

# Live Online Courses

## TEXTBOOKS AND COURSE MATERIALS

Required textbooks may be rented or purchased (new or used) from any retailer or bookstore you choose, unless noted.

Required subscriptions must be purchased through the course registration process. Questions: Call 507-389-7203.

*Price estimates below are for new copies from a college bookstore.*

### Safety Awareness (CMAE 1514)

Required Subscription:

*CareerSafe* - \$25 fee

Optional Textbook:

*OSHA Safety Training Handbook* - \$14 New

8<sup>th</sup> Edition, JJ Kellers

ISBN: 9781680085358

### Manufacturing Processes & Production (CMAE 1518)

Required Subscription:

*Tooling U* - \$99 fee for 1-year subscription

Optional Textbook:

*High-Performance Manufacturing* - \$78 New

Edition 1, McGraw-Hill Education

ISBN: 0078614872

### Quality Practices (CMAE 1522)

Required Subscription:

*Tooling U* - \$99 fee for 1-year subscription

Required Textbook:

*The Problem Solving Memory Jogger* - \$14 New

2<sup>nd</sup> Edition, Brassard, copyright 2011

ISBN: 9781576811351

### Maintenance Awareness (CMAE 1526)

Required Subscription:

*Tooling U* - \$99 fee for 1-year subscription

### Introduction to Computers (CMAE 1506)

*This course requires basic computer knowledge and skills*

Required Materials:

- Computer with Microsoft Office 2010, 2013, or 2016
- Flash/USB drive

### Technical Mathematics (CMAE 1502)

Required Materials:

- Casio fx-115MS scientific calculator with fraction key
- Lessons available in D2L – Please print before class  
OR connect to class via computer to follow along

### Career Success Skills (CMAE 1528)

All materials supplied by instructor

### Print Reading (CMAE 1510)

Required Textbook:

*Print Reading for Industry e-book* - \$57 New

10<sup>th</sup> Edition, Brown, copyright 2016

ISBN: 9781631260513

**All students must order from Pine Tech Bookstore:**

**Call 320-629-5137 or Email [Jodie.haavisto@pine.edu](mailto:Jodie.haavisto@pine.edu)**

### Geometric Dimensioning & Tolerancing (CMAE 1542)

Required Textbook:

*Ultimate GD&T Pocket Guide* - \$24 New

Based on ASME Y14.5-2009

2nd Edition, Alex Krulikowski, copyright 2009

ISBN: 9780924520235

### Interpreting Symbols (CMAE 1560)

Required Textbook:

*Printreading for Welders* - \$81 New

5<sup>th</sup> edition

ISBN: 9780826930712

### MSSC-CPT Refresher

All materials supplied by instructor

### CNC Machining Basics

All materials supplied by instructor

### Fundamentals of Safety Leadership

All materials supplied by instructor

### Supervision – Learn to Lead Skill Builder

All materials supplied by instructor

### Workplace Violence Prevention & Active Threat Safety Awareness

All materials supplied by instructor

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## TEXTBOOKS AND COURSE MATERIALS

### **Diversity of Personality Styles – Creating a Positive Work Culture**

All materials supplied by instructor

### **The Business of Drones**

All materials supplied by instructor

### **Sales and Customer Service Techniques**

All materials supplied by instructor

### **Introduction to Servant Leadership**

All materials supplied by instructor

### **Introduction to Excel**

*This course requires basic computer knowledge and skills*

Required Materials:

- Computer with Microsoft Office 2013 or 2016

Optional Materials:

- USB flash drive to save your work

### **Introduction to Word**

*This course requires basic computer knowledge and skills*

Required Materials:

- Computer with Microsoft Office 2013 or 2016

Optional Materials:

- USB flash drive to save your work

### **Business Communications for the Workplace**

All materials supplied by instructor

### **Workplace Diversity**

All materials supplied by instructor

### **Mentally Strong: Resilience and Stress Management**

Required Materials:

- Journal or notebook suitable for journaling