

MINERAL AREA TRAINING CONSORTIUM SPRING 2019 "COURSES AT A GLANCE"

LEADERSHIP/SUPERVISORY/COMMUNICATION

CLASS	DATES	TIMES	LENGTH	LOCATION	ENROLLMENT DEADLINE	COST	GRANT REIMB.**
Motivating Others	Feb. 27	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Feb. 15	\$185.00	100%
Influential Leadership	March 6	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Feb 25	\$185.00	100%
Making High Quality Decisions	Mar 21	12 noon- 4 p.m.	4 hours	MAC Continuing Education Bldg.	March 12	\$185.00	100%
Embracing Change	April 2	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	March 22	\$185.00	100%
Setting Goals and Reviewing Results	April 17	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	April 5	\$185.00	100%
7 Habits of Highly Effective People (Franklin Covey)	April 25, May 2, 9	8:00 a.m. - 4:30 p.m.	8 hours	MAC Continuing Education Bldg.	April 15	\$775.00	100%
Writing Advantage	May 8	8:30 a.m. - 4 p.m.	7 hours	MAC Continuing Education Bldg.	April 26	\$330.00	100%
Working As A High Performing team	May 14	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	May 3	\$185.00	100%

**The above classes, unless noted, are reimbursed at 100% (contingent upon available grant funding) for those member companies who completed paperwork and were approved to participate in the Missouri Customized Training Program. 100% reimbursement requires equal amount of match from companies.

MANUFACTURING RELATED COURSES

CLASS	DATES	TIMES	LENGTH	LOCATION	ENROLLMENT DEADLINE	COST	GRANT REIMB.**
OSHA 30 Class (Remaining 20 hours from Fall 2018 10 hour OSHA class)	Mar 1, 8, 15	8 a.m. – 4:30 p.m.	3 weeks	MAC's Advanced Manufacturing Lab	Feb 21	\$350.00	100%
Introduction to 5S	March 5	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Feb 25	\$150.00	100%
Quality Inspectors Class	April 11	8 a.m. - 3:30 p.m.	7 hours	MAC Continuing Education Bldg.	April 1	\$200.00	100%

COMPUTER CLASSES The classes listed below are offered through MAC's Continuing Education Department. **PLEASE NOTE: Per consortium grant regulations two or more companies must enroll participants in a class order to use grant funds. If your company is the only one to enroll employees in a class, then your company will be responsible for the tuition/book cost.** An enrollment form should be completed by the Company for each employee they are enrolling. (see enrollment form for instructions on where to send the enrollment form) Please contact Pam Watkins, Continuing Education Director at 573-518-2342 if you have questions. COMPUTER CLASSES ARE HELD AT MAC'S CONTINUING EDUCATION BUILDING.

Microsoft Excel 2016 Level 1: Feb 11-20, Mon/Wed, 5:30-8:00 pm

\$65 plus required textbook

Learn to create and save workbooks, merge and center titles, construct simple addition, subtraction, multiplication and division formulas, use the SUM function, auto fill formulas, format and edit worksheets.

Microsoft Excel 2016 Level 2: Feb 25-Mar 6, Mon/Wed, 5:30-8:00 pm

\$65, uses same textbook as Level 1

Learn to insert summary functions like the AVERAGE, MIN and MAX, TODAY, NOW, COUNT, and IF functions. Learn how to create and format charts, preview and print multiple worksheets, freeze and unfreeze panes, create and sort Excel Tables, and apply conditional formatting.

Microsoft Excel 2016 Level 3: Mar 11-20, Mon/Wed, 5:30-8:00 pm

\$65, uses same textbook as Level 1

Learn to insert advanced functions and create scenarios, work with data and audit formulas, link and analyze data in PivotTables and PivotCharts, and secure and share workbooks. Participants learn how use the Lookup functions, edit conditions in logical functions, use COUNTA and COUNTIF functions, perform What-If Analysis using Scenario Manager, estimate future value, insert array formulas and more.

The above classes, unless noted, are reimbursed at 100% (contingent upon available grant funding and, for computer classes, two or more companies enrolling participants in each class) for those member companies who completed paperwork and were approved to participate in the Missouri Customized Training Program. 100% reimbursement requires equal amount of match from companies.