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

LEADERSHIP/SUPERVISORY/COMMUNICATION

CLASS	DATES	TIMES	LENGTH	LOCATION	ENROLLMENT DEADLINE	COST	GRANT REIMB.**
Your Leadership Journey	Sept. 10	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Aug 30	$185.00	100%
Taking the Heat	Sept. 24	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Sept. 12	$185.00	100%
Supervisory Skills	Oct. 8, 15, 29 Nov. 5, 12	12 noon - 4 p.m.	20 hours Tuesdays	MAC Continuing Education Bldg.	Sept. 26	$750.00	100%
Setting Goals & Reviewing Results	Oct. 22	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Oct. 11	$185.00	100%
Leading High Performance Teams	Oct. 30	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Oct. 18	$185.00	100%
Adaptive Leadership	Nov. 13	12 noon - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Nov. 1	$185.00	100%
7 Habits (Franklin Covey Program)	Dec. 5, 12, 19	8:00 a.m. - 4:30 p.m.	24 hours Thursdays	MAC Continuing Education Bldg.	Nov. 20	$775.00	100%

ADVANCED MANUFACTURING RELATED COURSES

CLASS	DATES	TIMES	LENGTH	LOCATION	ENROLLMENT DEADLINE	COST	GRANT REIMB.**
Quality Inspectors	Sept. 11	8:00 a.m. - 3:30 p.m.	7.5 hours	MAC Advanced Manufacturing Lab	Sept. 2	$200.00	100%
Principles of Lean Manufacturing	Oct. 16	8:00 a.m. - 4:00 p.m.	8 hours	MAC Advanced Manufacturing Lab	Oct. 7	$220.00	100%

*Classes reimbursed through the MATC Customized Training Grant pertain to companies who completed all paperwork and were approved by DED to participate in Missouri One Start. Non-grant participating companies pay 100%. Note: Two or more grant participating companies must enroll participants in a class in order for grant funds to pay for a class.

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 Word 2016 Level 1: $65 plus required textbook
Dec 3-12, Tue/Thu, 5:30-8:00 pm
Learn to create and edit documents and format text and paragraphs in this thorough introduction to MS Word. You must be able to navigate your desktop and have basic computer skills to take this class.

Microsoft Excel 2016 Level 1: $65 plus required textbook
Oct 1-10, Tue/Thu, 5:30-8:00 pm
Learn to create and save workbooks, merge and center titles, construct simple addition, subtraction, multiplication and division formulas, use the SUM function, autofill formulas, format and edit worksheets.

Microsoft Excel 2016 Level 2: $65, uses same textbook as Level 1
Oct 22-30, Tue/Thu, 5:30-8:00 pm (Last class held on Wed.)
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: $65, uses same textbook as Level 1
Nov 12-21, Tue/Thu, 5:30-8:00 pm
Learn to use functions and create scenarios, work with data and audit formulas, link and analyze data in PivotTables and PivotCharts, and import data. 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.

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