

## Live Online Courses

Session 215: March 25 – May 16, 2019

Registration Opens: January 1, 2019

Register online at [www.southcentral.edu/LiveOnline](http://www.southcentral.edu/LiveOnline) by March 11, 2019

Course	Registration Fee	Credits	Day/Time
<b>Workplace Respect &amp; Building a Healthy Work Environment</b> This course focuses on building respectful working relationships with people of diverse personality styles. Participants will be provided with daily application skills in working with, empowering, and managing different personality styles. Learn how to delegate, praise, discipline, and oversee each style. Course includes a short personality test.	\$129	Non-Credit	Mondays, 3-5pm 3/25, 4/1, 4/8 3 Weeks
<b>Introduction to Computers CMAE 1506</b> Provides students with the knowledge and skills to create and format documents in Microsoft Word, Excel, Access, Powerpoint and Email/Netmail. This Course requires basic computer knowledge and skills Computer with Microsoft Office 2010, 2013, or 2016 and Flash/USB drive required	\$244	2 Credits <b>OR</b> Non-Credit	Tuesdays, 12-2 pm 3/26/19 – 5/14/19 8 Weeks
<b>Manufacturing Processes and Production CMAE 1518</b> Emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service. Textbooks and ToolingU subscription required, not included in registration fee.	\$244	2 Credits <b>OR</b> Non-Credit	Tuesdays, 4-6 pm 3/26/19 – 5/14/19 8 Weeks
<b>Career Success Skills CMAE 1528 (Section 1)</b> The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill.	\$244	1 Credits <b>OR</b> Non-Credit	Wednesdays, 1-3 pm 3/27/19 – 5/15/19 8 Weeks
<b>Maintenance Awareness CMAE 1526</b> Introduces the concepts of Total Productive Maintenance and preventive maintenance, lubrication, electricity, hydraulics, pneumatics, and power transmission systems. ToolingU subscription required, not included in registration fee.	\$244	2 Credits <b>OR</b> Non-Credit	Wednesdays, 2-4 pm 3/27/19 – 5/15/19 8 Weeks
<b>Quality Practices CMAE 1522</b> Introduces a quality management system and its components. These include corrective actions, internal auditing of processes, and control of non-conforming product. Textbooks and ToolingU subscription required, not included in registration fee.	\$244	2 Credits <b>OR</b> Non-Credit	Thursdays, 12-2 pm 3/28/19 – 5/16/19 8 Weeks
<b>Career Success Skills CMAE 1528 (Section 2)</b> The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill.	\$244	1 Credits <b>OR</b> Non-Credit	Thursdays, 5-7 pm 3/28/19 – 5/16/19 8 Weeks

All times listed above are Central Standard Time (CST)

**Refund Policy** – Refunds will only be given if registration is cancelled *no less than* 3 business days prior to the session start date.

**Textbooks** – Additional purchase of a textbook may be required. Visit [www.southcentral.edu/LiveOnline](http://www.southcentral.edu/LiveOnline) for details

**ToolingU** – Additional \$99 yearly subscription may be required. | **CareerSafe** – Additional \$25 subscription may be required.

Registration questions – Contact Center for Business and Industry, South Central College - 507-389-7203 or [cbi@southcentral.edu](mailto:cbi@southcentral.edu).