

+CONNECT

A MINNESOTA STATE COLLABORATIVE TRAINING PROGRAM

COURSE DESCRIPTIONS

This list includes current courses available through +Connect. Please note that any trainings can run through the +Connect model, even if they have not run before. Contact your college representative to request a new course.

Safety Awareness (CMAE 1514)

Introduction of OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces and others. The course curriculum is based upon federally-endorsed national standards for production workers. The course curriculum is based upon federally-endorsed national standards for production workers. This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Safety.

Quality Practices (CMAE 1522)

Introduction to quality, including emphasis on corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes and control of non-conforming product. This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Quality Practices.

Manufacturing Processes and Production (CMAE 1518)

Emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service. This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Manufacturing Processes.

Maintenance Awareness (CMAE 1526)

Introduces the concepts of Total Productive Maintenance (TPM) and preventive maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Maintenance Awareness.

Technical Math (CMAE 1502)

The primary goal of this course is to help individuals acquire a solid foundation in the basic skills of math, shop algebra and geometry. Math instruction to include fundamentals of math, fractions and decimals, units of measure, lines and angles, triangles, shop geometry, circles and polygons, shop algebra and the Pythagorean Theorem. Accuplacer testing is required prior to the course start date for students taking the course for credit.

Introduction to Computers (CMAE 1506)

This course provides essential, hands-on coverage of Microsoft Office suite programs, including Word, Excel, Access, PowerPoint, etc.

Career Success Skills (CMAE 1528)

Students will be introduced to skills that will help them succeed in the workplace, including communication skills, productivity, teamwork, conflict resolution, and critical thinking. Students will be able to identify professional skills, learn how to assess their abilities, and identify ways to improve.



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Print Reading (CMAE 1510)

Basic skills and abilities required for understanding prints utilized in a manufacturing environment will be gained. Emphasis will be on interpretation of Geometric Dimensioning and Tolerancing symbols/principles, alphabet of lines, multi-view drawing (including orthographic projection, isometric views and perspective drawing), title blocks, revision systems, identification of general/local notes, dimensions and tolerances, basic principles of math/geometry in relation to mechanical print reading, interpretation of basic weld symbols, techniques of basic shop sketching and interpretation of three-dimensional drawings.

Geometric Dimensioning & Tolerancing (CMAE 1542)

Students will engage in learning how to read prints with Geometric Dimensioning and Tolerancing applications. Each of the geometric controls will be examined so the student may determine the allowable variation in form and size between part features.

Interpreting Symbols (CMAE 1560)

The welding profession requires a good working knowledge of the fundamental component of welding prints that make up structures in the welding industry. To accurately layout and fabricate parts, the welder will need basic knowledge of print lines, dimensions, notes and welding symbols. Students will breakdown welding prints to develop the skills necessary to fabricate individual component parts that will make-up welded structures.

Fundamentals of Auditing

Provides foundational understanding of how to audit a Quality Management System (QMS) based on ISO 9001:2015 guidelines. All companies currently registered to ISO 9001:2008 will have until September 2018 to re-register to the new standard. This course can aid companies in the process.

Basic & Intermediate Microsoft Excel

This course is for anyone looking to gain an advantage in the workplace through applicable knowledge of an industry standard software. The first week of the course will introduce participants to the basics of Microsoft Excel, and the second week will move into intermediate training and teach participants how to work with functions, perform intermediate calculations, create charts and graphics, and create and use pivot tables.

Microsoft Access

This course emphasizes concepts and theories which underlie database management systems. Topics include designing a database structure, data entry, editing, arranging, and retrieval along with report and query creation and generation.

Leadership Skills for New Supervisors

This course is built on solid leadership/supervisory best practices. Participants will engage in activities to help transition from co-worker into supervisor. The open discussion format and content-related exercises are an excellent way to understand how to engage in supervisory best practices.

Employee Life Skills for Industry Success

Research shows that healthy individuals are better workers because they have more energy, take less sick days, and have a more positive attitude. In addition, they are clear communicators, better managers, and able to solve problems with less conflict. This training includes 8 sessions that focus on the important life skills that every successful employee needs. Emphasizing these skills not only creates a more effective workforce, but also increases retention and contributes to organizational and industry success. Each session will include reflective questions and give individuals time to consider these significant but often forgotten life skills.

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Active Shooter Safety Training

Do you know what to do if you hear shots fired in your workplace, in a store? Do you know what to do if you come face-to-face with an armed gunman? Have you thought it through or will you just freeze? Current active shooter training focuses on running or hiding, but what are you supposed to do in a close contact situation where those two tactics are not options? This class covers offensive techniques that the average person can perform to save their life in a close contact lethal threat situation. All experts agree that psychological preparedness training is a huge advantage in any dangerous close quarters attack situation. Several case studies in the U.S. will be examined along with psychological preparedness drills during the class. Resources for supplies and information will be provided.

Delivering Your Message through Clearly Constructed Communication

After all has been said and done there is usually a lot more said than done! In the communication landscape, there is so much noise that vies for employees' attention. How do you make sure your employees are understanding the critical communication in your organization? This course will get to the point by examining oral and written communication that deliver results. Participants will develop messaging that impacts employees by understanding the audience's needs in crafting the communication.

Developing the Team on which Everyone Wants to Play

There is a synergy that successful teams have that make them the envy of others. Is it coincidence, luck, or magic that makes it happen? Of course not; It is design. Developing teams can be complex work and like any great relationship it takes the willingness of the members to make it happen. This course will examine the elements of successful teams and what goes into their design – what leaders need to analyze for the scope of work and the kind of members that the team needs. The course will also examine what responsibilities members must demonstrate to make the team perform to the highest standards.