CNC Fast-Track Training Program
with Paid Internship

PROGRAM OVERVIEW

The CNC Fast-Track Training Program is focused on providing the knowledge and skills necessary for employment as a CNC mill or lathe operator. The ten week classroom training is followed by an 8-week paid internship and is designed for students to obtain high-quality manufacturing jobs. There are two nationally industry recognized credentials embedded into the program: National Career Readiness Certificate (NCRC) and National Institute of Metal Working Skills (NIMS) along with OSHA Safety Certification. The fast-track training program is a combination of for-credit and non-credit coursework which were identified by employers. These education pathways are directly aligned to career pathways in manufacturing, so students progressing through the program have the opportunity to earn national certifications with labor market value, college credit towards a degree, and the hands-on technical experience to be successful on the job.

Program Content

Safety in the Shop	CNC Mill Operations and Programming
Shop Floor Calculations	CNC Lathe Operations and Programming
Blueprint Reading for Machines	Career Success Skills
Measurement and Gaging	NIMS Exam Preparation
Machining Fundamentals	8-week Paid Internship

Requirements

High School Diploma or equivalent
Skills Verification by achieving a WorkKeys Silver NCRC Level 4 in Applied Math, Locating Information & Reading for Information
Ability to attend all program sessions
Agree to background check and drug screen

JOB RESPONSIBILITIES FOR GRADUATES

- Perform basic machine set up including mounting and setting tools, mounting chuck jaws or other work holding hardware, setting program zero location and activating the proper part program.
- Conduct production runs and adjust offsets to ensure work pieces are within specified tolerances and quality standards.
- Complete records and forms.
- Responsible for maintaining a clean and safe work environment.
- May work alone, with minimal supervision, or with other technicians.
- Recognize and report machine malfunctions.
- Responsible for routine scheduled machine maintenance.
- Coordinate and work in conjunction with service technicians in the performance of major maintenance tasks.
- Provide progress report or grades to OhioMeansJobs if funding is through their program
- After successful completion of the program; provide a copy of your Certificate of Completion to OhioMeansJobs if funding was through their program

CNC Fast-Track Training Program *with* Paid Internship

THE RECRUITMENT AND ENROLLMENT PROCESS INCLUDES:

Information Session → LCCC Application Process → WorkKeys Drug Screen Background ✓ → Fast-Track Training Program → Internship → Certification Assessment → Employment

For-Credit Course Number	For-Credit Course Title	Total Credits
May 23 – June 19, 2016 Monday – Friday 8:30a.m. – 5 p.m.		
June 2, 2016 Student/Employer Meet & Greet		
SDEV 101	College 101	1
TECN 111	Technical Problem Solving	3
TECN 115	Industrial Blueprint Reading	2
June 20 – July 31, 2016 Monday – Friday 8:30 a.m. – 4:30 p.m.		
SDEV 104	Job Search Strategies	1
SAFE 105	General Safety OSHA 10	1
TECN 131	Manufacturing Processes	3
CAMM 111	Introduction to Computer Numerical Control	2
TECN 245	Geometric, Dimensioning & Tolerancing	2
Eight Week Paid Internship August 15 – October 7, 2016		
CAMM 287	Work-Based Learning I	2
Total Fast-Track Credit Training		**17**

Non-Credit Course Title		Total Hours
NQUA 101 *October 10, 2016*	Quality Concepts	20
NIMS *June 24, 2016*	NIMS Registration	4
NIMS Prep & Exam *October 17, 2016*		4
Total Fast-Track Training		**28**

PROGRAM COST:
Lorain County Resident: $3, 697.63   Out-of-County Resident: $4,044.88

LOCATION:
Lorain County Community College, Nord Advanced Technologies Building 1005 North Abbe Road, Elyria, Ohio 44035

CONTACT:
Ali Graham 440-366-4325 agraham@lorainccc.edu

FOR-CREDIT
COURSE DESCRIPTIONS

SDEV 101, College 101

This course introduces strategies for creating success in college. Topics focus on personal responsibility, motivation, goal setting, learning styles, emotional intelligence, study skills, life-long learning, career and academic planning and completion.

TECN 111, Technical Problem Solving

An introduction to the concepts of technical problem solving using the microcomputer. Familiarization with the problem solving technique as it relates to problems in engineering technology will be emphasized. The problem solving technique is based on the application of current microcomputer related tools and software packages. Laboratory required. .

TECN 115, Industrial Blueprint Reading

This course is an introduction to the skills required to read and understand industrial blueprints. The reading of blueprints is emphasized rather than the drawing of blueprints. Freehand sketching is included. Laboratory required.

SDEV 104, Job Search Strategies

In this hands-on course students will learn all aspects of finding employment including networking, online job boards and other Internet applications, including social networking. During the course students will create a finished resume and cover letter and complete a sample employment application. Students will also learn how to interview successfully and will participate in a simulated job interview. They will prepare thank you correspondence and understand how to follow up after an interview. Students will also learn how to evaluate an employment offer and salary negations. The course will also cover strategies for staying employed and continued professional success.

SAFE 105, General Safety OSHA 10

The Occupational Safety and Health Administration (OSHA) General Industry 10 Hour course is intended to provide entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. Course is instructed by an OSHA recognized instructor. Students meeting the OSHA requirements for this course will receive the "OSHA General Safety 10 Hour" certificate.

TECN 131, Manufacturing Processes I

This course is an introduction to the use and understanding of commonly used machine tools. Lathes, mills, drill presses and surface grinders will be studied and used. Common fabrication processes will be studied. Laboratory required. Prerequisite: CADD 111 or TECN 115

CAMM 111, Introduction to Computer Numerical Control

This introductory course covers manual CNC programming techniques for three-axis milling machines and two-axis turning centers. Basics of job planning, tooling, tool path graphics and verification are included. Course focuses on fanuc-compatible controllers using late-model CNC equipment. Laboratory required. Prerequisites: previous or concurrent enrollment in TECN 111 and TECN 131

TECN 245, Geometric Dimensioning & Tolerancing

This course is an introduction to the ASME Y14.5M-1994 geometric dimensioning and tolerancing (GD&T) standard. General tolerancing methods will be reviewed. Geometric characteristic symbols and terms and datums will be defined. Materials condition modifiers will be identified and discussed. The geometric tolerances of form, orientation, profile, runout and location will be studied. Prerequisite: TECN 115

CAMM 287, Work-Based Learning I

This course provides supervised work experience with approved employer(s) in an area related to the student's program. Emphasis is placed on integrating classroom learning with work experience. Student will be able to evaluate career selections, demonstrate employability skills and satisfactorily perform work-related competencies. Activities are coordinated and evaluated by college personnel. Course will be graded on the S/U basis.

NON-CREDIT
COURSE DESCRIPTIONS

QUALITY CONCEPTS

Learn proper use and care of seven basic measuring instruments or devices. Students will be trained in measurement techniques and calibration procedures based on industry standard and practices. Introduction of basic quality assurance techniques that are broadly applied in all production and services processes.

NIMS, PREP & EXAM

To prepare for the 4 NIMS credential exams:
Measurement, Materials and Safety
Job Planning, Benchwork and Layout
CNC Turning: Operations
CNC Milling: Operations

BCI BACKGROUND CHECK

You can obtain a BCI background check at any County Sheriff's Office or at the Educational Service Center of Lorain County:

Lorain County Sheriff's Office provides background checks.

Monday – Friday
10:00 am - 6:00 pm
No appointment is necessary.

Cost: BCI Check - $27. They **_ONLY_** accept money orders.

Address: 9896 Murray Ridge Road, Elyria, Ohio 44035

Educational Service Center of Lorain County provides background checks.

Monday – Friday
8:00am - 4:00pm

They prefer that you call 440-324-5777 and choose option #1 to schedule an appointment.

Fingerprinting is done electronically and transmitted directly to the BCI (Ohio Check).

Cost: BCI Check - $32. They accept cash, check or money order.

Address: 1885 Lake Ave, Elyria, OH 44035

DRUG SCREEN

You can obtain a drug screening at any one of the following Mercy Occupational Health Center locations.
Request the **NON-DOT drug test 10-panel**. It should cost approximately $42.
All centers are open Monday – Friday
8:30 am -5:00 pm Monday-Friday:

Lorain Clinic
1800 Livingston Ave, Lorain, OH 44052   440-233-1068

North Ridgeville Clinic
39263 Center Ridge Rd, N Ridgeville, OH 44039   440-366-5577

Westlake Clinic *closed 12-1pm*
2116 Dover Center Rd, Suite #100, Westlake, OH 44145 440-222-4400

If results are not directly given to you to present to us, please request results be sent to:

LCCC-UPRC
Attention: Ali Graham
32121 Lorain Rd, North Ridgeville, OH 44039

ACT National Career Readiness Certificate
ACT WorkKeys Tests Registration Process

TESTING AND ASSESSMENT CENTER

1005 North Abbe Road

College Center Building-Room CC 233

Elyria, Ohio 44035

(800) 995-5222 extension 7773 or 7654
testingcenter@lorainccc.edu

Testing Center Hours	
Hours are subject to change without notice.	
Monday and Thursday	8:30 a.m. - 7:30 p.m.
Tuesday, Wednesday and Friday	8:30 a.m. - 5 p.m.
Saturday	10 a.m. - 2 p.m.
Sunday	Closed

- Students **MUST** present a photo picture I.D., such as an LCCC Student I.D. or Driver's License. To protect your privacy, an LCCC Student I.D. is suggested. This form of I.D. can be obtained at the LCCC Library.

- *Be sure to identify yourself as a Right Skills Now student needing to take the WorkKeys Assessment*

- Students who are registered with Disability Services will need to make arrangements through the Office for Disability Services at (440) 366-4124. Accommodations will be provided on as needed basis. Click to view the online information at http://www.lorainccc.edu/disabilityservices

- **No children are permitted in the Testing & Assessment Center**.

- **No food and/or drinks are permitted in the Testing & Assessment Center.**

- Students will not be permitted to converse in the Testing & Assessment Center. **Cell phones & pagers must be turned off or placed in the 'Ringer Off' mode and kept in your backpack or purse while taking tests. Lockers are available for storage of items.**

- Students should come prepared with #2 pencils, pens, erasers, calculators, or other material permitted by an instructor to take tests. All other belongings, **(Coats, Hats, Books, Backpacks & Purses)** will be kept in designated areas during the entire time tests are being taken.

- The Testing & Assessment Center Proctors have the authority to assign seating for students taking tests.

- The LCCC Code of Student Conduct will be enforced. If you violate the guidelines set forth by the Code of Student Conduct or by your Instructor, the Testing & Assessment Center Proctor has the right to collect the test early. For example, if your instructor had indicated that no calculator may be used during a test, and you are found using a calculator, the Proctor may collect/stop your test immediately. If this occurs, you must turn in your test and leave the Center immediately. Your instructor will be informed, and the instructor will handle any discussions regarding your situation. Click here to view online information at http://www.lorainccc.edu/campus+security/code+of+conduct.htm

- *If you have any questions or comments please contact Mercedes Perez at 440-366-4947.*

Free practice tests available at the following website:

https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx

RIGHT SKILLS NOW CNC FAST-TRACK TECHNICAL TRAINING PROGRAM
PARTICIPANT AGREEMENT

The college team is committed to ensuring you succeed in the training program. This includes all aspects, the technical training, certification and internship. Your success is dependent as well on you fully committing to the program. This includes attendance, preparation, commitment, ability to be a team player and work well with others to achieve positive outcomes. Please read thoroughly the information below and, if you are able to agree to the requirements, please initial after each statement and sign and date the bottom of the form. We are looking forward to receiving your application.

ATTENDANCE, COMMUNICATION AND PARTICIPATION

It is expected that you will have 100% attendance throughout the technical program. If you are ill you must contact your Advisor at least one hour prior to class start time. (No more than three days may be missed due to illness during the program.)

Being late to the program or leaving early is not acceptable; be sure to start early enough for the program to ensure you will be there approximately 15 minutes early. (NO more than two late arrivals during the program is acceptable; more than two will be reviewed to determine if it is advisable to continue the program.) Information regarding classroom absences, tardiness, working well with other participants, being a positive influence in the classroom and on the manufacturing floor, etc. may be shared with internship partners. These are vital employability skills that employers look for when determining if they wish to hire someone. Frequently the instructors are asked this information by the employer. The participant is expected to be available for all meet and greet sessions, test prep sessions, job fairs, and internship assignments.

Please initial that you have read and agree to the above. _____

You are required to update your Advisor in the event your contact information or employment status changes during and after the training period, as well as during the retention period once employed.

Please initial that you have read and agree to the above. _____

EMPLOYMENT VERIFICATION AGREEMENT

I understand I am required to contact my assigned Advisor as soon as I receive official notification that I am employed. I will provide the company contact information for the college staff to perform the necessary follow up to verify employment.

I understand that upon my completion of the program my Advisor will make regular calls (weekly or monthly) for up to three quarters after I exit the program to check on my employment status and/or to see if I am actively seeking employment. I agree to respond to the request for information.

I understand the above information and agree to participate and give 100% effort to fully engage in every aspect. My signature below demonstrates my understanding and commitment.

_____   _____
(Participant Signature)   (Date)