

Q2  
April–June  
2026

McHenry County College

# IMPACT

Course Catalog from the Talent Impact Center

## In this Issue...



**OSHA  
Fundamentals for  
Supervisors and  
Managers**

Pg. 6



**Stress  
Management in  
the Workplace**

Pg. 9



**DDI Addressing  
Poor Performance**

Pg. 40

**NONPROFIT  
MARKETING SERIES**

Pg. 48

McHenry  
County College

Talent Impact Center

[www.mchenry.edu/talentimpact](http://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](http://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](http://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](http://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](http://www.mchenry.edu/nondiscrimination) for more information.*

# // REGISTRATION



## Register Online

Registering yourself?  
[www.mchenry.edu/talentimpact](http://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](http://www.mchenry.edu/talentimpact/invoice.html) or scan the QR code.



# // TABLE OF CONTENTS

HEALTHCARE, SAFETY, AND WELLNESS .....	// 6
MANUFACTURING AND INDUSTRY .....	// 10
TECHNOLOGY.....	// 14
WORKPLACE SKILLS.....	// 30
LEADERSHIP AND TALENT MANAGEMENT.....	// 36
NONPROFIT-FOCUSED.....	// 48
ILLINOIS SMALL BUSINESS	
DEVELOPMENT CENTER.....	// 50

### 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](mailto:ucenter@mchenry.edu) or call (815) 479-7600.

[www.mchenry.edu/ucenter](http://www.mchenry.edu/ucenter)



Southern Illinois University  
CARBONDALE

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](mailto:personaldevelopment@mchenry.edu) or (815) 455-8758.



## 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.



## JUNE IS NATIONAL SAFETY MONTH

### Because Safety is Everyone's Responsibility

Explore courses that support safer workplaces and stronger communities. These practical trainings focus on prevention, preparedness, and real-world application.

With flexible schedules and no prerequisites, our safety courses make it easy to build skills that protect people and reduce risk at work and beyond.

#### 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**

# [13761](#) TTh 4/21–4/30 8 a.m.–4:30 p.m. Catalyst Campus

#### OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

What are your rights and responsibilities under the OSHA Act? This 10-hour course includes an introduction to general industry standards and an overview of the requirements of the more frequently cited standards. Upon successful completion of this course, participants will receive a certificate of attendance and an OSHA 10-hour card.

**Fee: \$399**

# [13760](#) TTh 5/5, 5/7 8 a.m.–1:30 p.m. Catalyst Campus

#### **NEW!** OSHA FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

This course provides company leaders, supervisors, and managers with a practical overview of key OSHA safety concepts and leadership responsibilities. This interactive session explores common workplace hazards, OSHA focus areas, and how leadership decisions directly impact employee safety, operations, and compliance. Participants will learn how to recognize when specialized training or controls are required and how to respond effectively to safety concerns. Through real-world examples and discussion, leaders will gain tools to support a proactive safety culture within their teams.

**Fee: \$99**

# [14663](#) F 6/5 8 a.m.–10 a.m. Catalyst Campus

## PESTICIDE APPLICATOR TRAINING

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

**Fee: \$159**

# <a href="#">13702</a>	W	4/1	8:30 a.m.–Noon	Catalyst Campus
-------------------------	---	-----	----------------	-----------------

## QUALIFIED RIGGING COURSE

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

**Fee: \$249**

# <a href="#">13791</a>	Th	4/23	8 a.m.–Noon	Catalyst Campus
-------------------------	----	------	-------------	-----------------



## 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**

# <a href="#">14501</a>		4/8–4/22	24 Hours	Online
# <a href="#">14502</a>		5/13–5/27	24 Hours	Online
# <a href="#">14503</a>		6/10–6/24	24 Hours	Online

## 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**

# <a href="#">13763</a>	F	4/17	8 a.m.–Noon	Catalyst Campus
# <a href="#">13764</a>	W	5/13	8 a.m.–Noon	Catalyst Campus
# <a href="#">13765</a>	F	6/12	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**

# <a href="#">13704</a>	F	4/10	8 a.m.–4:30 p.m.	Building G
# <a href="#">13705</a>	F	5/8	8 a.m.–4:30 p.m.	Building G
# <a href="#">13706</a>	F	6/12	8 a.m.–4:30 p.m.	Building G

## **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**

# <a href="#">13664</a>	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

## **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**

# <a href="#">14493</a>	W	5/6	8 a.m.–2 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**

# <a href="#">14494</a>	W	5/6	2:30–6:30 p.m.	Catalyst Campus
# <a href="#">14495</a>	W	6/10	6–10 p.m.	Catalyst Campus

## **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**

# <a href="#">14496</a>	W	6/10	4:30–5:30 p.m.	Catalyst Campus
-------------------------	---	------	----------------	-----------------

## STRESS MANAGEMENT FOR THE WORKPLACE

This course will take a deep dive into why you do what you do, the geography of the brain, the science of stress, and how to mitigate our exposure to trauma. This is an interactive session that combines logic and emotion into a tutorial of career survival. Participants will learn the impact of trauma on their neurological make up and how to alter it. If you have ever had a dreadful day at work and taken that frustration home this course is necessary for you. This course will help all participants understand the management of stress and how it can improve job satisfaction and engagement in your personal lives.

**Fee: \$129**

# [14526](#)      Th                      5/14                      8–10:30 a.m.                      Catalyst Campus

## 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**

# [14500](#)      T                              5/12                      8:30–11:30 a.m.                      Catalyst Campus

## 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**

# [13688](#)      M                              4/27                      8 a.m.–5 p.m.                      Catalyst Campus

# [13691](#)      T                              6/30                      8 a.m.–5 p.m.                      Catalyst Campus

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

# [13689](#)      M                              5/18                      8 a.m.–5 p.m.                      Catalyst Campus



# // MANUFACTURING AND INDUSTRY

## 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**

# 14668      W                      5/6                      8 a.m.–1:30 p.m.                      Catalyst Campus

## BLUEPRINT READING BASICS

This five-hour print reading course will enable participants to interpret basic in-house drawings. Topics covered include dimensioning, tolerances, lines, and drawing views. Lectures are supplemented with individual class exercises to provide participants with practical experience. This course is designed for inspectors, maintenance personnel, and shop floor employees in need of skill enhancement in this topic.

**Fee: \$209**

# 14527      W                      5/13                      8 a.m.–1:30 p.m.                      Catalyst Campus

## PRECISION MEASURING FUNDAMENTALS

This hands-on course is designed to introduce basic math required on the shop floor. Course objectives include understanding whole numbers; working with fractions and decimals; and identifying and using measuring tools including steel rule, micrometer, caliper, and dial indicator.

**Fee: \$159**

# 14528      W                      6/10                      8 a.m.–Noon                      Catalyst Campus

## 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

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**

# 14506                              4/15–6/5                      24 Hours                      Online  
# 14507                              5/13–7/3                      24 Hours                      Online  
# 14508                              6/17–8/7                      24 Hours                      Online

# // MANUFACTURING AND INDUSTRY

## FOUNDATIONS OF MANAGING OPERATIONS

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

**Fee: \$399**

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

## FOUNDATIONS OF MANUFACTURING MANAGEMENT

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

**Fee: \$399**

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

## 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**

# 14509      4/15–6/5      24 Hours      Online

# 14510      5/13–7/3      24 Hours      Online

# 14511      6/17–8/7      24 Hours      Online

## PURCHASING FUNDAMENTALS

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

**Fee: \$154**

# 14512      4/15–6/5      24 Hours      Online

# 14513      5/13–7/3      24 Hours      Online

# 14514      6/17–8/7      24 Hours      Online



## AVOIDING TOUGH CONVERSATIONS?

### DDI Addressing Poor Performance:

- Confident supportive conversations
- Clear expectations
- Coaching that inspires improvement

**Pg. 40**

# // MANUFACTURING AND INDUSTRY

## 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**

# <a href="#">14515</a>	4/15–6/5	24 Hours	Online
# <a href="#">14517</a>	5/13–7/3	24 Hours	Online
# <a href="#">14518</a>	6/17–8/7	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**

# <a href="#">14519</a>	4/15–6/5	24 Hours	Online
# <a href="#">14520</a>	5/13–7/3	24 Hours	Online
# <a href="#">14521</a>	6/17–8/7	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

## **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**

# <a href="#">14529</a>	4/15–6/5	24 Hours	Online
# <a href="#">14530</a>	5/13–7/3	24 Hours	Online
# <a href="#">14531</a>	6/17–8/7	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



## MICROSOFT EXCEL SERIES

This in-person series includes Microsoft Excel Levels 1, 2, and 3. 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.

**Register for the series or pick individual classes that fit your goals.**

Series # SER-EX

Series Fee: \$540

Option 1:	MW 4/20,4/22,5/4,5/6,5/18,5/20	8 a.m.–Noon	Catalyst Campus
Option 2:	Th 6/4,6/11,6/18	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**

# <a href="#">14460</a>	M	4/20	8 a.m.–Noon	Catalyst Campus
	W	4/22	8 a.m.–Noon	Catalyst Campus
# <a href="#">14461</a>	Th	6/4	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**

# <a href="#">14462</a>	M	5/4	8 a.m.–Noon	Catalyst Campus
	W	5/6	8 a.m.–Noon	Catalyst Campus
# <a href="#">14463</a>	Th	6/11	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 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: \$180**

# <a href="#">14464</a>	M	5/18	8 a.m.–Noon	Catalyst Campus
	W	5/20	8 a.m.–Noon	Catalyst Campus
# <a href="#">14465</a>	Th	6/18	8 a.m.–4:30 p.m.	Catalyst Campus



## MICROSOFT EXCEL 2019 ONLINE SERIES

This online course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software. Each course takes approximately 24 hours to complete over a duration of six weeks (72 hours for the series).

**Take the entire Microsoft Excel 2019 Online Series and save!**

Series # [SER-EX2019](#)

Series Fee: \$445

4/15–8/7

### 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**

# [14490](#)

4/15–6/5

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**

# [14491](#)

5/13–7/3

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 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**

# [14492](#)

6/17–8/7

24 Hours

Online

## INTRODUCTION TO MICROSOFT 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**

# <a href="#">14468</a>	4/15–6/5	24 Hours	Online
# <a href="#">14469</a>	5/13–7/3	24 Hours	Online
# <a href="#">14470</a>	6/17–8/7	24 Hours	Online

## INTERMEDIATE MICROSOFT 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**

# <a href="#">14471</a>	4/15–6/5	24 Hours	Online
# <a href="#">14472</a>	5/13–7/3	24 Hours	Online
# <a href="#">14473</a>	6/17–8/7	24 Hours	Online

## **NEW!** ADVANCED MICROSOFT EXCEL 365

This Microsoft Excel course covers advanced Excel skills utilizing analytical tools, including the Analysis ToolPak, forecast sheets, and various statistical methods alongside Goal Seek, Solver, and What-If Analysis tools for scenario-based analysis. Data integrity is emphasized through data validation rules, error-checking formulas, conditional formatting, and version control. You will even gain skills in automating tasks with macros and VBA. PivotTables and PivotCharts are also explored in depth, from basic creation to advanced customization and multi-source analysis. By the end of this Microsoft Excel training program, you will be proficient in Excel's advanced features, ready to apply them to real-world scenarios.

**Fee: \$163**

# <a href="#">14474</a>	4/15–6/5	24 Hours	Online
# <a href="#">14475</a>	5/13–7/3	24 Hours	Online
# <a href="#">14476</a>	6/17–8/7	24 Hours	Online

## MICROSOFT EXCEL PIVOT TABLES

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

**Fee: \$160**

# <a href="#">14540</a>	4/15–6/5	24 Hours	Online
# <a href="#">14541</a>	5/13–7/3	24 Hours	Online
# <a href="#">14542</a>	6/17–8/7	24 Hours	Online

## **NEW! MASTER VLOOKUP IN EXCEL (SELF-GUIDED)**

Master the VLOOKUP function in Microsoft Excel and gain valuable skills applicable in any workplace where data is used when you complete this self-paced, online course. You will learn to work with data more effectively using the VLOOKUP functions and other helpful features in Microsoft Excel.

**Fee: \$109**

# [14487](#)      Starts upon registration      12 Hours      Online

## **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**

# [14466](#)      W      4/1      8 a.m.–Noon      Remote

## **MICROSOFT POWERPOINT TIPS AND TRICKS**

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

**Fee: \$89**

# [14467](#)      W      4/1      Noon–4:30 p.m.      Remote

## **NEW! INTRODUCTION TO MICROSOFT WORD 365**

Embark on your journey to becoming a proficient Microsoft Word user with this comprehensive introductory online course. Conquer Microsoft Word 365 and create professional documents effortlessly. From basics to advanced features, formatting, collaboration, and automation, gain practical tips and step-by-step guidance to enhance your Word experience. This training is suitable for all skill levels so you can get started and become a Word expert with no prerequisites.

**Fee: \$163**

# [14483](#)      4/15–6/5      24 Hours      Online  
# [14484](#)      5/13–7/3      24 Hours      Online  
# [14485](#)      6/17–8/7      24 Hours      Online

## **NEW! INTRODUCTION TO MICROSOFT OUTLOOK 2019**

This course introduces students to Microsoft Outlook 2019 for Windows as a tool for staying organized in personal and professional settings. Students will learn to manage email, schedule appointments with reminders, maintain contact information, and create task lists to track projects. Instruction focuses on effectively using Outlook's four main features: Mail, Calendar, People, and Tasks. Additional topics include searching, sorting, and organizing information for efficient daily use. By the end of the course, students will be able to confidently navigate Outlook to manage time, communication, and responsibilities at home or at work.

**Fee: \$162**

# [14457](#)      4/15–6/5      24 Hours      Online  
# [14458](#)      5/13–7/3      24 Hours      Online  
# [14459](#)      6/17–8/7      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**

# 13751      W      4/1      9–11:30 a.m.      Catalyst Campus

## ALL ABOUT CANVA PRO LEVEL 2

Let's put your Canva skills to use! This workshop picks up where Canva Pro Level 1 left off. First, we'll recap Canva features and tools while also learning a few new advanced tricks! Then, you'll get the opportunity to experiment and create marketing material for personal or professional use. This hands-on class is taught in a computer lab – no need to bring your own technology. Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

**Fee: \$89**

# 13753      M      5/4      1:30–3:30 p.m.      Catalyst Campus

## CANVA PRO: SOCIAL MEDIA

There are many apps to use for social media marketing, but Canva makes it simple with its templates, content planner, mockups, and more. We'll navigate through all the great tools Canva has specifically for social media marketing creation! Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

**Fee: \$39**

# 13755      Th      4/23      9:30–10:30 a.m.      Remote

## CANVA PRO: PRESENTATIONS

Presentations can be boring - but not with Canva's presentation needs, you'll be able to market your brand or business full of great graphics, elements, and animations to fully engage the audience you're presenting to. Canva Pro subscription/log-in required. *Please arrive to class 10 minutes early to get signed in and ready for class by the start time.*

**Fee: \$39**

# 13757      T      5/19      2–3 p.m.      Remote

## CANVA PRO: VIDEO EDITOR

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

# 13758      F      6/12      11 a.m.–Noon      Remote

## 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**

# <a href="#">14477</a>	4/15–6/5	24 Hours	Online
# <a href="#">14478</a>	5/13–7/3	24 Hours	Online
# <a href="#">14479</a>	6/17–8/7	24 Hours	Online

## GETTING STARTED WITH GOOGLE WORKSPACE

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

**Fee: \$164**

# <a href="#">14480</a>	4/15–6/5	24 Hours	Online
# <a href="#">14481</a>	5/13–7/3	24 Hours	Online
# <a href="#">14482</a>	6/17–8/7	24 Hours	Online

## 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**

# <a href="#">13292</a>	4/6–5/1	16 Hours	Online
# <a href="#">13293</a>	6/1–6/26	16 Hours	Online



## CERTIFICATE IN WEB DESIGN

  Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

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

**Certificate Series Fee: \$595**

# [13149](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO WEB DESIGN

**Fee: \$245**

# [13146](#) 4/6–5/1 16 Hours Online

### INTERMEDIATE WEB DESIGN

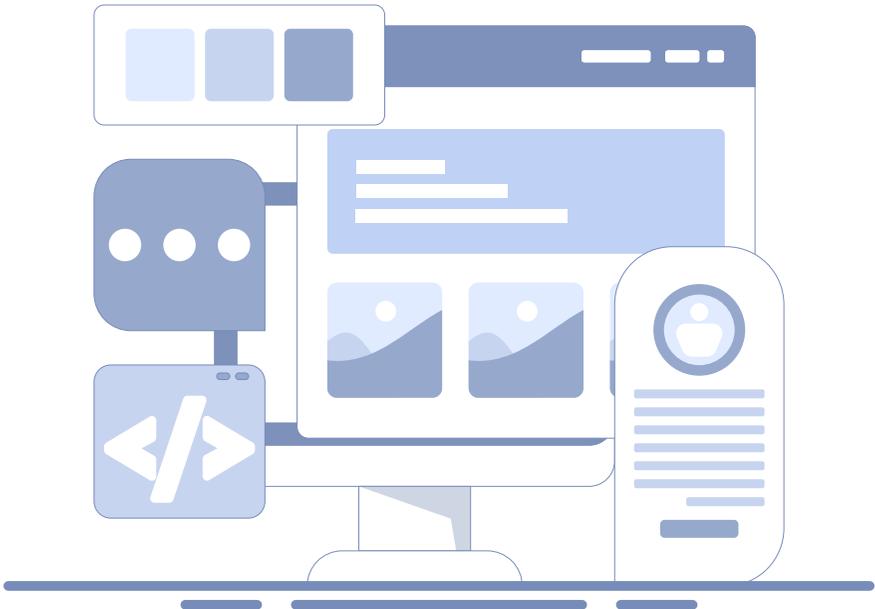
**Fee: \$245**

# [13154](#) 5/4–5/26 16 Hours Online

### ADVANCED WEB DESIGN

**Fee: \$245**

# [13152](#) 6/1–6/26 16 Hours Online





## CODING CERTIFICATE



Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Three one-month courses.

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

**Certificate Series Fee: \$595**

# [13165](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO CODING

**Fee: \$195**

# [13136](#) 4/6–5/1 16 Hours Online

### HTML FUNDAMENTALS

**Fee: \$245**

# [13215](#) 5/4–5/26 16 Hours Online

### CSS FUNDAMENTALS

**Fee: \$245**

# [13213](#) 6/1–6/26 16 Hours Online



## 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**

# [13204](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO SQL

**Fee: \$245**

# [13195](#) 4/6–5/1 16 Hours Online

### INTERMEDIATE SQL

**Fee: \$245**

# [13220](#) 5/4–5/26 16 Hours Online

### ADVANCED SQL

**Fee: \$245**

# [13211](#) 6/1–6/26 16 Hours Online

## SOCIAL MEDIA FOR BUSINESS CERTIFICATE

  Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.

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

**Certificate Series Fee: \$495**

# 12984 4/6–6/26 48 Hours Online

### INTRODUCTION TO SOCIAL MEDIA

**Fee: \$495**

# 12987 4/6–5/1 16 Hours Online

### MARKETING USING SOCIAL MEDIA

**Fee: \$195**

# 12990 5/4–5/26 16 Hours Online

### INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

**Fee: \$195**

# 12992 6/1–6/26 16 Hours Online



## 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**

# <a href="#">13201</a>	4/6–6/26	48 Hours	Online
-------------------------	----------	----------	--------

### INTRODUCTION TO POWER BI

**Fee: \$195**

# <a href="#">13190</a>	4/6–5/1	16 Hours	Online
-------------------------	---------	----------	--------

### INTERMEDIATE POWER BI

**Fee: \$195**

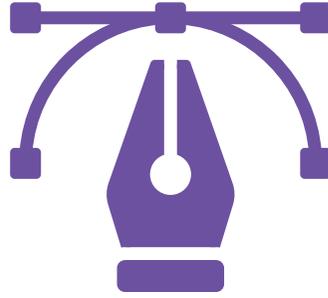
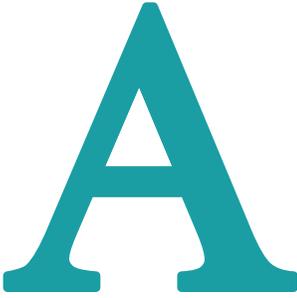
# <a href="#">13199</a>	5/4–5/26	16 Hours	Online
-------------------------	----------	----------	--------

### ADVANCED POWER BI

**Fee: \$195**

# <a href="#">13185</a>	6/1–6/26	16 Hours	Online
-------------------------	----------	----------	--------





## GRAPHIC DESIGN FOUNDATION CERTIFICATE



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 choose the perfect graphic design for any project, creating work that is not only visually stunning but also functionally effective.

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

**Certificate Series Fee: \$545**

# [13272](#) 4/6–6/26 48 Hours Online

### TYPOGRAPHY ESSENTIALS

**Fee: \$225**

# [13279](#) 4/6–5/1 16 Hours Online

### MASTERING LAYOUT AND GRIDS

**Fee: \$225**

# [13277](#) 5/4–5/26 16 Hours Online

### MASTERING COLOR: THEORY, HARMONY, AND PRACTICAL APPLICATION

**Fee: \$225**

# [13275](#) 6/1–6/26 16 Hours Online

## 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**

# [13162](#) 4/6–6/26 48 Hours Online

### ADOBE ILLUSTRATOR ESSENTIALS

**Fee: \$225**

# [13178](#) 4/6–5/1 16 Hours Online

### ADOBE PHOTOSHOP ESSENTIALS

**Fee: \$225**

# [13183](#) 5/4–5/26 16 Hours Online

### ADOBE INDESIGN ESSENTIALS

**Fee: \$225**

# [13181](#) 6/1–6/26 16 Hours Online

**REQUEST A COURSE OUTLINE  
FOR ANY ONLINE CLASS!**

[talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)

## DIGITAL MARKETING CERTIFICATE

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

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

**Certificate Series Fee: \$495**

# [13080](#) 4/6–6/26 48 Hours Online

### IMPROVING EMAIL PROMOTIONS

**Fee: \$195**

# [13083](#) 4/6–5/1 16 Hours Online

### BOOSTING YOUR WEBSITE TRAFFIC

**Fee: \$195**

# [13086](#) 5/4–5/26 16 Hours Online

### ONLINE ADVERTISING

**Fee: \$195**

# [13088](#) 6/1–6/26 16 Hours Online

## CERTIFICATE IN DATA ANALYSIS

  Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but 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**

# [13039](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO DATA ANALYSIS

**Fee: \$195**

# [13042](#) 4/6–5/1 16 Hours Online

### INTERMEDIATE DATA ANALYSIS

**Fee: \$195**

# [13045](#) 5/4–5/26 16 Hours Online

### ADVANCED DATA ANALYSIS

**Fee: \$195**

# [13047](#) 6/1–6/26 16 Hours Online

## 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**

# [13259](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO CYBERSECURITY

**Fee: \$245**

# [13264](#) 4/6–5/1 16 Hours Online

### NETWORK SECURITY AND DEFENSE STRATEGIES

**Fee: \$245**

# [13267](#) 5/4–5/26 16 Hours Online

### ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

**Fee: \$245**

# [13252](#) 6/1–6/26 16 Hours Online



## AI CERTIFICATE

  Give your organization a competitive advantage with Artificial Intelligence (AI). And position yourself in an emerging knowledge specialty and growth area. Explore what AI can do to reduce costs, gather more and better business data, automate time-consuming tasks, improve efficiency, lower human error, reallocate staff time for higher priority functions, and more. Then master the concepts and fundamental techniques of implementing AI. Finally, develop an 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**

# [13254](#) 4/6–6/26 48 Hours Online

### INTRODUCTION TO CHATGPT

**Fee: \$195**

# [13239](#) 4/6–5/1 16 Hours Online

### INTERMEDIATE AI

**Fee: \$245**

# [13262](#) 5/4–5/26 16 Hours Online

### AI PLANNING AND STRATEGIES

**Fee: \$245**

# [13257](#) 6/1–6/26 16 Hours Online

### 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

### 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

### GENAI FOR BUSINESS 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: \$375**

# [12777](#) Starts upon registration 30 Hours Online



## 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

4/22-7/1

### **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**

# [14657](#)

W

4/22

8-10 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**

# [14658](#)

W

5/6

8-10 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: \$72**

# 14659      W                      5/20                      8–10 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**

# 14660      W                      6/3                      8–10 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**

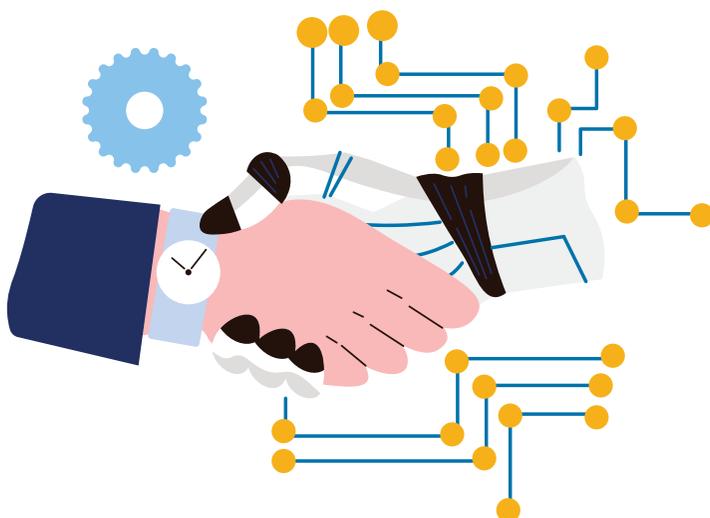
# 14661      W                      6/17                      8–10 a.m.                      Remote

## **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**

# 14662      W                      7/1                      8–10 a.m.                      Remote



## CERTIFICATE IN CUSTOMER SERVICE



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

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

**Certificate Series Fee: \$245**

# [13059](#) 4/6–5/29 32 Hours Online

### KEYS TO CUSTOMER SERVICE

**Fee: \$145**

# [13062](#) 4/6–5/1 16 Hours Online

### EXTRAORDINARY CUSTOMER SERVICE

**Fee: \$145**

# [13065](#) 5/4–5/26 16 Hours Online

## CERTIFICATE IN BUSINESS WRITING



Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one-month courses

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

**Fee: \$495**

# [13099](#) 4/6–6/26 48 Hours Online

### BUSINESS WRITING

**Fee: \$195**

# [13093](#) 4/6–5/1 16 Hours Online

### EFFECTIVE COPYWRITING

**Fee: \$195**

# [13067](#) 5/4–5/26 16 Hours Online

### WRITING NEWS AND PRESS RELEASES

**Fee: \$195**

# [13116](#) 6/1–6/26 16 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**

# <a href="#">14677</a>	4/15–6/5	24 Hours	Online
# <a href="#">14678</a>	5/13–7/3	24 Hours	Online
# <a href="#">14679</a>	6/17–8/7	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**

# <a href="#">14687</a>	4/15–6/5	24 Hours	Online
# <a href="#">14688</a>	5/13–7/3	24 Hours	Online
# <a href="#">14689</a>	6/17–8/7	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**

# <a href="#">14690</a>	4/15–6/5	24 Hours	Online
# <a href="#">14675</a>	5/13–7/3	24 Hours	Online
# <a href="#">14676</a>	6/17–8/7	24 Hours	Online



## BOOKKEEPING CERTIFICATE



How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business. Three one-month courses.

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

**Certificate Series Fee: \$495**

# <a href="#">13175</a>	4/6–6/26	48 Hours	Online
-------------------------	----------	----------	--------

### UNDERSTANDING DEBITS AND CREDITS

**Fee: \$195**

# <a href="#">13172</a>	4/6–5/1	16 Hours	Online
-------------------------	---------	----------	--------

### GENERAL LEDGER AND MONTH END PROCEDURES

**Fee: \$195**

# <a href="#">13170</a>	5/4–5/26	16 Hours	Online
-------------------------	----------	----------	--------

### CLOSING PROCEDURES AND FINANCIAL STATEMENTS

**Fee: \$195**

# <a href="#">13168</a>	6/1–6/26	16 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**

# <a href="#">13125</a>	5/4–5/26	16 Hours	Online
-------------------------	----------	----------	--------

# <a href="#">13433</a>	7/6–7/31	16 Hours	Online
-------------------------	----------	----------	--------



### ACCOUNTING FUNDAMENTALS

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

**Fee: \$146**

# <a href="#">14545</a>	4/15–6/5	24 Hours	Online
-------------------------	----------	----------	--------

# <a href="#">14546</a>	5/13–7/3	24 Hours	Online
-------------------------	----------	----------	--------

# <a href="#">14547</a>	6/17–8/7	24 Hours	Online
-------------------------	----------	----------	--------

## ACCOUNTING FUNDAMENTALS II

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

**Fee: \$146**

# <a href="#">14551</a>	4/15–6/5	24 Hours	Online
# <a href="#">14552</a>	5/13–7/3	24 Hours	Online
# <a href="#">14553</a>	6/17–8/7	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**

# <a href="#">14671</a>	4/15–6/5	24 Hours	Online
# <a href="#">14672</a>	5/13–7/3	24 Hours	Online
# <a href="#">14673</a>	6/17–8/7	24 Hours	Online

## INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

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

**Fee: \$156**

# <a href="#">14674</a>	4/15–6/5	24 Hours	Online
# <a href="#">14675</a>	5/13–7/3	24 Hours	Online
# <a href="#">14676</a>	6/17–8/7	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**

# <a href="#">14683</a>	4/15–6/5	24 Hours	Online
# <a href="#">14684</a>	5/13–7/3	24 Hours	Online
# <a href="#">14685</a>	6/17–8/7	24 Hours	Online



## 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

**4/22–6/17**

### **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

# 14532

W

4/22

8 a.m.–Noon

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

# 14533

W

4/29

8 a.m.–Noon

Catalyst Campus

## **DDI DELEGATION: ENGAGE & EMPOWER » SUPERVISORY SERIES**

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

**Fee: \$208**

# [14534](#)      W                      5/6                      8 a.m.–Noon                      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**

# [14535](#)      W                      5/13                      8 a.m.–Noon                      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: \$208**

# [14536](#)      W                      5/20                      8 a.m.–Noon                      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: \$208**

# [14537](#)      W                      6/3                      8 a.m.–Noon                      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: \$208**

# [14538](#)      W                      6/10                      8 a.m.–Noon                      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: \$208**

# [14539](#)      W                      6/17                      8 a.m.–Noon                      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

4/16–6/11

### **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**

# [14646](#)

Th

4/16

2:30–4 p.m.

Remote

## 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

# 14647      Th      4/30      2:30–4 p.m.      Remote

## STRENGTHENING TRUST: ACTIONABLE TIPS FOR LEADERS >> MANAGER ESSENTIALS SERIES

Effective leadership just can't happen without trust—it's the core ingredient for any highperforming 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

# 14648      Th      5/21      2:30–4 p.m.      Remote

## 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

# 14649      Th      5/28      2:30–4 p.m.      Remote

## 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. Key takeaways: Identifying behaviors that genuinely impact work vs. those that can be tolerated Using I statements and empathy to de-escalate tension Applying techniques like fogging, broken record, and negative inquiry Staying focused on professional goals during difficult interactions Maintaining control over your own emotional response

Fee: \$98

# 14650      Th      6/11      2:30–4 p.m.      Remote



## NEW! DDI ADDRESSING POOR PERFORMANCE

This course builds leaders' skills in handling chronic performance problems. They learn how to document and present a solid case for needed improvement and use effective interaction skills. Leaders identify the steps to take after the performance problem discussion to provide ongoing feedback and support, and determine if it is necessary to impose formal consequences.

**Fee: \$208**

# [14544](#)      W      4/29      8 a.m.–Noon      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**

# [14543](#)      Th      6/11–7/16      8:30 a.m.–4:30 p.m.      Remote

## INTRODUCTION TO PROJECT MANAGEMENT

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career.

**Fee: \$195**

# [13105](#)      4/6–5/1      16 Hours      Online

# [13106](#)      6/1–6/26      16 Hours      Online

## NEW! HIGH SPEED PROJECT MANAGEMENT

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks..

**Fee: \$154**

# [14454](#)      4/15–6/5      24 Hours      Online

# [14455](#)      5/13–7/3      24 Hours      Online

# [14456](#)      6/17–8/7      24 Hours      Online

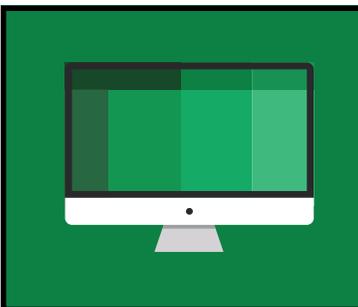


## **NEW! HIGH PERFORMANCE ORGANIZATION**

This course examines the principles and practices of High-Performance Organizations (HPOs) and their role in long-term organizational success. Students will learn how a strong HPO foundation enhances competitiveness, profitability, and employee engagement across production and service-based organizations. The course covers the four core HPO principles—egalitarianism and engagement, shared information and trust, knowledge development, and performance–reward linkage—and their practical application. Emphasis is also placed on leadership and organizational culture as key factors in successfully developing and sustaining a High-Performance Organization.

**Fee: \$154**

# 14451	4/15–6/5	24 Hours	Online
# 14452	5/13–7/3	24 Hours	Online
# 14453	6/17–8/7	24 Hours	Online



**MASTER YOUR DATA.  
MASTER YOUR PROJECTS.**

**LEARN MICROSOFT EXCEL 365**

**Pg. 16**



## CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

### CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

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**

# <a href="#">13096</a>	4/6–6/26	48 Hours	Online
-------------------------	----------	----------	--------

### **ACCOUNTING AND FINANCE FOR NON FINANCIAL MANAGERS**

**Fee: \$195**

# <a href="#">13015</a>	4/6–5/1	16 Hours	Online
-------------------------	---------	----------	--------

### **CASH IS KING**

**Fee: \$195**

# <a href="#">13037</a>	5/4–5/26	16 Hours	Online
-------------------------	----------	----------	--------

### **FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS**

**Fee: \$195**

# <a href="#">13110</a>	6/1–6/26	16 Hours	Online
-------------------------	----------	----------	--------

## 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>14444</u>	4/15–6/5	24 Hours	Online
# <u>14445</u>	5/13–7/3	24 Hours	Online
# <u>14446</u>	6/17–8/7	24 Hours	Online

## MANAGING CUSTOMER SERVICE

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

**Fee: \$154**

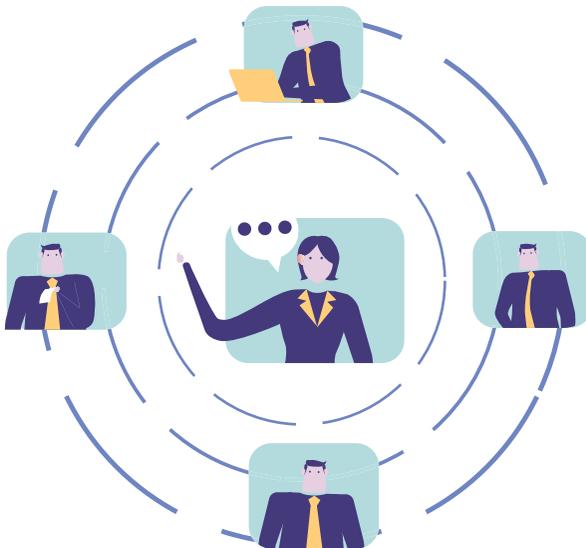
# <u>14441</u>	4/15–6/5	24 Hours	Online
# <u>14442</u>	5/13–7/3	24 Hours	Online
# <u>14443</u>	6/17–8/7	24 Hours	Online

## 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**

# <u>14440</u>	4/15–6/5	24 Hours	Online
# <u>14447</u>	5/13–7/3	24 Hours	Online
# <u>14449</u>	6/17–8/7	24 Hours	Online



## CERTIFICATE IN WORKPLACE COMMUNICATION



### CERTIFICATE IN WORKPLACE COMMUNICATION

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

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

**Certificate Series Fee: \$595**

# [13069](#) 4/6–6/26 48 Hours Online

### CONFLICT MANAGEMENT

**Fee: \$245**

# [13072](#) 4/6–5/1 16 Hours Online

### MANAGEMENT IN THE 21ST CENTURY

**Fee: \$195**

# [13299](#) 5/4–5/26 16 Hours Online

### USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

**Fee: \$295**

# [13075](#) 6/1–6/26 16 Hours Online





## HR FOR NON HR MANAGERS CERTIFICATE

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

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

### Certificate Series Fee: \$495

# <a href="#">13244</a>	4/6–6/26	48 Hours	Online
-------------------------	----------	----------	--------

### YOUR ROLE IN HR

Fee: \$195

# <a href="#">13249</a>	4/6–5/1	16 Hours	Online
-------------------------	---------	----------	--------

### HR ASPECTS OF GOOD LEADERSHIP

Fee: \$195

# <a href="#">13242</a>	5/4–5/26	16 Hours	Online
-------------------------	----------	----------	--------

### OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

Fee: \$195

# <a href="#">13247</a>	6/1–6/26	16 Hours	Online
-------------------------	----------	----------	--------

## MANAGEMENT CERTIFICATE



Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.

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

**Certificate Series Fee: \$595**

# [13026](#) 4/6–6/26 48 Hours Online

### MANAGEMENT BOOT CAMP

**Fee: \$295**

# [13029](#) 4/6–5/1 16 Hours Online

### MANAGEMENT IN THE 21ST CENTURY

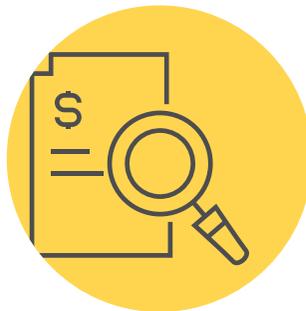
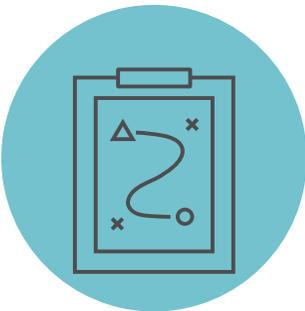
**Fee: \$195**

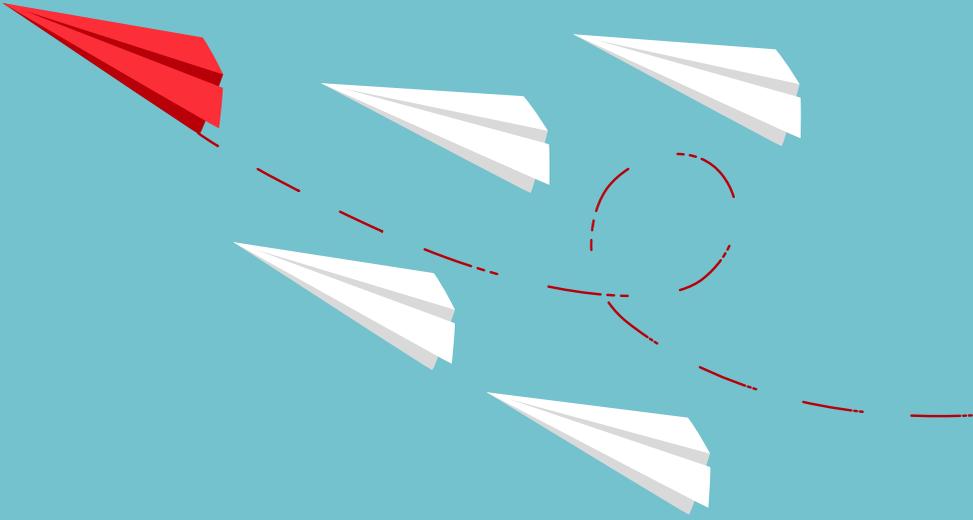
# [13299](#) 5/4–5/26 16 Hours Online

### MANAGING GENERATIONS IN THE WORKPLACE

**Fee: \$175**

# [13032](#) 6/1–6/26 16Hours Online





## CERTIFICATE IN LEADERSHIP DEVELOPMENT

  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**

# [13005](#) 4/6–6/26 48 Hours Online

### LEADERSHIP PRINCIPLES

**Fee: \$145**

# [13008](#) 4/6–5/1 16 Hours Online

### DEVELOPING YOUR LEADERSHIP SKILLS

**Fee: \$145**

# [13011](#) 5/4–5/26 16 Hours Online

### DEVELOPING YOUR PROFESSIONAL CAREER

**Fee: \$145**

# [13013](#) 6/1–6/26 16 Hours Online

## NONPROFIT MARKETING SERIES

These practical, results-driven workshops are designed to help nonprofit teams attract the right audiences, build authentic relationships, and maximize ROI from events and sponsorships. From creating purposeful content that converts, to planning and promoting strategic events, mastering natural networking, and turning booths into high-performing engagement tools, this series equips nonprofits with actionable strategies they can use right away to grow awareness, support, and impact.

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

Series # SER-NPM

Series Fee: \$276

4/29-6/10

### **NEW! PURPOSEFUL CONTENT: ATTRACT AND CONVERT FOR IMPACT**

This workshop focuses on the strategy behind purposeful content, helping nonprofit professionals plan content goals, preferred outcomes, and the strategy to make content with impact. We'll cover how to align different forms of content across platforms for brand consistency, target audience, and your unique mission. Participants will learn how to clarify their content purpose, showcase organizational personality, and use education-based content to build trust and inspire meaningful action.

Fee: \$69

# 14664

W

4/29

8:30-10 a.m.

Catalyst Campus

### **NEW! BETTER EVENTS: STRATEGIC EVENT STRUCTURE AND PROMOTION**

Events can be a great way to gain exposure and member participation for your nonprofit 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, fill the room, and achieve your goals. This workshop includes event strategy guidance, a planning template, and time to brainstorm and get feedback from other attendees.

Fee: \$69

# 14666

W

5/13

8:30-10 a.m.

Catalyst Campus

### **NEW! RELATIONSHIP MARKETING: NATURAL AND EFFECTIVE NETWORKING**

Networking is the key to starting and building new professional relationships. Learn about what you can say when you go to events to share about what you do, without sounding pushing or awkward. Get help creating your personal message, connection topics, and intentional follow up during the workshop.

Fee: \$69

# 14667

W

5/27

8:30-10 a.m.

Catalyst Campus

### **NEW! BOOST YOUR BOOTH WORKSHOP: GET MORE ROI OUT OF YOUR SPONSOR OR EVENT BOOTH**

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

Fee: \$69

# 14665

W

6/10

8:30-10 a.m.

Catalyst Campus

## ONLINE NONPROFIT-FOCUSED CLASSES

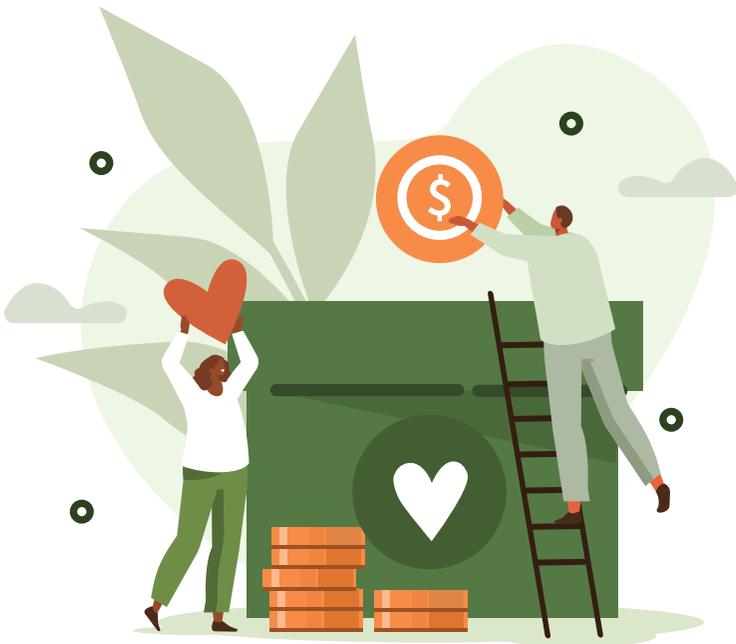
- BOOKKEEPING FOR NONPROFITS CERTIFICATE
- BECOMING A GRANT WRITING CONSULTANT
- CERTIFICATE IN NONPROFIT ADMINISTRATION
- GET GRANTS!
- INTRODUCTION TO NONPROFIT MANAGEMENT
- MARKETING YOUR NONPROFIT
- NONPROFIT MANAGEMENT AND GRANT WRITING SUITE
- STARTING A NONPROFIT
- A TO Z GRANT WRITING
- A TO Z GRANT WRITING II: BEYOND THE BASIC
- WRITING EFFECTIVE GRANT PROPOSALS
- ADVANCED GRANT PROPOSAL WRITING
- NONPROFIT SUITE
- NONPROFIT FUNDRAISING ESSENTIALS



**SCAN QR CODE TO  
SEARCH FOR CLASSES!**

### Questions?

Contact (815) 455-8593 | [talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)





# WORK ON YOUR BUSINESS, NOT IN IT

The Illinois Small Business Development Center at McHenry County College is your partner for confidential, trusted business advising.

For more information, visit [www.mchenry.edu/isbdc](http://www.mchenry.edu/isbdc) or email us at [sbdc@mchenry.edu](mailto:sbdc@mchenry.edu).

*The SBDC at McHenry County College is funded in part through a cooperative agreement with the U.S. Small Business Administration, the Illinois Department of Commerce and Economic Opportunity, and McHenry County College.*



**NEW! ENTREPRENEURSHIP–FRANCHISING AS A POSSIBILITY**

Do you want to own your own business but aren't sure what that business should look like-or whether you want to build everything from scratch? Franchising can be a powerful path to entrepreneurship, offering built-in systems, brand support, and operational guidance across many industries. This course is designed for entrepreneurs seeking to learn what franchising is (and is not), how franchise systems operate, and how to evaluate whether a franchised business aligns with their personal work style, goals, and risk tolerance. By the end of the session, participants will be better equipped to ask informed questions and decide whether franchising deserves further exploration in their entrepreneurial journey.

**Fee: \$25**

# <u>14636</u>	Th	5/7	5:30–7:30 p.m.	Catalyst Campus
----------------	----	-----	----------------	-----------------

**STARTING YOUR BUSINESS IN ILLINOIS**

Are you ready to follow your passion and start your own business? Entrepreneurship is a satisfying endeavor, however getting there isn't always simple. This complimentary seminar will provide information and resources to guide you through the pre-venture stage of your business. Topics include: attitude of the entrepreneur, business plan preparation, legal structures, financing sources, and lender eligibility criteria. No fee but registration is required.

**Fee: \$0**

# <u>14548</u>	W	4/8	5:30–7:30 p.m.	Catalyst Campus
# <u>14549</u>	W	5/6	11:30 a.m.–1:30 p.m.	Remote
# <u>14550</u>	W	6/10	5:30–7:30 p.m.	Catalyst Campus



**YOUR BUSINESS DESERVES ACCURATE BOOKS AND PEACE OF MIND.**

**Get started with QuickBooks  
Pg. 35**



# 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](http://www.mchenry.edu/cati).

# 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](http://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](http://www.mchenry.edu/careerspark).



# SMART SKILLS FOR A STRONGER TEAM

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

- Complete a certificate in just two semesters
- Enjoy low to no textbook costs
- 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



For more information about our scheduled classes or customized training, **call (815) 455-8593 or email us at [talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)**

To reach the Illinois Small Business Development Center (ISBDC), **call (815) 455-6098 or email us at [sbdc@mchenry.edu](mailto: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](http://www.mchenry.edu), or listen to local news stations for closings.

## **SMOKING**

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



8900 U.S. Highway 14  
Crystal Lake, Illinois 60012-2761  
[www.mchenry.edu](http://www.mchenry.edu)

## MCC KIDS AND COLLEGE PROGRAM

### Quality, affordable programming for students in grades 1–12

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



#### Summer Program 2026

June 1–August 7

Registration Now Open



#### Camp Invention™ Grades 1-6

June 22–25

Registration Now Open



To explore classes and to register,  
visit [www.mchenry.edu/kidsandcollege](http://www.mchenry.edu/kidsandcollege)