

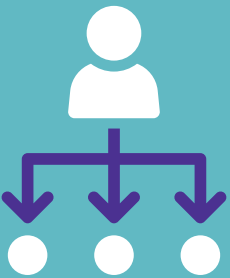
Q1
January–March
2026

McHenry County College

IMPACT

Course Catalog from the Talent Impact Center

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Manager
Essentials Series

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Training within
Industry (TWI)
Basics

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Pesticide
Applicator Training

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**WORKPLACE DRUG IMPAIRMENT
RECOGNITION**

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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!**



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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.



Save the Date 2026

Spring Break: March 23–25

Summer: June 1–August 7



Casting Dreams Competition

Saturday, February, 7, 2026

Grades 2–12

Registration now open



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



SUPERVISORY LEADERSHIP SERIES

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

Take the entire series or select individual classes to customize your learning journey.

Series # SER-DDI

Series Fee: \$1,664

2/4–5/6

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: \$208

13696

W

2/4

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: \$208

13724

W

2/18

12:30–4:30 p.m.

Catalyst Campus

DDI DELEGATION: ENGAGE & EMPOWER » SUPERVISORY SERIES

This course helps leaders reframe how they think about delegation and build greater confidence in assigning work effectively. Participants analyze their own workloads to identify tasks they might not have considered delegating, learn strategies for matching people to tasks based on capability and motivation, and practice effective delegation conversations to ensure successful outcomes.

Fee: \$208

[13725](#) W 3/4 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: \$208

[13726](#) W 3/18 12:30–4:30 p.m. Catalyst Campus

DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES

This course helps leaders understand the benefits of a growth mindset and provides an insight tool to assess their perspective on others' potential to grow. Participants learn and practice a practical, in-the-moment approach to coaching that can be applied in any workplace situation.

Fee: \$208

[13727](#) W 4/1 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 establish and maintain trusting relationships—as well as common "Trust Breakers" that can erode or quickly undermine trust. By applying these skills, leaders create an environment where people feel empowered to take risks, solve problems, and collaborate to achieve business results.

Fee: \$208

[13737](#) W 4/15 12:30–4:30 p.m. Catalyst Campus

DDI DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES

This course introduces learners to a practical process for guiding their own development as well as that of their direct reports. Participants create meaningful development plans that support both individual growth and the organization's current and future business needs.

Fee: \$208

[13740](#) W 4/29 12:30–4:30 p.m. Catalyst Campus

DDI YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES

This course equips new or prospective leaders with the knowledge and skills required to confront the challenges they face early in their leadership career. Participants explore common leadership transitions, learn strategies for addressing these challenges, and discover three key leadership differentiators that help build a positive reputation and drive organizational success.

Fee: \$208

[13741](#) W 5/6 12:30–4:30 p.m. Catalyst Campus



THE MODERN LEADER'S TOOLKIT SERIES

Today's leaders face constant change, competing demands, and increasing pressure to deliver results while maintaining team morale. Each session provides immediately applicable strategies to strengthen focus, improve communication, and navigate challenges with purpose and composure.

Take the entire series or select individual classes to customize your learning journey.

Series # [SER-MLT](#)

Series Fee: \$596

2/4–3/18

NEW! PRESSURE-PROOF LEADERSHIP >> MODERN LEADER'S SERIES

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

[13852](#)

W

2/4

1–4 p.m.

Catalyst Campus

NEW! MENTAL FITNESS FOR LEADERS >> MODERN LEADER'S SERIES

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

[13854](#)

W

2/18

1–4 p.m.

Catalyst Campus

NEW! TURNING CONFLICT INTO COLLABORATION >> MODERN LEADER'S SERIES

Conflict at work is inevitable—but it doesn't have to be messy or draining. What sets great team leads apart is knowing how to handle it—early, calmly, and effectively. This hands-on session gives you practical strategies to turn tension into progress, guide tough conversations with confidence, and keep your team focused and connected. Learn how to spot conflict before it escalates, respond (not react), and lead through challenges without burning out or backing down.

Fee: \$149

#13855

W

3/4

1–4 p.m.

Catalyst Campus

NEW! LEADING IN TIMES OF UNCERTAINTY >> MODERN LEADER'S SERIES

When the only constant is change, your team looks to you to stay steady and focused. This session introduces Personal Leadership: A Methodology of Two Principles and Six Practices—proven to help you lead yourself and your team through stress and pressure. Learn how to recognize a Choice Point, create a clear vision, and unleash a power of the Critical Moment Dialogue to manage your mindset, make clear decisions, and maintain connection—even when the path ahead feels unclear. Learn how to transform uncertainty into clarity and lead with resilience, whether facing new challenges or recurring issues.

Fee: \$149

#13856

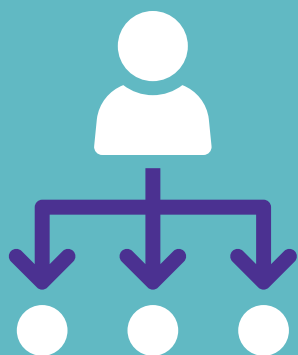
W

3/18

1–4 p.m.

Catalyst Campus





MANAGER ESSENTIALS SERIES

This series is designed for leaders, managers, and team members who want to elevate their communication and interpersonal effectiveness. Each session focuses on a key aspect of workplace communication that will help you navigate real-world challenges, strengthen relationships, and drive better results.

Take the entire series or select individual classes to customize your learning journey.

Series # [SER-MES](#)

Series Fee: \$490

2/5–4/2

NEW! EFFECTIVE LISTENING FOR BETTER COMMUNICATION >> MANAGER ESSENTIALS SERIES

Strengthen your communication skills in this 90-minute webinar focused on effective listening. You'll learn how to fully engage with your team by understanding both the message and the emotion behind it. Discover practical strategies to minimize distractions, manage difficult conversations, and respond with clarity and empathy. By mastering these techniques, you'll build trust, improve collaboration, and enhance your ability to influence and problem-solve.

Fee: \$98

[13792](#)

Th

2/5

2:30–4 p.m.

Remote

NEW! MAINTAINING A POSITIVE ENVIRONMENT >> MANAGER ESSENTIALS SERIES

In today's workplace, managers play a key role in shaping team culture and morale. This 90-minute webinar introduces a practical four-pillar framework for creating a positive, resilient work environment. You'll learn how to manage your own mindset, foster psychological safety, and encourage open communication. The session focuses on consistent leadership behaviors that reduce burnout and boost job satisfaction. You'll leave with actionable strategies for handling conflict, giving effective feedback, and modeling healthy work-life boundaries.

Fee: \$98

[13835](#)

Th

2/19

2:30–4 p.m.

Remote

NEW! STRENGTHENING TRUST: ACTIONABLE TIPS FOR LEADERS >> MANAGER ESSENTIALS SERIES

Effective leadership just can't happen without trust—it's the core ingredient for any high-performing team. This 90-minute webinar gives managers a clear, easy-to-use approach to build trust in the workplace. When trust is high, collaboration, honest work, and smart new ideas really flourish. The focus is on the difference between demanding trust and consistently earning trust through clear, daily actions.

Fee: \$98

[13836](#)

Th

3/5

2:30–4 p.m.

Remote

NEW! FEEDBACK THAT DRIVES RESULTS >> MANAGER ESSENTIALS SERIES

Effective performance management is ongoing—not just a once-a-year event. In this 90-minute webinar, managers will learn research-backed techniques to deliver feedback that leads to immediate improvement and long-term growth. The course emphasizes coaching as a tool for continuous development and increased team productivity. Participants will gain practical strategies to foster a growth mindset, hold meaningful one-on-ones, and create visible paths for career advancement.

Fee: \$98

13822

Th

3/19

2:30–4 p.m.

Remote

NEW! HOW TO HANDLE DIFFICULT PEOPLE >> MANAGER ESSENTIALS SERIES

This 90-minute webinar equips professionals with practical tools to manage challenging interactions in the workplace—whether with coworkers, customers, or managers. Participants will learn to identify whether a behavior is truly problematic or simply a style difference. The focus is on managing your own response rather than trying to change others, using proven techniques to stay calm, professional, and goal-focused. The session helps reduce stress and improve communication in tough situations.

Fee: \$98

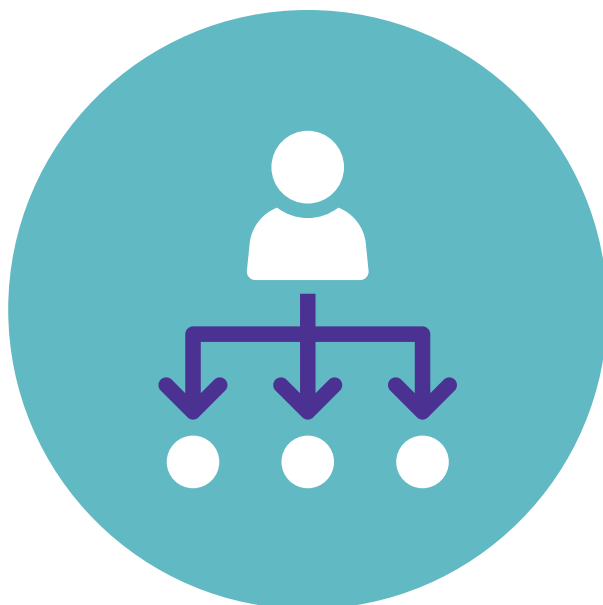
13823

Th

4/2

2:30–4 p.m.

Remote





CERTIFICATE IN LEADERSHIP DEVELOPMENT



NEW!

This certificate program offers practical tools to develop your leadership potential and make a lasting impact at work and in your community. Explore your leadership style, learn how to motivate and influence others, and master strategies for effective communication and goal achievement. Complete the series to gain a powerful set of leadership skills and the confidence to lead with purpose.

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

Certificate Series Fee: \$395

# 13004	2/2–5/1	48 Hours	Online
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NEW! LEADERSHIP PRINCIPLES

Fee: \$145

# 13007	2/2–2/27	16 Hours	Online
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NEW! DEVELOPING YOUR LEADERSHIP SKILLS

Fee: \$145

# 13010	3/2–3/27	16 Hours	Online
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NEW! DEVELOPING YOUR PROFESSIONAL CAREER

Fee: \$145

# 13012	4/6–5/1	16 Hours	Online
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HR FOR NON-HR MANAGERS CERTIFICATE



As a manager, you are on the front lines of human resources (HR) within your organization. This course strengthens your HR knowledge and equips you with essential competencies for effective management, career growth, and enhancing organizational productivity. Whether you work in a small organization or a large one with dedicated HR specialists, you play a critical role in creating a positive HR environment. Learn the HR skills every manager needs to know.

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

Certificate Series Fee: \$495

# <u>13243</u>	2/2–5/1	48 Hours	Online
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YOUR ROLE IN HR

Fee: \$195

# <u>13248</u>	2/2–2/27	16 Hours	Online
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HR ASPECTS OF GOOD LEADERSHIP

Fee: \$195

# <u>13241</u>	3/2–3/27	16 Hours	Online
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OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

Fee: \$195

# <u>13246</u>	4/6–5/1	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

# <u>13868</u>	1/14–3/6	24 Hours	Online
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# <u>13869</u>	2/11–4/3	24 Hours	Online
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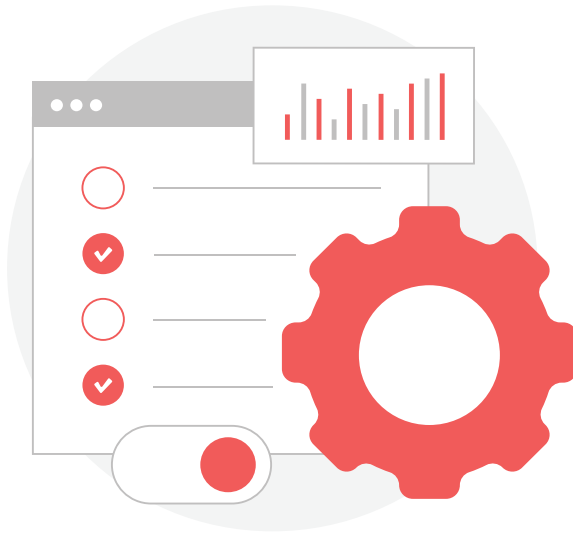
# <u>13870</u>	3/18–5/8	24 Hours	Online
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WHEN "JUST TIRED" LOOKS SUSPICIOUS...

WORKPLACE DRUG IMPAIRMENT RECOGNITION

Pg. 50



MANAGEMENT CERTIFICATE

  **NEW!** Enhance your management skills with this program for supervisors, managers, and emerging leaders. Build a solid foundation for success by learning how to set clear expectations, engage and motivate employees, and increase your overall effectiveness. Develop strategies to improve time management and productivity, gaining practical tips and techniques you won't find elsewhere. Finally, learn to manage a multigenerational workforce by understanding what motivates each generation, which incentives resonate, and the communication styles they value.

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

Certificate Series Fee: \$595

# 13025	2/2–5/1	48 Hours	Online
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NEW! MANAGEMENT BOOT CAMP

Fee: \$295

# 13028	2/2–2/27	16 Hours	Online
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NEW! MANAGEMENT IN THE 21ST CENTURY

Fee: \$195

# 13298	3/2–3/27	16 Hours	Online
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NEW! MANAGING GENERATIONS IN THE WORKPLACE

Fee: \$175

# 13031	4/6–5/1	16 Hours	Online
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CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

  **NEW!** Gain the financial knowledge every professional needs to make informed business decisions. This certificate program demystifies key accounting and finance concepts, from understanding financial statements and cash flow to analyzing performance and budgeting effectively. Complete three one-month courses to strengthen your decision making and boost your career impact.

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

Certificate Series Fee: \$495

[13095](#) 2/2–5/1 48 Hours Online

NEW! ACCOUNTING AND FINANCE FOR NON FINANCIAL MANAGERS

Fee: \$195

[13014](#) 2/2–2/27 16 Hours Online

NEW! CASH IS KING

Fee: \$195

[13036](#) 3/2–3/27 16 Hours Online

NEW! FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

Fee: \$195

[13109](#) 4/6–5/1 16 Hours Online



NEW! CERTIFICATE IN TEACHING ADULTS

This course invites you to develop the skills to teach others in person, participating in one of life's most important functions—passing on knowledge and skills. Whether you are new to teaching or already instructing in any setting, formally or informally, this program provides both foundational and advanced strategies to enhance your effectiveness as an adult educator. Your lead instructor is the author of *How to Teach Adults*, a best-selling book on the subject. The ebook version is included with the course.

Fee: \$295

[13003](#)

2/2–3/27

32 Hours

Online

INTRODUCTION TO PROJECT MANAGEMENT

In today's business environment, effective project management is essential. It provides visibility into project health for both the organization and the customer, enabling early detection of deviations from plan, schedule, or budget, and allowing stakeholders to address issues promptly, including the potential for project cancellation. Project management also offers a fast track to career growth by expanding your network and increasing organizational exposure. Participants gain the skills, tools, and templates needed to confidently develop and manage projects. The course also provides an overview of salaries, certification costs, and the education and experience required for project management roles.

Fee: \$195

[13104](#)

2/2–2/27

16 Hours

Online

[13105](#)

4/6–5/1

16 Hours

Online

PROJECT MANAGEMENT PROFESSIONAL (PMP) SERIES

This class is 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





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 project managers, but the future of the profession. Rather than replacing project manager roles, AI empowers those who learn to leverage the technology to advance their careers and outperform peers who have not yet embraced it.

Fee: \$129

13662

Th

2/26

8-10 a.m.

Catalyst Campus

PROJECT MANAGEMENT TOOLS

There are countless project management tools and platforms available on the market. While most offer similar features, none are a one-size-fits-all solution for effectively tracking projects. Each tool must be configured to fit your organization's unique needs and specific projects. The strategy you use to set up workflows—and how you balance standardized processes with flexibility for individual project differences—can have a direct impact on overall success.

Fee: \$129

13663

Th

1/29

8-10 a.m.

Catalyst Campus

MANAGE STRONG SERIES

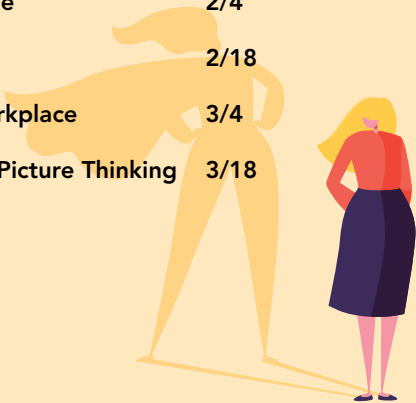
A SERIES FOR NONPROFIT TEAM LEADS, SUPERVISORS, AND MANAGERS

What does it mean to "manage strong?" It's about developing your own skills while putting your team's needs first. It's about listening with intention, giving meaningful feedback, and motivating people in ways that match their unique communication styles. It's about thinking ahead to support your organization's long-term wellness and success. Ready to take your leadership to the next level? This course gives you the toolkit to enhance your skills and bring fresh energy, ideas, and confidence to your role and your organization.

Take the entire series or select individual classes to customize your learning journey.

SERIES [#SER-MSS](#) W 9:30 a.m.–Noon Catalyst Campus
Series Fee: \$360

- | | | |
|--------|---|------|
| #13781 | Workshop 1: Finding Your Management Style | 2/4 |
| #13790 | Workshop 2: Managing Successful Teams | 2/18 |
| #13821 | Workshop 3: Creating Ownership in the Workplace | 3/4 |
| #13820 | Workshop 4: Performance Reviews and Big Picture Thinking | 3/18 |



NONPROFIT LEGAL AND REGULATORY REQUIREMENTS

This workshop will build a solid base upon which to grow your nonprofit's mission and programs while adhering to legal and regulatory requirements. Topics of discussion will include who is responsible in the organization, requirements of a 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
[#13886](#) W 1/21 9-11 a.m. Catalyst Campus

EVENT STRATEGY FOR IN-PERSON EVENTS FOR YOUR ORGANIZATION

Events can be a great way to gain 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 the right audience and achieve your goals. This workshop includes event strategy guidance, a planning handout, and time to brainstorm and get feedback from other attendees. It is designed specifically for small business or nonprofit marketing, customer, or member events.

Fee: \$69

#13871 W 1/28 8:30-10 a.m. Remote

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

#13872 W 2/25 8:30-10 a.m. Catalyst Campus

QUARTERLY PLANNING AND PRODUCTIVITY FOR NONPROFIT PROFESSIONALS

Learn a repeatable framework for planning 90 days at a time—even when resources are limited or schedules are unpredictable. In this workshop designed specifically for nonprofit professionals, you'll discover how to break down big objectives into manageable 90-day action steps that fit within a busy, often unpredictable work environment. Leave with practical strategies to help you stay focused, make consistent progress, and reduce burnout.

Fee: \$69

#13873 W 3/18 2-4:30 p.m. Catalyst Campus

ONLINE NONPROFIT-FOCUSED CLASSES

- NEW! BOOKKEEPING FOR NONPROFITS CERTIFICATE
- 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 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.

Series SER-WES

Series Fee: \$432

2/3–3/10

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: \$72

#13887

T

2/3

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: \$72

#13888

T

2/10

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, good communicators, and less stressed. This course is designed to enable participants to use a more confident approach in the workplace.

Fee: \$72

#13889

T

2/17

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: \$72

#13890

T

2/24

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: \$72

#13891

T

3/3

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: \$72

#13892

T

3/10

8:30-10:30 a.m.

Remote



ACCOUNTING FUNDAMENTALS

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

Fee: \$146

# 13553	1/14–3/6	24 Hours	Online
# 13554	2/11–4/3	24 Hours	Online
# 13555	3/18–5/8	24 Hours	Online

ACCOUNTING FUNDAMENTALS II

Build a strong understanding of corporate accounting practices. In this course, you'll explore topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and financial reporting for corporations. If you're looking to strengthen your financial knowledge, improve accountability, and develop a valuable, marketable skill, this course is for you.

Fee: \$146

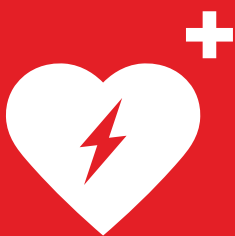
# 13556	1/14–3/6	24 Hours	Online
# 13557	2/11–4/3	24 Hours	Online
# 13558	3/18–5/8	24 Hours	Online

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

# 13559	1/14–3/6	24 Hours	Online
# 13560	2/11–4/3	24 Hours	Online
# 13561	3/18–5/8	24 Hours	Online



**IS YOUR TEAM
PREPARED FOR A
MEDICAL EMERGENCY?**

**GET CPR CERTIFIED
Pg. 50**



INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

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>13565</u>	1/14–3/6	24 Hours	Online
# <u>13566</u>	2/11–4/3	24 Hours	Online
# <u>13567</u>	3/18–5/8	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

# <u>13562</u>	1/14–3/6	24 Hours	Online
# <u>13563</u>	2/11–4/3	24 Hours	Online
# <u>13564</u>	3/18–5/8	24 Hours	Online



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>13574</u>	1/14–3/6	24 Hours	Online
# <u>13575</u>	2/11–4/3	24 Hours	Online
# <u>13576</u>	3/18–5/8	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

# <u>13577</u>	1/14–3/6	24 Hours	Online
# <u>13578</u>	2/11–4/3	24 Hours	Online
# <u>13579</u>	3/18–5/8	24 Hours	Online

SPANISH IN THE CLASSROOM

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

Fee: \$147

# 13580	1/14–3/6	24 Hours	Online
# 13581	2/11–4/3	24 Hours	Online
# 13582	3/18–5/8	24 Hours	Online

THE BASICS OF BOOKKEEPING

Learn to track, record, and understand a business's financial transactions. You'll learn to create a chart of accounts, understand debits and credits, and interpret financial data. Whether you manage your own business or want to strengthen your financial knowledge, this course gives you the tools to confidently understand where your money goes and why.

Fee: \$195

# 13124	3/2–3/27	16 Hours	Online
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BOOKKEEPING CERTIFICATE

  How do you manage the finances of a business? Whether you're an entrepreneur, running a family business, or looking to advance your career and expand your skill set, this Bookkeeping Certificate will give you the knowledge to measure and manage your organization's financial health. This program focuses on cash-basis accounting and helps you understand how to complete the accounting cycle accurately and efficiently. No one will care more about your business's financial health than you! Even if you plan to outsource your bookkeeping, it's essential to understand how the process works—no business owner should be in the dark about their finances. Three one-month courses.

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

Certificate Series Fee: \$495

# 13174	2/2–5/1	48 Hours	Online
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UNDERSTANDING DEBITS AND CREDITS

Fee: \$195

# 13171	2/2–2/27	16 Hours	Online
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GENERAL LEDGER AND MONTH END PROCEDURES

Fee: \$195

# 13169	3/2–3/27	16 Hours	Online
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CLOSING PROCEDURES AND FINANCIAL STATEMENTS

Fee: \$195

# 13167	4/6–5/1	16 Hours	Online
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CERTIFICATE IN BUSINESS WRITING

 CERTIFICATE IN BUSINESS WRITING

Discover the keys to effective workplace writing. Whether you’re preparing a report, memo, letter, or publicity notice, strong business writing follows specific principles for success. Effective communicators move forward in their careers—others get left behind. Strengthen this essential skill to enhance both your confidence and your professional impact. You’ll start by learning the format, structure, and techniques behind clear, persuasive business reports and proposals. Then, refine your work through editing and proofreading. Finally, explore what great journalists know—how to write news stories, press releases, and publicity pieces that capture attention. Help your organization stand out with your new business writing skills. This certificate program takes you to the next level, making business writing a tool for both personal and organizational success. Three one-month courses.

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

Certificate Series Fee: \$495

# 13098	2/2–5/1	48 Hours	Online
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BUSINESS WRITING

Fee: \$195

# 13092	2/2–2/27	16 Hours	Online
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EFFECTIVE COPYWRITING

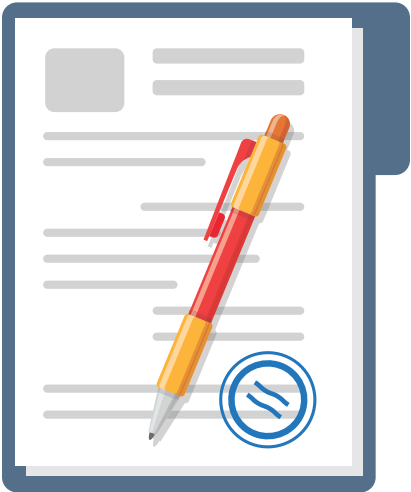
Fee: \$195

# 13066	3/2–3/27	16 Hours	Online
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WRITING NEWS AND PRESS RELEASES

Fee: \$195

# 13115	4/6–5/1	16 Hours	Online
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CERTIFICATE IN CUSTOMER SERVICE

  Customer service is essential to every business and organization. As technology use continues to expand, genuine human connection has become even more valuable. Whether you're focused on retaining customers, serving your audience, or turning inquiries into sales, exceptional customer service is a key driver of success. In this program, you'll learn how to strengthen your customer service skills to enhance your career, boost productivity, and increase your organization's success. You'll also gain practical, innovative techniques for delivering extraordinary service that sets you apart. Two one-month courses.

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

Certificate Series Fee: \$245

# 13058	2/2–3/27	32 Hours	Online
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KEYS TO CUSTOMER SERVICE

Fee: \$145

# 13061	2/2–2/27	16 Hours	Online
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EXTRAORDINARY CUSTOMER SERVICE

Fee: \$145

# 13064	3/2–3/27	16 Hours	Online
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CONTRACT TRAINING

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



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



CERTIFICATE IN WORKPLACE COMMUNICATION



Good communication in the workplace is more important than ever—and critical to your career advancement. This comprehensive, intensive program provides skills and techniques you can put into practice immediately. Learn a practical conflict management model, along with proven strategies to navigate workplace challenges effectively. Work with an expert to enhance your negotiation skills for win-win outcomes—helping others achieve their goals while ensuring you achieve yours. You’ll also explore personality profiles to better understand yourself and others, improving collaboration and overall work performance. Learn from some of our most popular instructors and take away actionable skills that make a real difference on the job.

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

Certificate Series Fee: \$595

# 13068	2/2–5/1	48 Hours	Online
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CONFLICT MANAGEMENT

Fee: \$245

# 13071	2/2–2/27	16 Hours	Online
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MANAGEMENT IN THE 21ST CENTURY

Fee: \$195

# 13298	3/2–3/27	16 Hours	Online
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USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

Fee: \$295

# 13074	4/6–5/1	16 Hours	Online
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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 full Microsoft Excel Series or pick individual classes that fit your goals.

Series # [SER-EX](#)

Series Fee: \$540

Option 1: ThF 2/5,2/6,2/12,2/13,2/19,2/20

8 a.m.–Noon

Catalyst Campus

Option 2: M 2/23,3/9,3/16

8 a.m.–4:30 p.m.

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: \$180

[13773](#) ThF

2/5–2/6

8 a.m.–Noon

Catalyst Campus

[13774](#) M

2/23

8 a.m.–4:30 p.m.

Catalyst Campus

MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

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

Fee: \$180

[13775](#) ThF

2/12–2/13

8 a.m.–Noon

Catalyst Campus

[13776](#) M

3/9

8 a.m.–4:30 p.m.

Catalyst Campus

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

You will benefit most from this class if you want to use Excel to extract and analyze data from multiple sources, create dynamic outputs, manipulate dates and text, and automate repetitive tasks.

Fee: \$180

[13777](#) ThF

2/19–2/20

8 a.m.–Noon

Catalyst Campus

[13778](#) M

3/16

8 a.m.–4:30 p.m.

Catalyst Campus



MICROSOFT EXCEL 2019 ONLINE SERIES

This online course bundle introduces you to Microsoft Excel 2019 and guides you through its intermediate and advanced features. Whether you're new to Excel or looking to refresh your skills, the Microsoft Series bundle will help you master this essential spreadsheet software.

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

Series [SER-EX2019](#)

Series Fee: \$445

1/14-5/8



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

[13894](#)

1/14–3/6

24 Hours

Online



INTERMEDIATE MICROSOFT EXCEL 2019

Learn to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems.

Fee: \$163

[13895](#)

2/11–4/3

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 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

[13896](#)

3/18–5/8

24 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: \$89

13750 W 1/14 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: \$89

13752 T 2/17 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: \$39

13754 Th 1/29 2–3 p.m. Remote

CANVA PRO: PRESENTATIONS

Presentations don't have to be boring. With Canva, you can create visually engaging presentations packed with graphics and animations that capture your audience's attention and showcase your brand or business. Canva Pro subscription/log-in required.

Fee: \$39

13756 F 2/20 11 a.m.–Noon Remote

CANVA PRO: VIDEO EDITOR

Looking to create fun and engaging video content? Canva's video editor makes it easy with intuitive tools for everyday videos or special occasions. In this course, we'll explore Canva's video features and show you how to bring your videos to life!

Fee: \$39

13772 F 3/20 1–2 p.m. Remote

COMPUTER SKILLS FOR THE WORKPLACE

Confidently apply for jobs knowing you have the computer skills employers are looking for. 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

# <u>13583</u>	1/14–3/6	24 Hours	Online
# <u>13584</u>	2/11–4/3	24 Hours	Online
# <u>13585</u>	3/18–5/8	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>13592</u>	1/14–3/6	24 Hours	Online
# <u>13593</u>	2/11–4/3	24 Hours	Online
# <u>13594</u>	3/18–5/8	24 Hours	Online

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>13618</u>	1/14–3/6	24 Hours	Online
# <u>13619</u>	2/11–4/3	24 Hours	Online
# <u>13621</u>	3/18–5/8	24 Hours	Online

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>13622</u>	1/14–3/6	24 Hours	Online
# <u>13623</u>	2/11–4/3	24 Hours	Online
# <u>13625</u>	3/18–5/8	24 Hours	Online

INTRODUCTION TO MICROSOFT WORD 2019

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

Fee: \$163

# 13595	1/14–3/6	24 Hours	Online
# 13596	2/11–4/3	24 Hours	Online
# 13604	3/18–5/8	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

# 13608	1/14–3/6	24 Hours	Online
# 13609	2/11–4/3	24 Hours	Online
# 13610	3/18–5/8	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

# 13586	1/14–3/6	24 Hours	Online
# 13587	2/11–4/3	24 Hours	Online
# 13588	3/18–5/8	24 Hours	Online

MICROSOFT EXCEL–PIVOT TABLES

Maximize your investment in Microsoft Excel by mastering pivot tables. 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

# 13605	1/14–3/6	24 Hours	Online
# 13606	2/11–4/3	24 Hours	Online
# 13607	3/18–5/8	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

# 13779	Th	1/22	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

13780 Th 1/22 12:30–4:30 p.m. Remote

NEW! INTRODUCTION TO TABLEAU

Uncover Tableau’s benefits, including its intuitive, drag-and-drop interface for fast, interactive data visualization and dashboard creation, even for non-technical users. It provides powerful self-service analytics, enabling users to explore data and gain insights independently to improve decision-making across an organization. Come away with the fundamental skills for analyzing your data in Tableau.

Fee: \$195

13291 2/2–2/27 24 Hours Online
13292 4/6–5/1 24 Hours Online

DATA ANALYTICS 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 PDCs).

Fee: \$119

12815 Starts Upon Registration 9 Hours Online

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 PDCs).

Fee: \$149

12814 Starts Upon Registration 12 Hours Online

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 PDCs.

Fee: \$375

12777 Starts Upon Registration 30 Hours Online



Not sure which project management tools and platforms are best for your specific needs?

Project Management Tools Pg. 17

AI CERTIFICATE

  Give your organization a competitive advantage with Artificial Intelligence (AI) while positioning yourself in an emerging area of knowledge and growth. Explore how AI can reduce costs, gather better business data, automate time-consuming tasks, improve efficiency, lower human error, and free staff time for higher-priority functions. You'll also master the concepts and fundamental techniques of implementing AI and develop a practical AI plan and strategy to deliver results for your workplace. Walk away with the knowledge and confidence to help lead your organization into this exciting new area of business expertise..

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

Certificate Series Fee: \$495

# 13253	2/2–5/1	48 Hours	Online
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INTRODUCTION TO CHATGPT

Fee: \$195

# 13238	2/2–2/27	16 Hours	Online
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INTERMEDIATE AI

Fee: \$245

# 13261	3/2–3/27	16 Hours	Online
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AI PLANNING AND STRATEGIES

Fee: \$245

# 13256	4/6–5/1	16 Hours	Online
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CERTIFICATE IN DATA ANALYSIS



Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but few employees who can analyze it to identify trends and make informed predictions. This certificate will add a valuable skill set to your portfolio and help you make a meaningful impact on your organization's success. Start by learning the fundamentals of data analysis in a business context. Then explore how to compare groups, understand the statistics behind differences and relationships, and perform inquiries that generate actionable insights. Finally, develop the skills to communicate your findings clearly through graphs and written summaries that colleagues can easily understand. Whether you work in a home-based business or a large corporation, this program will take your decision-making skills to the next level.

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

Certificate Series Fee: \$495

# 13038	2/2–5/1	48 Hours	Online
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INTRODUCTION TO DATA ANALYSIS

Fee: \$195

# 13041	2/2–2/27	16 Hours	Online
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INTERMEDIATE DATA ANALYSIS

Fee: \$195

# 13044	3/2–3/27	16 Hours	Online
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ADVANCED DATA ANALYSIS

Fee: \$195

# 13046	4/6–5/1	16 Hours	Online
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CYBERSECURITY CERTIFICATE



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

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

Certificate Series Fee: \$595

# 13258	2/2–5/1	48 Hours	Online
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INTRODUCTION TO CYBERSECURITY

Fee: \$245

# 13263	2/2–2/27	16 Hours	Online
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NETWORK SECURITY AND DEFENSE STRATEGIES

Fee: \$245

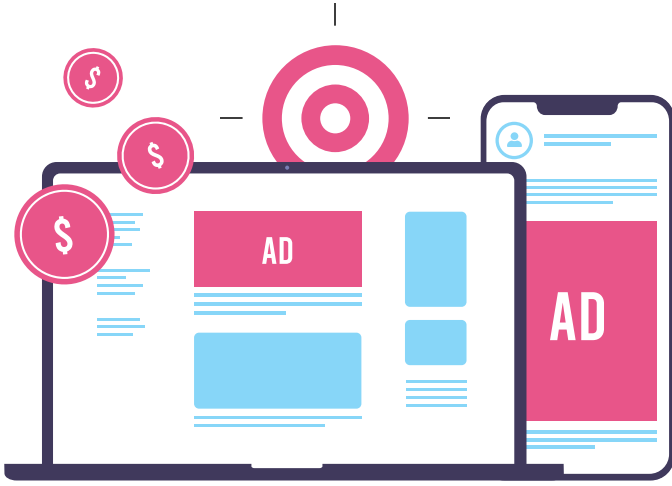
# 13266	3/2–3/27	16 Hours	Online
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ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

Fee: \$245

# 13251	4/6–5/1	16 Hours	Online
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DIGITAL MARKETING CERTIFICATE



Get a comprehensive introduction to eMarketing, from the fundamentals to advanced strategies. Learn how to improve email promotions, analyze website traffic, optimize for search engines, and effectively use online advertising. This program is relevant for any organization—businesses, non-profits, or government agencies—and requires no prior eMarketing experience. If you're already at an advanced level, our expert instructors can provide the latest insights and answer your toughest questions. Three one-month courses.

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

Certificate Series Fee: \$495

# 13079	2/2–5/1	48 Hours	Online
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IMPROVING EMAIL PROMOTIONS

Fee: \$195

# 13082	2/2–2/27	16 Hours	Online
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BOOSTING YOUR WEBSITE TRAFFIC

Fee: \$195

# 13085	3/2–3/27	16 Hours	Online
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ONLINE ADVERTISING

Fee: \$195

# 13087	4/6–5/1	16 Hours	Online
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GRAPHIC DESIGN FOUNDATION CERTIFICATE

  **NEW!** Throughout history, from the earliest carvings in stone to today's digital designs, graphic design has been the foundation of effective visual communication. Whether you're designing a logo, building a website, or crafting a magazine layout, the right graphic design can transform your work from ordinary to exceptional. Build the skills to confidently select and apply design elements for any project, producing work that is both visually stunning and functionally effective.

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

Certificate Series Fee: \$545

# 13271	2/2–5/1	48 Hours	Online
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NEW! TYPOGRAPHY ESSENTIALS

Fee: \$225

# 13278	2/2–2/27	16 Hours	Online
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NEW! MASTERING LAYOUT AND GRIDS

Fee: \$225

# 13276	3/2–3/27	16 Hours	Online
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NEW! MASTERING COLOR THEORY HARMONY AND PRACTICAL APPLICATION

Fee: \$225

# 13274	4/6–5/1	16 Hours	Online
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Looking for more information about our
ONLINE COURSES?

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

GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE



Adobe's suite of software tools is the industry standard for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. 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. Use Adobe 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. Access to the Adobe software tools required. Three one-month courses.

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

Certificate Series Fee: \$545

# <u>13161</u>	2/2–5/1	48 Hours	Online
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ADOBE ILLUSTRATOR ESSENTIALS

Fee: \$225

# <u>13177</u>	2/2–2/27	48 Hours	Online
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ADOBE PHOTOSHOP ESSENTIALS

Fee: \$225

# <u>13182</u>	3/2–3/27	16 Hours	Online
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ADOBE INDESIGN ESSENTIALS

Fee: \$225

# <u>13180</u>	4/6–5/1	16 Hours	Online
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POWER BI CERTIFICATE

  Gain actionable insights from your data using Microsoft’s Power BI, a leading business intelligence and analytics platform. Power BI Desktop is a free tool that lets you analyze data and create interactive reports with ease. In this program, you’ll learn to integrate data from financial systems, Excel, the web, or other sources, and streamline it using Power Query. Create charts, maps, and other visuals to monitor your data in real time. Dive deeper into ETL processes (Extract, Transform, Load) with Power Query, build robust data models using relationships and DAX (Data Analysis Expressions), and apply Time Intelligence functions for year-over-year and year-to-date reporting. You’ll also learn how to add user-friendly features to enhance your reports and analyze results effectively. This certificate equips you with practical Power BI skills to better understand your organization’s performance and make more informed decisions.

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

Certificate Series Fee: \$495

# 13200	2/2–5/1	48 Hours	Online
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INTRODUCTION TO POWER BI

Fee: \$195

# 13189	2/2–2/27	16 Hours	Online
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INTERMEDIATE POWER BI

Fee: \$195

# 13198	3/2–3/27	16 Hours	Online
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ADVANCED POWER BI

Fee: \$195

# 13184	4/6–5/1	16 Hours	Online
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TRAIN CONFIDENTLY,
EVERY TIME.

Training within Industry (TWI) Basics

Pg.44



SOCIAL MEDIA FOR BUSINESS CERTIFICATE

  Explore this exciting and rapidly growing way to communicate, market, and engage with your customers and clients. This program is designed for businesses, nonprofits, government agencies, and other organizations. Learn the principles of effective communication across major platforms—including Facebook, Twitter, LinkedIn, YouTube, blogging, and more—and discover how each network can be used strategically for your organization. Develop a two-way communication and marketing strategy, understand what you can and should be doing, and take away a practical plan to integrate social networks into your organization’s operations. Whether you are new to social media or already involved, you’ll gain both a strong understanding of social networks and practical, actionable techniques. Our instructors are experienced practitioners who also speak, write, and train others on social media. Three one-month courses.

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

Certificate Series Fee: \$495

# 12983	2/2–5/1	48 Hours	Online
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INTRODUCTION TO SOCIAL MEDIA

Fee: \$195

# 12986	2/2–2/27	16 Hours	Online
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MARKETING USING SOCIAL MEDIA

Fee: \$195

# 12989	3/2–3/27	16 Hours	Online
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INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

Fee: \$195

# 12991	4/6–5/1	16 Hours	Online
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SQL CERTIFICATE

  Learn the fundamentals of Structured Query Language (SQL), the industry standard for managing and analyzing data. This course covers relational database structures, creating and modifying databases, and writing queries to extract meaningful insights. You'll progress from basic single-table queries to advanced multi-table and statistical analyses. Mastering SQL will boost your career prospects in database administration, data analysis, and related fields.

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

Certificate Series Fee: \$595

# 13203	2/2–5/1	48 Hours	Online
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INTRODUCTION TO SQL

Fee: \$245

# 13193	2/2–2/27	16 Hours	Online
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INTERMEDIATE SQL

Fee: \$245

# 13218	3/2–3/27	16 Hours	Online
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ADVANCED SQL

Fee: \$245

# 13209	4/6–5/1	16 Hours	Online
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**STAND OUT AT WORK
WITHOUT WEARING A CAPE**

Essential skills for EVERYONE

Pg. 20



READY TO TURN YOUR SKILLS AND PASSION INTO A CAREER?

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

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

FEATURED PROGRAMS

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



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

// MANUFACTURING AND INDUSTRY

NEW! TRAINING WITHIN INDUSTRY (TWI) BASICS

Learn how to effectively and efficiently train your employees using the proven TWI (Training Within Industry) method. Originally developed in the 1940s to quickly prepare new workers for critical jobs, TWI remains a cornerstone of modern Continuous Improvement efforts. In this interactive course, you'll learn and practice TWI's four-step training method and create a Job Breakdown Sheet—a simple tool to capture the key skills and knowledge for any task. Use it as a repeatable, effective "training manual" to boost quality, consistency, and performance across your team.

Fee: \$119

#13885	Th	2/12	8–11 a.m.	Catalyst Campus
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DISTRIBUTION AND LOGISTICS MANAGEMENT

In this course, all elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). Gain the skills needed to create and operate a successful logistics function.

Fee: \$154

# 13508	1/14–3/6	24 Hours	Online
# 13509	2/11–4/3	24 Hours	Online
# 13510	3/18–5/8	24 Hours	Online

FOUNDATIONS OF INVENTORY MANAGEMENT

Learn how inventory objectives must be balanced with the needs of marketing, sales, and finance. Discover the key decisions made by effective inventory managers, understand how inventory accuracy is maintained, and apply this knowledge to make a tangible impact.

Fee: \$399

# 12089	M	2/16–4/6	5–9 p.m.	Remote
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FOUNDATIONS OF OPERATIONS PLANNING

Learn how to create an effective business strategy. Use a business planning model to develop your mission and vision, explore the universal principles of forecast management, define and understand demand management, and dive into the details of sales and operations planning.

Fee: \$399

# 11904	1/5–2/16	5–9 p.m.	Remote
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MANUFACTURING FUNDAMENTALS

Learn the foundational concepts needed for success in the manufacturing field. Explore the roles of production design and process planning, and gain an overview of 13 different manufacturing processes. Master product development tools such as Voice of the Customer (VOC), Quality Function Deployment (QFD), and Failure Mode and Effects Analysis (FMEA). Discover how performance measurement and standardization can improve manufacturing operations.

Fee: \$144

# 13511	1/14–3/6	24 Hours	Online
# 13512	2/11–4/3	24 Hours	Online
# 13513	3/18–5/8	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

# 13539	1/14–3/6	24 Hours	Online
# 13542	2/11–4/3	24 Hours	Online
# 13543	3/18–5/8	24 Hours	Online



SIX SIGMA

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

Certified Six Sigma Green Belt

#[12052](#) | Fee: \$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

 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

# 13544	1/14–3/6	24 Hours	Online
# 13545	2/11–4/3	24 Hours	Online
# 13546	3/18–5/8	24 Hours	Online

 SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

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

Fee: \$154

# 13547	1/14–3/6	24 Hours	Online
# 13548	2/11–4/3	24 Hours	Online
# 13549	3/18–5/8	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

CONTACT US TO GET STARTED! TALENTIMPACT@MCHENRY.EDU | (815) 455-8593



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

# 13550	1/14–3/6	24 Hours	Online
# 13551	2/11–4/3	24 Hours	Online
# 13552	3/18–5/8	24 Hours	Online

QUALIFIED RIGGING COURSE

Master Safe Rigging and Signaling – ANSI A10.48 Compliant. Gain the knowledge and skills needed 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 by becoming a confident, compliant rigging professional.

Fee: \$249

13791 Th 4/23 8 a.m.–Noon 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

12749 T 2/17 8 a.m.–Noon 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. Participants must be 18 years or older to enroll.

Fee: \$150

13762 W 3/18 8 a.m.–Noon Catalyst Campus

FORKLIFT OPERATOR TRAINING

This hands-on class provides both classroom and practical training in accordance with OSHA's Powered Industrial Trucks Standard. In the classroom, participants will learn about various types of forklifts, their controls, steering and maneuvering, load capacities and stability, pre-use inspection checklists, and other safe operating procedures. After the classroom portion, attendees will complete an operator performance evaluation, including a safety pre-check, mounting the vehicle, demonstrating knowledge of each control, and safely completing a task course. Attendees will receive a Certificate of Completion. Participants must be 18 years or older to enroll.

Fee: \$195

13703 F 3/13 8 a.m.–4:30 p.m. Catalyst Campus



HANDS-ON PMP EXAM PREP

Live virtual training with Andy Kaufman, PMP, PMI-ACP.

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FORKLIFT TRAIN THE TRAINER

This comprehensive three-day course equips your company's trainers, safety personnel, or supervisory staff with the essential tools to effectively train new powered industrial truck operators. Participants will learn the skills necessary to operate forklifts safely and in compliance with regulations. By the end of the course, each student must demonstrate both practical lift truck operation and training presentation skills. Participants must be 18 years or older to enroll.

Fee: \$1,100

# <u>13664</u>	W	4/15	8 a.m.–4:30 p.m.	Catalyst Campus
	Th	4/16	8 a.m.–4:30 p.m.	Catalyst Campus
	F	4/17	8 a.m.–4:30 p.m.	Building G

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>13782</u>	T	3/3	8 a.m.–11 a.m.	Catalyst Campus
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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>13759</u>	TTh	2/3–2/5	8 a.m.–1:30 p.m.	Catalyst Campus
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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

# <u>13701</u>	W	2/18	8:30 a.m.–Noon	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>13685</u>		1/26	8 a.m.–5 p.m.	Catalyst Campus
# <u>13687</u>		3/10	8 a.m.–5 p.m.	Catalyst Campus

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

# <u>13686</u>		2/23	8 a.m.–5 p.m.	Catalyst Campus
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COACHING THE VAN DRIVER

Navigate the unique safety challenges of operating commercial and passenger vans with this dynamic 2-hour online course from the National Safety Council. Using engaging visuals and real-world scenarios, drivers will master critical collision-prevention techniques tailored specifically for vans—from managing blind spots and safe backing to conducting thorough pre-trip inspections and adapting to diverse road conditions. This participant-focused course not only elevates driving skills but also helps reduce organizational risk and may lower insurance costs, transforming van drivers into confident, collision-conscious professionals.

Fee: \$42.50

#13923	1/14-1/25	2 Hours	Online
#13925	2/11-2/25	2 Hours	Online
#13926	3/11-3/25	2 Hours	Online



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. Upon completion, participants will receive a certificate of completion from the American College of Surgeons.

Fee: \$49

#13877	W	3/11	4:30–5:30 p.m.	Catalyst Campus
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HEARTSAVER® FIRST AID CPR/AED/BBP

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

Fee: \$125

#13874	W	2/11	8 a.m.–2 p.m.	Catalyst Campus
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BLS HEALTHCARE PROVIDER CPR

This course meets the American Heart Association (AHA) requirements for recognition as a Basic Life Support Rescuer. It is intended for those entering or currently working in healthcare settings. After successfully completing this course, you'll receive a certification in BLS CPR. Cost of the book and materials are included in the course fee. 4.0 contact hours will be issued.

Fee: \$75

#13875	W	2/11	2:30–6:30 p.m.	Catalyst Campus
#13876	W	3/11	6–10 p.m.	Catalyst Campus

NEW! WORKPLACE DRUG IMPAIRMENT RECOGNITION

Led by an experienced law enforcement professional, this interactive training empowers employers to confidently recognize and respond to signs of drug and alcohol impairment in the workplace. Through real-world examples and practical guidance, participants will learn how to spot key behavioral and physical indicators of impairment and document their observations clearly and effectively. By the end of the session, you'll be equipped with the tools to foster a safer, healthier, and more productive work environment for everyone.

Fee: \$149

#13893	T	2/24	8:30–11:30 a.m.	Catalyst Campus
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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:



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



YOUR NEW CAREER STARTS NOW

CAREER SPARK CENTER



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

www.mchenry.edu/careerspark.



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.



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. This training event is supported by federal taxpayer funds.

Fee: \$25

# <u>13700</u>	Th	3/12	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>13665</u>	W	1/14–3/4	6–8 p.m.	Catalyst Campus
# <u>13666</u>	W	3/11–5/6	6–8 p.m.	Catalyst Campus

STARTING YOUR BUSINESS IN ILLINOIS

Are you ready to follow your passion and start your own business? Entrepreneurship is a satisfying endeavor, but getting started 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. This training event is supported by federal taxpayer funds.

Fee: \$0

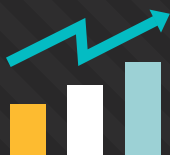
# <u>13697</u>	W	1/14	5:30–7:30 p.m.	Catalyst Campus
# <u>13698</u>	W	2/11	11:30 a.m.–1:30 p.m.	Remote
# <u>13699</u>	W	3/18	5:30–7:30 p.m.	Catalyst Campus



LEAD WITH PURPOSE

The Modern Leader's Toolkit

Pg. 8



NEW YEAR, NEW SKILLS

Boost your team's productivity with professional certificates from McHenry County College.

AT MCC, YOUR EMPLOYEES CAN:

- Complete a certificate in just two semesters
- Enjoy no to low textbook costs for most courses
- Receive personalized advising and faculty-led tutoring

ADMINISTRATIVE OFFICE TECHNOLOGIES (AOT)

Virtual Office Assistant Certificate

10 classes / 2 semesters ***under \$4,800 total***

Administrative Office Skills Certificate

7 classes / 2 semesters ***under \$3,300 total***

BUSINESS MANAGEMENT

Human Resource Management Certificate

8 classes / 2 semesters ***under \$3,600 total***

Organizational Leadership Certificate

6 classes / 2 semesters ***under \$2,300 total***

MARKETING

Small Business Marketing Certificate

6 classes / 2 semesters ***under \$2,600 total***

Social Media Marketing Certificate

6 classes / 2 semesters ***under \$2,650 total***

Additional certificates and degrees are available.

For more information, contact:

Julie Freelove

AOT Faculty and Chair

jfreelove@mchenry.edu

(815) 455-8739

Dr. Sherry Ridge

Business Management

and Marketing Faculty and Chair

sridge@mchenry.edu

(815) 479-7682

Spring 2026 registration is open now!



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.

MEET MCC



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

March 18, 2026 | 5:30–7:30 p.m. | MCC Gym (A107)
www.mchenry.edu/meetmcc

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

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

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

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

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