

Q4
October–December
2025

McHenry County College

IMPACT

Course Catalog from the Talent Impact Center

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Certification**

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McHenry
County College

Talent Impact Center

www.mchenry.edu/talentimpact

// TALENT IMPACT CENTER

AT CATALYST CAMPUS

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

// Open Enrollment Training:

Workplace Fundamentals and Professional Development

www.mchenry.edu/talentimpact

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

// Customized Training:

Tailored to Your Business

www.mchenry.edu/talentimpact

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

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

// Illinois Small Business Development Center (ISBDC):

One-on-One Assistance Where You Need it Most

www.mchenry.edu/isbdc

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

Services:

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

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

// REGISTRATION



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.



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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.



Fall Program 2025

September–December
Select Saturdays
Registration is now open.



Save the Date 2026

Spring Break: March 23–25
Summer: June 1–August 7



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

Register online at www.mchenry.edu/talentimpact // 5



CELEBRATING **MANUFACTURING MONTH IN OCTOBER!**

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

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

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

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

12634

W

10/29

8 a.m.–1:30 p.m.

Catalyst Campus

BLUEPRINT READING FOR CONSTRUCTION

This course introduces students to the fundamentals of construction blueprint reading. Students will learn how to interpret building plans, understand architectural symbols, read floor plans and elevations, and apply scaling and measurement techniques. Through real-world examples and guided practice, students will develop the skills needed to navigate construction drawings used by architects, engineers, and builders. This course builds foundational knowledge for careers in construction, architecture, and engineering. Additional topics that may be discussed may include estimating and bidding based on blueprints.

Fee: \$209

12748

T

11/18

8 a.m.–Noon

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

12635 W 11/12 8 a.m.–Noon 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

12636 F 12/5 8 a.m.–1:30 p.m. Catalyst Campus

TRAIN THE TRAINER

This two-part workshop equips managers, team leaders, and subject matter experts with the essential skills to confidently design, deliver, and evaluate effective training. Participants will explore adult learning principles and practical techniques to support new employees before, during, and after training.

Fee: \$395

12759 Th 11/13, 11/20 8 a.m.–Noon Catalyst Campus



SIX SIGMA

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

Certified Six Sigma Green Belt

Fee: \$2,085

#12052 | \$2,085 | Starts upon registration | 120 Hours | Online

Certified Six Sigma Black Belt

#12053 | Fee: \$2,195 | Starts upon registration | 120 Hours | Online

Certified Six Sigma Green and Black Belt

#12054 | Fee: \$3,914 | Starts upon registration | 240 Hours | Online

Lean Six Sigma Yellow Belt and Green Belt (Exam Cost Included)

#12658 | Fee: \$2,122 | Starts upon registration | 52 Hours | Online

Lean Six Sigma Green Belt (Exam Cost Included)

#12056 | Fee: \$1,949 | Starts upon registration | 50 Hours | Online

Lean Six Sigma Black Belt (Exam Cost Included)

#12055 | Fee: \$2,085 | Starts upon registration | 75 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.

Fee: \$2,245

12005 Starts upon registration 195 Hours Online

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

# 12781	10/15–12/5	24 Hours	Online
# 12782	11/12–1/2	24 Hours	Online
# 12783	12/17–2/6	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>12807</u>	10/15–12/5	24 Hours	Online
# <u>12808</u>	11/12–1/2	24 Hours	Online
# <u>12809</u>	12/17–2/6	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>12810</u>	10/15–12/5	24 Hours	Online
# <u>12811</u>	11/12–1/2	24 Hours	Online
# <u>12812</u>	12/17–2/6	24 Hours	Online

SIX SIGMA TOTAL QUALITY APPLICATIONS

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

Fee: \$154

# <u>12816</u>	10/15–12/5	24 Hours	Online
# <u>12817</u>	11/12–1/2	24 Hours	Online
# <u>12818</u>	12/17–2/6	24 Hours	Online



**TAKE YOUR SAFETY
LEADERSHIP TO THE NEXT
LEVEL WITH FORKLIFT
TRAIN THE TRAINER**

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SUPPLY CHAIN MANAGEMENT

REMOTE WORKSHOPS

\$399 PER COURSE



20 Contact Hours per topic-Remote via Zoom

Facilitated by Supply Chain and Mgmt. Expert Charles Nemer

FOUNDATIONS OF SUPPLY CHAIN PRINCIPLES

#11892 M 9/15/25–10/27/25 5-9 p.m. Remote

FOUNDATIONS OF DISTRIBUTION AND LOGISTICS

#11893 M 11/3/2025-12/15/2025 5-9 p.m. Remote

FOUNDATIONS OF OPERATIONS PLANNING

#11904 M 1/5/2026-2/16/2026 5-9 p.m. Remote

FOUNDATIONS OF INVENTORY MANAGEMENT

#12089 M 2/23/2026-4/6/2026 5-9 p.m. Remote

FOUNDATIONS OF MANUFACTURING MANAGEMENT

#12039 M 4/13/2026-5/18/2026 5-9 p.m. Remote

FOUNDATIONS OF MANAGING OPERATIONS

#11902 M 6/1/2026-7/13/2026 5-9 p.m. Remote

Contact us for more info (815) 455-8593

talentimpact@mchenry.edu



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

# 12819	10/15–12/5	24 Hours	Online
# 12820	11/12–1/2	24 Hours	Online
# 12821	12/17–2/6	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: \$154

# 12822	10/15–12/5	24 Hours	Online
# 12823	11/12–1/2	24 Hours	Online
# 12824	12/17–2/6	24 Hours	Online

ONLINE TRAINING SOLUTIONS FOR MANUFACTURERS



POPULAR COURSES

- Certified Manufacturing Associate (CMfgA)
- Certified Manufacturing Engineer (CMfgE)
- Certified Manufacturing Technologist (CMfgT)
- CNC Machinist
- Composites Technician
- Die Setter
- Engineering Technician
- Maintenance Technician
- Manual Machinist
- Quality Inspector
- Robotics Technician

COURSE FEATURES

TAUGHT BY INDUSTRY EXPERTS | STUDENT CAN LEARN AT WORK OR HOME | BOOK AND MATERIALS INCLUDED
24/7 COURSE ACCESS | CERTIFICATE FOR EMPLOYER'S VERIFICATION OF COMPLETION



NEW! STOP THE BLEED CERTIFICATE

Learn how to recognize and respond to life-threatening bleeding using simple, proven techniques like applying pressure, packing wounds, and using a tourniquet. This hands-on class gives you the skills and confidence to act quickly in an emergency-no medical experience needed.

Fee: \$49

[12751](#) T 10/14 4:30–5:30 p.m. Catalyst Campus

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

# 12750	T	10/14	6–10 p.m.	Catalyst Campus
# 12752	T	11/18	2:30–6:30 p.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

# 12753	T	11/18	8 a.m.–2 p.m.	Catalyst Campus
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FLAGGER CERTIFICATION

The National Safety Council (NSC) Work Zone Flagger Program incorporates classroom instruction, hands-on training and a flagging skills test to teach roadway personnel how to minimize confusion with standard flagging procedures and provide safe passage of traffic through and around Temporary Traffic Control Work Zones. This four-hour NSC Certification program meets federal industry guidelines and includes a manual on Uniform Traffic Control Devices. This certificate is valid for three years. Participants must be 18 years or older to enroll.

Fee: \$150

# 12637	F	10/10	8 a.m.–Noon	Catalyst Campus
# 12638	F	11/7	8 a.m.–Noon	Catalyst Campus

FORKLIFT OPERATOR TRAINING

This hands-on class will focus on both the didactic and practical training following OSHA guidelines for the Powered Industrial Trucks Standard. In the classroom we will discuss the various types of trucks, their controls, steering and maneuvering, capacities, load stabilities, pre-use inspection safety checklists, and any other safe operating instruction. Once didactic instruction is complete, there will be an operator performance evaluation on completion of the safety pre-check, mounting the vehicle, expressing knowledge of each control, and showing ability to safely operate the vehicle through a required task course. Attendees will be provided a Certificate of Completion. Participants must be 18 years or older to enroll.

Fee: \$195

# <u>12664</u>	F	10/10	8 a.m.–4:30 p.m.	Building G
# <u>12665</u>	F	11/7	8 a.m.–4:30 p.m.	Building G

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. Participants must be 18 years or older to enroll.

Fee: \$1,100

# <u>12639</u>	W	11/12	8 a.m.–4:30 p.m.	Catalyst Campus
	Th	11/13	8 a.m.–4:30 p.m.	Catalyst Campus
	F	11/14	8 a.m.–4:30 p.m.	Building G

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 real-world 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>12801</u>	10/8–10/22	2 Hours	Online
# <u>12802</u>	11/12–11/26	2 Hours	Online
# <u>12803</u>	12/10–12/24	2 Hours	Online



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>12666</u>	T	10/21	8 a.m.–1:30 p.m.	Catalyst Campus
	Th	10/23	8 a.m.–1:30 p.m.	Catalyst Campus

OSHA 10-HOUR FOR CONSTRUCTION

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

Fee: \$399

# <u>12747</u>	M	10/27	8 a.m.–1:30 p.m.	Catalyst Campus
	T	10/28	8 a.m.–1:30 p.m.	Catalyst Campus

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>12667</u>	TTh	11/4–11/13	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>12668</u>	T	12/2	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

# 12685	M	10/13	8 a.m.–5 p.m.	Catalyst Campus
# 12687	T	12/9	8 a.m.–5 p.m.	Catalyst Campus

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

# 12686	M	11/10	8 a.m.–5 p.m.	Catalyst Campus
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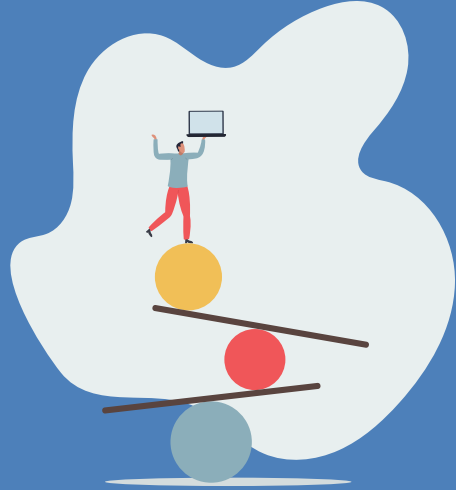


STRESS LESS. LEAD BETTER.

**Quick, practical skills for
overloaded managers**

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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 10/14– 12/9

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

[12669](#) T 10/14 8:30–10:30 a.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

[12670](#) T 10/21 8:30–10:30 a.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

12671 T 11/4 8:30–10:30 a.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.

Fee: \$69

12672 T 11/18 8:30–10:30 a.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

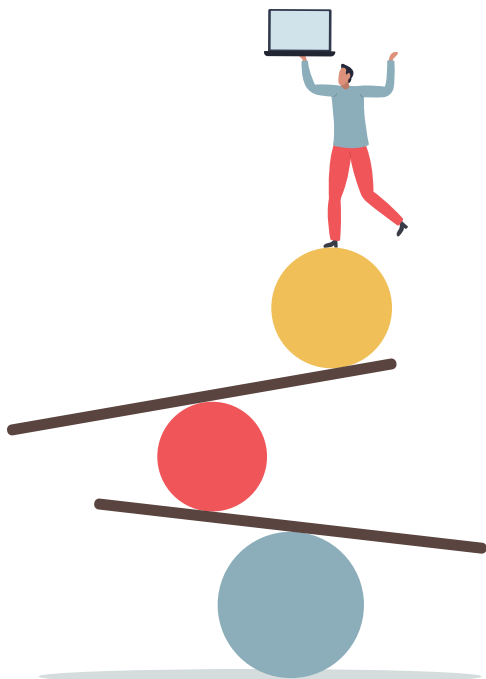
12673 T 12/2 8:30–10:30 a.m. Remote

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

12674 T 12/9 8:30–10:30 a.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

[12729](#) T 11/18 8–10:30 a.m. Catalyst Campus

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

[12693](#) T 10/28 8–11 a.m. Catalyst Campus

SETTING GOALS THAT DRIVE PROFESSIONAL GROWTH

Curate your career path! Complete the Goal Getter Assessment to learn about your goal-setting 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

[12754](#) W 11/19 2–4:30 p.m. Catalyst Campus

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

[12755](#) W 12/3 1–2:30 p.m. Remote

HOT BUTTONS AND COOLING STRATEGIES

This session focuses on dynamics of conflict and explores the role of difference-based triggerpoints. Participants will benefit from understanding their own and others' conflict styles using the Intercultural Conflict Styles Inventory developed by Dr. Mitchell Hammer, a world-renowned expert in hostage negotiations and conflict resolution. They will engage in various small group activities to examine a nature of their own "hot buttons" related to dealing with differences. A number of practical "cooling" strategies will be introduced and practiced during this session. Special attention will be giving to such techniques as empathy, mindfulness, and assumption of positive intent.

Fee: \$149

[12694](#) Th 12/4 1–4 p.m. Catalyst Campus

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>12385</u>	10/15–12/5	24 Hours	Online
# <u>12386</u>	11/12–1/2	24 Hours	Online
# <u>12387</u>	12/17–2/6	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>12388</u>	10/15–12/5	24 Hours	Online
# <u>12389</u>	11/12–1/2	24 Hours	Online
# <u>12390</u>	12/17–2/6	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: \$147

# <u>12825</u>	10/15–12/5	24 Hours	Online
# <u>12826</u>	11/12–1/2	24 Hours	Online
# <u>12827</u>	12/17–2/6	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>12834</u>	10/15–12/5	24 Hours	Online
# <u>12835</u>	11/12–1/2	24 Hours	Online
# <u>12836</u>	12/17–2/6	24 Hours	Online



INTERMEDIATE QUICKBOOKS ONLINE (QBO)

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

Fee: \$156

# 12828	10/15–12/5	24 Hours	Online
# 12829	11/12–1/2	24 Hours	Online
# 12830	12/17–2/6	24 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

# 12207	10/6–10/31	16 Hours	Online
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GENERAL LEDGER AND MONTH END PROCEDURES

In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you don't balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations.

Fee: \$195

# 12209	10/6–10/31	16 Hours	Online
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CLOSING PROCEDURES AND FINANCIAL STATEMENTS

This course shows you how to create a worksheet used to adjust the account balances and prepare the financial statements. Use your financial statements to measure performance, make improvements and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries.

Fee: \$195

# 12208	11/3–11/28	16 Hours	Online
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EFFECTIVE COPYWRITING

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

Fee: \$195

# 12220	10/6–10/31	16 Hours	Online
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WRITING NEWS AND PRESS RELEASES

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

Fee: \$195

# 12229	11/3–11/28	16 Hours	Online
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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

# 12840	10/15–12/5	24 Hours	Online
# 12841	11/12–1/2	24 Hours	Online
# 12842	12/17–2/6	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: \$155

# 12837	10/15–12/5	24 Hours	Online
# 12838	11/12–1/2	24 Hours	Online
# 12839	12/17–2/6	24 Hours	Online



EXTRAORDINARY CUSTOMER SERVICE

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Fee: \$145

# 12219	10/6–10/31	16 Hours	Online
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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

# 12831	10/15–12/5	24 Hours	Online
# 12832	11/12–1/2	24 Hours	Online
# 12833	12/17–2/6	24 Hours	Online



INCLUSIVE COMMUNICATION

Respectable communication in the workplace encourages a cohesive collaborative environment, prevents inefficiencies, and ensures the right information gets to the right person at the right time. This class will explore how communication differs across cultures. In addition, students will come to understand how communication can impact relationships with others in both positive and negative ways.

Fee: \$195

[12371](#)

10/6–10/31

16 Hours

Online

USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

Fee: \$295

[12224](#)

11/3–11/28

16 Hours

Online

NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

Fee: \$195

[12223](#)

10/6–10/31

16 Hours

Online

SALES TRAINING SUITE

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

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

Series # SER-SALES

Series Fee: \$386

10/15–2/6



KEYS TO EFFECTIVE COMMUNICATION

Each lesson in this course works through the step by step process needed to become a great conversationalist. You will learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Fee: \$143

12843

10/15–12/5

24 Hours

Online



EFFECTIVE SELLING

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. This course will help you lay the groundwork for repeat business and your future success with knowledge, planning skills, communication techniques, and the understanding of human nature.

Fee: \$151

12844

11/12–1/2

24 Hours

Online



PROFESSIONAL SALES SKILLS

There are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives who can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

Fee: \$151

12845

12/17–2/6

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 (8 sessions) and save!

Series # SER-DDI

Series Fee: \$1,440

10/8–1/21

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

12677

W

10/8

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

11585

W

10/22

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

12679

W

11/5

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

12680

W

11/19

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

12681 W 12/3 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

12682 W 12/17 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

12683 W 1/7 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

12684 W 1/21 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

[12743](#) T 2/10–3/10 8:30 a.m.–4:30 p.m. Remote

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

[12774](#) T 12/9 8–10 a.m. Catalyst Campus

NEW! STRESS LESS, LEAD BETTER—PRACTICAL STRESS RELIEF FOR OVERLOADED MANAGERS

This fast-paced 3-hour workshop is built for middle managers who are stretched thin and need real solutions—fast. Learn practical, no-fluff strategies to reduce stress, delegate more effectively, and stay steady under pressure. Walk away with tools you can use immediately—right in the middle of your hectic day. Reclaim your focus, energy, and sanity—without adding more to your to-do list.

Fee: \$149

[12695](#) Th 10/9 1–4 p.m. Catalyst Campus

NEW! SUCCESS FROM THE INSIDE OUT—STOP GETTING IN YOUR OWN WAY

If you're constantly putting out fires but still feel stuck or drained, you're not alone—and you're not broken. This practical, energizing session shows you how to spot and silence the mental habits that quietly sabotage your focus, confidence, and success. Using Positive Intelligence (PQ), you'll learn fast, proven techniques to build mental resilience, make clearer decisions, and lead with more impact. No therapy talk—just actionable tools to get out of your own way and get more of the right stuff done.

Fee: \$149

[12736](#) Th 10/23 1–4 p.m. Catalyst Campus

NEW! WHERE THERE ARE PEOPLE, THERE IS CONFLICT—TURN TENSION INTO PROGRESS

Develop essential leadership skills to inspire teams, drive results, and lead with confidence. This course covers core principles of effective leadership, communication, and decision-making for today's professionals.

Fee: \$149

[12738](#) Th 11/6 1–4 p.m. Catalyst Campus

NEW! LEADING IN TIMES OF UNCERTAINTY—PRACTICAL TOOLS FOR TEAM LEADS

Develop essential leadership skills to inspire teams, drive results, and lead with confidence. This course covers core principles of effective leadership, communication, and decision-making for today's professionals.

Fee: \$149

[12733](#) Th 11/20 1–4 p.m. Catalyst Campus

// LEADERSHIP AND TALENT MANAGEMENT

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

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

Fee: \$195

# 12206	11/3–11/28	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: \$144

# 12870	10/15–12/5	24 Hours	Online
# 12871	11/12–1/2	24 Hours	Online
# 12872	12/17–2/6	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

# 12898	10/15–12/5	24 Hours	Online
# 12899	11/12–1/2	24 Hours	Online
# 12900	12/17–2/6	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: \$154

# 12895	10/15–12/5	24 Hours	Online
# 12896	11/12–1/2	24 Hours	Online
# 12897	12/17–2/6	24 Hours	Online



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

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



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

[12773](#)

T

11/4

8–10 a.m.

Catalyst Campus

COLLABORATIVE MANAGEMENT

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

Fee: \$245

[12292](#)

10/6–10/31

16 Hours

Online

HR ASPECTS OF GOOD LEADERSHIP

Explore key workplace laws and leadership enhancement skills that are needed in today's work environment. Acquire the best methods to solve difficult situations and disruptive employees. Learn how to use company policies to set employee boundaries. Acquire the ability to detect and address threatening behavior. Come away with an understanding of how to employ rules and positive responses to create a worker friendly supportive environment.

Fee: \$195

[12296](#)

10/6–10/31

16 Hours

Online



OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

Take back the tools to enhance employee performance and engagement and develop crucial skills to manage poor performance. It forms the basis for confident, effective team management, ensuring you lead with assurance, making the right decisions without fear of escalating issues. This course is pivotal in developing the confidence essential for effective leadership.

Fee: \$195

[12297](#)

11/3–11/28

16 Hours

Online



MANAGING GENERATIONS IN THE WORKPLACE

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

Fee: \$175

[12289](#)

11/3–11/28

16 Hours

Online



PERFORMANCE REVIEWS AND BIG PICTURE THINKING

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: \$89

[12065](#) T 10/7 9:30 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

[12756](#) W 10/8 1–2:30 p.m. Catalyst Campus

NONPROFIT TEAMS: VISIBILITY STRATEGIES TO BE RECOGNIZED AND REMEMBERED

Discover how to increase awareness of your nonprofit and stand out in your community by showcasing the unique impact your organization provides. This class offers practical visibility strategies designed specifically for small nonprofit teams working with limited time and resources. You'll learn how to create clear, unified messaging and empower your team to contribute to your organization's visibility—through thought leadership, public events, and everyday interactions.

Fee: \$69

[12757](#) W 10/22 9–10:30 a.m. Remote

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

[12758](#) W 11/5 2-4:30 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
- CERTIFICATION IN NONPROFIT ADMINISTRATION



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MICROSOFT EXCEL SERIES

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

Take the entire Microsoft Excel Series!

Series # SER-EX

Series Fee: \$477

<u>Option 1:</u> W 10/1,10/15,10/29	8 a.m.-4:30 p.m.	Catalyst Campus
<u>Option 2:</u> MW 11/3,11/5,11/10,11/12,11/17,11/19	8 a.m.-Noon	Catalyst Campus
<u>Option 3:</u> TW 12/2,12/3,12/9,12/10,12/16,12/17	8 a.m.-Noon	Remote

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>12640</u>	W	10/1	8 a.m.-4:30 p.m.	Catalyst Campus
# <u>12643</u>	MW	11/3, 11/5	8 a.m.-Noon	Catalyst Campus
# <u>12646</u>	TW	12/2,12/3	8 a.m.-Noon	Remote

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

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

Fee: \$179

# <u>12641</u>	W	10/15	8 a.m.-4:30 p.m.	Catalyst Campus
# <u>12644</u>	MW	11/10,11/12	8 a.m.-Noon	Catalyst Campus
# <u>12647</u>	TW	12/9,12/10	8 a.m.-Noon	Remote

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

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

Fee: \$179

# <u>12642</u>	W	10/29	8 a.m.-4:30 p.m.	Catalyst Campus
# <u>12645</u>	MW	11/17,11/19	8 a.m.-Noon	Catalyst Campus
# <u>12648</u>	TW	12/16,12/17	8 a.m.-Noon	Remote



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 # **SER-EX2019**

Series Fee: **\$445**

10/15–2/6



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: \$163

12804

10/15–12/5

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

12805

11/12–1/2

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: \$163

12806

12/17–2/6

24 Hours

Online

NEW! INTRODUCTION TO EXCEL 365

Learn to quickly and efficiently use Microsoft Excel 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This introduction to Excel course, designed by an experienced Microsoft Excel instructor, provides in-depth knowledge for beginners that will help you use Excel efficiently.

Fee: \$163

# <u>12788</u>	10/15–12/5	24 Hours	Online
# <u>12789</u>	11/12–1/2	24 Hours	Online
# <u>12790</u>	12/17–2/6	24 Hours	Online

NEW! INTERMEDIATE EXCEL 365

Take your Excel skills to the next level with this hands-on intermediate Excel training designed for those who are ready to go beyond the basics. You will explore advanced sorting and filtering, dynamic functions like Sort & Filter, and create polished visuals with charts, shapes, and sparklines. Learn to clean and combine data, apply logical and math functions, and solve problems using Excel's built-in tools. Finally, discover how to collaborate securely and customize Excel to fit your workflow.

Fee: \$163

# <u>12791</u>	10/15–12/5	24 Hours	Online
# <u>12792</u>	11/12–1/2	24 Hours	Online
# <u>12793</u>	12/17–2/6	24 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>12675</u>	W	10/8	8 a.m.–Noon	Remote
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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>12676</u>	W	10/8	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>12855</u>	10/15–12/5	24 Hours	Online
# <u>12856</u>	11/12–1/2	24 Hours	Online
# <u>12857</u>	12/17–2/6	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>12861</u>	10/15–12/5	24 Hours	Online
# <u>12862</u>	11/12–1/2	24 Hours	Online
# <u>12863</u>	12/17–2/6	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: \$160

# <u>12858</u>	10/15–12/5	24 Hours	Online
# <u>12859</u>	11/12–1/2	24 Hours	Online
# <u>12860</u>	12/17–2/6	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>12867</u>	10/15–12/5	24 Hours	Online
# <u>12868</u>	11/12–1/2	24 Hours	Online
# <u>12869</u>	12/17–2/6	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: \$162

# <u>12852</u>	10/15–12/5	24 Hours	Online
# <u>12853</u>	11/12–1/2	24 Hours	Online
# <u>12854</u>	12/17–2/6	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.

Fee: \$147

# 12847	10/15–12/5	24 Hours	Online
# 12848	11/12–1/2	24 Hours	Online
# 12849	12/17–2/6	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: \$144

# 12849	10/15–12/5	24 Hours	Online
# 12850	11/12–1/2	24 Hours	Online
# 12851	12/17–2/6	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: \$141

# 12864	10/15–12/5	24 Hours	Online
# 12865	11/12–1/2	24 Hours	Online
# 12866	12/17–2/6	24 Hours	Online



NETWORK SECURITY AND DEFENSE STRATEGIES

Identify the architecture and protocols that keep networks secure. Understand the role of routers, switches, and firewalls in network security. Tackle network security fundamentals, implementing firewalls and VPNS, intrusion detection and prevention systems (IDPS) and securing wireless networks.

Fee: \$245

# 12306	10/6–10/31	16 Hours	Online
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**Discover strategies to configure
Project Management Tools specific
to your organization and projects.**

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ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

Delve into advanced techniques for detecting cyber threats, including anomaly detection, behavior analysis, and threat intelligence. Learn how to identify and respond to sophisticated attacks. Comprehend the role of threat intelligence in proactive cybersecurity measures. And gain expertise in analyzing and reverse-engineering malware.

Fee: \$245

12303 11/3–11/28 16 Hours Online



HTML FUNDAMENTALS

This course covers all the basics of HTML coding language. You will learn building simple web pages by hand coding, using HTML tags to create paragraphs, heading, lists, links, insert images and tables and more. We also cover creating a simple multi-page website with images, text and a navigation bar.

Fee: \$245

12243 10/6-10/31 16 Hours Online



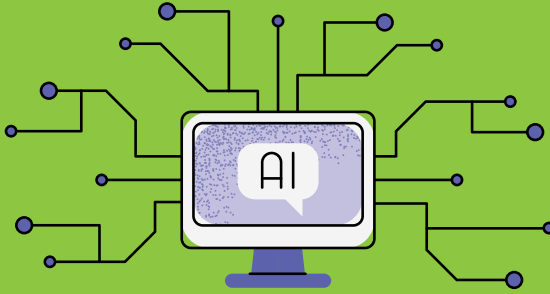
CSS FUNDAMENTALS

In this introductory course, you will learn how to style web pages using Cascading Style Sheets (CSS) coding language. Topics include using inline, internal, and external CSS, web typography, formatting text, working with web colors, using Google fonts, working with id and class selectors, working with elements, creating page layouts using elements, and CSS box model.

Fee: \$245

12242 11/3–11/28 16 Hours Online





NEW! DATA ANALYSIS WITH CHATGPT

Data Analytics with ChatGPT simplifies data analysis for business professionals. Learn to use ChatGPT to uncover insights, make data-driven decisions, and enhance productivity—all without needing a technical background. This course is self-paced with lifetime access. (Pre-approved for 3 SHRM-CP or SCP or HRCI PDC's).

Fee: \$119

#12815 Starts upon registration 9 Hours Online

NEW! APPLIED GENAI FOR HR PROFESSIONALS

Learn how to leverage Generative AI to streamline HR workflows like recruitment, onboarding, and employee engagement. Gain practical skills, tools, and strategies tailored for HR professionals—no technical expertise required! This course is self-paced with lifetime access. (Pre-approved for 4 SHRM-CP or SCP or HRCI PDC's).

Fee: \$149

12814 Starts upon registration 12 Hours Online

NEW! GENAI FOR BUSINESS PROFESSIONALS

This course is designed to cut through the hype and offer a practical, grounded approach to Generative AI (GenAI). Learn to apply AI immediately and transform daily workflows. It's specifically tailored for business professionals, leaders, managers, and business owners without a technical background. This course is self-paced with lifetime access. (Pre-approved for 10 SHRM-CP or SCP or HRCI PDC's).

Fee: \$375

#12777 Starts upon registration 30 Hours Online

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. AI 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

12772 T 10/14 8–10 a.m. Catalyst Campus

AI PLANNING AND STRATEGIES

Develop effective AI strategies to solve complex problems across various industries. Gain practical insights into how AI can be harnessed to enhance efficiency and drive innovation. By the end of the course, you will have the skills to create robust AI planning solutions that can adapt to dynamic environments and meet organizational goals.

Fee: \$245

12304 11/3–11/28 16 Hours Online



INTRODUCTION TO SQL

Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database.

Fee: \$245

# <u>12275</u>	10/6–10/31	16 Hours	Online
# <u>12276</u>	11/3–11/28	16 Hours	Online
# <u>12277</u>	12/1–12/26	16 Hours	Online



INTERMEDIATE SQL

Discover how to write powerful SQL queries that enable you to retrieve data from one table or from multiple tables stored in the database simultaneously. In this course, you will learn how to retrieve more meaningful data from one or more tables stored in a database. You will learn how to merge data from multiple columns, how to create calculated fields, and how to order and group the results from a query. You will also learn how to create a single join query or subquery to obtain data from multiple tables simultaneously.

Fee: \$245

# <u>12282</u>	10/6–10/31	16 Hours	Online
# <u>12283</u>	11/3–11/28	16 Hours	Online
# <u>12284</u>	12/1–12/26	16 Hours	Online



ADVANCED SQL

Take your SQL query skills to a new level by learning how to write more advanced SQL queries for enhanced decision making. In this course, you will learn how to write advanced subqueries, advanced join queries, and UNION queries that query more than one table. You will learn how to use transaction processing to ensure SQL statements execute completely or not at all and how to create stored procedures that enable you to store SQL statements for execution.

Fee: \$245

# <u>12279</u>	10/6–10/31	16 Hours	Online
# <u>12280</u>	11/3–11/28	16 Hours	Online
# <u>12281</u>	12/1–12/26	16 Hours	Online





CANVA TRAINING

ALL ABOUT CANVA PRO LEVEL 1

Canva is an online graphic design tool that can be used to create social media posts, presentations, posters, videos, logos, and more. Join Lori Lattanzio, Manager of Communications and Marketing at Northern Illinois Special Recreation Association (NISRA), as she shares how Canva can help your projects come to life, no matter what your skill level. Lattanzio is a self-taught nonprofit professional who paved the way for herself through passion and creativity. Working in the nonprofit sector brings the opportunity to be more budget-friendly when it comes to resources—and that's where Canva comes in! This workshop will demonstrate skills for the beginner and advanced user.

Fee: \$69

[12689](#) Th 10/16 1–3:30 p.m. Catalyst Campus

ALL ABOUT CANVA PRO LEVEL 2

Let's put your Canva skills to use! This workshop picks up where 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

[12688](#) T 10/28 10 a.m.–Noon Catalyst Campus

CANVA PRO: SOCIAL MEDIA

There are many apps to use for social media marketing, but Canva makes it simple with its templates, content planner, mockups, and more. We'll navigate through all the great tools Canva has specifically for social media marketing creation! 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: \$29

[12690](#) W 11/5 10–11 a.m. Remote

CANVA PRO: VIDEO EDITOR

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

Fee: \$29

[12692](#) M 12/1 11 a.m.–Noon 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

[12691](#) F 12/12 1–2 p.m. Remote

ADOBE PHOTOSHOP ESSENTIALS

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. One-month course.

Fee: \$225

[12241](#)

10/6–10/31

16 Hours

Online

ADOBE INDESIGN ESSENTIALS

Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. One-month course.

Fee: \$225

[12240](#)

11/3–11/28

16 Hours

Online

INTEGRATED MARKETING BEST PRACTICES

Enter the fascinating and emerging field of integrated marketing. Explore how to move potential customers from one media to another, increasing their interest and purchasing. See how different media complement each other. Take home an Integrated Marketing Model to help you choose what's best for your business and industry. Put it all together with a one-year integrated marketing plan that engages your customers, moves inquiries to customers, and projects a positive image for your organization and efforts.

Fee: \$195

[12301](#)

11/3–11/28

16 Hours

Online

MARKETING USING SOCIAL MEDIA

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

Fee: \$195

[12156](#)

10/6–10/31

16 Hours

Online



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our e-newsletter?**



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



INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

Fee: \$195

[12157](#)

11/3–11/28

16 Hours

Online



BOOSTING YOUR WEBSITE TRAFFIC

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Fee: \$195

[12298](#)

10/6–10/31

16 Hours

Online



ONLINE ADVERTISING

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

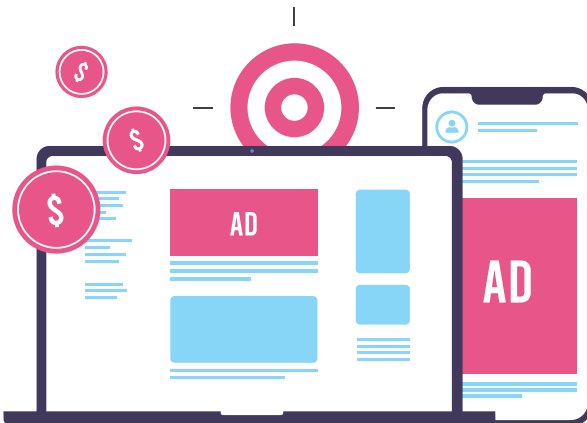
Fee: \$195

[12299](#)

11/3–11/28

16 Hours

Online



**Curiosity has
a new name:**

LISI.

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

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

PROGRAMS OFFERED THROUGH LISI

The Science Behind It— Immersive Seminar Series

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

LISI Lecture Series

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

Hall of Human Origins

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

Planetarium Showcases

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

LISI-Sponsored Programs

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



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



Liebman Institute for
Science Innovation

Science in Everything. Everything in Science.



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>12761</u>	W	10/8	5:30–7:30 p.m.	Catalyst Campus
# <u>12762</u>	W	11/12	11:30 a.m.–1:30 p.m.	Remote
# <u>12763</u>	W	12/10	5:30–7:30 p.m.	Catalyst Campus

NEW! SERVICE LEVEL SECRETS-DEVELOPING A SUSTAINABLE COMPETITIVE ADVANTAGE

Delivering excellent customer service isn't just about frontline staff—it starts deep within your supply chain. This course helps small business owners define precise customer service levels and understand how to align supply chain processes to meet or exceed those expectations. Learn from a subject matter expert who has developed and led business transformations. You'll Learn · How to define measurable customer service standards · The relationship between service levels, inventory, and costs · How to choose suppliers and logistics partners who support your goals · Tools for monitoring and adjusting performance Ideal for Small Business Owners and Entrepreneurs, Strategic, Supply Chain, Finance or Operational Leaders, Retailers, and Franchise owners.

Fee: \$25

# <u>12765</u>	W	11/5	5:30–7:30 p.m.	Catalyst Campus
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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

# <u>12760</u>	W	10/15	5:30–7:30 p.m.	Catalyst Campus
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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

# <u>12764</u>	W	10/1–11/19	6–8 p.m.	Catalyst Campus
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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.

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:

**AURORA
UNIVERSITY**



**Northern Illinois
University**

**ROOSEVELT
UNIVERSITY**



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



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!

CANCELATION POLICY

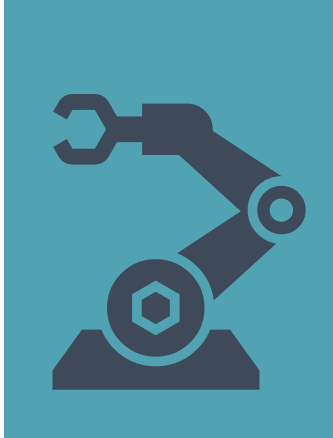
If an offering is canceled by McHenry County College, registrants will be notified by phone and/or email and tuition will be fully refunded. A course registration canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in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



McHenry
County College

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

CONTRACT TRAINING TAILORED TO YOUR BUSINESS

**Empower your team, empower your business.
Invest in growth through training and development.**

We work with you to design training programs that fit your specific business needs. Everything from core skills such as basic math and reading to communication and strategic planning. Choose our tailored training solutions to enhance your company's skills, from safety to leadership. We offer flexible on-site, virtual, or center-based programs, supported by our expert network to foster your team's growth and unlock your full potential.

**For more information contact the Talent Impact Center
(815) 455-8593 or talentimpact@mchenry.edu**

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www.mchenry.edu/talentimpact