOMER SERVICE

It is more important than ever that organizations remain very good at attracting, satisfying and retaining customers. Customer service has moved beyond being merely transactional to being highly relational. In this course, you will discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You will learn how to measure customer service from your company's point of view, your customer's point of view, and discover how to anticipate the needs of your customers. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

# 4244	10/12–12/2	24 Hours	Online
# 4245	11/16–1/6	24 Hours	Online

MANAGING GENERATIONS IN THE WORKPLACE

Learn how to effectively manage different generations in the workplace. Discover what motivates Boomers, Gen Xers, and Gen Yers at work, what incentives they respond to, and what messages they value. Then identify practical, how-to tips and techniques for managing these diverse generations.

Fee: \$175

# 3945	11/7–12/2	16 Hours	Online
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COLLABORATIVE MANAGEMENT

Collaborative skills are essential for harnessing a group's maximum performance and productivity. These important skills will enable you to gain participation quickly, get input and buy-in for building consensus, and encourage cooperation to complete crucial projects. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for the success of your team or organization.

Fee: \$245

# 3986	10/3–10/28	16 Hours	Online
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**Looking for more information about our
ONLINE COURSES?**

**Request a course outline for any class:
shahcenter@mchenry.edu.**



DDI DRIVING CHANGE

In today's complex and competitive environment, it's no surprise that 70 percent of workplace change initiatives fail. This course provides the skills and resources leaders need to:

- Accelerate the process of implementing change with their team members
- Minimize the potential negative effects change can have on productivity, morale, and collaboration
- Create an agile work environment where resistance is turned into commitment and team members are inspired to take ownership of change

Fee: \$99

[3746](#) W 9/21 12:30–4:30 p.m. SCC

DDI SETTING GOALS AND REVIEWING RESULTS

Learn the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds employee ownership and allows the leader to focus on coaching and developing throughout the performance cycle. Use effective (SMART) goals to help you and your employees track progress and fairly evaluate outcomes.

Fee: \$192

[3637](#) M 9/26 8 a.m.–Noon SCC

DDI COACHING FOR PEAK PERFORMANCE

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

Fee: \$192

[3638](#) M 10/10 8 a.m.–Noon SCC

DDI BUILDING AND SUSTAINING TRUST

Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust.

Fee: \$192

[3639](#) M 10/24 8 a.m.–Noon SCC

DDI DEVELOPING YOURSELF AND OTHERS

In this course learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. The outcome is a meaningful development plan that supports the organization's current and future business needs.

Fee: \$192

[3640](#) M 11/7 8 a.m.–Noon SCC

DDI YOUR LEADERSHIP JOURNEY

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

Fee: \$192

[3643](#) M 11/28 8 a.m.–Noon SCC



HEALTHCARE PROVIDER CPR AVAILABLE AT TWO LOCATIONS!

MCC Main Campus, Crystal Lake

MCC Shah Center, McHenry

See pg. 9 for scheduled classes



WORKPLACE ESSENTIALS and EMPLOYABILITY SKILLS SERIES

The techniques employees need to do their jobs are rapidly changing. These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success.

Take the entire *Workplace Essentials and Employability Skills Series (6 sessions)* and save!

Series # [SER-WES](#)

Series Fee: \$369

10/12–11/16

ACTIVE LISTENING: IMPROVE YOUR ABILITY TO LISTEN AND LEAD

Active listening is a person's willingness and ability to hear and understand. Listening in this way can make a huge difference in your interactions with others. Working relationships become more solid with trust, respect, and honesty.

Fee: \$69

[4165](#)

W

10/12

3–5 p.m.

Remote

TIME MANAGEMENT

Time management is not very difficult as a concept, but it's surprisingly hard to do in practice. Learn how to get the most from your day using prioritization, scheduling, goal setting, and other tools and techniques.

Fee: \$69

[4166](#)

W

10/19

3–5 p.m.

Remote

ASSERTIVENESS

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

Fee: \$69

[4167](#)

W

10/26

3–5 p.m.

Remote

ACCOUNTABILITY

You are accountable for what you do and don't do. Learn how to shift yourself away from excuses, learn from mistakes, and start achieving goals.

Fee: \$69

[4168](#)

W

11/2

3–5 p.m.

Remote

MANAGING CONFLICT WITH PEERS

Peer conflicts that arise from incompatible goals or work processes can typically be resolved—but peer conflicts that involve personal values, office politics, and emotional reactions can be challenging. Learn several peer conflict tactics that will deliver the most productive results for you and your organization.

Fee: \$69

[4169](#)

W

11/9

3–5 p.m.

Remote

PROFESSIONALISM AT WORK

Your professionalism encompasses the way you carry yourself, your attitude and the ways you communicate with others. These behaviors affect your work life. With a focused commitment on your professional skills, you can ensure a positive first impression, successful interpersonal relationships, and a respected reputation within your organization and industry.

Fee: \$69

[4170](#)

W

11/16

3–5 p.m.

Remote





Interested in ServSafe Food Protection Manager Certification?

See pg. 9

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, business writing skills, research and presentation skills, and more. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive machine. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

# 4057	10/12–12/2	24 Hours	Online
# 4058	11/16–1/6	24 Hours	Online

EXTRAORDINARY CUSTOMER SERVICE

Quality customer service separates you from your competition—and as a result, you'll earn more repeat business and improve your bottom line. Transform your customer service into something extraordinary by focusing on a few essential elements that yield big results. You'll come away with a customer service plan that will help you get started on the pathway to success.

Fee: \$145

# 3958	10/3–10/28	16 Hours	Online
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ESSENTIAL PUBLIC SPEAKING AND PRESENTATION SKILLS

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

Fee: \$99

# 4223	W	10/5	9 a.m.–Noon	SCC
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BUSINESS WRITING AND EMAIL ETIQUETTE

Learn how to write in a business environment. Whether you write emails, proposals, or letters, you need to know how to effectively get your message across the first time. This course will help you develop professional, clear, and concise written communication skills so you can always make a great first impression. Etiquette rules such as tone, proper salutations, professional fonts, and proofreading are also reviewed.

Fee: \$129

[4171](#) Th 10/6, 10/13 8–10 a.m. Remote

WRITING NEWS AND PRESS RELEASES

Being able to write a good news story, press release, or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential part of marketing for every organization. Acquire important journalism skills and learn how to craft a news story, press release, or publicity notice that will get attention.

Fee: \$195

[3984](#) 11/7–12/2 16 Hours Online

SPANISH IN THE CLASSROOM

Learn essential Spanish for teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

[4059](#) 10/12–12/2 24 Hours Online
[4060](#) 11/16–1/6 24 Hours Online

ESPAÑOL

THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? The Basics of Bookkeeping course will show you how to record every penny that comes into (and goes out of) your business. You'll explore what it means to create a chart of accounts, review the concepts of debits and credits, and learn how to label accounts. Even if you outsource your bookkeeping needs, you should still have a basic understanding of your own finances.

Fee: \$195

[3989](#)

10/3–10/28

16 Hours

Online

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

With the demands of daily operations, non-financial managers may put financial reports on the shelf. This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, the financial information that drives your organization will be assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Fee: \$195

[3981](#)

11/7–12/2

16 Hours

Online

INTRODUCTION TO QUICKBOOKS 2019

Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports. This course must be taken on a PC. Macs are not compatible.

Software Requirements: Desktop QuickBooks Pro 2019 or Desktop QuickBooks Premier Edition 2019 (not included in enrollment). The Enterprise version of the software can also be used for this course; however this course is not suitable for users of QuickBooks Online or QuickBooks SimpleStart. Participants will receive an email with login information 24-48 hours after registering

Fee: \$129

[4065](#)

10/12–12/2

24 Hours

Online

[4066](#)

11/16–1/6

24 Hours

Online





QUICKBOOKS ONLINE SERIES (QBO)

Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will teach you how to manage your business financials using QuickBooks Online. The **Introduction to QuickBooks Online** course focuses on key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The **Intermediate QuickBooks Online** course builds upon the skills learned in the Introduction to QuickBooks Online course. You will learn how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$199

# 4163	10/12–2/3	48 Hours	Online
# 4164	11/16–3/10	48 Hours	Online

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 Online (Cloud-based version) 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

# 4061	10/12–12/2	24 Hours	Online
# 4062	11/16–1/6	24 Hours	Online

INTERMEDIATE QUICKBOOKS ONLINE (QBO)

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online (cloud-based version). With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software's intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms. Participants will receive an email with login information 24-48 hours after registering.

Fee: \$119

# 4063	10/12–12/2	24 Hours	Online
# 4064	11/16–1/6	24 Hours	Online

Note: When your QBO course starts, you will be directed to access and utilize the free QuickBooks online practice site to complete the lessons. No subscription or purchase is needed. **(Please note: this course is only for the QuickBooks Online version. The Desktop versions are not compatible and should not be used).**



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

MARKETING USING SOCIAL MEDIA

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

Fee: \$195

[3926](#)

10/3–10/28

16 Hours

Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

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.

Fee: \$195

[3927](#)

11/7–12/2

16 Hours

Online





KEYBOARDING

Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. When the class starts, you'll receive instructions for downloading and installing a working copy of Keyboarding 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.

Fee: \$115

# 4079	10/12–12/2	24 Hours	Online
# 4180	11/16–1/6	24 Hours	Online



COMPUTER SKILLS FOR THE WORKPLACE

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. This course must be taken on a PC. Macs are not compatible. Software Requirement: Any edition of Microsoft Office with desktop apps: Excel, Word, Outlook, PowerPoint, and Access (not included in enrollment). Participants will receive an email with login information 24-48 hours after registering.

Fee: \$115

# 4261	10/12–12/2	24 Hours	Online
# 4262	11/16–1/6	24 Hours	Online

MICROSOFT OUTLOOK

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

Fee: \$79

# 4089	M	11/28	12:30–3:30 p.m.	SCC
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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

# 4088	W	12/14	12:30–3:30 p.m.	SCC
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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

# 4087	M	12/12	12:30–4:30 p.m.	SCC
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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
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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
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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
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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
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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

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

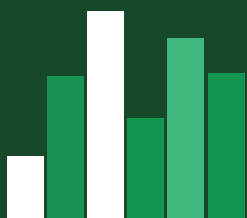
MICROSOFT EXCEL 2016 LEVEL 3 (ADVANCED)

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 from 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 # [SER-EX2019](#)

Series Fee: \$477

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



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 #[4275](#)

Series Fee: \$324

10/12-2/3

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



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ONLINE COURSES?**

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WORK ON YOUR BUSINESS, NOT IN IT

The Illinois Small Business Development Center at McHenry County College is your partner for confidential, trusted business advising.

Our no-cost, one-on-one consulting services can help you:

- Prepare and review a thorough business plan
- Attract customers, improve operations, and increase sales
- Craft a winning financial strategy and marketing plan
- Master personnel and business management policies
- Manage data analysis and make essential technology updates

For more information, visit www.mchenry.edu/isbdc or email us at sbdc@mchenry.edu.

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



STARTING A BUSINESS IN ILLINOIS

Are you ready to follow your passion and start your own business? Entrepreneurship is a satisfying endeavor, however getting there isn't always simple. This complimentary seminar will provide information and resources to guide you through the pre-venture stage of your business. Topics include: attitude of the entrepreneur, business plan preparation, legal structures, financing sources, and lender eligibility criteria.

No fee but registration is required.

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

#4315	W	10/12	6–8 p.m.	Remote
#4316	Th	11/10	6–8 p.m.	SCC
#4317	W	12/14	6–8 p.m.	Remote



INTERESTED IN LEARNING QUICKBOOKS?

We offer online classes—learn when it is convenient for you from home or office.

See pg. 19



YOUR BUSINESS IS UNIQUE. YOUR TRAINING SHOULD BE TOO.

MCC Workforce Training is the area's trusted resource for customizable, affordable, people-focused training—all tailored to the unique experiences, needs, and challenges of your business. Partner with us to build a stronger workforce.

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Shah Center

4100 W. Shamrock Lane

McHenry, IL 60050

CANCELLATION POLICY

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

INCLEMENT WEATHER

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

SMOKING

The Shah Center is a smoke-free environment in compliance with MCC's tobacco-free policy. No smoking is allowed in the building or on the property.

SMALL-BUSINESS FAIR

Want to start or build your small business?
Interested in learning more about direct sales,
independent contracting, and local small business resources?

Thursday, November 3, 2022 | 9 a.m.–Noon | Free Admission
McHenry County College, Gym



- Learn about small-business opportunities
- Attend “lightning round” Professional Exchange sessions on how to start, market and operate a small business
- FREE 15-minute session with experts in marketing, banking, law, accounting, etc.
- Network with vendors, distributors, and consultants
- Explore business opportunities in a comfortable non-pressured setting
- Find resources for small-business owners

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Sponsored by: MCC Career Services, Business Club, Business Department, Illinois Small Business Development Center, and Chambers of Commerce from Cary Grove, Crystal Lake, Hampshire, Huntley, Marengo-Union and McHenry.


McHenry
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