

Q2
April–June
2018

McHenry County College

CATALYST

Workforce, Community, and Business Programs

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McHenry
County College

Shah Center

www.shahcenter.mchenry.edu

WORKFORCE, COMMUNITY AND BUSINESS PROGRAMS

AT THE SHAH CENTER

// Quality Training

Helping You Stay Two Steps Ahead of the Competition

Whether it's leadership or frontline employees, our seminars and workshops are designed to meet your changing market needs. We work with both large and small companies to provide the training necessary to meet their corporate missions.

Our Place or Yours

We offer open-enrollment classes at our McHenry campus, and customized training sessions. We partner with industry-experienced trainers and consultants that facilitate comprehensive training, or tailor sessions to meet specific company needs.

// Small Business Development

One-on-One Assistance Where You Need it Most

www.shahcenter.mchenry.edu/sbdc

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.

The SBDC provides resources for McHenry County businesses that employ up to 500 people.

Services:

- Free one-on-one business counseling
- Seminars where you can network with other small-business owners
- Assistance obtaining funding

Contact Us

For more information about our scheduled classes, customized training, facility rental, or Corporate Center services,
call (815) 455-8593 or email us at shahcenter@mchenry.edu.

To reach our Small Business Development Center (SBDC),
call (815) 455-6098 or email us at sbdc@mchenry.edu.

Shah Center for Corporate Training
4100 W. Shamrock Lane, McHenry, IL 60050

We look forward to working with you!

CUSTOMIZED TRAINING

Solutions | Performance | Success

We can work together to create training that meets your specific needs. All programs in this catalog can be customized to:

- Impact employee job performance
- Focus on priority business challenges
- Reinforce processes, procedures, and best practices
- Maximize learning convenience through flexible scheduling

For more information about customized training,
contact Dave Matts at **(815) 479-7751** or dmatts@mchenry.edu.

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

Start@Shah

Join the Shah Center team for a casual and informative breakfast to gather valuable knowledge and build sound business relationships.

TABOO TOPIX: PREVENT HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

The Shah Center, in partnership with Valuable Resources, Co., present a live theater presentation designed to help your company via interactive skits and discussion. Taboo Topix provides awareness and solutions to effectively communicate and manage difficult conversations. The Theatre performance expresses how the simplicity of words or certain behavior can be misconstrued and potentially create an unintentional situation leaving a disruptive wake. These situations create stress and result in distraction to productivity and growth. Taboo Topix is the solution to prevent distraction, acknowledge our own subconscious biases, and replenish humility. Each unique performance engages our audience to better foster humility and to appreciate each of our differences.

Your experience with us will be memorable! Our live actors reenact vignettes of actual occurrences. An organized discussion facilitated by a professional trainer follows.

Fee: \$39 (includes breakfast) Registration required by noon on April 10.

Course Code #	Day	Date	Time	Location
NTL S90 004	F	April 13	8–10 a.m.	105, SCC



PROTECT YOUR BUSINESS FROM CYBER ATTACKS

SPONSORED BY MICROSOFT

FREE EVENT APRIL 19

SEE PAGE 25 FOR MORE DETAILS

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ADMINISTRATIVE ASSISTANT ESSENTIALS

INSTRUCTOR-LED ONLINE SERIES



Fridays (and ONE Thursday 3/29)

March 23, 29 April 6, 13, 20 | 1:30–3:30 p.m.

\$299 per person

Course Code: NTL C29 001

As a seasoned administrative assistant, are you looking for ways to revitalize your work and find a fresh perspective on all that has to be done? Or, are you new to the field looking for practical ways to start at the top of your game? This program will provide you the fundamental tools required for you to be successful.

The program is an instructor-led online course taught by Andy Kaufman, a certified trainer, author and executive coach. He has worked with administrative assistants around the world to help them be more effective in their roles and deliver results in the real world. You will participate in highly interactive, live online sessions with your instructor and peers once a week for two hours. Meeting online, you minimize your time away from the office but still gain the benefits of class discussion, group participation, and instructor interaction. Outside of the weekly sessions, there will be a variety of ways to communicate with the instructor and the group to reinforce concepts.

Course topics:

Week 1: Styles and Relationships

Week 2: Project Management for Administrative Assistants

Week 3: Managing Time and Commitment

Week 4: Influencing Others

Week 5: Managing Conflict

CHECK OUT OUR NEW ONLINE WORKFORCE SOLUTION COURSES



Productivity eTools: Be Organized and Get Stuff Done...page 5

The Basics of Bookkeeping...page 6

Your Workplace, Your Employees, and the Law...page 6

Lean Six Sigma...page 11

Six Sigma Green Belt Certification...page 11

Social Media for Business Certificate Series...page 14

Cyber Security for Managers...page 15

WordPress Certificate Series...page 15

Introduction to Coding...page 15

Certificate in Google Tools...page 16

HR 101

This program will provide managers the tools they need to understand HR-related policies, procedures, and laws from the side of a leader in an organization as opposed to only an employee. The training will cover typical handbook policies that the manager must now implement and monitor. These include policies on at-will employment, equal employment opportunity, disciplinary action, work and break schedule, benefits, business ethics, and harassment. This interactive program will allow managers an opportunity to practice dealing with real workplace scenarios, giving them hands-on experience with challenging employee situations. This class is designed for new or existing managers who need an overview of HR-related responsibilities in their role.

Fee: \$109

Course Code #	Day	Date	Time	Location
NTL C05 001	W	April 18	8–10:30 a.m.	113, SCC

EMPLOYEE PAY AND PERFORMANCE FOR SMALL BIZ AND NONPROFITS

No matter an organization's size, employers need to understand how to set pay standards for hiring, determine if and when to give pay increases, and provide performance feedback to their employees. In this session, we'll look how to research and develop pay processes, ways to provide performance feedback, and look how related areas, such as job descriptions, impact an organization's ability to attract and retain employees. Special emphasis will be given to developing pay and performance guidelines with limited budget and personnel resources. Target audience: small businesses or nonprofits who do without designated human resources professionals on their staff.

Fee: \$159

Course Code #	Day	Date	Time	Location
NTL S30 001	F	May 11	8–11:30 a.m.	113, SCC

INTERVIEWING STRATEGIES FOR EMPLOYERS IN TODAY'S COMPETITIVE WORKPLACE

As an employer, do you feel your interviewing process is giving you the best people for your open jobs? With organizations facing a lack of skilled workers, the growth of the gig economy, and job openings readily available for people who want to switch jobs, the way employers interview is changing. In this program, we'll explore how employment trends are impacting the interviewing process. We'll discuss the styles and types of interviews used in today's workplace and examine the increase in use of non-traditional interviewing techniques. Participants will have the opportunity to practice behavioral and other interviewing approaches as well as learn tools to share with their organization. Target audience: seasoned hiring personnel, employees, and leaders who have already conducted interviews and are looking for ways to improve the quality of their hiring in today's job market. This is not an introduction to interviewing course.

Fee: \$139

Course Code #	Day	Date	Time	Location
NTL S67 001	F	April 27	8–11 a.m.	113, SCC

NEW! PRODUCTIVITY ETOOLS: BE ORGANIZED AND GET STUFF DONE (ONLINE COURSE)

Find out the top 40 applications and eTools of productive workers. Get the latest tools, sites, iPhone and iPad applications to turbo-charge your work and simplify your life. Discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. After completing this course, you'll work more efficiently and uncover more time in your day. ***This online course is accessible for the dates listed below. You'll receive login information after registration.***

Fee: \$245

Course Code #	Dates	Average Time to Complete	Location
NTL S31 001	May 7–June 1	16 hours	Online

NEGOTIATION: GET WHAT YOU WANT (ONLINE COURSE)

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. Course units include: Negotiation, Option Building and Boundary Setting, Managing the Negotiating Process, and Black Belt Skills. **This online course is accessible for the dates listed below. You'll receive logon information after registration.**

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTL C52 002	May 7–June 1	16 hours	Online

ACCOUNTING BASICS FOR THE NON-ACCOUNTANT

Using the popular book, *The Accounting Game* (Mullis and Orloff), learn the basic skills of accounting and financial concepts in a fun and creative way. Topics will include income, expenses, cost of goods sold, depreciation, inventory valuation, business financial reporting, and differences between cash and accrual methods of accounting. Also learn about the balance sheet, income statement, and cash flow statements and how they relate to each other. This class is designed for the non-accountant who needs to understand and be confident with accounting and financial reporting concepts.

Fee: \$295

Course Code #	Day	Date	Time	Location
NTE S80 003	W	May 2, 9, 16, 23	2–4:30 p.m.	115, SCC

THE BASICS OF BOOKKEEPING (ONLINE COURSE)

How do you keep track of the day-to-day financial transactions of a business? Whether you're looking to advance in your career, or you're an entrepreneur (or maybe part of a family business), this course will help you if you're looking to understand the numbers. Learn where the numbers go, and why, plus bookkeeping terminology. After taking this course, you'll be able to: evaluate the financial transactions and events of a business, record these transactions in the appropriate accounts, balance the general ledger at month's end and complete the accounting equation. **This online course is accessible for the dates listed below. You'll receive logon information after registration.**

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTE S76 004	May 7–June 1	16 hours	Online

CHECK OUT THE ONLINE COURSE CYBERSECURITY FOR MANAGERS ON PAGE 15.

YOUR WORKPLACE, YOUR EMPLOYEES, AND THE LAW (ONLINE COURSE)

Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a road map for effectively handling complicated employee-related issues that affect today's legal-prone work environment. **Topics covered include: Workplace Law Compliance; Supervisors and the Law; Handling Employee Grievances and Complaints; and Selecting, Interviewing and Hiring the Best People.**

Each section contains guidelines, step-by-step compliance instructions, and practical leadership skills, plus proven strategies for successfully managing employees and complying with state and federal workplace laws.

This online course is accessible for the dates listed below. You'll receive logon information after registration.

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTL C53 002	May 7–June 1	16 hours	Online

// LEADERSHIP/TALENT MANAGEMENT

NEW! LEADING TEAM SUCCESS SERIES

An important leadership competency for any size organization, the ability to build and lead high-performing teams is especially critical in small to midsize businesses. Are your leaders equipped to motivate their team? Are they struggling to get results? We can help!

Register for the entire Leading Team Success Series (three sessions) and save 10 percent. (Individual courses also available for registration)

Fee: \$445

Course Code #	Day	Date	Time	Location
NTL S13 001	W	March 28, April 4, April 11	1–5 p.m.	113, SCC

DDI: MOTIVATING OTHERS » LEADING TEAM SUCCESS SERIES

Motivation is closely correlated to employee productivity and retention. In large part, it's up to your leaders to spark this high level of sustained energy and peak performance in people. Leaders will learn how to proactively create an environment in which people are highly motivated to perform, plus three factors that affect the motivation of employees—focused work, interpersonal support, and individual value. As a result of this course, they will be able to determine which factor(s) is “low,” and emerge with both a plan of specific actions and the skills needed to build group and individual motivation.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S16 002	W	March 28	1–5 p.m.	113, SCC

DDI: WORKING AS A HIGH-PERFORMANCE TEAM » LEADING TEAM SUCCESS SERIES

For a team to achieve peak performance, its members must involve, support, and trust one another. They must share information and commit to a process that will lead to success.

This course teaches employees how their team can transform itself into a top-performing unit that significantly enhances its impact on the organization. Participants learn the personal, interpersonal, and business advantages of working in teams.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S03 001	W	April 4	1–5 p.m.	113, SCC

DDI: BUILDING WINNING PARTNERSHIPS » LEADING TEAM SUCCESS SERIES

Are partnerships strained across your organization, or do organizational silos exist? This course helps leaders identify their role in establishing alliances among work groups, management, customers and suppliers. They learn how to establish effective partnerships to meet customer needs by developing strategies for gaining people's commitment to working together.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S68 001	W	April 11	1–5 p.m.	113, SCC

// LEADERSHIP/TALENT MANAGEMENT

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 Supervisory Leadership Series (eight sessions) and save 10 percent. (Individual courses also available for registration)**

Fee: \$1,188

Course Code #	Day	Date	Time	Location
NTL S22 005	Th	Apr. 26–June 14	1–5 p.m.	113, SCC

ESSENTIALS OF LEADERSHIP » SUPERVISORY SERIES

The essence of being an effective leader lies in establishing good interpersonal work relationships and having the ability to spark action in others. This foundational course teaches leaders how to get results through others.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S50 003	Th	Apr. 26	1–5 p.m.	113, SCC

GETTING STARTED AS A NEW LEADER » SUPERVISORY SERIES

Arm yourself with the knowledge and skills you need to confront the challenges in your new leadership role and get better results more quickly.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S51 005	Th	May 3	1–5 p.m.	113, SCC

RESOLVING CONFLICT » SUPERVISORY SERIES

Leaders must be able to recognize the signs of conflict and quickly choose the most appropriate resolution technique. Learn the true cost of conflict to an organization and techniques to handle the most challenging situations effectively.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S52 005	Th	May 10	1–5 p.m.	113, SCC

DELEGATING FOR RESULTS » SUPERVISORY SERIES

Overcome the hesitation to delegate and learn to successfully match people, responsibility, and authority. Stop doing jobs others can do and use delegation to make the best use of your time and build team skills.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S32 005	Th	May 17	1–5 p.m.	113, SCC

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: \$165

Course Code #	Day	Date	Time	Location
NTL C32 005	Th	May 24	1–5 p.m.	113, SCC

// LEADERSHIP/TALENT MANAGEMENT

COACHING FOR IMPROVEMENT » SUPERVISORY SERIES

Individuals need to take responsibility for addressing unacceptable performance or work habits that impact others and the organization—but leaders must know how to help them do it.

Learn how to conduct effective improvement discussions and provide the feedback and ongoing support people need to improve performance.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S06 005	Th	May 31	1–5 p.m.	113, SCC

BUILDING AN ENVIRONMENT OF TRUST » SUPERVISORY SERIES

Identify your role in establishing alliances among work groups, management, customers, and suppliers. You'll learn how to establish effective partnerships to meet customer needs by developing strategies for gaining people's commitment to work together.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S21 005	Th	June 7	1–5 p.m.	113, SCC

ACHIEVING YOUR LEADERSHIP POTENTIAL » SUPERVISORY SERIES

A three-step process—diagnose, plan, and execute—helps you maximize your capabilities and accelerate your leadership potential.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTL S23 005	Th	June 14	1–5 p.m.	113, SCC

PROJECT MANAGEMENT PROFESSIONAL SERIES

Completion of three classes—Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP®) Exam Prep—will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. With these dynamic courses, taught by a certified PMP trainer and author Andy Kaufman, you can make this the year that you become a certified PMP.

Fee: \$1399

Course Code #	Date	Time	Location
NTE S48 001	July 12, 13, 19, 20, 27	8:30 a.m.–4:30 p.m.	115, SCC

Note: Experience, education, and exam requirements are needed to obtain a PMP certification in addition to project management education fulfilled by the three courses offered here.

Not interested in Certification? Register for an individual Project Management course.

ESSENTIALS OF PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S44 001	ThF	July 12, 13	8:30 a.m.–4:30 p.m.	115, SCC

ADVANCED PROJECT MANAGEMENT

Fee: \$549

Course Code #	Day	Date	Time	Location
NTE S45 001	ThF	July 19, 20	8:30 a.m.–4:30 p.m.	115, SCC

// MANUFACTURING AND INDUSTRY

DOUBLE-DIGIT IMPROVEMENT IS POSSIBLE!

Join Scott Bucklin of Manufacturing Risk Management Partners as he identifies why you should expect double-digit gains from every initiative this year. This course creates a thought methodology regarding the goals of an organization and how these are achieved. By addressing the top losses or areas of improvement and focusing on the most significant of these, an organization can realize that there are a few small but key issues which are preventing greater overall success of the enterprise.

Fee: \$35 (Continental breakfast included)

Course Code #	Day	Date	Time	Location
NTE S27 001	W	April 11	8–9:45 a.m.	113, SCC

GEOMETRIC DIMENSIONING AND TOLERANCING

Gain a working knowledge of GD & T as it applies to ANSI Y14.5M-2009. Target audience includes product engineers, process engineers, CAD technicians, lead personnel, and inspectors.

Topics include:

- Interpreting GD & T symbols
- Forma and orientation tolerances
- Profile, runout and location tolerances

Fee: \$259

Course Code #	Day	Date	Time	Location
NTE S64 001	Th	April 19	8 a.m.–4:30 p.m.	113, SCC

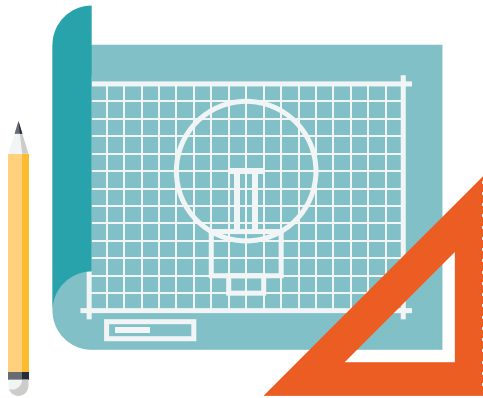
BLUEPRINT READING

This blueprint reading course covers print layouts, holes, threads, machining details, and assembly prints. Individual class exercises provide actual practice interpreting in-house drawings. Basic shop math is recommended. You're encouraged to bring prints from your organization to review.

Course is designed for inspectors, maintenance and shop floor personnel in need of skill enhancement in this topic.

Fee: \$259

Course Code #	Day	Date	Time	Location
NTE S61 004	T	May 22	8 a.m.–4 p.m.	115, SCC



// MANUFACTURING AND INDUSTRY

LEAN SIX SIGMA (ONLINE COURSE)

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value-added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction, and extra processing. With Lean Six Sigma techniques, you'll have the skills to lead successfully in both service and manufacturing industries. No prerequisites required! The online instructor and Master Blackbelt, Scott Follett, is an engineer with many years of experience. ***This online course is accessible for the dates listed below. You'll receive logon information after registration.***

Fee: \$245

Course Code #	Dates	Average Time to Complete	Location
NTE S11 003	Apr. 2–27	16 hours	Online
NTE S11 004	June 4–29	16 hours	Online

SIX SIGMA GREEN BELT CERTIFICATE (ONLINE COURSE)

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. This online Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects. The online instructor, Scott Follett, is an engineer with many years of experience. In addition to working with corporations and other organizations, as a Master Black belt, he served as an Education Chair and Section Chairman for the American Society for Quality. ***This online course is accessible for the dates listed below. You'll receive logon information after registration.***

Fee: \$495

Course Code: NTE S60 002

April 2–June 29

Total Time commitment: 48 hours over 3 classes

**Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses.*

This online series is accessible for the dates listed below. Students will receive logon information after registration.

Registration is also available for the individual courses at \$195 each.

INTRODUCTION TO SIX SIGMA GREEN BELT

Apr. 2–27 (approx. 16 hours to complete)

NTE S30 002

INTERMEDIATE SIX SIGMA GREEN BELT

May 7–June 1 (approx. 16 hours to complete)

NTE S31 002

ADVANCED SIX SIGMA GREEN BELT

June 4–29 (approx. 16 hours to complete)

NTE S32 002



OSHA 10-HOUR VOLUNTARY COMPLIANCE IN GENERAL INDUSTRY

What are your rights and responsibilities under the Occupational Safety and Health Administration (OSHA) Act? Create a safer workplace and meet regulatory compliance needs. This 10-hour course includes an introduction to general industry standards and an overview of requirements from the more frequently-cited standards to create a safer workplace and meet regulatory compliance needs. Upon successful completion of this course, you'll receive a certificate of attendance and an OSHA "10-hour" card.

Fee: \$299

Course Code #	Day	Date	Time	Location
NTE S65 004	WTh	June 6, 7	8 a.m.–1:30 p.m.	115, SCC

OSHA ELECTRICAL AND NFPA 70E SAFETY

In this one-day seminar you'll learn fundamental concepts covering OSHA electrical safety requirements, the principle of electricity and electrocution science, and NFPA 70E safety covering arc flash/arc blast hazards associated with performing live electrical servicing and maintenance. This class covers essential concepts for establishing elements of an electrical safety program to protect qualified employees. Recommended for maintenance personnel, machine technicians, engineers, electricians, supervisors, and managers.

Fee: \$165

Course Code #	Day	Date	Time	Location
NTE S08 003	F	May 4	8 a.m.–3:30 p.m.	115, SCC

FORKLIFT: OPERATOR TRAINING

Learn safe operation of a powered industrial truck (forklift). You'll gain valuable awareness and the skills required to operate a lift truck in a correct and professional manner. Trucks covered are ITA (Industrial Truck Association) Class 1, 2, 3, 4 and 5. This hands-on training is located at UniCarriers Americas Corp., Marengo.

Fee: \$195 (includes lunch)

Course Code #	Day	Date	Time	Location
NTE S54 007	F	April 20	8 a.m.–4:30 p.m.	Marengo, IL
NTE S54 008	F	May 11	8 a.m.–4:30 p.m.	Marengo, IL
NTE S54 009	F	June 15	8 a.m.–4:30 p.m.	Marengo, IL

FORKLIFT: TRAIN-THE-TRAINER

This comprehensive two-and-a-half day Train the Trainer class will prepare your company's trainer, safety department staff, human resource department, or supervisors to present the one-day powered industrial truck (forklift) training class. Each student will receive two "Train the Trainer" packages. One package covers sit-down forklifts, ITA Classes 1, 4 and 5. The other package covers electric forklifts, ITA Class 2 and 3 (except narrow aisle models, side loaders or turret trucks). These packages will be the main tool for starting and conducting successful operator training classes and will assist you in reaching OSHA compliance. The student will be required to demonstrate practical lift truck operation skills. This hands-on training is located at UniCarriers Americas Corp., Marengo. Fee: \$1,100 (price includes materials and lunch)

Course Code #	Day	Date	Time	Location
NTE S55 003	WTh	May 16, 17	8 a.m.–4:30 p.m.	Marengo, IL
	F	May 18	8 a.m.–Noon	

HEARTSAVER® FIRST AID/CPR/AED AND BLOODBORNE PATHOGENS



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 (OSHA) requirements and is designed for anyone with a reasonable chance of coming into contact with bloodborne pathogens as a first responder in the workplace.

Fee: \$125

Course Code #	Day	Date	Time	Location
NTE S03 004	W	May 9	9 a.m.–4 p.m.	113, SCC





SOCIAL MEDIA FOR BUSINESS CERTIFICATE SERIES (ONLINE COURSE)



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, Twitter, and blogging to YouTube, LinkedIn, and more, you'll 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.

Fee: \$495

Course Code: NTC C30 004

Apr.2–June 29

Total Time commitment: 48 hours over 3 classes

**Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses.*

This online series is accessible for the dates listed below. Students will receive logon information after registration.

Registration is also available for the individual courses at \$195 each.

INTRODUCTION TO SOCIAL MEDIA

Apr. 2–27 (approx. 16 hours to complete)

NTC C32 003

MARKETING USING SOCIAL MEDIA

May 7–June 1 (approx. 16 hours to complete)

NTC C31 004

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

June 4–29 (approx. 16 hours to complete)

NTC C33 004

WORDPRESS CERTIFICATE SERIES (ONLINE COURSE)

WordPress is the most popular content management system (CMS) for website and blog design. Courses include Website Set Up (4/2-4/13), WordPress Fundamentals (4/16-5/11), and Advanced Wordpress (5/14-6/8). After success completion of the WordPress Certificate courses you'll know how to build a WordPress website or blog; customize a WordPress site by hand-coding HTML, CSS, and PHP; know necessary regular WordPress maintenance; create WordPress website backup; and know how to apply SEO techniques in WordPress. *Registered students will receive logon information the week before class begins.*

Fee: \$495

Course Code #	Date	Average Course Time	Location
NTC C22 002	Apr. 2–June 8	45 hours (3 classes)	Online

INTRODUCTION TO CODING (ONLINE COURSE)

You'll be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. You'll learn the basics of HTML, CSS, and JavaScript, as well as the practical uses for each. *Registered students will receive logon information the week before class begins.*

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC C04 002	April 2–27	16 hours	Online

CYBERSECURITY FOR MANAGERS (ONLINE COURSE)

Cybersecurity issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and wi-fi. Designed for non-technical managers, directors, and others in the work place, you'll learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyberterrorism.

At the end of this course, you'll be practicing safer computing to safeguard your business and work information. This online course is taught by **Stan Waddell**, the Information Security Executive Director and Information Security Officer for the University of North Carolina at Chapel Hill. *This online course is accessible for the dates listed below. You'll receive logon information after registration.*

Fee: \$195

Course Code #	Dates	Average Time to Complete	Location
NTL S60 002	May 7-June 1	16 hours	Online





CERTIFICATE* IN GOOGLE TOOLS (ONLINE SERIES)

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top-notch professionals. Your instructors not only work with these tools every day but speak at national conferences and train others. The experts have tips you have not discovered yet. This series includes Google Analytics, Google Apps for Business, and Google+. Acquire new tips and techniques in these three one-month courses.

Course Code: NTC C02 003

Fee: \$495

Apr. 2–June 29

Total Time commitment: 48 hours over 3 classes

**Certificate issued through a partnership with LERN UGotClass upon successful completion of all three courses. Registration is also available for the individual courses at \$195 each.*

This online series is accessible for the dates listed below. Registered students will receive logon information the week before class begins.

GOOGLE ANALYTICS

You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC C08 003	Apr. 2–27	16 hours	Online

GOOGLE APPS FOR BUSINESS

Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC C09 003	May 7–June 1	16 hours	Online

GOOGLE +

Google has variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity.

Fee: \$195

Course Code #	Date	Average Course Time	Location
NTC S23 003	June 4–29	16 hours	Online

USING GOOGLE DRIVE™ AND PRODUCTIVITY APPS

Today's workplace is ever changing. With more people working from various locations and different time zones, collaboration needs to be flexible and on-demand. Google Drive and its office productivity applications support both real-time and asynchronous collaboration. You'll learn the capability of Google Drive and its productivity applications while working within the Google Apps environment. Topics include navigating in the Google Apps environment; storing documents by using Google Drive; collaborating with Google Docs, Slides, and Drawings; collaborating with Google Sheets and Forms; communicate using Google Hangouts; managing schedules by using Google Calendar; and collaborating using Google Sites.

Fee: \$179

Course Code #	Day	Date	Time	Location
NTC S67 004	WF	April 25, 27	8 a.m.–Noon	111, SCC

MICROSOFT OFFICE

COMPUTER TRAINING BASICS

WINDOWS 10

Learn how to get started with the latest version of Microsoft's operating system—the desktop features, personalizing, File Explorer, and multitasking. We'll also demonstrate Cortana, OneDrive, and Microsoft Edge.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S68 005	Th	May 31	1–5 p.m.	111, SCC

MICROSOFT OUTLOOK 2013

Learn the basics of Microsoft Outlook, an information management program used to coordinate e-mail, calendar, contacts, tasks, and notes.

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C56 004	T	May 29	1–4 p.m.	111, SCC

MICROSOFT WORD

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. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

WORD 2013 BASIC

Course Code #	Day	Date	Time	Location
NTC S84 004	W	May 23, 30	5:30–9:30 p.m.	111, SCC

NEW! WORD 2016 LEVEL 1 (BASIC)

Course Code #	Day	Date	Time	Location
NTC S87 004	TTh	April 10, 12	1–5 p.m.	111, SCC

MICROSOFT OFFICE EXCEL

Microsoft Office Excel is a powerful tool used to create and format spreadsheets and analyze and share information to make more informed decisions. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

Excel 2013 Basic

Course Code #	Day	Date	Time	Location
NTC S44 006	TTh	Mar. 20, 22	5:30–9:30 p.m.	111, SCC
NTC S44 007	TTh	May 1, 3	8 a.m.–Noon	111, SCC

Excel 2013 Intermediate

NTC S45 007	TTh	April 17, 19	5:30–9:30 p.m.	111, SCC
NTC S45 008	TTh	May 29, 31	8 a.m.–Noon	111, SCC

Excel 2013 Advanced

NTC S46 006	TTh	April 10, 12	8 a.m.–Noon	111, SCC
NTC S46 007	TTh	May 8, 10	5:30–9:30 p.m.	111, SCC
NTC S46 008	TTh	June 12, 14	8 a.m.–Noon	111, SCC

Excel 2016 Level 1 (Basic)

NTC S30 005	TTh	April 10, 12	5:30–9:30 p.m.	111, SCC
NTC S30 006	WF	May 16, 18	8 a.m.–Noon	111, SCC

Excel Series

EXCEL 2013 SERIES

NTC S25 107

3/20, 3/22,
4/17, 4/19,
5/8, 5/10
5:30–9:30 p.m.

NTC S25 008

5/1, 5/3, 5/29, 5/31, 6/12, 6/14
8 a.m.–Noon

Register for the Basic, Intermediate and Advanced courses and save!

Fee: \$479

EXCEL 2013: FORMULAS AND FUNCTIONS MADE EASY

Work with a variety of formulas and functions designed to streamline your work with Excel. You'll learn basic functions such as SUM, AVERAGE, COUNT, MIN, and MAX that every Excel user needs to know. In addition, the course includes a variety of functions.

Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$89

Course Code #	Day	Date	Time	Location
NTC C57 004	Th	June 14	1–5 p.m.	111, SCC

EXCEL 2013: PIVOTTABLES

Learn how to create and use PivotTable reports to quickly summarize and manipulate large amounts of data. After creating PivotTable reports, we'll explore PivotCharts—a flexible chart based on the data in a PivotTable. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$79

Course Code #	Day	Date	Time	Location
NTC C58 004	W	May 2	1–4 p.m.	111, SCC

Excel 2013 Power Pivot Series

NTC S40 004	5/2	1–4 p.m.	111, SCC	Register for the Pivot Tables and Data Analysis with PowerPivot classes and save 10%. Fee: \$160
	5/16	1–5 p.m.	111, SCC	

EXCEL 2013: DATA ANALYSIS WITH POWER PIVOT

We're living in the age of big data. Data is collected constantly and for increasingly detailed transactions. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the most efficient way. Gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data. After successfully completing this course, you'll be able to use PowerPivot along with Excel 2013 to analyze data from a variety of sources. Prerequisite: Excel 2013 and Pivot Table experience and an understanding of spreadsheet concepts and creating and analyzing basic PivotTables. Completion of PivotTables course highly recommended.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S41 004	W	May 16	1–5 p.m.	111, SCC

MICROSOFT OFFICE EXCEL 2013: DASHBOARDS

Do you already know how use Excel to perform simple calculations or modify your workbooks and worksheets? Now learn to extract actionable organizational intelligence from your raw data and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. Learn to create advanced formulas; automate workbook functionality; apply conditional logic; visualize data by using basic charts; implement advanced charting techniques; and analyze data by using PivotTables, slicers, and PivotCharts. Prerequisite: To ensure your success in this course, you should have experience working with Excel 2013. Excel 2013 Basic and Intermediate courses recommended.

Fee: \$189

Course Code #	Day	Date	Time	Location
NTC S48 003	TTh	May 1, 3	1–5 p.m.	111, SCC

MICROSOFT EXCEL 2016 TIPS, TOOLS, AND TIMESAVERS

This course highlights 82 features for editing, formatting, printing, and customizing Excel. The tips included will give a "back door" approach to accomplishing tasks quickly and efficiently. Prerequisite: Excel 2013 Basic or equivalent experience.

Fee: \$89

Course Code #	Day	Date	Time	Location
NTC C07 002	W	May 2	8 a.m.–Noon	111, SCC

MICROSOFT OFFICE POWERPOINT

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations while integrating workflow and creating ways to easily share information. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course: \$179

POWERPOINT 2013 BASIC

Course Code #	Day	Date	Time	Location
NTC S91 004	W	June 6, 13	5:30–9:30 p.m.	111, SCC

POWERPOINT 2013 ADVANCED

Course Code #	Day	Date	Time	Location
NTC S92 001	W	July 11, 18	5:30–9:30 p.m.	111, SCC

PowerPoint Series

POWERPOINT 2013

NTC C26 004

6/6, 6/13, 7/11, 7/18
5:30 a.m.–9:30 p.m.

Register for the Basic and Advanced courses and save!

Fee: \$319

NEW! POWERPOINT 2016 COMPLETE

This courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. Learn how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, tracking corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options. Basic computer skills, and Microsoft Windows familiarity is necessary for success.

Fee: \$349

Course Code #	Day	Date	Time	Location
NTC S89 001	TTh	May 15, 17, 22, 24	1–5 p.m.	111, SCC

MICROSOFT OFFICE ACCESS

Microsoft Office Access is a relational database system that helps you track and report information with ease. For course descriptions and skill-level information, contact (815) 455-8593.

NEW! ACCESS 2016: RELATIONAL DATABASE DESIGN

Get a solid start in building and populating relational databases from the ground up. Topics covered in this 16-hour program include database fundamentals, relational database structure and normalization, and how to create tables, queries, forms, and reports. You'll benefit most from this course if you want design and create relational databases in Access 2016, or if you want to have a solid foundation for continuing on to become an Access expert. Basic computer skills and Microsoft Windows familiarity is necessary for success.

Fee: \$349

Course Code #	Day	Date	Time	Location
NTC S14 001	TTh	May 15, 17, 22, 24	8 a.m.–Noon	111, SCC

MICROSOFT OFFICE PROJECT

Microsoft Office Project helps users understand and control project schedules and finances, communicate and present project information, and organize work and people to make sure that projects are completed on schedule. For course descriptions and skill-level information, contact (815) 455-8593.

The fee for each course is \$179

Project 2013/2016 Basic

Course Code #	Day	Date	Time	Location
NTC S66 004	F	Apr. 13	8 a.m.–4:30 p.m.	111, SCC

Project 2013/2016 Advanced

Course Code #	Day	Date	Time	Location
NTC S93 004	F	May 11	8 a.m.–4:30 p.m.	111, SCC

Project Series

NTC S04 004

4/13, 5/11
8 a.m.–4:30 p.m.

Register for both the Basic and Advanced courses and save!
Fee: \$319



QUICKBOOKS™ BUSINESS ACCOUNTING SOFTWARE DESKTOP AND ONLINE VERSIONS

Intuit QuickBooks is a small-business accounting program that provides tools to make accounting and organize your finances all in one place. Prerequisite: Basic accounting and computer skills.

QUICKBOOKS DESKTOP VERSION

QuickBooks is a set of software solutions designed to manage payroll, inventory, sales, and other small-business needs. These software solutions are used to monitor expenses; create invoices and reports; track change orders and job status; and manage inventory, customers, vendors and employees.

Week 1: QuickBooks—Computerized Business Accounting Overview

Tap into the extensive capabilities of QuickBooks. Start with this class if you have never used the QuickBooks program.

Week 2: QuickBooks—Setting Up a Computerized Accounting System

Learn how to set preferences; create a chart of accounts; and set up items, vendors, customers, classes and reminders. We'll also cover an overview of basic accounting entries as they apply to QuickBooks.

Week 3: QuickBooks—Invoicing and Check Writing I—Working with Customers

Learn to do daily operations such as using items, invoicing, sales receipts, making deposits, issuing customer refunds, and using sales reports.

Week 4: QuickBooks—Invoicing and Check Writing II—Working with Vendors

Learn to do daily operations such as entering and paying bills, writing checks, tracking inventory, receiving and applying vendor credits, and using items and vendor reports.

Week 5: QuickBooks—Customizing and Designing Your Own Forms and Reports

Learn how to create new templates and design custom form layouts. You'll also prepare and edit letters, learn to export to Excel, create custom graphics, use the Report Center to create and customize reports, and to save to a PDF.

Week 6: QuickBooks—Streamline Payroll

Learn how to set payroll preferences, set up employee and payroll items, enter historical data, enter employee time and paycheck information, and print paychecks and payroll reports, plus we'll cover processing tax liability checks and government reports.

QuickBooks Desktop Series (six instructor-led sessions)

Series fee: \$595

Course Code #	Day	Date	Time	Location
NTC S57 004	M	May 7–June 18 (no class May 28)	6–9 p.m.	111, SCC

Do you want to check out what QuickBooks is all about?

Register for the Overview class!

QUICKBOOKS—COMPUTERIZED BUSINESS ACCOUNTING OVERVIEW

Tap into the extensive capabilities of QuickBooks. Start with this class if you've never used the QuickBooks program. Learn the differences between the desktop and the cloud-based versions of QuickBooks to help determine which version is right for you.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S52 004	M	May 7	6–9 p.m.	111, SCC

Do you only want to learn QuickBooks payroll?

QUICKBOOKS—STREAMLINE PAYROLL

Learn how to set payroll preferences, set up employee and payroll items, enter historical data, enter employee time and paycheck information, print paychecks and payroll reports, and process tax liability checks and government reports.

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC S56 004	M	June 18	6–9 p.m.	111, SCC

QUICKBOOKS ONLINE INSTRUCTOR-LED SERIES

Intuit QuickBooks Online is the **cloud-computing version** of a small-business accounting program that makes accounting easy with tools to organize your finances all in one place. The cloud version is a distinct product from the desktop version of QuickBooks, and it has many features that work differently than they do in desktop versions. QBO can be accessible via an iPhone, a BlackBerry, and an Android web app. This series is not taught online, it is hands-on at the Shah Center. Basic computer and accounting skills are necessary for program success.

QUICKBOOKS ONLINE SERIES (FIVE INSTRUCTOR-LED SESSIONS)

Week 1: QuickBooks Online—Overview

This overview of QuickBooks Online will help you determine if QBO is right for your business by identifying advantages between online and desktop versions and seeing firsthand the features and benefits of this fully cloud-based accounting program.

Week 2: QuickBooks Online—Getting Started

Learn how to set up a new company file or convert a current desktop file to QBO. Explore the basics of QBO, edit preferences specific to your company's functionality, and work with customer, vendor, chart of accounts, and item lists.

Week 3: QuickBooks Online—Operational Activity Part 1—Money In

Learn to work with customer transactions such as invoices, sales receipts, receiving payments, issuing refunds, and billable time.

Week 4: QuickBooks Online—Operational Activity Part 2—Money Out

Learn to work with vendor transactions such as entering and paying bills, writing checks, entering credit card charges, and spending cash.

Week 5: QuickBooks Online—Operational Activity Part 3—Banking and More

Learn additional functions related to transactions such as downloading transactions from the bank, recurring transactions, reconciliation, billable time, and working with reports.

Take the entire QuickBooks Online Series (five sessions)

Series fee: \$495

Course Code #	Day	Date	Time	Location
NTC C50 001	W	Aug. 1–29	1:30–4:30 p.m.	111, SCC

Wondering if QuickBooks Online is right for you? Register for the individual Overview class! Learn the differences between the desktop and the cloud-based versions of QuickBooks!

QUICKBOOKS ONLINE—OVERVIEW

Fee: \$99

Course Code #	Day	Date	Time	Location
NTC C44 001	W	Aug. 1	1:30–4:30 p.m.	111, SCC

WORK ON YOUR BUSINESS, NOT IN IT.

The Illinois Small Business Development Center at McHenry County College is your partner for no-cost, confidential and trusted business advising, timely courses and exclusive entrepreneurial resources.

EXPERTS YOU CAN TRUST AT EVERY STAGE OF YOUR BUSINESS CYCLE

(for startup and existing small businesses)

STARTUP

Need to know how to get your business off the ground in Illinois? Enroll in our informational courses and schedule a **follow-up 1:1 session** with our business advisory team for additional assistance.

EARLY STAGE

Who is your customer and how do you make money? **Collaborate with us** to craft a winning financial strategy and marketing plan. When you know your customers, you know your business!

MATURE/GROWTHSTAGE

The knowledge of our advisory team allows established business owners to maintain competitive advantages in an ever-changing marketplace. We specialize in **technology, innovation and entrepreneurial development.**

BUY/SELL

Are you selling your business or have you found an existing business to acquire? We can measure the viability of local businesses and perform financial and change management planning to simplify the process.

Limited evening and weekend appointment times are now available.

To schedule your no-cost consultation, call us at (815) 455-6098.
Visit **www.shahcenter.mchenry.edu** to view our current course listings.

STARTING A BUSINESS IN ILLINOIS

This two-hour seminar is a must for entrepreneurs considering starting a business in Illinois. Multiple aspects of business ownership will be discussed including the legal aspects of starting a business in Illinois, the importance of your business plan and handouts regarding agencies to contact.

Fee: \$35

Course Code #	Day	Date	Time	Location
NBD S21 009	T	Apr 3	6–8 p.m.	115, SCC
NBD S21 010	T	May 1	6–8 p.m.	115, SCC
NBD S21 011	T	Jun 5	6–8 p.m.	115, SCC

BUSINESS PLANNING ESSENTIALS

Looking for capital or to drive a greater margin - a business plan is essential. Learn what to include in a good business plan and the method to project your cash flow. From writing an effective narrative to building a financial model, this course will help define your company's goals and objectives and prepare you for that meeting with the bank.

Fee: \$35

Course Code #	Day	Date	Time	Location
NBD S26 002	W	Jun 13	6–8 p.m.	115, SCC

NEW



PROTECT YOUR BUSINESS FROM CYBER ATTACKS

*A Free Event Sponsored by Microsoft
Registration Required
Registration Deadline April 16*

**April 19, 2018 | 8am-10am
MCC Shah Center
4100 W Shamrock Lane, McHenry, IL**



Cybersecurity is critically important to every business. Yet statistics show that 66% of small- and medium-sized businesses will close within a year after an attack. A complimentary breakfast is included. This event provides small business owners with deeper insight into:

- New wave cybercriminals: Know what you're up against
- Sophisticated blackhats who operate like a well-run business
- Cybercriminals that can completely disrupt and harm your organization
- Combating cybercrime: Defeating a formidable enemy requires a formidable strategy. Learn five ways to defend yourself from insidious threats.
- **BONUS** Complimentary risk assessment

Course Code #	Day	Date	Time	Location
NBD S44 001	TH	Apr 19	8–10 AM	LGR, SCC



Your Biggest Investment is **Your Employees.**

Help them become even more valuable and productive with adult education opportunities at McHenry County College.

MCC's Adult Education Department offers classes for:

- High School equivalency (HSE)—formerly GED Preparation (in English and Spanish)
- English Language classes (ESL)

Classes are offered at no cost to students in the following convenient locations:

- Crystal Lake
- McHenry (Shah Center—new location)
- Woodstock (Workforce Network—new location)
- Harvard

Improve your workforce by telling your employees about this wonderful opportunity!

Visit www.mchenry.edu/getpdf for a downloadable flyer that you can print and post at your workplace!

Contact the Adult Education Department for information (815) 455-8752

THE MCC SHAH CENTER IS AVAILABLE FOR MEETINGS, TRAINING, OR CONFERENCES.

We offer wireless Internet access, DVD/VCRs, wireless audio-visual, even catering!

Amenities:

Room 105/107 is a large conference/banquet room holding up to 100 people. It has a wireless microphone, overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 111 is a computer room with 24 computer stations and one teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 113 is a classroom that seats 16 to 18 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 115 is a classroom that seats 16 to 18 with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 116 is a classroom that seats 50 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Room 121 is a classroom that seats 35 people with teacher's station. The rental includes overhead projector, VCR/DVD, screen, erasable white board, and wireless Internet service.

Parking lot rental holds 200 vehicles

For more information or a customized facility rental proposal, call (815) 455-8764.

www.mchenry.edu/conferences

Ways to Register



Call

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



Online Registration

Registering yourself?
Register instantly online at
www.mchenry.edu/mymcc.



Registration Form

Registering multiple people or employees?

Fill out and print registration form(s) online at

www.shahcenter.mchenry.edu/register.

Send via:

Fax

with your credit card information to
(815) 578-9682.

or

Mail

with your check, money order or credit card information to:

**McHenry County College
Shah Center
4100 W. Shamrock Lane
McHenry, IL 60050**



PROTECT YOUR BUSINESS FROM CYBER ATTACKS

SPONSORED BY MICROSOFT

Registration Required | Registration Deadline April 16

Course Code #: NBD S44 001

Call (815) 455-8593

April 19, 2018 | 8am–10am

MCC Shah Center

4100 W. Shamrock Ln., McHenry, IL

Cybersecurity is critically important to every business. Yet statistics show that 66% of small- and medium-sized businesses will close within a year after an attack. A complimentary breakfast is included. This event provides small business owners with deeper insight into:

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- Sophisticated blackhats who operate like a well-run business
- Cybercriminals that can completely disrupt and harm your organization
- Combating cybercrime: Defeating a formidable enemy requires a formidable strategy. Learn five ways to defend yourself from insidious threats.
- BONUS Complimentary risk assessment



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