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MINNESOTA STATE



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Live Online Courses



2019 Live Online Sessions

216: June 3-August 2 (Register 3/12-5/20)

217: August 19-October 11 (Register 5/21-8/5)

218: October 28-December 20 (Register 8/6-10/14)

Live Online courses are offered through a collaboration of customized training centers at participating Minnesota State colleges and universities. Live, instructor-led courses utilize video conferencing technology for an interactive virtual classroom experience.

Employees can train right at the workplace and individuals can attend class from home or office using a computer or tablet with microphone, video camera, and internet connection.

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St. Paul, MN 55101
800-456-8519
www.minnstate.edu

Minnesota State Colleges and Universities is an
equal opportunity employer and educator.

**AFFORDABLE,
HIGH-QUALITY TRAINING –
WHEREVER YOU NEED IT!**

2019 Schedule

southcentral.edu/liveonline

Diversity of Personality Styles – Creating a Positive Work Culture

\$129 | 3 weeks | Non-Credit

This class covers methods to create a positive, respectful workplace culture regardless of differences. It is based on understanding core personality styles and how to work with each style to create a more positive workplace culture. All participants will take a short personality style assessment as part of the class.

- 216: M 1-3pm 6/3, 6/10, 6/17



Personal Budgeting

\$49.99 | 1 week | Non-Credit

Learn how to write a budget in this practical workshop. Find out how much money you have (or don't have), how much you spend, and how much money you need. Then explore ways to increase income, decrease spending, and have more money to save.

- 216: Th 1-2:30pm 6/6

Preventing Sexual Harassment in the Workplace

\$49.99 | 1 week | Non-Credit

In this workshop we will define sexual harassment, learn the types and forms of sexual harassment, and what everyone can do to help prevent it from occurring in their workplace.

- 216: Th 1-2:30pm 6/27

Making Time for Time Management

\$49.99 | 1 week | Non-Credit

Learn the art of time management and how to make more time for the things you like to do. Learn new concepts like "rocks and pebbles", "eat the frog" and why multi-tasking might even be a bad idea. This course *won't* be a waste of time!

- 216: Tu 1-2:30pm 7/16

The Lost Art of Face-to-Face Communication

\$49.99 | 1 week | Non-Credit

In this fast-paced workshop you will put down your cell phone, tablet, or computer and learn how to actually talk and listen to someone, face-to-face. Improve your oral communication skills at home and at work. We promise you won't be misunderstood.

- 216: Tu 1-2:30pm 7/30

Career Success Skills

\$244 | 8 weeks | 1 CR or Non-Credit

Participants will be introduced to skills that will help them succeed in the workplace, including communication skills, productivity, teamwork, conflict resolution, and critical thinking.

- 217: Th 4-6pm 8/22-10/10

Geometric Dimensioning & Tolerancing

\$244 | 8 weeks | Non-Credit

Provides foundational interpretation of mechanical drawings using linear tolerancing and GD&T in the design, manufacture, and inspection of parts, which have geometric controls applied per national standards.

- 216: Tu & Th 1-3pm
6/11, 6/13, 6/18, 6/20, 7/9, 7/11, 7/16, 7/18

Safety Awareness

\$244 | 8 weeks | 2 CR or Non-Credit

Introduction of OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces and others. The course curriculum is based upon federally-endorsed national standards for production workers.

- 216: Tu 12-2pm 6/4-7/30
- 218: W 1-3pm 10/30-12/18

Quality Practices

\$244 | 8 weeks | 2 CR or Non-Credit

Introduction to quality, including emphasis on corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes and control of non-conforming product.

- 216: Th 4-6pm 6/6-8/1
- 217: W 1-3pm 8/21-10/9
- 218: W 4-6pm 10/30-12/18
- 218: Th 4-6pm 10/31-12/19



Maintenance Awareness

\$244 | 8 weeks | 2 CR or Non-Credit

Introduction to the concepts of Total Productive Maintenance (TPM) and preventive maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

- 216: Tu 4-6pm 6/4-7/30
- 217: W 4-6pm 8/21-10/9
- 218: T 12-2pm 10/29-12/17
- 218: Th 12-2pm 10/31-12/19

Manufacturing Processes & Production

\$244 | 8 weeks | 2 CR or Non-Credit

Introduction to Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

- 216: W 4-6pm 6/5-7/31
- 217: Tu 12-2pm 8/20-10/8

Introduction to Excel

\$129 | 4 weeks | Non-Credit

This class will focus on the basics of spreadsheets, utilizing formulas, creating several types of charts, using imported data, and printing spreadsheets. Additionally, participants will learn best practices such as how to create useful and visually appealing charts, identifying which formulas to use, and more!

- 216: Tu 9-11am 6/11, 6/18, 6/25, 7/2



Introduction to Word

\$129 | 4 weeks | Non-Credit

This class will focus on the basics of Word, advanced formatting, creating several types of tables, and using mail merge to create a form letter and address labels using information from an Excel workbook. Participants will also learn best practices including using table styles to create aesthetically pleasing tables, working with comments, and more.

- 216: Tu 1-3pm 6/11, 6/18, 6/25, 7/2

Sales and Customer Service Techniques

\$49.99 | 1 week | Non-Credit

Boost your self-confidence by learning new tools to deal with different types of people, including "difficult customers" and those that are hard to close the sale. Each participant will take a personality survey and learn multiple techniques for customized presentations, building sales grids, closing tactics, and more.

- 217: M 1-3pm 8/26

The Business of Drones

\$49.99 | 1 week | Non-Credit

This seminar will look at the industry of drones, uses in industry, rules and business cases for those interested in using this technology for their business (ag, real estate, photography, etc.) or for individuals considering entering the drone industry.

- 217: Tu 10am-12pm 8/27

Print Reading

\$244 | 8 weeks | 2 CR or Non-Credit

Learn the basic skills required for understanding prints utilized in a manufacturing environment and techniques of basic shop sketching and interpretation of three-dimensional drawings.

- 217: Tu 4-6pm 8/20-10/8

Technical Math

\$366 | 8 weeks | 3 CR or Non-Credit

This course will help individuals acquire a solid foundation in the basic skills of math, shop algebra and geometry. Math instruction to include fundamentals of math, fractions and decimals, units of measure, shop geometry, and more.

- 216: W 12-3pm 6/5-7/31
- 218: Tu 3:30-6:30pm 10/29-12/17

Additional purchase of textbooks/subscriptions may be required. Credits are available through participating colleges only. Ask your college representative for more details.