

MCC Employees—

Please take a look at these workshop opportunities and click on the link to register. If you have any problems, call the Professional Development Hotline at (815) 479-7768. You can use the “Got Training” button on InsideMCC any time to view workshops that are scheduled months in advance. **Don't forget to hit the green button!!**

Before you take a workshop, don't forget to complete the form to get your supervisor's approval and advanced credit:

Staff: [Salary Adjustment Application for Staff](#)

Faculty: [Salary Adjustment Application for Faculty](#)

Administrators: [Salary Adjustment Application for Administrators](#)

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| Mon Feb 9 | 3:00pm- 4:00pm A106 | <u>ANGEL Gradebook – 1 clock hour</u> A focused training covering basic aspects of ANGEL's gradebook including initial gradebook set-up, categories and assignments, setting up weighted grades, entering and editing grades, and exporting and printing the gradebook. This workshop is intended for instructors who are relatively new to ANGEL or who would like a refresher on using the gradebook. <i>Presenter – Anne Humphrey</i> |
| Tue Feb 10 | 3:00pm- 4:00pm A100 | <u>Excel Basics – 1 clock hour</u> If you get intimidated by Microsoft Excel spreadsheets the time for worrying is over. This introduction will show you some useful features of Excel including chart making and simple formulas. <i>Presenter – Pete Lilly</i> |
| Wed Feb 11 | 2:30pm- 3:30pm A106 | <u>Accessible Content – 1 clock hour</u> The Americans with Disabilities Act (ADA) requires course content to be available to those with disabilities. This workshop will cover a few of the most common accessibility issues seen in course material and will be helpful to those working on the accessibility unit in the Training to Teach Online proficiency sequence. <i>Presenter – Anne Humphrey</i> |
| Thu Feb 12 | 9:00am- 10:30am Employee Dining Rm (EDR) | <u>Intro to Continuous Improvement at MCC – 1.5 clock hours</u> This workshop is open to all and required for all new employees who started since 1/1/09. Come to learn about Continuous Improvement, how it fits into AQIP and how it works at MCC, and when and how to use the most important CI tools for collecting and displaying data. <i>Presenter – Pat Stejskal</i> |
| Thu Feb 12 | 12:00pm- 2:00pm A117 | <u>Best Practices in Developmental Education – 2 clock hours</u> This webinar will focus on strengthening your developmental education program and improving student success. Participants will learn how to conduct program assessment to recognize strengths and weaknesses, and how to get the resources and support to strengthen their programs. <i>Presenter – Linda Thompson, Ed.D.</i> |
| Thu Feb 12 | 2:30pm- 3:30pm A100 | <u>PowerPoint Basics – 1 clock hour</u> Jealous of all your friends who can make fabulous PowerPoint presentations? Now you don't have to be! Come and learn the new PowerPoint 2007. After just one hour, you too will be able to create a great presentation. Beginners welcome. <i>Presenter – Pete Lilly</i> |
| Mon Feb 16 | 2:30pm- 4:00pm B166-167 | <u>Cultural Sensitivity in the Classroom – 1.5 clock hours</u> This webinar focuses on methods to stimulate courageous conversations about cultural diversity with your students. It also demonstrates strategies that enable students to succeed in our cross-cultural society. The presenter is LaMetra H. Curry from the College of Education at N.I.U. <i>Presenter – LaMetra H. Curry</i> |

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| Mon Feb 16 | 4:00pm- 5:30pm Conf. Center | <u>Functional Context Education – 1.5 clock hours</u> Dr. Sticht shares evidence from professional wisdom and scientific research on functional context education principles. Learn about the call for integrating the teaching of language, literacy, and numeracy with content relevant to the adult learner's goals. See how integrated or embedded basic skills programs can increase participation, retention, achievement, and transfer of learning from classrooms to the workplace, home, and the community. <i>Presenter – Dr. Thomas Sticht</i> |
| Mon Feb 16 | 6:30pm- 8:00pm Conf. Center | <u>From Parents to Progeny – 1.5 clock hours</u> Dr. Sticht will demonstrate that because literacy is transferred across generations we need a much larger investment in the education of youth and adults who are, or will be, parents. The variety of topics include multiple life cycles education policy, early childhood education, the relationship of parent's education to children's literacy, and more. <i>Presenter – Dr. Thomas Sticht</i> |
| Wed Feb 18 | 12:00pm- 1:00pm A119 | <u>Faculty and Librarians as Partners – 1 clock hour</u> This broadcast will present the latest in research technology, and show you how to develop your students' information literacy. Among the many tips offered, you will learn how to incorporate successful collaborations into everyday classroom experiences. <i>Presenter – Kari Nyren Mofford & Marilyn Steinberg</i> |
| Wed Feb 18 | 1:00pm- 2:00pm A117 | <u>Information Literacy as a General Education Outcome – 1 clock hour</u> Are you ready to integrate information literacy into your courses? It's one of the five MCC general education outcomes. Come to this workshop and look at information literacy at the big picture institutional level as well as at the more up close and personal levels of your discipline and courses. <i>Presenter – Janet Scott</i> |
| Wed Feb 18 | 2:30pm- 3:30pm A106 | <u>Copyright Basics – 1 clock hour</u> Familiarity with several laws and guidelines can help educators avoid copyright infringement. This workshop introduces current copyright law and best practices guidelines and will be helpful to those working on the copyright unit in the Training to Teach Online proficiency sequence. <i>Presenter – Anne Humphrey</i> |
| Fri Feb 20 | 9:00am- 10:00am A210 | <u>Excel Basics – 1 clock hour</u> If you get intimidated by Microsoft Excel spreadsheets the time for worrying is over. This introduction will show you some useful features of Excel including chart making and simple formulas. <i>Presenter – Pete Lilly</i> |