

McHenry County College



Course Catalog from the Talent Impact Center

In this Issue...



www.mchenry.edu/talentimpact

Talent Impact Center

// 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 newproduct 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

Register online at www.mchenry.edu/talentimpact 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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ILLINOIS SMALL BUSINESS	

KEY:



= 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.

Register online at www.mchenry.edu/talentimpact // 3



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







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 1–9

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



Summer Program 2025 June-August



Over 130 hands-on, engaging classes. Register today!

Fall Program 2025 September–December Select Saturdays

Registration is now open



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

WASTEWATER COURSES

NEW! A DEEP DIVE INTO WASTEWATER, TESTING COMPOUNDS, AND THE ENVIRONMENTAL SOCIETAL IMPACTS

This IEPA approved course provides a deeper dive into the testing required for NPDES. We will review the compounds we test for NPDES and discuss the impacts of those compounds on our environment. The nitrogen cycle along with how BOD, COD, phosphorus, ammonia and metals affect various aspects of our surroundings will be addressed. IEPA CEU course code upon completion.

Fee: \$159

# <u>12063</u> T 8/12 8 a.m.–Noon Catalyst Campus	# <u>12063</u>
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NEW! NPDES PERMIT AND PERMIT RENEWAL PROCESS WORKSHOP

This IEPA approved seminar reviews the permit every Wastewater Facility must have. Limitations, Monitoring, and Reporting requirements along with Special Conditions are explained. Also, upcoming changes to permits will be discussed. Additionally, the NPDES renewal application process is covered. You don't need an engineer to do the renewal application. A complete review of the application will be covered along with the required paperwork and testing involved. ECHO website is covered. This website can benefit any community to understand the various industries that are present in their community. IEPA CEU code upon completion.

Fee: \$119

# <u>12062</u>	Т	8/19	8–11 a.m.	Catalyst Campus

NEW! COACHING THE VAN DRIVER

Navigate the unique safety challenges of operating commercial and passenger vans with Coaching the Van Driver, a dynamic 2-hour online course that goes beyond standard defensive driving through the National Safety Council. Through engaging visuals and realworld scenarios, your drivers will master critical collision prevention techniques tailored specifically for vans – from conquering blind spots and mastering safe backing to conducting thorough pre-trip inspections and adapting to diverse road conditions. While elevating skills, this course will reduce risk to your organization, and potentially lower insurance costs with this participant-intensive program designed to transform van drivers into confident and collision-conscious professionals.

Fee: \$42.50

# <u>12019</u>	7/16–7/30	2 Hours	Online
# <u>12020</u>	8/20-9/3	2 Hours	Online
# <u>12021</u>	9/17–10/1	2 Hours	Online



// HEALTHCARE, SAFETY, AND WELLNESS

NEW! QUALIFIED RIGGING COURSE

Master Safe Rigging & Signaling: ANSI A10.48 Compliant. Equip yourself with the critical knowledge and skills to ensure safety in high-stakes hoisting operations. This intensive course, aligned with the latest ANSI/ASSP A10.48-2023 standards, covers load assessment, hazard identification, effective signaling, and thorough equipment inspection. Protect your team and your worksite - become a confident and compliant rigging professional.

Fee: \$249 # 12004 T

7/22 8 a.m.–Noon

Catalyst Campus

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				
# 12003	W	7/16	8:30–11:30 a.m.	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				
# <u>12034</u>	Th	7/17	8 a.m.–4:30 p.m.	Building G
# <u>12035</u>	F	8/15	8 a.m.–4:30 p.m.	Building G
# <u>12036</u>	F	9/19	8 a.m4:30 p.m.	Building G



BE THE CALM IN THE STORM

Customer service strategies and de-escalation techniques

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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

# 12058	Μ	8/4	8–9:30 a.m.	Catalyst Campus

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

Fee: \$75

# <u>12086</u>	W	8/13	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.

# <u>12087</u>	W	8/13	2:30–6:30 p.m.	Catalyst Campus
# <u>12088</u>	W	9/17	6–10 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.

# <u>12037</u>	TTh	9/16, 9/18	8 a.m.–1:30 p.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>12031</u>	Т	7/22	8 a.m.–5 p.m.	Catalyst Campus
# <u>12033</u>	Т	9/16	8 a.m.–5 p.m.	Catalyst Campus
This class is	taught in Spanish	and includes a	Spanish language book.	
# <u>12032</u>	Μ	8/11	8 a.m.–5 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.

# <u>11985</u>	W	7/16	8 a.m.–Noon	Catalyst Campus
# <u>11986</u>	F	8/15	8 a.m.–Noon	Catalyst Campus
# <u>11987</u>	F	9/19	8 a.m.–Noon	Catalyst Campus



// MANUFACTURING AND INDUSTRY

SIX SIGMA

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

CERTIFIED SIX SIGMA GREEN BELT				
Fee: \$2,085 # <u>12052</u>	Starts upon registration	120 Hours	Online	
CERTIFIED SIX SIG	GMA BLACK BELT			
# <u>12053</u>	Starts upon registration	120 Hours	Online	
CERTIFIED SIX SIGMA GREEN & BLACK BELT				
Fee: \$3,914 # <u>12054</u>	Starts upon registration	240 Hours	Online	
E LEAN SIX SIGMA GREEN BELT				
# <u>12056</u>	Starts upon registration	50 Hours	Online	
E LEAN SIX SIGMA BLACK BELT				
Fee: \$2,085 # <u>12055</u>	Starts upon registration	75 Hours	Online	

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.

# <u>12022</u> W 8/20	8 a.m.–1:30 p.m.	Catalyst Campus
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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				
# <u>12023</u>	W	9/17	8 a.m.–Noon	Catalyst Campus

DISTRIBUTION AND LOGISTICS MANAGEMENT

This course covers core aspects of distribution and logistics management, including warehousing, inventory, packaging, order fulfillment, and returns. It also explores key technologies like ERP, EDI, e-commerce, and DRP. Learn to build and manage an effective logistics operation.

Fee: \$154

# <u>12043</u>	7/16–9/5	24 Hours	Online
# <u>12044</u>	8/13–10/3	24 Hours	Online
# <u>12045</u>	9/17–11/7	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: \$144

# <u>12028</u>	7/16–9/5	24 Hours	Online
# <u>12029</u>	8/13–10/3	24 Hours	Online
# <u>12030</u>	9/17–11/7	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: \$154

# <u>12046</u>	7/16–9/5	24 Hours	Online
# <u>12047</u>	8/13–10/3	24 Hours	Online
# <u>12048</u>	9/17–11/7	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.

# <u>12049</u>	7/16–9/5	24 Hours	Online
# <u>12050</u>	8/13–10/3	24 Hours	Online
# <u>12051</u>	9/17–11/7	24 Hours	Online

모 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: \$154			
# <u>12040</u>	7/16–9/5	24 Hours	Online
# <u>12041</u>	8/13–10/3	24 Hours	Online
# <u>12042</u>	9/17–11/7	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: S	\$154
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# <u>12024</u>	7/16–9/5	24 Hours	Online
# <u>12026</u>	8/13–10/3	24 Hours	Online
# <u>12027</u>	9/17–11/7	24 Hours	Online

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.

<u>12005</u>

2005Starts upon registration195 HoursOnline

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

 #12143
 F
 9/19
 8 a.m.-1:30 p.m.
 Catalyst Campus

 STAY SAFE. BE SEEN. GET FLAGGER CERTIFIED.

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// MANUFACTURING AND INDUSTRY

SUPPLY CHAIN MANAGEMENT REMOTE WORKSHOPS



20 CONTACT HOURS PER TOPIC-REMOTE VIA ZOOM

Facilitated by Supply Chain and Mgmt. Expert Charles Nemer

FOUNDATIONS OF SUPPLY CHAIN PRINCIPLES

#<u>11892</u>

9/15/25-10/27/25

FOUNDATIONS OF DISTRIBUTION AND LOGISTICS

#<u>11893</u>

11/3/2025-12/15/2025

FOUNDATIONS OF OPERATIONS PLANNING

#<u>11904</u> 1/5/2026–2/16/2026

FOUNDATIONS OF INVENTORY MANAGEMENT

#<u>12089</u>

2/13/2026-4/6/2026

FOUNDATIONS OF MANUFACTURING MANAGEMENT

#<u>12039</u>

4/13/2026-5/18/2026

FOUNDATIONS OF MANUFACTURING OPERATIONS

#<u>11902</u>

6/1/2026-7/13/2026

Contact us for more info (815) 455-8593 | talentimpact@mchenry.edu





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 (3 sessions) and save!

Series # <u>SER</u>	<u>R-EX</u>	Series Fee: \$477		
<u>Option 1:</u>	Th	7/10,7/31,8/21	8 a.m.–4:30 p.m.	Catalyst Campus
Option 2:	ThF	9/11,9/12,9/18,9/19, 9/25,9/26	8 a.mNoon	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>11849</u>	Th	7/10	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>11853</u>	ThF	9/11, 9/12	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

# <u>11851</u>	Th	7/31	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>11856</u>	ThF	9/18, 9/19	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.

# <u>11852</u>	Th	8/21	8 a.m.–4:30 p.m.	Catalyst Campus
# <u>11857</u>	ThF	9/25, 9/26	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 (3 sessions) and save!				
Series # <u>SER-EX2019</u>	Series Fee: \$445	7/16– 11/7	Online	

INTRODUCTION TO MICROSOFT EXCEL 2019

This course will introduce you to the program's basic functions and uses. Through handson 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: \$163

<u>11875</u>

7/16-9/5

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: \$163

<u>11876</u>

8/13–10/3

24 Hours

Online

DADVANCED 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: \$163

<u>11877</u>

9/17–11/7

24 Hours

Online



ALL ABOUT CANVA PRO LEVEL 1

Canva is an online graphic design tool used to create social media posts, presentations, posters, videos, logos, and more. This workshop will demonstrate Canva skills for both beginners and advanced users, with a focus on creating impactful, budget-friendly designs.

Fee: \$69

# <u>11995</u>	W	7/9	9:30 a.m.–Noon	Catalyst Campus
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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. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

Fee: \$69

# <u>11999</u>	Th	8/7	1–3 p.m.	Catalyst Campus
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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

# <u>11997</u>	Th	8/14	1–2 p.m.	Remote
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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				
# <u>11998</u>	Т	9/9	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. Canva Pro subscription/log-in required.

# <u>11996</u>	М	9/22	3–4 p.m.	Remote

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

# <u>11869</u>	Th	7/10, 7/24	5:30–6:30 p.m.	Catalyst Campus
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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

# <u>11871</u>	Th	8/7, 8/21	5:30–6:30 p.m.	Catalyst Campus
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📃 🛞 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.

Fall dates coming soon! Take each class individually — or register for the entire series and save! Certificate Series Fee: \$495 # 10210 6/2–8/29 48 Hours Online INTRODUCTION TO CHATGPT Fac: \$195

Fee: \$195 # <u>10193</u>	6/2–6/27	16 Hours	Online
INTERMEDIATE AI Fee: \$245 # <u>10291</u>	7/7–8/1	16 Hours	Online
AI PLANNING AND S Fee: \$245 # <u>10290</u>	8/4-8/29	16 Hours	Online

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

# <u>11861</u> W 7/30 8 a.m.–Noon Rem	ote
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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

# <u>11865</u>	W	7/30	12:30–4:30 p.m.	Remote
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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: \$163

# <u>11552</u>	7/16–9/5	24 Hours	Online
# <u>11553</u>	8/13–10/3	24 Hours	Online
# <u>11554</u>	9/17–11/7	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: \$162

# <u>11621</u>	7/16–9/5	24 Hours	Online
# <u>11622</u>	8/13–10/3	24 Hours	Online
# <u>11623</u>	9/17–11/7	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.

# <u>11555</u>	7/16–9/5	24 Hours	Online
# <u>11619</u>	8/13–10/3	24 Hours	Online
# <u>11620</u>	9/17–11/7	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: \$147

# <u>11624</u>	7/16–9/5	24 Hours	Online
# <u>11625</u>	8/13–10/3	24 Hours	Online
# <u>11626</u>	9/17–11/7	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: \$164

# <u>11540</u>	7/16–9/5	24 Hours	Online
# <u>11541</u>	8/13–9/17	24 Hours	Online
# <u>11542</u>	9/17–11/7	24 Hours	Online

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.

# <u>11531</u>	7/16–9/5	24 Hours	Online
# <u>11532</u>	8/13–10/3	24 Hours	Online
# <u>11533</u>	9/17–11/7	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.

# <u>11534</u>	7/16–9/5	24 Hours	Online
# <u>11535</u>	8/13-10/3	24 Hours	Online
# <u>11536</u>	9/17–11/7	24 Hours	Online

E 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: \$141

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# <u>11537</u>	7/16–9/5	24 Hours	Online
# <u>11538</u>	8/13–10/3	24 Hours	Online
# <u>11539</u>	9/17–11/7	24 Hours	Online

모 🛞 INTEGRATED MARKETING CERTIFICATE

Explore advanced strategies in Integrated Marketing, combining traditional print with digital tools for greater impact. Learn how print marketing—like catalogs and direct mail—remains effective, especially with younger audiences. Gain key concepts such as RFM analysis, AIDA, and the 3-30-3 principle, and discover how to blend print and digital for maximum results. Start any month and boost your marketing expertise.

Fall dates coming soon!

Certificate Series Fee: \$495

# <u>10675</u>	6/2-8/29	48 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.

Fall dates coming soon! Certificate Series Fee: \$595

# <u>10275</u>	7/7–9/26	48 Hours	Online
# <u>10276</u>	8/4–10/31	48 Hours	Online

모 🧶 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.

Fall dates coming soon! Take each class individually — or register for the entire series and save! Certificate Series Fee: \$495					
# <u>9943</u>	6/2–8/29	48 Hours	Online		
INTRODUCTION TO SOCIAL MEDIA Fee: \$195					
# <u>9946</u>	6/2–6/27	16 Hours	Online		
MARKETING USING S Fee: \$195 # 10235	5 OCIAL MEDIA 7/78/1	16 Hours	Online		
INTEGRATING SOCIA Fee: \$195					
# <u>10236</u>	8/4-8/29	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.

Fall dates coming soon! Take each class individually — or register for the entire series and save! Certificate Series Fee: \$495				
# <u>10151</u>	6/2-8/29	48 Hours	Online	
INTRODUCTION TO I Fee: \$195 # <u>10142</u>	POWER BI 6/2-6/27	16 Hours	Online	
INTERMEDIATE POW Fee: \$195 # <u>10274</u>	7/7-8/1	16 Hours	Online	
ADVANCED POWER BI				
Fee: \$195 # <u>10271</u>	8/4–8/29	16 Hours	Online	

모 🛞 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!

Fall dates coming soon! Take each class individually — or register for the entire series and save!

Certificate Series Fee: \$54	5		
# <u>10113</u>	6/2–8/29	48 Hours	Online
ADOBE ILLUSTRATOR	ESSENTIALS		
Fee: \$225			
# <u>10133</u>	6/2–6/27	16 Hours	Online
ADOBE PHOTOSHOP	ESSENTIALS		
Fee: \$225			
# <u>10270</u>	7/7_8/1	16 Hours	Online
ADOBE INDESIGN ES	SENTIALS		
Fee: \$225			
# <u>10269</u>	8/4-8/29	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. Three one month courses.

Fall dates coming soon! Take each class individually — or register for the entire series and save! **Certificate Series Fee: \$495** # 10030 6/2-8/29 48 Hours Online IMPROVING EMAIL PROMOTIONS Fee: \$195 # <u>10033</u> 6/2-6/27 16 Hours Online **BOOSTING YOUR WEBSITE TRAFFIC** Fee: \$195 # 10251 7/7-8/1 16 Hours Online **ONLINE ADVERTISING** Fee: \$195 # 10252 8/4-8/29 16 Hours Online



모 🛞 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.

Fall dates coming soon!

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

Certificate Series Fee: \$595					
# <u>10215</u>	6/2-8/29	48 Hours	Online		
INTRODUCTION TO C	YBERSECURITY				
Fee: \$245					
# <u>10219</u>	6/2–6/27	16 Hours	Online		
NETWORK SECURITY	AND DEFENSE ST	RATEGIES			
Fee: \$245					
# <u>10292</u>	7/7–8/1	16 Hours	Online		
ADVANCED CYBER THREAT ANALYSIS AND MITIGATION					
Fee: \$245					
# <u>10289</u>	8/4-8/29	16 Hours	Online		

📃 🥺 CODING CERTIFICATE

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This three-course series builds core programming skills for today's tech-driven workplace. Begin with foundational concepts in computer science and programming languages. Progress to HTML and CSS to understand structure and style in web development. Conclude with advanced CSS techniques for creating responsive, standards-compliant websites.

Fall dates coming soon!					
Take each class individual	y — or register for the o	entire series and save!			
Certificate Series Fee: \$59	95				
# <u>10119</u>	6/2-8/29	48 Hours	Online		
INTRODUCTION TO C Fee: \$195 # <u>10090</u>	6/2-6/27	16 Hours	Online		
HTML FUNDAMENTALS					
Fee: \$245 # <u>10280</u>	7/7–8/1	16 Hours	Online		
CSS FUNDAMENTALS					
Fee: \$245 # <u>10279</u>	8/4-8/29	16 Hours	Online		



WORKPLACE READY:

ESSENTIAL JOB SKILLS FOR SUCCESS–Taught in English and Spanish

Pg. 36



모 🛞 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!

Fall dates coming soon!

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

Certificate Series Fee: \$595				
# <u>10101</u>	6/2-8/29	48 Hours	Online	
INTRODUCTION TO V Fee: \$245	VEB DESIGN			
# <u>10098</u>	6/2–6/27	16 Hours	Online	
INTERMEDIATE WEB Fee: \$245 # 10266	DESIGN 7/7–8/1	16 Hours	Online	
ADVANCED WEB DES Fee: \$245 # 10265		16 Hours	Online	

모 😣 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.

Fall dates coming soon! Take each class individual	ly — or register for the e	entire series and save!		
Certificate Series Fee: \$49	95			
# <u>9993</u>	6/2-8/29	48 Hours	Online	
INTRODUCTION TO I Fee: \$195	DATA ANALYSIS			
# <u>9996</u>	6/2–6/27	16 Hours	Online	
INTERMEDIATE DATA ANALYSIS Fee: \$195				
# <u>10244</u>	7/7–8/1	16 Hours	Online	
Fee: \$195 # <u>10245</u>	8/4-8/29	16 Hours	Online	



// LEADERSHIP AND TALENT MANAGEMENT



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 (8 sessions) and save!Series # SER-DDISeries Fee: \$1,4408/14–10/9

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

# <u>11568</u>	Th	8/14	12:30–4:30 p.m.	Catalyst Campus
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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

# <u>11584</u>	Th	8/21	12:30–4:30 p.m.	Catalyst Campus
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DDI DELEGATION: ENGAGE & 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

#<u>11586</u> Th

8/28

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

#	11587	Th
11	11307	

12:30-4:30 p.m.

Catalyst Campus

DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES

9/4

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

	# <u>11588</u>	Th	9/18	12:30–4:30 p.m.	Catalyst Campus
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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 # 11589 9/25 Th 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.

# <u>11593</u>	Th	10/2	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



TRAIN THE TRAINER

This two-part workshop equips managers, team leads, and subject matter experts with essential skills to design and deliver effective functional and technical training. Focused on supporting successful onboarding, it covers adult learning principles, training development, delivery techniques, and methods for evaluating training effectiveness.

Fee: \$395

#<u>12144</u> T 9/23–9/30 8 a.m.–Noon Catalyst Campus

NEW! PROJECT MANAGEMENT TOOLS

There are countless project management tools and platforms available on the market. Most of them are fairly similar, but none of them are silver bullets to effectively track projects. They need to be configured specifically to your organization and project. The strategy to set up workflows and where to implement standards vs. allow for individual project differentiation can impact success directly.

Fee: \$129

# <u>11926</u>	Th	7/17	8–10 a.m.	Catalyst Campus
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NEW! LEVERAGING AI IN PROJECT MANAGEMENT

Artificial Intelligence is a hot topic for good reason. The ability to reduce time spent on manual/rote tasks and free up time for more meaningful efforts is not just a gamechanger for PMs, but the future of the profession. Al isn't coming for PM's jobs, but PM's that have learned how to leverage the technology are certainly coming for the jobs of PMs that haven't!

Fee: \$129

# <u>11927</u>	Th	8/28	8–10 a.m.	Catalyst Campus

NEW! MANAGING REMOTE TEAMS AND BUILDING CULTURE

Return to Work (RTE) initiatives are discussed constantly on the news and social media, however there are clear benefits to a remote workforce in many industries and situations, which means it's never going to go away. Leaders need to understand how to effectively navigate a team that's geographically dispersed and still build a culture that helps retain their talent.

Fee: \$129

# <u>11928</u>	Th	9/25	8–10 a.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

# 11929	Th	9/18–10/16	8:30 a.m4:30 p.m.	Remote
11/2/		7,10,10,10	0.00 u.m. 1.00 p.m.	Remote

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.

166.9144			
# <u>11884</u>	7/16–9/5	24 Hours	Online
# <u>11885</u>	8/13–10/3	24 Hours	Online
# <u>11886</u>	9/17–11/7	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: \$154

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# <u>11881</u>	7/16–9/5	24 Hours	Online
# <u>11882</u>	8/13–10/3	24 Hours	Online
# <u>11883</u>	9/17–11/7	24 Hours	Online

모 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: \$154

# <u>11878</u>	7/16–9/5	24 Hours	Online
# <u>11879</u>	8/13–10/3	24 Hours	Online
# <u>11880</u>	9/17–11/7	24 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

<u>9961</u>

6/2-8/29

48 Hours

Online



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.



모 🥺 HR FOR NON HR MANAGERS CERTIFICATE

You as a manager are on the front lines of human resources (HR) for your organization. Upskill your knowledge about HR. Conquer one of the essential competencies for a successful manager, moving up, and contributing to the productivity of your organization. Crush it with your people. Whether you work with a small organization or a large one with HR specialists, you play a critical role in creating a positive HR environment. Know what every manager needs to know about HR.

Fall dates coming soon! Take each class individually — or register for the entire series and save! Certificate Series Fee: \$495 # <u>10197</u> 6/2-8/29 48 Hours Online YOUR ROLL IN HR Fee: \$195 # 10205 6/2-6/27 16 Hours Online HR ASPECTS OF GOOD LEADERSHIP Fee: \$195 # 10287 7/7-8/1 16 Hours Online OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS Fee: \$195 # 10288 16 Hours 8/4-8/29 Online

😑 🥺 CERTIFICATE IN WORKPLACE COMMUNICATION

Develop essential communication skills for career success in this intensive, hands-on course. Learn practical conflict resolution strategies, effective negotiation techniques for win-win outcomes, and how to leverage personality profiles to improve team performance. Gain actionable tools you can apply immediately on the job.

Fall dates coming soon! Take each class individually — or register for the entire series and save!					
Certificate Series Fee: \$59	95				
# <u>10019</u>	6/2-8/29	48 Hours	Online		
CONFLICT MANAGE	MENT				
Fee: \$245					
# <u>10022</u>	6/2–6/27	16 Hours	Online		
COLLABORATIVE MA	NAGEMENT				
Fee: \$245					
# <u>10259</u>	7/7–8/1	16 Hours	Online		
USING PERSONALITY	PROFILES FOR BE	TTER WORK PERFORMA	NCE		
Fee: \$295					
# <u>10250</u>	8/4-8/29	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. *Fall dates coming soon!*

Fee: \$175			
# <u>10242</u>	8/4-8/29	16 Hours	Online
E FINANCIA MANAGERS	L ANALYSIS AND PLA	NNING FOR NON-FI	NANCIAL
Uplack the new or (offinancial data to drive cm	artar dagisiang This course	domustifies kov

Unlock the power of financial data to drive smarter decisions. This course demystifies key financial reports and concepts, helping managers, entrepreneurs, and decision-makers understand how profits, budgeting, and performance metrics impact organizational success. **Fall dates coming soon!**

# <u>10255</u>	8/4–8/29	16 Hours	Online

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

// NONPROFIT-FOCUSED

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 individuallyor register for the entire the entire series and save!

SERIES #	SER-MSS		
Series Fe	ee: \$321		
8/26-10/	7 9:30 a.m. – Noon Catalyst Campus		
# <u>12015</u>	Workshop #1: Finding Your Management Style	8/26	
# <u>12018</u>	Workshop #2: Managing Successful Teams	9/9	
# <u>12064</u>	Workshop #3: Creating Ownership in the Workplace	9/23	T
# <u>12065</u>	Workshop #4: Performance Reviews and Big Picture Thin	nking 10/7	

NEW! QUARTERLY PLANNING AND PRODUCTIVITY FOR NONPROFIT PROFESSIONALS

Join us for a comprehensive session that will help you ensure role clarity, set clear expectations, and make employee reviews more effective and motivating. We'll review the importance of coaching, feedback, and clarification of expectations. Additionally, you'll learn how everyday actions impact your organization's success through accounting information, which provides essential feedback about operations and sustainability. This course will cover what you need to know about accounting, how to share numbers with your team to exceed goals, and how to ask the right questions to understand accounting better.

Fee: \$69 # 11930

2:30–4:30 p.m.

Catalyst Campus

NONPROFIT LEGAL & REGULATORY REQUIREMENTS

8/6

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 501c3 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

# <u>12017</u>	W	8/13	9–11 a.m.	Catalyst Campus
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NEW! NONPROFIT TEAMS: VISIBILITY STRATEGIES TO BE RECOGNIZED AND REMEMBERED

Join us for a comprehensive session that will help you ensure role clarity, set clear expectations, and make employee reviews more effective and motivating. We'll review the importance of coaching, feedback, and clarification of expectations. Additionally, you'll learn how everyday actions impact your organization's success through accounting information, which provides essential feedback about operations and sustainability. This course will cover what you need to know about accounting, how to share numbers with your team to exceed goals, and how to ask the right questions to understand accounting better.

Fee: \$69				
# <u>11931</u>	W	8/27	1–2:30 p.m.	Remote

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

# <u>12061</u>	W	8/27	9–10:30 a.m.	Remote

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

# <u>12016</u>	Т	9/16	8 a.m.–Noon	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
- CERTIFICATION IN NONPROFIT ADMINISTRATION



Scan QR code to search for classes! Contact (815) 455-8593 | talentimpact@mchenry.edu

// WORKPLACE SKILLS

CLASE DISPONIBLE EN ESPANOL

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! This series is taught in English and Spanish.

Option 1:	Series #SER-WESSP (Spanish)	Th 7/
Option 2:	Series #SER-WES (English)	T 7/1

10-9/18 5-9/30

Catalyst Campus Remote

Series Fee: \$369

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

# <u>11544</u> (Spanish)	Th	7/10	2:30–4:30 p.m.	Catalyst Campus
# <u>11988</u> (English)	Т	7/15	4–6 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

# <u>11545</u> (Spanish)	Th	7/24	2:30–4:30 p.m.	Catalyst Campus
# <u>11989</u> (English)	Т	7/29	4–6 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. Eag. \$40

ree: 50	7	
# 11546	(Spanish)	Th

# <u>11546</u> (Spanish)	Th	8/7	2:30–4:30 p.m.	Catalyst Campus
# <u>11990</u> (English)	Т	8/12	4–6 p.m.	Remote

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.

# <u>11547</u> (Spanish)	Th	8/21	2:30–4:30 p.m.	Catalyst Campus
# <u>11991</u> (English)	Т	8/26	4–6 p.m.	Remote
// WORKPLACE SKILLS

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

# <u>11548</u> (Spanish)	Th	9/4	2:30–4:30 p.m.	Catalyst Campus
# <u>11992</u> (English)	F	9/26	4–6 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

# <u>11549</u> (Spanish)	Th	9/18	2:30–4:30 p.m.	Catalyst Campus
# <u>11993</u> (English)	Т	9/30	4–6 p.m.	Remote



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				
# <u>12038</u>	Т	8/19	8–10:30 a.m.	Catalyst Campus

NEW! GET MORE DONE: AVOIDING PRODUCTIVE PROCRASTINATION AND BOOSTING MOTIVATION

Do you find yourself doing stuff to keep busy while avoiding what really needs doing? Learn about ways you can refocus and get back on track when productive procrastination hits, as well as how to prevent it in the future. Explore motivation killers that interrupt or slow down your productivity. Then we will move on to 10 ways to boost motivation when you are in a slump, distracted, or just want to hit the couch instead of getting things done.

Fee: \$69				
# <u>11890</u>	W	7/23	1–2:30 p.m.	Remote

NEW! ELIMINATING GRAY WORK: CONTINUOUS IMPROVEMENT IN ANY BUSINESS

Learn how to identify and eliminate gray work-the hidden, unstructured tasks that drain your energy and productivity without clear value. Through real-world examples and actionable strategies, you'll discover how to streamline workflows, set better boundaries, and create systems that support high-impact work. regain control of your time and focus on what truly matters.

Fee: \$149

# 11960	т	8/26	0 11	Catal at Caraa
# <u>11900</u>	I	0/20	8–11 a.m.	Catalyst Campus

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				
# <u>11891</u>	W	9/10	9–11:30 a.m.	Catalyst Campus

NEW! SETTING GOALS THAT DRIVE PROFESSIONAL GROWTH

Curate your career path! Complete the Goal Getter Assessment to learn about your goalsetting habits and limitations. Then, discover how to select your next professional strategic goal, prepare for potential roadblocks, and create effective action plans and to-do lists to help you achieve your goal.

Fee: \$69

# <u>11889</u> T	9/16	2–4:30 p.m.
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Catalyst Campus

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: \$119

# <u>11984</u> F 9/19 8:30–11:30 a.m. Catalyst Campu	# <u>11984</u>	F	9/19	8:30–11:30 a.m.	Catalyst Campus
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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: \$146

# <u>11505</u>	7/16–9/5	24 Hours	Online
# <u>11506</u>	8/13–10/3	24 Hours	Online
# <u>11507</u>	9/17–11/7	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: \$146			
# <u>11508</u>	7/16–9/5	24 Hours	
# <u>11509</u>	8/13-10/3	24 Hours	
# 11510	9/17–11/7	24 Hours	

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: \$147

# <u>11488</u>	7/16–9/5	24 Hours	Online
# <u>11489</u>	8/13–10/3	24 Hours	Online
# <u>11490</u>	9/17–11/7	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: \$156			
# <u>11499</u>	7/16–9/5	24 Hours	Online
# <u>11500</u>	8/13–10/3	24 Hours	Online
# <u>11501</u>	9/17–11/7	24 Hours	Online

Online Online 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: \$156			
# <u>11502</u>	7/16–9/5	24 Hours	Online
# <u>11503</u>	8/13–10/3	24 Hours	Online
# <u>11504</u>	9/17–11/7	24 Hours	Online

NEW! INTERPERSONAL COMMUNICATION

Communication is more than just speaking, hearing, or having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in conversational styles, and conflict management. You will also learn about practical strategies you can use to improve communication at home, in social situations, and in the workplace.

Fee: \$131

# <u>12000</u>	7/16–9/5	24 Hours	Online
# <u>12001</u>	8/13–10/3	24 Hours	Online
# <u>12002</u>	9/17–11/7	24 Hours	Online

모 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: \$155

# <u>11496</u>	7/16–9/5	24 Hours	Online
# <u>11497</u>	8/13–10/3	24 Hours	Online
# <u>11498</u>	9/17–11/7	24 Hours	Online

모 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: \$147

# <u>11491</u>	7/16–9/5	24 Hours	Online
# <u>11492</u>	8/13–10/3	24 Hours	Online
# <u>11493</u>	9/17–11/7	24 Hours	Online

모 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

# <u>10262</u> 7/7–8/1	16 Hours	Online
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📃 😣 CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. Two one-month courses.

Fall dates coming soon!

Take each class individuall Certificate Series Fee: \$24	-	entire series and save!	
# <u>10011</u>	6/2-8/1	32 Hours	Online
KEYS TO CUSTOMER Fee: \$145 # <u>10014</u>	6/2-6/27	16 Hours	Online
EXTRAORDINARY CUSTOMER SERVICE Fee: \$145			
# <u>10248</u>	7/7–8/1	16 Hours	Online

🖵 🛞 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. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. 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. Three one-month courses.

Fall dates coming soon!

Take each class individually — or register for the entire series and save! **Certificate Series Fee: \$495** # 10128 Online 6/2-8/29 48 Hours UNDERSTANDING DEBITS AND CREDITS Fee: \$195 # 10125 6/2-6/27 Online 16 Hours **GENERAL LEDGER AND MONTH END PROCEDURES** Fee: \$195 # 10268 7/7-8/1 16 Hours Online CLOSING PROCEDURES AND FINANCIAL STATEMENTS Fee: \$195 # <u>10267</u> 8/4-8/29 16 Hours Online

// ISBDC



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.



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

# <u>11940</u>	W	7/16	5:30–7:30 p.m.	Catalyst Campus
# <u>11941</u>	W	8/20	5:30–7:30 p.m.	Remote
# <u>11942</u>	W	9/17	5:30–7:30 p.m.	Catalyst Campus

ENTREPRENEURSHIP THROUGH ACQUISITION

Learn the ins-and-outs of buying, building, and growing a business during this eight session series. Weekly sessions include detailed information on identifying purchase opportunities, negotiating and funding a purchase, transitioning into leadership, and sustainable growth strategies. No previous business ownership experience is necessary to participate and scholarship opportunities in the amount of \$1,710 are available. Contact (815) 455-8593 to learn more.

Fee: \$1,899

# 12140	W	7/9–8/27

6–8 p.m.

Catalyst Campus



ELIMINATING GRAY WORK: RECLAIM YOUR TIME, REFOCUS YOUR ENERGY

Pg. 38

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 meetand-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





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.



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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



回話回 Register Online

Registering yourself?



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





The Catalyst Campus is home to five specialized centers of learning where your education goals are welcomed, supported, and achieved.

• Career Spark Center

• Talent Impact Center

• University Center

- Community Enrichment Center
- Illinois Small Business
 Development Center

Scan the QR code to learn more.

222 East Church Street Woodstock, IL 60098