



REGISTER TODAY:
[Bit.ly/PTCCLiveOnline](https://bit.ly/PTCCLiveOnline)



MINNESOTA STATE



**Pine Technical &
Community College**
Live Online Courses



2019 Live Online Sessions

- 215: March 25-May 19 (Register 1/1-3/11)
- 216: June 3-August 2 (Register 3/12-5/20)
- 217: August 19-October 11 (Register 5/21-8/5)
- 218: October 28-December 20 (Register 8/6-10/14)

Live Online courses are offered through a collaboration of customized training centers at participating Minnesota State colleges and universities. Live, instructor-led courses utilize video conferencing technology for an interactive virtual classroom experience.

Employees can train right at the workplace and individuals can attend class from home or office using a computer or tablet with microphone, video camera, and internet connection.

For More Information:
Heidi Braun
Director of Workforce Development
Pine Technical and Community College
900 Fourth Street SE • Pine City, MN 55063
320-629-5178 or Heidi.Braun@pine.edu

30 East 7th Street
St. Paul, MN 55101
800-456-8519
www.minnstate.edu

Minnesota State Colleges and Universities is an
equal opportunity employer and educator.

**AFFORDABLE,
HIGH-QUALITY TRAINING –
WHEREVER YOU NEED IT!**

2019 Schedule

[Bit.ly/PTCCLiveOnline](https://bit.ly/PTCCLiveOnline)

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 street-smart techniques to navigate this complex environment.

\$129 | Non-Credit | 3 weeks

- 215: M 1-3pm 3/25, 4/1, 4/8

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 | 3 weeks

- 215: M 1-3pm 4/15, 4/22, 4/29



Personal Budgeting

Learn how to write a budget in this practical workshop. Explore ways to increase income, decrease spending, and save money.

\$49.99 | Non-Credit | 1 week

- 216: Th 1-2:30pm 6/6

Preventing Sexual Harassment in the Workplace

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 | 1 week

- 216: Th 1-2:30pm 6/27

Making Time for Time Management

Learn the art of time management and how to make more time for the things you like to do. Learn new concepts like "rocks and pebbles", "eat the frog" and why multi-tasking might even be a bad idea.

\$49.99 | Non-Credit | 1 week

- 216: Tu 1-2:30pm 7/16

The Lost Art of Face-to-Face Communication

Improve your oral communication skills at home and at work. Learn how to actually talk and listen to someone, face-to-face. We promise you won't be misunderstood.

\$49.99 | Non-Credit | 1 week

- 216: Tu 1-2:30pm 7/30

Safety Awareness CMAE 1514

Introduces OSHA standards relating to personal protective equipment, hazard communication, tool safety, emergency responses, lockout/tagout, and others.

\$244 | 2 CR or Non-Credit | 8 weeks

- 215: W 4-6pm 3/27-5/15
- 216: Tu 12-2pm 6/4-7/30
- 216: Th 12-2pm 6/6-8/1
- 218: W 1-3pm 10/30-12/18



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.

\$244 | 2 CR or Non-Credit | 8 weeks

- 215: Th 12-2pm 3/28-5/16
- 216: Th 4-6pm 6/6-8/1
- 217: W 1-3pm 8/21-10/9
- 218: W 4-6pm 10/30-12/18
- 218: Th 4-6pm 10/31-12/19

Maintenance Awareness CMAE 1526

Introduces the concepts of Total Productive Maintenance and preventive maintenance, lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

\$244 | 2 CR or Non-Credit | 8 weeks

- 215: W 1-3pm 3/27-5/15
- 216: Tu 4-6pm 6/4-7/30
- 217: W 4-6pm 8/21-10/9
- 218: T 12-2pm 10/29-12/17
- 218: Th 12-2pm 10/31-12/19

Manufacturing Processes & Production CMAE 1518

Emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

\$244 | 2 CR or Non-Credit | 8 weeks

- 215: Tu 4-6pm 3/26-5/14
- 216: W 4-6pm 6/5-7/31
- 217: Tu 12-2pm 8/20-10/8
- 217: Th 12-2pm 8/22-10/10

Print Reading CMAE 1510

Orients students in the basic skills and abilities required for understanding prints utilized in a manufacturing/industrial environment.

\$244 | 2 CR or Non-Credit | 8 weeks

- 217: Tu 4-6pm 8/20-10/8

Geometric Dimensioning & Tolerancing CMAE 1542

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.

\$244 | Non-Credit | 8 weeks

- 215: M & Th 1:30-3:30pm
3/28, 4/4, 4/11, 4/15, 4/22, 4/29, 5/9, 5/16

Technical Math CMAE 1502

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.

\$366 | 3 CR or Non-Credit | 8 weeks

- 216: W 12-3pm 6/5-7/31
- 218: Tu 3:30-6:30pm 10/29-12/17

Career Success Skills CMAE 1528

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 CR or Non-Credit | 8 weeks

- 215: W 1-3pm 3/27-5/15
- 215: Th 5-7pm 3/28-5/16
- 217: Th 4-6pm 8/22-10/10

Introduction to Computers CMAE 1506

Provides students with the knowledge and skills to create and format documents in Microsoft Word, Excel, Access, PowerPoint and Email. Requires basic computer skills & Microsoft Office 2010 or newer.

\$244 | 2 CR or Non-Credit | 8 weeks

- 215: Tu 12-2pm 3/26-5/14
- 215: Th 12-2pm 3/28-5/16



CNC Machining Basics

Learn the fundamental knowledge of how CNC Lathes and Milling Machines work. Topics include multi-plane Coordinate Systems, CNC programming commands, machine maintenance, holding and cutting tools, machine setup, and shop math.

\$244 | Non-Credit | 6 weeks

- 215: W 1-3pm 4/3, 4/17, 4/24, 5/1, 5/8, 5/15

Additional purchase of textbooks/subscriptions may be required. Credits are available through participating colleges only. Ask your college representative for more details.