

MINERAL AREA TRAINING CONSORTIUM SPRING 2020 "COURSES AT A GLANCE"

LEADERSHIP/SUPERVISORY/COMMUNICATION

CLASS	DATES	TIMES	LENGTH	LOCATION	ENROLLMENT DEADLINE	COST	GRANT REIMB.**
Time Management	Feb 18	8:30am - 4 p.m.	7.5 hours	MAC Continuing Education Bldg.	Feb. 10	\$230.00	100%
Retaining Talent	Feb 27	12:00 p.m. - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Feb 20	\$185.00	100%
Supervisory Skills	March 17, 24, 31 April 7, 14	12 p.m. - 4 p.m.	20 hours Tuesdays	MAC Continuing Education Bldg.	March 10	\$750.00	100%
Making High-Quality Decisions	March 4	12 p.m. - 4 p.m.	4 hours	MAC Continuing Education Bldg.	Feb. 24	\$185.00	100%
Influential Leadership	March 25	12 p.m. - 4 p.m.	4 hours	MAC Continuing Education Bldg.	March 18	\$185.00	100%
FranklinCovey's Writing Advantage	April 22	8:30 a.m. - 4 p.m.	7.5 hours	MAC Continuing Education Bldg.	April 15	\$330.00	100%
7 Habits (Franklin Covey Program)	May 7, 14, 21	8:00 a.m. - 4:30 p.m.	24 hours Thursdays	MAC Continuing Education Bldg.	April 30	\$775.00	100%

ADVANCED MANUFACTURING RELATED COURSES

Problem Solving Workshop	Feb. 26	8:00 a.m. - 12:00 p.m.	4 hours	MAC Continuing Education Bldg.	Feb. 18	\$150	100%
Introduction to 5S Seminar	April 29	8:00 a.m. - 12:00 p.m.	4 hours	MAC Continuing Education Bldg.	April 22	\$185	100%

*Classes reimbursed through the MATC Customized Training Grant pertain to companies who completed all paperwork and were approved by DWD 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.

Intro to Microsoft Word 2016: \$65, plus required textbook

Feb 11-20, Tue/Thu, 5:30-8:00 pm

Learn to create and edit documents and to 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

Mar 24-Apr 2, 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

Apr 14-23, Tue/Thu, 5:30-8:00 pm

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

Apr 28-May 7, 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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