

Q4  
October–December  
**2024**

McHenry County College

# IMPACT

Course Catalog (formerly Catalyst) from the Talent Impact Center

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Management  
(Remote  
Workshops)**

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## WORKPLACE CASUALTY CARE

*In partnership with*



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# // TALENT IMPACT CENTER AT CATALYST CAMPUS

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

### // Open Enrollment Training:

#### **Workplace Fundamentals and Professional Development**

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

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

### // Customized Training:

#### **Tailored to Your Business**

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

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

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

### // Small Business Development:

#### **One-on-One Assistance Where You Need it Most**

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

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

#### **Services:**

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

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

# // CONTACT US

To register, or for more information about our scheduled classes or customized training,

call (815) 455-8593 or email us at [talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)

To reach the Illinois Small Business Development Center (SBDC), call (815) 455-6098 or email us at [sbdc@mchenry.edu](mailto:sbdc@mchenry.edu).

Catalyst Campus  
222 East Church Street  
Woodstock, IL 60098

*We look forward to working with you!*



Would you like to receive our quarterly Talent Impact Center Catalog and/or receive updates on upcoming programs in our e-newsletter?

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

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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.



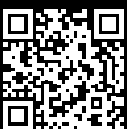
## READY TO TURN YOUR SKILLS AND PASSION INTO A CAREER?

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

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

### FEATURED PROGRAMS

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

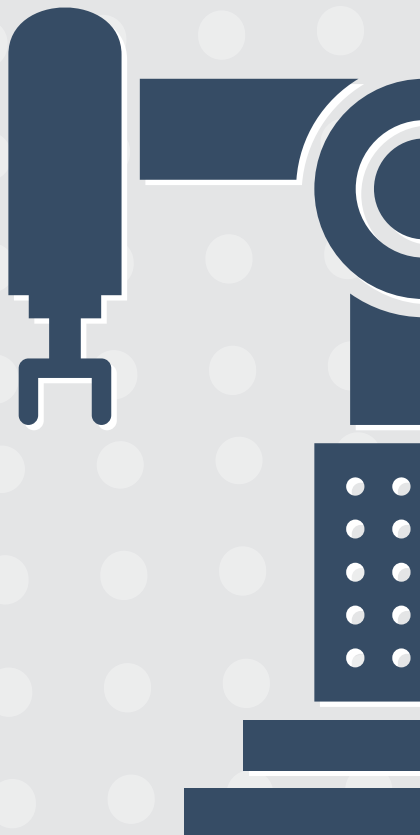


Start building your career and contact us today at [www.mchenry.edu/cati](http://www.mchenry.edu/cati).

## 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 & Medical Devices
- ISO 9001:2015 Standard
- Lean/Six Sigma
- Statistical Process Control (SPS)
- Quality System Documentation
- Welding



For a complete list of topics visit: [www.mchenry.edu/talentimpact](http://www.mchenry.edu/talentimpact)

### INTRODUCTION TO LEAN MANUFACTURING

Learn the basics of lean manufacturing with a focus on the tools and techniques used to improve problem solving and troubleshoot manufacturing processes.

**Fee: \$179**

# 9209      T      11/12, 11/19      8–11 a.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. Lecture will be supplemented with individual class exercises to provide actual practice for participants. This course is designed for inspectors, maintenance, and shop floor personnel in need of skill enhancement in this topic.

**Fee: \$209**

# 8471      W      10/16      8 a.m.–1:30 p.m.      Catalyst Campus

# // MANUFACTURING AND INDUSTRY

## NUMBERS AT WORK: MANUFACTURING MATH AND MEASUREMENT

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**

# 8470      W      10/30      8 a.m.–Noon      Catalyst Campus

## CNC MACHINIST

This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency by providing an overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$2,245**

# 8431      Starts upon registration      195 Hours      Online

## DISTRIBUTION AND LOGISTICS MANAGEMENT

This course covers logistics management, including distribution, warehouse operations, material handling, packaging, order fulfillment, customer service, inventory, and returns. It also explores technology like ERP, barcoding, EDI, e-commerce, and DRP. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# 9216	10/16–12/6	24 Hours	Online
# 9217	11/13–1/3	24 Hours	Online
# 9218	12/18–2/7	24 Hours	Online

## MANUFACTURING FUNDAMENTALS

Learn the basic skills required to work 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. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# 9210	10/16–12/6	24 Hours	Online
# 9211	11/13–1/3	24 Hours	Online
# 9212	12/18–2/7	24 Hours	Online

## PURCHASING FUNDAMENTALS

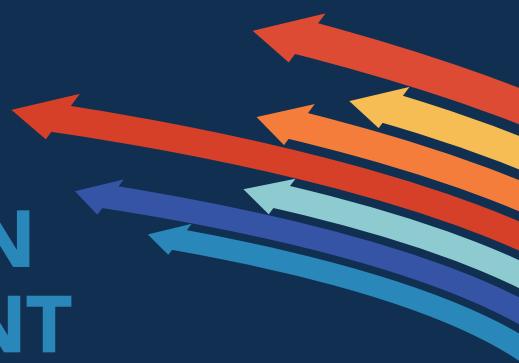
Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing, and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting, and green buying. You will learn about business law, contracts, leasing, Six Sigma, and total quality management (TQM). Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# 9244	10/16–12/6	24 Hours	Online
# 9245	11/13–1/3	24 Hours	Online
# 9246	12/18–2/7	24 Hours	Online

**NEW!**

# SUPPLY CHAIN MANAGEMENT EDUCATION



## REMOTE WORKSHOPS

**\$399 PER  
COURSE**

20 Contact Hours per topic—Remote Via Zoom

Facilitated by Supply Chain and Mgmt. Expert Charles Nemer

### FOUNDATIONS TRACK

Mondays 5–9 p.m.

#### Introduction to Supply Chain Principles

#9330 9/16/24-10/28/24

#### Foundations of Inventory Management

#9331 11/11/24-12/23/24

#### Foundations of Distribution and Logistics

#9332 1/6/25-2/17/25

#### Foundations of Operations Planning

#9333 3/3/25-4/14/25

#### Foundations of Manufacturing Management

#9334 4/28/25-6/9/25

#### Foundations of Managing Operations

#9335 6/23/25-8/4/25

### ADVANCED TRACK

Wednesdays 1–5 p.m.

#### Strategic Supply Chain Management

#9336 9/18/24-10/16/24

#### Managing Supply Chain Risk and Resiliency

#9337 10/30/24-11/27/24

#### Supply Chain Sales and Operations Planning

#9338 12/11/24-1/8/25

#### Supply Chain Finance – IBP

#9339 1/22/25-2/19/25

#### Supply Chain Management for the Circular Economy

#9340 3/5/25-4/2/25

#### Building a Sustainable Supply Chain

#9341 4/16/25-5/14/25

Contact us for more info (815) 455-8593

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



## **SIX SIGMA TOTAL QUALITY APPLICATIONS**

In this course you will learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®). Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# <a href="#">9247</a>	10/16–12/6	24 Hours	Online
# <a href="#">9248</a>	11/13–1/3	24 Hours	Online
# <a href="#">9249</a>	12/18–2/7	24 Hours	Online

## **SUPPLY CHAIN MANAGEMENT FUNDAMENTALS**

Learn what it takes to be a successful supply chain manager. This course will prepare you for internationally recognized certification examinations by teaching you how to create demand forecasts, develop schedules, manage inventory, control production orders, and ensure customer satisfaction. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# <a href="#">9213</a>	10/16–12/6	24 Hours	Online
# <a href="#">9214</a>	11/13–1/3	24 Hours	Online
# <a href="#">9215</a>	12/18–2/7	24 Hours	Online

## **TOTAL QUALITY FUNDAMENTALS**

In this online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of your employees' abilities and potential. You will learn to manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# <a href="#">9182</a>	10/16–12/6	24 Hours	Online
# <a href="#">9183</a>	11/13–1/3	24 Hours	Online
# <a href="#">9184</a>	12/18–2/7	24 Hours	Online



# SIX SIGMA

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

To register, or for more information, contact [talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)

### LEAN SIX SIGMA GREEN BELT (Exam Cost Included)

#8426 | Fee: \$1,695 | Starts upon registration | 50 Hours | Online

### LEAN SIX SIGMA BLACK BELT (Exam Cost Included)

#8429 | Fee: \$1,895 | Starts upon registration | 75 Hours | Online

### CERTIFIED SIX SIGMA GREEN BELT

#8414 | Fee: \$1,895 | Starts upon registration | 120 Hours | Online

### CERTIFIED SIX SIGMA BLACK BELT

#8416 | Fee: \$1,995 | Starts upon registration | 120 Hours | Online



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

Request a course outline for any class:  
[talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu).

**NEW!**

In Partnership with



## EDUCATION FOR EMERGENCY READINESS

TUESDAY, OCTOBER 22, 2024

### **NEW! STRESS MANAGEMENT FOR THE WORKPLACE**

The world of emergency services and the medical field is challenging. For most of us we enter this profession trying to change the world and when we leave the profession, we find the world has changed us. Trauma is part of the job description, but there are ways to manage it and thrive personally and professionally. This course will take a deep dive into why you do what you do, the geography of the brain, the science of stress, and how to mitigate our exposure to trauma. This is an interactive session that combines logic and emotion into a tutorial of career survival. Participants will learn the impact of trauma on their neurological make up and how to alter it. If you have ever had a dreadful day at work and taken that frustration home this course is necessary for you. This course will help all participants understand the management of stress and how it can improve job satisfaction and engagement in your personal lives.

**Fee: \$129**

# 9587      T      10/22      12:30–3 p.m.      Catalyst Campus

### **NEW! WORKPLACE CASUALTY CARE**

Trauma can strike at any time. Our Workplace Casualty Care (WPCC) course is designed to provide trauma level care to those in need. This course was designed as part of the Stop the Bleed campaign in response to active shooter events. This course will provide all participants with the skill, tools, and confidence to save lives when a mass casualty incident (MCI) occurs. MCIs come in many different ways, tornados, gas explosions, interstate car pileups and yes active shooting events. All participants are trained in direct pressure, pressure points, tourniquet application, wound packing, chest seals, airway management, hypothermia prevention and casualty assessment. All participants will get firsthand training in the use of all medical skills and adjuncts. This course is a must for human resource departments to have as part of your annual training catalogue.

**Fee: \$79**

# 9591      T      10/22      3:30–4:30 p.m.      Catalyst Campus

### **NEW! SPORTSMAN CASUALTY CARE (SPCC)**

The Sportsman Casualty Care Course is designed for outdoor enthusiasts. It does not matter whether you enjoy hiking, biking, fishing, hunting or other outdoor activities, tragedy can strike at any time. The difference between those who survive and those who do not is training. Each participant will leave the Sportsman Casualty Care (SPCC) course with the skills and tools necessary to survive tragedy in the field. During this two-hour course, participants will start with didactic instruction on how to survive penetrating trauma, fall injuries and cardiac events in the field. The participants will transition into guided firsthand instruction and use of all necessary medical adjuncts to survive in the field. If you love the outdoors, this course is necessary! Participants will leave confidently able to: conduct patient assessments; apply pressure dressing properly; pack a wound; apply and use tourniquets; secure an airway; use chest seals; and perform compression only CCR. Registered students under the age of fourteen must be accompanied by a registered adult.

**Fee: \$49**

# 9632      T      10/22      5:30-7:30 p.m.      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.

**Fee: \$195**

# <u>9400</u>	F	10/18	8 a.m.–4 p.m.	G, MCC
# <u>9401</u>	F	11/15	8 a.m.–4 p.m.	G, MCC



**FORKLIFT  
TRAIN THE  
TRAINER**

This comprehensive 3-day course will provide your company's trainer, safety department, or supervisory staff with the proper tools to effectively train new powered industrial truck operators with the skills they need to operate their forklift in an approved and acceptable manner. By the end of this course, each student is required to demonstrate both practical lift truck operation and presentation skills.

**Fee: \$1,100**

# <u>9406</u>	WTh	11/6, 11/7	8 a.m.–4:30 p.m.	Catalyst Campus
	F	11/8	8 a.m.–4:30 p.m.	G, MCC

## 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.

**Fee: \$150**

# <a href="#">9259</a>	F	10/18	8 a.m.–Noon	Catalyst Campus
# <a href="#">9260</a>	F	11/15	8 a.m.–Noon	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**

# <a href="#">9405</a>	TTh	12/10, 12/12	8 a.m.–1:30 p.m.	Catalyst Campus
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## OSHA 30-HOUR GENERAL INDUSTRY OUTREACH PROGRAM

This four-day course provides detailed coverage of OSHA's general industry standards, requirements, and employer's responsibility to provide employees a safe and healthy workplace. It's ideal for safety and health personnel, supervisors, and those with safety and health responsibilities. You'll earn an OSHA 30-hour card upon course completion.

**Fee: \$679**

# <a href="#">9262</a>	TTh	10/15–10/24	8 a.m.–4:30 p.m.	Catalyst Campus
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## OSHA RECORD KEEPING

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

**Fee: \$119**

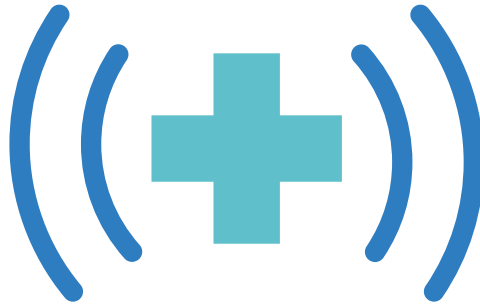
# <a href="#">9263</a>	Th	12/5	8–11 a.m.	Catalyst Campus
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## OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

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

**Fee: \$399**

# <a href="#">9264</a>	TTh	12/10, 12/12	8 a.m.–1:30 p.m.	Catalyst Campus
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## HEARTSAVER FIRST AID CPR/AED/BBP

Practice critical skills needed to respond to and manage a first-aid, choking, or sudden cardiac arrest emergency until emergency medical services (EMS) arrives. Learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first-aid emergencies. This course also teaches adult CPR and automated external defibrillator (AED) use. It is appropriate for participants with limited or no medical training who need a course completion card in first aid, CPR, and AED use to meet job, regulatory, or other requirements. The BBP (blood-borne pathogens) portion teaches employees how to protect themselves and others from exposure to blood or blood-containing materials. This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements and is designed for anyone with a reasonable chance of coming into contact with blood-borne pathogens as a first responder in the workplace.

**Fee: \$125**

# <a href="#">9402</a>	W	11/20	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**

# <a href="#">9404</a>	W	10/30	6–10 p.m.	A, MCC
# <a href="#">9403</a>	W	11/20	2:30–6:30 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 ServSafe Manager Certification verifies that a manager/person in charge has sufficient food safety knowledge to protect the public from a foodborne illness. The certification is valid for five years. You must arrive promptly by 8 a.m. Book is included in class fee. Bring photo ID to class.

**Fee: \$189**

# <a href="#">9265</a>	T	10/8	8 a.m.–5 p.m.	Catalyst Campus
# <a href="#">9267</a>	T	12/3	8 a.m.–5 p.m.	Catalyst Campus

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

**Fee: \$189**

# <a href="#">9268</a>	T	11/12	8 a.m.–5 p.m.	Catalyst Campus
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CLASE DISPONIBLE EN ESPANOL

## WORKPLACE ESSENTIALS *and* EMPLOYABILITY SKILLS SERIES

The techniques employees need to do their jobs are rapidly changing. These two-hour sessions provide job seekers, newly employed, and even seasoned employees with the skills necessary for workplace success. This series is taught in English and Spanish.

**Take the entire Workplace Essentials and Employability Skills Series (6 sessions) and save!**

**Series Fee: \$369**

**Option 1:** Series # SER-WES (English) W 10/16–11/20 Remote

**Option 2:** Series # SER-WESSP (Spanish) W 10/9–12/18 Catalyst Campus

### ACTIVE LISTENING: IMPROVE YOUR ABILITY TO LISTEN AND LEAD

Active listening is a person's willingness and ability to hear and understand. Listening in this way can make a huge difference in your interactions with others. Working relationships become more solid with trust, respect, and honesty.

**Fee: \$69**

# [9364](#) (English) W 10/16 3–5 p.m. Remote

# [9407](#) (Spanish) W 10/9 2:30–4:30 p.m. Catalyst Campus

### TIME MANAGEMENT

Time management is not very difficult as a concept, but it's surprisingly hard to do in practice. Learn how to get the most from your day using prioritization, scheduling, goal setting, and other tools and techniques.

**Fee: \$69**

# [9395](#) (English) W 10/23 3–5 p.m. Remote

# [9408](#) (Spanish) W 10/23 2:30–4:30 p.m. Catalyst Campus

### ASSERTIVENESS

Assertive people tend to seek out and create win-win scenarios. In general, they are better problem solvers, are good communicators, and are less stressed. This course is designed to enable participants to use a more confident approach in the workplace.

**Fee: \$69**

# [9396](#) (English) W 10/30 3–5 p.m. Remote

# [9409](#) (Spanish) W 11/6 2:30–4:30 p.m. Catalyst Campus

## ACCOUNTABILITY

You are accountable for what you do and don't do. Learn how to shift yourself away from excuses, learn from mistakes, and start achieving goals.

**Fee: \$69**

# <a href="#">9397</a>	(English)	W	11/6	3–5 p.m.	Remote
# <a href="#">9410</a>	(Spanish)	W	11/20	2:30–4:30 p.m.	Catalyst Campus

## MANAGING CONFLICT WITH PEERS

Peer conflicts that arise from incompatible goals or work processes can typically be resolved—but peer conflicts that involve personal values, office politics, and emotional reactions can be challenging. Learn several peer conflict tactics that will deliver the most productive results for you and your organization.

**Fee: \$69**

# <a href="#">9398</a>	(English)	W	11/13	3–5 p.m.	Remote
# <a href="#">9411</a>	(Spanish)	W	12/4	2:30–4:30 p.m.	Catalyst Campus

## PROFESSIONALISM AT WORK

Your professionalism encompasses the way you carry yourself, your attitude and the ways you communicate with others. These behaviors affect your work life. With a focused commitment on your professional skills, you can ensure a positive first impression, successful interpersonal relationships, and a respected reputation within your organization and industry.

**Fee: \$69**

# <a href="#">9399</a>	(English)	W	11/20	3–5 p.m.	Remote
# <a href="#">9412</a>	(Spanish)	W	12/18	2:30–4:30 p.m.	Catalyst Campus



## HOT BUTTONS AND COOLING STRATEGIES

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

**Fee: \$149**

# 9413

M

11/18

1–4 p.m

Catalyst Campus

## MINDFUL WORKSPACES: STRATEGIES FOR STRESS RELIEF, ERGONOMICS, AND CALM

Workplaces may be unique, but one thing they all have in common is stress. Stress in the workplace is unavoidable. But we can neutralize stress by fueling our daily lives with meaningful actions and intentions. Learn and try exercises, movements and activities which, when used regularly, can loosen the grip of stress. These tips can be shared with co-workers to reduce the creep of stress that can unknowingly slip into team interactions. Creating a harmonious work-life balance is critical to improving our physical, emotional and mental health, and also our career health. This course will cover office ergonomics, body awareness, posture and movement from a chair or desk, techniques to feel calm, and meditation at work.

**Fee: \$149**

# 9414

T

10/29

Noon–3 p.m.

Catalyst Campus

## UNDERSTANDING YOURSELF AND OTHERS FOR PERSONAL EFFECTIVENESS: WHO AM I?

Based on the psychology of Carl Jung, this session will take a fun and engaging approach to understanding personal styles of communication and behavior and how this affects our interactions with others. By understanding our natural preferences, we can build greater personal effectiveness. This in turn helps create better teams and organizations. We will touch on various assessments used to help identify personality types and learn methods to adapt and connect to others. Relationships are the foundation for all we do in our personal and professional lives. By taking the time to understand ourselves, we can begin to understand others better and strengthen our relationships.

**Fee: \$209**

# 9415

Th

10/10

8:30–11:30 a.m.

Catalyst Campus



**Healthcare Provider CPR available at two locations!**

**MCC Main Campus, Crystal Lake  
Catalyst Campus, Woodstock**

**See pg. 13**



## **BOOKKEEPING CERTIFICATE**

Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# <a href="#">9028</a>	9/3–11/29	48 Hours	Online
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## **UNDERSTANDING DEBITS AND CREDITS**

**Fee: \$195**

# <a href="#">9027</a>	9/3–9/27	16 Hours	Online
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## **GENERAL LEDGER AND MONTH END PROCEDURES**

**Fee: \$195**

# <a href="#">9026</a>	10/7–11/1	16 Hours	Online
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## **CLOSING PROCEDURES AND FINANCIAL STATEMENTS**

**Fee: \$195**

# <a href="#">9025</a>	11/4–11/29	16 Hours	Online
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## **CERTIFICATE IN BUSINESS WRITING**

Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# <a href="#">8995</a>	9/3–11/29	48 Hours	Online
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## **BUSINESS WRITING**

**Fee: \$195**

# <a href="#">8993</a>	9/3–9/27	16 Hours	Online
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## **EFFECTIVE COPYWRITING**

**Fee: \$195**

# <a href="#">8978</a>	10/7–11/1	16 Hours	Online
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## **WRITING NEWS AND PRESS RELEASES**

**Fee: \$195**

# <a href="#">9003</a>	11/4–11/29	16 Hours	Online
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## CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. 2025 start dates available soon!

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

**Certificate Series Fee: \$245**

# <a href="#">8975</a>	9/3–11/1	32 Hours	Online
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### KEYS TO CUSTOMER SERVICE

**Fee: \$145**

# <a href="#">8976</a>	9/3–9/27	16 Hours	Online
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### EXTRAORDINARY CUSTOMER SERVICE

**Fee: \$145**

# <a href="#">8977</a>	10/7–11/1	16 Hours	Online
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## DIVERSITY, EQUITY AND INCLUSION IN THE WORKPLACE CERTIFICATE

To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. LERN's Diversity, Equity, and Inclusion (DEI) in the Workplace Certificate focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# <a href="#">9065</a>	9/3–11/29	48 Hours	Online
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### WHAT IS DEI?

**Fee: \$195**

# <a href="#">9068</a>	9/3–9/27	16 Hours	Online
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### INCLUSIVE COMMUNICATION

**Fee: \$195**

# <a href="#">9067</a>	10/7–11/1	16 Hours	Online
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### DEI AND ORGANIZATIONAL SUCCESS

**Fee: \$195**

# <a href="#">9066</a>	11/4–11/29	16 Hours	Online
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## 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. Participants will receive an email with login information 24-48 hours after registering.

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

Series # SER-SALES

Series Fee: \$345

10/16-2/7

### KEYS TO EFFECTIVE COMMUNICATION

Fee: \$125

# 9145

10/16-12/6

24 Hours

Online

### EFFECTIVE SELLING

Fee: \$135

# 9146

11/13-1/3

24 Hours

Online

### PROFESSIONAL SALES SKILLS

Fee: \$135

# 9147

12/18-2/7

24 Hours

Online

### NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. 2025 start dates available soon!

Fee: \$195

# 8981

10/7-11/1

16 Hours

Online



## ACCOUNTING FUNDAMENTALS

In this comprehensive course, you'll learn the basics of double-entry bookkeeping as well as how to analyze and record financial transactions. You'll receive hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# <a href="#">9163</a>	10/16–12/6	24 Hours	Online
# <a href="#">9164</a>	11/13–1/3	24 Hours	Online
# <a href="#">9165</a>	12/18–2/7	24 Hours	Online

## ACCOUNTING FUNDAMENTALS II

This course will provide you with a solid understanding of corporate accounting practices. 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. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# <a href="#">9166</a>	10/16–12/6	24 Hours	Online
# <a href="#">9167</a>	11/13–1/3	24 Hours	Online
# <a href="#">9168</a>	12/18–2/7	24 Hours	Online

## ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. 2025 start dates available soon!

**Fee: \$195**

# <a href="#">8958</a>	9/3–9/27	16 Hours	Online
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## FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

This course is designed for non-financial managers, business owners, entrepreneurs, and other decision-makers. Assess and analyze financial information that drives your organization. Learn to make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. 2025 start dates available soon!

**Fee: \$195**

# <a href="#">9000</a>	11/4–11/29	16 Hours	Online
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## THE BASICS OF BOOKKEEPING

The Basics of Bookkeeping course will teach you how to record every penny that comes into and out of your business. This course shows you how to create a chart of accounts, how to label the accounts, understand bookkeeping terminology, and debits and credits. 2025 start dates available soon!

**Fee: \$195**

# <a href="#">9008</a>	10/7–11/1	16 Hours	Online
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## INTRODUCTION TO QUICKBOOKS ONLINE (QBO)

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks Online (cloud-based version) is designed for the small to mid-sized business owner who needs a fully functional accounting system that's also easy to use. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$139**

# <a href="#">9157</a>	10/16–12/6	24 Hours	Online
# <a href="#">9158</a>	11/13–1/3	24 Hours	Online
# <a href="#">9159</a>	12/18–2/7	24 Hours	Online

## INTERMEDIATE QUICKBOOKS ONLINE (QBO)

While diving deeper into QuickBooks Online (cloud-based version), this course explores the software's intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$139**

# <a href="#">9160</a>	10/16–12/6	24 Hours	Online
# <a href="#">9161</a>	11/13–1/3	24 Hours	Online
# <a href="#">9162</a>	12/18–2/7	24 Hours	Online

## ADMINISTRATIVE ASSISTANT FUNDAMENTALS

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, business writing skills, research and presentation skills, and more. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive machine. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# <a href="#">9148</a>	10/16–12/6	24 Hours	Online
# <a href="#">9149</a>	11/13–1/3	24 Hours	Online
# <a href="#">9150</a>	12/18–2/7	24 Hours	Online

## SPANISH FOR MEDICAL PROFESSIONALS

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course focuses on the basic medical Spanish phrases you need to know in a medical setting. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# <a href="#">9154</a>	10/16–12/6	24 Hours	Online
# <a href="#">9155</a>	11/13–1/3	24 Hours	Online
# <a href="#">9156</a>	12/18–2/7	24 Hours	Online

## SPANISH IN THE CLASSROOM

Bridge the communication gap between you, your Spanish-speaking students, and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavioral problems, and provide grades and homework. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# <a href="#">9151</a>	10/16–12/6	24 Hours	Online
# <a href="#">9152</a>	11/13–1/3	24 Hours	Online
# <a href="#">9153</a>	12/18–2/7	24 Hours	Online



## MICROSOFT EXCEL SERIES

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

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

### Series # SER-EX (Catalyst Campus)

#### Series # SER-EXR (Remote)

Series Fee: \$477

Option 1:	M	10/7,10/28,11/18	Catalyst Campus
Option 2:	F	10/18,10/25,11/1,11/8,11/15,11/22	Catalyst Campus
Option 3:	TW	12/3,12/4,12/10,12/11,12/17,12/18	Remote

### MICROSOFT EXCEL LEVEL 1 (BASIC)

Learn the basic concepts and skills needed to start being productive with Excel. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

**Fee: \$179**

# 9374	M	10/7	8 a.m.–4:30 p.m.	Catalyst Campus
# 9371	F	10/18, 10/25	8 a.m.–Noon	Catalyst Campus
# 9377	TW	12/3, 12/4	8 a.m.–Noon	Remote

### MICROSOFT EXCEL LEVEL 2 (INTERMEDIATE)

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

**Fee: \$179**

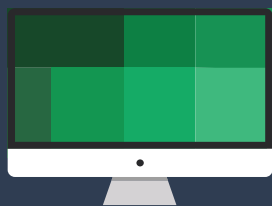
# 9375	M	10/28	8 a.m.–4:30 p.m.	Catalyst Campus
# 9372	F	11/1, 11/8	8 a.m.–Noon	Catalyst Campus
# 9378	TW	12/10, 12/11	8 a.m.–Noon	Remote

### MICROSOFT EXCEL LEVEL 3 (ADVANCED)

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

**Fee: \$179**

# 9376	M	11/18	8 a.m.–4:30 p.m.	Catalyst Campus
# 9373	F	11/15, 11/22	8 a.m.–Noon	Catalyst Campus
# 9379	TW	12/17, 12/18	8 a.m.–Noon	Remote



## MICROSOFT EXCEL 2019 ONLINE SERIES

This online course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software.

This course must be taken on a PC. It is not suitable for Macs or Chromebooks. Software Requirements: Microsoft Excel 2019: Available to download with a subscription to Microsoft 365, or with Microsoft Office Home and Student 2019 (not included in enrollment).

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

Series # [SER-EX2019](#)

Series Fee: \$390

10/16–2/7

Online

### INTRODUCTION TO MICROSOFT EXCEL 2019

This course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$147**

# [9269](#)

10/16–12/6

24 Hours

Online

### INTERMEDIATE MICROSOFT EXCEL 2019

Learn to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$147**

# [9270](#)

11/13–1/3

24 Hours

Online

### ADVANCED MICROSOFT EXCEL 2019

This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company's data management needs. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$145**

# [9271](#)

12/18–2/7

24 Hours

Online

## LOOKING TO FOCUS ON SPECIFIC MICROSOFT TOPICS?

These two-hour virtual classes connect you with our Excel expert and deep dive into the skills you need most.

### MICROSOFT EXCEL BASIC FORMULAS AND PRINTING TOOLS

Learn the basics of creating formulas in Excel, including adding, subtracting, multiplying, and dividing. You will then learn how to use the basic functions of SUM, AVERAGE, MIN, MAX, COUNT and COUNTA. We'll also discuss printing and the basics of changing paper orientation, margins, scaling, creating headers and footers, and adding page breaks and print titles.

**Fee: \$69**

# [9380](#) F 10/18 1:30–3:30 p.m. Remote

### MICROSOFT EXCEL LOGICAL IF FUNCTIONS AND LOOKUP FUNCTIONS

Learn the advanced formula tools of IF, SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS, nesting IFS, VLOOKUP, HLOOKUP, and XLOOKUP in Excel.

**Fee: \$69**

# [9382](#) F 10/25 1:30–3:30 p.m. Remote

### MICROSOFT EXCEL WORKING WITH MULTIPLE SHEETS

Learn how to add, delete, rename, change the color of sheet tabs, hide/unhide, and move/copy sheets in Excel. Discover how and why you should select multiple sheets at the same time using shift and control. You will also learn how to write formulas between sheets to create a summary sheet.

**Fee: \$69**

# [9381](#) F 11/1 1:30–3:30 p.m. Remote

### MICROSOFT EXCEL SORTING, FILTERING AND WORKING WITH TABLES

Learn the proper way to build a table for sorting and filtering in Excel. We'll discuss how to sort single and multiple columns, and how to use Auto Filter techniques to view only specific rows in a table. You'll also learn table tools for formatting and formulas.

**Fee: \$69**

# [9383](#) F 11/8 1:30–3:30 p.m. Remote

### MICROSOFT EXCEL PIVOT TABLES

Discover how to create a Pivot Table in Excel using filter, row, column, and values. You'll learn how to format a Pivot Table, add formulas into the table, group values, work with slicers, and insert a Pivot Chart.

**Fee: \$69**

# [9384](#) F 11/15 1:30–3:30 p.m. Remote

### MICROSOFT EXCEL POWER PIVOTING

Learn how to combine multiple data sources in the Power Pivot model instead of using multiple VLOOKUP functions to create a flat data source for a Pivot Table in Excel. We'll discuss the advanced features of the Power Pivot tool to take Pivot Table analysis to a whole new level of functionality.

**Fee: \$69**

# [9385](#) F 11/22 1:30–3:30 p.m. 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**

# [9388](#) T 12/3 12:30–4:30 p.m. Remote



## MICROSOFT POWERPOINT TIPS AND TRICKS

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

**Fee: \$89**

# [9389](#)      W      12/4      12:30–4:30 p.m.      Remote

## SHARING FILES AND FOLDERS USING ONEDRIVE

OneDrive from Microsoft is all about sorting files and sharing them between your computer and the cloud with the ability to access them from any PC, Mac, or phone. Learn how to create and share documents and files to collaborate with others in real-time.

**Fee: \$69**

# [9386](#)      T      12/10      1:30–3:30 p.m.      Remote

## CREATING A MICROSOFT TEAMS SITE AND BASIC FUNCTIONS

Get an overview of Microsoft Teams, a collaboration app that helps your team stay organized and have conversations all in one place. This course is perfect for on-location and remote office workers, virtual classroom students, and home users.

**Fee: \$69**

# [9387](#)      W      12/11      1:30–3:30 p.m.      Remote

## COMPUTER SKILLS FOR THE WORKPLACE

This course will also focus on practical applications for software most common to the workplace, utilizing the Internet as well as transferring and protecting data. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# [9272](#)      10/16–12/6      24 Hours      Online

# [9273](#)      11/13–1/3      24 Hours      Online

# [9274](#)      12/18–2/7      24 Hours      Online

## INTRODUCTION TO WINDOWS 11

Learn to use Windows 11, a powerful operating system, to customize your desktop, manage and protect files and folders, and navigate the web. From editing photos to working with external drives, you'll learn everything you need to know to get the most from this operating system. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# [9275](#)      10/16–12/6      24 Hours      Online

# [9276](#)      11/13–1/3      24 Hours      Online

# [9277](#)      12/18–2/7      24 Hours      Online

## KEYBOARDING

This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$125**

# [9342](#)      10/16–12/6      24 Hours      Online

# [9343](#)      11/13–1/3      24 Hours      Online

# [9344](#)      12/18–2/7      24 Hours      Online

## GETTING STARTED WITH GOOGLE WORKSPACE

Discover the many free apps of Google and learn how to put them to work for both business and personal projects. You'll explore the most popular Google apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) and learn how they work together to make daily tasks easier. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$149**

# <a href="#">9345</a>	10/16–12/6	24 Hours	Online
# <a href="#">9346</a>	11/13–1/3	24 Hours	Online
# <a href="#">9347</a>	12/18–2/7	24 Hours	Online

## INTRODUCTION TO MICROSOFT WORD 2019

During this course, you will learn the basics needed to write and edit text and to create, format, and organize documents in the 2019 version of Microsoft Word. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$147**

# <a href="#">9348</a>	10/16–12/6	24 Hours	Online
# <a href="#">9349</a>	11/13–1/3	24 Hours	Online
# <a href="#">9350</a>	12/18–2/7	24 Hours	Online

## INTRODUCTION TO POWERPOINT 2019/OFFICE 365

This in-depth course introduces PowerPoint's functions to teach you how to plan and create professional-quality presentations. As you become acquainted with Office 365, you'll learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$147**

# <a href="#">9354</a>	10/16–12/6	24 Hours	Online
# <a href="#">9355</a>	11/13–1/3	24 Hours	Online
# <a href="#">9356</a>	12/18–2/7	24 Hours	Online

## INTRODUCTION TO JAVA PROGRAMMING

This course provides easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn to program. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# <a href="#">9357</a>	10/16–12/6	24 Hours	Online
# <a href="#">9358</a>	11/13–1/3	24 Hours	Online
# <a href="#">9359</a>	12/18–2/7	24 Hours	Online

## INTRODUCTION TO SQL

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

**Fee: \$245**

# <a href="#">9036</a>	10/7–11/1	16 Hours	Online
# <a href="#">9037</a>	11/4–11/29	16 Hours	Online
# <a href="#">9038</a>	12/2–12/27	16 Hours	Online

## MICROSOFT EXCEL PIVOT TABLES

Learn how to create functional and eye-catching interactive dashboards using a combination of pivot tables, pivot charts, and slicers. You will discover advanced techniques for pivot tables, like creating timelines, calculated fields, and calculated items. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$145**

# <a href="#">9351</a>	10/16–12/6	24 Hours	Online
# <a href="#">9352</a>	11/13–1/3	24 Hours	Online
# <a href="#">9353</a>	12/18–2/7	24 Hours	Online

## PODCASTING

Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the essential elements you need to get your show online. Come to class with your idea and end with your show online for all to hear. 2025 start dates available soon!

**Fee: \$245**

# <a href="#">8989</a>	9/3–9/27	16 Hours	Online
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## SALESFORCE: POWERUSER

This online course will train you to be a Salesforce Power User, so you can navigate the Lightning interface, create and manage accounts, handle leads and utilize opportunities. By becoming proficient in Salesforce, you will be able to better engage customers with the most popular CRM software available to large and small businesses. This open-entry class offers a flexible way to learn. You can start at any time and learn when it's convenient for you, supported by a dedicated student advisor. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$695**

# <a href="#">8533</a>	Starts upon registration	75 Hours	Online
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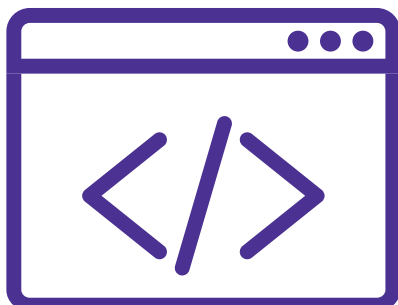
## CODING CERTIFICATE

This course will introduce you to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Three one-month courses. 2025 start dates available soon!

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

**Certificate Series Fee: \$595**

# <a href="#">9024</a>	9/3–11/29	48 Hours	Online
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## SQL CERTIFICATE

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs. 2025 start dates available soon!

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

**Certificate Series Fee: \$595**

# [9043](#)

9/3–11/29

48 Hours

Online



## CERTIFICATE IN DATA ANALYSIS

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# [8967](#)

9/3–11/29

48 Hours

Online

## INTRODUCTION TO DATA ANALYSIS

**Fee: \$195**

# [8968](#)

9/3–9/27

16 Hours

Online

## INTERMEDIATE DATA ANALYSIS

**Fee: \$195**

# [8969](#)

10/7–11/1

16 Hours

Online

## ADVANCED DATA ANALYSIS

**Fee: \$195**

# [8970](#)

11/4–11/29

16 Hours

Online



**Empower yourself with the tools you need to succeed. Workplace skills taught in English and Spanish!**

**See pg. 14**

## **CERTIFICATE IN WEB DESIGN**

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. The No prior knowledge of HTML or web design is required. 2025 start dates available soon!

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

**Certificate Series Fee: \$595**

# <u>9018</u>	9/3–11/29	48 Hours	Online
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### **INTRODUCTION TO WEB DESIGN**

**Fee: \$245**

# <u>9017</u>	9/3–9/27	16 Hours	Online
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### **INTERMEDIATE WEB DESIGN**

**Fee: \$245**

# <u>9020</u>	10/7–11/1	16 Hours	Online
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### **ADVANCED WEB DESIGN**

**Fee: \$245**

# <u>9019</u>	11/4–11/29	16 Hours	Online
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## **DIGITAL MARKETING CERTIFICATE**

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one month courses. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# <u>8984</u>	9/3–11/29	48 Hours	Online
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### **IMPROVING EMAIL PROMOTIONS**

**Fee: \$195**

# <u>8985</u>	9/3–9/27	16 Hours	Online
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### **BOOSTING YOUR WEBSITE TRAFFIC**

**Fee: \$195**

# <u>8986</u>	10/7–11/1	16 Hours	Online
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### **ONLINE ADVERTISING**

**Fee: \$195**

# <u>8987</u>	11/4–11/29	16 Hours	Online
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## GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

The Adobe software tools are the leading software for graphic design. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Access to the Adobe software tools required. 2025 start dates available soon!

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

**Certificate Series Fee: \$545**

# <a href="#">9023</a>	9/3–11/29	48 Hours	Online
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### ADOBE ILLUSTRATOR ESSENTIALS

**Fee: \$225**

# <a href="#">9029</a>	9/3–9/27	16 Hours	Online
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### ADOBE PHOTOSHOP ESSENTIALS

**Fee: \$225**

# <a href="#">9031</a>	10/7–11/1	16 Hours	Online
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### ADOBE INDESIGN ESSENTIALS

**Fee: \$225**

# <a href="#">9030</a>	11/4–11/29	16 Hours	Online
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**Serve with confidence. Obtain your food safety certification. We offer classes in English and Spanish.**

**See pg. 13**

## **POWER BI CERTIFICATE**

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL your data. Build the Data Model using relationships and DAX. Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports and analyze your results. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# <u>9040</u>	9/3–11/29	48 Hours	Online
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### **INTRODUCTION TO POWER BI**

**Fee: \$195**

# <u>9034</u>	9/3–9/27	16 Hours	Online
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### **INTERMEDIATE POWER BI**

**Fee: \$195**

# <u>9039</u>	10/7–11/1	16 Hours	Online
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### **ADVANCED POWER BI**

**Fee: \$195**

# <u>9032</u>	11/4–11/29	16 Hours	Online
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## SOCIAL MEDIA FOR BUSINESS CERTIFICATE

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. 2025 start dates available soon!

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

**Certificate Series Fee: \$495**

# [8945](#) 9/3–11/29 48 Hours Online

## INTRODUCTION TO SOCIAL MEDIA

**Fee: \$195**

# [8946](#) 9/3–9/27 16 Hours Online

## MARKETING USING SOCIAL MEDIA

**Fee: \$195**

# [8947](#) 10/7–11/1 16 Hours Online

## INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION

**Fee: \$195**

# [8948](#) 11/4–11/29 16 Hours Online

## GENERATIVE AI AND THE BIG PICTURE

Embark on a journey through the foundational concepts of Machine Learning, Deep Learning, and Generative AI (GenAI). This course provides a broad overview of how these technologies are shaping the future of work, influencing business strategies, and impacting society at large. Participants will gain a clear understanding of the roles these technologies play and how they can be harnessed for societal benefits and business advancements.

**Fee: \$69**

# [9663](#) T 11/12 8:30–11:30 a.m. Remote

## LEVERAGING AI TOOLS FOR ENHANCED PRODUCTIVITY

This course introduces beginners to the transformative power of AI tools in the workplace. Discover how AI-driven writing assistants, automated presentation creators, and smart productivity hacks can streamline your workflow and increase efficiency. By the end of this course, participants will be equipped with the knowledge to integrate various AI tools into their daily office tasks, leading to improved time management and task execution.

**Fee: \$69**

# [9664](#) Th 11/14 8:30–11:30 a.m. Remote





# CANVA TRAINING

Canva Pro subscription/log-in required.

## ALL ABOUT CANVA PRO LEVEL 1

Canva is an online graphic design tool that can be used to create social media posts, presentations, posters, videos, logos, and more. Join Lori Lattanzio, Manager of Communications and Marketing at Northern Illinois Special Recreation Association (NISRA), as she shares how Canva can help your projects come to life, no matter what your skill level. This workshop will demonstrate skills for the beginner and advanced user. Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

**Fee: \$69**

# [9390](#) F 10/4 8:30–11 a.m. Catalyst Campus

## ALL ABOUT CANVA PRO LEVEL 2

Let's put your Canva skills to use! This workshop picks up where our first All About Canva Workshop left off. First, we'll recap Canva features and tools while also learning a few new advanced tricks! The second half of the workshop will give you the opportunity to experiment and create marketing material for personal or professional use with creative guidance from NISRA's Manager of Communication and Marketing, Lori Lattanzio. This hands-on class is taught in a computer lab – no need to bring your own technology. Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

**Fee: \$69**

# [9391](#) T 10/15 8:30–11 a.m. Catalyst Campus

## CANVA PRO: SOCIAL MEDIA

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

**Fee: \$29**

# [9392](#) Th 11/7 8:30–9:30 a.m. Remote

## CANVA PRO: VIDEO EDITOR

Do you need some fun and engaging video content? Canva's video editor makes it simple with their easy-to-use video features for everyday videos or even special occasions. We'll navigate through all the great tools Canva has specifically for video editing to bring your videos to life! Canva Pro subscription/log-in required. Please arrive to class 10 minutes early to get signed in and ready for class by the start time.

**Fee: \$29**

# [9393](#) W 12/4 8:30–9:30 a.m. Remote

## CANVA PRO: PRESENTATIONS

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

**Fee: \$29**

# [9394](#) T 12/10 3–4 p.m. Remote



## SUPERVISORY LEADERSHIP SERIES

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

**Take the entire DDI Supervisory Leadership Series (8 sessions) and save!**

Series # SER-DDI

Series Fee: \$1,440

10/18– 1/24

### DDI COMMUNICATION: CONNECT THROUGH CONVERSATIONS » SUPERVISORY SERIES

This foundation course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the Interaction Essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond.

**Fee: \$202**

# 9250

F

10/18

1–5 p.m.

Catalyst Campus

### DDI RESOLVING WORKPLACE CONFLICT » SUPERVISORY SERIES

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

**Fee: \$202**

# 9251

F

11/1

1–5 p.m.

Catalyst Campus

### DDI DELEGATION: ENGAGE AND EMPOWER » SUPERVISORY SERIES

In this course, leaders learn the skills required to gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Identify the tasks that can be delegated, select the most appropriate individuals, assess capabilities and commitment, and plan the delegation discussion. The delegation discussion includes the level of decision-making authority, amount of support, and methods for monitoring progress and measuring results.

**Fee: \$202**

# 9252

F

11/15

1–5 p.m.

Catalyst Campus

## **DDI SETTING GOALS AND REVIEWING RESULTS » SUPERVISORY SERIES**

Learn the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds employee ownership and allows the leader to focus on coaching and developing throughout the performance cycle. Use effective (SMART) goals to help you and your employees track progress and fairly evaluate outcomes.

**Fee: \$202**

# 9253      F                      11/22                      1–5 p.m.                      Catalyst Campus

## **DDI COACHING: MOVE PEOPLE FORWARD » SUPERVISORY SERIES**

Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance.

**Fee: \$202**

# 9254      F                      12/6                      1–5 p.m.                      Catalyst Campus

## **DDI BUILDING AND SUSTAINING TRUST » SUPERVISORY SERIES**

Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. 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.

**Fee: \$202**

# 9255      F                      12/13                      1–5 p.m.                      Catalyst Campus

## **DDI DEVELOPING YOURSELF AND OTHERS » SUPERVISORY SERIES**

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

**Fee: \$202**

# 9256      F                      1/10                      1–5 p.m.                      Catalyst Campus

## **DDI YOUR LEADERSHIP JOURNEY » SUPERVISORY SERIES**

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

**Fee: \$202**

# 9257      F                      1/24                      1–5 p.m.                      Catalyst Campus



**NEW!**

## EMERGING LEADER SERIES FOR SPANISH SPEAKERS

The Emerging Leader series is designed to equip aspiring and newly appointed leaders with the skills and knowledge required to excel in leadership roles. Participants will develop the confidence and competence needed to lead teams, drive organizational success, and foster a positive work environment. Each module focuses on a specific aspect of leadership, providing in-depth insights and actionable strategies that can be immediately applied in the workplace. This series is taught in Spanish.

**Take the entire (Spanish) Emerging Leader Series (6 sessions) and save!**

Series # SER-ELSP

Series Fee: \$1,075

10/15– 11/26

### **NEW! SUPERVISION 101 (SPANISH)**

This course equips supervisors with essential skills to excel in their roles. Participants will explore responsibilities toward their teams and management. Topics include establishing credibility, core competencies, legal considerations, and the role of vision in leadership. Leave with practical tools to enhance supervisory effectiveness.

**Fee: \$199**

# [9365](#)

T

10/15

12:30–4:30 p.m.

Catalyst Campus

### **NEW! PLANNING AND GOAL SETTING (SPANISH)**

In this course, you'll learn how to recognize the critical role of vision and mission in effective planning and goal-setting. You'll discover strategies for efficient daily activity planning, gain insights into setting SMARTER goals, overcome procrastination, and develop techniques to maintain your plan successfully.

**Fee: \$199**

# [9366](#)

T

10/22

12:30–4:30 p.m.

Catalyst Campus

### **NEW! ACCOUNTABILITY, DELEGATION, AND NAVIGATING COMPANY STRUCTURE (SPANISH)**

This course provides an understanding of organizational structures commonly employed in businesses. Participants identify key elements for maintaining area organization, and understanding the crucial connection between accountability, responsibility, and delegation.

**Fee: \$199**

# [9367](#)

T

10/29

12:30–4:30 p.m.

Catalyst Campus

## **NEW! COMMUNICATION (SPANISH)**

Participants will gain a comprehensive understanding of the communication process. They will explore how perceptions and viewpoints differ, learn effective techniques for sending messages, distinguish between hearing and listening, develop questioning skills, and discover strategies for providing constructive and positive feedback.

**Fee: \$199**

# 9368      T                      11/12                      12:30–4:30 p.m.                      Catalyst Campus

## **NEW! MOTIVATION (SPANISH)**

Participants will explore major factors influencing motivation. They will learn to apply dialog and listening skills that model community, influence, and openness. Additionally, they will take specific actions to foster trust within a group, identify inhibitors to fostering commitment and passion, create a group culture of ownership and accountability, and apply strategies for dealing with external pressures that negatively affect motivation.

**Fee: \$199**

# 9369      T                      11/19                      12:30–4:30 p.m.                      Catalyst Campus

## **NEW! NAVIGATING WORKPLACE CONFLICT (SPANISH)**

Explore conflict resolution strategies in the workplace. Understand different approaches, recognize common sources of conflict, and learn effective methods for resolving issues. Develop proactive behaviors to minimize tension and address conflicts before they escalate.

**Fee: \$199**

# 9370      T                      11/26                      12:30–4:30 p.m.                      Catalyst Campus



## COLLABORATIVE MANAGEMENT

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. 2025 start dates available soon!

**Fee: \$245**

# 9005	10/7–11/1	16 Hours	Online
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## EMPLOYMENT LAW FUNDAMENTALS

Learn the basics of employment law so you can legally hire, evaluate, and manage employees as a manager, supervisor, small business owner, human resources specialist, or corporate executive. This course will explain the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring techniques; evaluation and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$129**

# 9191	10/16–12/6	24 Hours	Online
# 9192	11/13–1/3	24 Hours	Online
# 9193	12/18–2/7	24 Hours	Online

## INTRODUCTION TO PROJECT MANAGEMENT

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. 2025 start dates available soon!

**Fee: \$195**

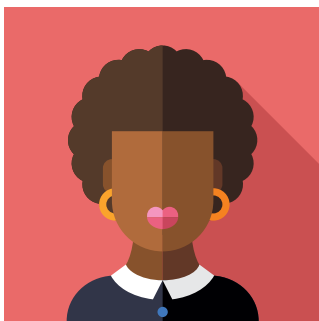
# 8998	9/3–9/27	16 Hours	Online
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## MANAGING CUSTOMER SERVICE

It's more important than ever for organizations to attract, satisfy, and retain customers. Customer service has moved beyond being simply transactional to being highly relational. In this course, you'll discover a variety of effective methods to bring out the best in you and the people you work with. Learn how to measure customer service from all angles and anticipate the needs of your customers. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# 9188	10/16–12/6	24 Hours	Online
# 9189	11/13–1/3	24 Hours	Online
# 9190	12/18–2/7	24 Hours	Online



## **MANAGING 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. 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 them. 2025 start dates available soon!

**Fee: \$175**

# <a href="#">8964</a>	11/4–11/29	16 Hours	Online
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## **MANAGING REMOTE TEAMS**

Discover practical advice, valuable tips, and helpful scenarios to help you successfully manage remote teams. We'll explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you'll have a whole new toolkit to keep your remote team happy, productive, motivated, and successful. Participants will receive an email with login information 24-48 hours after registering.

**Fee: \$135**

# <a href="#">9185</a>	10/16–12/6	24 Hours	Online
# <a href="#">9186</a>	11/13–1/3	24 Hours	Online
# <a href="#">9187</a>	12/18–2/7	24 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**

# <a href="#">9258</a>	T	12/3, 12/10	8 a.m.–Noon	Catalyst Campus
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## NONPROFIT-FOCUSED



### **NEW! BOARD MEMBER ROLES & RESPONSIBILITIES**

Ensuring a strong, positive partnership between the Board President and Executive Director will enhance board engagement and set the tone for other board member relations. Explore the basic roles, responsibilities, and legal duties of the board, characteristics of exceptional boards, and the board's role in adapting to significant change requiring a focus on core competencies, partnerships, and new funding models.

**Fee: \$99**

# 8903      W      10/23      9 a.m.–Noon      Catalyst Campus

### **NEW! EMPOWERING NONPROFIT LEADERS: MAXIMIZING BOARD EFFECTIVENESS AND DRIVING POSITIVE CHANGE**

In this dynamic session, discover proactive approaches to strengthen board dynamics and cultivate a supportive environment where all members thrive. Through engaging activities, group discussions, and practical exercises, learn how to promote effective communication, build trust, and empower board members to drive meaningful impact. Don't miss this opportunity to refine your leadership skills, inspire positive change, and unlock the full potential of your nonprofit board.

**Fee: \$69**

# 8900      W      10/23      1–3 p.m.      Catalyst Campus

### **NEW! STRATEGIC PARTNERSHIPS: ENHANCING NONPROFIT COLLABORATION**

Join us for a comprehensive exploration of nonprofit collaboration in our workshop tailored for nonprofit professionals. Gain valuable insights into the intricacies of collaboration and its significance within the nonprofit sector. Delve into the fundamental concepts of collaboration, including its role in driving social impact and the challenges it entails. Through interactive discussions and expert guidance, participants will uncover practical strategies for identifying, negotiating, sustaining strategic partnerships, and overcoming the challenge of effective collaboration.

**Fee: \$69**

# 8902      W      11/20      8:30–10:30 a.m.      Catalyst Campus  
# 9090      W      1/22      9–11 a.m.      Catalyst Campus



**NONPROFIT-FOCUSED ONLINE CLASSES ARE NOW AVAILABLE.**

**SCAN THE QR CODE TO BROWSE OFFERINGS OR CONTACT US FOR MORE INFORMATION:  
[talentimpact@mchenry.edu](mailto:talentimpact@mchenry.edu)**





# WORK ON YOUR BUSINESS, NOT IN IT

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

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

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



## BUYING A BUSINESS - A DIFFERENT PATH TO ENTREPRENEURSHIP

Purchasing an existing profitable small business can help you avoid the risks typically associated with a start-up. A proven concept with existing infrastructure and established branding can provide more financing opportunities and take some of the hard work out of marketing. This two-hour seminar will explore where and how businesses for sale are marketed, common valuation approaches, how to analyze business performance, and where to look for financing opportunities. Attendees will learn how to determine if a business is a good fit for their goals and resources.

**Fee: \$20**

# 9363      W      12/4      5:30–7:30 p.m.      Catalyst Campus

## STARTING YOUR BUSINESS IN ILLINOIS

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

**Fee: \$0**

# 9360      W      10/16      Noon–2 p.m.      Remote  
# 9361      Th      11/14      5:30–7:30 p.m.      Catalyst Campus  
# 9362      T      12/17      5:30–7:30 p.m.      Catalyst Campus



# YOUR NEW CAREER STARTS NOW

CAREER SPARK CENTER (FORMERLY CAREER TRAINING)

Whether you're making a career change or learning a new professional skill, MCC's Career Spark Training programs can help you earn an industry recognized certification or license in less than one semester. Explore Career Spark Center courses at [www.mchenry.edu/careerspark](http://www.mchenry.edu/careerspark).



# COMMUNITY ENRICHMENT

FORMERLY COMMUNITY EDUCATION

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



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

## MCC KIDS AND COLLEGE PROGRAM



### Quality, affordable programming for students in grades 1–9

Kids and College Program offers a variety of year-round, hands-on career exploration classes in science, technology, culinary, writing, art, and manufacturing. Our exceptional instructors and staff engage students with their passion and enthusiasm—ensuring that each student will experience the joy of learning.

**Fall 2024 classes now available.**

**REGISTER TODAY!**



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

# Curiosity has a new name: **LISI.**

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

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

## **PROGRAMS OFFERED THROUGH LISI**

### **The Science Behind It— Immersive Seminar Series**

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

### **LISI Lecture Series**

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

### **Hall of Human Origins**

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

### **Planetarium Showcases**

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

### **LISI-Sponsored Programs**

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



Learn more about LISI programming:  
[www.mchenry.edu/lisi](http://www.mchenry.edu/lisi)



Liebman Institute for  
Science Innovation

*Science in Everything. Everything in Science.*

# 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



*\*pending final approval*



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

Bachelor's and advanced degree programs within reach.

**Live Here. Learn Here.**



# NEED AN INTERN? WE CAN HELP!

Internships are a valuable professional learning experience that provide practical work related to a student's field or area of interest.

## Why Hire an Intern?

- Mentor new professionals
- Cultivate potential employees
- Support the workforce in your community
- Promote academic, career, and student success

Students receive a salary and may receive college credit on their transcripts, depending on the program.

Companies may be eligible for grant funding that will reimburse them for 50% of an intern's gross wages. Grant funds are limited and are available on a first-come, first-served basis.

To get started, call Career Services at (815) 455-8566 or email [careers@mchenry.edu](mailto:careers@mchenry.edu).

## CONTACT US

talentimpact@mchenry.edu

or call (815) 455-8593.

www.mchenry.edu/talentimpact

Open Monday–Friday | 8 a.m.–4:30 p.m.

## WAYS TO REGISTER



### 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](http://www.mchenry.edu/talentimpact/invoice.html) or scan the QR code.



## CANCELATION POLICY

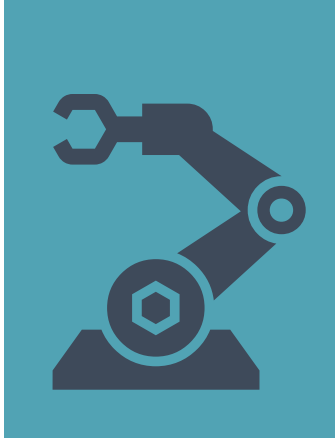
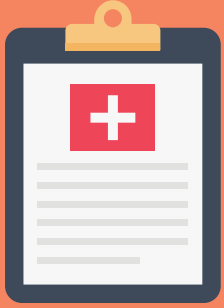
If an offering is canceled by McHenry County College, registrants will be notified by phone and/or email and tuition will be fully refunded. A course registration canceled by participant or company one business day in advance is subject to a full refund or the tuition can be applied to enrollment in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

## INCLEMENT WEATHER

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

## SMOKING

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



McHenry  
County College

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

## CONTRACT TRAINING TAILORED TO YOUR BUSINESS

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

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

**[www.mchenry.edu/talentimpact](http://www.mchenry.edu/talentimpact)**