Q4
October–December
2026

McHenry County College

IMPACT

Course Catalog from the Talent Impact Center

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McHenry County College
Talent Impact Center

www.mchenry.edu/talentimpact

// TALENT IMPACT CENTER
AT CATALYST CAMPUS

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

// Open Enrollment Training:

Workplace Fundamentals and Professional Development
www.mchenry.edu/talentimpact

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

// Customized Training:

Tailored to Your Business
www.mchenry.edu/talentimpact

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

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

// Illinois Small Business Development Center (ISBDC):

One-on-One Assistance Where You Need it Most
www.mchenry.edu/isbdc

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

Services:

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

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

// REGISTRATION

Register Online

Registering yourself?
www.mchenry.edu/talentimpact

Call

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

Company Sponsored Registration
Registering employees?

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

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KEY:

= ONLINE COURSE

= ONLINE CERTIFICATES

MODES OF INSTRUCTION

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

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

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

University Center

at McHenry County College

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

Aurora University

Northern Illinois University

Roosevelt University

SIU Carbondale

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.

Fall Program 2026
October–December
Select Saturdays

Spring Break Program 2027
March 29–31, 2027

Summer Program 2027
June 7–August 6, 2027

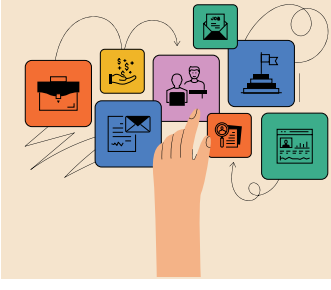
To explore classes and to register, visit www.mchenry.edu/kidsandcollege

CELEBRATING MANUFACTURING MONTH IN OCTOBER!

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

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

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



RETAIN YOUR TALENT FROM DAY ONE!

Smart Start at Catalyst Campus: Employee Onboarding

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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

# 16096	W	12/2	8 a.m.–1:30 p.m.	Catalyst Campus

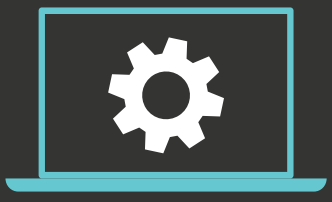
BLUEPRINT READING BASICS

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

# 16097	W	11/18	8 a.m.–1:30 p.m.	Catalyst Campus

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

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

# 16100	W	12/9	8 a.m.–Noon	Catalyst Campus

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

# 16128	10/14–12/4	24 Hours	Online
# 16129	11/11–1/1	24 Hours	Online
# 16130	12/16–2/5	24 Hours	Online

CNC MACHINIST

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

Fee: $2,245

#15216	Starts Upon Registration	12 months access	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

# 16104	10/14–12/4	24 Hours	Online
# 16110	11/11–1/1	24 Hours	Online
# 16118	12/16–2/5	24 Hours	Online

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

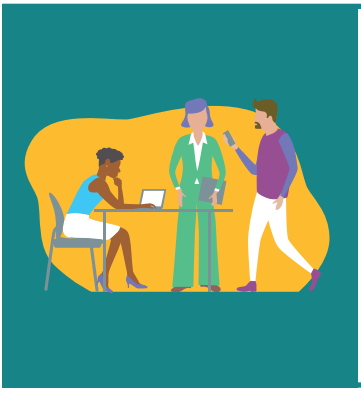
# 16134	10/14–12/4	24 Hours	Online
# 16135	11/11–1/1	24 Hours	Online
# 16136	12/16–2/5	24 Hours	Online

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

# 16119	10/14–12/4	24 Hours	Online
# 16120	11/11–1/1	24 Hours	Online
# 16121	12/16–2/5	24 Hours	Online



THE ESSENTIAL SKILLS EVERY EMPLOYEE NEEDS.

Workplace Essentials and Employability Skills Series

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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

# 16122	10/14–12/4	24 Hours	Online
# 16123	11/11–1/1	24 Hours	Online
# 16124	12/16–2/5	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

# 16131	10/14–12/4	24 Hours	Online
# 16132	11/11–1/1	24 Hours	Online
# 16133	12/16–2/5	24 Hours	Online

SIX SIGMA TOTAL QUALITY APPLICATIONS

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

Fee: $154

# 16125	10/14–12/4	24 Hours	Online
# 16126	11/11–1/1	24 Hours	Online
# 16127	12/16–2/5	24 Hours	Online

BUILD AN UNFORGETTABLE CULTURE OF SERVICE!

Legendary Service

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SIX SIGMA

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

Certified Six Sigma Green Belt
Fee: $2,085
#12052 | $2,085 | Starts upon registration | 120 Hours | Online

Certified Six Sigma Black Belt
#12053 | Fee: $2,195 | Starts upon registration | 120 Hours | Online

Certified Six Sigma Green and Black Belt
#12054 | Fee: $3,914 | Starts upon registration | 240 Hours | Online

Lean Six Sigma Yellow Belt and Green Belt (Exam Cost Included)
#15288 | 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

NEW! OSHA HAZARD COMMUNICATION

Hazard communication is one of OSHA's most frequently cited standards. Understanding its requirements is essential for maintaining a safe workplace. You will learn the fundamentals of HazCom, including chemical labeling, Safety Data Sheets (SDS), hazard pictograms, and employee responsibilities. Ideal for organizations seeking to strengthen workplace safety and regulatory compliance.

Fee: $99

# 16143	T	12/1	8–10 a.m.	Catalyst Campus

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

# 15833	T	10/27	8–10 a.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

# 15808	TTh	10/20, 10/22	8 a.m.–1:30 p.m.	Catalyst Campus

OSHA 10-HOUR FOR CONSTRUCTION

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

Fee: $399

# 15898	MT	12/7, 12/8	8 a.m.–1:30 p.m.	Catalyst Campus

OSHA 30-HOUR GENERAL INDUSTRY OUTREACH PROGRAM

This comprehensive four-day course provides detailed coverage of OSHA's General Industry standards, requirements, and employer's responsibility to ensure a safe and healthy workplace. Ideal for safety officers, supervisors, and employees with safety-related duties, this course provides critical knowledge to help maintain compliance and minimize workplace hazards. Upon successful completion, participants will receive the OSHA 30-Hour card, a recognized certification of safety training.

Fee: $679

# 15829	TTh	11/10–11/19	8 a.m.–4:30 p.m.	Catalyst Campus

OSHA RECORD KEEPING

This class covers the OSHA 1904 Recordkeeping Standard. This includes all updates and revisions including reporting of work-related injuries / illnesses without fear of Employer retaliation. This class will discuss in detail the recording criteria, including definitions of work-relatedness, work environment, and exceptions. We will talk about how to document injuries and illnesses and which OSHA forms to use. Fatality and Catastrophic reporting will be included in this training.

Fee: $119

# 15830	Th	12/3	8–11 a.m.	Catalyst Campus

NEW! PSYCHOLOGICAL PPE

This two hour course focuses on mental and emotional protection that supports physical safety, decision-making, teamwork, and resilience under stress. It includes information and exercises addressing stress management, emotional regulation, focus and situational awareness, healthy communication, recovery and resilience and team support.

Fee: $99

# 16154	W	12/9	10 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

# 15806	F	10/16	8 a.m.–4:30 p.m.	Building G
# 15807	F	11/20	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

# 16142	W	11/18	8 a.m.–4:30 p.m.	Catalyst Campus
	Th	11/19	8 a.m.–4:30 p.m.	Catalyst Campus
	F	11/20	8 a.m.–4:30 p.m.	Building G

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

# 15801	Th	10/15	8 a.m.–Noon	Catalyst Campus
# 15802	Th	11/19	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

# 15892	10/14–11/11	2 Hours	Online
# 15893	11/11–12/9	2 Hours	Online
# 15894	12/9–1/6	2 Hours	Online

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

# 15834	W	10/14	5:30–10 p.m.	Catalyst Campus
# 15864	W	11/18	2:30–7 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

# 15882	W	11/18	8 a.m.–2 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

# 15889	W	12/2	11 a.m.–Noon	Catalyst Campus

FIRST RESPONDER TRAINING

Designed for individuals who are expected to take an active, leadership role during emergencies, 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. Best for: Workplace response teams, safety personnel, coaches, staff leaders, and anyone designated as a primary responder.

Fee: $99

# 15890	W	12/2	12:30–4:30 p.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

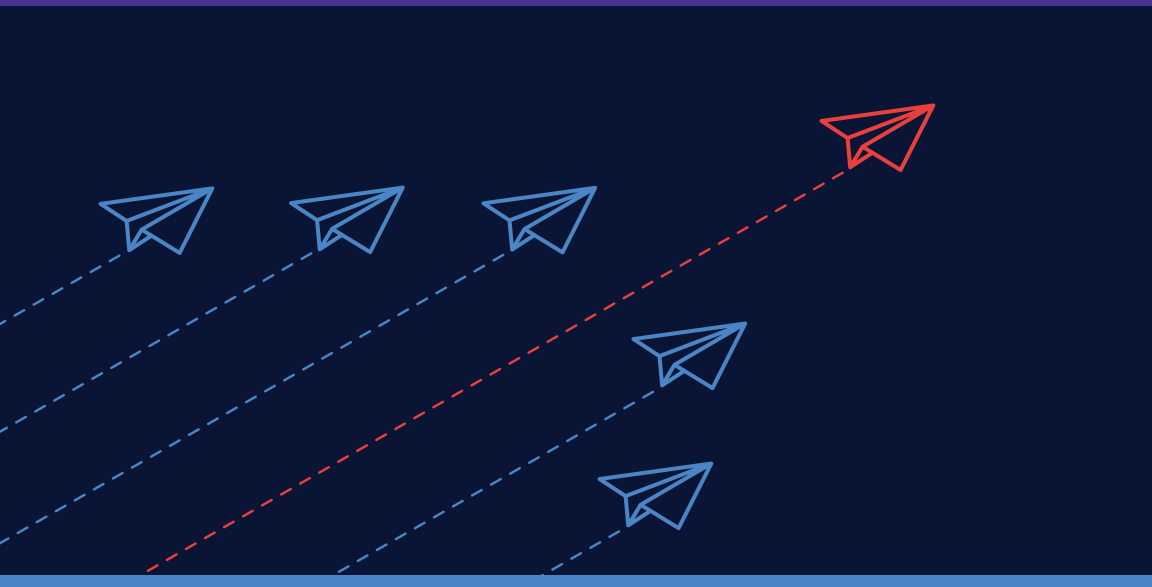
# 15895	M	10/19	8 a.m.–5 p.m.	Catalyst Campus
# 15897	T	12/8	8 a.m.–5 p.m.	Catalyst Campus

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

# 15896	M	11/16	8 a.m.–5 p.m.	Catalyst Campus

Looking for more information about our ONLINE COURSES?

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



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** **10/22–1/7**

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

# 15899	Th	10/22	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

# 15900	Th	10/29	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

# 15901	Th	11/5	12:30–4:30 p.m.	Catalyst Campus

DDI SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES

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

Fee: $208

# 15902	Th	11/12	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

# 15903	Th	11/19	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

# 15904	Th	12/3	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

# 15905	Th	12/10	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

# 15906	Th	1/7	12:30–4:30 p.m.	Catalyst Campus

THE MODERN LEADER'S TOOLKIT SERIES

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

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

Series # SER-MLT **Series Fee: $596** **10/14–11/4**

PRESSURE-PROOF LEADERSHIP >> MODERN LEADER'S TOOLKIT SERIES

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

Fee: $149

# 15958	W	10/14	8–11 a.m.	Catalyst Campus

MENTAL FITNESS FOR LEADERS >> MODERN LEADER'S TOOLKIT SERIES

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

Fee: $149

# 15959	W	10/21	8–11 a.m.	Catalyst Campus

TURNING CONFLICT INTO COLLABORATION >> MODERN LEADER'S TOOLKIT SERIES

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

Fee: $149

# 15960	W	11/18	8–11 a.m.	Catalyst Campus

LEADING IN TIMES OF UNCERTAINTY >> MODERN LEADER'S TOOLKIT SERIES

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

# 15961	W	11/4	8–11 a.m.	Catalyst Campus

NEW! SMART START AT CATALYST CAMPUS:

EMPLOYEE ONBOARDING

A thoughtful onboarding process is essential to employee engagement, productivity, and retention. This workshop explores practical strategies for creating a positive onboarding experience that helps new employees feel welcomed, connected, and prepared for success from day one. Learn best practices that can strengthen your onboarding program and improve long-term employee retention.

Coffee and pastries will be served.

Fee: $49

# 15966	F	11/13	8–10 a.m.	Catalyst Campus

NEW! SUPERVISOR SUITE

This course combines essential management and leadership concepts with employment law fundamentals, helping learners develop the knowledge to effectively manage teams, communicate clearly, resolve workplace conflicts, and make legally compliant decisions. Topics include motivation, performance management, communication, interpersonal skills, problem-solving, workplace safety, hiring practices, discrimination, labor relations, and legal compliance. Ideal for first-time managers or those preparing for a supervisory role, this suite provides a strong foundation for effective leadership in today's workplace.

Fee: $403

# 15760	10/14–2/5	72 Hours	Online
# 15761	11/11–3/5	72 Hours	Online
# 15965	12/16–4/2	72 Hours	Online

TRAIN THE TRAINER

This powerful workshop will help to bring managers, team leaders, subject matter experts and other non-trainers quickly up-to-speed in the basic skills required to develop and conduct training–confidently, competently, and with ease. This two-part workshop is designed primarily for delivering functional and technical training required for new employee or new assignment onboarding. For onboarding to be successful, new employees need to be supported before, during, and after the training. First-time trainers will walk through the process of developing and delivering effective training and evaluating training effectiveness. This workshop provides participants with the opportunity to better understand adult learning principles and the required components of training so that effective training can be designed and delivered to optimize the new employee onboarding process.

Fee: $395

# 16144	Th	11/19	8 a.m.–1 p.m.	Catalyst Campus

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

# 15558	11/2–11/27	16 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

# 15740	10/14–12/4	24 Hours	Online
# 15741	11/11–1/1	24 Hours	Online
# 15742	12/16–2/5	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

# 15743	10/14–12/4	24 Hours	Online
# 15744	11/11–1/1	24 Hours	Online
# 15745	12/16–2/5	24 Hours	Online

BUILDING TEAMS THAT WORK

Teams are becoming a staple in today's workplace. 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. There's a lot more to it than just getting several people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

Fee: $154

# 15753	10/14–12/4	24 Hours	Online
# 15754	11/11–1/1	24 Hours	Online
# 15756	12/16–2/5	24 Hours	Online

MANAGEMENT IN THE 21ST CENTURY

Move your management style and abilities to the cutting-edge of successful practice. Shatter issues and meet both organizational goals and employee satisfaction and productivity. Take advantage of your opportunity to develop new strategies to enhance your management skills. Conquer a new management skillset that will last a lifetime. Advance from challenges to solutions for your organization, and your career.

Fee: $195

# 15616	10/5–10/30	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

# 15623	11/2–11/27	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

# 15609	11/2–11/27	16 Hours	Online

DEVELOPING YOUR LEADERSHIP SKILLS

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

Fee: $145

# 15574	10/5–10/30	16 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

# 15575	11/2–11/27	16 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—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

# 15746	10/14–12/4	24 Hours	Online
# 15747	11/11–1/1	24 Hours	Online
# 15748	12/16–2/5	24 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

# 15570	11/2–11/27	16 Hours	Online

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

# 15749	10/14–12/4	24 Hours	Online
# 15750	11/11–1/1	24 Hours	Online
# 15752	12/16–2/5	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

# 15568	10/5–10/30	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

# 15962	10/14–12/4	24 Hours	Online
# 15963	11/11–1/1	24 Hours	Online
# 15964	12/16–2/5	24 Hours	Online

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

# 15757	10/14–12/4	24 Hours	Online
# 15758	11/11–1/1	24 Hours	Online
# 15759	12/16–2/5	24 Hours	Online

SAFETY STARTS IN YOUR MIND.

Psychological PPE

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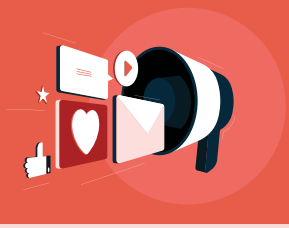
NONPROFIT MARKETING SERIES



This practical, results-driven workshop series is 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** **12/2–1/27**

PURPOSEFUL CONTENT: ATTRACT AND CONVERT FOR IMPACT » MARKETING SERIES

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

# 16092	W	12/2	3–4:30 p.m.	Catalyst Campus

BETTER EVENTS: STRATEGIC EVENT STRUCTURE AND PROMOTION » MARKETING SERIES

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

# 16093	W	12/16	3–4:30 p.m.	Catalyst Campus

RELATIONSHIP MARKETING: NATURAL AND EFFECTIVE NETWORKING » MARKETING SERIES

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

# 16094	W	1/13	3–4:30 p.m.	Catalyst Campus

BOOST YOUR BOOTH WORKSHOP: GET MORE ROI OUT OF YOUR SPONSOR OR EVENT BOOTH » MARKETING SERIES

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

# 16095	W	1/27	3–4:30 p.m.	Catalyst Campus

QUARTERLY PLANNING AND PRODUCTIVITY FOR NONPROFIT PROFESSIONALS

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

Fee: $69

# 16091	W	12/9	2–4:30 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

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WORKPLACE ESSENTIALS *and* EMPLOYABILITY SKILLS SERIES

These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success. Register for individual classes that target specific skills or take the entire series to receive the most benefit.

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

Series # SER-WES | Series Fee: $432 | 10/7–11/18

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

# 16085	W	10/7	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

# 16086	W	10/14	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

# 16087	W	10/21	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

# 16088	W	10/28	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

# 16089	W	11/11	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

# 16090	W	11/18	8–10 a.m.	Remote

EXPERIENCE THE DIFFERENCE OF EXPERT-LED, HANDS-ON TRAINING.

Microsoft Excel Series

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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

# 16146	Th	10/29	8–10 a.m.	Catalyst Campus
	Th	11/5	8–10 a.m.	Catalyst Campus
	Th	11/19	8–10 a.m.	Catalyst Campus

SALES TRAINING SUITE

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

Register for the entire suite or select individual classes that fit your needs.

Series # SER-SALES **Series Fee: $386** **10/14–2/5**

KEYS TO EFFECTIVE COMMUNICATION

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

Fee: $143

# 15677	10/14–12/4	24 Hours	Online

EFFECTIVE SELLING

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

Fee: $151

# 15678	11/11–1/1	24 Hours	Online

PROFESSIONAL SALES SKILLS

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

Fee: $151

# 15679	12/16–2/5	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

# 15653	10/14–12/4	24 Hours	Online
# 15654	11/11–1/1	24 Hours	Online
# 15655	12/16–2/5	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

# 15656	10/14–12/4	24 Hours	Online
# 15657	11/11–1/1	24 Hours	Online
# 15658	12/16–2/5	24 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

# 15626	10/5–10/30	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

# 15625	11/2–11/27	16 Hours	Online

FINANCIAL STATEMENTS

The three financial statements specific to nonprofits: Statement of Activities, Statement of Financial Position, and Statement of Functional Expenses. Know how to prepare a Cash Flow Statement.

Fee: $245

# 15633	11/2–11/27	16 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

# 15659	10/14–12/4	24 Hours	Online
# 15660	11/11–1/1	24 Hours	Online
# 15661	12/16–2/5	24 Hours	Online

THE BASICS OF BOOKKEEPING

The Basics of Bookkeeping course teaches you how to track and understand the day-to-day financial transactions of a business. You'll learn essential bookkeeping terminology, including debits, credits, account labels, and how to create a chart of accounts that meets your business needs. Whether you're an entrepreneur, part of a family business, advancing your career, or outsourcing your bookkeeping, this course will help you understand where the money goes and why. By the end, you'll have a clear understanding of how to record and interpret your business's financial numbers.

Fee: $195

# 15624	10/5–10/30	16 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

# 15646	10/14–2/4	24 Hours	Online
# 15648	11/11–1/1	24 Hours	Online
# 15649	12/16–2/5	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

# 15650	10/14–12/4	24 Hours	Online
# 15651	11/11–1/1	24 Hours	Online
# 15652	12/16–2/5	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

# 15643	10/14–1/1	48 Hours	Online
# 15644	11/11–2/5	48 Hours	Online
# 15645	12/16–3/5	48 Hours	Online

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INTRODUCTION TO BUSINESS ANALYSYS

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

# 15673	10/14–12/4	24 Hours	Online
# 15674	11/11–1/1	24 Hours	Online
# 15675	12/16–2/5	24 Hours	Online

INTERPERSONAL COMMUNICATION

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

Fee: $131

# 15662	10/14–12/4	24 Hours	Online
# 15663	11/11–1/1	24 Hours	Online
# 15664	12/16–2/5	24 Hours	Online

EFFECTIVE COPYWRITING

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

Fee: $195

# 15606	10/5–10/30	16 Hours	Online

SUCCESSFULLY COMMUNICATING YOUR MESSAGE

Get your message across. Every business communication contains a degree of emotion and influence. Effective business communicators respond to the recipient's interests and the organization's best interests. Conquer the right techniques in appealing to both emotions and objective data to influence the discussion. Most importantly of all, persuasive business communicators know how to polish their writing to make every sentence count. Move your business writing to a different and higher level. Gain an advantage in your ability to participate in business decisions.

Fee: $195

# 15614	11/2–11/27	16 Hours	Online

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

# 15671	10/14–12/4	24 Hours	Online
# 15672	11/11–1/1	24 Hours	Online
# 15676	12/16–2/5	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

# 15665	10/14–12/4	24 Hours	Online
# 15666	11/11–1/1	24 Hours	Online
# 15667	12/16–2/5	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

# 15668	10/14–12/4	24 Hours	Online
# 15669	11/11–1/1	24 Hours	Online
# 15670	12/16–2/5	24 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**	**10/5,10/7,10/19, 10/21,10/26,10/28**	**8 a.m.–Noon**	**Catalyst Campus**
Option 2:	**W**	**11/4,11/11,11/18**	**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

# 15939	MW	10/5, 10/7	8 a.m.–Noon	Catalyst Campus
# 16035	W	11/4	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

# 15943	MW	10/19, 10/21	8 a.m.–Noon	Catalyst Campus
# 16036	W	11/11	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

# 15944	MW	10/26, 10/28	8 a.m.–Noon	Catalyst Campus
# 16037	W	11/18	8 a.m.–4:30 p.m.	Catalyst Campus

INTRODUCTION TO EXCEL 365

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

Fee: $163

# 15915	10/14–12/4	24 Hours	Online
# 15916	11/11–1/1	24 Hours	Online
# 15917	12/16–2/5	24 Hours	Online

INTERMEDIATE EXCEL 365

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

Fee: $163

# 15919	10/14–12/4	24 Hours	Online
# 15920	11/11–1/1	24 Hours	Online
# 15921	12/16–2/5	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

# 15922	10/14–12/4	24 Hours	Online
# 15923	11/11–1/1	24 Hours	Online
# 15924	12/16–2/5	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

# 16147	10/14–12/4	24 Hours	Online
# 16148	11/11–1/1	24 Hours	Online
# 16149	12/16–2/5	24 Hours	Online

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

# 16137	10/14–12/4	24 Hours	Online
# 16138	11/11–1/1	24 Hours	Online
# 16139	12/16–2/5	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

# 15945	Th	11/5	8 a.m.–Noon	Remote

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

# 15946	Th	11/5	12:30–4:30 p.m.	Remote

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

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

#15102 Starts upon registration 3 months access Online

INTRODUCTION TO SHAREPOINT 2019 (SELF-GUIDED)

Microsoft SharePoint is a collaborative tool that allows teams to work together to create web-based environments. This SharePoint course is for end-users and site owners/ managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, simple page customization, working with forms, and managing site permissions and users. By the end of this course, you will be able to confidently use Microsoft SharePoint and collaborate with others to manage and share documents and data effectively.

Fee: $109

#15138 Starts upon registration 3 months access Online

COMPUTER SKILLS FOR THE WORKPLACE (SELF-GUIDED)

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will also focus on practical applications for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

Fee: $147

#15107 Starts upon registration 3 months access Online

INTRODUCTION TO SQL

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

Fee: $245

# 15588	10/5–10/30	16 Hours	Online
# 15589	11/2–11/27	16 Hours	Online
# 15590	12/7–1/1	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

# 15599	10/5–10/30	16 Hours	Online
# 15600	11/2–11/27	16 Hours	Online
# 15601	12/7–1/1	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

# 15595	10/5–10/30	16 Hours	Online
# 15596	11/2–11/27	16 Hours	Online
# 15597	12/7–1/1	16 Hours	Online

CSS FUNDAMENTALS

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

Fee: $245

# 15522	11/2–11/27	16 Hours	Online

BOOSTING YOUR WEBSITE TRAFFIC

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

Fee: $195

# 15549	10/5–10/30	16 Hours	Online

ONLINE ADVERTISING

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

Fee: $195

# 15550	11/2–11/27	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

# 15545	10/5–10/30	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

# 15546	11/2–11/27	16 Hours	Online

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

# 15521	10/5–10/30	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

# 15520	11/2–11/27	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

# 15534	10/5–10/30	16 Hours	Online

ADVANCED CYBER THREAT ANALYSIS AND MITIGATION

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

Fee: $245

# 15528	11/2–11/27	16 Hours	Online

LIFE-SAVING SKILLS EVERY WORKPLACE SHOULD HAVE.

Stop the Bleed Certificate

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DATA ANALYSIS WITH CHAT GPT

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

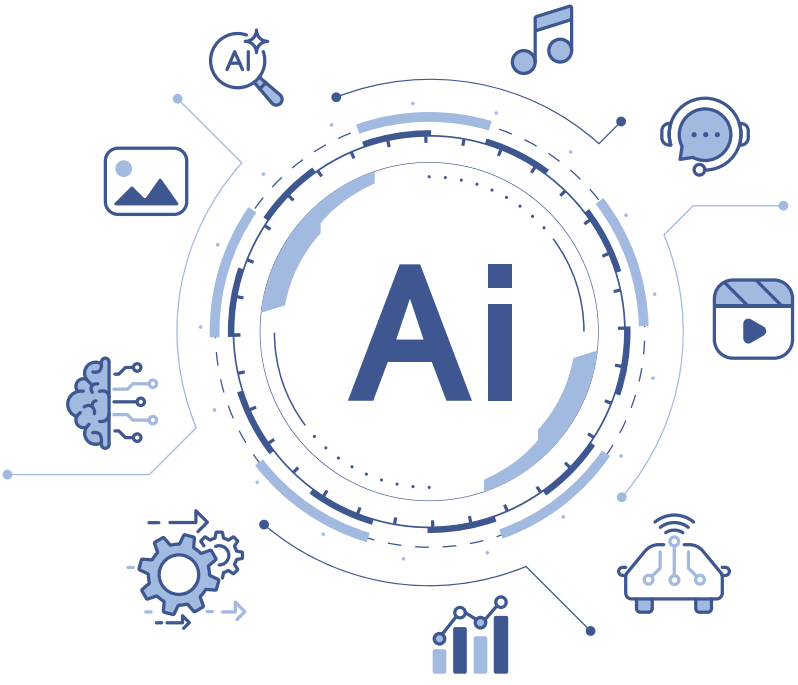
#15143 Starts upon registration 12 Hours Online

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



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. SBDC services are provided in a nondiscriminatory way to all legal residents and citizens in the US. No fee but registration is required.

Fee: $0

# 16063	W	10/7	5:30–7:30 p.m.	Catalyst Campus
# 16064	W	11/4	11:30 a.m.–1:30 p.m.	Remote
# 16065	W	12/2	5:30–7:30 p.m.	Catalyst Campus

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

# 16066	Th	10/15	5:30–7:30 p.m.	Catalyst Campus

NEW! AI BASICS FOR BEGINNERS: AN ENTREPRENEUR'S GUIDE TO OPPORTUNITIES AND RISKS

This foundational, two-hour training workshop is tailored for small business owners with little experience or technical knowledge in Artificial Intelligence. This entry-level session breaks down complex tech concepts into simple, everyday language. Participants will discover how to identify high-impact commercial opportunities to save time, alongside the critical digital risks that require immediate protection. Built with extensive time for open audience questions, this supportive, jargon-free training equips non-technical leaders to confidently evaluate, select, and manage basic digital automation tools safely.

Fee: $25

# 16084	W	10/21	5:30–7:30 p.m.	Catalyst Campus

NEW! CREATING A SUCCESSFUL BUSINESS PLAN

Learn to transform your business ideas into a tangible plan to secure financing and support long-term success in this online business plan writing course. By documenting your vision through a well-crafted business plan, you will significantly enhance your chances of obtaining funding while maintaining strategic focus. This business plan course will also guide you through the key components of a business plan, and you will emerge with an initial draft to start your entrepreneurial journey.

Fee: $157

# 16075	10/14–12/4	24 Hours	Online
# 16076	11/11–1/1	24 Hours	Online
# 16083	12/16–2/5	24 Hours	Online

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

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

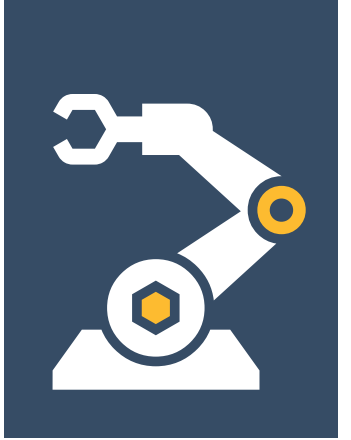
If an offering is canceled by McHenry County College, registrants will be notified by phone and/or email and tuition will be fully refunded. A course registration canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in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



CONTRACT TRAINING TAILORED TO YOUR BUSINESS

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

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

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

Catalyst Campus | 222 East Church St. Woodstock, IL 60098

www.mchenry.edu/talentimpact

McHenry County College

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