

Q3
July–September
2026

McHenry County College

IMPACT

Course Catalog from the Talent Impact Center

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McHenry
County College

Talent Impact Center

// TALENT IMPACT CENTER AT CATALYST CAMPUS

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

// Open Enrollment Training:

Workplace Fundamentals and Professional Development

www.mchenry.edu/talentimpact

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

// Customized Training:

Tailored to Your Business

www.mchenry.edu/talentimpact

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

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

// Illinois Small Business Development Center (ISBDC):

One-on-One Assistance Where You Need it Most

www.mchenry.edu/isbdc

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

Services:

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

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

// REGISTRATION



Register Online

Registering yourself?
www.mchenry.edu/talentimpact



Call

(815) 455-8588 and charge your registration to VISA, MasterCard, Discover or American Express.



Company Sponsored Registration Registering employees?

Submit a Company Sponsored Talent Impact Center registration form online at www.mchenry.edu/talentimpact/invoice.html or scan the QR code.



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KEY:



= ONLINE COURSE



= ONLINE CERTIFICATES

MODES OF INSTRUCTION

In Person

Face-to-face instruction at Catalyst Campus or other specified location.

REMOTE

Synchronous online training via Zoom led by Talent Impact instructors. Classes will take place at a specific time/date. Zoom links with security/passwords and training materials will be sent in advance of each class.

ONLINE

Asynchronous online training offered in partnership with our third-party educational vendors. Learn from expert instructors at your own pace within a time frame of completion.

University Center

at McHenry County College

Earn a bachelor's or advanced degree close to home
(in downtown Woodstock) from one of our educational partners:



Northern Illinois University



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



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.

COMMUNITY ENRICHMENT

EXPLORE CLASSES IN ART, CRAFTS AND HOBBIES, CULINARY, DANCE, HEALTH AND WELLNESS, HOME AND GARDEN, LANGUAGES, MUSIC, PERSONAL FINANCE, PHOTOGRAPHY, WRITING, AND MORE!



IN-PERSON AND ONLINE OPTIONS AVAILABLE. NEW CLASSES START EVERY QUARTER!



Scan QR Code to Explore Classes

For questions, contact the Community Enrichment Center at personaldevelopment@mchenry.edu or (815) 455-8758.

MCC KIDS AND COLLEGE PROGRAM



Quality, affordable programming for students in grades 1–12

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



Summer Program 2026
June-August
Register Today!



Fall Program 2026
October-December
Select Saturdays
Registration opens this summer



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



WORK SMARTER SERIES

Gain the practical skills that help top performers stay organized, responsive, and ahead of their workload. This series will help you save time, communicate with greater professionalism, and work more efficiently throughout the day. This class is remote via Zoom.

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

Series # SER-WS

Series Fee: \$294

7/14–8/11

Remote

NEW! THE 2-MINUTE RULE: ACTING ON SMALL TASKS IMMEDIATELY

Maintain your workflow and reduce backlog by acting on small tasks immediately. You will learn how to apply the 2-minute rule, prioritize small tasks, improve workflow efficiency, reduce task clutter, and take consistent daily action.

Fee: \$98

[15081](#)

T

7/14

9–10:30 a.m.

Remote

NEW! CRAFTING PROFESSIONAL EMAILS: TONE, CLARITY, AND ETIQUETTE

Master the tone, clarity, and etiquette of all your email communications. This course provides structures and best practices to ensure your digital messages are effective.

Fee: \$98

[15082](#)

T

7/28

9–10:30 a.m.

Remote

NEW! EFFICIENT SEARCH: FINDING THE INFORMATION YOU NEED FAST

Find the information you need quickly across various digital platforms. This session covers search techniques and information organization to save you time and reduce frustration.

Fee: \$98

[15083](#)

T

8/11

9–10:30 a.m.

Remote

HIGH-IMPACT WORKPLACE SERIES

Today's work environments demand adaptability, sound judgment, and clear communication. This series helps individuals strengthen the habits and thinking behind effective performance. Participants will build confidence in handling challenges, making decisions, and contributing more effectively in any role. This class is remote via Zoom.

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

Series # SER-HI

Series Fee: \$490

7/30–9/24

Remote

NEW! THE FIVE WHYS:

ROOT CAUSE ANALYSIS FOR EVERYDAY PROBLEMS

This practical webinar introduces a simple yet powerful method for uncovering the true causes behind recurring workplace problems. Participants learn how to move beyond surface fixes, ask better questions, and implement solutions that prevent issues from repeating.

Fee: \$98

[15084](#)

Th

7/30

10:45 a.m.–12:15 p.m.

Remote

NEW! AVOIDING ASSUMPTIONS:

THINKING LOGICALLY AND OBJECTIVELY

Assumptions quietly undermine decisions and relationships. This webinar equips professionals with tools to recognize bias, slow down thinking, and separate facts from interpretations, leading to clearer judgment and more effective workplace communication.

Fee: \$98

[15085](#)

Th

8/13

10:45 a.m.–12:15 p.m.

Remote

NEW! SPEAKING WITH CLARITY:

GETTING YOUR POINT ACROSS CONCISELY

Get your point across concisely and effectively in all professional situations. This webinar covers message structuring and delivery techniques for maximum impact.

Fee: \$98

[15086](#)

Th

8/27

10:45 a.m.–12:15 p.m.

Remote

NEW! DEALING WITH AMBIGUITY:

PERFORMING WHEN INFORMATION IS SCARCE

Perform effectively even when information is scarce or direction is unclear. This webinar provides strategies for making decisions and taking action in uncertain situations.

Fee: \$98

[15087](#)

Th

9/10

10:45 a.m.–12:15 p.m.

Remote

NEW! THE RELIABLE EMPLOYEE:

BUILDING A REPUTATION FOR TRUSTWORTHINESS

Building a reputation for reliability is key to career success and team trust. This session covers habits and communication styles that demonstrate your consistency and dependability.

Fee: \$98

[15088](#)

Th

9/24

10:45 a.m.–12:15 p.m.

Remote



READY, SET, WORK!

This two-part series introduces essential workplace skills for teens and young adults entering the workforce. Participants develop communication, accountability, conflict management, and professionalism skills needed to succeed in entry-level jobs. The program focuses on building confidence, positive workplace habits, and a strong foundation for long-term career success. Snacks will be provided!

Students may enroll in Session 1, Session 2, or the series to gain the full experience!

Series # SER-RSW

Series Fee: \$298

7/9–7/16

Catalyst Campus

NEW! SESSION 1: COMMUNICATION AND PEOPLE SKILLS

Build the communication skills needed to succeed in your first job. This session focuses on how to listen effectively, speak up with confidence, and build strong people skills for the workplace. Participants learn how to communicate clearly, follow direction, ask questions, and interact professionally with coworkers and customers.

Fee: \$149

15073

Th

7/9

10 a.m.–2 p.m.

Catalyst Campus

NEW! SESSION 2: WORKPLACE READY

Learn what it really takes to be dependable and professional at work. This session covers accountability, handling conflict calmly, and presenting yourself appropriately in a workplace setting. Participants gain practical skills to manage challenges, take responsibility for their actions, and make strong first impressions that build trust and long-term success.

Fee: \$149

15080

Th

7/16

10 a.m.–2 p.m.

Catalyst Campus

// WORKPLACE SKILLS

NEW! LEGENDARY SERVICE

Build an unforgettable culture of service. When your employees are empowered to provide excellent service, they create raving fans who recommend you to their friends and family. Internally, people will start treating each other better, and collaboration, innovation, and employee productivity will rise throughout the organization. Delivering great customer service is vital to the success of your business, yet creating a service-focused culture can be challenging. By offering the right training, you can instill a culture of service throughout your organization and start creating legendary service experiences that people will rave about.

Fee: \$249

[15220](#) T 9/1–9/29 8–10 a.m. Catalyst Campus

NEW! INTRODUCTION TO BUSINESS ANALYSIS

Develop in-demand analytical skills to make smarter, data-driven business decisions. This course covers key quantitative methods, including probability, forecasting, and decision analysis, along with modeling and financial analysis techniques. Students will also learn project management tools such as PERT/CPM and the role of information systems in business. Ideal for those looking to strengthen problem-solving and decision-making in professional settings.

Fee: \$154

# 15277	7/15–9/4	24 Hours	Online
# 15278	8/12–10/2	24 Hours	Online
# 15279	9/16–11/6	24 Hours	Online

NEW! CONTINUOUS IMPROVEMENT IN AN OFFICE ENVIRONMENT

Integrating 5S techniques to improve efficiency in daily office work tasks. Learn how to identify and eliminate the hidden, unstructured tasks that drain your energy and productivity without clear value. Through real-world examples and actionable strategies, you'll discover how to streamline workflows, set better boundaries, and create systems that support high-impact work. Regain control of your time and focus on what truly matters.

Fee: \$149

[15218](#) T 9/22 8–11 a.m. Catalyst Campus

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

# 15341	7/15–9/4	24 Hours	Online
# 15342	8/12–10/2	24 Hours	Online
# 15343	9/16–11/6	24 Hours	Online



ACCOUNTING FUNDAMENTALS

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

Fee: \$146

# 15273	7/15–9/4	24 Hours	Online
# 15275	8/12–10/2	24 Hours	Online
# 15276	9/16–11/6	24 Hours	Online

ACCOUNTING FUNDAMENTALS II

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

Fee: \$146

# 15338	7/15–9/4	24 Hours	Online
# 15339	8/12–10/2	24 Hours	Online
# 15340	9/16–11/6	24 Hours	Online

INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

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

Fee: \$156

# 15116	7/15–9/4	24 Hours	Online
# 15117	8/12–10/2	24 Hours	Online
# 15118	9/16–11/6	24 Hours	Online

INTERMEDIATE QUICKBOOKS ONLINE (QBO)

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

Fee: \$156

# 15113	7/15–9/4	24 Hours	Online
# 15114	8/12–10/2	24 Hours	Online
# 15115	9/16–11/6	24 Hours	Online

QUICKBOOKS ONLINE SERIES

The Introduction to QuickBooks Online course focuses on key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The Intermediate QuickBooks Online course builds upon the skills learned in the Introduction to QuickBooks Online course. You will how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.

Fee: \$280

# 15110	7/15–10/2	48 Hours	Online
# 15111	8/12–11/6	48 Hours	Online
# 15112	9/16–12/4	48 Hours	Online



THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that will meet your needs. Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent.

Fee: \$195

[13433](#)

7/6–7/31

16 Hours

Online

CLOSING PROCEDURES AND FINANCIAL STATEMENTS

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

Fee: \$195

[13438](#)

8/3–8/28

16 Hours

Online

GENERAL LEDGER AND MONTH END PROCEDURES

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

Fee: \$195

[13439](#)

7/6–7/31

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

[15335](#)

7/15–9/4

24 Hours

Online

[15336](#)

8/12–10/2

24 Hours

Online

[15337](#)

9/16–11/6

24 Hours

Online



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

talentimpact@mchenry.edu

NEW! SPANISH FOR LAW ENFORCEMENT

Whether you're new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You'll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You will learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you will be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

Fee: \$144

# 15177	7/15–9/4	24 Hours	Online
# 15178	8/12–10/2	24 Hours	Online
# 15179	9/16–11/6	24 Hours	Online

SPANISH FOR MEDICAL PROFESSIONALS

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. Adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the touristy topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting.

Fee: \$155

# 15225	7/15–9/4	24 Hours	Online
# 15226	8/12–10/2	24 Hours	Online
# 15280	9/16–11/6	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

# 15281	7/15–9/4	24 Hours	Online
# 15282	8/12–10/2	24 Hours	Online
# 15283	9/16–11/6	24 Hours	Online



MANAGE **STRONG** SERIES

A SERIES FOR NONPROFIT TEAM LEADS, SUPERVISORS AND MANAGERS

Managing strong means building your skills while prioritizing your team's needs. Learn to give focused feedback, motivate effectively, and drive organizational wellness. We've got the toolkit to enhance your current skill set. We'll help you bring next-level energy and ideas to grow your role and your organization's success. Take each workshop individually—or register for the entire the entire series and save!

SERIES #SER-MSS

Series Fee: \$360

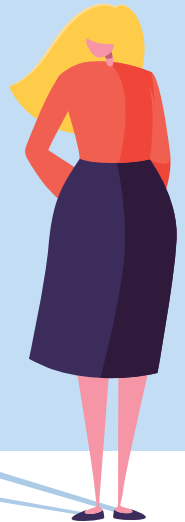
8/26–10/7 | 9:30 a.m.–Noon | Catalyst Campus

15069 **Workshop #1:** Finding Your Management Style 8/26

15223 **Workshop #2:** Managing Successful Teams 9/9

15352 **Workshop #3:** Creating Ownership in the Workplace 9/23

15353 **Workshop #4:** Performance Reviews and Big Picture Thinking 10/7



STORYTELLING FOR NONPROFITS

Behind every successful non-profit is a story, or more accurately, dozens of them. The ability to share the story of your organization, project, or the individuals you serve remains the most potent tool for engagement. Learn how to shape your idea into a story, and practice telling it through this 3-session workshop. Week 1: What makes a good story? What are the stories you want to share about your organization? Who is the best person to share this story? Week 2: Storytelling 101 - Foundational aspects of storytelling. Drafting your story. Week 3: Practice, feedback, edits.

Fee: \$109

15068 Th 9/10–9/24 1–2:30 p.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
- A TO Z GRANT WRITING SERIES
- WRITING EFFECTIVE GRANT PROPOSALS
- ADVANCED GRANT PROPOSAL WRITING
- NONPROFIT SUITE
- NONPROFIT FUNDRAISING ESSENTIALS
- BOOKKEEPING FOR NONPROFITS CERTIFICATE
- CERTIFICATE IN NONPROFIT ADMINISTRATION



Scan QR code to search for classes!

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

DON'T SEE EXACTLY WHAT YOU NEED?

WE'LL CUSTOMIZE THE RIGHT
TRAINING SOLUTION FOR YOUR TEAM.

- Specialized topics
- Flexible scheduling
- Any size group
- Short workshops or multi-day programs

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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

8/27–10/15

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

[15180](#)

Th

8/27

12:30–4:30 p.m.

Catalyst Campus

DDI RESOLVING WORKPLACE CONFLICT » SUPERVISORY SERIES

Learn how to recognize signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and are given the opportunity to practice interaction essentials as they coach, then mediate, to resolve a conflict.

Fee: \$208

[15181](#)

Th

9/3

12:30–4:30 p.m.

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

[15182](#) Th 9/10 12:30–4:30 p.m. Catalyst Campus

DDI SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES

This course teaches leaders how to share planning and evaluation responsibilities with employees, fostering ownership and allowing leaders to focus on coaching and development. Participants will learn to use SMART goals and performance plans to track progress and guide effective coaching discussions.

Fee: \$208

[15183](#) Th 9/17 12:30–4:30 p.m. Catalyst Campus

DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES

Leaders recognize the benefits of a growth mindset, and the insight tool measures their general orientation to how they view other's potential to grow. They learn and practice a practical approach to coaching in the moment, in any situation.

Fee: \$208

[15184](#) Th 9/24 12:30–4:30 p.m. Catalyst Campus

DDI BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES

This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

Fee: \$208

[15185](#) Th 10/1 12:30–4:30 p.m. Catalyst Campus

DDI DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES

In this course, learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. The outcome is a meaningful development plan that supports the organization's current and future business needs.

Fee: \$208

[15186](#) Th 10/8 12:30–4:30 p.m. Catalyst Campus

DDI YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES

This course arms new or prospective leaders with the knowledge and skills required to confront the challenges they face early in their leadership career. Explore the transitions newer leaders face and discuss how to handle those challenges. Discover three leadership differentiators that are most important to building a positive reputation and contributing to the organization's success.

Fee: \$208

[15187](#) Th 10/15 12:30–4:30 p.m. Catalyst Campus



NEW! SMART START AT CATALYST CAMPUS: EMPLOYMENT LAW

Join us for Smart Start Employment Law and begin your day with coffee and pastries at Catalyst Campus. You will build a strong knowledge base in key areas of employment law to help prevent issues before they arise, reduce potential financial loss, and gain confidence that decisions are being made for the right reasons. In this class, you will develop an understanding of current state and federal employment laws, rules, and regulations, learn how to apply them in real-world situations, and discover how to avoid common mistakes and pitfalls.

Fee: \$49

[15052](#)

F

9/18

8–10 a.m.

Catalyst Campus



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

[14982](#)

7/15–9/4

24 Hours

Online

[14984](#)

8/12–10/2

24 Hours

Online

[14985](#)

9/16–11/6

24 Hours

Online

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

[15284](#) Th 9/24–10/22 8:30 a.m.–4:30 p.m. Remote

NEW! BUILDING TEAMS THAT WORK

In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you will need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process.

Fee: \$154

# 15004	7/15–9/4	24 Hours	Online
# 15005	8/12–10/2	24 Hours	Online
# 15006	9/16–11/6	24 Hours	Online

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 of 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

# 14918	7/15–9/4	24 Hours	Online
# 14978	8/12–10/2	24 Hours	Online
# 14981	9/16–11/6	24 Hours	Online

HR ASPECTS OF GOOD LEADERSHIP

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

Fee: \$195

# 13455	7/6–7/31	16 Hours	Online
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MANAGING CUSTOMER SERVICE

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

Fee: \$154

# 14877	7/15–9/4	24 Hours	Online
# 14878	8/12–10/2	24 Hours	Online
# 14879	9/16–11/6	24 Hours	Online

MANAGING GENERATIONS IN THE WORKPLACE

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

Fee: \$175

# 13415	8/3–8/28	16 Hours	Online
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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

# 14874	7/15–9/4	24 Hours	Online
# 14875	8/12–10/2	24 Hours	Online
# 14876	9/16–11/6	24 Hours	Online

NEW! MASTERY OF BUSINESS FUNDAMENTALS

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

Fee: \$155

# 15174	7/15–9/4	24 Hours	Online
# 15175	8/12–10/2	24 Hours	Online
# 15176	9/16–11/6	24 Hours	Online

DEVELOPING YOUR PROFESSIONAL CAREER

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

Fee: \$145

[13413](#)

8/3–8/28

16 Hours

Online

OPTIMIZING PERFORMANCE AND EMPLOYEE SUCCESS

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

Fee: \$195

[13456](#)

8/3–8/28

16 Hours

Online

USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

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

Fee: \$295

[13423](#)

8/3–8/28

16 Hours

Online

FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Fee: \$195

[13427](#)

8/3–8/28

16 Hours

Online



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

7/16–9/10

EFFECTIVE LISTENING FOR BETTER COMMUNICATION

Effective Listening for Better Communication 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

[15012](#)

Th

7/16

9–10:30 a.m.

Remote

MAINTAINING A POSITIVE ENVIRONMENT

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

[15013](#) Th 7/30 9–10:30 a.m. Remote

STRENGTHENING TRUST: ACTIONABLE TIPS FOR LEADERS

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

Fee: \$98

[15014](#) Th 8/13 9–10:30 a.m. Remote

FEEDBACK THAT DRIVES RESULTS

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

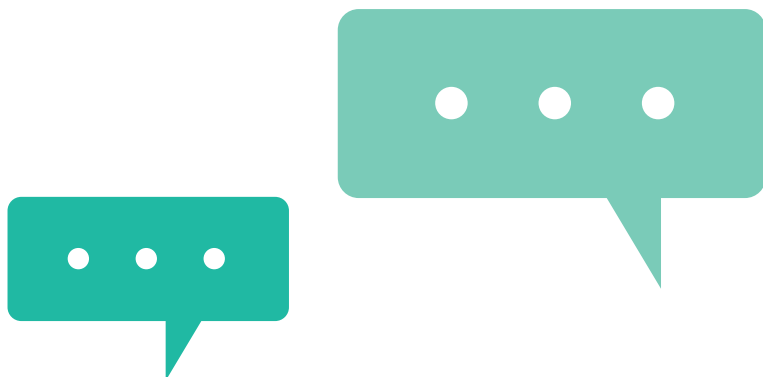
[15015](#) Th 8/27 9–10:30 a.m. Remote

HOW TO HANDLE DIFFICULT PEOPLE

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

Fee: \$98

[15016](#) Th 9/10 9–10:30 a.m. Remote





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:	WTh 7/15,7/16,8/19, 8/20,9/16,9/17	8 a.m.–Noon	Catalyst Campus
Option 2:	W 8/26,9/9,9/30	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

# 15262	W	7/15	8 a.m.–Noon	Catalyst Campus
	Th	7/16	8 a.m.–Noon	Catalyst Campus
# 15264	W	8/26	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

# 15265	W	8/19	8 a.m.–Noon	Catalyst Campus
	Th	8/20	8 a.m.–Noon	Catalyst Campus
# 15266	W	9/9	8 a.m.–4:30 p.m.	Catalyst Campus

MICROSOFT EXCEL LEVEL 3 (ADVANCED)

You will benefit most from this class if you want to use Excel to 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

# 15269	W	9/16	8 a.m.–Noon	Catalyst Campus
	Th	9/17	8 a.m.–Noon	Catalyst Campus
# 15270	W	9/30	8 a.m.–4:30 p.m.	Catalyst Campus

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

# 15062	7/15–9/4	24 Hours	Online
# 15063	8/12–10/2	24 Hours	Online
# 15064	9/16–11/6	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

# 15093	7/15–9/4	24 Hours	Online
# 15094	8/12–10/2	24 Hours	Online
# 15095	9/16–11/6	24 Hours	Online

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

# 15096	7/15–9/4	24 Hours	Online
# 15097	9/16–11/6	24 Hours	Online
# 15098	8/12–10/2	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

# 15126	7/15–9/4	24 Hours	Online
# 15127	8/12–10/2	24 Hours	Online
# 15128	9/16–11/6	24 Hours	Online

NEW! INTRODUCTION TO MICROSOFT POWERPOINT 365

Introduction to PowerPoint is a beginner-friendly course designed to help you turn ideas into clear, engaging presentations. Perfect for students, professionals, or community organizers, this PowerPoint course requires no prior experience—just a willingness to learn. You will start with the basics of the PowerPoint interface, then move on to building and formatting slides, adding multimedia, and using tools like SmartArt and charts. By the end, you will be able to create polished, effective presentations for any setting, whether live or recorded.

Fee: \$163

# 15146	7/15–9/4	24 Hours	Online
# 15147	8/12–10/2	24 Hours	Online
# 15151	9/16–11/6	24 Hours	Online

MICROSOFT POWERPOINT TIPS AND TRICKS

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

Fee: \$89

# 15271	T	8/4	8 a.m.–Noon	Catalyst Campus
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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

# 15122	7/15–9/4	24 Hours	Online
# 15123	8/12–10/2	24 Hours	Online
# 15124	9/16–11/6	24 Hours	Online

MICROSOFT WORD TIPS AND TRICKS

Discover practical Microsoft Word tips and tricks that will help you create professional documents more efficiently. Participants will learn time-saving shortcuts, formatting tools, document organization techniques, and hidden features to improve everyday productivity.

Fee: \$89

# 15272	T	8/4	12:30–4:30 p.m.	Catalyst Campus
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NEW! INTRODUCTION TO MICROSOFT OUTLOOK 365 (SELF-GUIDED)

This Microsoft Outlook training is a beginner-friendly, hands-on course that teaches you how to use Outlook 365 to manage email, calendars, contacts, and tasks in one integrated workspace. You will learn essential email skills, inbox organization, scheduling meetings, managing contacts, and tracking tasks using Outlook's core modules. By the end of this Outlook course, you will be confident navigating Outlook 365 and using it effectively for everyday communication, scheduling, and personal organization.

Fee: \$153

# 15133	Starts upon registration	3 months access	Online
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NEW! INTRODUCTION TO MICROSOFT PUBLISHER

The online Introduction to Microsoft Publisher course teaches you how to use Microsoft Publisher through a series of engaging and useful projects. With each project, you not only learn about a new publication type, but you also build a set of core application skills that will carry through to your own future projects, no matter what type of publication you need. By course completion, you will know how to create a brochure, design business cards, and much more!

Fee: \$162

# 15134	7/15–9/4	24 Hours	Online
# 15135	8/12–10/2	24 Hours	Online
# 15136	9/16–11/6	24 Hours	Online

INTRODUCTION TO WINDOWS 11

Master the basic skills you need for Windows 11, the new operating system from Microsoft, which offers a more robust, more powerful, and unique computing experience. From managing files and editing photos to working with external drives, you will learn everything you need to know about getting the most from this operating system. Additionally, since security is essential, you will also learn how to protect your files and protect and update Windows 11.

Fee: \$144

# 15119	7/15–9/4	24 Hours	Online
# 15120	8/12–10/2	24 Hours	Online
# 15121	9/16–11/6	24 Hours	Online

GETTING STARTED WITH GOOGLE WORKSPACE

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

Fee: \$164

# 15159	7/15–9/4	24 Hours	Online
# 15160	8/12–10/2	24 Hours	Online
# 15161	9/6–11/6	24 Hours	Online



**WORK SMARTER
EVERY DAY**

**WITH SKILLS YOU CAN
USE IMMEDIATELY**

PG. 6

JAVA PROGRAMMING SERIES

You can learn valuable programming skills with no prior experience. The courses in this series are designed to help you learn Java, one of the world's most widely used computer programming languages. Discover the basics of programming with this user-friendly language and gain confidence through practice and skill-building exercises. By the end of the series, you will be writing more sophisticated and professional programs using Java!

Fee: \$262

# 15153	7/15–10/2	48 Hours	Online
# 15155	8/12–11/6	48 Hours	Online
# 15156	9/16–12/4	48Hours	Online

HTML FUNDAMENTALS

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

Fee: \$245

# 13449	7/6–7/31	16 Hours	Online
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CSS FUNDAMENTALS

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

Fee: \$245

# 13448	8/3–8/28	16 Hours	Online
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INTRODUCTION TO SQL

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

Fee: \$245

# 13443	7/6–7/31	16 Hours	Online
# 13444	8/3–8/28	16 Hours	Online

INTERMEDIATE SQL

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

Fee: \$245

# 13450	7/6–7/31	16 Hours	Online
# 13451	8/3–8/28	16 Hours	Online

ADVANCED SQL

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

Fee: \$245

# 13446	7/6-7/31	16 Hours	Online
# 13447	8/3-8/28	16 Hours	Online

ADOBE INDESIGN ESSENTIALS

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

Fee: \$225

# 13440	8/3-8/28	16 Hours	Online
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ADOBE PHOTOSHOP ESSENTIALS

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

Fee: \$225

# 13441	7/6-7/31	16 Hours	Online
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ONLINE ADVERTISING

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

Fee: \$195

# 13425	8/3-8/28	16 Hours	Online
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BUILD AN UNFORGETTABLE CULTURE OF SERVICE

Pg. 9



BOOSTING YOUR WEBSITE TRAFFIC

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

Fee: \$195

[13424](#)

7/6–7/31

16 Hours

Online

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

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

Fee: \$195

[13409](#)

8/3–8/28

16 Hours

Online

MARKETING USING SOCIAL MEDIA

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

Fee: \$195

[13408](#)

7/6–7/31

16 Hours

Online

MASTERING LAYOUT AND GRIDS

Learn the fundamentals of effective layout design by mastering space, structure, and visual flow. This course covers focal points, leading lines, negative space, margins, bleeds, and grid systems to create polished, professional layouts for print and digital design. You'll develop the skills to build visually engaging, balanced, and highly functional compositions.

Fee: \$225

[13462](#)

7/6–7/31

16 Hours

Online

MASTERING COLOR: THEORY, HARMONY, AND PRACTICAL APPLICATION

Learn how to use color strategically to create visually appealing and effective designs. This course covers the fundamentals of color theory, color psychology, and practical color application in design. You'll explore how to build harmonious color palettes, create balance and contrast, and make thoughtful color choices that enhance communication and visual impact.

Fee: \$225

[13461](#)

8/3–8/28

16 Hours

Online

NETWORK SECURITY AND DEFENSE STRATEGIES

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

Fee: \$245

[13460](#)

7/6–7/31

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

[15145](#)

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

[15143](#)

Starts upon registration

12 Hours

Online

GENAI FOR BUSINESS PROFESSIONALS

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

Fee: \$375

[15144](#)

Starts upon registration

30 Hours

Online



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

15292 W 8/19 8:30–11:30 a.m. Catalyst Campus

NEW! FIRST RESPONDER TRAINING

This course goes beyond basic first aid to focus on rapid response, critical decision-making, and coordinated care. Participants will learn how to assess emergency scenes, prioritize care, and confidently perform CPR, use an AED, and manage life-threatening conditions such as cardiac arrest, severe bleeding, and choking. Through hands-on practice and scenario-based training, students develop the skills needed to act quickly, direct others, and provide effective care until advanced help arrives.

Fee: \$99

15334 W 9/9 8 a.m.–Noon 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

15321 W 9/9 1–2 p.m. Catalyst Campus

HEARTSAVER® FIRST AID CPR/AED/BBP

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

Fee: \$125

# 15318	W	8/12	8 a.m.–2 p.m.	Catalyst Campus
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BLS HEALTHCARE PROVIDER CPR

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

Fee: \$75

# 15319	W	8/12	2:30–6:30 p.m.	Catalyst Campus
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# 15320	W	9/23	6–10 p.m.	Catalyst Campus
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SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATION

All food service operations that prepare and serve food are required to have a certified food safety manager on the premises when food is being handled. This course covers all critical principles including personal hygiene, cross-contamination, time and temperature, receiving and storage, food safety management systems, training, cleaning, and sanitizing. This 8-hour ServSafe course and exam (an ANSI-CFPM accredited provider) meets the Illinois Department of Public Health requirements. The certification is valid for five years.

Fee: \$189

# 15067	T	9/29	8 a.m.–5 p.m.	Catalyst Campus
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# 15065	M	7/20	8 a.m.–5 p.m.	Catalyst Campus
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This class is taught in Spanish and includes a Spanish book

# 15066	M	8/31	8 a.m.–5 p.m.	Catalyst Campus
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OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

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

Fee: \$399

15053 TTh 9/1, 9/3 8 a.m.–1:30 p.m. 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

15070 W 8/26 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 through the National Safety Council. Through engaging visuals and real-world scenarios, drivers will learn key collision prevention techniques specific to vans, including managing blind spots, safe backing, pre-trip inspections, and adapting to road conditions. This course helps reduce organizational risk and may lower insurance costs while building confident, safety-conscious drivers. A downloadable certificate is provided upon passing the final test.

Fee: \$43

# <u>15169</u>	7/8–8/5	2 Hours	Online
# <u>15170</u>	8/12–9/9	2 Hours	Online
# <u>15171</u>	9/9–10/7	2 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

# <u>15258</u>	Th	7/16	8 a.m.–Noon	Catalyst Campus
# <u>15259</u>	Th	8/20	8 a.m.–Noon.	Catalyst Campus
# <u>15260</u>	Th	9/17	8 a.m.–Noon.	Catalyst Campus

FORKLIFT OPERATOR TRAINING

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

Fee: \$195

# <u>15050</u>	Th	7/9	8 a.m.–4:30 p.m.	Building G
# <u>15051</u>	F	8/14	8 a.m.–4:30 p.m.	Building G
# <u>15052</u>	F	9/18	8 a.m.–4:30 p.m.	Building G

// MANUFACTURING AND INDUSTRY

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

[15172](#) W 8/26 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

[15173](#) W 9/16 8 a.m.–12 p.m. Catalyst Campus

TRAINING WITHIN INDUSTRY (TWI) BASICS

How to effectively and efficiently train your employees! TWI is used by many organizations who are using Continuous Improvement activities to improve the quality and cost reduction activities. The TWI methodology has 4 specific steps the trainer will follow. This highly interactive course will introduce you to these steps and give you an opportunity to use them during the session. In addition, you will learn how to complete the Job Breakdown Sheet to ensure you include all the skills, techniques and knowledge needed to successfully complete the assigned task. The Job Breakdown Sheet can also be used as your Training Manual for whoever is assigned to train another employee

Fee: \$119

[15217](#) T 8/25 8–11:30 a.m. Catalyst Campus

PUBLIC SECTOR 101: FOUNDATION FOR A SUCCESSFUL CAREER IN LOCAL GOVERNMENT

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

Fee: \$129

[15224](#) T 9/15 8–10:30 a.m. Catalyst Campus

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

# 15203	7/15–9/4	24 Hours	Online
# 15208	8/12–10/2	24 Hours	Online
# 15212	9/16–11/6	24 Hours	Online

ONLINE TRAINING SOLUTIONS FOR MANUFACTURERS



POPULAR COURSES

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

COURSE FEATURES

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



NEW! MANUFACTURING APPLICATIONS

This course introduces the core principles of manufacturing and how strategy drives effective operations. You'll learn how to forecast demand, plan production, and use tools like Gantt charts to manage workflow. The course also covers purchasing, inventory control, logistics, and key systems such as MRP, MPS, and PAC. Finally, you'll explore lean manufacturing, quality methods like Six Sigma and SPC, and practical ways to improve productivity and performance.

Fee: \$144

# 15162	7/15–9/4	24 Hours	Online
# 15163	8/12–10/2	24 Hours	Online
# 15164	9/16–11/6	24 Hours	Online



MANUFACTURING FUNDAMENTALS

Learn foundational concepts needed to be successful in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations.

Fee: \$144

# 15200	7/15–9/4	24 Hours	Online
# 15201	8/12–10/2	24 Hours	Online
# 15202	9/16–11/6	24 Hours	Online

// MANUFACTURING AND INDUSTRY

CNC MACHINIST

Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly. The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Fee: \$2,245

[15216](#) Starts upon registration 12 months access 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

# 15197	7/15–9/4	24 Hours	Online
# 15198	8/12–10/2	24 Hours	Online
# 15199	9/16–11/6	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

# 15191	7/15–9/4	24 Hours	Online
# 15192	8/12–10/2	24 Hours	Online
# 15193	9/16–11/6	24 Hours	Online

TOTAL QUALITY FUNDAMENTALS

Discover the power of total quality management. This course will teach you the key elements of a quality system, from customer focus to the cost of non-quality, variation, and total employee involvement (TEI). Learn to apply essential standards like ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award. Master the art of leadership, teamwork, and auditing, while reducing customer complaints and boosting service. Gain valuable insights to enhance your organization's performance and drive lasting change.

Fee: \$154

# 15188	7/15–9/4	24 Hours	Online
# 15189	8/12–10/2	24 Hours	Online
# 15190	9/16–11/6	24 Hours	Online

SIX SIGMA

LEAN SIX SIGMA GREEN BELT (EXAM COST INCLUDED)

Fee: \$1,949

[12056](#) | Starts upon registration | 6 months access | Online

LEAN SIX SIGMA BLACK BELT (EXAM COST INCLUDED)

Fee: \$2,085

[12055](#) | Starts upon registration | 6 months access | Online

LEAN SIX SIGMA GREEN AND BLACK BELT (EXAM COST INCLUDED)

Fee: \$2,800

[15289](#) | Starts upon registration | 6 months access | Online

LEAN SIX SIGMA YELLOW BELT AND GREEN BELT (EXAM COST INCLUDED)

Fee: \$2,122

[15288](#) | Starts upon registration | 6 months access | Online

CERTIFIED SIX SIGMA GREEN BELT

Fee: \$2,085

[12052](#) | Starts upon registration | 6 months access | Online

CERTIFIED SIX SIGMA BLACK BELT

Fee: \$2,195

[12053](#) | Starts upon registration | 6 months access | Online

CERTIFIED SIX SIGMA GREEN AND BLACK BELT

Fee: \$3,914

[12054](#) | Starts upon registration | 12 months access | Online

SIX SIGMA TOTAL QUALITY APPLICATIONS

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

Fee: \$154

# 15194	7/15–9/4	24 Hours	Online
# 15195	8/12–10/2	24 Hours	Online
# 15196	9/16–11/6	24 Hours	Online



WORK ON YOUR BUSINESS, NOT IN IT

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

For more information, visit www.mchenry.edu/isbdc or email us at sbdc@mchenry.edu.

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

STARTING YOUR BUSINESS IN ILLINOIS

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

Fee: \$0

# 15000	W	7/8	5:30–7:30 p.m.	Catalyst Campus
# 15001	W	8/12	11:30 a.m.–1:30 p.m.	Remote
# 15002	W	9/16	5:30–7:30 p.m.	Catalyst Campus

NEW! SMALL BUSINESS MARKETING ON A SHOESTRING (SELF-GUIDED)

Learn how to market your small business effectively without spending a fortune. This course covers budget-friendly strategies like local marketing, SEO, social media, email campaigns, and strategic partnerships. Through videos, activities, and real-world examples, you'll build practical skills you can apply right away. By the end, you'll have a personalized marketing plan to help grow your sales on a tight budget. SBDC services are provided in a nondiscriminatory way to all legal residents and citizens in the US.

Fee: \$147

# 15017	Starts upon registration	3 months access	Online
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NEW! RESTAURANT 101: BUILDING A PROFITABLE FOOD BUSINESS FROM CONCEPT TO OPERATIONS

The restaurant industry operates on razor-thin margins, and long-term success depends on understanding and managing operational costs with precision. This comprehensive two-hour training is designed for aspiring food entrepreneurs to current restaurant operators and managers who want to strengthen their financial foundation and improve profitability. Participants will gain practical insight into the core financial and operational drivers of a successful restaurant, including cost of goods sold (COGS), staffing models, labor cost control, weekly sales forecasting, and building accurate Profit & Loss projections. The course also covers budgeting, menu development, cost-cutting strategies, and best practices that protect margins while maintaining quality and guest experience. Beyond the numbers, the training addresses the broader components of launching and operating a venue — from concept development, design, and construction considerations. By the end of this session, attendees will have a clearer understanding of how to evaluate financial health, control costs, and build a sustainable, profitable food business. SBDC services are provided in a nondiscriminatory way to all legal residents and citizens in the US.

Fee: \$25

# 15018	Th	7/23	5:30–7:30 p.m.	Catalyst Campus
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ENTREPRENEURSHIP THROUGH ACQUISITION

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

Fee: \$1,899

# 14998	W	8/5–9/23	6–8 p.m.	Catalyst Campus
# 14999	W	9/30–11/18	6–8 p.m.	Catalyst Campus

SBDC services are provided in a nondiscriminatory way to all legal residents and citizens in the US.



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**

To reach the Illinois Small Business Development Center (ISBDC), **call (815) 455-6098 or email us at sbdc@mchenry.edu**.

Catalyst Campus
222 East Church Street
Woodstock, IL 60098

We look forward to working with you!

CANCELATION POLICY

If an offering is canceled by McHenry County College, registrants will be notified by phone and/or email and tuition will be fully refunded. A course registration canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in another currently scheduled class. Failure by a participant or company to cancel a registration one business day in advance of the date of the offering will necessitate full payment of tuition and fees.

INCLEMENT WEATHER

Please be aware that inclement weather could cause McHenry County College facilities to close. You may call our main campus number at (815) 455-3700, check our website at www.mchenry.edu, or listen to local news stations for closings.

SMOKING

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



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



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

- Career Spark Center
- Community Enrichment Center
- Illinois Small Business Development Center
- Talent Impact Center
- University Center



Scan the QR code
to learn more.

222 East Church Street
Woodstock, IL 60098