

## Live Online Courses

Session 216: June 3 – August 2, 2019

Register online at [www.southcentral.edu/LiveOnline](http://www.southcentral.edu/LiveOnline) by May 20

Course	Cost	Credits	Day & Time (CST)
<b>Diversity of Personality Styles—Creating a Positive Work Culture</b> This class covers methods to create a positive, respectful workplace culture regardless of differences. All participants will take a short personality style assessment as part of the class.	\$129	Non-Credit	Mondays, 1-3pm 3 weeks 6/3, 6/10, 6/17
<b>Safety Awareness</b> 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	Tuesdays, 12-2pm 8 weeks 6/4–7/30
<b>Maintenance Awareness</b> 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	Tuesdays, 4-6pm 8 weeks 6/4–7/30
<b>Geometric Dimensioning &amp; Tolerancing</b> 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. <i>Textbook required, not included in registration fee.</i>	\$244	Non-Credit	Tues & Thurs, 1-3pm 8 weeks 6/11, 6/13, 6/18, 6/20, 7/9, 7/11, 7/16, 7/18
<b>Technical Math</b> Helps individuals acquire a solid foundation in the basic skills of math/shop algebra and geometry. Demonstrates how these skills can model and solve real-world problems. <i>Must complete ACCUPLACER testing if taking for credit.</i>	\$366	3 Credits OR Non-Credit	Wednesdays, 12-3pm 8 weeks 6/5–7/31
<b>Manufacturing Processes and Production</b> 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	Wednesdays, 4-6pm 8 weeks 6/5–7/31
<b>Quality Practices</b> 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, 4-6pm 8 weeks 6/6–8/1
<b>Introduction to Excel</b> Learn the fundamentals of Microsoft Excel, including the basics of spreadsheets, utilizing formulas, creating charts, using imported data, printing spreadsheets, and best practices.	\$129	Non-Credit	Tuesdays, 9-11am 4 weeks 6/11, 6/18, 6/25, 7/2
<b>Introduction to Word</b> Learn the fundamentals of Microsoft Word, including the basics of Word, advanced formatting, creating and using tables, and using mail merge with data from Microsoft Excel.	\$129	Non-Credit	Tuesdays, 1-3pm 4 weeks 6/11, 6/18, 6/25, 7/2
<b>Personal Budgeting</b> 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 we'll explore ways to increase income, decrease spending, and have more money to save.	\$49.99	Non-Credit	Thursday, 1-2:30pm 1 week 6/6
<b>Preventing Sexual Harassment in the Workplace</b> 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.	\$49.99	Non-Credit	Thursday, 1-2:30pm 1 week 6/27
<b>Making Time for Time Management</b> Learn the art of time management and how to make more time for the things you like to do. This workshop introduces 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!	\$49.99	Non-Credit	Tuesday, 1-2:30pm 1 week 7/16
<b>The Lost Art of Face-to-Face Communication</b> In this fast-paced workshop you will put down your mobile device and learn how to actually talk and listen to someone – face-to-face. Improve your oral communication skills at home and at work.	\$49.99	Non-Credit	Tuesday, 1-2:30pm 1 week 7/30

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

