

Q2
April–June
2025

McHenry County College

IMPACT

Course Catalog from the Talent Impact Center

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101–Foundation
for a Successful
Career in Local
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// 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 mailing list?

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

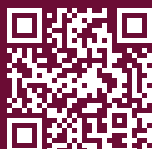
Program Benefits:

- 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

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.



Rainbow Light Circuit
A MSI Workshop
for Grades 1–8
Saturday, April 26, 2025



Summer Program 2025
June–August
Registration is now open



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

WORKPLACE ESSENTIALS *and* EMPLOYABILITY SKILLS SERIES

These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success. Register for individual classes that target specific skills or take the entire series to receive the most benefit.

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

Series # SER-WES Series Fee: \$369 4/17–6/26

ACTIVE LISTENING: IMPROVE YOUR ABILITY TO LISTEN AND LEAD » WORKPLACE ESSENTIALS

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

11407 Th 4/17 3–5 p.m. Remote

TIME MANAGEMENT » WORKPLACE ESSENTIALS

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

11409 Th 5/1 3–5 p.m. Remote

ASSERTIVENESS » WORKPLACE ESSENTIALS

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

11410 Th 5/15 3–5 p.m. Remote

// WORKPLACE SKILLS

ACCOUNTABILITY » WORKPLACE ESSENTIALS

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

11411 Th 5/29 3–5 p.m. Remote

MANAGING CONFLICT WITH PEERS » WORKPLACE ESSENTIALS

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

11412 Th 6/12 3–5 p.m. Remote

PROFESSIONALISM AT WORK » WORKPLACE ESSENTIALS

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

11413 Th 6/26 3–5 p.m. Remote



AUTHENTIC AND 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

[11414](#) W 4/9 2:30–4 p.m. Catalyst Campus

NEW! ADA: ACCESSIBILITY COMPLIANCE AND ACCOMMODATIONS

Our sessions will focus on practical strategies for employers to improve accessibility in the workplace to foster equal opportunities for success. These will include accessibility tools, legal requirements, and suggestions for creating supportive and inclusive work environments.

Fee: \$49

[11406](#) Th 4/17 1–2:30 p.m. Catalyst Campus

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

[11383](#) W 5/14 1–2:30 p.m. Remote

NEW! CUSTOMER FIRST: ENGAGING STRATEGIES FOR COMMUNICATION AND DE-ESCALATION

This hands-on course is designed to help participants identify and develop specific attitudes and communication skills essential for providing exceptional service. Participants will be equipped with tools to give every person the level of service they themselves would like to receive and that the organization expects. They will also gain confidence in handling any situation, learn to utilize their time more efficiently, and be introduced to de-escalation strategies to manage conflicts effectively. Audience: Customer Service Professionals and Public Facing Personnel.

Fee: \$179

[11327](#) W 5/14, 5/21 9–11 a.m. Catalyst Campus

NEW! CREATING AN IMPACTFUL VIDEO

How do you make an impactful video that engages, informs, and inspires your audience to act? Whether you're attempting to produce a video in-house, or hiring outside resources, this workshop will cover the many aspects you will need to consider from pre-production to delivery, and help you identify the arc of your video deliveries throughout an event, a quarter, and a year. You'll learn how to get as many assets out of a single day of filming, and the many ways a single video can be distributed

Fee: \$109

[11439](#) T 5/20 9–11:30 a.m. Catalyst Campus

STRATEGY FOR MORE EFFECTIVE GRAPHICS AND FLYERS

Want your flyers, social media posts, and event graphics to be more effective? Learn how to design with a strategic business focus, align visuals with your goals, and craft compelling calls to action. Discover key design principles, visual patterns, and common mistakes to avoid.

Perfect for anyone creating marketing graphics without formal design training—learn as you go and make a bigger impact.

Fee: \$39

[11415](#) W 6/11 1–2:30 p.m. Remote



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

[10127](#) 4/7–6/27 48 Hours Online

UNDERSTANDING DEBITS AND CREDITS

Fee: \$195

[10124](#) 4/7–5/2 16 Hours Online

GENERAL LEDGER AND MONTH END PROCEDURES

Fee: \$195

[10732](#) 5/5–5/30 16 Hours Online

CLOSING PROCEDURES AND FINANCIAL STATEMENTS

Fee: \$195

[10121](#) 6/2–6/27 16 Hours Online



THE BASICS OF BOOKKEEPING

Learn to manage financial transactions, track income and expenses, and understand key bookkeeping concepts like debits, credits, and chart of accounts. Ideal for professionals, entrepreneurs, and small businesses, this course equips you with essential financial tracking skills, whether you handle bookkeeping yourself or outsource it.

Fee: \$195

[10728](#) 5/5–5/30 16 Hours Online

[10262](#) 7/7–8/1 16 Hours Online



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.

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

Certificate Series Fee: \$495

# 10054	4/7–6/27	48 Hours	Online
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BUSINESS WRITING

Fee: \$195

# 10048	4/7–5/2	16 Hours	Online
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EFFECTIVE COPYWRITING

Fee: \$195

# 10722	5/5–5/30	16 Hours	Online
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WRITING NEWS AND PRESS RELEASES

Fee: \$195

# 10069	6/2–6/27	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

# 10010	4/7–5/30	32 Hours	Online
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KEYS TO CUSTOMER SERVICE

Fee: \$145

# 10013	4/7–5/2	16 Hours	Online
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EXTRAORDINARY CUSTOMER SERVICE

Fee: \$145

# 10721	5/5–5/30	16 Hours	Online
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// WORKPLACE SKILLS

NEW! **CERTIFICATE IN WORKPLACE COMMUNICATION**

Gain practical conflict management strategies and a proven model to navigate workplace challenges with confidence. Work alongside an expert to refine your negotiation skills for win-win outcomes, ensuring both you and others achieve your goals. Discover valuable insights into personality dynamics to enhance teamwork and performance. Learn from top instructors and walk away with actionable skills you can apply immediately.

Fee: \$595

#10018

4/7-6/27

48 Hours

Online

#10019

6/2-8/29

48 Hours

Online



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

Request a course outline
for any class:

talentimpact@mchenry.edu

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 sessions) and save!

Series # SER-SALES

Series Fee: \$345

4/16–8/1

KEYS TO EFFECTIVE COMMUNICATION

Fee: \$125

[11266](#)

4/16–6/6

24 Hours

Online

EFFECTIVE SELLING

Fee: \$135

[11267](#)

5/14–7/4

24 Hours

Online

PROFESSIONAL SALES SKILLS

Fee: \$135

[11268](#)

6/11–8/1

24 Hours

Online

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

[11373](#)

4/16–6/6

24 Hours

Online

[11374](#)

5/14–7/4

24 Hours

Online

[11375](#)

6/11–8/1

24 Hours

Online

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

[11376](#)

4/16–6/6

24 Hours

Online

[11377](#)

5/14–7/4

24 Hours

Online

[11378](#)

6/11–8/1

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

# 11269	4/16–6/6	24 Hours	Online
# 11270	5/14–7/4	24 Hours	Online
# 11271	6/11–8/1	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

# 11278	4/16–6/6	24 Hours	Online
# 11279	5/14–7/4	24 Hours	Online
# 11280	6/11–8/1	24 Hours	Online

INTERMEDIATE QUICKBOOKS ONLINE (QBO)

Building upon the skills learned in the Introduction to QuickBooks Online course, you'll learn how to manage inventory, track projects, and customize classes and locations for more insightful reporting. Dive into advanced features like payroll, progress invoicing, handling bad debts, vehicle mileage, fixed assets, banking rules, and more. Perfect for users ready to optimize their QuickBooks experience and gain greater control over business operations.

Fee: \$139

# 11281	4/16–6/6	24 Hours	Online
# 11371	5/14–7/4	24 Hours	Online
# 11372	6/11–8/1	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

# 11275	4/16–6/6	24 Hours	Online
# 11276	5/14–7/4	24 Hours	Online
# 11277	6/11–8/1	24 Hours	Online

// WORKPLACE SKILLS

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

# <u>11272</u>	4/16–6/6	24 Hours	Online
# <u>11273</u>	5/14–7/4	24 Hours	Online
# <u>11274</u>	6/11–8/1	24 Hours	Online



YOUR NEW CAREER STARTS NOW

CAREER SPARK CENTER



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



CANVA TRAINING

ALL ABOUT CANVA PRO LEVEL 1

Learn to create stunning graphics with Canva, an easy-to-use design tool for social media, presentations, posters, and more. Join Lori Lattanzio, Communications & Marketing Manager at NISRA, as she shares tips for all skill levels, from beginner to advanced user.

Fee: \$69

[11307](#) T 4/1 9–11:30 a.m. Catalyst Campus

ALL ABOUT CANVA PRO LEVEL 2

Let's put your Canva skills to use! This workshop picks up where Canva Pro Level 1 left off. First, we'll recap Canva features and tools while also learning a few new advanced tricks! Then, you'll get 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.

Fee: \$69

[11308](#) F 5/9 1:30–3:30 p.m. 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! Canva Pro subscription/log-in required.

Fee: \$29

[11309](#) Th 4/24 9:30–10:30 a.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. Canva Pro subscription/log-in required.

Fee: \$29

[11310](#) W 5/21 11 a.m.–Noon 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! Canva Pro subscription/log-in required.

Fee: \$29

[11311](#) M 6/9 2–3 p.m. Remote



MICROSOFT EXCEL SERIES

This in-person series includes Microsoft Excel Levels 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 Series and save!

Series #	SER-EX	Series Fee:	\$477	
Option 1:	M	6/2,6/16,6/30	8 a.m.–4:30 p.m.	Catalyst Campus
Option 2:	ThF	5/1,5/2,5/8,5/9, 5/22,5/23	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

# 11294	M	6/2	8 a.m.–4:30 p.m.	Catalyst Campus
# 11293	ThF	5/1, 5/2	8 a.m.–Noon	Catalyst Campus

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

Enhance your Excel skills with advanced tools for data analysis and presentation. Learn to manage complex workbooks, build sophisticated functions, use PivotTables and PivotCharts, create impactful visuals, and collaborate effectively. Ideal for those with basic Excel experience.

Fee: \$179

# 11296	M	6/16	8 a.m.–4:30 p.m.	Catalyst Campus
# 11295	ThF	5/8, 5/9	8 a.m.–Noon	Catalyst Campus

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

Master Excel for data analysis, automation, and decision-making. Learn lookup functions, error handling, array formulas, date and text functions, importing/exporting, what-if analysis, and macros to streamline tasks. Ideal for those handling large data sets.

Fee: \$179

# 11298	M	6/30	8 a.m.–4:30 p.m.	Catalyst Campus
# 11297	ThF	5/22, 5/23	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. Each course takes approximately 24 hours to complete over a duration of six weeks (72 hours for the series).

Take the entire Microsoft Excel 2019 Online Series and save!

Series # [SER-EX2019](#)

Series Fee: \$390

4/16–8/1

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

[11312](#)

4/16–6/6

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

[11313](#)

5/14–7/4

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

[11314](#)

6/11–8/1

24 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 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

[11306](#) W 4/2 8 a.m.–Noon 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

[11305](#) W 4/2 12:30–4:30 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

[11299](#) Th 5/1 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

[11301](#) F 5/2 1:30–3:30 p.m. Remote

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

[11300](#) Th 5/8 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

[11302](#) F 5/9 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

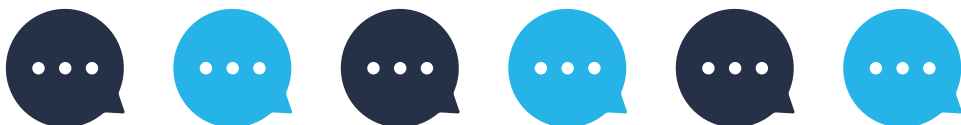
[11303](#) Th 5/22 1:30–3:30 p.m. Remote

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

[11304](#) F 5/23 1:30–3:30 p.m. Remote



NEW! GEN-AI FOR HR LEADERS

This course is designed to help HR leaders understand and leverage the transformative power of Artificial Intelligence, with a special emphasis on Generative AI (GenAI). Participants will explore practical applications of AI to streamline processes, improve decision-making, and drive employee engagement. The course highlights how GenAI can revolutionize onboarding, enhance employee communication, and personalize HR workflows. Additionally, participants will gain insights into implementing AI ethically and responsibly, ensuring alignment with organizational values and compliance standards.

Fee: \$119

[11420](#) Th 4/10, 4/24 5:30–6:30 p.m. Remote

NEW! GEN-AI: POWERED AUTOMATION FOR BUSINESS EFFICIENCY

This course focuses on how Generative AI (GenAI) can transform workflows by automating repetitive tasks, enhancing productivity, and saving time. Participants will explore how GenAI tools, such as chatbots, text generators, and document summarization systems, can streamline operations across various business functions. The course will also address practical steps for implementing GenAI solutions while emphasizing best practices to maximize their impact.

Fee: \$119

[11419](#) Th 5/8, 5/15 5:30–6:30 p.m. Remote



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

[10209](#) 4/7–6/27 48 Hours Online

INTRODUCTION TO CHAT GPT

Fee: \$195

[10192](#) 4/7–5/2 16 Hours Online

INTERMEDIATE AI

Fee: \$245

[10746](#) 5/5–5/30 16 Hours Online

AI PLANNING AND STRATEGIES

Fee: \$245

[10212](#) 6/2–6/27 16 Hours Online



CERTIFICATE IN DATA ANALYSIS

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

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

Certificate Series Fee: \$495

[9992](#) 4/7–6/27 48 Hours Online

INTRODUCTION TO DATA ANALYSIS

Fee: \$195

[9995](#) 4/7–5/2 16 Hours Online

INTERMEDIATE DATA ANALYSIS

Fee: \$195

[10719](#) 5/5–5/30 16 Hours Online

ADVANCED DATA ANALYSIS

Fee: \$195

[9999](#) 6/2–6/27 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

# 10100	4/7–6/27	48 Hours	Online
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INTRODUCTION TO WEB DESIGN

Fee: \$245

# 10097	4/7–5/2	16 Hours	Online
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INTERMEDIATE WEB DESIGN

Fee: \$245

# 10731	5/5–5/30	16 Hours	Online
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ADVANCED WEB DESIGN

Fee: \$245

# 10103	6/2–6/27	16 Hours	Online
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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

# 10118	4/7–6/27	48 Hours	Online
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INTRODUCTION TO CODING

Fee: \$195

# 10089	4/7–5/2	16 Hours	Online
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HTML FUNDAMENTALS

Fee: \$245

# 10738	5/5–5/30	16 Hours	Online
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CSS FUNDAMENTALS

Fee: \$245

# 10163	6/2–6/27	16 Hours	Online
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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

[10214](#) 4/7–6/27 48 Hours Online

INTRODUCTION TO CYBERSECURITY

Fee: \$245

[10218](#) 4/7–5/2 16 Hours Online

NETWORK SECURITY AND DEFENSE STRATEGIES

Fee: \$245

[10747](#) 5/5–5/30 16 Hours Online

ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

Fee: \$245

[10207](#) 6/2–6/27 16 Hours Online



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.

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

Certificate Series Fee: \$495

[10029](#) 4/7–6/27 48 Hours Online

IMPROVING EMAIL PROMOTIONS

Fee: \$195

[10032](#) 4/7–5/2 16 Hours Online

BOOSTING YOUR WEBSITE TRAFFIC

Fee: \$195

[10723](#) 5/5–5/30 16 Hours Online

ONLINE ADVERTISING

Fee: \$195

[10036](#) 6/2–6/27 16 Hours Online



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

[10112](#) 4/7–6/27 48 Hours Online

ADOBE ILLUSTRATOR ESSENTIALS

Fee: \$225

[10130](#) 4/7–5/2 16 Hours Online

ADOBE PHOTOSHOP ESSENTIALS

Fee: \$225

[10733](#) 5/5–5/30 16 Hours Online

ADOBE INDESIGN ESSENTIALS

Fee: \$225

[10133](#) 6/2–6/27 16 Hours Online



**WANT TO MAKE VIDEOS THAT
CAPTIVATE AND INSPIRE?**

**JOIN OUR CREATING AN IMPACTFUL
VIDEO CLASS.**

PG. 8



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

[10150](#) 4/7–6/27 48 Hours Online

INTRODUCTION TO POWER BI

Fee: \$195

[10141](#) 4/7–5/2 16 Hours Online

INTERMEDIATE POWER BI

Fee: \$195

[10735](#) 5/5–5/30 16 Hours Online

ADVANCED POWER BI

Fee: \$195

[10136](#) 6/2–6/27 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

[9942](#) 4/7–6/27 48 Hours Online

INTRODUCTION TO SOCIAL MEDIA

Fee: \$195

[9945](#) 4/7–5/2 16 Hours Online

MARKETING USING SOCIAL MEDIA

Fee: \$195

[10715](#) 5/5–5/30 16 Hours Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: \$195

[9949](#) 6/2–6/27 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

# 10155	4/7–6/27	48 Hours	Online
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INTRODUCTION TO SQL

Fee: \$245

# 10146	4/7–5/2	16 Hours	Online
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INTERMEDIATE SQL

Fee: \$245

# 10739	5/5–5/30	16 Hours	Online
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ADVANCED SQL

Fee: \$245

# 10161	6/2–6/27	16 Hours	Online
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Join the Project Management Professional (PMP) Series and gain the skills to lead, plan, and execute projects with confidence!

Pg. 30

COMPUTER SKILLS FOR THE WORKPLACE

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: \$129

# 11315	4/16–6/6	24 Hours	Online
# 11316	5/14–7/4	24 Hours	Online
# 11317	6/11–8/1	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

# 11324	4/16–6/6	24 Hours	Online
# 11325	5/14–7/4	24 Hours	Online
# 11326	6/11–8/1	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

# 11348	4/16–6/6	24 Hours	Online
# 11350	5/14–7/4	24 Hours	Online
# 11351	6/11–8/1	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

# 11358	4/16–6/6	24 Hours	Online
# 11360	5/14–7/4	24 Hours	Online
# 11361	6/11–8/1	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

# 11328	4/16–6/6	24 Hours	Online
# 11337	5/14–7/4	24 Hours	Online
# 11342	6/11–8/1	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

# 11354	4/16–6/6	24 Hours	Online
# 11355	5/14–7/4	24 Hours	Online
# 11356	6/11–8/1	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

# 11318	4/16–6/6	24 Hours	Online
# 11319	5/14–7/4	24 Hours	Online
# 11320	6/11–8/1	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

# 11321	4/16–6/6	24 Hours	Online
# 11322	5/14–7/4	24 Hours	Online
# 11323	6/11–8/1	24 Hours	Online



DDI 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 save!

Series # SER-DDI

Series Fee: \$1,440

4/3–6/18

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

[11422](#) Th 4/3 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

[11423](#) Th 4/17 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

[11424](#) Th 5/8 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

[11425](#) Th 5/15 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

[11426](#) Th 5/22 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

[11427](#) Th 6/5 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

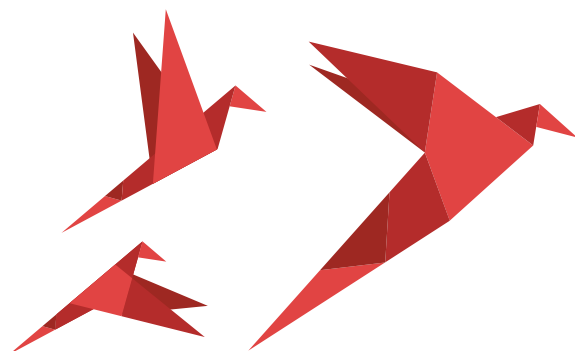
[11428](#) Th 6/12 12:30–4:30 p.m. Catalyst Campus

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

[11429](#) W 6/18 12:30–4:30 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

11385 Th 6/19–7/24 8:30 a.m.–4:30 p.m. Remote

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

# 10060	4/7–5/2	16 Hours	Online
# 10061	6/2–6/27	16 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

# 10727	5/5–5/30	16 Hours	Online
# 10259	7/7–8/1	16 Hours	Online

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
# 9986	6/2–6/27	16 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 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

# 9969	4/7–5/2	16 Hours	Online
# 9970	6/2–6/27	16 Hours	Online

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

Designed for managers, business owners, and decision-makers, this course demystifies financial reports and key concepts to help you drive organizational success. Learn to analyze financial data, make informed budgeting decisions, and assess performance with confidence.

Fee: \$195

# 10063	4/7–5/2	16 Hours	Online
# 10064	6/2–6/27	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.

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

Certificate Series Fee: \$395

# 9960	4/7–6/27	48 Hours	Online
# 9961	6/2–8/29	48 Hours	Online



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

# 10196	4/7–6/27	16 Hours	Online
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YOUR ROLE IN HR

Fee: \$195

# 10204	4/7–5/2	16 Hours	Online
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HR ASPECTS OF GOOD LEADERSHIP

Fee: \$195

# 10745	5/5–5/30	16 Hours	Online
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OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

Fee: \$195

# 10199	6/2–6/27	16 Hours	Online
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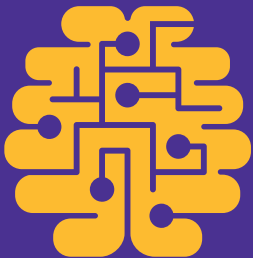


EMPLOYMENT LAW FUNDAMENTALS

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

# 11068	4/16–6/6	24 Hours	Online
# 11070	5/14–7/4	24 Hours	Online
# 11071	6/11–8/1	24 Hours	Online



**DISCOVER HOW GENERATIVE AI
CAN STREAMLINE WORKFLOWS,
AUTOMATE TASKS, AND ENHANCE
DECISION-MAKING FOR YOUR BUSINESS!**

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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

# 11064	4/16–6/6	24 Hours	Online
# 11065	5/14–7/4	24 Hours	Online
# 11066	6/11–8/1	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

# 11061	4/16–6/6	24 Hours	Online
# 11062	5/14–7/4	24 Hours	Online
# 11063	6/11–8/1	24 Hours	Online

MANAGE **STRONG** SERIES

A SERIES FOR NONPROFIT TEAM LEADS, SUPERVISORS AND MANAGERS

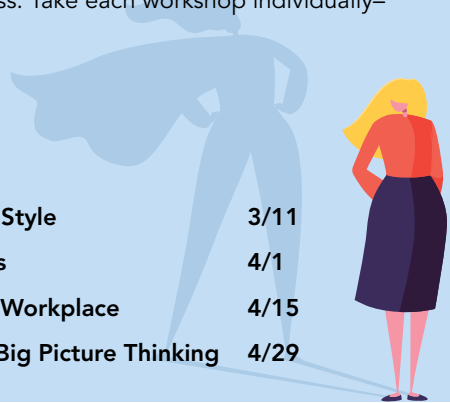
Managing strong means building your skills while prioritizing your team's needs. Learn to give focused feedback, motivate effectively, and drive organizational wellness. We've got the toolkit to enhance your current skill set. We'll help you bring next-level energy and ideas to grow your role and your 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



BOARD MEMBER ROLES AND RESPONSIBILITIES

Ensuring a strong, positive partnership between the Board President and Executive Director will enhance board engagement and set the tone for other board member relations. Explore the basic roles, responsibilities, and legal duties of the board, characteristics of exceptional boards, and the board's role in adapting to significant change requiring a focus on core competencies, partnerships, and new funding models.

Fee: \$99

11444 W 4/23 9 a.m.–Noon Catalyst Campus

EMPOWERING NONPROFIT LEADERS: MAXIMIZING BOARD EFFECTIVENESS AND DRIVING POSITIVE CHANGE

Join us for an empowering workshop focused on equipping nonprofit leaders with strategies and tools to elevate board effectiveness and foster a culture of positive change within their organizations. In this dynamic session, discover proactive approaches to strengthen board dynamics and cultivate a supportive environment where all members thrive. Through engaging activities, group discussions, and practical exercises, learn how to promote effective communication, build trust, and empower board members to drive meaningful impact.

Fee: \$69

11386 W 4/30 1–3 p.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

#11474 T 6/10 8 a.m.–Noon Catalyst Campus

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

[11416](#) F 5/2 2:30–4 p.m. Catalyst Campus

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

[11417](#) W 6/18 9–10:30 a.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

[11418](#) W 6/18 11 a.m.–12:30 p.m. Catalyst Campus

ONLINE 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

NEW! PESTICIDE APPLICATOR TRAINING

This course is designed as a review of the General Standards and to help individuals prepare for a Pesticide Applicator License exam. Focusing on the General Standards, this course covers core concepts of pesticide safety, application methods, label reading, and environmental protection. Textbook is included.

Fee: \$159

# 11405	W	4/9	8:30–11:30 a.m.	Catalyst Campus
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FORKLIFT TRAIN THE TRAINER

This comprehensive 3 day course will provide your company's trainer, safety department or supervisory staff with the proper tools to effectively train new powered industrial truck operators with the skills they need to operate their forklift in an approved and acceptable manner. By the end of this course each student is required to demonstrate both practical lift truck operation and presentation skills.

Fee: \$1,100

# 11384	WTh F	5/7, 5/8 5/9	8 a.m.–4:30 p.m. 8 a.m.–4:30 p.m.	Catalyst Campus Building G
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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

# 10222	F	4/25	8 a.m.–4:30 p.m.	Building G
# 10223	F	5/23	8 a.m.–4:30 p.m.	Building G
# 10224	Th	6/26	8 a.m.–4:30 p.m.	Building G

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 purposes.

Fee: \$125

# 11260	W	5/7	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

# 11261	W	5/7	2:30–6:30 p.m.	Catalyst Campus
# 11262	W	6/11	6–10 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

# <u>9919</u>	F	4/18	8 a.m.–Noon	Catalyst Campus
# <u>9920</u>	F	5/16	8 a.m.–Noon	Catalyst Campus
# <u>9921</u>	W	6/18	8 a.m.–Noon	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

# <u>11259</u>	TTh	5/13, 5/15	8 a.m.–1:30 p.m.	Catalyst Campus
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OSHA 30-HOUR GENERAL INDUSTRY OUTREACH PROGRAM

This comprehensive four-day course provides detailed coverage of OSHA's General Industry standards, requirements, and employer's responsibility to ensure a safe and healthy workplace. Ideal for safety officers, supervisors, and employees with safety-related duties, this course provides critical knowledge to help maintain compliance and minimize workplace hazards. Upon successful completion, participants will receive the OSHA 30-Hour card, a recognized certification of safety training.

Fee: \$679

# <u>10225</u>	TTh	4/15–4/24	8 a.m.–4:30 p.m.	Catalyst Campus
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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

# <u>10227</u>	Th	5/1	8–11 a.m.	Catalyst Campus
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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

# <u>11263</u>	T	4/15	8 a.m.–5 p.m.	Catalyst Campus
# <u>11265</u>	T	6/10	8 a.m.–5 p.m.	Catalyst Campus

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

# <u>11264</u>	T	5/13	8 a.m.–5 p.m.	Catalyst Campus
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NEW! PUBLIC SECTOR 101: FOUNDATION FOR A SUCCESSFUL CAREER IN LOCAL GOVERNMENT

This course offers a comprehensive exploration of the public sector, focusing on its structure, functions, and pivotal role in governance, service delivery, and societal development. Participants will gain a deep understanding of how local (county and municipal) organizations operate and contribute to the broader governance framework. Ideal for individuals new to public sector work, students, nonprofit employees, and private sector workers, this course provides valuable insights into public governance.

Fee: \$129

11445 Th 4/24 8–10:30 a.m. Catalyst Campus

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

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

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

11258 W 5/14 8 a.m.–Noon Catalyst Campus

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

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

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

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



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

Choose from four workshop dates:

- #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



CONTACT TO REGISTER AND FOR MORE INFORMATION.

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

// 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

[11020](#)

4/16–6/6

24 Hours

Online

[11021](#)

5/14–7/4

24 Hours

Online

[11022](#)

6/11–8/1

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

[11013](#)

4/16–6/6

24 Hours

Online

[11014](#)

5/14–7/4

24 Hours

Online

[11015](#)

6/11–8/1

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

[11023](#)

4/16–6/6

24 Hours

Online

[11024](#)

5/14–7/4

24 Hours

Online

[11025](#)

6/11–8/1






24 Hours

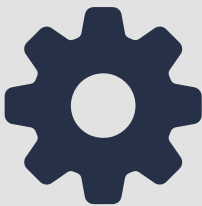
Online

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 Fee: \$1,895				
# <u>8414</u>	Starts upon registration	120 Hours	Online	
 CERTIFIED SIX SIGMA BLACK BELT Fee: \$1,995				
# <u>8416</u>	Starts upon registration	120 Hours	Online	
 CERTIFIED SIX SIGMA GREEN AND BLACK BELT Fee: \$3,495				
# <u>10950</u>	Starts upon registration	240 Hours	Online	
 LEAN SIX SIGMA GREEN BELT Fee: \$1,695				
# <u>8426</u>	Starts upon registration	50 Hours	Online	
 LEAN SIX SIGMA BLACK BELT Fee: \$1,895				
# <u>8429</u>	Starts upon registration	75 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

# 11026	4/16–6/6	24 Hours	Online
# 11027	5/14–7/4	24 Hours	Online
# 11028	6/11–8/1	24 Hours	Online

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

# 11017	4/16–6/6	24 Hours	Online
# 11018	5/14–7/4	24 Hours	Online
# 11019	6/11–8/1	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

# 11010	4/16–6/6	24 Hours	Online
# 11011	5/14–7/4	24 Hours	Online
# 11012	6/11–8/1	24 Hours	Online



**WANT TO BE ADDED
TO OUR MAILING LIST?**



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talentimpact@mchenry.edu



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! LEVERAGING AI FOR SMALL BUSINESSES

This course is designed for small business owners, entrepreneurs, and aspiring professionals eager to harness the power of artificial intelligence (AI) to grow and streamline their businesses. Whether you're looking to automate repetitive tasks, enhance customer experiences, or gain insights from your data, this course will empower you with the tools and strategies to succeed in the modern business landscape. This session will cover AI fundamentals and applications for small businesses, the benefits and risks of AI, popular AI platforms, and how to analyze business data with AI to make informed decisions.

Fee: \$25

11391 W 4/9 5:30–7:30 p.m. Catalyst Campus

BUYING A BUSINESS: A DIFFERENT PATH TO ENTREPRENEURSHIP

Purchasing an existing profitable business can help you avoid the risks typically associated with a start-up. A proven concept with existing infrastructure and established branding can provide more financing opportunities and take some of the hard work out of marketing. This two-hour seminar will explore where and how businesses for sale are marketed, common valuation approaches, how to analyze business performance, and where to look for financing opportunities. Whether you are a potential buyer or seller, this class will look at both sides of the preparation.

Fee: \$25

11421 T 6/17 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

11388 W 4/23 5:30–7:30 p.m. Catalyst Campus

11389 W 5/21 11 a.m.–1 p.m. Remote

11390 W 6/25 5:30–7:30 p.m. Catalyst Campus



Take control of your bookkeeping with QuickBooks Online classes!

Perfect for small business owners, this course will teach you how to track expenses, manage invoices, and streamline your finances.

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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.

Closed on Fridays in June and July.

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.



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

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.



Rainbow Light Circuit

A MSI Workshop
for Grades 1–8
Saturday, April 26, 2025



Summer Program 2025

June–August
Registration is now open



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