

Computer One-on-One Training

Program Information

Metropolitan Community College is committed to working with students of all ages who would benefit from improving their computer skills. The MCC One-On-One Computer Training program offers private one-on-one instruction. The program is administered by the Community Education department and is open to anyone in the community.

MCC is dedicated to creating an environment that will allow the student to maximize the learning experience. Our instructors are experienced, caring professionals who respect each student's individuality and customize instruction accordingly.

Please read the following guidelines and policies for One-On-One Computer Training and contact us at 816-604-2030 if you would like to schedule a session.

FEES & PAYMENT

After your initial inquiry, a staff member will call you to discuss your specific needs. We require each session to be a minimum of two hours, which we have found to be beneficial for both student and instructor. Two people may attend together if they are interested in the same training. Fees for the sessions are payable **in advance, at the time of enrollment**, as follows:

- **One 2-hour session, one person\$100**
- **One 2-hour session, two persons\$80 per person**

We accept payment by debit or credit only (VISA, MasterCard, or Discover). To make payment, contact the Community Education office at 816-604-2030. If you would like to pay in person, our office is located in the Business Building, Room 101, on the MCC-Longview campus, 500 SW Longview Road, Lee's Summit, MO 64081. Payment is required at the time of enrollment.

Location

All instruction will be in a computer classroom on one of the MCC campuses.

CANCELLATIONS DUE TO WEATHER:

When the Metropolitan Community College District cancels classes due to inclement weather, we will attempt to reschedule your session. If we are unable to find a make-up date that is acceptable for both student and instructor, we will refund your fee. If MCC does not cancel and your instructor is on campus, ready for your session, you will be charged if you choose not to attend.

Please be sure to listen for TV or radio announcements for cancellations. If you are unsure, please contact the Community Education office at 816-604-2030.

ATTENDANCE & PUNCTUALITY

Although students are expected to attend all scheduled sessions, we recognize that illness or extenuating circumstances may arise. If you cannot attend a session, please notify the Community Education department at 816-604-2030 at least 24 hours in advance.

Please respect our instructor's schedule and arrive a few minutes prior to your session so that you will be prepared to begin at the scheduled time. Tardiness may result in the inability to conduct a scheduled session.

Because our One-On-One Computer Training instructors work on a specific schedule, you will be charged for each session that is cancelled less than 24 hours in advance during regular business hours. You must notify the Community Education department to cancel or reschedule a session.