



# 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

5<sup>th</sup> 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

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

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

2<sup>nd</sup> 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

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## 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