

Q1
January–March
2025

McHenry County College

IMPACT

Course Catalog (formerly Catalyst) from the Talent Impact Center

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McHenry
County College

Talent Impact Center

www.mchenry.edu/talentimpact

// TALENT IMPACT CENTER AT CATALYST CAMPUS

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

// Open Enrollment Training:

Workplace Fundamentals and Professional Development

www.mchenry.edu/talentimpact

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 Training:

Tailored to Your Business

www.mchenry.edu/talentimpact

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

// Illinois Small Business Development Center (ISBDC):

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 Illinois Small Business Development Center (ISBDC) 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 talentimpact@mchenry.edu

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

Catalyst Campus
222 East Church Street
Woodstock, IL 60098

We look forward to working with you!



Would you like to receive IMPACT, our quarterly Talent Impact Center catalog and/or receive updates on upcoming programs in our e-newsletter?

www.mchenry.edu/talentimpact/info.html

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KEY:



= ONLINE COURSE



= ONLINE CERTIFICATES

MODES OF INSTRUCTION

In Person

Face-to-face instruction at Catalyst Campus or other specified location.

REMOTE

Synchronous online training via Zoom led by Talent Impact 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 time frame of completion.



INDUSTRIAL MANAGEMENT AND APPLIED ENGINEERING

Southern Illinois University Bachelor of Science Through the University Center at McHenry County College

Develop the technical and managerial skills to take on supervisory roles in manufacturing, healthcare, and more.

In SIU's bachelor's degree program, available through the University Center at MCC, you'll learn to:

- Develop and direct production techniques
- Oversee the distribution of products and services
- Manage quality control, job estimation, maintenance, safety, and more

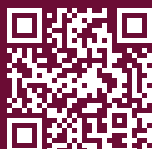
Program Benefits:

- Two-year program with a mix of online and face-to-face courses (taught at the University Center in Woodstock)
- Flexible, weekend format and career-oriented programming
- Ability to concurrently enroll in select pathway programs at MCC and SIU
- Dedicated advisement and assistance from faculty and staff
- Scholarship opportunities

Interested in completing your degree close to home?

Email ucenter@mchenry.edu or call (815) 479-7600.

www.mchenry.edu/ucenter



**University
Center**

at McHenry County College

COMMUNITY ENRICHMENT

FORMERLY COMMUNITY EDUCATION

EXPLORE CLASSES IN ART, CRAFTS AND HOBBIES, CULINARY, DANCE, HEALTH AND WELLNESS, HOME AND GARDEN, LANGUAGES, MUSIC, PERSONAL FINANCE, PHOTOGRAPHY, WRITING, AND MORE!



IN-PERSON AND ONLINE OPTIONS AVAILABLE. NEW CLASSES START EVERY QUARTER!



Scan QR Code to Explore Classes

For questions, contact the Community Enrichment Center at personaldevelopment@mchenry.edu or (815) 455-8758.

MCC KIDS AND COLLEGE PROGRAM



Quality, affordable programming for students in grades 1–12

Kids and College Program offers a variety of year-round, hands-on career exploration classes in science, technology, culinary, writing, art, and manufacturing.



Spring Break Program 2025

March 24–26, 2025

Register today! Limited space available.



Summer Program 2025

June–August

Registration opens in January



To explore classes and to register, visit www.mchenry.edu/kidsandcollege



SUPERVISORY LEADERSHIP SERIES

Making a successful transition from individual contributor to leader requires strong interpersonal skills. The DDI leadership curriculum accelerates development of these vital people skills. Studies indicate that if leaders are offered a development program earlier in their tenure, their leadership strategies are measurably more successful throughout their careers.

Take the entire DDI Supervisory Leadership Series (8 sessions) and save!

Series # SER-DDI

Series Fee: \$1,440

1/14–4/22

DDI COMMUNICATION: CONNECT THROUGH CONVERSATIONS » SUPERVISORY SERIES

This course highlights to leaders that engaging the “head”—the business outcome of the conversation—is just as critical as recognizing and addressing the “heart”—people’s feelings such as being respected or appreciated. Leaders will recognize the role of emotional intelligence in success as a leader as they develop foundational leadership skills that apply to the wide range of workplace situations they must handle.

Fee: \$202

10442

T

1/14

12:30–4:30 p.m.

Catalyst Campus

DDI RESOLVING WORKPLACE CONFLICT » SUPERVISORY SERIES

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

Fee: \$202

10443

T

1/28

12:30–4:30 p.m.

Catalyst Campus

DDI DELEGATION: ENGAGE AND EMPOWER » SUPERVISORY SERIES

Leaders learn to shift their mindset about what they can delegate and feel more comfortable and confident doing so. Learners dig into their workload to identify tasks they'd never consider delegating. They use methods for matching people to tasks they're both motivated and capable of doing. And, they practice the delegation conversation they'll have to ensure success.

Fee: \$202

[10444](#) T 2/11 12:30–4:30 p.m. Catalyst Campus

DDI SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES

This course teaches leaders how to share planning and evaluation responsibilities with employees, fostering ownership and allowing leaders to focus on coaching and development. Participants will learn to use SMART goals and performance plans to track progress and guide effective coaching discussions.

Fee: \$202

[10445](#) T 2/25 12:30–4:30 p.m. Catalyst Campus

DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES

Leaders recognize the benefits of a growth mindset, and the insight tool measures their general orientation to how they view other's potential to grow. They learn and practice a practical approach to coaching in the moment, in any situation.

Fee: \$202

[10446](#) T 3/11 12:30–4:30 p.m. Catalyst Campus

DDI BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES

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. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

Fee: \$202

[10447](#) T 3/18 12:30–4:30 p.m. Catalyst Campus

DDI DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES

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: \$202

[10448](#) T 4/8 12:30–4:30 p.m. Catalyst Campus

DDI YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES

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

Fee: \$202

[10449](#) T 4/22 12:30–4:30 p.m. Catalyst Campus

(SPANISH) EMERGING LEADER SERIES

CLASE DISPONIBLE
EN ESPAÑOL

The Emerging Leader series is designed to equip aspiring and newly appointed leaders with the skills and knowledge required to excel in leadership roles. Participants will develop the confidence and competence needed to lead teams, drive organizational success, and foster a positive work environment. Each module focuses on a specific aspect of leadership, providing in-depth insights and actionable strategies that can be immediately applied in the workplace. *This series is taught in Spanish and includes Spanish language materials.*

Take the entire (Spanish) Emerging Leader Series (6 sessions) and save!

Series # [SER-ELSP](#)

Series Fee: \$1,075

1/7–3/18

SUPERVISION 101 (SPANISH)

This course equips supervisors with essential skills to excel in their roles. Participants will explore responsibilities toward their teams and management. Topics include establishing credibility, core competencies, legal considerations, and the role of vision in leadership. Leave with practical tools to enhance supervisory effectiveness.

Fee: \$199

[10340](#)

T

1/7

12:30–4:30 p.m.

Catalyst Campus

PLANNING AND GOAL SETTING (SPANISH)

In this course, you'll learn how to recognize the critical role of vision and mission in effective planning and goal-setting. You'll discover strategies for efficient daily activity planning, gain insights into setting SMARTER goals, overcome procrastination, and develop techniques to maintain your plan successfully.

Fee: \$199

[10341](#)

T

1/21

12:30–4:30 p.m.

Catalyst Campus

ACCOUNTABILITY, DELEGATION, AND NAVIGATING COMPANY STRUCTURE (SPANISH)

This course provides an understanding of organizational structures commonly employed in businesses. Participants identify key elements for maintaining area organization through authority, accountability, and delegation.

Fee: \$199

[10342](#)

T

2/4

12:30–4:30 p.m.

Catalyst Campus

COMMUNICATION (SPANISH)

Participants will gain a comprehensive understanding of the communication process. They will explore how perceptions and viewpoints differ, learn effective techniques for sending messages, distinguish between hearing and listening, develop questioning skills, and discover strategies for providing constructive and positive feedback.

Fee: \$199

[10343](#)

T

2/18

12:30–4:30 p.m.

Catalyst Campus

MOTIVATION (SPANISH)

Participants will explore major factors influencing motivation. They will learn to apply dialog and listening skills that model community, influence, and openness. Additionally, they will take specific actions to foster trust within a group, identify inhibitors to fostering commitment and passion, create a group culture of ownership and accountability, and apply strategies for dealing with external pressures that negatively affect motivation.

Fee: \$199

[10344](#)

T

3/4

12:30–4:30 p.m.

Catalyst Campus

// LEADERSHIP AND TALENT MANAGEMENT

NAVIGATING WORKPLACE CONFLICT (SPANISH)

Explore conflict resolution strategies in the workplace. Understand different approaches, recognize common sources of conflict, and learn effective methods for resolving issues. Develop proactive behaviors to minimize tension and address conflicts before they escalate.

Fee: \$199

[10345](#) T 3/18 12:30–4:30 p.m. Catalyst Campus

NEW! EMBRACING YOUR EXPERTISE AND STANDING OUT AS A LEADER IN YOUR INDUSTRY

Your unique expertise, approach, and background positions you to offer a specific influence and impact in your industry. This session will help you find out what your unique positioning is, how to step into standing out, and ways you can impact your industry through your voice and message. We will also address the fear and limiting beliefs that can come from standing out and stepping up. This is a good fit for business owners, freelancers, emerging leaders, and professionals looking to advance in their industry impact.

Fee: \$89

[10356](#) W 3/5 2:30–4 p.m. Catalyst Campus

PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

Designed for anyone leading projects, regardless of your title. Join Andy Kaufman, PMP, PMI-ACP for this live, virtual course created specifically for a hands-on learning experience and peer-to-peer interactivity. This series 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). Please purchase or rent the required textbook for the PMP Exam Prep. PMP® Exam Prep, Eleventh Edition, by Rita Mulcahy ISBN: 9781943704347

Fee: \$1,399

[10346](#) Th 2/20–3/20 8:30 a.m.–4:30 p.m. Remote



NEW! HR FOR NON HR MANAGERS CERTIFICATE

As a manager, you're on the front lines of HR. Level up your HR skills to boost team productivity and create a positive workplace. Whether you're in a small business or a large organization with HR specialists, this course equips you with essential HR knowledge every manager needs.

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

Certificate Series Fee: \$495

[10195](#) 2/3–5/2 48 Hours Online

YOUR ROLE IN HR

Fee: \$195

[10203](#) 2/3–2/28 16 Hours Online

HR ASPECTS OF GOOD LEADERSHIP

Fee: \$195

[10194](#) 3/3–3/28 16 Hours Online

OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

Fee: \$195

[10198](#) 4/7–5/2 16 Hours Online



CERTIFICATE IN LEADERSHIP DEVELOPMENT

Ready to take your leadership career to the next level? This program offers practical insights and strategies to help Gen Y professionals develop the skills needed to inspire, motivate, and achieve success. Discover your unique leadership style, build strong teams, explore career advancement strategies, and make a positive impact on both your organization and the world.

Fee: \$395

# 9959	2/3–5/2	48 Hours	Online
# 9960	4/7–6/27	48 Hours	Online



COLLABORATIVE MANAGEMENT

Tired of stalled projects and disengaged team members? Dive deep into the world of collaborative management. Learn how to turn a group of individuals into a cohesive, high-performing unit. Discover proven strategies to foster teamwork, build trust, and achieve remarkable results. This course will equip you with the skills to inspire, engage, and empower your team to reach new heights.

Fee: \$245

# 10073	3/3–3/28	16 Hours	Online
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INTRODUCTION TO PROJECT MANAGEMENT

In today's fast-paced business world, effective project management is a highly sought-after skill. This course will equip you with the tools and knowledge to successfully plan, execute, and deliver projects on time, within budget, and to the highest standards. This comprehensive course will equip you with the tools to drive innovation, enhance your career prospects, and make a lasting impact in your organization.

Fee: \$195

# 10059	2/3–2/28	16 Hours	Online
# 10060	4/7–5/2	16 Hours	Online



ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

Master financial concepts and accounting processes to boost decision-making and career growth. Accounting and Finance for Non-Financial Managers equips you with practical tools to understand the accounting cycle, analyze resource allocation, and evaluate financial performance.

Fee: \$195

# 9968	2/3–2/28	16 Hours	Online
# 9969	4/7–5/2	16 Hours	Online



FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

This advanced course demystifies financial reports for non-financial managers, business owners, and decision-makers. Learn to analyze financial data to make smarter choices in budgeting, goal-setting, and performance assessment within your organization.

Fee: \$195

# 10063	4/7–5/2	16 Hours	Online
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MANAGING GENERATIONS IN THE WORKPLACE

Are you struggling to navigate the complexities of a multigenerational workforce? Each generation has different expectations and styles of work in the workplace. Discover the secrets to effectively manage them, and learn how to create a workplace where everyone feels valued, engaged, and inspired to contribute their best.

Fee: \$175

# 9985	4/7–5/2	16 Hours	Online
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EMPLOYMENT LAW FUNDAMENTALS

Learn the basics of employment law so you can legally hire, evaluate and manage employees. This course will explain the basic types of employee benefits; effective hiring; evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

Fee: \$129

# 10337	1/15–3/7	24 Hours	Online
# 10338	2/12–4/4	24 Hours	Online
# 10339	3/12–5/2	24 Hours	Online

MANAGING CUSTOMER SERVICE

Learn how to correctly anticipate and meet your customers' needs. This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company. Plus, you will learn how to communicate, resolve complaints, and build long-lasting customer service programs.

Fee: \$135

# 10334	1/15–3/7	24 Hours	Online
# 10335	2/12–4/4	24 Hours	Online
# 10336	3/12–5/2	24 Hours	Online

MANAGING REMOTE TEAMS

Remote team management isn't new, but it has become far more common and extensive than it used to be. So, whether you have gone from managing the occasional telecommuter to managing a fully remote team or have been managing a remote team and would like to explore new strategies and best practices for this unique form of management—this course is for you.

Fee: \$135

# 10331	1/15–3/7	24 Hours	Online
# 10332	2/12–4/4	24 Hours	Online
# 10333	3/12–5/2	24 Hours	Online



**Looking for more information about our
ONLINE COURSES?**

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

NEW! THE ROLE OF MENTORSHIP AS A PATHWAY TO SUCCESS

Join us for Lunch!

Speakers: Amy Hernon and Matt Kostecki

Intended Audience: Leaders and Emerging Leaders of Nonprofits and Small Businesses.

Do you have to have a mentor to be a good mentor to others? No, but it sure helps. Mentors encourage and enable another person's development. Having a mentor can help you expand your network and discover new pathways to success. Meet two C:Suite Nonprofit Executives that attribute part of their success and professional satisfaction to having a mentor. Listen to their stories and discover how to find lasting personal relationships with experienced professionals both in and outside the office.

Fee: \$25

[10416](#) W 2/19 Noon–1:30 p.m. Catalyst Campus

NONPROFIT LEGAL AND REGULATORY REQUIREMENTS

This workshop will build a solid base upon which to grow your nonprofit's mission and programs while adhering to legal and regulatory requirements. Topics of discussion will include who is responsible in the organization, requirements of a 501 c3 status, internal controls to prevent/deter fraud, bookkeeping must-dos, areas of concern around contributions received, and other policies that should be put in place to maintain your nonprofit status.

Fee: \$69

[9090](#) W 1/22 9–11 a.m. Catalyst Campus

STORYTELLING FOR NONPROFITS

Behind every successful non-profit is a story, or more accurately, dozens of them. The ability to share the story of your organization, project, or the individuals you serve remains the most potent tool for engagement. Learn how to shape your idea into a story, and practice telling it.

Fee: \$109

[10411](#) T 3/4 1–5 p.m. Catalyst Campus

PILLARS OF PURPOSE: UNDERSTANDING HOW NONPROFIT BOARDS WORK

Learn about the role of nonprofit boards, how members are recruited, and their responsibilities in helping organizations achieve their mission. Explore the characteristics of effective boards and the relationship between executive directors and board members. This interactive program includes mock board activities for participants.

Fee: \$69

[10414](#) W 3/19 11 a.m.–12:30 p.m. Catalyst Campus

NEW! EVENT STRATEGY FOR IN-PERSON EVENTS FOR YOUR ORGANIZATION

Events can be a great way to get new exposure for your business or organization. Learn about strategic planning for in-person or online events, what to include, and what to avoid, so your event can attract and convert for your event goals. The workshop will include strategy, planning handout, and time to brainstorm and get feedback from other attendees, and is specific to small business or nonprofit marketing, customer, or member events.

Fee: \$69

[10357](#) W 3/19 2:30–4 p.m. Catalyst Campus

MANAGE **STRONG** SERIES

A SERIES FOR NONPROFIT TEAM LEADS, SUPERVISORS AND MANAGERS

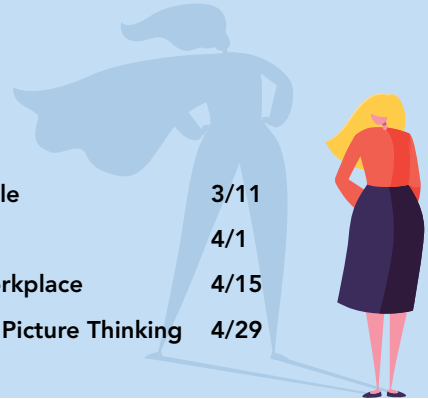
Managing strong means building your skills while prioritizing your team's needs. Learn to give focused feedback, motivate effectively, and drive organizational wellness. We've got the toolkit to enhance your current skill set. We'll help you bring next-level energy and ideas to grow your role and your organization's success. Take each workshop individually—or register for the entire the entire series and save!

SERIES #SER-MSS

Series Fee: \$321

3/11–4/29 | 9:30 a.m.–Noon | Catalyst Campus

#10507	Workshop 1: Finding Your Management Style	3/11
#10704	Workshop 2: Managing Successful Teams	4/1
#10702	Workshop 3: Creating Ownership in the Workplace	4/15
#10703	Workshop 4: Performance Reviews and Big Picture Thinking	4/29



NONPROFIT FUNDAMENTALS: WHAT MAKES NONPROFITS EXTRAORDINARY

Nonprofits play a vital role in our world. Join us as we explore the backstory of nonprofits in the U.S. and their important role in our economy and the community. We'll examine how they function and how they are similar and different to for-profit organizations. Participants will leave with a better understanding of how nonprofits function and the valuable role employees play in helping nonprofits achieve their goals.

Fee: \$69

10413 W 3/19 9–10:30 a.m. Catalyst Campus

NONPROFIT-FOCUSED CLASSES WITH MONTHLY START DATES!

- BECOMING A GRANT WRITING CONSULTANT
- GET GRANTS!
- INTRODUCTION TO NONPROFIT MANAGEMENT
- MARKETING YOUR NONPROFIT
- NONPROFIT MANAGEMENT AND GRANT WRITING SUITE
- STARTING A NONPROFIT
- A TO Z GRANT WRITING
- A TO Z GRANT WRITING II: BEYOND THE BASICS
- ADVANCED GRANT PROPOSAL WRITING
- GRANT WRITING SUITE
- NONPROFIT FUNDRAISING ESSENTIALS
- NONPROFIT SUITE
- WRITING EFFECTIVE GRANT PROPOSALS



Scan QR code to search for classes!

Contact (815) 455-8593 | talentimpact@mchenry.edu



MICROSOFT EXCEL SERIES

This in-person series includes Microsoft Excel levels 1, 2, and 3, 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 Series and save!

Series # SER-EX

Series Fee: \$477

Option 1:	M	2/10,2/24,3/10	8 a.m.–4:30 p.m.	Catalyst Campus
Option 2:	ThF	2/27,2/28,3/13, 3/14,3/20,3/21	8 a.m.–Noon	Catalyst Campus

MICROSOFT EXCEL LEVEL 1 (BASIC)

Learn the basic concepts and skills needed to start being productive with Excel. 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

# <u>10363</u>	M	2/10	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>10360</u>	ThF	2/27, 2/28	8 a.m.–Noon	Catalyst Campus

MICROSOFT EXCEL 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

# <u>10364</u>	M	2/24	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>10361</u>	ThF	3/13, 3/14	8 a.m.–Noon	Catalyst Campus

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

You will benefit most from this class if you want to use Excel 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

# <u>10365</u>	M	3/10	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>10362</u>	ThF	3/20, 3/21	8 a.m.–Noon	Catalyst Campus



MICROSOFT EXCEL 2019 ONLINE SERIES

This online course bundle will introduce you to Microsoft Office Excel 2019 and teach you 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.

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

Series # [SER-EX2019](#)

Series Fee: \$390

1/15-5/2

Online

INTRODUCTION TO MICROSOFT EXCEL 2019

This course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.

Fee: \$147

[10422](#)

1/15-3/7

24 Hours

Online

INTERMEDIATE MICROSOFT EXCEL 2019

Learn to harness the power of Excel's data analysis tools and AutoFilter commands and how to 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: \$147

[10423](#)

2/12-4/4

24 Hours

Online

ADVANCED MICROSOFT EXCEL 2019

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

Fee: \$145

[10424](#)

3/12-5/2

24 Hours

Online



CANVA TRAINING

ALL ABOUT CANVA PRO LEVEL 1

Unlock your creative potential with Canva, the versatile online design tool for everything from social media posts to presentations. Join Lori Lattanzio, Marketing Manager at NISRA, as she shares how Canva can bring your projects to life, no matter your experience level. Whether you're a beginner or more advanced, this hands-on workshop will teach you valuable skills to elevate your designs.

Fee: \$69

[10417](#) Th 1/16 1–3:30 p.m. Catalyst Campus

ALL ABOUT CANVA PRO LEVEL 2

Let's put your Canva skills to use! This workshop picks up where our first All About Canva Workshop left off. First, we'll recap Canva features and tools while also learning a few new advanced tricks! The second half of the workshop will give you the opportunity to experiment and create marketing material for personal or professional use. This hands-on class is taught in a computer lab – no need to bring your own technology. Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

Fee: \$69

[10418](#) T 2/18 10 a.m.–Noon Catalyst Campus

CANVA PRO: SOCIAL MEDIA

There are many apps to use for social media marketing, but Canva makes it simple with its templates, content planner, mockups, and more. We'll navigate through all the great tools Canva has specifically for social media marketing creation!

Fee: \$29

[10419](#) W 1/29 2–3 p.m. Remote

CANVA PRO: PRESENTATIONS

Presentations can be boring - but not with Canva's presentation needs, you'll be able to market your brand or business full of great graphics, elements, and animations to fully engage the audience you're presenting to.

Fee: \$29

[10421](#) M 2/24 3–4 p.m. Remote

CANVA PRO: VIDEO EDITOR

Do you need some fun and engaging video content? Canva's video editor makes it simple with their easy-to-use video features for everyday videos or even special occasions. We'll navigate through all the great tools Canva has specifically for video editing to bring your videos to life!

Fee: \$29

[10420](#) F 3/21 10–11 a.m. Remote

COMPUTER SKILLS FOR THE WORKPLACE

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. Employers seek and reward employees who can effectively send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in a modern workplace.

Fee: \$129

# 10379	1/15–3/7	24 Hours	Online
# 10380	2/12–4/4	24 Hours	Online
# 10381	3/12–5/2	24 Hours	Online

GETTING STARTED WITH GOOGLE WORKSPACE

More and more businesses are switching to Google Workspace for their business documents and communications. Are you ready? In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, and Slides, and learn how they all work together in a seamless suite.

Fee: \$149

# 10387	1/15–3/7	24 Hours	Online
# 10388	2/12–4/4	24 Hours	Online
# 10389	3/12–5/2	24 Hours	Online

INTRODUCTION TO JAVA PROGRAMMING

This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

Fee: \$129

# 10437	1/15–3/7	24 Hours	Online
# 10438	2/12–4/4	24 Hours	Online
# 10439	3/12–5/2	24 Hours	Online

INTRODUCTION TO MICROSOFT WORD 2019

Across all industries, the ability to create documents in a word processing tool is essential in day-to-day functions. Microsoft Word, the most widely used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word. You will learn the basics needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

Fee: \$147

# 10428	1/15–3/7	24 Hours	Online
# 10429	2/12–4/4	24 Hours	Online
# 10430	3/12–5/2	24 Hours	Online



INTRODUCTION TO POWERPOINT 2019/OFFICE 365

This in-depth course introduces PowerPoint's functions to teach you how to plan and create professional-quality presentations. Discover how to catch your audience's attention with PowerPoint's visual features like photo album. You'll learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. You will have the opportunity to create a custom presentation with content specific to your needs.

Fee: \$147

# 10434	1/15–3/7	24 Hours	Online
# 10435	2/12–4/4	24 Hours	Online
# 10436	3/12–5/2	24 Hours	Online



INTRODUCTION TO WINDOWS 11

Master the basic skills you need for Windows 11, the new operating system from Microsoft, which offers a more robust, more powerful, and unique computing experience. From managing files and editing photos to working with external drives, you will learn everything you need to know about getting the most from this operating system. Additionally, since security is essential, you will also learn how to protect your files and protect and update Windows 11.

Fee: \$129

# 10425	1/15–3/7	24 Hours	Online
# 10426	2/12–4/4	24 Hours	Online
# 10427	3/12–5/2	24 Hours	Online



KEYBOARDING

Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Fee: \$125

# 10390	1/15–3/7	24 Hours	Online
# 10391	2/12–4/4	24 Hours	Online
# 10392	3/12–5/2	24 Hours	Online



MICROSOFT EXCEL - PIVOT TABLES

Maximize your investment in Microsoft Excel by mastering its pivot table features. In this practical hands-on course, you will discover how to use different layout, subtotaling, and filtering options and discover a variety of advanced techniques for pivot tables, including Pivot Charts, Timelines, and Slicers. You will also master data analysis by learning how to quickly and easily summarize your data.

Fee: \$145

# 10431	1/15–3/7	24 Hours	Online
# 10432	2/12–4/4	24 Hours	Online
# 10433	3/12–5/2	24 Hours	Online



PODCASTING

Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the essential elements you need to get your show online. Come to class with your idea and end with your show online for all to hear.

Fee: \$245

# 10037	2/3–2/28	16 Hours	Online
# 10038	4/7–5/2	16 Hours	Online

NEW! AI CERTIFICATE

Gain a competitive edge with Artificial Intelligence! In this course, you'll discover how AI can reduce costs, streamline tasks, boost efficiency, and reallocate resources to drive real results. Master essential AI concepts and techniques, create an actionable AI strategy, and leave ready to lead your organization into this dynamic area of innovation.

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

Certificate Series Fee: \$495

# 10208	2/3–5/2	48 Hours	Online
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INTRODUCTION TO CHATGPT

Fee: \$195

# 10191	2/3–2/28	16 Hours	Online
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INTERMEDIATE AI

Fee: \$245

# 10216	3/3–3/28	16 Hours	Online
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AI PLANNING AND STRATEGIES

Fee: \$295

# 10211	4/7–5/2	16 Hours	Online
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NEW! CYBERSECURITY CERTIFICATE

Equip yourself with the foundational knowledge and advanced skills needed to safeguard networks, data, and systems from cyber attacks. Conquer the core principles of cybersecurity, develop strategies to protect networks, and gain hands-on experience in identifying and mitigating cyber threats. Come away with the essential tools and knowledge to succeed in the ever-evolving field of cybersecurity.

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

Certificate Series Fee: \$595

# 10213	2/3–5/2	48 Hours	Online
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INTRODUCTION TO CYBERSECURITY

Fee: \$245

# 10217	2/3–2/28	16 Hours	Online
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NETWORK SECURITY AND DEFENSE STRATEGIES

Fee: \$245

# 10220	3/3–3/28	16 Hours	Online
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ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

Fee: \$245

# 10206	4/7–5/2	16 Hours	Online
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CERTIFICATE IN DATA ANALYSIS

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

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

Fee: \$495

[9991](#) 2/3–5/2 48 Hours Online

INTRODUCTION TO DATA ANALYSIS

Fee: \$195

[9994](#) 2/3–2/28 16 Hours Online

INTERMEDIATE DATA ANALYSIS

Fee: \$195

[9997](#) 3/3–3/28 16 Hours Online

ADVANCED DATA ANALYSIS

Fee: \$195

[9998](#) 4/7–5/2 16 Hours Online



CERTIFICATE IN WEB DESIGN

Want to create credible, eye-catching websites? This course covers the essentials of web design using HTML, CSS, and Bootstrap—no experience needed! Start with web design basics, then build a dynamic, SEO-friendly web application hosted online. Finish with responsive design techniques, advanced layouts, and an introduction to CMS frameworks. Perfect for anyone ready to stand out in the digital space!

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

Certificate Series Fee: \$595

[10099](#) 2/3–5/2 48 Hours Online

INTRODUCTION TO WEB DESIGN

Fee: \$245

[10096](#) 2/3–2/28 16 Hours Online

INTERMEDIATE WEB DESIGN

Fee: \$245

[10104](#) 3/3–3/28 16 Hours Online

ADVANCED WEB DESIGN

Fee: \$245

[10102](#) 4/7–5/2 16 Hours Online

CODING CERTIFICATE

Coding is one of today's most in-demand skills, increasing your value to any organization. Start with an introduction to essential programming languages, then dive into the fundamentals of HTML and CSS to hand-code and build web pages. Finally, explore advanced CSS techniques to create powerful, polished websites.

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

Certificate Series Fee: \$595

# 10117	2/3–5/2	48 Hours	Online
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INTRODUCTION TO CODING

Fee: \$195

# 10088	2/3–2/28	16 Hours	Online
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HTML FUNDAMENTALS

Fee: \$245

# 10164	3/3–3/28	16 Hours	Online
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CSS FUNDAMENTALS

Fee: \$245

# 10162	4/7–5/2	16 Hours	Online
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DIGITAL MARKETING CERTIFICATE

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one month courses.

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

Certificate Series Fee: \$495

# 10028	2/3–5/2	48 Hours	Online
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IMPROVING EMAIL PROMOTIONS

Fee: \$195

# 10031	2/3–2/28	16 Hours	Online
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BOOSTING YOUR WEBSITE TRAFFIC

Fee: \$195

# 10034	3/3–3/28	16 Hours	Online
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ONLINE ADVERTISING

Fee: \$195

# 10035	4/7–5/2	16 Hours	Online
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GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

Master Adobe's top design tools! Learn Illustrator to create logos, flyers, and vector graphics; InDesign for stunning multi-page layouts like brochures and magazines; and Photoshop for powerful image editing and digital art. Get hands-on with the industry's leading software for print and web design!

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

Certificate Series Fee: \$545

[10111](#) 2/3–5/2 48 Hours Online

ADOBE ILLUSTRATOR ESSENTIALS

Fee: \$225

[10129](#) 2/3–2/28 16 Hours Online

ADOBE PHOTOSHOP ESSENTIALS

Fee: \$225

[10134](#) 3/3–3/28 16 Hours Online

ADOBE INDESIGN ESSENTIALS

Fee: \$225

[10132](#) 4/7–5/2 16 Hours Online



POWER BI CERTIFICATE

Power BI Desktop is a complete data analysis and report creation tool that you install for free. Learn to create interactive reports, streamline data, and build dynamic visuals for real-time insights. Master Power Query, DAX, and Time Intelligence to analyze trends, build data models, and enhance reports. Gain skills to make smarter, data-driven decisions and elevate your organization's performance.

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

Certificate Series Fee: \$495

[10149](#) 2/3–5/2 48 Hours Online

INTRODUCTION TO POWER BI

Fee: \$195

[10140](#) 2/3–2/28 16 Hours Online

INTERMEDIATE POWER BI

Fee: \$195

[10148](#) 3/3–3/28 16 Hours Online

ADVANCED POWER BI

Fee: \$195

[10135](#) 4/7–5/2 16 Hours Online



SOCIAL MEDIA FOR BUSINESS CERTIFICATE

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

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

Certificate Series Fee: \$495

[9941](#) 2/3–5/2 48 Hours Online

INTRODUCTION TO SOCIAL MEDIA

Fee: \$195

[9944](#) 2/3–2/28 16 Hours Online

MARKETING USING SOCIAL MEDIA

Fee: \$195

[9947](#) 3/3–3/28 16 Hours Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: \$195

[9948](#) 4/7–5/2 16 Hours Online



SQL CERTIFICATE

Master SQL, the industry-standard language for data interaction and analysis, to boost your career in database management or data analysis. You'll start with relational database structures, dive into SQL's uses, and learn how to create databases, add records, and run powerful data queries. Progress from simple queries to advanced, multi-table queries, and learn techniques to manipulate and analyze data efficiently. This certification will set you apart in database administration, data analysis, and related fields.

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

Certificate Series Fee: \$595

[10153](#) 2/3–5/2 48 Hours Online

INTRODUCTION TO SQL

Fee: \$245

[10144](#) 2/3–2/28 16 Hours Online

INTERMEDIATE SQL

Fee: \$245

[10167](#) 3/3–3/28 16 Hours Online

ADVANCED SQL

Fee: \$245

[10160](#) 4/7–5/2 16 Hours Online

LOOKING TO FOCUS ON SPECIFIC MICROSOFT TOPICS?

These virtual classes connect you with our Excel expert and deep dive into the skills you need most.

MICROSOFT EXCEL LOGICAL IF FUNCTIONS AND LOOKUP FUNCTIONS

Learn the advanced formula tools of IF, SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS, nesting IFS, VLOOKUP, HLOOKUP, and XLOOKUP in Excel.

Fee: \$69

[10367](#) Th 2/27 1:30–3:30 p.m. Remote

MICROSOFT EXCEL SORTING, FILTERING, AND WORKING WITH TABLES

Learn the proper way to build a table for sorting and filtering in Excel. We'll discuss how to sort single and multiple columns, and how to use Auto Filter techniques to view only specific rows in a table. You'll also learn table tools for formatting and formulas.

Fee: \$69

[10369](#) F 2/28 1:30–3:30 p.m. Remote

MICROSOFT EXCEL PIVOT TABLES

Discover how to create a Pivot Table in Excel using filter, row, column, and values. You'll learn how to format a Pivot Table, add formulas into the table, group values, work with slicers, and insert a Pivot Chart.

Fee: \$69

[10372](#) Th 3/13 1:30–3:30 p.m. Remote

MICROSOFT EXCEL WORKING WITH MULTIPLE SHEETS

Learn how to add, delete, rename, change the color of sheet tabs, hide/unhide, and move/copy sheets in Excel. Discover how and why you should select multiple sheets at the same time using shift and control. You will also learn how to write formulas between sheets to create a summary sheet.

Fee: \$69

[10368](#) F 3/14 1:30–3:30 p.m. Remote

MICROSOFT EXCEL POWER PIVOTING

Learn how to combine multiple data sources in the Power Pivot model instead of using multiple VLOOKUP functions to create a flat data source for a Pivot Table in Excel. We'll discuss the advanced features of the Power Pivot tool to take Pivot Table analysis to a whole new level of functionality.

Fee: \$69

[10373](#) Th 3/20 1:30–3:30 p.m. Remote

MICROSOFT EXCEL BASIC FORMULAS AND PRINTING TOOLS

Learn the basics of creating formulas in Excel, including adding, subtracting, multiplying, and dividing. You will then learn how to use the basic functions of SUM, AVERAGE, MIN, MAX, COUNT and COUNTA. We'll also discuss printing and the basics of changing paper orientation, margins, scaling, creating headers and footers, and adding page breaks and print titles.

Fee: \$69

[10366](#) F 3/21 1:30–3:30 p.m. Remote

MICROSOFT WORD TIPS AND TRICKS

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: \$89

[10374](#) Th 2/13 8 a.m.–Noon Remote

MICROSOFT POWERPOINT TIPS AND TRICKS

This class is for the PowerPoint user who wants to learn how to make presentations more effective. Valuable PowerPoint tips, tools, and timesavers will be covered along with general presentation guidelines.

Fee: \$89

[10377](#) Th 2/13 12:30–4:30 p.m. Remote



CLASE DISPONIBLE EN ESPAÑOL

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. This series is taught in English and Spanish.

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

Series Fee: \$369

<u>Option 1:</u>	Series # <u>SER-WESSP</u>	(Spanish)	W	1/8–3/19	Catalyst Campus
<u>Option 2:</u>	Series # <u>SER-WES</u>	(English)	Th	1/9–3/20	Remote

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

# <u>10545</u>	(Spanish)	W	1/8	2:30–4:30 p.m.	Catalyst Campus
# <u>10539</u>	(English)	Th	1/9	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

# <u>10546</u>	(Spanish)	W	1/22	2:30–4:30 p.m.	Catalyst Campus
# <u>10540</u>	(English)	Th	1/23	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

# <u>10547</u>	(Spanish)	W	2/5	2:30–4:30 p.m.	Catalyst Campus
# <u>10541</u>	(English)	Th	2/6	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

# 10548	(Spanish)	W	2/19	2:30–4:30 p.m.	Catalyst Campus
# 10542	(English)	Th	2/20	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

# 10549	(Spanish)	W	3/5	2:30–4:30 p.m.	Catalyst Campus
# 10543	(English)	Th	3/6	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

# 10550	(Spanish)	W	3/19	2:30–4:30 p.m.	Catalyst Campus
# 10544	(English)	Th	3/20	3–5 p.m.	Remote



// WORKPLACE SKILLS

NEW! BOOST YOUR BOOTH WORKSHOP: GET MORE ROI OUT OF YOUR NEXT SPONSOR, CONFERENCE, OR EVENT BOOTH

Get more strategic with your next business or organization's event booth. Learn about what you can do to create a better plan to attract and engage the right attendees, and convert more visitors to customers. This workshop includes new strategic insights, booth ideas and examples, and a booth strategy checklist.

Fee: \$69

10354 Th 1/23 1–2:30 p.m. Remote

NEW! AUTHENTIC & NATURAL NETWORKING: WHAT TO SAY AND WHEN TO SAY IT

Looking for ways to make networking and meeting people feel easier and more natural? This workshop focuses on more natural introductions, conversation, and follow up when networking. We will also do some group activities to get to know each other better, so you can leave with new connections and a better sense of how to engage more effectively at events in the future.

Fee: \$69

10353 W 2/5 2:30–4 p.m. Catalyst Campus

NEW! STRATEGY FOR MORE EFFECTIVE GRAPHICS AND FLYERS

Looking for ways to make the graphics you use for flyers, posts, and events more effective and converting for your marketing goals? Learn how to start from a strategic business perspective with your goal and call to action, learn about visual patterns, and hear some do's and don'ts in order to make the most of your visuals for your business or organization. A good fit for anyone that creates flyers, social media graphics, and online graphics for their business or organization, but does not have formal design training and is learning as they go.

Fee: \$39

10355 W 2/19 2:30–4 p.m. Remote

ACCOUNTING FUNDAMENTALS

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Fee: \$129

# 10318	1/15–3/7	24 Hours	Online
# 10319	2/12–4/4	24 Hours	Online
# 10320	3/12–5/2	24 Hours	Online



CONTRACT TRAINING

Do you have a workgroup that would benefit from training onsite at your facility?



Scan the QR code to learn more about customized training for your business.

ACCOUNTING FUNDAMENTALS II

This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

Fee: \$129

# 10321	1/15–3/7	24 Hours	Online
# 10322	2/12–4/4	24 Hours	Online
# 10323	3/12–5/2	24 Hours	Online

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Fee: \$129

# 10300	1/15–3/7	24 Hours	Online
# 10301	2/12–4/4	24 Hours	Online
# 10302	3/12–5/2	24 Hours	Online

INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.

Fee: \$139

# 10311	1/15–3/7	24 Hours	Online
# 10312	2/12–4/4	24 Hours	Online
# 10313	3/12–5/2	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.

Fee: \$139

# 10314	1/15–3/7	24 Hours	Online
# 10315	2/12–4/4	24 Hours	Online
# 10316	3/12–5/2	24 Hours	Online

SPANISH FOR MEDICAL PROFESSIONALS

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. Adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the touristy topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting.

Fee: \$135

# 10306	1/15–3/7	24 Hours	Online
# 10307	2/12–4/4	24 Hours	Online
# 10308	3/12–5/2	24 Hours	Online

SPANISH IN THE CLASSROOM

Bridge the communication gap between you, your Spanish-speaking students, and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavioral problems, and provide grades and homework.

Fee: \$129

# 10303	1/15–3/7	24 Hours	Online
# 10304	2/12–4/4	24 Hours	Online
# 10305	3/12–5/2	24 Hours	Online

SALES TRAINING SUITE

In good times or tough ones, companies never stop looking for sales representatives who can help them meet their financial goals. This series will provide you with the tools you need to communicate effectively with clients, build rapport, and create an environment of trust. You'll also learn effective sales techniques that will help you not only convert new customers but also turn them into long-term assets.

Take the entire Sales Training Suite (3 courses) and save!

Series # [SER-SALES](#) **Series Fee: \$345** **1/15–5/2**

KEYS TO EFFECTIVE COMMUNICATION

Fee: \$125

# 10297	1/15–3/7	24 Hours	Online
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EFFECTIVE SELLING

Fee: \$135

# 10298	2/12–4/4	24 Hours	Online
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PROFESSIONAL SALES SKILLS

Fee: \$135

# 10299	3/12–5/2	24 Hours	Online
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DIVERSITY, EQUITY AND INCLUSION IN THE WORKPLACE CERTIFICATE

Discover how diversity, equity, and inclusion drive global impact! With cultural sectors generating \$2.25 trillion annually and providing 30 million jobs, DEI is more important than ever. DEI in the Workplace Certificate empowers you to build cultural competence and become an intentional, courageous advocate for equity. Join us to gain the skills for meaningful change.

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

Certificate Series Fee: \$495

# 10663	2/3–5/2	48 Hours	Online
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WHAT IS DEI?

Fee: \$195

# 10669	2/3–2/28	16 Hours	Online
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INCLUSIVE COMMUNICATION

Fee: \$195

# 10668	3/3–3/28	16 Hours	Online
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DEI AND ORGANIZATIONAL SUCCESS

Fee: \$195

# 10666	4/7–5/2	16 Hours	Online
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BOOKKEEPING CERTIFICATE

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

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

Certificate Series Fee: \$495

# 10126	2/3–5/2	48 Hours	Online
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UNDERSTANDING DEBITS AND CREDITS

Fee: \$195

# 10123	2/3–2/28	16 Hours	Online
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GENERAL LEDGER AND MONTH END PROCEDURES

Fee: \$195

# 10122	3/3–3/28	16 Hours	Online
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CLOSING PROCEDURES AND FINANCIAL STATEMENTS

Fee: \$195

# 10120	4/7–5/2	16 Hours	Online
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CERTIFICATE IN BUSINESS WRITING

Learn the essentials of effective workplace writing. This course covers key techniques for reports, memos, letters, and publicity notices. You'll explore the structure of business reports and proposals, improve editing and proofreading skills, and discover how to craft impactful news stories and press releases. Enhance your career by mastering these critical communication skills to help your organization succeed. This certificate includes three one-month courses

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

Certificate Series Fee: \$495

# 10053	2/3–5/2	48 Hours	Online
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BUSINESS WRITING

Fee: \$195

# 10047	2/3–2/28	16 Hours	Online
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EFFECTIVE COPYWRITING

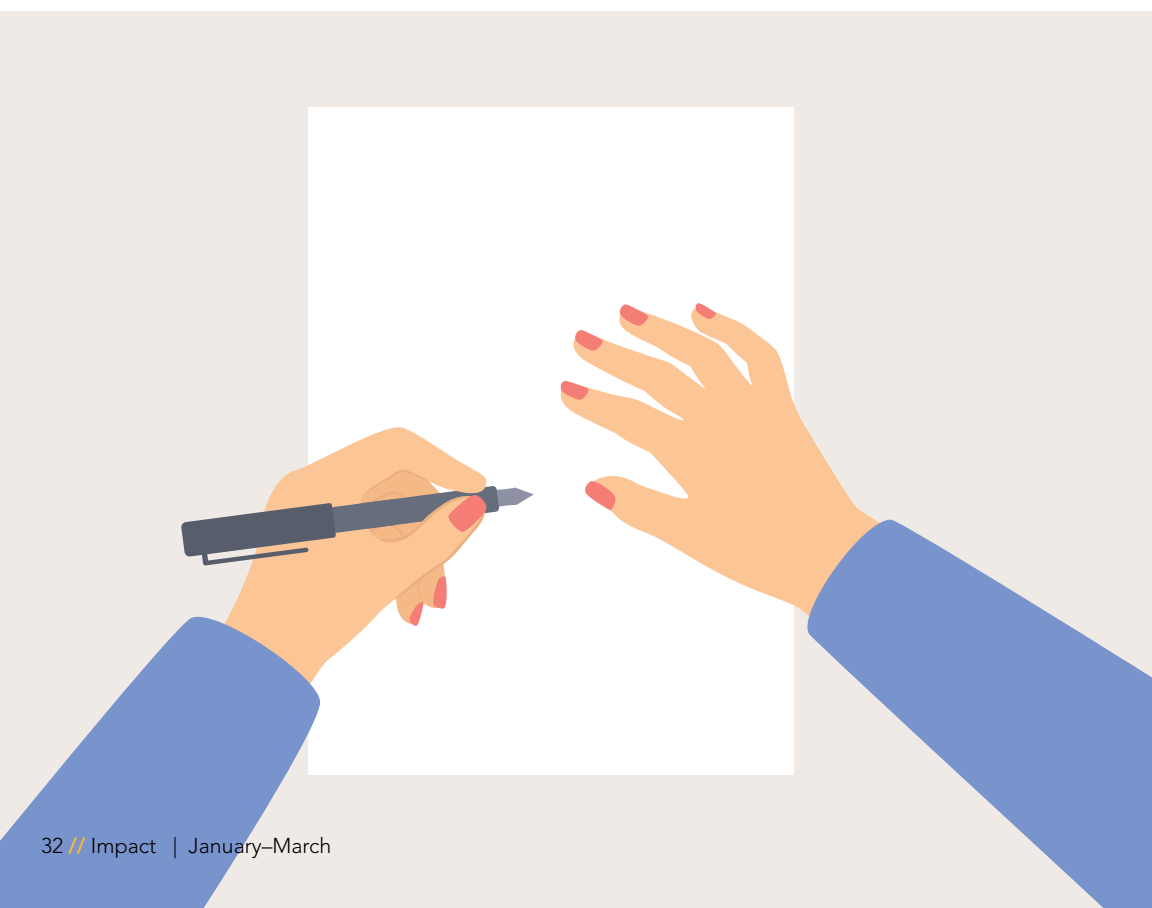
Fee: \$195

# 10016	3/3–3/28	16 Hours	Online
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WRITING NEWS AND PRESS RELEASES

Fee: \$195

# 10068	4/7–5/2	16 Hours	Online
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CERTIFICATE IN CUSTOMER SERVICE

Customer service is key to business success. As technology advances, meaningful human interactions with customers are more critical than ever. Master essential skills to retain clients, boost productivity, and turn inquiries into sales. This two-course series provides unique techniques to elevate your career and drive organizational success.

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

Certificate Series Fee: \$245

# 10009	2/3–3/28	32 Hours	Online
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KEYS TO CUSTOMER SERVICE

Fee: \$145

# 10012	2/3–2/28	16 Hours	Online
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EXTRAORDINARY CUSTOMER SERVICE

Fee: \$145

# 10015	3/3–3/28	16 Hours	Online
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THE BASICS OF BOOKKEEPING

Learn how to manage a business's financial transactions with The Basics of Bookkeeping. This course is ideal for professionals, entrepreneurs, and those involved in family businesses looking to understand and record income and expenses accurately. You'll create a chart of accounts, understand debits and credits, and learn how to label and track accounts. Whether you handle bookkeeping yourself or outsource it, this course provides essential knowledge of financial tracking and bookkeeping terminology to help you manage finances confidently.

Fee: \$195

# 10078	3/3–3/28	16 Hours	Online
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SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATION

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. This course covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning, and sanitizing. This 8-hour ServSafe course and exam (an ANSI-CFPM accredited provider) meets the Illinois Department of Public Health requirements. The certification is valid for five years.

Fee: \$189

# 10228	T	1/28	8 a.m.–5 p.m.	Catalyst Campus
# 10230	T	3/11	8 a.m.–5 p.m.	Catalyst Campus

This class is taught in Spanish and includes a Spanish language book.

Fee: \$189

# 10229	T	2/11	8 a.m.–5 p.m.	Catalyst Campus
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NEW! MENTAL HEALTH IN THE WORKPLACE

In this interactive workshop, attendees will learn how to support individual employees who are dealing with mental health conditions, including how to talk to your employee, workplace accommodations for mental health, and how to handle a crisis situation. In addition, attendees will discuss how to proactively put policies, procedures, and practices in place to ensure that your workplace supports the mental health and wellness of all employees. This workshop is geared towards managers and human resources staff.

Fee: \$25

# 10352	W	2/12	8–9:30 a.m.	Catalyst Campus
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HEARTSAVER® FIRST AID CPR/AED/BBP

Learn critical first-aid, CPR, and AED skills to manage emergencies like choking, bleeding, broken bones, and cardiac arrest until EMS arrives. This course also covers bloodborne pathogens (BBP) to help protect against exposure to blood. Ideal for those with limited or no medical training, it meets OSHA requirements and provides an American Heart Association completion card for job or regulatory needs.

Fee: \$125

# 10327	W	2/5	8 a.m.–2 p.m.	Catalyst Campus
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NEW! *This class is taught in Spanish.*

Fee: \$125

# 10231	W	2/26	8 a.m.–2 p.m.	Catalyst Campus
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BLS HEALTHCARE PROVIDER CPR

This course meets the American Heart Association (AHA) requirements for recognition as a Basic Life Support Rescuer. It is intended for those entering or 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

# 10328	W	2/5	2:30–6:30 p.m.	Catalyst Campus
# 10329	W	3/12	6–10 p.m.	Catalyst Campus

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: \$399

[10330](#) WTh 2/5, 2/6 8 a.m.–1:30 p.m. Catalyst Campus

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: \$399

[10226](#) TTh 2/11, 2/13 8 a.m.–1:30 p.m. Catalyst Campus

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.

Fee: \$150

[9916](#) F 3/14 8 a.m.–Noon Catalyst Campus

[9919](#) F 4/18 8 a.m.–Noon Catalyst Campus

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

[10221](#) F 3/21 8 a.m.–4:30 p.m. Building G

[10222](#) F 4/25 8 a.m.–4:30 p.m. Building G



**Want to be added to
our e-newsletter?**



Sign up here or contact us,
talentimpact@mchenry.edu

HVAC PROFESSIONALS



REFRIGERATION REGULATION EPA SNAP

The EPA's Significant New Alternatives Policy (SNAP) evaluates and identifies substitutes for historically used ozone-depleting substances (ODS). As the list of phased-out refrigerants continues to evolve, managing equipment purchases, scheduling maintenance, and establishing leak repair timelines has become increasingly complex.

Join us to understand the timeline for refrigerant phase-outs specified by the EPA's SNAP program. This course features hands-on training to familiarize industry professionals with proposed replacements.

This course includes:

- EPA Section 608 Technician Certification Exam
- Preparation for:
 - R-410A Open Book Exam
 - RSES Hydrocarbon Refrigerant Exam
 - Low GWP Refrigerant Safety Certification Exam

Choose from four workshop dates:

- [#10440](#) F 1/24 8 a.m.–4 p.m.
- [#10621](#) F 2/7 8 a.m.–4 p.m.
- [#10622](#) F 4/4 8 a.m.–4 p.m.
- [#10623](#) F 5/2 8 a.m.–4 p.m.

Employers: Illinois Green Economy Network (IGEN) Grant is available to subsidize the \$209 course fee by \$159 per participant.

YOUR COST ONLY \$50



**\$159 GRANT SUBSIDY
AVAILABLE!
FEE: \$50 PP**



CONTACT TO REGISTER AND FOR MORE INFORMATION.

(815) 455-8593 | talentimpact@mchenry.edu

// MANUFACTURING AND INDUSTRY

NEW! FOUNDATIONS OF DISTRIBUTION AND LOGISTICS

Learn why distribution channels are so important. Be able to describe different channel design models. Explain tradeoffs between different channel network designs, including customer response time, product variety, product availability, and delivery time. Explore inventory management and its function in distribution and logistics.

Fee: \$399

[9332](#) M 1/6–2/17 5–9 p.m. Remote

NEW! SUPPLY CHAIN FINANCE (INTEGRATED BUSINESS PLANNING)

Have you considered the best way to finance your supply chain? Whether domestic or international, aligning corporate strategy with supply chain strategy is crucial, especially in uncertain environments that impact cash flow. The challenge lies in creating a financial budget that bridges planning with reality. Discover how to enhance your supply chain planning and finance integration with the advanced IBP process.

Fee: \$399

[9339](#) W 1/22–2/19 1–5 p.m. Remote

NEW! FOUNDATIONS OF OPERATIONS PLANNING

Learn how to create a business strategy. Work with a business planning model to develop a mission and vision. Explore the universal principles of forecast management. Define and understand demand management. Dive into the details of sales and operations planning.

Fee: \$399

[9333](#) M 3/3–4/14 5–9 p.m. Remote

NEW! SUPPLY CHAIN MANAGEMENT FOR THE CIRCULAR ECONOMY

A circular economy and supply chain offer an alternative to the linear model of take, make, consume, and waste. Circularity focuses on eliminating waste and maximizing the recovery and reuse of materials. As demand grows, companies are recognizing opportunities, with experts warning that adopting circular practices within the next 10 years is essential for staying competitive.

Fee: \$399

[9340](#) W 3/5–4/2 1–5 p.m. Remote

NEW! FOUNDATIONS OF MANUFACTURING MANAGEMENT

Explore how manufacturing strategy informs manufacturing process choices. Describe the necessary elements for an effective product-structure-management process. Discover how manufacturing professionals determine needs using material requirements planning (MRP).

Fee: \$399

[9334](#) M 4/28–6/9 5–9 p.m. Remote

NEW! BUILDING A SUSTAINABLE SUPPLY CHAIN

Learn how to balance People, Planet, and Prosperity for a successful, sustainable business. This course covers 13 of the 17 UN SDGs, teaching you to manage the entire value chain for sustainability and financial performance. You'll improve production processes, manage customer expectations, and collaborate with suppliers, while making critical decisions to drive sustainable value chains.

Fee: \$399

[9341](#) W 4/16–5/14 1–5 p.m. Remote

// MANUFACTURING AND INDUSTRY

NEW! FOUNDATIONS OF MANAGING OPERATIONS

Learn to describe how the management of processes and operations is affected by product volume, service requirements, variety, demand variation, and visibility. Discover the principles of effective product and service design. Gain knowledge of valuable project management models that you can apply to projects and daily operations.

Fee: \$399

[9335](#) M 6/23–8/4 5–9 p.m. Remote

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

Learn what it takes to be a successful supply chain manager. You'll master customer demand forecasting, production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). This course will prepare you for internationally recognized supply chain and materials management certification examinations.

Fee: \$135

# 9880		1/15–3/7	24 Hours	Online
# 9882		2/12–4/4	24 Hours	Online
# 9883		3/12–5/2	24 Hours	Online

ADVANTAGE: LEAN FUNDAMENTALS

Discover the advantages of Lean Mfg. principles. Lean-focused organizations are continually seeking ways to reduce waste in their processes and enhance the value to their customers as well as reducing their costs. Delve into the various types of waste that Lean thinking can eliminate and understand why people are the cornerstone of Lean methodology. This course benefits any individual in manufacturing across any organization and industry.

Fee: \$179

# 9905	Th	2/20	8 a.m.–1:30 p.m.	Catalyst Campus
# 9906	T	5/6	8 a.m.–1:30 p.m.	Catalyst Campus

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. Lectures are supplemented with individual class exercises to provide participants with practical experience. This course is designed for inspectors, maintenance personnel, and shop floor employees in need of skill enhancement in this topic.

Fee: \$209

# 9913	W	1/29	8 a.m.–1:30 p.m.	Catalyst Campus
# 9914	W	4/30	8 a.m.–1:30 p.m.	Catalyst Campus

PRECISION MEASURING FUNDAMENTALS

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

# 10351	W	2/19	8 a.m.–Noon	Catalyst Campus
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// MANUFACTURING AND INDUSTRY

CNC MACHINIST

Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly. The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Fee: \$2,245

[8431](#) Starts upon registration 195 Hours Online

DISTRIBUTION AND LOGISTICS MANAGEMENT

In this course, 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). Gain the skills needed to create and operate a successful logistics function.

Fee: \$135

# 9885	1/15–3/7	24 Hours	Online
# 9886	2/12–4/4	24 Hours	Online
# 9887	3/12–5/2	24 Hours	Online

MANUFACTURING FUNDAMENTALS

Learn foundational concepts needed to be successful 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.

Fee: \$129

# 9875	1/15–3/7	24 Hours	Online
# 9876	2/12–4/4	24 Hours	Online
# 9877	3/12–5/2	24 Hours	Online

PURCHASING FUNDAMENTALS

Master the fundamentals of purchasing and boost your company's profitability in this engaging course. Learn key strategies like negotiation, supplier sourcing, outsourcing, and green buying. Gain hands-on skills in managing purchase orders, supplier deliveries, and purchasing budgets, while exploring business law, contracts, and total quality management (TQM). Additionally, understand how to recruit and evaluate purchasing staff, all while maintaining strong business ethics.

Fee: \$135

# 9891	1/15–3/7	24 Hours	Online
# 9894	2/12–4/4	24 Hours	Online
# 9895	3/12–5/2	24 Hours	Online



SIX SIGMA TOTAL QUALITY APPLICATIONS

Master the key elements of Six Sigma and learn how to apply over 25 tools and methods using the DMAIC model (define, measure, analyze, improve, control). Explore essential concepts like the Six Sigma business case, VOC, QFD, and benchmarking, while mastering tools like Pareto charts, cause-and-effect diagrams, and FMEA. Gain the skills to define and implement Six Sigma projects, apply lean thinking, and enhance process capability to achieve the highest possible quality.

Fee: \$135

# 9896	1/15–3/7	24 Hours	Online
# 9897	2/12–4/4	24 Hours	Online
# 9898	3/12–5/2	24 Hours	Online

TOTAL QUALITY FUNDAMENTALS

Discover the power of total quality management. This course will teach you the key elements of a quality system, from customer focus to the cost of non-quality, variation, and total employee involvement (TEI). Learn to apply essential standards like ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award. Master the art of leadership, teamwork, and auditing, while reducing customer complaints and boosting service. Gain valuable insights to enhance your organization's performance and drive lasting change.

Fee: \$135

# 9868	1/15–3/7	24 Hours	Online
# 9869	2/12–4/4	24 Hours	Online
# 9870	3/12–5/2	24 Hours	Online



**READY TO TAKE YOUR DESIGNS
FROM SIMPLE TO STUNNING?
CANVA PRO CLASSES ARE
PERFECT FOR BEGINNERS AND
PROS ALIKE!**

See page 16.

SIX SIGMA



WE OFFER SIX SIGMA COURSES CERTIFIED BY THE AMERICAN SOCIETY FOR QUALITY® (ASQ)

To register, or for more information, contact talentimpact@mchenry.edu

CERTIFIED SIX SIGMA GREEN BELT

Boost your business credentials or start a new career as a quality specialist with Six Sigma Green Belt certification. This course covers the Six Sigma methodology, teaching you how to improve processes, solve quality problems, and contribute to impactful improvement projects. You'll learn the ASQ Six Sigma Green Belt Body of Knowledge through interactive exercises, case studies, and quizzes, preparing you for certification. Perfect for those aiming to enhance quality, reduce costs, and improve customer satisfaction in any industry.

Fee: \$1,895

[8414](#) Starts upon registration 120 Hours Online

CERTIFIED SIX SIGMA BLACK BELT

Earn the prestigious Six Sigma Black Belt certification and lead process improvement at any organization. This course covers key Six Sigma concepts, including the DMAIC model, VOC, QFD, and strategic planning, while preparing you for the ASQ Black Belt certification. You'll master essential tools like Pareto charts, cause-and-effect diagrams, FMEA, and advanced methods like design of experiments (DOE) and hypothesis testing. Ideal for those ready to drive meaningful change and lead successful quality improvement projects.

Fee: \$1,995

[8416](#) Starts upon registration 120 Hours Online

LEAN SIX SIGMA GREEN BELT

This course will teach you Lean Six Sigma process improvement projects from start to finish. Lean Six Sigma Green Belts can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. The course was developed to meet today's changing business environments and is facilitated by highly experienced and successful Lean Six Sigma Experts. It draws on what the experts practice every day in the field to provide you with the most effective way to learn and implement Lean Six Sigma. Exam cost included.

Fee: \$1,695

[8426](#) Starts upon registration 50 Hours Online

LEAN SIX SIGMA BLACK BELT

Six Sigma Black Belts streamline organizational processes through strategic improvement projects. These highly skilled professionals will lead and mentor a team of Green Belts to complete projects that deliver sustainable results. This online Six Sigma training course will help you prepare for the Lean Six Sigma Black Belt certification exam. You will be enabled to transform your organization by reducing costs, increasing revenue, and improving collaboration. You will learn how to manage multiple projects and ensure their alignment meets organizational goals. Exam cost included.

Fee: \$1,895

[8429](#) Starts upon registration 75 Hours Online



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.

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.



NEW! IMPROVING CASH FLOW

Cash flow is the key to the health of any business. Employees with management responsibility over sales, cash revenue and expenses will benefit from understanding how to manage and project their cash flow. Don't risk starving your growing business.

Fee: \$30

10347 W 3/12 5:30–7:30 p.m. Catalyst Campus

STARTING YOUR 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.

Fee: \$0

10348 W 1/15 5:30–7:30 p.m. Remote
10349 W 2/12 5:30–7:30 p.m. Remote
10350 W 3/19 5:30–7:30 p.m. Catalyst Campus



READY TO TURN YOUR SKILLS AND PASSION INTO A CAREER?

MCC's new Foglia Center for Advanced Technology and Innovation (CATI) features classrooms and labs built for immersive, hands-on learning. Work on industry standard HVAC units, CNC machines, robots, welders, computers, and technology—all while earning credit and valuable training for in-demand careers.

- Architectural and Engineering Design Technology
- Automation, Robotics, and Mechatronics
- Construction Management
- Engineering Technology
- HVAC
- Precision Machining
- Welding and Fabrication

FEATURED PROGRAMS

This new state-of-the-art facility is a resource for the entire community—especially those looking to learn a skilled trade, change careers, increase their value to current employers, or bring new ideas to life.



Start building your career and contact us today at
www.mchenry.edu/cati.

Curiosity has a new name: **LISI.**

Meet LISI—that's short for the Liebman Institute for Science Innovation at McHenry County College.

LISI is the place for conversation and exploration of how things work. Through a series of groundbreaking programming, discussions, and partnerships, LISI provides relevant scientific information to help individuals make informed choices and decisions.

PROGRAMS OFFERED THROUGH LISI

The Science Behind It— Immersive Seminar Series

Immerse yourself into some of today's most cutting-edge science topics. Participants will have the opportunity to hear from widely acclaimed experts in their fields, across a variety of topics.

LISI Lecture Series

LISI's seminal lecture series brings science to the forefront of our community and collective consciousness. Lectures will include a meet-and-greet with guest speakers and other refreshments.

Hall of Human Origins

The Hall of Human Origins offers critical insight into hominin evolution through the exploration of fossil evidence. This interactive exhibit is on permanent display in the Life Sciences wing of the Liebman Science Center (Building F).

Planetarium Showcases

MCC's planetarium features a spectacular 8.3-meter dome with high-definition video and immersive surround sound. The planetarium is available for students of all ages, as well as the general public.

LISI-Sponsored Programs

LISI is a Science Olympiad sponsor and aims to make MCC the hub for Science Olympiad tournaments in the State of Illinois.



Learn more about LISI programming:
www.mchenry.edu/lisi



Liebman Institute for
Science Innovation

Science in Everything. Everything in Science.



YOUR NEW CAREER STARTS NOW

CAREER SPARK CENTER (FORMERLY CAREER TRAINING)

Whether you're making a career change or learning a new professional skill, MCC's Career Spark Training programs can help you earn an industry recognized certification or license in less than one semester. Explore Career Spark Center courses at

www.mchenry.edu/careerspark.





NEED AN INTERN? WE CAN HELP!

Internships are a valuable professional learning experience that provide practical work related to a student's field or area of interest.

Why Hire an Intern?

- Mentor new professionals
- Cultivate potential employees
- Support the workforce in your community
- Promote academic, career, and student success

Students receive a salary and may receive college credit on their transcripts, depending on the program.

Companies may be eligible for grant funding that will reimburse them for 50% of an intern's gross wages. Grant funds are limited and are available on a first-come, first-served basis.

To get started, call Career Services at (815) 455-8566 or email careers@mchenry.edu.



University Center

at McHenry County College

Earn a bachelor's or advanced degree close to home (in downtown Woodstock) from one of our educational partners:



Northern Illinois University



Scan the QR code to check out the University Center's full list of partnerships and opportunities, or visit www.mchenry.edu/ucenter.

CONTACT US

talentimpact@mchenry.edu

or call (815) 455-8593.

www.mchenry.edu/talentimpact

Open Monday–Friday | 8 a.m.–4:30 p.m.

WAYS TO REGISTER



Register Online

Registering yourself?

www.mchenry.edu/talentimpact



Call

(815) 455-8588 and charge your registration to VISA, MasterCard, Discover or American Express.



Company Sponsored Registration Registering employees?

Submit a Company Sponsored Talent Impact Center registration form online at www.mchenry.edu/talentimpact/invoice.html or scan the QR code.



CANCELATION 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 currently scheduled 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

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

MEET MCC



8900 U.S. Highway 14
Crystal Lake, Illinois 60012-2761
www.mchenry.edu

Wednesday, March 19, 2025 | 5:30–7:30 p.m. | MCC Gym (A107)
www.mchenry.edu/meetmcc

McHenry County College invites you to our biggest event of the year.

Join us the Wednesday before Spring Break to explore everything MCC has to offer!

- Meet all MCC academic areas and our faculty—from Accounting to Welding and everything in between!
- Explore the MCC campus.
- Learn about our new and expanded programs like HVAC, welding, robotics and automation, software development, and more.
- Meet the staff from the University Center at MCC where students can complete bachelors degrees locally: Live here, learn here.

For more info and updates visit www.mchenry.edu/meetmcc.

Free to attend. All ages and family members welcome.
We're excited to meet you!