

OUR TRANSFORMATION!

MCC's new Downtown Campus!

321 STATE STREET, 7th FLOOR, ROCHESTER, NY 14608



Registration Options:

- Online at workforceforward.com/professional-development
- By phone: 585.685.6004

Parking:

For courses conducted at the Economic & Workforce Development Center, a shared parking lot on the corner of Plymouth Avenue and Morrie Silver Way (MCC Lot AA) is available. The main entrance to the lot is located off Morrie Silver Way. Take care when using the crosswalk at the north end of the lot to enter the building, or cross at the signals either at Plymouth Ave. or State St.

Instructions:

- If you are a visitor, park in the spots labeled "Visitor Parking." These are located on the left hand side of the fence, upon entry off of Morrie Silver Way.
- Paid short term parking is also available in this lot. The cost is 50 cents/hr with a maximum of 2 hours. A meter is located at the front of the parking lot and payment is accepted by **coins only**.
- If you are a MCC Corporate College course participant, a parking pass will be sent to you electronically prior to your course start date. **This pass needs to be displayed on your dashboard at all times when your car is in the MCC AA parking lot.**

www.workforceforward.com/professional-development

DON'T JUST TRAIN TRANSFORM.

Non-Profit Org.
U.S. Postage
PAID
Rochester, NY
Permit No. 92

Discover a proven, results-driven approach to individual learning.

Recognized as one of the more innovative community colleges in North America, MCC delivers adult education via customized face-to-face, online or blended curricula.

The MCC Corporate College annually* serves more than 200 local companies, and "transforms" 4,500 individual learners.

*three-year averages: 2015, 2016, 2017.

Personal and professional growth that spans the employee life cycle – from hire to retire.

Corporate College provides choices ranging from computer skills and IT certifications to project management, Lean Six Sigma and leadership training. You can also support your team's development with programs that can earn transferable college credit.

If you need instruction that we don't offer, we'll design a curriculum, and select an experienced trainer to lead it.

Interested in custom training opportunities at your place of business?
Contact Kelly Brown Lonis
Corporate Relations Manager
585.685.6182

Corporate College MONROE COMMUNITY COLLEGE

1000 East Henrietta Rd.
Rochester, NY 14623



LEARNING AND DEVELOPMENT SOLUTIONS | FALL 2017

Registration available online at
workforceforward.com/professional-development

DON'T JUST TRAIN, TRANSFORM.



LEARNING AND DEVELOPMENT SOLUTIONS | FALL 2017

MCC Corporate College

A new work force in professional development and training.

Register today at: www.workforceforward.com

Economic & Workforce Development Center
321 State Street, 7th Floor • Rochester, NY 14608



Corporate College
MONROE COMMUNITY COLLEGE

WE'VE MOVED!

MCC Corporate College is now located at MCC's new Downtown Campus.

321 STATE STREET, ROCHESTER, NY 14608
585.685.6004



The Economic & Workforce Development Center

Located in Rochester's historic High Falls District, MCC's Economic & Workforce Development Center, which includes MCC Corporate College, is located on the 7th floor of the new Downtown Campus. This inspiring new business-friendly learning place is splashed with natural light, four training rooms, including two convertible computer labs, a large conference room, an expansive student lounge area, and open space encouraging creativity and collaboration for our instructors, learners, and guests.

www.workforceforward.com/professional-development

TRAIN & TRANSFORM

We specialize in training and development in these areas:

- COMMUNICATION IN BUSINESS
- COMPUTER SKILLS
- CUSTOMER SERVICE
- DIESEL TECHNICIAN
- HEALTH CARE
- HUMAN RECOURSES
- IT CERTIFICATIONS
- LEADERSHIP
- LEAN SIX SIGMA
- PERSONAL DEVELOPMENT
- SKILLED TRADES
- SMALL BUSINESS SKILLS
- SMALL UNMANNED AERIAL SYSTEMS
- SUPERVISOR/MANAGEMENT DEVELOPMENT
- WELDING

For more information visit:

www.workforceforward.com/professional-development

COMPUTER SKILLS

Microsoft Excel Series

MS Excel Basics

New job or assignment requiring Excel use? Adding skills for a job search? In Microsoft Excel Basics, you will learn how to create spreadsheets, fill by example, use formulas, create links and work with multiple sheets.

Computer Skills / 2 sessions / \$159

- > 28074 MW 8:30am-12:00pm Sept 18-Sept 20
- > 28056 WF 8:30am-12:00pm Nov 8-Nov 10

Intermediate MS Excel

Gain expanded proficiency in one of the more commonly used business computer tools. You will learn advanced Excel skills, including how to create and edit charts, the use and value of data filters, automatic subtotals, pivot tables, conditional statements, conditional formulas, and how to create custom lists.

Computer Skills / 2 sessions / \$159

- > 28057 WF 8:30am-12:00pm Oct 4-Oct 6
- > 28058 MW 8:30am-12:00pm Nov 13-Nov 15

Advanced MS Excel

This advanced level course covers working with advanced functions like table lookup and text functions. Learners will tackle analyzing data, importing and exporting data and connecting to an Access database.

Computer Skills / 2 sessions / \$159

- > 28059 MW 8:30am-12:00pm Oct 23-Oct 25
- > 28060 MW 8:30am-12:00pm Dec 4-Dec 6

MS Project 2013 Basic

This course takes you step-by-step through the features and concepts you'll need to plan and manage projects effectively with Microsoft Project 2013. Expert instructor integrates the discipline of project management with a deep understanding of MS Project 2013.

Computer Skills / 2 sessions / \$425

- > 28092 TW 8:30am-12:30pm Oct 10-Oct 11

For a complete list of category offerings visit: www.workforceforward.com/ComputerSkills

Unless otherwise denoted, all courses will be held at MCC Corporate College, 321 State Street, 7th Floor, Rochester, NY 14608

www.workforceforward.com/professional-development



HUMAN RESOURCES

SHRM-CP and SHRM-SCP Certification Preparation Workshop

Establish yourself as a globally-recognized HR expert.

Human Resources / 13 sessions / \$1569

- > 28016 W 6:00pm-9:00pm Sept 20-Dec 13

For a complete list of category offerings visit: www.workforceforward.com/HR



IT CERTIFICATION

Digital Marketing Professional

You will learn the technology, skills and techniques to build a successful online marketing campaign for digital channels including search engines, video, social, email and display.

IT Certification / 40 sessions / \$4900

- > TTh 5:30pm-8:30pm Oct 24 - Mar 20

For a complete list of category offerings visit: www.workforceforward.com/ITcerts

LEADERSHIP

Developing the Conscious Leader and Conscious Culture Certificate

Managers and leaders who embark on this seven-session series will drive higher employee engagement, successful implementation of innovative solutions to vexing problems and develop a continuous cycle of success.

Leadership / 7 sessions / \$989

- > 28019 Th 2:00pm-5:00pm Sept 14-Oct 26
- > 28020 Th 2:00pm-5:00pm Nov 2-Dec 21

The Nexus of Ethics and Trust Leadership Certificate Series

This general leadership course will energize and challenge leaders to find pathways for effective and impactful relationships to motivate and stimulate positive action through trust.

Leadership / 5 sessions / \$525

- > 28091 M-F 8:30am-12:30pm Nov 13-Nov 17

For a complete list of category offerings visit: www.workforceforward.com/Leadership

PROJECT MANAGEMENT

Project Management for Non-Project Managers

Most of us manage projects every day without the luxury of having formal training or adequate resources. Whether projects are simple or complex, applying the basic concepts of project management will save you time and money.

Project Management / 1 session / \$175

- > 28061 F 8:30am-4:30pm Oct 6
- > 28062 M 8:30am-4:30pm Dec 18



Unless otherwise denoted, all courses will be held at MCC Corporate College, 321 State Street, 7th Floor, Rochester, NY 14608

www.workforceforward.com/professional-development

SMALL UNMANNED AERIAL SYSTEMS

Introduction to Small Unmanned Aerial Systems

Explore drone-enabled possibilities with this transformative technology.

Small Unmanned Aerial Systems / 4 sessions / \$999

- > 28068 TTh 6:00pm-9:00pm Oct 10-Oct 19

For a complete list of category offerings visit: www.workforceforward.com/sUAS



SUPERVISOR/MANAGEMENT DEVELOPMENT

Lead to Succeed

Upon completion of this training series, leaders will feel confident in performance management, goal setting, delegation, offering constructive feedback and motivating others.

Supervisor/Management Dev. / 2 sessions / \$365

- > 28041 TTh 8:30am-4:30pm Oct 3-Oct 5
- > 28042 TTh 8:30pm-4:30pm Dec 5-Dec 7

The Peer to Boss Transition

Quite often leaders are promoted through the ranks and find themselves managing their former co-workers. Attend this workshop to learn how to effectively bridge the gap between peer and manager.

Supervisor/Management Dev. / 1 session / \$139

- > 28078 F 1:00pm-4:00pm Nov 10
- > 28079 F 1:00pm-4:00pm Dec 1

For a complete list of category offerings visit: www.workforceforward.com/SupervisorDev