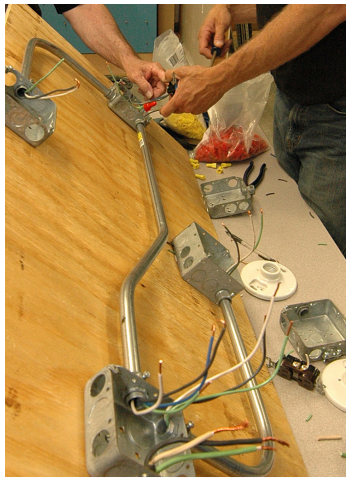


JOHN WOOD COMMUNITY COLLEGE WORKFORCE EDUCATION



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JOHN WOOD
COMMUNITY COLLEGE

Course Catalog | 2023

JOHN WOOD COMMUNITY COLLEGE

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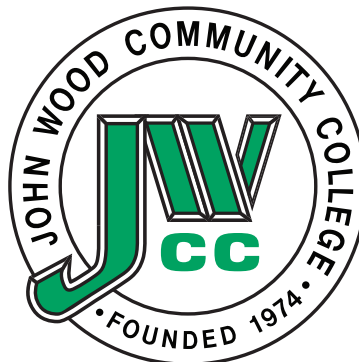
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John Wood Community College is accredited by
The Higher Learning Commission
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Leadership Series

“Become the Leader Others Want to Follow”

Description	Introducing a series of three classes which focus on characteristics of effective leaders, ethics, service, and both leadership and communication skills—with special emphasis on listening and engaging with others effectively. Courses may be taken as a series or independently.
Prerequisites	None.
Audience	Supervisors and Managers, Identified Prospective Employee Talent
Course Length	4 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This course focuses on the practical aspects of self-evaluation and leadership growth. Attendees learn how to evaluate and recognize servant leadership, engage in effective listening and interaction, as well as learn leadership traits effective leaders have. Much class time is spent on discussion and relatable practices to reinforce continued learning of leadership concepts and actual leadership situations.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Leadership Series **“Leading From the Front”**

Description	Second in a series of three classes which focus on characteristics of effective leaders, ethics, service, and both leadership and communication skills—with special emphasis on listening and engaging with others effectively. Courses may be taken as a series or independently.
Prerequisites	None.
Audience	Supervisors and Managers, Identified Prospective Employee Talent
Course Length	4 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This course focuses on personal development practices and leadership growth. Attendees learn how to identify the value and practices of personal goal setting and evaluation of their leadership. Additionally, they learn to be motivational and create an environment of teamwork. Much class time is spent on discussion and relatable practices to reinforce learning of leadership concepts and actual leadership situations.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Leadership Series

“Leading to Create Other Leaders”

Description	Third in a series of three classes which focus on characteristics of effective leaders, ethics, service, and both leadership and communication skills—with special emphasis on listening and engaging with others effectively. Courses may be taken as a series or independently.
Prerequisites	None.
Audience	Supervisors and Managers, Identified Prospective Employee Talent
Course Length	4 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This course focuses on the practical aspects of delegating and setting accountability in other leaders and encourages leadership growth. Attendees learn how to have relatable development conversations and set responsibilities by engaging in "Ownership Mindset." Much class time is spent on discussion, relatable practices, and role play to reinforce continued learning of leadership concepts and review of actual leadership situations.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Discovering Your Leadership Style “The 8 Dimensions of Leadership”

Description	To be an effective leader you need to know your strengths—but that’s only part of it. You also need a broad perspective on all the behaviors needed to be an effective leader. Using the third-generation DiSC® online personality assessment—one of the most scientifically validated tools available—The 8 Dimensions of Leadership helps you identify your primary leadership dimensions. Whether you are a Pioneering, Energizing, Affirming, Inclusive, Humble, Deliberate, Resolute, or Commanding leader, the course helps you understand the psychological drivers, motivations, and “blind spots” characteristic of your style.
Prerequisites	None; Required textbook – The 8 Dimensions of Leadership authored by Jeffrey Sugerman, Mark Scullard, and Emma Wilhelm.
Audience	Supervisors and Managers, Identified Prospective Employee Talent
Course Length	8 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. Text Book – “The 8 Dimensions of Leadership”. 2. Assessment of Your Leadership Style Preferences. <ol style="list-style-type: none"> a. Discussion and understanding of the Four Major Leadership Preferences and 8 Dimensions of Leadership. b. Learn about the psychological drivers, motivations, and “blind spots” typical of leaders with your style. 3. Understanding the Impact of Your Leadership Preferences. <ol style="list-style-type: none"> a. Discussion and understanding of how your leadership preferences affect those around you. 4. Valuing and Honoring Stylistic Leadership Differences. <ol style="list-style-type: none"> a. Discussion and understanding of how all Stylistic Leadership preferences can be effective. b. Discussion and evaluation of necessity to become Multidimensional Leader. 5. Adapting Your Leadership Style to Others <ol style="list-style-type: none"> a. Assessing others as a means of understanding how they operate, and thus adapting your style to match. b. Understanding the value of adapting your leadership style where possible to fit those you supervise. 6. Using the 8 Dimensions to Identify Talent <ol style="list-style-type: none"> a. Discussion and evaluation of how the “8 Dimensions of Leadership” can be used to identify and manage talent.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Introduction to Effective Leadership New Supervisors / Managers

Description	The goal of this course/class is to focus on the needs and expectations for new managers/supervisors. The course will be designed with an interactive PowerPoint presentation, using both lecture and group participation. The expected results will be for the participants to gain useful knowledge to focus on motivational techniques, goal setting, relationship building, and results oriented productivity and leadership skills.
Prerequisites	None
Audience	New Supervisors and Managers, Identified Prospective Employee Talent
Course Length	4 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. Leading and Influencing Others – Being visible, Team engagement, Effective engagement techniques, Supportive yet evaluative questions, Effective listening and summarization, and Commitment to work with employee to resolve issue. 2. Create Culture of Engagement - Respect of self and others, Open communication, Honoring diversity, and Motivation of team. 3. Coaching and Developing of Others - Fostering ownership, Setting SMART Goals, Acknowledging positive achievements or accomplishments (personal and professional). 4. Diagnosis and Decision Making - Comparing/analyzing trends and results, Using logic and rationale to find timely solutions, Engaging others to leverage additional perspectives and gain additional insight. 5. Focus on Employee - Observing employee behaviors / Method of Operation, Showing commitment to the team through feedback. 6. Commitment to Results - Identifying and setting high standards of performance (not same as Goals), Communicating clear expectations for self and others, Promoting productivity through enthusiasm and commitment to team results.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Foundations of Effective Leadership

Description	The goal of this course/class is to provide quality instruction focused on enhancing the skills, abilities, and teambuilding of managers/supervisors. The course will be designed with an interactive PowerPoint presentation, using both lecture and group participation. The expected results will be for the participants to gain useful knowledge to focus on motivational techniques, goal setting, relationship building, and results oriented productivity and leadership skills.
Prerequisites	None
Audience	Newer Supervisors and Managers, Identified Employee Talent, and struggling Supervisors
Course Length	8 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. Leading and Influencing Others – Being visible, Team engagement, Effective engagement techniques, Supportive yet evaluative questions, Effective listening and summarization, and Commitment to work with employee to resolve issue. 2. Create Culture of Engagement - Respect of self and others, Open communication, Honoring diversity, and Motivation of team. 3. Coaching and Developing of Others - Fostering ownership, Setting SMART Goals, Acknowledging positive achievements or accomplishments (personal and professional). 4. Diagnosis and Decision Making - Comparing/analyzing trends and results, Using logic and rationale to find timely solutions, Engaging others to leverage additional perspectives and gain additional insight. 5. Inspiring Leadership - Encouraging others to give their best, Inspiring without authority, Demonstrating expectations through actions. 6. Collaboration - Collaborating with others to gain perspective, Networking with the best performers (sideways and down). 7. Focus on Employee - Observing employee behaviors / Method of Operation, Showing commitment to the team through feedback. 8. Commitment to Results - Identifying and setting high standards of performance (Not same as Goals), Communicating clear expectations for self and others, Promoting productivity through enthusiasm and commitment to team results.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Building a High Performance Team

Description	This course will explore the Five Dysfunctions within a Team, and how they negatively impact the Bottom Line, Employee Engagement, and Turnover. Participants will learn how trust is established, commitment/engagement can occur, and how effective talent management boosts productivity, employee engagement, and team cooperation.
Prerequisites	Foundations of Effective Leadership or other foundational training.
Audience	Supervisors, Team Leaders, Managers, other Leadership
Course Length	8 Hours
Class Size	12 – 15 preferred.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Trust must be Present <ul style="list-style-type: none"> • Definition of Trust in the Workplace. • Bottom Line Impact of an Absence of Trust. • How do we Establish Trust among Team Members. • Positive Conflict / Debate of Ideas and Ideals <ul style="list-style-type: none"> • Definition of Conflict / Debate of Processes. • How is Conflict / Debate Healthy? • Creating Debate to Stimulate Efficient Processes. • Capturing Buy-In / Commitment / Engagement <ul style="list-style-type: none"> • If A (Trust) is established then B (Conflict) then... • Turning Conflict / Debate into Team Commitment. • How Commitment results in Employee Engagement. • Team Member Accountability <ul style="list-style-type: none"> • If A is established, then B occurs, then C (Buy-In)... • Engaged Team Members hold each other Accountable. • Fostering and Securing Team Accountability. • Outcomes / Targets and Attention to Results <ul style="list-style-type: none"> • Leaders as Facilitators. • Leaders as Record Keepers to maintain a Focus. • Talent Management as a means of Honoring. • Every Employee provides Leadership.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Effective Communications and Coaching

Description	This course will present and discuss the Coaching Leadership Style as an effective method to develop and motivate employees. Participants will practice effective communications skills and win-win problem solving skills useful in coaching and all other leadership styles.
Prerequisites	Introduction to Leadership or New Manager Training Preferred.
Audience	This course is best suited to the Supervisor or Manager who has had some leadership training and wishes to hone or sharpen existing Engagement and Communication skills.
Course Length	8 hours
Class Size	Course capacity is ideal at 12-15 with a maximum of 20 per class.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Coaching as a Leadership Style <ul style="list-style-type: none"> • Coaching as one of many leadership styles. • Key aspects of the coaching style. • Best uses of the coaching style. • Benefits and cautions of the coaching style. • Effective Listening – Establishing a Helping Relationship <ul style="list-style-type: none"> • Key aspects and advantages of active listening. • Conditions necessary to conduct active listening. • Matching style, empathy and acceptance. • Allowing silence, giving time for answers. • Exploration that Stimulates Reflection <ul style="list-style-type: none"> • Open ended questions to generate discussion. • <i>What did you want to happen? What are you doing to make it happen? How is what you're doing working? What might be more effective for you?</i> • Clarification and Summarization <ul style="list-style-type: none"> • Using clarification to demonstrate active listening. • Mini-summaries and summaries pull together the picture. • Summaries to assist with evaluation process. • Non-Threatening Confrontation (WDEP) <ul style="list-style-type: none"> • W= Explore WANTS, needs and perceptions. • D= Focus employee DOING and the direction they are headed. • E= Challenge to EVALUATE effectiveness of behavior. • P= PLANNING & COMMITMENT, formulate realistic plans and make commitment to carry out plans. • Win-Win Problem Solving <ul style="list-style-type: none"> • Using evaluation as tool for employee and manager. • Identification of how manager can assist. • Demonstrating manager commitment, increasing engagement, and ownership by the employee.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Building and Sustaining Trust

Description	The purpose of this course is to help learners improve their skills in building and sustaining trust with their teams. They are introduced to actions they can take to build trust as well as what they can avoid doing to prevent breaks in trust. They will become aware it's their responsibility to take the first steps with their teams in building, maintaining, and repairing trust. Teams who are confident their leaders act with integrity and see their leaders as accountable (and hold others accountable) drive business success.
Prerequisites	Foundations of Effective Leadership or other foundational training.
Audience	Supervisors, Team Leaders, Managers, other Leadership
Course Length	4 Hours
Class Size	12 – 15 preferred.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • The Absence of Trust & Impact upon Your Company <ul style="list-style-type: none"> • Absence of Trust = Lower Productivity • Absence of Trust = Dissatisfaction and Disengagement • Disengagement = Lack of Commitment to Organizational Goals • 8 Employee Intrinsic Drivers of Trust <ul style="list-style-type: none"> • Belonging and Connection • Significance and Position • Learning and Challenge • Security and Certainty • Voice and Recognition • Fairness • Choice and Autonomy • Purpose • Leader's Role in Building & Sustaining Trust <ul style="list-style-type: none"> • If the Leader doesn't, who will? • Leader Credibility – Who we are • Leader Competency – What we can do • Behaviors that Undermine Trust <ul style="list-style-type: none"> • Acting and speaking inconsistently • Seeking personal rather than shared gains • Withholding information • Lying or telling half-truths • Being closed-minded • Behaviors that Build and Sustain Trust <ul style="list-style-type: none"> • Establish and maintain integrity • Communicate vision and values • Consider all employees as equal partners • Focus on shared, rather than personal, goals • Do what's right, regardless of personal risk
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Managing Generational Differences in the Workplace

Description	Gain an understanding of managing workers from different generations. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Each generation has distinct expectations and behavioral styles. Explore these unique generational characteristics and then identify practical tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.
Prerequisites	None
Audience	Supervisors, Team Leaders, Managers, other Leadership
Course Length	4 Hours
Class Size	12 – 15 preferred.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Identification and Understanding of Different Generations <ul style="list-style-type: none"> • Traditionalist • Baby Boomers • Generation X • Generation Y (Millennials) • Discover What Motivates Our Workforce Generations <ul style="list-style-type: none"> • What motivates Baby Boomers, and how do they receive Direction? • What motivates Gen X, and how do they receive Direction? • What motivates Gen Y, and how do they receive Direction? • Discover the types of Incentives they each Prefer <ul style="list-style-type: none"> • Incentives that work for each generation. • Discover the types of Messages they Value <ul style="list-style-type: none"> • Different generations value different communication. • Matching your communication style to the generational need. • Allowing your expectations to more closely match their generation. • Explore and Identify Techniques to Manage Each Generation <ul style="list-style-type: none"> • What works with one generation will not work for another. • Your ability to honor generational differences is essential. • Talent management pays dividends. • Collaborative management increases engagement.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Basic Problem-Solving Techniques

Description	This course reviews basic problem-solving techniques that can be used in manufacturing, the office, and everyday personal life. The fundamental concepts discussed are brainstorming methods, data vs. opinion discussion, fishbone diagrams, and pareto analysis.
Prerequisites	None
Audience	Supervisors, Team Leaders, Managers, other Leadership
Course Length	1 - 2 hours
Class Size	Course capacity is set at a maximum of 30.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	The objective of the training is to reinforce the concept that these fundamental techniques should be “running through your mind” when faced with solving a problem.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Introduction to Higher Level Problem-Solving Techniques

Description	There are higher level tools that can help with problem-solving in complex manufacturing methods. These would be used in areas such as high production machining, automated assembly methods, mixing (dry and liquid) techniques, plastic molding and extrusion processes, coating (painting, plating, etc.), and more. Participants would learn an overview of control charts, process capability, and design of experiments.
Prerequisites	None
Audience	Supervisors, Team Leaders, Managers, other Leadership
Course Length	1 - 2 hours
Class Size	Course capacity is set at a maximum of 30.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	The objective of the training would be to understand that these techniques are available and may be useful to the technical staff in your organization.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Employment Laws

Description	Participants will be given an overview of various employment laws, employment law case examples, and discuss how their decisions can affect themselves, employees, and the company at large.
Prerequisites	None
Audience	Any leader within an organization.
Course Length	6-8 hours (depends on # in class and breakout sessions)
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Employment laws addressed (plus state specific laws): <ul style="list-style-type: none">• Fair Labor Standards Act (FLSA)• Family Medical Leave Act (FMLA)• Office of Federal Contractor Compliance Program (OFCCP)• Health Information Privacy Protection Act (HIPPA)• Equal Employment Opportunity Commission (EEOC) laws<ul style="list-style-type: none">• Civil Rights, Pregnancy Discrimination Act, Religious Discrimination Act, Harassment, Retaliation, Equal Pay Act, Americans with Disabilities Act, etc.)
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Hiring & Onboarding of Employees

Description	This course goes over the process to effectively hire quality/qualified individuals into their organization and the importance of the onboarding process. Individuals should walk away with the ability to build a hiring/onboarding program for their organization.
Prerequisites	None
Audience	Any leader within an organization – but should be focused on individuals involved in the hiring of employees.
Course Length	4-6 hours (depends on # in class and breakout sessions)
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Specific areas covered in this course include: <ul style="list-style-type: none">• Writing appropriate Job Descriptions• Job Postings (what it should say, where it should go)• How to properly review a resume• Interviewing guidelines (questions to ask/NEVER ask, pitfalls of an interview)• Making the offer and onboarding the new employee
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Investigations & Discipline Process

Description	This course outlines the types of behaviors that can result in discipline, the appropriate steps in applying discipline, proper investigations, and how to effectively document for discipline. Participants should leave feeling confident they can conduct a successful investigation and disciplinary meeting.
Prerequisites	None
Audience	Any leader involved in the discipline or investigation process.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Participants will learn the following items in this course: <ul style="list-style-type: none">• The ability to identify the behaviors that can result in disciplinary action• Proper investigations – why a thorough investigation is critical, the steps to take to complete an investigation (the Five “W’s”), and common investigation mistakes• Documentation – why it is necessary, what should be included, documentation mistakes• Discipline – types of discipline, progressive discipline, and how to conduct an effective disciplinary meeting/discussion• Terminations – Discuss due process and talk through the steps to termination
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Performance Management & Succession Planning

Description	This course discusses what performance management and succession planning are and why it is so important to an organization. Participants will walk away with the tools to drive discretionary performance and address performance issues.
Prerequisites	None
Audience	Any leader who sets goals and/or conducts performance discussions.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Participants will learn the following items in this course: <ul style="list-style-type: none">• What are SMART goals and how to write them• Giving appropriate performance coaching and feedback to drive discretionary performance and how to align financial rewards• Performance Improvement Plans – what are they, how to write them and how to deliver• Succession Planning – how to identify organizational gaps and concerns and the steps in the succession planning process
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Harassment & Unconscious Bias

Description	It is critical to maintain a workplace free from unlawful discrimination, harassment, sexual harassment, and other inappropriate workplace conduct. This course helps to identify inappropriate workplace conduct, types of unconscious biases and the specific steps to take to prevent and/or resolve. This course will satisfy the annual Illinois sexual harassment prevention training requirement under the IL Human Rights Act.
Prerequisites	None
Audience	Anyone (does not have to be a leader – can be all employees)
Course Length	4-8 hours (depends on # in class and breakout sessions)
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Specific areas covered in this course include: <ul style="list-style-type: none"> • Identifying unlawful discrimination, harassment, and sexual harassment • How to report suspected unlawful discrimination, harassment, and sexual harassment • Preventing retaliation against whistleblowers • Consequences for violations and making false reports • Types of unconscious biases and the impacts they have on the workplace
Customization	Course content and location can be tailored or customized to fit your organizational needs.



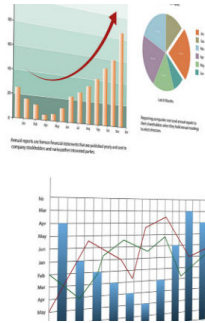
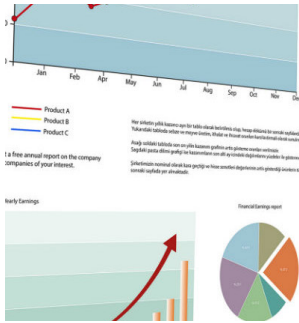
The Role of the Supervisor, Communication & Conflict Management

Description	This course will go over the basic principles of supervision and the effective characteristics of a supervisor. Participants will learn communication and conflict management styles and how to improve communication and develop effective conflict resolution skills.
Prerequisites	None
Audience	Front line leaders/supervisors, supervisors new to the role, prospective supervisors.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Specific areas covered in this course include: <ul style="list-style-type: none">• Discuss the role of a supervisor and the basic principles of supervision• Transitioning to a supervisor and the pitfalls of moving from “Buddy to Boss”• Characteristics that sink a supervisor and ways they can improve morale in the workplace• Communication – Twelve ways a supervisor can improve communication with employees• Conflict Management – What is it, common causes of conflict and mistakes leaders make, the best ways to handle conflict based on management style
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Microsoft Office Basics

Description	This course introduces you to the fundamentals and functionality of MS Word, Excel, and PowerPoint all in one class. Great course if you are re-entering the workforce and/or need a basic understanding of these three programs. You will leave feeling more comfortable with each.
Prerequisites	None
Audience	All employees
Course Length	9 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Word Basics (Screen, Menus, Dialog Boxes)</p> <ul style="list-style-type: none"> • Accessing Help • Viewing Options • Spell Checking • Printing a Document • Closing/Opening/Creating/Saving Documents • Editing a File (Inserting/Deleting/Undeleting) • Using Attributes/Fonts/Point Sizes • Changing Margins/Alignment <p>Excel Spreadsheet Basics</p> <ul style="list-style-type: none"> • Using the Mouse to Select Blocks • Entering Formulas • Using Built-In Functions • Using the Fill option • Margins/Headers/Footers • Aligning/Formatting Data • Entering/Editing/Deleting Data • Inserting/Deleting Rows/Columns • Adjusting Column Widths • Using Attributes/Fonts/Point Sizes • Cell Borders and Colors • Saving, Closing, and Printing • AutoFormat <p>PowerPoint Basics</p> <ul style="list-style-type: none"> • Working with Objects • Adding Text • Editing the Presentation/Creating a New Presentation • Adding/Deleting Slides • Drawing Objects & AutoShapes/Adding ClipArt
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Microsoft Office – Excel Level I

Description	This course covers general uses of a spreadsheet by offering hands-on examples of entering and editing various types of data.
Prerequisites	None
Audience	Personnel who create or work with spreadsheets
Course Length	8 hours
Class Size	12-25 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Navigating Within a Worksheet • Changing the Workbook View • Entering, Editing, Deleting & Undeleting Data • Working with Blocks • Entering Formulas • Using the Auto Fill • Spell Checking a Worksheet • Creating, Saving, Opening, and Closing Workbooks • Changing the Page Setup • Setting Print Options • Copying & Moving (Drag & Drop) • Working with the Office Clipboard • Aligning Cell Data • Formatting Numbers • Inserting, Deleting & Freezing Rows/Columns • Splitting the Screen • Hiding/Unhiding Columns • Working with Multiple Sheets • Working with Function Arguments • Applying Attributes • Customizing Cell Formats • Using the Format Painter • Working with Charts • Customizing Graphic Objects • Absolute Cell Addressing • Creating Templates
Customization	Course content and location can be tailored or customized to fit your organizational needs.



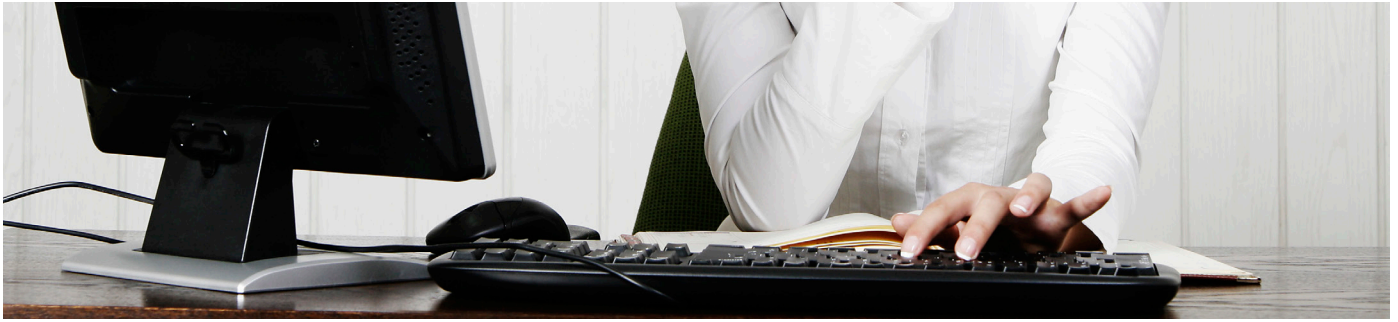
Microsoft Office – Excel Level II

Description	Further your knowledge from the Excel Level I class.
Prerequisites	Excel Level I or comparable
Audience	Personnel creating or working with spreadsheets
Course Length	6 hours
Class Size	12-25 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Find/Replace • Using Block Names • Creating a Database • Sorting Records • AutoFilter & Custom Filters • Working with Tables • Working with Dates • Advanced Functions • Linking Files • Hyperlinks • Protecting Data • Sharing Workbooks • Tracking Changes • Conditional / Custom Formatting • Creating Outlines • PivotTables & PivotCharts • Advanced Chart Options • Using the Goal Seeker • Creating Scenarios • Consolidating Data • Importing & Exporting • Sending Workbooks • Creating Web Pages • Working with the Quick Access Toolbar • Custom Styles and Views • Applying a Document Theme • File Properties
Customization	Course content and location can be tailored or customized to fit your organizational needs.



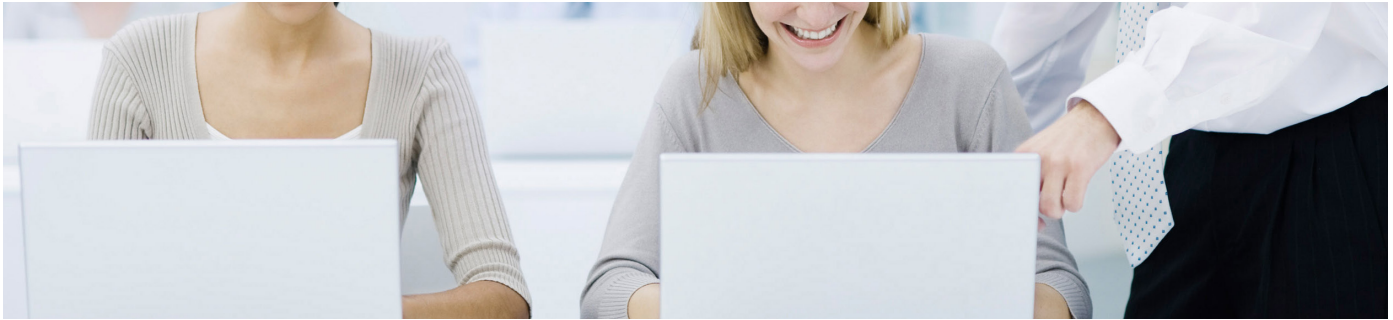
Microsoft Office – Word Level I

Description	This introductory course allows the student to become familiar with basic word processing features such as creating, editing, spell checking, print previewing and saving a document. Learn techniques to maneuver through documents, apply formatting, change page setup, create tab settings and adjust margins. Other topics covered include using the thesaurus/grammar checker, inserting page breaks and adjusting line spacing/paragraph indents.
Prerequisites	None
Audience	All personnel
Course Length	8 hours
Class Size	12-25 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Shortcut Menus, Toolbars & ToolTips • Changing Views & Full Screen • Spell Checker, AutoCorrect • Previewing & Printing Files • Basic Editing, Deleting, Undeleting, Redoing • Formatting Text (Fonts, Point Size, Color) • Using the Format Painter • Adjusting Margins/Line Spacing/Alignment • Reveal Formatting • Setting Tabs, Changing Case, Page Breaks • Indenting, Centering, Right-Aligning Text • Creating Cover Pages • Moving & Copying Text (Drag & Drop) • Using the Office Clipboard • The Thesaurus & Grammar Checker • Creating Bookmarks • Printing Envelopes / Mailing Labels / Mail Merge • Using and Creating Templates • Creating Headers and Footers • Working with Columns • Number and Bullet Lists • Outlines • Applying Themes
Customization	Course content and location can be tailored or customized to fit your organizational needs.



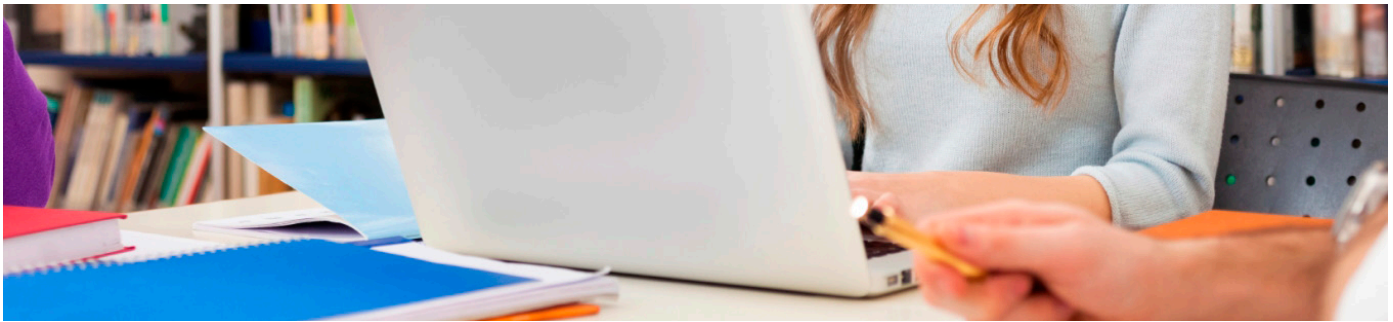
Microsoft Office – Word Level II

Description	Enhance documents with the skills learned in this class.
Prerequisites	Word Level I or prior experience with Word
Audience	All personnel
Course Length	6 hours
Class Size	12-25 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Inserting Hyperlinks • Comments • Working with Building Blocks • Document Properties • Checking Word and Line Count • Tracking & Reviewing Changes • Compare & Merge Documents • Protecting Documents • Using Smart Lookup • Translating Text • WordArt • Working with Tables • Performing Math • Using Worksheets • Working with Graphics • Inserting Online Pictures and Picture Files • Adding Shapes • Customizing Graphic Objects • Working with WordArt and SmartArt • Creating and Modifying Charts • Watermarks • Sorting • Working with Styles • Cross Referencing Text • Creating Index and Table of Contents • Master Documents • Sending a Document • Working with the Quick Access Toolbar
Customization	Course content and location can be tailored or customized to fit your organizational needs.



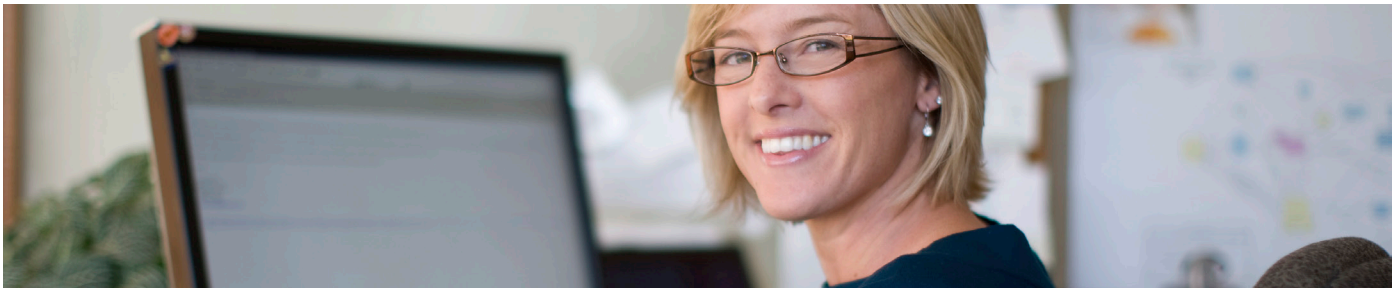
Microsoft Office – Access Level I

Description	This introductory course is beneficial for the student who has a desire to implement a database. Used for storing, retrieving, organizing and reporting information, Access is comprised of tables, queries, forms and reports that you will explore as a basis for the Intermediate class. Learn the importance of tables by building and customizing them to your needs which will ultimately produce desired reports. Learn how to import data and work with field properties.
Prerequisites	None
Audience	Personnel who manage larger sums of data
Course Length	8 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Database Concepts • Access Basics (Screen, Menu, Help) • Opening/Saving/Closing a File • Viewing a Table • Editing a Table • AutoCorrect and Spell Checking • Form vs. Table View • Changing a Table Image • Sorting • Printing a View • Page Setup and Printing • Creating and Restructuring a Table • Filtering and Finding Data • Creating Reports • Importing Spreadsheets • Publishing a Database Object • Creating a Primary Key • Converting Field Types • Changing Field Sizes • Custom Display Formats • Input Masks • Using the Lookup Wizard • Assigning Captions • Setting Default Values • Using the Expression Builder
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Microsoft Office – Access Level II

Description	Focus on simple query operators, calculating fields and additional query types. Customize your entry form and control your output. Investigate parameter and crosstab queries. Work with utilities. Setup security measures for your database and view default database options.
Prerequisites	Access Level I or prior experience with Access
Audience	Personnel who manage larger sums of data
Course Length	8 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Creating Validity Rules & Text • Creating Queries • Saving/Opening Queries • Using Wildcards • Compound Queries • Creating Calculated Controls • Using Summary Operators • Querying Multiple Tables • Action Queries • Creating Permanent Relationships • Enforcing Referential Integrity • Creating Custom Reports • Saving/Opening Reports • Creating Custom Forms • Saving/Opening/Printing Forms • Database Properties • Creating Indexes • Parameter & Crosstab Queries • Queries • Customizing Forms& Reports • Backing Up/Restoring • Compacting/Repairing a Database • Linked Table Manager • Startup Options • Upsizing Wizard • Protecting a Database • Customizing Access Options & the Quick Access Toolbar • Using Add-ins
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Microsoft Office - Outlook

Description	Find out how Outlook is much more than just e-mail! Begin with the basics of e-mail, but add working with attachments, selecting stationery, creating rules and working with the Address Book. Explore the Calendar feature, create simple Notes, work within the Task List and manage your Contacts. You will leave knowing many more useful features of Outlook.
Prerequisites	None
Audience	All personnel interacting with email
Course Length	9 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Outlook Basics (Help, Menus, Dialog Boxes) • Navigating in Outlook & Creating Folders • Creating Messages • Copying/Moving Text • Using Attributes (Bold, Color, etc.)/Changing Fonts & Point Size • Justification/Indenting/Bullet Lists • Signature Blocks/Using Stationary • Using the Spell Checker • Delivering/Getting/Reading/Replying/Forwarding Messages • Deleting/Printing • Working with Attachments • Customizing Views • Flagging Messages/Organizing Messages • Using Rules • The Address Book • Handling Junk Mail • Common Emoticons/Acronyms • Creating/Editing/Moving/Deleting/Undeleting Appointments • Recurring Appointments • Creating/Editing/Deleting Events • Printing/Publishing Your Schedule • Creating Notes & a To Do List • Organizing/Editing/Moving/Completing/Deleting/Undeleting Tasks • Recurring Tasks/Accept, Decline and Delegate Tasks • Creating a Contact List • Deleting/Undeleting/Sorting/Grouping Contacts • Sending Contact Info • Scheduling Meetings • Adding Folder Shortcuts • Outlook Options
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Microsoft Office - PowerPoint

Description	This introductory course provides tools for building and running a solid presentation. Work with clipart, graphics, objects and text to develop a consistent slide show. Explore various views, include charts and outline the presentation. Conclude with transition effects, slide show options and reviewing the master slide.
Prerequisites	None
Audience	Personnel who create presentations
Course Length	9 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • PowerPoint Basics (Screen, Menus) • Opening a Presentation • Using Help • Running a Slide Show • Changing Views • Spell Checking your Presentation • Working with Objects (Moving, Copying, Resizing, Deleting) • Customizing Objects • Entering and Editing Text • Creating a New Presentation • Using the Outliner • Adding Headers and Footers • Working with Text Charts • Find/Replace • Saving Your Presentation • Printing • Adding & Deleting Slides • Working with Bullet Lists • Drawing Objects • Using the Ruler to Set Tabs & Indents • Adding Tables • Inserting ClipArt • Creating WordArt • SmartArt • Creating and Customizing Charts • Creating Slide Shows • Adding Animation/Transition Effects • Document Recovery • Editing Master Slides • Creating Custom Backgrounds • Using & Creating Templates • Adding Hyperlinks
Customization	Course content and location can be tailored or customized to fit your organizational needs.



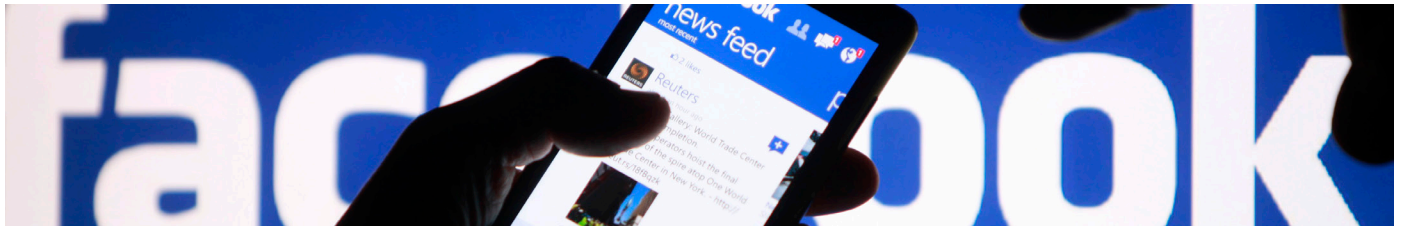
Microsoft Office - Publisher

Description	Find out how to work with the many publication templates offered in Publisher. Using font schemes, color schemes and styles, personalize your publication. Learn how to change your page setup as needed and edit in Microsoft Word. Insert clipart, graphic objects, text boxes and tables. You will leave feeling much more comfortable in Publisher.
Prerequisites	None
Audience	Personnel engaged in marketing type activities
Course Length	9 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • MS Publisher Basics (Screen, Menu) • Quick Access Toolbar, Ribbons, & ToolTips • Using Help • Creating a New Publication • Changing Views & Viewing Options • Saving & Opening Files/Printing Files • Spell Checker, AutoCorrect • Changing Publication Options • Inserting/Deleting Pages • Page Numbering • Headers and Footers • Working with Layout and Ruler Guides • Basic Editing, Deleting, Undeleting, Redoing • Formatting Text (Fonts, Point Size, Color) • Adjusting Margins/Line Spacing/Alignment • Identifying Text Overflow • Text Autofit Options • Indenting, Centering, Right-Aligning Text • Using the Format Painter • Adding Bullets and Numbering • Using the Ruler • The Measurement Toolbar • Adding Drop Caps • Using the Thesaurus • Inserting Date & Time • Symbols & Special Characters • Copying, Moving & Using the Office Clipboard • Working with Layers • Adding Text, Graphic and Clipart Objects • Working with Tables • Adding WordArt, Pictures and Building Blocks • Inserting Hyperlinks • Editing the Master Page • Preparing for Commercial Printing
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Mastering Microsoft Teams

Description	Get comfortable using Microsoft Teams to Meet, Collaborate and get things done remotely.
Prerequisites	None
Audience	Anyone interested in learning more about the features Microsoft Teams offers.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Topics covered include: <ul style="list-style-type: none">• Create & manage Teams• Adding external users (& limitations)• Organizing and communicating with Channels, Chat & custom tabs• Ad-hoc & scheduled meetings, screensharing and calling• Meeting tips for working remote• What's new for 2021 including Live Events, breakout rooms & more
Customization	Course content and location can be tailored or customized to fit your organizational needs.



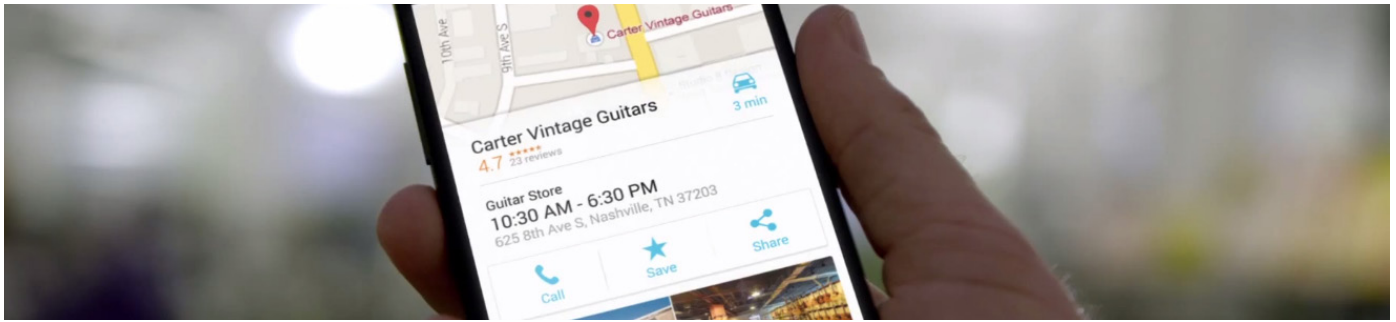
Working With Facebook

Description	Creatively use Facebook to connect with existing customers and reach new audiences on a budget.
Prerequisites	None
Audience	Anyone interested in learning more about Facebook.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Topics covered include:</p> <ul style="list-style-type: none"> • Set expectations and measuring success of your social media campaigns • Generating ideas from other businesses using Facebook’s built-in tools • Social post Ideas for maximum reach & engagement • The incredible power of Facebook Events and a playbook for using every feature • Facebook Ads intro - getting the most from a boosted post <p>Each topic includes real-life examples of what is working today and how to best apply them to your situation.</p>
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Facebook Ads for Local Business

Description	Expanding your social media reach and results with paid ads.
Prerequisites	None
Audience	Anyone interested in learning how to reach more customers with Facebook.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Topics covered include: <ul style="list-style-type: none">• Getting familiar with Business Manager• Preparing your website for Facebook Ads• Using Ads Manager - Campaigns, Ad Sets & Ad types• Creating Facebook Custom Audiences• Targeting Secrets• Putting it all together - Ad Campaign start to finish We'll show you how to get maximum results with minimum budget.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Digital Marketing for Local Business

Description	Many small businesses struggle to stay in front of potential customers and rise above the noise of competing products and services. This workshop will show you how to get Google to showcase your local business, send you customers ready to buy, and improve your referrals. Learn about the free or low-cost tools and services Google offers for local businesses. See real-world examples of what’s working today. Leave with a one-page checklist to jumpstart your Google marketing efforts.
Prerequisites	None
Audience	Local businesses who want more leads and more visibility from Google.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Attendees will leave knowing: <ul style="list-style-type: none"> • The keys to local SEO, how to spot a scam and what to do instead • Why your “Google My Business” profile is so important and the key things that will make it really stand out • The three types of Google searches your local business needs to pay attention to. (The most important one is not what you think.) • The most profitable Google AdWords campaigns for local business • Why online reputation is so important and a simple plan to protect and improve yours • How to measure your online marketing success to avoid throwing away money • The four Google tools you’ll want to set up right away that won’t cost you a cent
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Video Basics for Business

Description	This workshop is designed to be a quick, basic intro to creating video for social media or your website. If you would like to use more video on your website or social media but aren't sure where to start, this workshop is for you.
Prerequisites	None
Audience	Local businesses who want to learn how to create videos for marketing.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Topics covered include: <ul style="list-style-type: none">• The importance of video for marketing• Using your smartphone for video• Affordable apps & accessories to improve your videos• Simple filming techniques, composition & lighting• Tips for recording great audio• Livestreaming options• Basic editing using low-cost software• Sharing and hosting options & services• Ideas & examples to get you started
Customization	Course content and location can be tailored or customized to fit your organizational needs.



LinkedIn for Business

Description	You may think of LinkedIn as an online jobs site but it is so much more. In this 3-hour workshop, we'll help you transform your profile from a boring resume into a dynamic and effective sales page that drives leads for your business.
Prerequisites	None
Audience	Local businesses who want more leads from LinkedIn.
Course Length	3 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>We'll show you how to:</p> <ul style="list-style-type: none">• Create a profile layout that works as a sales and marketing page• Get LinkedIn to notify your contacts of your latest products and services for free• Where to put your most popular services so they show up in LinkedIn searches• When and how to use a Business Page• Posts vs Articles and how to use each• Using groups to increase your reach and results• How to tell if one of LinkedIn's paid options is right for you <p>We'll be using real examples of what works and if you want to get "hands-on," you can follow along with your own profile, live.</p>
Customization	Course content and location can be tailored or customized to fit your organizational needs.



NFPA 70E

Description	This eight-hour instructor-led course provides the participant with an understanding of the safety standards for electrical safety in the workplace. This course will review the mandatory safety requirements of the latest edition of NFPA 70E.
Prerequisites	None
Audience	This course is geared to the hands-on person or a manager in charge of electrical safety in general.
Course Length	8 Hours
Class Size	Maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Topics Include:</p> <ul style="list-style-type: none"> • Hierarchy of electrical safety • Lockout/tagout requirements • Proper use of PPE • OSHA and NFPA safe work practice requirements
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Electrical Troubleshooting and Maintenance

Description	Working with real-world components, students in this two-day “hands-on” Electrical Troubleshooting course will learn how to fix electrical problems quickly and safely. This two-day course was created to bring students up to speed in their electrical troubleshooting skills as efficiently as possible, and it was designed to cover the most commonly performed electrical troubleshooting tasks a maintenance technician faces in their job every day. For the novice or experienced electrician, this training course provides a no-nonsense, practical and real-world systematic approach to electrical troubleshooting. This course can also be adopted as part of a company’s regular Qualified Electrical Worker program.
Prerequisites	None
Audience	This course is geared to maintenance technicians or anyone who deals with fixing electrical issues.
Course Length	16 Hours
Class Size	Maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Course Goals & Objectives: <ul style="list-style-type: none">• Identify parts of a circuit(s)• Apply safety when troubleshooting• Draw out multiple circuits, building the different circuits as they are drawn• Have a working circuit when completed• Know how to take voltage measurements from different points of the circuit• Troubleshoot and repair, from drawing, to have a working circuit when completed
Customization	Course content and location can be tailored or customized to fit your organizational needs.



OSHA 10 Hour Construction

Description	This course is designed for construction workers, foremen, job supervisors and anyone involved in the construction industry. OSHA recommends the 10-Hour Construction Industry training program as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job.
Prerequisites	None
Audience	See description above
Course Length	10 hours
Class Size	Maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • State the purpose of the OSH Act and list the functions of OSHA • List the OSHA inspection priorities and describe the inspection process • Describe the rights and responsibilities of employers and employees under the OSH Act • The basic requirements for proper aisle and passageway maintenance • Guidelines for identification and protection of floor openings • To understand the importance of effective Egress fire protection program • Outline the general requirements for general safety standards • Understand the requirements for compliance with various construction standards to include: <ul style="list-style-type: none"> • General Safety & Health Provisions • Electrical • Fall Protection • Personal Protective & Lifesaving Equipment • Materials Handling, Storage, Use & Disposal • Hand & Power Tools • Scaffolds • Cranes, Derricks, Hoists, Elevators & Conveyors • Excavations • Stairways & Ladders
Customization	Course content and location can be tailored or customized to fit your organizational needs.



OSHA 10 Hour General Industry

Description	This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. The course will be taught by an OSHA Outreach Authorized Trainer.
Prerequisites	None
Audience	All general industry personnel
Course Length	10 hours
Class Size	Maximum of 30 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • State the purpose of the OSH Act and list the functions of OSHA • List the OSHA inspection priorities and describe the inspection process • Describe the rights and responsibilities of employers and employees under the OSH Act • The basic requirements for proper aisle and passageway maintenance • Guidelines for identification and protection of floor openings • To understand the importance of effective Egress fire protection program • To know the safe means of Egress to provide fire protection in emergencies from new or old buildings or structures • Outline the general requirements for general safety standards • Establish the guidelines and requirements for special purpose equipment <p>Topics Covered include:</p> <ul style="list-style-type: none"> • Introduction to OSHA • OSH Act • Inspections, Citations and Penalties • Walking and Working Surfaces • Means of Egress and Fire Protection • Electrical, Flammable and Combustible Liquids • Personal Protective Equipment • Machine Guarding • Hazard Communication • Introduction to Industrial Hygiene/Bloodborne Pathogens • Safety & Health Programs
Customization	Course content and location can be tailored or customized to fit your organizational needs.



OSHA 30 Hour General Industry

Description	OSHA 30 Hour General Industry Training course is a comprehensive safety program designed for anyone involved in general industry. This course offers the resources and tools to create or enhance an effective safety and health management system, a review of the OSHA Act, and highlights the General Industry Safety and Health Standards. Upon successful completion of the course, participants will receive an OSHA 30-Hour General Industry completion card. The course will be taught by an OSHA Outreach Authorized Trainer.
Prerequisites	None
Audience	All general industry personnel
Course Length	30 hours
Class Size	Course capacity is set at a maximum of 30 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • Understand the OSHA Act, the functions and resources of OSHA • Become aware of the OSHA inspection priorities and describe the inspection process • Know the rights and responsibilities of employers and employees under the OSH Act • Learn the major hazards associated with general industry work and how to avoid, protect or control them. This includes: <ul style="list-style-type: none"> • Slips, trips, falls associated with walking and working surfaces • Effective egress and fire protection program • Outline the general requirements for general safety standards • Flammable and combustible liquids and gasses • Hazards of chemicals • Electrical hazards • Understand the value of personal protective equipment, usage and limitations • Learn the basic elements of a safety and health program
Customization	Course content and location can be tailored or customized to fit your organizational needs.



EPA 608 Certification

Description	This two-day training course will cover the 2018 federally updated test requirements. This class will include the proctored EPA exam covering type 1, type 2, type 3, and universal certifications. This lifetime certification is required for all HVAC technicians to work legally, purchase hydrofluorocarbon (HFC) refrigerants, or refrigeration components that are controlled by the EPA. Participants will receive the new book of test standards by ESCO to use as a study guide for the new test. With the course fee, participants are allowed to take the test up to four times.
Prerequisites	None
Audience	HVAC technicians
Course Length	16 hours
Class Size	Course capacity is set at a maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>As of January 1, 2018, the new requirements include:</p> <ol style="list-style-type: none"> 1. Appliances with >5 pounds of refrigerant has been extended to include HFC appliances. 2. Appliances between 5 and 50 pounds of refrigerant now have new record keeping requirements. 3. Reclaimers must provide an annual report to the EPA as to amounts received and reclaimed including HFCs. <p>Join us for this informative class and pass the new EPA test so you can legally work on HVAC systems. This two-day class will be packed with the knowledge you need to pass the EPA test which will be proctored at the end of day two.</p>
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Safety / OSHA Lifting & Rigging

Description	Occupational Safety & Health Administration (OSHA) sets and says what every employer must follow for a safe working environment. This course will give an overview of what a company and its employees must follow. This course will cover things like what is the right way to lift an object with your hands or a mechanical device, how to strap a load down, as well as how to use various lifting devices.
Prerequisites	None
Audience	Employees who need OSHA safety training
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. Why is ergonomics part of lifting? 2. Who needs training? 3. What is Engineering Controls? 4. What are Work Practices? 5. What is too much weight? <p>Rigging Safety This section will cover:</p> <ol style="list-style-type: none"> 1. Who is a Qualified Rigger? 2. Who is the Qualified Person? 3. What is OSHA's new crane rule? 4. What are audible signals? 5. Who is a competent person? 6. What does "directly under the load" mean? 7. Who is a Qualified Evaluator (not a third party)? 8. Who is Qualified Evaluator (third party)? 9. Who is a Qualified Person? 10. What is the Standard Method? 11. What are the OSHA crane and rigger standards?
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Forklift Training OSHA Standard

Description	This non-credit OSHA Standard training covers: general forklift safety, forklift statistics and incident review, common forklift mistakes, company specific equipment & work environment, equipment practicum & operation testing. This prepares the employee to safely and competently operate a forklift within the employer's facility.
Prerequisites	None
Audience	New forklift drivers
Course Length	Course consists of two hours classroom instruction & test, plus actual equipment operation practice and testing. A 3-year OSHA approved card is issued to each student who passes both the classroom and operation aspects of the training program.
Class Size	Course capacity is set at 15 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This course provides both classroom and practicum training for entry into forklift operation, re-certification, and incident intervention certification.</p> <p>A. Classroom Training</p> <ol style="list-style-type: none"> 1. General Forklift Safety (formal Instruction) <ol style="list-style-type: none"> a. Requirements of the standard b. 29 Golden Rules of Forklift safety c. How to properly change LP tanks / recharging etc. d. Stability Triangle 2. Statistics and Past Incidents (practical training) <ol style="list-style-type: none"> a. Review a few forklift incidents, testimonials; Show graphs and examples b. Review local incidents with forklifts 3. Most Common Forklift Mistakes (practical training) <ol style="list-style-type: none"> a. Review forklift bloopers presentation, etc. b. Discussion of forklift near-miss testimonials 4. Case Study (practical training) <ol style="list-style-type: none"> a. Review short video; Group Discussion 5. Show Forklift Video (formal instruction) <ol style="list-style-type: none"> a. Written Test 6. Workplace related topics (practical training) <ol style="list-style-type: none"> a. Review what not to have happen forklift clips, etc. b. Discuss workplace-related topics and truck-related topics 7. Goals of forklift operators (practical training) <p>B. Hands-On Forklift Operations</p> <ol style="list-style-type: none"> 1. Truck-related Topics (formal training) <ol style="list-style-type: none"> a. Difference from automobiles; Engine or motor operations b. Steering and maneuvering; Visibility; Attachments c. Capacity and stability; Operating limitations; Refueling and charging d. Vehicle Inspections <p>C. Hands-On Forklift Operations</p> <ol style="list-style-type: none"> 1. Workplace-related Topics (formal training) <ol style="list-style-type: none"> a. Surface conditions; Stability of loads b. Load manipulation, stacking and unstacking c. Pedestrian traffic; Surroundings: narrow aisles and restricted areas d. Operation in hazardous locations; Operating on ramps and sloped surfaces e. Carbon monoxide f. Parking; Trucks and loading docks
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Safety / OSHA Ladders & Restraints

Description	Occupational Safety & Health Administration (OSHA) sets and says what every employer must follow for a safe working environment. This course will give an overview of what a company and its employees must follow. This course will cover things like what is a ladder, how to properly use a ladder and store a ladder, what are restraints, how to use restraints and when to use them.
Prerequisites	None
Audience	Employees that need OSHA safety training
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. How to use a ladder properly <ol style="list-style-type: none"> a. Check the ladder for cracks. b. Check ladder for nonslip legs. c. How high can you go on a ladder? 2. How to use scaffolding. <ol style="list-style-type: none"> a. The proper way to set up scaffolding. b. When to start using restraints on scaffolding. 3. The proper way to lift a person on a tow motor. 4. The proper foot protection to wear. 5. When a hard hat must be worn. 6. Fixed ladders. 7. Portable ladders. 8. Personal Fall Arrest. 9. What is an OSHA Fall Restraint System? 10. What Are the Benefits of a Rigid Rail Anchor System? 11. OSHA Fall Arrest Standards.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



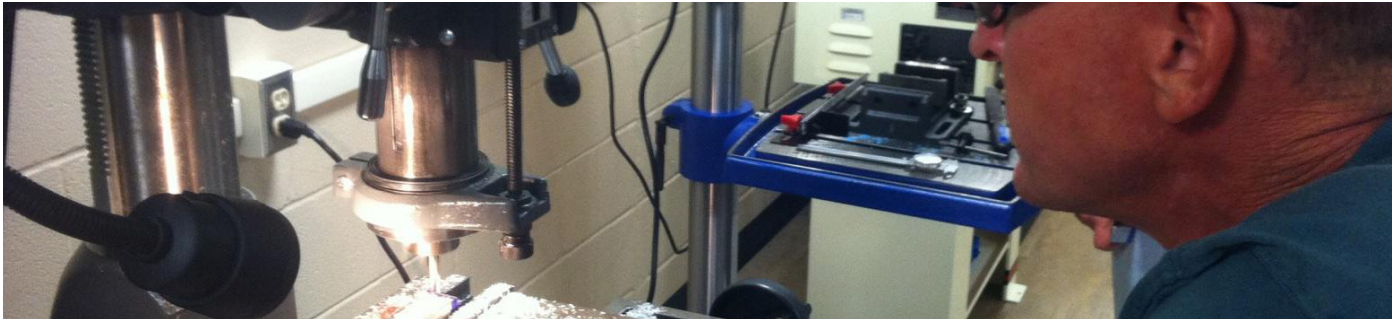
Safety / OSHA Lockout-Tagout

Description	Occupational Safety & Health Administration (OSHA) sets and says what every employer must follow for a safe working environment. This course will give an overview of what a company and its employees must follow. This course will cover lockout-tagout, the proper way to lock and tag out a machine, who is in charge of a lockout-tagout, and who can take off a lockout-tagout.
Prerequisites	None
Audience	Employees that need OSHA safety training
Course Length	2 hours
Class Size	Course capacity is set at a maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. Who is the affected associate? 2. Who is the authorized associate? 3. What has the capability of being locked out? 4. What is the term energized? 5. What are the energy control procedures? 6. What is the energy control program? 7. What is the energy-isolating device? 8. What is the energy source? 9. What is the lockout device? 10. What is the tagout device? 11. What does “zero energy state” mean? <p>Responsibilities</p> <ul style="list-style-type: none"> Director Engineering manager Assistant director for operations and FM managers FM safety manager Institutional fire safety inspectors Maintenance supervisors Maintenance associates
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Safety / OSHA Slips-Spills & Storage

Description	Occupational Safety & Health Administration (OSHA) sets and says what every employer must follow for a safe working environment. This course will give an overview of what a company and its employees must follow. This course will cover things like what is a spill, how to properly clean a spill, and who to contact when a spill does occur. It will also cover where to find out what kind of hazards may occur with different chemicals and where to find this information. Bloodborne pathogens and the proper way to clean and dispose of bloodborne pathogens will also be covered.
Prerequisites	None
Audience	Employees who need OSHA safety training
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ol style="list-style-type: none"> 1. How to identify spills. <ol style="list-style-type: none"> a. What to do if the spill is hazardous. b. What to do if the spill is an acid. 2. How to find what hazards are in a spill. <ol style="list-style-type: none"> a. Where to find the MSDS sheet. b. Who to contact if the spill is hazardous. c. What is the PPE to wear in a spill? d. Who is in charge of cleaning up spills? e. Who is in charge of clean walkways and aisles? f. What are the housekeeping standards? g. What is the floor-loading guidelines? h. What are the training requirements? 3. Who is in charge of the MSDS sheet? <ol style="list-style-type: none"> a. What is on the MSDS sheet? b. Where is the MSDS book located? 4. Hazardous Chemical Safe Storage Compliance This section is designed as a compliance evaluation system for specific federal regulations concerning: <ol style="list-style-type: none"> a. Containment b. Liquid Handling c. Accountability d. Waste Management e. Safety Storage of Hazardous Materials
Customization	Course content and location can be tailored or customized to fit your organizational needs.



MSSC Introduction to Manufacturing and Safety

Description	This course provides students with an introduction to the manufacturing world and provides specific instruction to facilitate safe work practices in industrial environments. It introduces manufacturing specializations such as industrial maintenance, precision machining and welding and covers fire safety, pressurized gases, electrical hazards, and safe machine usage. Students will also become acquainted with OSHA policy. Course content is based on the Manufacturing Skill Standards Council (MSSC) Certified Production Technician curriculum. Optional: For an additional fee, students can sit for MSSC-M1-Safety Certification through the MSSC.
Prerequisites	None
Audience	All manufacturing and/or logistic personnel
Course Length	32 hours; 16 hours instructor led and 16 hours of individual on-line work
Class Size	Course capacity is set at a maximum of 16 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Work in a Safe and Productive Manufacturing Workplace • Perform safety and environmental inspections • Perform emergency drills and participate in emergency teams • Identify unsafe conditions and take corrective action • Provide safety orientation for all employees • Train personnel to use equipment safely • Suggest processes and procedures that support safety of work environment • Fulfill safety and health requirements for maintenance, installation, and repair • Monitor safe equipment and operator performance • Utilize effective, safety-enhancing workplace practices • Confined Space Entry • Overhead crane/Hoist Operation procedures • Lockout/Tagout • Safe Electrical Work Practices • OSHA Training • Fall Protection • Flash protection • Hearing Conservation • Respiratory Protection • Hazard Communications • Personal Protective Equipment • Proper Lifting
Customization	Course content and location can be tailored or customized to fit your organizational needs.



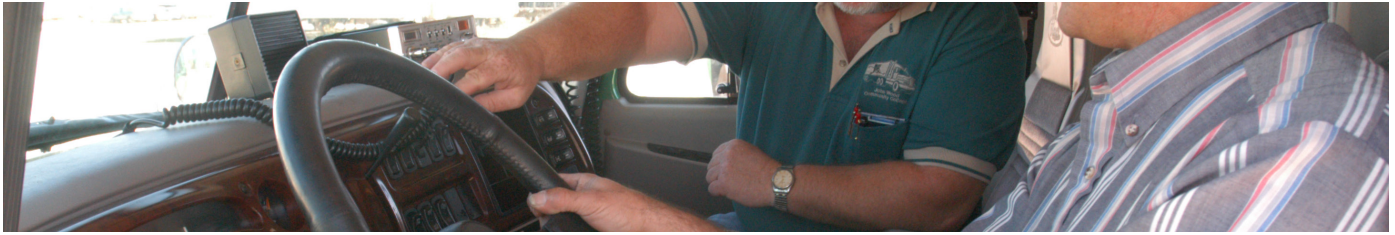
Heartsaver CPR AED

Description	<p>Adult CPR AED (with a mask)</p> <ul style="list-style-type: none"> • Adult choking <p>Optional modules:</p> <ul style="list-style-type: none"> • Child CPR AED • Child Choking • Infant CPR • Infant choking
Prerequisites	None
Audience	The Heartsaver CPR AED course is for anyone with limited or no medical training who needs a course completion card in CPR AED to meet job, regulatory or other requirements.
Course Length	3-4 hours
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Skills are taught using AHA’s research-proven Practice-While-Watching technique, which allows instructors to observe students, provide feedback and guide students’ acquisition of skills. • Modular format creates course flexibility. • Ideal for learners who prefer group interaction and feedback from an instructor while learning skills. • Each student receives the highest quality course materials to supplement their learning. • Skills practice and testing included during course to ensure students demonstrate competency performing skills. <p>Students who successfully complete the course will receive a Heartsaver CPR AED course completion card.</p>
Customization	Course content and location can be tailored or customized to fit your organizational needs.



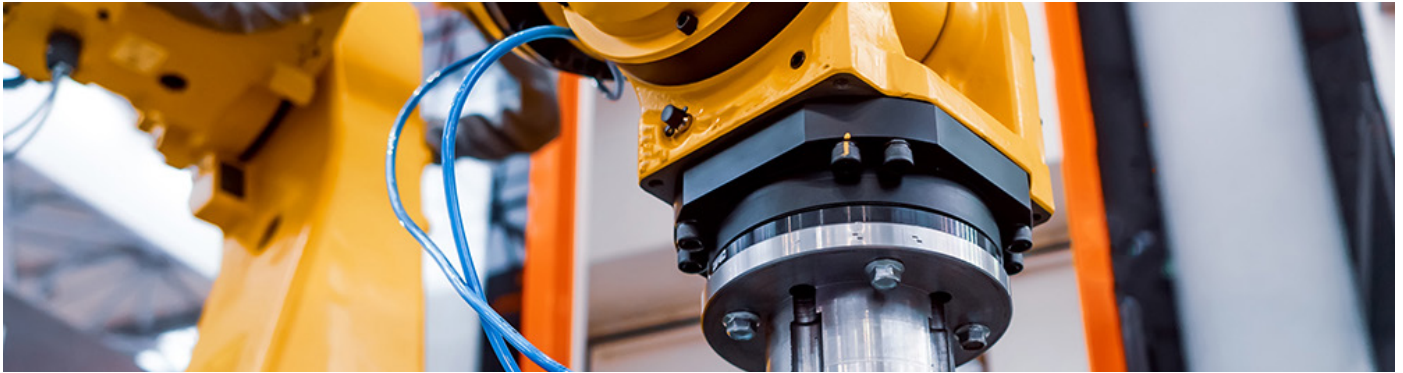
Truck Driver Training

Description	<p>The first week of training is designed to provide basic information needed by a truck driver. An overview of vehicle braking and electrical, mechanical, and air systems will be covered, as well as Department of Transportation (D.O.T.) rules and regulations. Successful completion of the first week will prepare students to pass the written knowledge portion of the Illinois Commercial Driver's License (CDL) Examination and obtain a CDL Learner's Permit.</p> <p>The rest of the course is designed to provide basic information and skills needed by an entry-level truck driver. An overview of truck transportation, a description of truck systems and how they work, and basic defensive driving skills will be presented. Vehicle braking and electrical, mechanical, and air systems will be emphasized, as well as D.O.T.'s rules and regulations, logs and legal topics of interest to trucking and transportation. Additional topics include defensive driving, cargo handling, and other closely related topics. Students will receive extensive hands-on experience in backing, parking, start-up, preventive maintenance, and over-the-road driving. Successful completion of this course will require the student to take the necessary exams to obtain a Class A Commercial Driver's License (CDL). Students will take the state driving tests in JWCC equipment.</p>
Prerequisites	Students must possess a valid driver's license and must be at least 21 years of age (or 18 with program approval). Students must also be able to pass a standard Department of Transportation physical and a drug screen.
Audience	Individuals wishing to get a Class A CDL
Course Length	192 hours (6 weeks, Monday through Thursday, 7 a.m. to 4 p.m.)
Class Size	Course capacity is set at a maximum of 15 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Prepare for the Commercial Driver's License learner's permit • Learn what is required to become a qualified professional truck driver • Train under the guidance of skilled instructors with many years of over-the-road experience • Acquire the skills to drive tractor-trailer rigs on all kinds of roads, from city streets and rural two-lane roads to interstate highways
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Truck Driver Training Special Topics

Description	Companies may choose from a list of special topics to train their employees.
Prerequisites	Depends on the topic of training.
Audience	May include supervisors and/or Class A CDL drivers
Course Length	Depends on the topic of training.
Class Size	Depends on the topic of training.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Topics of interest may include:</p> <ul style="list-style-type: none"> • Driver Assessment • Truck Driver Refresher Training • Entry-Level Driver • Vehicle Inspections & Systems • Basic Controls & Control Systems • Coupling • Sliding Tandems • Maintenance & Repair • Driving Communications • Space & Speed Management • Visual Search • Hazard Awareness • Extreme Driving Conditions • Railroad Crossings • Skid Recovery • Emergency Maneuvers • Accident Procedures • Handling Cargo & Cargo Documentation • Trip Planning • Hours of Service • Public & Customer Relations • Job Search & Soft Skills • Transportation Security • Hazardous Materials • Transportation Technology • Supervisor Drug & Alcohol • Driver Awareness Drug & Alcohol • CSA • Defensive Driving • Share the Road Seminars
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Automation & Robotics Technician

Description	<p>The Automation and Robotics Technician program provides an introduction of industrial automation including the use of CAD SolidWorks software, PLC programming, Industrial Motors and Controls, and the operation and programming of robotics systems. The program examines applications and examples of automated manufacturing systems including both classroom and hands-on lab exercises.</p> <p>Robotics Technicians build, install, test, or maintain robotic equipment or related automated production systems. They also make repairs to robots or peripheral equipment, such as replacement of defective circuit boards, sensors, encoders, or servomotors.</p>
Prerequisites	None.
Audience	Anyone interested in automation and robotics.
Course Length	30 credit hours (two semesters) or can be customized to fit your organizational needs.
Class Size	Maximum of 20 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Courses in the program include:</p> <ul style="list-style-type: none"> • Introduction to Drafting and Blueprint Reading for CAD • Introduction to Parametric Modeling • Programmable Control • Introduction to Manufacturing Maintenance • Introduction to Robotics Operations • Technical Mathematics • Quality/Continuous Improvement • Introduction to Manufacturing & Industrial Safety • Handling Tool Operations/Programming • Industrial Motors & Controls
Customization	Course content and location can be tailored or customized to fit your organizational needs.



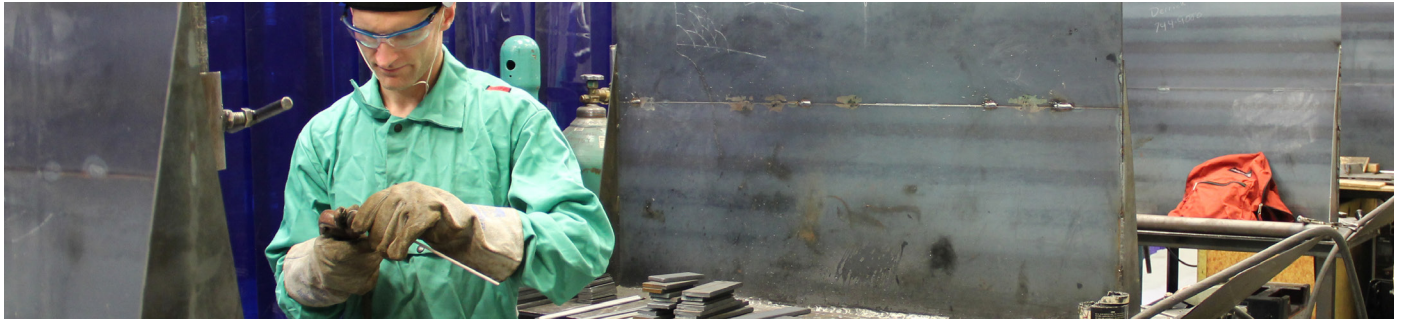
Industrial Robots

Description	This course introduces the student to industrial robots and Programmable Logic Controllers (PLCs). Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots.
Prerequisites	None, but Programmable Logic Control understanding would be helpful.
Audience	Manufacturing employees
Course Length	Customized to fit the employer's need
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Introduction to Industrial Robotics 2. Fundamentals of Robotics 3. Programming the Robot 4. Industrial Applications 5. The Role of Robots in Today's Manufacturing 6. Electromechanical Systems 7. Fluid Power Systems 8. Maintaining Robotic Systems 9. Sensing Systems 10. End-of-Arm Tooling 11. Digital Electronics 12. Programmable Logic Controllers 13. Robot Interfacing and Vision Systems 14. The Future of Robotics
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Interpreting Welding Prints-SENSE I

Description	Students interpret welding prints and sketches focusing on English/Metric measurements, AWS welding symbols, and fabrication requirements. Learn to prepare, assemble and tack weld parts together complying with a print using proper materials and tools. This course aligns to SENSE 1 Module 3: Drawing and Welding Symbol Interpretation, Key Indicators 1 and 2. Can be taken in a classroom environment or on-line.
Prerequisites	None
Audience	Anyone needing a better understating of Interpreting Welding Prints.
Course Length	48 hours or on-line. Can be customized to fit your organizational needs.
Class Size	Up to 30 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Interprets basic elements of a drawing or sketch. 2. Interprets welding symbol information. 3. Perform addition, subtraction, multiplication and division of fractions. 4. Interpret working drawings. 5. Interpret subassembly drawings. 6. Interpret subassembly drawings. 7. Interpret erection drawings. 8. Produce sketches with front, side, top and sectioned views. 9. Identify parts lists. 10. Dimension drawings both English and Metric. 11. Identify common types of weld joints. 12. Interpret welding symbols. 13. Interpret non-destructive testing symbols.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



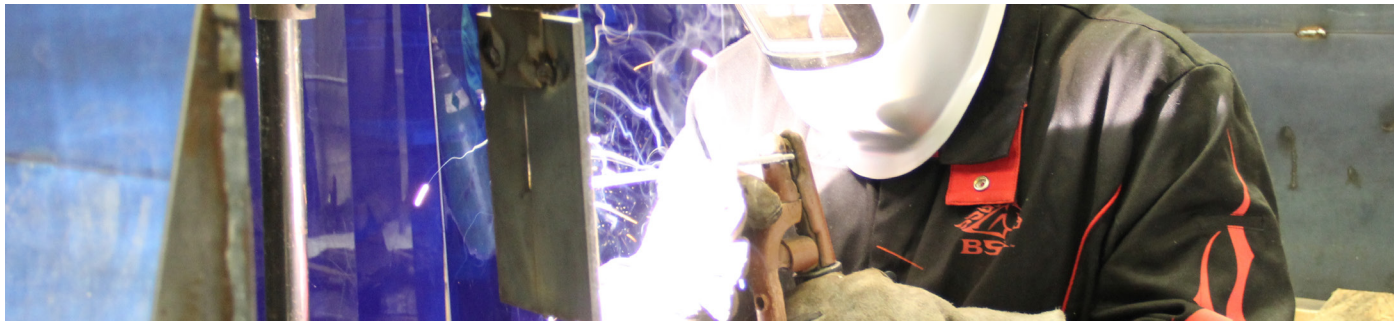
Thermal Cutting Processes -SENSE I

Description	Practice proper safety, equipment setup and cutting techniques for manual and mechanized OxyFuel, Plasma and Air Arc cutting, scarfing and gouging on carbon steel, aluminum and stainless steel in the flat and horizontal positions conforming to AWS C4.1. This course aligns to AWS SENSE 1 Module 2 - Key Indicator 7, Module 8 Units 1 – 4, and Module 9 – Key Indicator 1
Prerequisites	Welding experience or consent of Instructor.
Audience	None.
Course Length	56 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Interprets basic elements of a drawing or sketch. 2. Interprets welding symbol information. 3. Perform addition, subtraction, multiplication and division of fractions. 4. Interpret working drawings. 5. Interpret subassembly drawings. 6. Interpret subassembly drawings. 7. Interpret erection drawings. 8. Produce sketches with front, side, top and sectioned views. 9. Identify parts lists. 10. Dimension drawings both English and Metric. 11. Identify common types of weld joints. 12. Interpret welding symbols. 13. Interpret non-destructive testing symbols.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



MIG Welding Short Circuit-SENSE I

Description	Learn machine setup and welding techniques of Gas Metal Arc Welding Short-Circuit Transfer. Perform AWS D1.1 Structural Welding Code-Steel code compliant welds on carbon steel in the flat, horizontal, vertical and overhead positions. This course aligns with AWS SENSE 1 Module 5 - Key Indicators 1-7, as well as Module 2 – Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2. Imbedded credential: AWS welder certification.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of MIG Welding Short Circuit.
Course Length	88 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Demonstrates proper use and inspection of ventilation equipment. 3. Fabricates parts from a drawing or sketch. 4. Performs safety inspections of GMAW equipment and accessories. 5. Makes minor repairs to GMAW equipment and accessories. 6. Sets up for GMAW-S operations on carbon steel. 7. Operates GMAW-S equipment on carbon steel. 8. Makes fillet welds in all positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Makes groove welds in all positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 10. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 11. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-3. 12. Passes GMAW-S vertical up AWS welder certification test per Welding Procedure Specification#: W30021.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Flux Core Inner Shield Welding-SENSE I

Description	Perform proper weld safety, machine setup and welding techniques for Flux Cored Arc Welding Self-Shielded. Produce AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the flat, horizontal, vertical and overhead positions. This course aligns to SENSE 1 Module 6 - Key Indicators 1, 2 and 8-12, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of Flux Core Inner Shield Welding.
Course Length	24 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>Demonstrates proper inspection and operation of equipment used for each welding and thermal</p> <ol style="list-style-type: none"> 1. Cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of FCAW equipment and accessories. 4. Makes minor external repairs to FCAW equipment and accessories. 5. Sets up for FCAW-S operations on carbon steel. 6. Operates FCAW-S equipment on carbon steel. 7. Makes fillet welds in all positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 8. Makes groove welds in all positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Flux Core Dual Shield Welding-SENSE I

Description	This course focuses on safety, amperage settings, polarity and the proper selection of electrodes for the shielded metal arc welding process. Students perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the flat and horizontal positions using visual and destructive methods for determining weld quality. This course aligns to AWS SENSE 1 Module 4 - Key Indicators 1-7 for the flat and horizontal positions, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of Stick Welding.
Course Length	80 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of SMAW equipment and accessories. 4. Makes minor external repairs to SMAW equipment and accessories. 5. Sets up for SMAW operations on carbon steel. 6. Operates SMAW equipment on carbon steel. 7. Makes single and multiple pass fillet welds in the flat and horizontal positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 8. Makes groove welds in the flat and horizontal positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-6 for horizontal position.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



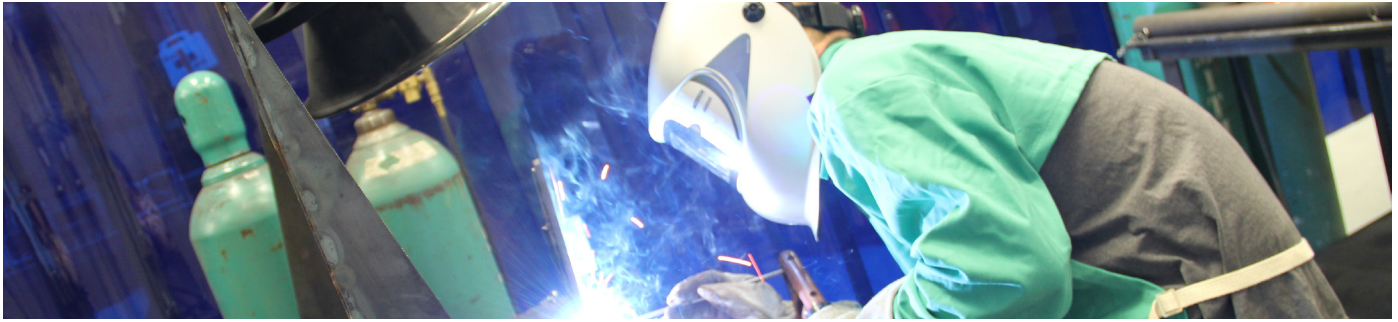
MIG Welding Spray Transfer-SENSE I

Description	This course focuses on proper weld safety, machine setup and welding techniques of Gas Metal Arc Welding Spray Transfer. Perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in flat and horizontal positions. This course aligns with AWS SENSE 1 Module 2 - Indicator 7, Module 3- Key Indicator 3, Module 5 Key Indicators 1, 2 and 8-12, and Module 9 – Key Indicator 2.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of MIG Welding Spray Transfer.
Course Length	32 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of GMAW equipment and accessories. 4. Sets up for GMAW (spray) operations on carbon steel. 5. Operates GMAW (spray) equipment on carbon steel. 6. Makes fillet welds in the 1F and 2F positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 7. Makes groove welds in the 1G position on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 8. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-2.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Stick Welding I -SENSE I

Description	This course focuses on safety, amperage settings, polarity and the proper selection of electrodes for the shielded metal arc welding process. Students perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the flat and horizontal positions using visual and destructive methods for determining weld quality. This course aligns to AWS SENSE 1 Module 4 - Key Indicators 1-7 for the flat and horizontal positions, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of Stick Welding.
Course Length	80 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of SMAW equipment and accessories. 4. Makes minor external repairs to SMAW equipment and accessories. 5. Sets up for SMAW operations on carbon steel. 6. Operates SMAW equipment on carbon steel. 7. Makes single and multiple pass fillet welds in the flat and horizontal positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 8. Makes groove welds in the flat and horizontal positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-6 for horizontal position.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Stick Welding II -SENSE I

Description	This course focuses on safety, amperage settings, polarity and the proper selection of electrodes for the Shielded Metal Arc Welding process. Perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the vertical up and overhead positions using visual and destructive methods for determining weld quality. This course aligns to AWS SENSE 1 Module 4: Shielded Metal Arc Welding Key Indicators 1-7 for the vertical up and overhead positions as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2. Imbedded credential: AWS welder certification
Prerequisites	Welding experience or consent of Instructor.
Audience	Stick Welding I.
Course Length	80 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of SMAW equipment and accessories. 4. Makes minor external repairs to SMAW equipment and accessories. 5. Sets up for SMAW operations on carbon steel. 6. Operates SMAW equipment on carbon steel. 7. Makes single and multiple pass fillet welds in the vertical up and overhead positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 8. Makes groove welds in the vertical up and overhead positions on carbon steel per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.1 Structural Welding Code-Steel. 10. Fabricates, welds and inspects for compliance Drawing#: AWS EDU-6 for vertical up position. 11. Passes SMAW vertical up AWS welder certification test per Welding Procedure Specification#: W30001.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



TIG Welding Carbon Steel -SENSE I

Description	Learn weld safety, machine setup and welding techniques for Gas Tungsten Arc Welding. Perform AWS D1.3 Structural Welding Code-Sheet Steel compliant welds on carbon steel in the flat, horizontal, vertical and overhead positions. This course aligns to AWS SENSE 1, Module 7 – Key Indicators 1-7, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2. Imbedded credential: AWS welder certification.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of TIG Welding Carbon Steel.
Course Length	48 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of GTAW equipment and accessories. 4. Makes minor external repairs to GTAW equipment and accessories. 5. Sets up for GTAW operations on carbon steel. 6. Operates GTAW equipment on carbon steel. 7. Makes fillet welds in all positions on carbon steel per the visual requirements of AWS AWS D1.3 Structural Welding Code-Sheet Steel. 8. Makes groove welds in all positions on carbon steel per the visual requirements of AWS AWS D1.3 Structural Welding Code-Sheet Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual requirements of AWS AWS D1.3 Structural Welding Code-Sheet Steel. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-3. 11. Passes GTAW vertical up AWS welder certification test per Welding Procedure Specification#: W30022.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



TIG Welding Aluminum -SENSE I

Description	This course focuses on proper weld safety, machine setup and welding techniques for gas tungsten arc welding. Perform AWS D1.2 Structural Welding Code-Aluminum compliant welds on aluminum in the flat and horizontal positions. This course aligns to AWS SENSE I, Module 2 – Key Indicator 7, Module 3- Key Indicator 3, Module 7 Key Indicators 1, 2 and 13 – 17, and Module 9 – Key Indicator 2.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of TIG Welding Aluminum.
Course Length	32 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of GTAW equipment and accessories. 4. Makes minor external repairs to GTAW equipment and accessories. 5. Sets up for GTAW operations on aluminum. 6. Operates GTAW equipment on aluminum. 7. Makes fillet welds in the flat and horizontal positions on aluminum per the visual acceptance criteria of AWS D1.2 Structural Welding Code-Aluminum.. 8. Makes groove welds in the flat position on aluminum per the visual acceptance criteria of AWS D1.2 Structural Welding Code-Aluminum. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.2 Structural Welding Code-Aluminum. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-5.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



TIG Welding Stainless Steel -SENSE I

Description	Learn weld safety, machine setup and proper welding techniques for Gas Tungsten Arc Welding. Produce AWS D1.6 Structural Welding Code-Stainless Steel compliant welds on austenitic stainless steel in flat, horizontal, and vertical positions. This course aligns to AWS SENSE I, Module 2 - Key Indicator 7, Module 3- Key Indicator 3, Module 7 Key Indicators 1, 2 and 8-12, and Module 9 – Key Indicator 2
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of TIG Welding Stainless Steel.
Course Length	32 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of GTAW equipment and accessories. 4. Makes minor external repairs to GTAW equipment and accessories. 5. Sets up for GTAW operations on austenitic stainless steel. 6. Operates GTAW equipment on austenitic stainless steel. 7. Makes fillet welds in the flat, horizontal and vertical positions on austenitic stainless steel per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 8. Makes groove welds in the flat and horizontal positions on austenitic stainless steel per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-4.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Welding Inspection and Testing -SENSE I

Description	Visually examine and test various weldments and thermally cut surfaces per multiple welding codes, standards, and specifications. This course aligns to AWS SENSE I, Module 9: Welding Inspection and Testing Principles.
Prerequisites	Welding experience or consent of Instructor.
Audience	Anyone needing a better understating of Welding Inspection and Testing.
Course Length	16 hours or can be customized to fit your organizational needs.
Class Size	Up to 18 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Demonstrates proper inspection and operation of equipment used for each welding and thermal cutting process. 2. Fabricates parts from a drawing or sketch. 3. Performs safety inspections of GTAW equipment and accessories. 4. Makes minor external repairs to GTAW equipment and accessories. 5. Sets up for GTAW operations on austenitic stainless steel. 6. Operates GTAW equipment on austenitic stainless steel. 7. Makes fillet welds in the flat, horizontal and vertical positions on austenitic stainless steel per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 8. Makes groove welds in the flat and horizontal positions on austenitic stainless steel per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 9. Examines tacks, root passes, intermediate layers, and completed welds per the visual acceptance criteria of AWS D1.6 Structural Welding Code-Stainless Steel. 10. Fabricates, welds and inspects for compliance to Drawing#: AWS EDU-4.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Introduction to Electricity

Description	This course provides a comprehensive study of electronic theory, practices, and fundamentals. Laboratory activities explore the underlying principles of DC and AC circuitry through measurement analysis and problem solving strategies.
Prerequisites	None
Audience	Any Employee needing a better understanding of Electrical operations
Course Length	Customized to meet the customer needs
Class Size	Maximum of 20 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Describe the characteristics of conductive and insulative materials. 2. Define polarity and potential difference. 3. Explain and demonstrate the use of DC measuring instruments. 4. Demonstrate setting up and measuring basic circuit components. 5. Define resistance and its unit of measure, the ohm. 6. Define voltage and its unit of measure, the volt. 7. Define current and its unit of measure, the amp. 8. Apply analysis of resistance, voltage, and current. 9. Describe and analyze the characteristics of an electrical circuit. 10. Analyze basic schematics. 11. Provide an understanding of the basic Electronics Industries Association (EIA) symbols used in electricity/electronics diagrams. 12. Utilize Ohm's Law in circuit analysis. 13. Define power and its unit of measure, the watt. 14. Utilize Watt's Law in circuit analysis. 15. Explain power dissipation. 16. Define ground and referencing. 17. Define and understand the concept of a series circuit. 18. Analyze series circuits for resistance/voltage/current/power. 19. Utilize Kirchhoff's Voltage Law to analyze series circuits. 20. Define voltage division. 21. Construct series AC/DC circuits. 22. Troubleshoot problems in a series AC/DC circuit. 23. Define and analyze the concept of a parallel circuit. 24. Define current division. 25. Construct and troubleshoot parallel AC/DC circuits. 26. Identify standard series and parallel configuration circuits. 27. Define the concept of combination circuit. 28. Analyze series-parallel circuits for resistance/voltage/current/power. 29. Explain fundamentals of batteries. 30. Explain fundamentals of wires and fuses. 31. Explain fundamentals of meters & meter circuits. 32. Explain fundamentals of electromagnetism.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



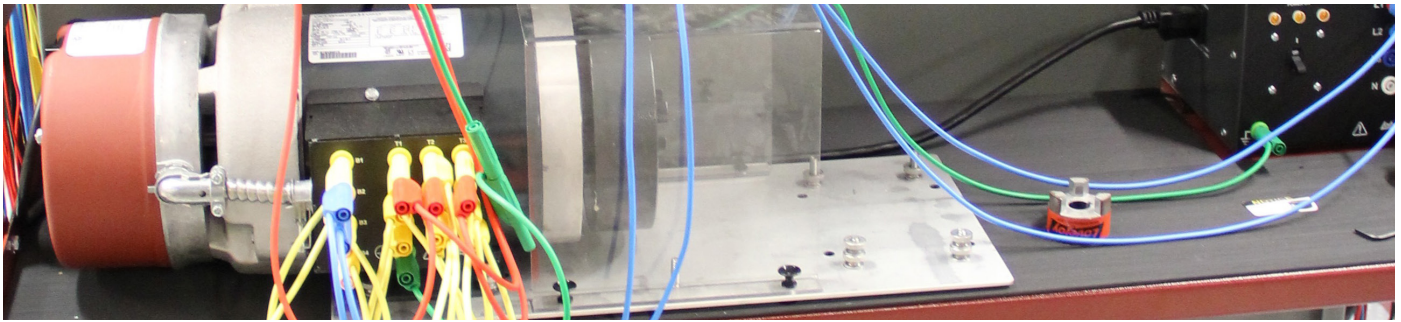
Commercial Electricity

Description	Theory and laboratory assignments in commercial wiring, conduit, blueprint reading, safety, and the National Electrical code as they apply to commercial circuits. Students will plan, layout, install, and troubleshoot high and low voltage circuits and devices used in commercial buildings.
Prerequisites	Electrical Applications I and Programmable Controls
Audience	Industrial Maintenance and Employees working with electricity
Course Length	Customized to fit the Employer's need
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>The Commercial Electricity course will cover the following subject matter:</p> <ol style="list-style-type: none"> 1. Commercial Building Plans and Specifications 2. Reading Electrical Working Drawings—Entry Level 3. Computing the Electrical Loads 4. Branch-Circuits 5. Switches and Receptacles 6. Branch-Circuit Installation 7. Motor and Appliance Circuits 8. Feeders 9. Special Systems 10. Working Drawings—Upper Level 11. Special Circuits 12. Panelboard Selection and Installation 13. The Electric Service 14. Lamps for Lighting 15. Luminaires (Fixtures) 16. Emergency, Legally Required Standby, and Optional Standby Power Systems 17. Overcurrent Protection: Fuses and Circuit Breakers 18. Short-Circuit Calculations and Coordination of Overcurrent Protective Devices 19. Equipment and Conductor Short-Circuit Protection 20. Low-Voltage Remote Control 21. The Cooling System
Customization	Course content and location can be tailored or customized to fit your organizational needs.



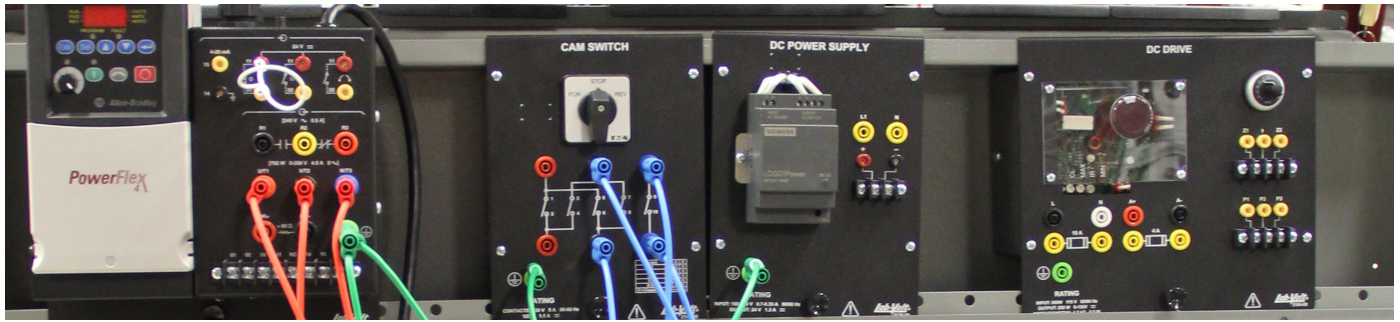
Electrical Applications I

Description	This course provides the basic skills and knowledge that the electrician uses in the day-to-day routine. Students develop skills in applying electrical blueprint reading, wiring diagrams, and schematic drawings to problem situations. In addition, students develop material lists, cite appropriate codes, and identify potential safety hazards associated with specific jobs. Practical laboratory activities are provided.
Prerequisites	Basic Electrical
Audience	Employees working with and around electricity
Course Length	Customized to fit the Employers need
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Explain the objective of the NEC. 2. Recognize and list different types of wire. 3. Identify the different types of insulation and list their use. 4. Name the different types of conduit and their associated fittings. 5. Name and describe the uses of common electrical boxes. 6. Bend a 90 degree bend on different types of conduit. 7. Bend an offset of different depths and lengths on conduit. 8. Bend back to back bends on conduit. 9. Describe in detail and execute 3 and 4 bend saddles. 10. Know the difference between a bender and a hickey. 11. Learn the proper technique to wiring single pole, 3-way, and 4-way switches. 12. Describe the proper technique to wiring a receptacle and light fixture. 13. Wire different configurations in a junction box. 14. Describe safe worksite conditions. 15. List basic types of fuses. 16. Describe the difference between fuses and breakers. 17. List different types of breakers. 18. Know the difference between a short circuit and overload. 19. Describe the difference between a fast acting and time delay fuses. 20. Detail the difference between the ungrounded, grounded, and grounding conductors. 21. Describe in detail the workings of a GFCI receptacle. 22. Describe the term "downstreaming" as it refers to GFCI receptacles. 23. Describe the difference between 120/240 single-phase and 120/240 3-phase delta systems. 24. List details of a 120/208Y 3-phase system. 25. Describe characteristics of an M.L.O. and main breaker panelboards
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Electric Motor & Controls

Description	A lecture/lab course covering the fundamentals of electrical and mechanical features of electrical motors and transformers. A thorough analysis of single-phase and 3-phase AC motors including repair and maintenance. A theoretical and practical approach to the operation, designing, and maintenance of relay logic motor controller diagrams and circuits. Extensive study of solid state controls including SCR's, Triacs, and Unijunction devices, as well as fundamentals of solid state digital logic control circuits and a treatment of 3-phase power concepts, transformers, and protection devices.
Prerequisites	Introduction to Electricity
Audience	Employees working with or around electrical motors and controls.
Course Length	Customized to fit Employer need.
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This course will cover the following topic areas: <ol style="list-style-type: none"> 1. Electrical Safety 2. Test Instruments 3. Control Logic 4. Mechanical Input Control Devices 5. Solenoids 6. Electromechanical Relays 7. Contactors and Magnetic Motor Starters 8. DC Generators 9. AC Generators 10. DC Motors 11. AC Motors 12. Reversing Motors 13. Motor Stopping Methods 14. Timing and Counting Functions 15. Motor Load, Torque, and Power Quality Requirements 16. Reduced-Voltage Starting Circuits 17. Preventive Maintenance Systems 18. Predictive Maintenance
Customization	Course content and location can be tailored or customized to fit your organizational needs.



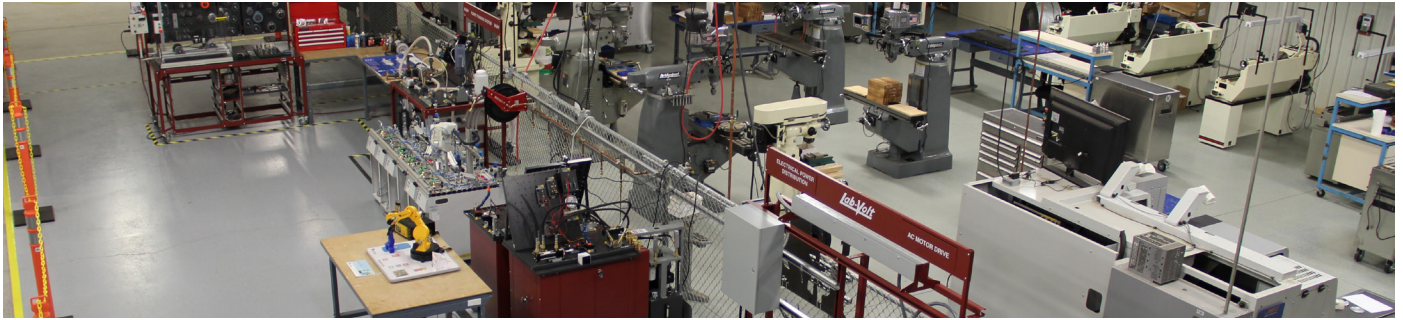
Programmable Logic Controls

Description	A practical and theoretical approach to the installation, programming, and maintenance of programmable control (PC) equipment. The course develops skills in the application of PC equipment and computers in manufacturing processes. Practical laboratory activities are provided.
Prerequisites	Some background in Electrical or Maintenance helpful
Audience	Employees who are responsible for trouble shooting, supporting PLC systems
Course Length	16 Hours
Class Size	Maximum of 12
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. The course will provide a basic understanding of electronic theory and fundamentals. 2. The course will cover the fundamentals of electrical and mechanical features of electrical motor and transformers. 3. The course will provide a practical and theoretical approach to the programming and maintenance of programmable control (PC) equipment. The course develops skills in the application of PC equipment and computers in manufacturing processes.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Industrial Electricity

Description	An introduction to industrial wiring, blueprint reading, troubleshooting, and the National Electrical Code. Theory and lab assignments in bus systems, unity substations, panelboards, subfeeders, conduit, and special equipment.
Prerequisites	Commercial Electrical
Audience	Employees working with electricity in manufacturing environment
Course Length	Customized to fit the employer's need
Class Size	12-15 maximum
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ol style="list-style-type: none"> 1. Understand the systems operations of organizing systems, inputs, decisions, outputs, and interfaces. 2. Understand the symbols and components of standards organizations, symbols and components, contacts and components. 3. Understand the electrical/electronic drawings of diagrams, drawings and charts and graphs. 4. Understand the rotating outputs of output devices, electric motors and fluid power motors. 5. Understand the single-phase motors of shaded-pole motors, split-phase motors and capacitor motors. 6. Understand the three-phase motors, single-voltage motors, wye-connected motors, delta-connected motors, dual-voltage motors, wound-rotor motors and synchronous motors. 7. Understand the DC motors of series motors, shunt motors, compound motors, permanent-magnet motors, universal motors and stepping motors. 8. Understand the motor control circuits of motor wiring rules, motor control rules, non-reversing circuits, reversing circuits and multi-speed circuits. 9. Understand the non-rotating outputs of light, heat, linear force, sound and visual displays. 10. Understand the lamps of light, incandescent lamps, fluorescent lamps, high-intensity discharge lamps and special purpose lamps. 11. Understand the heating elements of electric heating applications and ratings, heating elements, temperature control systems and temperature sensors. 12. Understand the non-rotating control circuits of conductors, controls, functions, solenoids and cylinders. 13. Understand the mechanical and solid-state switches of manual, pressure, level, temperature, limit, proximity and photoelectric. 14. Understand the electrical/electronic interfaces of relays and transformers. 15. Understand the protecting and monitoring systems of personnel and equipment.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Lean Manufacturing I

Description	The purpose of this class is to provide an overview of the potential that Lean Manufacturing can add to today's manufacturing and service setting. There will be a combination of presentation material, reference material, and real world examples with discussion.
Prerequisites	None - The class has been designed for instruction in both the educational arena as well as for working business professionals.
Audience	All employees
Course Length	8 hour
Class Size	Maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Students who satisfactorily complete this course will gain a thorough understanding of the principles behind Lean Manufacturing. The process will be traced back to the 1800's with significant "breakthroughs" and wins as time progressed. The objective of the class will also include discussion on what things to look out for that have created 'failures' in Lean Rollouts. This class has been designed to provide the general exposure to what Lean can do for the organization. For those folks seeking a more detailed understanding of the potential of Lean and the Toyota Production System, a second curriculum has been developed namely - Lean Manufacturing II - which will go into more detail of the Lean systems and their applications.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Lean Manufacturing II

Description	The purpose of this class is to provide a more detailed examination of what a Lean Manufacturing approach can do to create value in today's manufacturing and service arenas. There will be a cultivation of reference material as well as some history and real world examples with discussion. The class will demonstrate that the "Lean" approach is actually a culture change that can provide significant cost reductions and improvements. The focus will also be to encourage participants to share their personal experiences both of where their Lean experiences worked effectively as well as discussion on the misfortune of Lean rollouts gone wrong.
Prerequisites	Lean Manufacturing I from John Wood Community College is encouraged but not mandatory
Audience	All employees
Course Length	16 hours
Class Size	Maximum of 20 participants
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	Students who satisfactorily complete this course will gain a thorough understanding of the principles behind Lean Manufacturing and the tools necessary to practice it in today's work environment. The class will re-visit the history of Lean with specific examples of the practicality of the Lean Transformation. The objective of the class will include discussion on opportunities that have created 'failures' in Lean Rollouts with an emphasis on class participation in their own life experiences. There will be a strong emphasis placed upon the importance of Senior Management commitment; the strategic roll of Employee Empowerment; and the primary tools utilized from the Lean Tool Box.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Certified Logistics Associate (CLA)

Description	Logistics is all about getting goods, services, and people where they need to be, when they need to be there, and in the right quantity. It is how businesses set themselves apart from their competition by increasing productivity and quality while reducing costs. Logistics encompasses numerous industries including warehousing, distribution, transportation, manufacturing, and construction. As the process of supply chain management becomes more sophisticated and dependent on skilled employees, leaders, and emerging technology, this area of study will assist in preparing professionals for this exciting field. This class covers the requirement to earn the national recognized Certified Logistic Associate (CLA) from MSSC. The Manufacturing Skill Standards Council (MSSC) material covers core competency areas for frontline material handling workers across all supply chain facilities such as factories, warehouses, distribution centers and transporters. MSSC training and assessment addresses the need for employability and academic skills as well as technical skills. The Certified Logistics Associate (CLA) is a foundational-level credential and is a prerequisite for the Certified Logistics Technician (CLA) Certification.
Prerequisites	None
Audience	Individuals pursuing the credentials of a Certified Logistics Associate or pursuing prerequisite credentials for a Certified Logistics Technician
Course Length	20 hours
Class Size	Course capacity is set at a maximum of 12.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This training provides participants with the following information: <ul style="list-style-type: none"> • Global supply chain logistics life cycle • Logistics environment • Material handling equipment • Safety principles • Safe material handling and equipment operation • Quality control principles • Workplace communications • Teamwork and workplace behavior to solve problems • Using computers
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Certified Logistics Technician (CLT)

Description	Logistics is all about getting goods, services, and people where they need to be, when they need to be there, and in the right quantity. It is how businesses set themselves apart from their competition by increasing productivity and quality while reducing costs. Logistics encompasses numerous industries including warehousing, distribution, transportation, manufacturing, and construction. As the process of supply chain management becomes more sophisticated and dependent on skilled employees, leaders, and emerging technology, this area of study will assist in preparing professionals for this exciting field. This class covers the requirement to earn the national recognized Certified Logistic Technician (CLT) from MSSC. The Manufacturing Skill Standards Council (MSSC) covers core competency areas for frontline material handling workers across all supply chain facilities such as factories, warehouses, distribution centers and transporters. MSSC training and assessment addresses the need for employability and academic skills as well as technical skills.
Prerequisites	Must have complete credentials for a Certified Logistics Associate
Audience	Individuals pursuing the credentials of a Certified Logistics Technician
Course Length	20 hours
Class Size	Course capacity is set at a maximum of 12.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This training provides participants with the following information: <ul style="list-style-type: none"> • Product receiving • Product storage • Order processing • Packaging and shipment • Inventory control • Safe handling of hazmat materials • Evaluation of transportation modes • Dispatch and tracking • Measurements and metric conversions
Customization	Course content and location can be tailored or customized to fit your organizational needs.



5S System

Description	<p>The Lean Tool of 5S is a system of tools designed to improve workplace organization, safety and standardization. The 5S system is an integral part of every company's lean program and the initial lean tool that many companies begin their lean journey with because it offers immediate, visual results. Companies that implement 5S get the immediate benefit of improved housekeeping and employee morale but also get the more subtle benefits of improved quality and safety.</p> <p>The primary elements of 5S are Sort (through all items, tag and remove unneeded items); Set in order (remaining items, set limits, create temporary location indicators); Shine (clean everything and use cleaning as an inspection opportunity); Standardize (the first 3S's by implementing simple visual displays and controls); and Sustain (the gains through self-discipline, training, communication, and total employee involvement).</p> <p>This workshop offers the participant the opportunity to experience first-hand how the 5S system reduces waste in areas of a simulated production facility. Participants learn the concepts of the 5S system and then apply them to transform a cluttered, disorganized production area into a clean, organized, and orderly workplace.</p>
Prerequisites	None
Audience	Individuals wishing to implement 5S systems in their place of business
Course Length	6-8 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following benefits:</p> <ul style="list-style-type: none"> • Improve workplace appearance • Improve quality of work and environment • Improve safety • Achieve work standardization • Reduce storage costs • Reduce cycle time • Reduce machine down time • Boost employee morale
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Design for Manufacturing and Assembly

Description	This training involves a short group exercise that highlights the need for cross-functional teams to be involved in the design of products, specifically for manufacturability issues. This training provides concepts that are used across a wide range of manufacturing processes such as machining, coatings, molding, forming, joining, etc.
Prerequisites	None
Audience	Employees who wish to increase their knowledge of design of products.
Course Length	1 - 2 hours
Class Size	Course capacity is set at a maximum of 30.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	The objective of the training would be for attendees to leave with the knowledge that Design for Manufacturing and Assembly simply makes good business sense.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Justification of Automation Equipment

Description	Often, the first time someone hears about justification of automation equipment, they immediately think about headcount reduction. However, the impact is greater than that! Benefits can include improvements in product quality, safety, and the general customer perception of your operation.
Prerequisites	None
Audience	Employees who wish to increase their knowledge of the benefits of automation equipment.
Course Length	1 - 2 hours
Class Size	Course capacity is set at a maximum of 30.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	The objective of this training would be for individuals associated with the justification and the approval of automation equipment to better understand the potential financial impact of those decisions.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



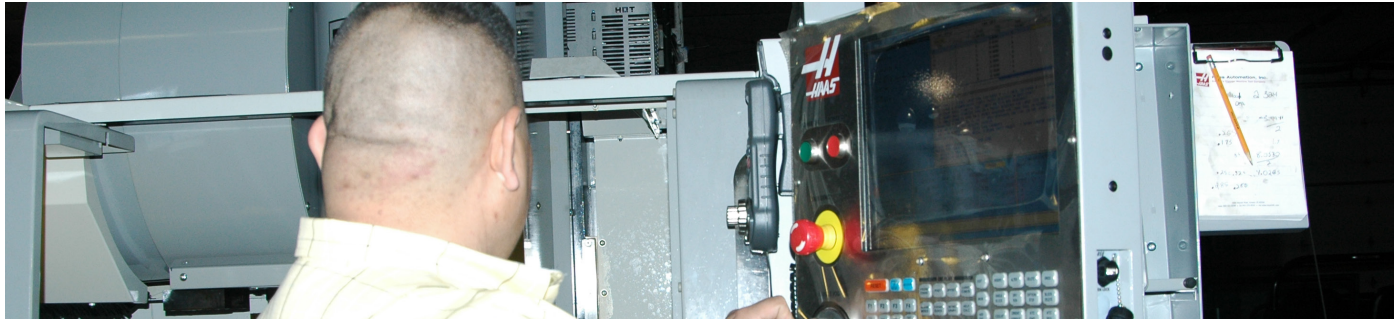
Machining – Feeds and Speeds

Description	One of the most misused operations in machining are the feeds and speeds on tools. If the feeds and speeds are not right, they will cause too much heat and lower the life of the tooling. Incorrect feeds and speeds can also cause excess heat on the product part causing it to warp. Drills and taps will not ultimately function correctly. When the feeds and speeds are correctly set, the quality of the product will increase, and the company will spend less money on tooling, thus improving quality and the bottom line.
Prerequisites	None
Audience	Newer machine operators
Course Length	3 hours
Class Size	Course capacity would be 10-20
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ul style="list-style-type: none"> • How to properly use high speed tooling. • How to formulate what the tooling can handle. • What are the carbide tool feeds and speeds? • What are the feeds for drills, though coolant drills and standard 118deg drills? • How to calculate the pitch on taps. • How to calculate the feed and speed on taps. <ul style="list-style-type: none"> Feeds and speeds on standard taps. Feeds and speeds on metric taps. • How to formulate different tools on different materials. • Why do tools fail?
Customization	Course content and location can be tailored or customized to fit your organizational needs.



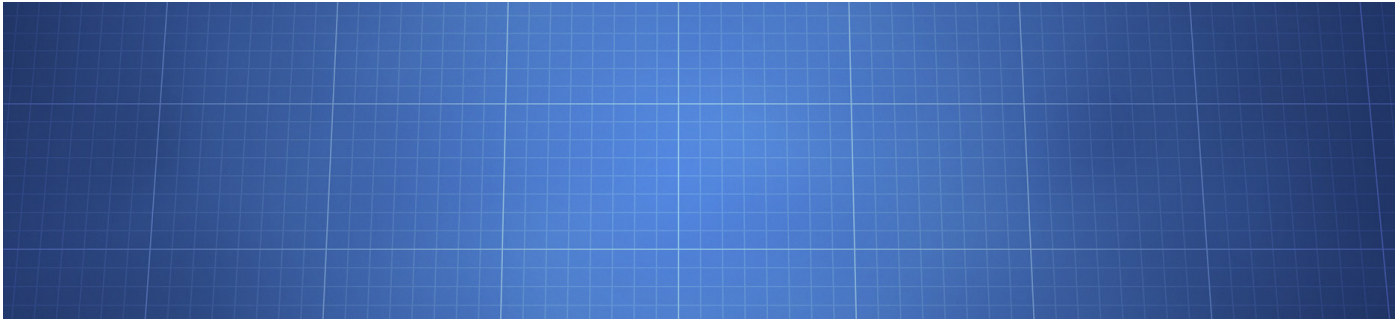
Mastercam

Description	This course will teach individuals what Mastercam is, how it functions and how a student can make parts proficient with Mastercam. Students will also learn about things to look for in Mastercam and how not to crash the machine.
Prerequisites	SolidWorks experience required
Audience	Anyone who wants to better understand what happens when welding occurs and how two pieces of metal can melt and be formed together.
Course Length	8 hours (if student understands SolidWorks)
Class Size	Course capacity would be 5-20
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ul style="list-style-type: none"> • How to use Mastercam to create 2D Geometry. • How to draw from Mastercam. • 2D Milling Toolpaths and how to use the Work Coordinate System. • How to do Based Machining. • How to import, position and toolpath a Solid Model using Mastercam Mill. • Lesson(s) on Dynamic Milling and High Speed Toolpaths to complete each program from start to finish. • Class set standards to NIMS Credentials.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



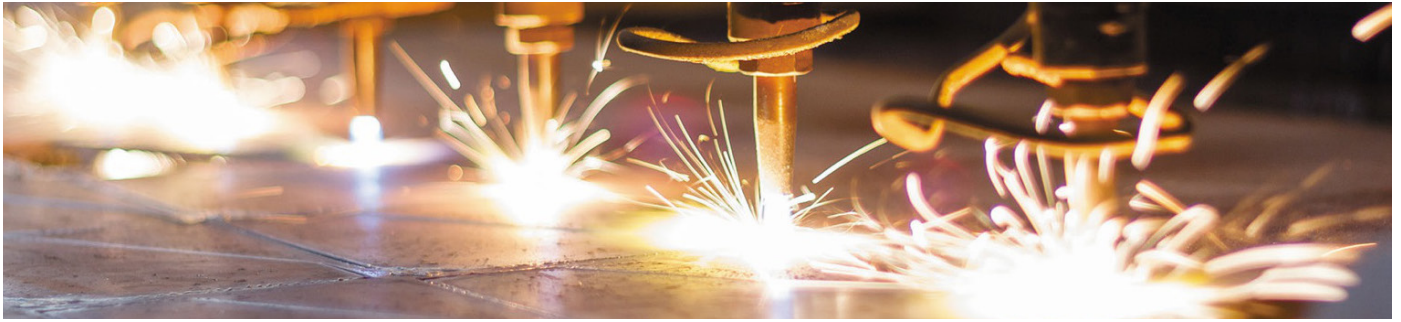
CNC Crash Prevention / G & M Codes

Description	Quality can be addressed through many types of training. Crash prevention will cover what to look for in programs so the operator does not crash the CNC machine. This section will cover G and M codes, what they mean to the machine and how they make the machine function. This section will also cover the different offsets.
Prerequisites	None
Audience	Anyone who needs educated on how the CNC machine works and the coding that makes the machine function.
Course Length	6 hours
Class Size	Course capacity would be 5-20
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ul style="list-style-type: none"> • What is a CNC? • What are G codes? • What are G codes used for? • What are M codes? • What are M codes used for? • What in a program can cause it to crash? • Why do the T, D and H numbers have to match? • What is an offset? • How to set XY offsets. • How to adjust tools. • What are different tools? • How much can a machine crash cost? • Why is it important for the operator to know how the machine is functioning?
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Quality / Blueprint Reading

Description	Quality can be addressed through many types of training. In this training students will learn how to read blueprints, multiple view blueprints, and assembly blueprints. This course will show where to find out if the print is up to date and what changes have been made on each part. This course will also cover geometric dimensioning and tolerance, how to read a blueprint and correctly apply the given information to a final product. A lack of Quality can have a very negative impact upon the bottom line of a company. Training dollars spent on Quality, needless to say, add value by improving production effectiveness and efficiency, which will improve a company's overall bottom line.
Prerequisites	None
Audience	Employees who lack blueprint reading skills.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ul style="list-style-type: none"> • What is a blueprint? • How does a blueprint help? • What do you use a blueprint for? • Who makes blueprints? • What are the different views of a blueprint? • How is a blueprint a part of quality? • Understanding the tolerances needed to hold. • What is an assembly drawing? • What are the lines on a blueprint? • What does GD&T Mean? • How to read GD&T. • What does a rev level mean? • Where is the material listed? • Who is in charge of updating a blueprint? • How to read and understand a blueprint.
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Quality / Math

Description	Quality can be addressed through many types of training. In this training we will learn that Math knowledge is a tool that, when utilized correctly, will increase the quality of our company product. A lack of Quality can have a very negative impact upon the bottom line of a company. Training dollars spent on Quality, needless to say, add value by improving production effectiveness and efficiency, which will improve your company's overall bottom line.
Prerequisites	None
Audience	Employees who lack a basic understanding of Math concepts needed in the manufacturing environment.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	This training provides participants with the following information: <ul style="list-style-type: none"> • How to convert fractions. • How to convert decimals. • How to convert metric to standard. • Why employees need math. • Who is in charge of quality? • Who can say quality is good? • Why does quality need to be good the first time? • What is cause and effect in quality? • How can each person help improve quality?
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Quality / Calipers, Micrometers & Tape Measures

Description	Quality can be addressed through many types of training. In this training we will learn to read calipers, micrometers and tape measures. Reading and learning measurement tools is a great way to increase quality controls. A lack of Quality can have a very negative impact upon the bottom line of a company. Training dollars spent on Quality, needless to say, add value by improving production effectiveness and efficiency, which will improve your company's overall bottom line.
Prerequisites	None
Audience	Employees who lack knowledge and comprehension of measurement tools in manufacturing.
Course Length	4 hours
Class Size	Course capacity is set at a maximum of 20 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<p>This training provides participants with the following information:</p> <ul style="list-style-type: none"> A. How to read a micrometer. <ul style="list-style-type: none"> 1. Outside micrometers. 2. Inside micrometers. 3. Depth micrometers. B. How to read digital calipers. <ul style="list-style-type: none"> 1. How many ways can you measure with? C. How to read dial calipers. <ul style="list-style-type: none"> 1. How many ways can you measure with? D. How to read a tape measure. <ul style="list-style-type: none"> 1. How to read a fractional, construction tape. 2. How to read an engineering tape. E. What is the most accurate? F. What is the most commonly used? G. How accurate can each piece measure? H. What is a CMM?
Customization	Course content and location can be tailored or customized to fit your organizational needs.



Quality Management System (QMS) Overview and Auditor Training

Description	This course provides a fundamental, yet comprehensive, coverage of quality assurance functions and activities. Students will be introduced to the knowledge and skills that are needed to make an organization more cost- and time-efficient and more responsive to the challenges of the world market. This class describes the steps of the internal auditing process and explains effective approaches for conducting audit interviews. The focus is on the solution of quality problems and issues. The course is instructor led with on-line learning exercises.
Prerequisites	None
Audience	All manufacturing and/or logistic personnel
Course Length	12 hours; optimum schedule 4 hours for 3 days.
Class Size	Minimum of 12; maximum of 20 participants.
Course Registration	Registration will occur by providing the name, DOB, SSN, mailing address and phone number of each participant.
Objectives	<ul style="list-style-type: none"> • Describe the role and identify components of quality. • Explain the consequences of poor quality. • Explain how quality becomes part of a product. • Explain how quality impacts processes. • Define the external and internal customer’s relationship to quality. • Explain the role of engineering in quality. • Identify steps leading to quality product designs. • Explain the role of production in quality. • Define the processes leading to manufacturing quality products. • Explain the roles of purchasing and sales in quality. • Define ISO 9000 and identify the documents comprising the ISO 9000 series. • Describe the role of the International Organization for Standardization. • Describe the eight Quality Management Principles. • Identify key components of ISO 9001:2008. • Define the Quality Management System and identify key documents of a QMS. • Describe process design. • Define process analysis and improvement for a quality management system. • Identify industries suitable for ISO 9000 certification. • Identify advantages of ISO 9000 certification and registration. • Describe the steps required to obtain ISO 9001:2008 certification and registration. • Describe the auditing process. • Define continual improvement. • Define an internal audit. • Explain the focus of internal audits. • Identify the types of quality documentation. • And Much More!!
Customization	Course content and location can be tailored or customized to fit your organizational needs.