Live Online Courses

TEXTBOOKS AND COURSE MATERIALS

You or your employer must purchase any required books and materials on this list, including:

Textbooks: You may buy or rent new or used copies from any online retailer or bookstore.
Subscriptions/E-Books: Must be purchased through the course registration process. Call 507-389-7203 for assistance.

You will also need the following equipment to attend class and complete coursework:

Live Class: Connect to Zoom room via computer or video conferencing system with webcam, microphone, and high-speed internet.
D2L (*Courses noted below): Computer or mobile device with internet connection. Follow access instructions in student manual.

Manufacturing

Advanced Manufacturing Leadership Program Pt. 1&2
Required Materials:
- Journal or notebook suitable for journaling

CNC Machining Basics
Required Materials:
- Scientific calculator
Required Textbook:
- Fundamentals of CNC Machining – Free (Online PDF)
  https://www.autodesk.com/campaigns/cnc-handbook

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
  5th edition
  ISBN: 9780826930712

Maintenance Awareness (CMAE 1526)*
Required Subscription:
  Tooling U - $99 fee for 1-year subscription

Manufacturing Processes & Production (CMAE 1518)*
Required Subscription:
  Tooling U - $99 fee for 1-year subscription

MSSC-CPT Refresher
All materials supplied by instructor

Print Reading (CMAE 1510)*
Required E-Book:
  Print Reading for Industry e-book - $57 New
  ISBN: 9781631260513

Quality Practices (CMAE 1522)*
Required Subscription:
  Tooling U - $99 fee for 1-year subscription
Required Textbook:
  The Problem Solving Memory Jogger - $14 New
  2nd Edition, Brassard, copyright 2011
  ISBN: 9781576811351

Technical Mathematics (CMAE 1502)*
Required Materials:
- Scientific calculator with fraction key
- Lessons available in D2L – Please print before class
  OR log in to D2L during class to follow along

WORKPLACE SAFETY

Fundamentals of Safety Leadership
All materials supplied by instructor

Safety Awareness (CMAE 1514)*
Required Subscription:
  CareerSafe - $25 fee

Safety for Construction Workers
Required Subscription:
  CareerSafe (Construction Industry) - $25 fee

Workplace Violence Prevention
All materials supplied by instructor

COMPUTERS & TECHNOLOGY

Introduction to Computers (CMAE 1506)*
This course requires basic computer knowledge and skills
Required Materials:
- Computer with Microsoft Office 2013 or newer
Live Online Courses
TEXTBOOKS AND COURSE MATERIALS

Health Care & Wellness

Mindfulness for Stress Management
Required Materials:
- Journal or notebook suitable for journaling

Wake Up and Live – Motivation You Can Use!
All materials supplied by instructor

Workplace Diversity*
All materials supplied by instructor

BUSINESS

Business Communications for the Workplace*
All materials supplied by instructor

Career Success Skills (CMAE 1528)*
All materials supplied by instructor

Delivering Excellent Customer Service
All materials supplied by instructor

Discover Your Natural Talents for Team Building
All materials supplied by instructor

Diversity of Personality Styles
All materials supplied by instructor

How to Attract Veteran Talent to Your Organization
All materials supplied by instructor

How to Conduct an Interview
All materials supplied by instructor

Improving Work Ethic & Personal Responsibility
All materials supplied by instructor

Leading to Impact Culture*
All materials supplied by instructor

Networking & Recruiting on LinkedIn
All materials supplied by instructor

Sales & Customer Service Techniques
All materials supplied by instructor

Starting Your Social Recruiting Strategy
All materials supplied by instructor

Supervision – Learn to Lead Skill Builder
All materials supplied by instructor

The Science of Goal Setting
All materials supplied by instructor