

Live Online Courses

Session 215: March 25 – May 16, 2019

Register online at www.southcentral.edu/LiveOnline by March 11, 2019.

Course	Registration Fee	Credits	Day & Time (CST)
Workplace Respect – Creating a Positive Culture Today's workplaces are becoming increasingly filled with negativity, conflict, and internal politics. Learn how to rise above the fray and gain some street-smart tools and techniques to help navigate this complex environment. This course is especially useful for teams, leads, supervisors, managers, and office personnel.	\$129	Non-Credit	Mondays, 1-3pm 3/25, 4/1, 4/8 3 Weeks
Supervision – Learn to Lead Skill Builder Learn the critical skills of supervisors in this practical, direct application class. This class is designed to be a skill builder for new and experienced supervisors and managers.	\$129	Non-Credit	Mondays, 1-3 pm 4/15, 4/22, 4/29 3 Weeks
Introduction to Computers CMAE 1506 (Section 1) Provides students with the knowledge and skills to create and format documents in Microsoft Word, Excel, Access, Powerpoint and Email/Netmail. <i>Requires: Basic computer skills, computer with Microsoft Office 2010 or newer, USB drive</i>	\$244	2 Credits* OR Non-Credit	Tuesdays, 12-2 pm 3/26/19 – 5/14/19 8 Weeks
Manufacturing Processes and Production CMAE 1518 Emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service. <i>Requires: Textbooks and ToolingU subscription, not included in registration fee.</i>	\$244	2 Credits* OR Non-Credit	Tuesdays, 4-6 pm 3/26/19 – 5/14/19 8 Weeks
Career Success Skills CMAE 1528 (Section 1) 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 Credit* OR Non-Credit	Wednesdays, 1-3 pm 3/27/19 – 5/15/19 8 Weeks
Maintenance Awareness CMAE 1526 Introduces the concepts of Total Productive Maintenance and preventive maintenance, lubrication, electricity, hydraulics, pneumatics, and power transmission systems. <i>Requires: ToolingU subscription, not included in registration fee.</i>	\$244	2 Credits* OR Non-Credit	Wednesdays, 1-3 pm 3/27/19 – 5/15/19 8 Weeks
Safety Awareness CMAE 1514 Introduces OSHA standards relating to personal protective equipment, hazard communication, tool safety, emergency responses, lockout/tagout, and others. <i>Requires: Textbooks and CareerSafe subscription, not included in registration fee.</i>	\$244	2 Credits* OR Non-Credit	Wednesdays, 4-6pm 3/27/19 – 5/15/19 8 Weeks
Quality Practices CMAE 1522 Introduces a quality management system and its components. These include corrective actions, internal auditing of processes, and control of non-conforming product. <i>Requires: Textbooks and ToolingU subscription, not included in registration fee.</i>	\$244	2 Credits* OR Non-Credit	Thursdays, 12-2 pm 3/28/19 – 5/16/19 8 Weeks
Introduction to Computers CMAE 1506 (Section 2) Provides students with the knowledge and skills to create and format documents in Microsoft Word, Excel, Access, Powerpoint and Email/Netmail. <i>Requires: Basic computer skills, computer with Microsoft Office 2010 or newer, USB drive</i>	\$244	2 Credits* OR Non-Credit	Thursdays, 12-2 pm 3/28/19 – 5/16/19 8 Weeks
Career Success Skills CMAE 1528 (Section 2) 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 Credit* OR Non-Credit	Thursdays, 5-7 pm 3/28/19 – 5/16/19 8 Weeks

Registration questions: Contact Center for Business & Industry, South Central College at 507-389-7203 or cbi@southcentral.edu

***Credits are available through participating colleges only. Ask your college representative for details.**

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 for details

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