CERTIFICATION PROGRAMS

COURSE CATALOG

Version 2023

NORTHWEST SKILLS INSTITUTE

nwskills.org

SKILLS COURSE NUMBERING

The skills course numbering system has four levels

1000

1000 level skills courses are where students begin their journey. These include the foundational knowledge and skills required for success in a technical career.

2000

2000 level skills courses are intermediate-level courses that include tools, equipment, processes and knowledge required to master technical tasks.

3000

3000 level skills courses are advanced-level skill and knowledge-based courses.

4000

4000 level skills courses are project and application-based courses.

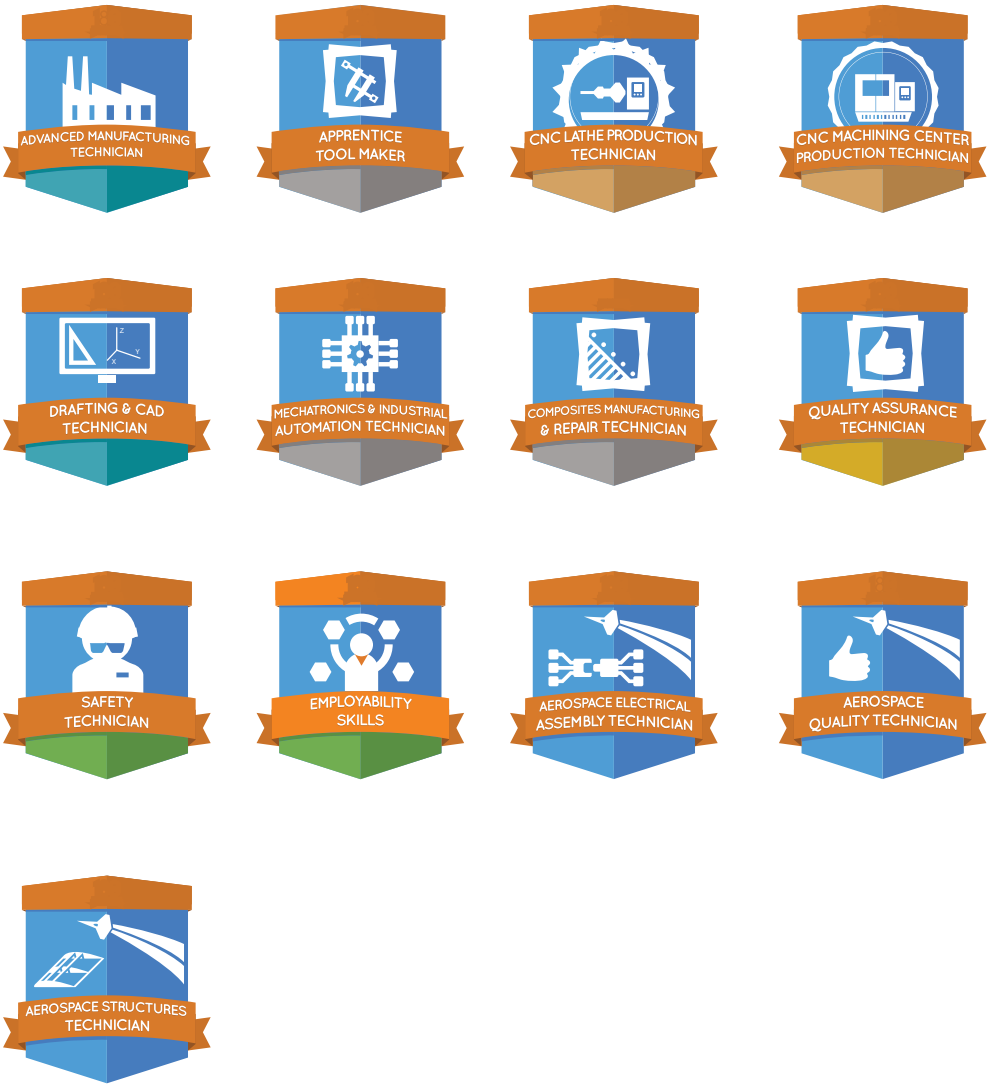
These skills courses allow the student to apply the knowledge they have acquired in the 1000 – 3000 level skills areas.

Many of these skills courses include full project-based learning that can also be performed in a hands-on, instructor-led environment.

CERTIFICATION PROGRAMS

There are thirteen Certification Programs available and each can be completed in three months or less with 15 hours of study per week.

Those programs are used in pre-hire, academic, and workforce programs that benefit from alignment with nationally recognized certification standards.



ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

LAUNCH A CAREER AS A MAKER

Advanced manufacturing technicians perform many important tasks such as product assembly, machine operation, and quality assurance. Advanced manufacturing technicians play a key role in the manufacture of many commercial products.

Employment of advanced manufacturing technicians is projected to grow 4 percent from 2012 to 2022. Qualified applicants, including those with technical training and certification, should have the best job opportunities in the manufacturing sector, particularly in growing, high-technology industries, such as aerospace and electro-medical devices.

Hiring Industries

> Automotive
> Aerospace
> Civil infrastructure
> Consumer products
> Construction
> Electrical equipment
> Marine
> Military
> Materials processing
> Medical devices

Program Summary

Skill Course: 93

Time to complete: 1.5 months

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Manufacturing as a Career
CAR-2001	Manufacturing - A Future Worth Exploring
CAR-2002	Manufacturing - Components of Production
CAR-2003	Manufacturing - Credentials and Competencies
CAR-2004	Manufacturing - Career Planning and Resources
	Introduction to Manufacturing
MFG-1001	What is Advanced Manufacturing?
MFG-1002	Manufacturing History and Technology
MFG-1003	From Ideas to Products
MFG-1004	From Design to Manufacturing
MFG-1005	Safety, Quality and the Environment in Manufacturing
MFG-1006	Measuring Success in Manufacturing
MFG-1007	Careers in Manufacturing
MFG-1008	
	Introduction to Logistics
LOG-1001	What is Logistics?
LOG-1002	Logistics Technology
LOG-1003	Inventory
LOG-1004	Distribution and Transportation

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

LOG-1005	Safety, Quality and the Environment in Logistics
LOG-1006	Winning in Logistics
LOG-1007	Careers in Logistics
	Manufacturing & Logistics Game
MFG-1008	The Game of Manufacturing and Logistics
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1017	Permit-Related Safety
SAF-1018	Fall Prevention
SAF-1019	Ladder Safety
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Engineering Processes
MFG-1009	The Engineering Process
MFG-1010	Information Sharing
	Quality Systems
QUA-1001	Introduction to Quality
QUA-1002	ISO 9000

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

QUA-1003	Standards Organizations
QUA-1004	Quality Organizations
QUA-1005	Basic Quality Roles and Responsibilities
	Introduction to Statistical Process Control
QUA-1011	Introduction to SPC
QUA-1012	Probability and Variation
QUA-1013	The Control Chart
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Introduction to Lean Manufacturing
LEA-1002	The History of Lean Manufacturing
	Workplace Organization
LEA-1003	Workplace Organization
LEA-1004	S1: Sort
LEA-1005	S2: Straighten
LEA-1006	S3: Shine

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

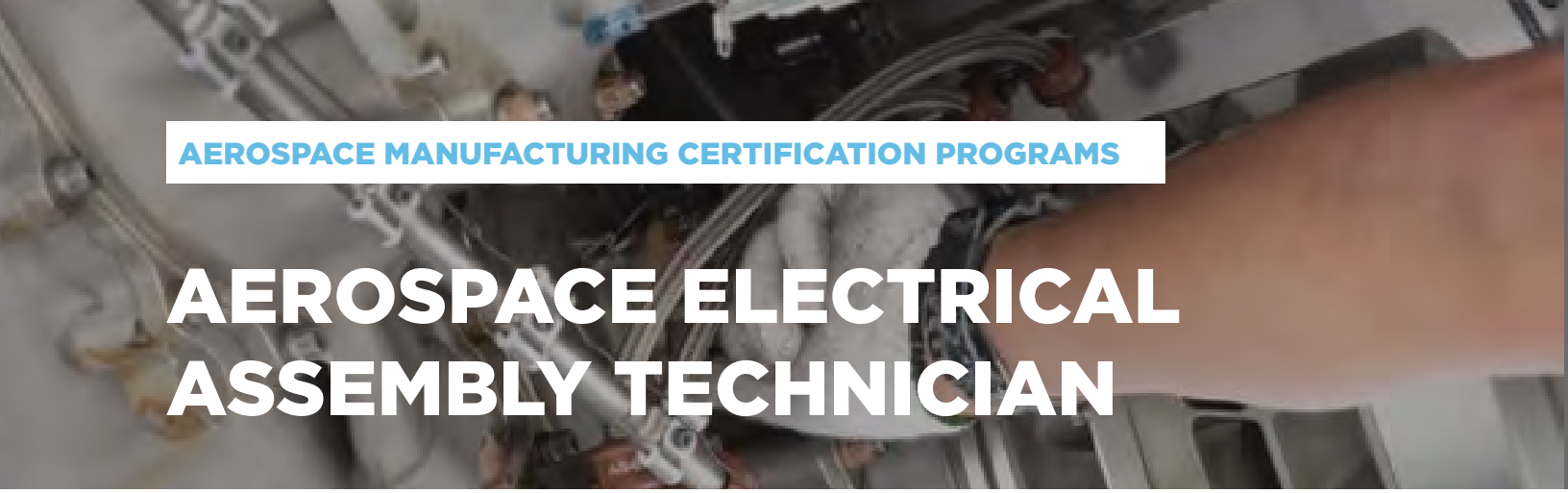
LEA-1007	S4: Standardize
LEA-1008	S5: Sustain
	Introduction to Machining
CNC-1001	Introduction to Machining
CNC-1002	Machine Tools
CNC-1003	CNC Controllers
CNC-1004	Machining Personnel
CNC-1005	Facility Layout
	Introduction to Industrial Automation
AUT-1001	Introduction to Automation
AUT-1002	Automated Process
AUT-1003	Automated System
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

ADVANCED MANUFACTURING PRODUCTION TECHNICIAN

CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

ELECTRIFY THE WORLD'S AIRCRAFT

Today's aircraft are highly complex machines with hundreds of electronic components and miles of wiring. Aerospace electrical assembly technicians ensure the electronic systems on modern aircraft operate at peak performance.

They prepare wiring layouts, select and install a wide range of electrical components, perform scheduled maintenance, and complete inspections. Repairing, diagnosing and assembling the electronic components, they play a crucial role in ensuring worry-free flight.

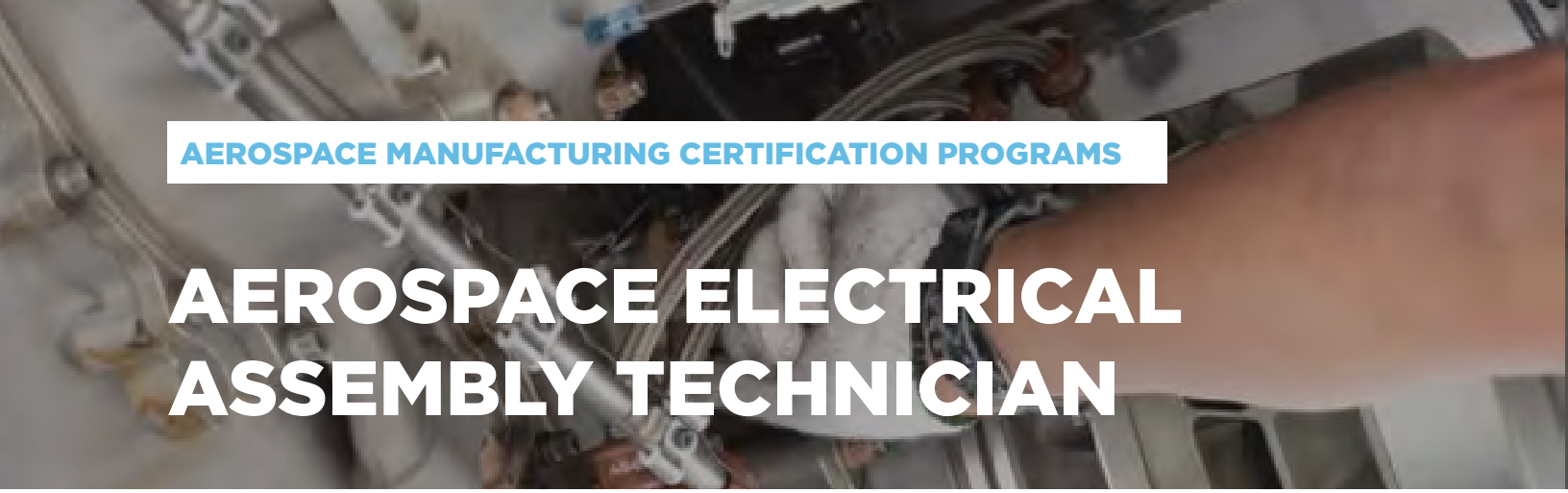
Hiring Industries

> Air Transport
> Aircraft & Parts Manufacturing
> Guided Missiles, Space
> Vehicles, and Parts
> Satellite Communications
> Search, Detection
> Navigation Guidance
> Space Research and Technology

Program Summary

Skill Course: 161

Time to complete: 3.5 months



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
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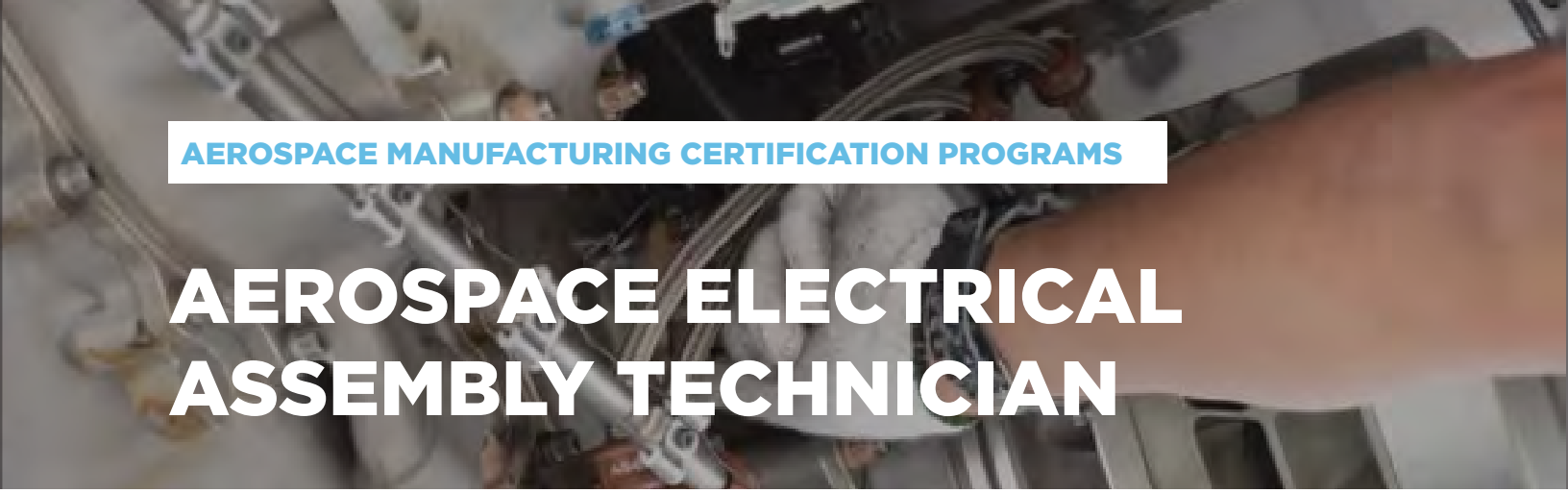
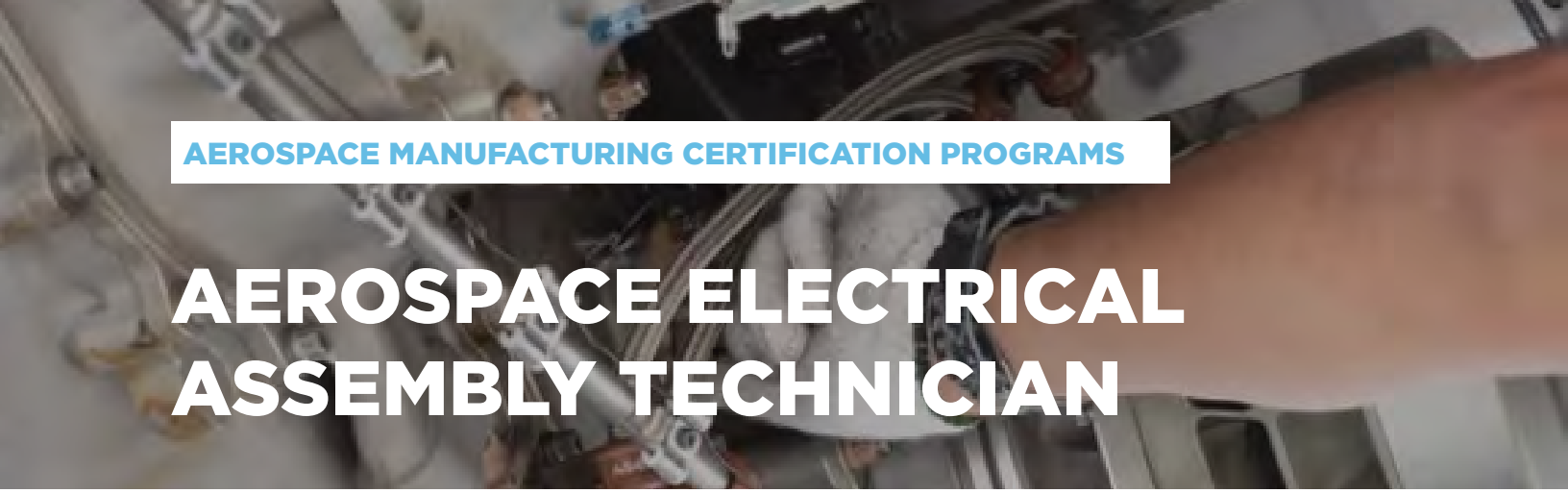
STU-1004	Tips for Succeeding in Online Learning
	Aircraft Familiarization
AER-1001	The History of Aviation
AER-1002	Primary Assemblies of an Aircraft
AER-1003	Principles of Flight
AER-1004	Airplane Control
AER-1005	Aircraft Configuration
AER-1006	Aircraft Materials
AER-1007	Aircraft Construction
AER-1008	Aircraft Corrosion
AER-1009	Aircraft Regulations
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

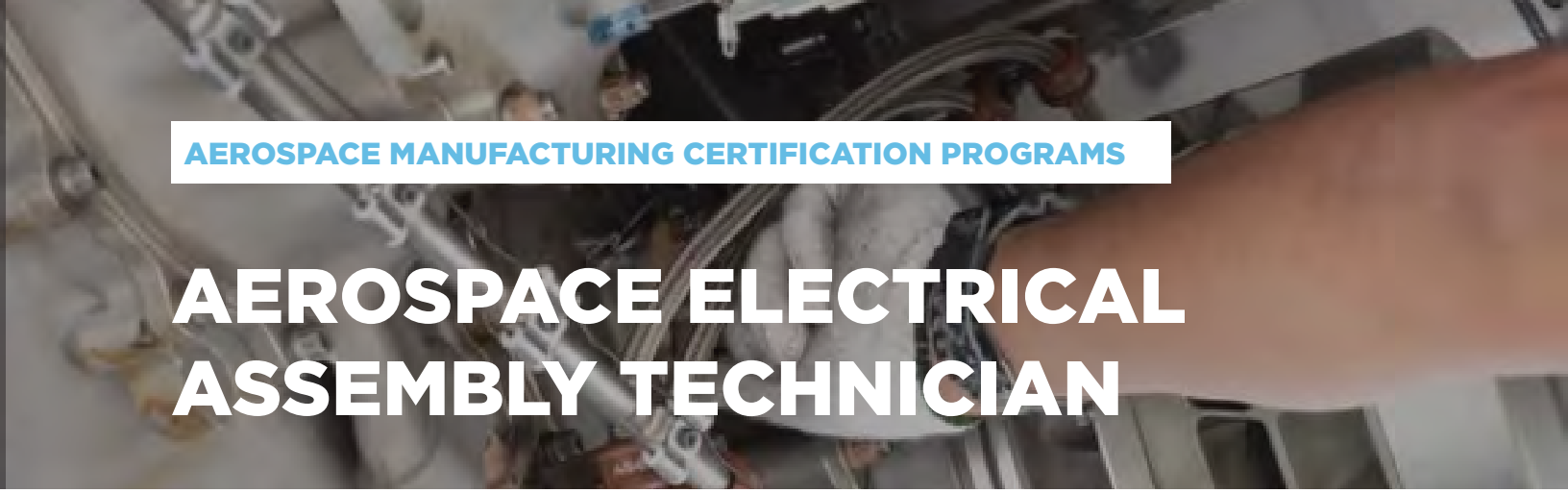
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

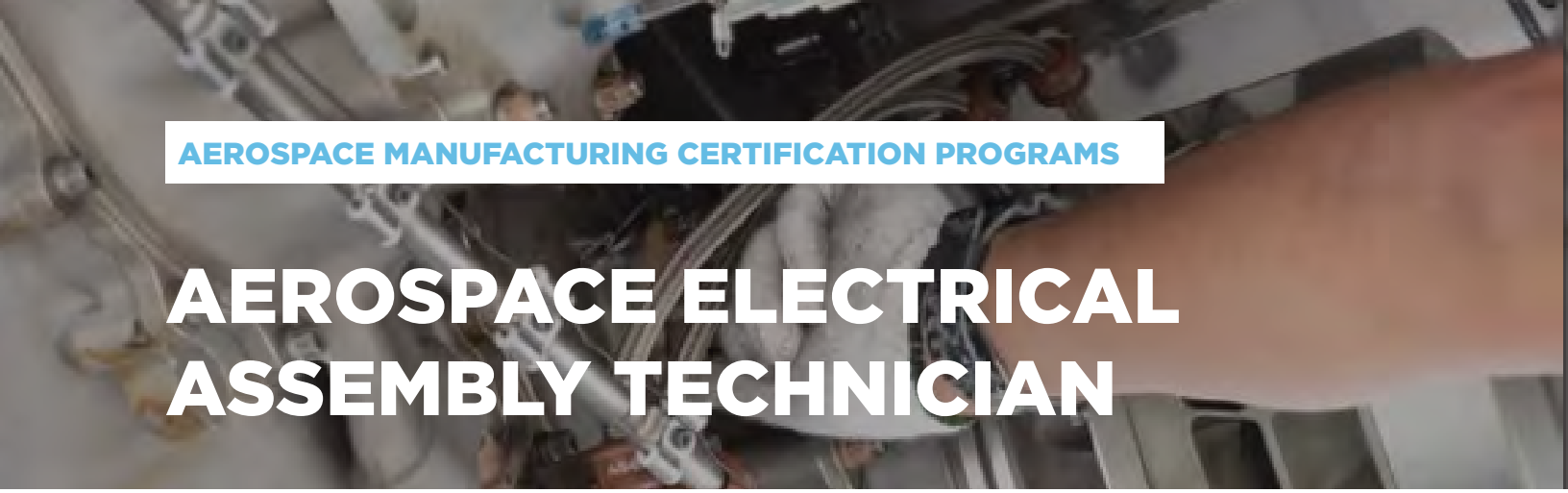
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
	Blueprints and Picture Sheets for Aerospace
DWG-1006	Aerospace Introduction to Blueprints
DWG-1007	Blueprint Terminology
DWG-1008	Blueprint Views
DWG-1009	Blueprint Lines
DWG-1010	Blueprint Dimensions and Tolerances
DWG-1011	Blueprint Symbols
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Fastener Inspection Gauges
MEA-2020	Grip Gauges
MEA-2021	Countersink Gauges
MEA-2022	Fastener Height Gauges
MEA-2023	Rivet Inspection Gauges
MEA-2024	Fastener Inspection Gauges
MEA-2025	Gap Inspection Gauges



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

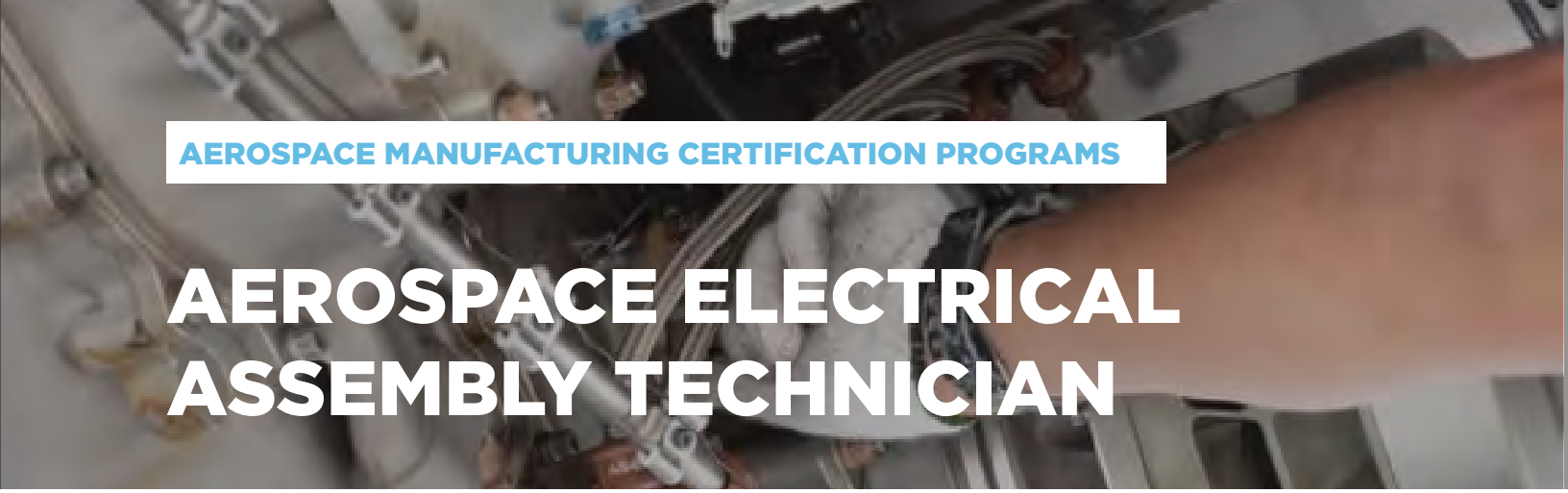
	Fasteners
FAS-2001	Temporary Fasteners
FAS-2002	Rivets
FAS-2003	Bolts, Screws, and Washers
FAS-2004	Threaded Inserts
FAS-2005	Hi-Loks
FAS-2006	Lockbolts
FAS-2007	Nut Plates
FAS-2008	Blind Rivets
FAS-2009	Identifying Fasteners
FAS-2010	Fasteners and Fits
FAS-2011	Securing and Lockwiring Fasteners
FAS-2012	Torque Tools
	Hand Power Tools
POW-2001	Pistol Grip Drills
POW-2002	Drilling Techniques
POW-2003	Winslow Drills
POW-2004	Compression Riveters
POW-2005	Rivet Installation Tools
	Stationary Power Tools
POW-2006	Introduction to Stationary Power Tools
POW-2007	Disc and Belt Sanders
POW-2008	Drill Press
POW-2009	Band Saw
POW-2010	Arbor Press
POW-2011	Bench Grinder



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

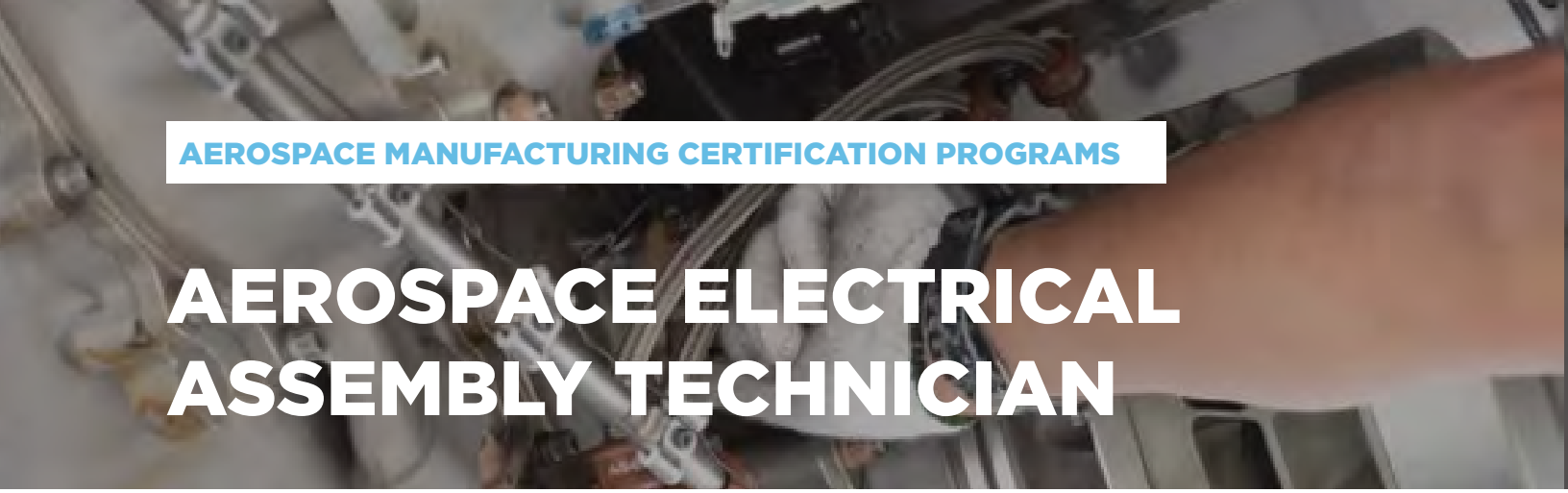
	Drill Bits
CUT-2001	Drill Bits
	Drill Guides and Drill Stops
CUT-2002	Drill Guides and Drill Stops
	Countersinking Tools
CUT-2003	Countersinking Tools
	Basic Drilling and Riveting
AER-4001	Marking Fastener Locations for Drilling Project
AER-4002	Setting Up the Drill Motor
AER-4003	Drilling Pilot Holes and Enlarging Holes
AER-4004	Deburring
AER-4005	Driving Protruding Head Rivets
	Countersinking and Riveting Project
AER-4014	Setting the Countersink Tool (project)
	Aerospace Sealing and Safety
AER-2001	Introduction to Sealing
AER-2002	Chemical Safety
AER-2003	Preparing the Surface
AER-2004	Selecting the Right Sealant
AER-2005	Applying the Sealant
	Sealant Applicant Processes Mechanical Project
AER-4043	Sealing Basics
AER-4044	Fay and Prepack Sealing
AER-4045	Fillet and Injection Sealing



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

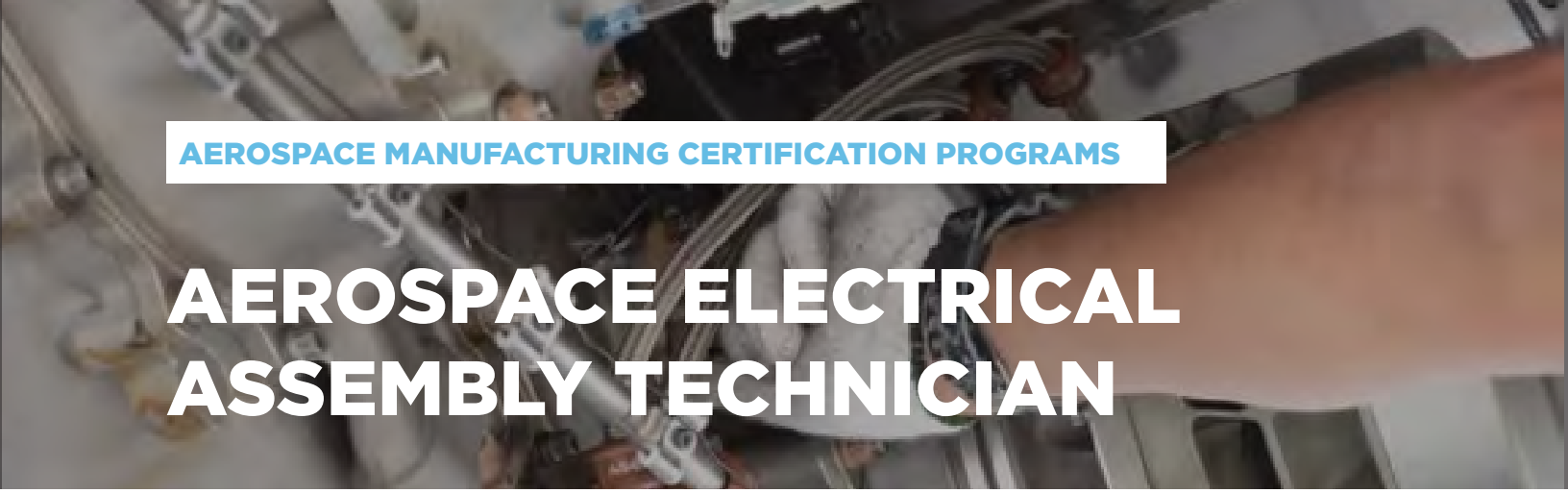
AER-4046	Cap Sealing
	Aerospace Electrical Bond and Ground
AER-2006	Electricity and the Airplane
	Electrical Measurement Conversion
ELE-2019	Electrical Measurement and Unit Conversion
	Electrical Resistance Test Equipment
ELE-2020	Resistance Test Equipment
ELE-2021	The Fluke® Multimeter
ELE-2022	The Biddle® Ohmmeter
ELE-2023	The Avtron® Ohmmeter
ELE-2024	The Hewlett Packard® Milliohmmeter
ELE-2025	The BCD M1® Ohmmeter
	Aerospace Electrical Bond and Ground Project
AER-4047	Electrical Bond and Ground Introduction
AER-4048	Pre-installed Ground Studs
AER-4049	Electrical Fay Surface Bonds
AER-4050	Direct Ground Stud
AER-4051	Fillet Sealing a Ground Stud
AER-4052	Fay Sealing a Direct Ground Stud
	Aerospace Wire Installation Drawings
DWG-2004	Engineering Drawing Review
DWG-2005	Wire Bundle Installation Paperwork
DWG-2006	Electrical Production Illustrations



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

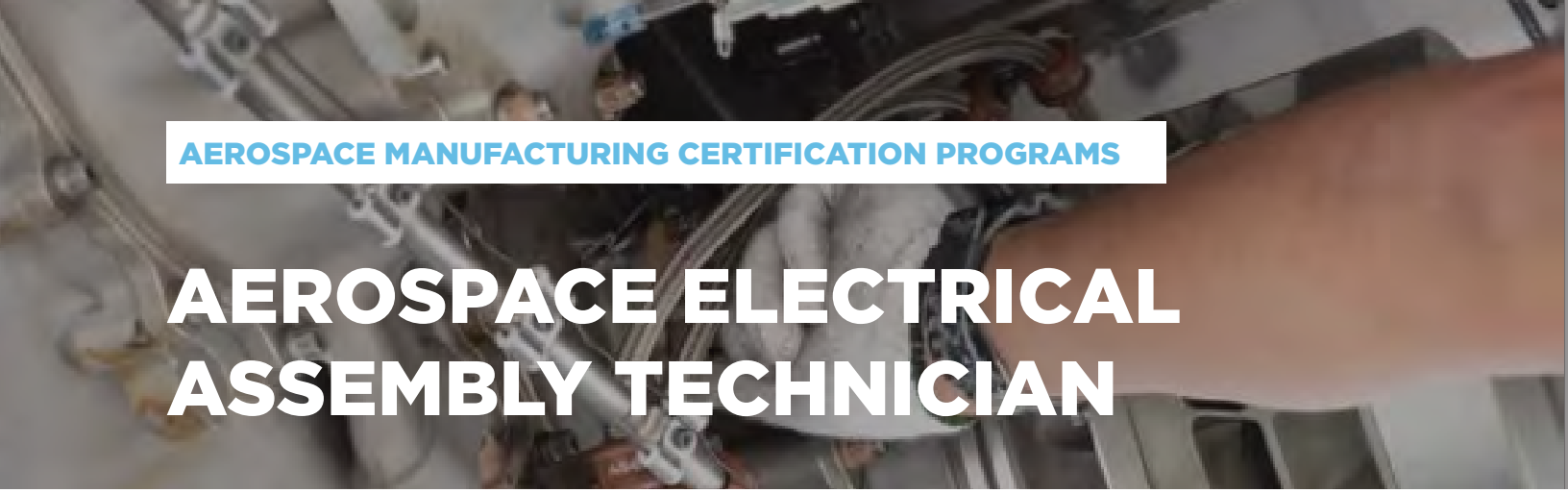
	Aerospace Wire Bundle Basics
AER-2007	Wiring in Airplanes
AER-2008	Wire and Cable Basics
AER-2009	Wire, Cable, and Wire Bundle Markings
AER-2010	Circular Connectors and Contacts
AER-2011	Installing a Connector
AER-2012	MTC Connectors
AER-2013	Tying Wire Bundles
	Electrical Hand Tools
ELE-2018	Hand Tools for Electrical Wiring
	Electrical Connectors
ELE-2006	Electrical Connectors and Fasteners
	Crimping Terminals and Splices
ELE-4001	Terminals and Splices
ELE-4002	Crimping
ELE-4003	Crimping a Terminal
ELE-4004	Crimping a Pre-insulated Splice
	Assembly of Coaxial Connectors
ELE-4005	Coaxial Cable
ELE-4006	Coaxial Connectors
ELE-4007	Coaxial Connector Tools
ELE-4008	Coaxial Connector Assembly
	Fiber Optics
ELE-2007	Fiber Optics and Light
ELE-2008	Manufacturing Optical Fiber



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

ELE-2009	Fiber Optic Cable
ELE-2010	Handling Fiber Optic Cable
ELE-2011	Quality and Safety
	Aerospace Wire Bundle Installation Project
AER-4053	Clearance and Separation
AER-4054	Minimum Bend Radius
AER-4055	Clamping Wire Bundles - Part One
AER-4056	Tying Wire Bundles for the Wire Bundle Installation Project
AER-4057	Project Installation Plan
AER-4058	Project and Drawing Review
AER-4059	Pre-routing Wire Bundles
AER-4060	Clamping Wire Bundles - Part Two
AER-4061	Torque and Inspection
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns



AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE ELECTRICAL ASSEMBLY TECHNICIAN

CAR-1011 After the Interview

Keeping a Job

CAR-1012 Surviving Your First Day on the Job

CAR-1013 Turning a Job into a Career

AEROSPACE QUALITY TECHNICIAN

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

MAKE THE SKIES SAFER

This program was developed with input from industry partners to ensure that aerospace quality assurance technicians have a deep knowledge and mastery of aircraft manufacturing processes.

Aerospace quality technicians reduce development costs, decrease maintenance expenses, and increase customer safety and satisfaction.

Hiring Industries

> Air Transport
> Aircraft & Parts Manufacturing
> Guided Missiles, Space
> Satellite Communications
> Search, Detection
> Navigation Guidance
> Space Research and Technology

Program Summary

Skill Course: 186

Time to complete: 3.5 months

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

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AER-1006	Aircraft Materials
AER-1007	Aircraft Construction
AER-1008	Aircraft Corrosion
AER-1009	Aircraft Regulations
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MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

	Intermediate Math
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MTH-1007	Positive and Negative Numbers
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MTH-1009	The Metric System
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
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	Personal Protective Equipment Safety
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SAF-1005	Eye and Face Protection
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SAF-1007	Foot and Leg Protection
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SAF-1009	Body Protection
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SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
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SAF-1016	Work Area Safety
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AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

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QUA-1002	ISO 9000
QUA-1003	Standards Organizations
QUA-1004	Quality Organizations
QUA-1005	Basic Quality Roles and Responsibilities
	Introduction to Statistical Process Control
QUA-1011	Introduction to SPC
QUA-1012	Probability and Variation
QUA-1013	The Control Chart
	Advanced Statistical Process Control
QUA-2001	Control Chart Analysis
QUA-2002	Process Capability
QUA-2003	Problem Solving Tools
QUA-2004	Problem Solving
	Blueprints and Picture Sheets for Aerospace
DWG-1006	Aerospace Introduction to Blueprints
DWG-1007	Blueprint Terminology
DWG-1008	Blueprint Views

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

DWG-1009	Blueprint Lines
DWG-1010	Blueprint Dimensions and Tolerances
DWG-1011	Blueprint Symbols
	Geometric Dimensioning and Tolerancing
DWG-3001	Introduction to GD&T
DWG-3002	GD&T Terms and Symbols
DWG-3003	Rules of GD&T
DWG-3004	Geometric Tolerances
DWG-3005	Datums
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Precision Measurement II
MEA-2005	Small Hole Gauges
MEA-2006	Dial Indicators
MEA-2007	Bore Gauges
MEA-2008	Height Gauges
MEA-2009	Go/NoGo Gauges
MEA-2010	Test Indicators
	Fastener Inspection Gauges
MEA-2020	Grip Gauges
MEA-2021	Countersink Gauges
MEA-2022	Fastener Height Gauges
MEA-2023	Rivet Inspection Gauges

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

MEA-2024	Fastener Inspection Gauges
MEA-2025	Gap Inspection Gauges
	Aircraft Systems
AER-3001	Flight Control Systems
AER-3002	Mechanical Systems
AER-3003	Landing Gear Systems
AER-3004	Aerospace Hydraulic Systems
AER-3005	Aerospace Pneumatic Systems
AER-3006	Electrical Systems
AER-3007	Propulsion Systems
AER-3008	Fuel Systems
AER-3009	Avionics Systems
AER-3010	Anti-Icing and De-Icing Systems
AER-3011	Environmental Systems
AER-3012	Window and Door Systems
AER-3013	Commercial Aircraft Structures
	Hand Power Tools
POW-2001	Pistol Grip Drills
POW-2002	Drilling Techniques
POW-2003	Winslow Drills
POW-2004	Compression Riveters
POW-2005	Rivet Installation Tools
	Drill Bits
CUT-2001	Drill Bits
	Drill Guides and Drill Stops
CUT-2002	Drill Guides and Drill Stops

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

	Countersinking Tools
CUT-2003	Countersinking Tools
	Basic Drilling and Riveting
AER-4001	Marking Fastener Locations for Drilling Project
AER-4002	Setting Up the Drill Motor
AER-4003	Drilling Pilot Holes and Enlarging Holes
AER-4004	Deburring
AER-4005	Driving Protruding Head Rivets
	Installing Advanced Fasteners Project
AER-4006	Assembly Preparation for Advanced Fasteners Project
AER-4007	Installing Nut Plates
AER-4008	Compression Riveting
AER-4009	Installing Bolts
AER-4010	Securing Bolts with Lockwire
	Countersinking and Riveting Project
AER-4011	Marking Fastener Locations for Countersinking and Flush Riveting Project
AER-4012	Setting Up the Assembly and Drill
AER-4013	Drilling, Enlarging, and Deburring Holes
AER-4014	Setting the Countersink Tool (project)
AER-4015	Countersinking (project)
AER-4016	Flush Riveting
	90 Degree Drilling Project
AER-4017	Assembly Preparation for 90 Degree Drilling Project
AER-4018	Installing 5/16 Inch Hi-Loks
AER-4019	Installing 3/16 Inch Hi-Loks

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

AER-4020	Installing Protruding Head Rivets
AER-4021	Removing Rivets in the 90 Degree Drilling Project
AER-4022	Removing 5/16 Inch Hi-Loks
	Aerospace Electrical Bond and Ground
AER-2006	Electricity and the Airplane
	Electrical Measurement Conversion
ELE-2019	Electrical Measurement and Unit Conversion
	Electrical Resistance Test Equipment
ELE-2020	Resistance Test Equipment
ELE-2021	The Fluke® Multimeter
ELE-2022	The Biddle® Ohmmeter
ELE-2023	The Avtron® Ohmmeter
ELE-2024	The Hewlett Packard® Milliohmmeter
ELE-2025	The BCD M1® Ohmmeter
	Aerospace Electrical Bond and Ground Project
AER-4047	Electrical Bond and Ground Introduction
AER-4048	Pre-installed Ground Studs
AER-4049	Electrical Fay Surface Bonds
AER-4050	Direct Ground Stud
AER-4051	Fillet Sealing a Ground Stud
AER-4052	Fay Sealing a Direct Ground Stud
	Aerospace Sealing and Safety
AER-2001	Introduction to Sealing
AER-2002	Chemical Safety
AER-2003	Preparing the Surface

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

AER-2004	Selecting the Right Sealant
AER-2005	Applying the Sealant
	Aerospace Wire Installation Drawings
DWG-2004	Engineering Drawing Review
DWG-2005	Wire Bundle Installation Paperwork
DWG-2006	Electrical Production Illustrations
	Aerospace Wire Bundle Basics
AER-2007	Wiring in Airplanes
AER-2008	Wire and Cable Basics
AER-2009	Wire, Cable, and Wire Bundle Markings
AER-2010	Circular Connectors and Contacts
AER-2011	Installing a Connector
AER-2012	MTC Connectors
AER-2013	Tying Wire Bundles
	Technical Writing
COM-2004	Introduction to Technical Writing
COM-2005	Successful Documentation
	Dealing With Conflict
COM-2001	Understanding Conflict
COM-2002	Communication Skills
COM-2003	Managing Conflict
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE QUALITY TECHNICIAN

	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

AEROSPACE STRUCTURES TECHNICIAN

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

MAKE THE WORLD'S AIRCRAFT

This program was developed with input from industry partners to ensure that aerospace structures technicians have a deep knowledge and mastery of aircraft structures manufacturing processes.

Aerospace structures technicians assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselages, bulkheads, stabilizers, landing gear, rigging, control equipment, and heating and ventilating systems.

Hiring Industries

> Air Transport
> Aircraft & Parts Manufacturing
> Guided Missiles, Space
> Satellite Communications
> Search, Detection
> Navigation Guidance
> Space Research and Technology

Program Summary

Skill Course: 171

Time to complete: 3.5 months

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Aircraft Familiarization
AER-1001	The History of Aviation
AER-1002	Primary Assemblies of an Aircraft
AER-1003	Principles of Flight
AER-1004	Airplane Control
AER-1005	Aircraft Configuration
AER-1006	Aircraft Materials
AER-1007	Aircraft Construction
AER-1008	Aircraft Corrosion
AER-1009	Aircraft Regulations
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
	Blueprints and Picture Sheets for Aerospace
DWG-1006	Aerospace Introduction to Blueprints
DWG-1007	Blueprint Terminology
DWG-1008	Blueprint Views
DWG-1009	Blueprint Lines
DWG-1010	Blueprint Dimensions and Tolerances
DWG-1011	Blueprint Symbols
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Fastener Inspection Gauges
MEA-2020	Grip Gauges
MEA-2021	Countersink Gauges
MEA-2022	Fastener Height Gauges
MEA-2023	Rivet Inspection Gauges
MEA-2024	Fastener Inspection Gauges
MEA-2025	Gap Inspection Gauges

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Fasteners
FAS-2001	Temporary Fasteners
FAS-2002	Rivets
FAS-2003	Bolts, Screws, and Washers
FAS-2004	Threaded Inserts
FAS-2005	Hi-Loks
FAS-2006	Lockbolts
FAS-2007	Nut Plates
FAS-2008	Blind Rivets
FAS-2009	Identifying Fasteners
FAS-2010	Fasteners and Fits
FAS-2011	Securing and Lockwiring Fasteners
FAS-2012	Torque Tools
	Hand Power Tools
POW-2001	Pistol Grip Drills
POW-2002	Drilling Techniques
POW-2003	Winslow Drills
POW-2004	Compression Riveters
POW-2005	Rivet Installation Tools
	Hand Power Tools
POW-2001	Pistol Grip Drills
POW-2002	Drilling Techniques
POW-2003	Winslow Drills
POW-2004	Compression Riveters
POW-2005	Rivet Installation Tools
	Stationary Power Tools
POW-2006	Introduction to Stationary Power Tools

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

POW-2007	Disc and Belt Sanders
POW-2008	Drill Press
POW-2009	Band Saw
POW-2010	Arbor Press
POW-2011	Bench Grinder
	Drill Bits
CUT-2001	Drill Bits
	Drill Guides and Drill Stops
CUT-2002	Drill Guides and Drill Stops
	Countersinking Tools
CUT-2003	Countersinking Tools
	Basic Drilling and Riveting
AER-4001	Marking Fastener Locations for Drilling Project
AER-4002	Setting Up the Drill Motor
AER-4003	Drilling Pilot Holes and Enlarging Holes
AER-4004	Deburring
AER-4005	Driving Protruding Head Rivets
	Installing Advanced Fasteners Project
AER-4006	Assembly Preparation for Advanced Fasteners Project
AER-4007	Installing Nut Plates
AER-4008	Compression Riveting
AER-4009	Installing Bolts
AER-4010	Securing Bolts with Lockwire

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Countersinking and Riveting Project
AER-4011	Marking Fastener Locations for Countersinking and Flush Riveting Project
AER-4012	Setting Up the Assembly and Drill
AER-4013	Drilling, Enlarging, and Deburring Holes
AER-4014	Setting the Countersink Tool (project)
AER-4015	Countersinking (project)
AER-4016	Flush Riveting
	90 Degree Drilling Project
AER-4017	Assembly Preparation for 90 Degree Drilling Project
AER-4018	Installing 5/16 Inch Hi-Loks
AER-4019	Installing 3/16 Inch Hi-Loks
AER-4020	Installing Protruding Head Rivets
AER-4021	Removing Rivets in the 90 Degree Drilling Project
AER-4022	Removing 5/16 Inch Hi-Loks
	Drilling Titanium Project
AER-4023	Drilling Titanium
AER-4024	Marking Hole Locations for Drilling Titanium
AER-4025	Drilling Pilot Holes in Titanium
AER-4026	Drilling and Enlarging Holes in Row JD2
AER-4027	Enlarging Row JD7
AER-4028	Enlarging Rows JD4, JD5, and JD6
AER-4029	Enlarging Rows JD1 and JD3
AER-4030	Enlarging Row JD8
AER-4031	Chamfering
AER-4032	Edge Breaking and Deburring

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Drilling Composites Project
CMP-4004	Drilling Composite Material
CMP-4005	Marking Hole Locations
CMP-4006	Drilling Pilot Holes in Titanium
CMP-4007	Drilling Row JD3
CMP-4008	Drilling Row JD7
CMP-4009	Enlarging Holes in Rows JD1 and JD5
CMP-4010	Enlarging Holes in Rows JD2 and JD6
CMP-4011	Enlarging Holes in Row JD4
	Wing Structure Project
AER-4033	Tools for Wing Structure Project
AER-4034	Preparing the Assembly for the Wing Structure Project
AER-4035	Countersinking and Fillet Relief
AER-4036	Installing Fasteners
	Fuselage Skin Assembly Project
AER-4037	Preparing the Assembly for the Fuselage Skin Assembly
AER-4038	Drilling the Skin Panels
AER-4039	Preparing the Doubler
AER-4040	Countersinking
AER-4041	Assembly Finish and Fastener Installation
AER-4042	Removing Rivets in the Fuselage Skin Assembly
	Aerospace Sealing and Safety
AER-2001	Introduction to Sealing
AER-2002	Chemical Safety
AER-2003	Preparing the Surface
AER-2004	Selecting the Right Sealant
AER-2005	Applying the Sealant

AEROSPACE MANUFACTURING CERTIFICATION PROGRAMS

AEROSPACE STRUCTURES TECHNICIAN

	Sealant Applicant Processes Mechanical Project
AER-4043	Sealing Basics
AER-4044	Fay and Prepack Sealing
AER-4045	Fillet and Injection Sealing
AER-4046	Cap Sealing
	Aerospace Electrical Bond and Ground
AER-2006	Electricity and the Airplane
	Electrical Measurement Conversion
ELE-2019	Electrical Measurement and Unit Conversion
	Electrical Resistance Test Equipment
ELE-2020	Resistance Test Equipment
ELE-2021	The Fluke® Multimeter
ELE-2022	The Biddle® Ohmmeter
ELE-2023	The Avtron® Ohmmeter
ELE-2024	The Hewlett Packard® Milliohmmeter
ELE-2025	The BCD M1® Ohmmeter
	Aerospace Electrical Bond and Ground Project
AER-4047	Electrical Bond and Ground Introduction
AER-4048	Pre-installed Ground Studs
AER-4049	Electrical Fay Surface Bonds
AER-4050	Direct Ground Stud
AER-4051	Fillet Sealing a Ground Stud
AER-4052	Fay Sealing a Direct Ground Stud
	Searching for a Job
CAR-1001	Kicking Off Your Job Search

AEROSPACE STRUCTURES TECHNICIAN

CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

APPRENTICE TOOL MAKER

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

MAKE THE TOOLS USED BY MAKERS

This program was developed with input from industry partners to ensure that aerospace tool makers attain mastery in the art of creating aerospace tooling.

Apprentice tool makers analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, and gauges. Students considering this program should work with an Employer Partner to secure an apprenticeship prior to enrolling.

Hiring Industries

> Automotive
> Air transport
> Aircraft parts manufacturing
> Guided missiles, space vehicles, and parts
> Satellite communications
> Search, detection, and navigation guidance
> Space research and technology

Program Summary

Skill Course: 150

Time to complete: 2.5 months

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System
	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

	Workplace Safety
SAF-1016	Work Area Safety
SAF-1017	Permit-Related Safety
SAF-1018	Fall Prevention
SAF-1019	Ladder Safety
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
SAF-1022	Fire Safety
SAF-1023	Fire Extinguishers
	Material Handling Safety
SAF-1024	Material Handling Basics
SAF-1025	Powered Industrial Trucks
SAF-1026	Crane and Rigging Safety
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1029	Sheet Metal and Compressed Gas Safety
SAF-1030	Machine Safety
SAF-1031	Safety Devices
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

	Advanced Blueprint Reading
DWG-2001	Geometric Dimensions and Tolerances
DWG-2002	Assemblies and Fits
DWG-2003	Threads and Fasteners
	Geometric Dimensioning and Tolerancing
DWG-3001	Introduction to GD&T
DWG-3002	GD&T Terms and Symbols
DWG-3003	Rules of GD&T
DWG-3004	Geometric Tolerances
DWG-3005	Datums
DWG-3006	Form Tolerances
DWG-3007	Profile Tolerances
DWG-3008	Orientation Tolerances
DWG-3009	Runout Tolerances
DWG-3010	Location Tolerances
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Precision Measurement II
MEA-2005	Small Hole Gauges
MEA-2006	Dial Indicators
MEA-2007	Bore Gauges
MEA-2008	Height Gauges
MEA-2009	Go/NoGo Gauges
MEA-2010	Test Indicators

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

	Attribute Gauges
MEA-2011	Go/NoGo Thread Gauges
MEA-2012	Attribute Gauges
MEA-2013	Thickness and Radius Gauges
MEA-2014	Squares and Protractors
MEA-2015	Surface Roughness Comparators
	Precision Measurement III
MEA-2016	Adjustable Parallels
MEA-2017	Surface Plates
MEA-2018	Optical Comparators
MEA-2019	Optical Center Finders
	Fasteners
FAS-2003	Bolts, Screws, and Washers
FAS-2004	Threaded Inserts
	Hand Power Tools
POW-2001	Pistol Grip Drills
POW-2002	Drilling Techniques
POW-2003	Winslow Drills
POW-2004	Compression Riveters
POW-2005	Rivet Installation Tools
	Stationary Power Tools
POW-2006	Introduction to Stationary Power Tools
POW-2007	Disc and Belt Sanders
POW-2008	Drill Press
POW-2009	Band Saw
POW-2010	Arbor Press

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

POW-2011	Bench Grinder
POW-2012	Table Saw
POW-2013	Operating a Table Saw
	Hand Tools
HAN-2001	Files, Hand Reamers, and Lapping Tools
HAN-2002	Hammers, Punches, and Chisels
HAN-2003	Pliers and Ratchets
HAN-2004	Scribes, Optical Center Finders, and Drill Blocks
	Drill Bits
CUT-2001	Drill Bits
	Drill Guides and Drill Stops
CUT-2002	Drill Guides and Drill Stops
	Countersinking Tools
CUT-2003	Countersinking Tools
	Threads, Taps and Dies
CUT-2004	Threads
CUT-2005	Taps
CUT-2006	Hand Tapping
CUT-2007	Threading Dies
	Basic Drilling and Riveting
AER-4001	Marking Fastener Locations for Drilling Project
AER-4002	Setting Up the Drill Motor
AER-4003	Drilling Pilot Holes and Enlarging Holes
AER-4004	Deburring

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

	Countersinking and Riveting Project
AER-4014	Setting the Countersink Tool (project)
	Tooling Capstone Project
TOL-3001	Need for Tools
TOL-3002	The Process
TOL-3003	Permanent Assemblies
TOL-3004	Critical Features
TOL-3005	Final Details
	Communicating with Others
COM-1001	Introduction to Communication
COM-1002	Effective Communication
COM-1003	Verbal Communication
COM-1004	Written Communication
COM-1005	Nonverbal Communication
COM-1006	Listening Skills
COM-1007	Workplace Communication
	Technical Writing
COM-2004	Introduction to Technical Writing
COM-2005	Successful Documentation
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

APPRENTICE TOOL MAKER

CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

CNC LATHE PRODUCTION TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

MAKE THE WORLD TURN

Computer numerical control (CNC) lathe production technicians transform raw materials into finished products used in commercial, automotive, medical, and aerospace products. CNC lathe production technicians produce parts that range from simple bolts of steel to titanium bone screws for orthopedic implants.

CNC lathe production technicians work from blueprints, or computer-aided design (CAD), and computer-aided manufacturing (CAM) files. They set up and operate CNC machine tools, monitor the feed rate and speed of machines, and measure, examine, and test completed products for defects.

Hiring Industries

> Automotive
> Aerospace
> Consumer products
> Electrical equipment
> Marine
> Military
> Medical devices

Program Summary

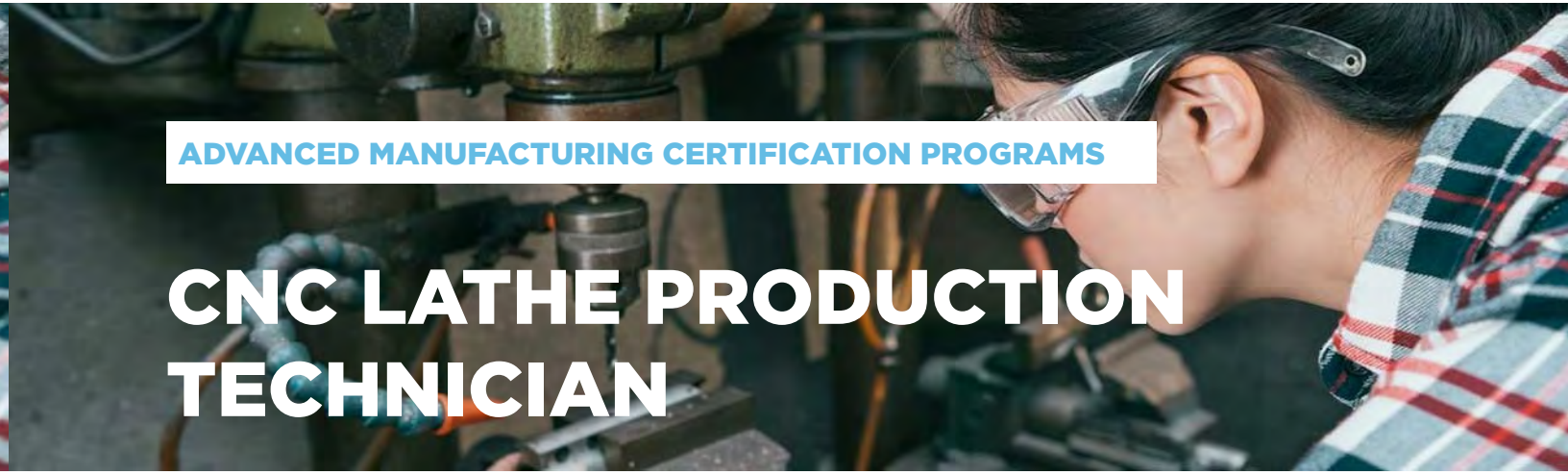
Skill Course: 122

Time to complete: 2.5 month

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Introduction to Machining
CNC-1001	Introduction to Machining
CNC-1002	Machine Tools
CNC-1003	CNC Controllers
CNC-1004	Machining Personnel
CNC-1005	Facility Layout
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	INumbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System



ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines
GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1030	Machine Safety
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances
	Advanced Blueprint Reading
DWG-2001	Geometric Dimensions and Tolerances
DWG-2002	Assemblies and Fits
DWG-2003	Threads and Fasteners
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

MEA-2003	Calipers
MEA-2004	Micrometers
	Precision Measurement II
MEA-2005	Small Hole Gauges
MEA-2006	Dial Indicators
MEA-2007	Bore Gauges
MEA-2008	Height Gauges
MEA-2009	Go/NoGo Gauges
MEA-2010	Test Indicators
	Attribute Gauges
MEA-2011	Go/NoGo Thread Gauges
MEA-2012	Attribute Gauges
MEA-2013	Thickness and Radius Gauges
MEA-2014	Squares and Protractors
MEA-2015	Surface Roughness Comparators
	Precision Measurement III
MEA-2016	Adjustable Parallels
MEA-2017	Surface Plates
MEA-2018	Optical Comparators
	Metals and Materials
MAT-2001	Introduction to Metals
MAT-2002	Ferrous Metals
MAT-2003	Nonferrous Metals
MAT-2004	Heat Treatment of Metals
	CNC Horizontal Lathe
CNC-2001	Components of a CNC Lathe
CNC-2002	Movements of a CNC Lathe

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

CNC-2003	Workholding Devices and Tooling for a CNC Lathe
CNC-2004	The CNC Controller for a CNC Lathe
CNC-2005	Auxiliary Systems for a CNC Lathe
	CNC Horizontal Lathe Applications
CNC-4001	Maintenance Tasks for a CNC Lathe
CNC-4002	Power on the CNC Lathe
CNC-4003	Move the Axes by Rotating the Jog Handle
CNC-4004	on a CNC Lathe
CNC-4005	Home the Axes on a CNC Lathe
CNC-4006	Select a Part Program from Memory on a CNC Lathe
CNC-4007	Start the Part Program Safely on a CNC Lathe
CNC-4008	Interrupt Automatic Operation on a CNC Lathe
CNC-4009	Adjust a Tool Wear Offset on a CNC Lathe
	Power Off the CNC Lathe
	Lubricants and Cutting Fluids
CUT-2008	Cutting Fluids
	Cutting Tools for Metalworking
CUT-2009	Cutting Tool Materials
CUT-2010	Indexable Tool Holders
CUT-2011	Inserts
CUT-2012	Solid Cutting Tools
	Threads, Taps and Dies
CUT-2004	Threads
CUT-2005	Taps
CUT-2006	Hand Tapping
	CNC Lathe Programs
CNC-4010	CNC Programming Procedure for a CNC Lathe

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC LATHE PRODUCTION TECHNICIAN

CNC-4011	CNC Program Structure for a CNC Lathe
CNC-4012	CNC Addresses for a CNC Lathe
CNC-4013	CNC Lathe Commands
CNC-4014	Organizing a CNC Program for a CNC Lathe
	CNC Machine Lubricants
CNC-2011	CNC Machine Lubricants
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

CNC MACHINING CENTER PRODUCTION TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

MACHINE THE WORLD

Computer numerical control (CNC) machining center production technicians transform raw materials into finished parts used in commercial, automotive, medical, and aerospace products. CNC machining center production technicians produce parts that range from simple bolts of steel to titanium bone screws for orthopedic implants.

CNC machining center production technicians work from blueprints, or computer-aided design (CAD), and computer-aided manufacturing (CAM) files. They set up and operate CNC machine tools, monitor the feed rate and speed of machines, and measure, examine, and test completed products for defects.

Hiring Industries

> Automotive
> Aerospace
> Consumer products
> Electrical equipment
> Marine
> Military
> Medical devices

Program Summary

Skill Course: 122

Time to complete: 2.5 month

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Introduction to Machining
CNC-1001	Introduction to Machining
CNC-1002	Machine Tools
CNC-1003	CNC Controllers
CNC-1004	Machining Personnel
CNC-1005	Facility Layout
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	INumbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines
GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1030	Machine Safety
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances
	Advanced Blueprint Reading
DWG-2001	Geometric Dimensions and Tolerances
DWG-2002	Assemblies and Fits
DWG-2003	Threads and Fasteners
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

MEA-2003	Calipers
MEA-2004	Micrometers
	Precision Measurement II
MEA-2005	Small Hole Gauges
MEA-2006	Dial Indicators
MEA-2007	Bore Gauges
MEA-2008	Height Gauges
MEA-2009	Go/NoGo Gauges
MEA-2010	Test Indicators
	Attribute Gauges
MEA-2011	Go/NoGo Thread Gauges
MEA-2012	Attribute Gauges
MEA-2013	Thickness and Radius Gauges
MEA-2014	Squares and Protractors
MEA-2015	Surface Roughness Comparators
MEA-2016	Adjustable Parallels
MEA-2017	Surface Plates
MEA-2018	Optical Comparators
	Metals and Materials
MAT-2001	Introduction to Metals
MAT-2002	Ferrous Metals
MAT-2003	Nonferrous Metals
MAT-2004	Heat Treatment of Metals
	CNC Vertical Machining Center
CNC-2006	Components of a CNC Machining Center
CNC-2007	CNC Machining Center Movements
CNC-2008	Workpiece and Tool Holding Devices for a CNC Machining Center
CNC-2009	The CNC Controller for a CNC Machining Center

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

CNC-2010	Auxiliary Systems for a CNC Machining Center
	CNC Vertical Machining Center Applications
CNC-4015	Maintenance Tasks for a CNC Machining Center
CNC-4016	Power on the CNC Machining Center
CNC-4017	Move the Axes by Rotating the Jog Handle on a CNC Machining Center
CNC-4018	Home the Axes on a CNC Machining Center
CNC-4019	Select a Part Program from Memory on a CNC Machining Center
CNC-4020	Start the Part Program Safely on a CNC Machining Center
CNC-4021	Interrupt Automatic Operation on a CNC Machining Center
CNC-4022	Adjust a Tool Wear Offset on a CNC Machining Center
CNC-4023	Power Off the CNC Machining Center
	Lubricants and Cutting Fluids
CUT-2008	Cutting Fluids
	Cutting Tools for Metalworking
CUT-2009	Cutting Tool Materials
CUT-2010	Indexable Tool Holders
CUT-2011	Inserts
CUT-2012	Solid Cutting Tools
	Threads, Taps and Dies
CUT-2004	Threads
CUT-2005	Taps
CUT-2006	Hand Tapping
	CNC Machining Center Programs
CNC-4024	CNC Programming Procedure for a CNC Machining Center
CNC-4025	CNC Program Structure for a CNC Machining Center
CNC-4026	CNC Addresses for a CNC Machining Center

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

CNC MACHINING CENTER PRODUCTION TECHNICIAN

CNC-4027	CNC Machining Center Commands
CNC-4028	Organizing a CNC Program for a CNC Machining Center
	CNC Machine Lubricants
CNC-2011	CNC Machine Lubricants
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

COMPOSITES MANUFACTURING & REPAIR TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

MAKE THE WORLD LIGHTER AND STRONGER

The use of composite materials in manufacturing is expanding quickly. Composites are now used in automotive, aerospace, medical devices and sports equipment. The benefits of light weight and strength make the applications of composite materials endless.

Composite manufacturing and repair technicians manufacture products using layers of carbon fiber, fiberglass, or other composite fabrics. Composite manufacturing requires attention to detail and good manual dexterity.

Hiring Industries

> Automotive
> Aerospace
> Consumer products
> Electrical equipment
> Marine
> Military
> Medical devices

Program Summary

Skill Course: 112

Time to complete: 2.5 month

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1030	Machine Safety
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

DWG-1005	Dimensions and Tolerances
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers
	Stationary Power Tools
POW-2006	Introduction to Stationary Power Tools
POW-2007	Disc and Belt Sanders
POW-2008	Drill Press
POW-2009	Band Saw
POW-2010	Arbor Press
POW-2011	Bench Grinder
POW-2012	Table Saw
POW-2013	Operating a Table Saw
	Introduction to Composites
CMP-1001	Background and History of Composites
CMP-1002	Composite Industries and Products
CMP-1003	Advantages and Disadvantages of Composites
CMP-1004	Safety and Hazards of Composites
	Composites Manufacturing Facilities
CMP-1005	Facility Layout
CMP-1006	Non-controlled Contamination Areas
CMP-1007	Lay-up Area
CMP-1008	Curing Area
	Materials Used in Composites Manufacturing
CMP-2001	Fiber Based Composites

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

CMP-2002	Fibers, Tapes and Fabrics
CMP-2003	Glass and Carbon Fibers
CMP-2004	Matrix Types and Properties
CMP-2005	Curing Process
CMP-2006	Honeycomb Core Materials
CMP-2007	Material Compatibility
CMP-2008	Galvanic Reactivity
CMP-2009	Core Potting Compounds
	Composite Material Storage
CMP-2010	Fiber Material Storage
CMP-2011	Controlled Contamination Areas
	Tools Used In Composite Manufacturing
CMP-2012	Local Exhaust Ventilation
CMP-2013	Forming Tools
CMP-2014	Coefficient of Thermal Expansion
CMP-2015	Forming Tool Inspection
CMP-2016	Forming Tool Cleaning
CMP-2017	Forming Tool Storage
CMP-2018	Rollers and Sweeps
CMP-2019	Overhead Laser System
	Composite Material Kitting
CMP-3001	Kitting with a sheeter
CMP-3002	Kitting by Hand
CMP-3003	Kitting with Automated Machines
	Composite Part Layup and Bagging
CMP-3004	Ply Balancing
CMP-3005	Material splicing
CMP-3006	Wrinkles and Gaps

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

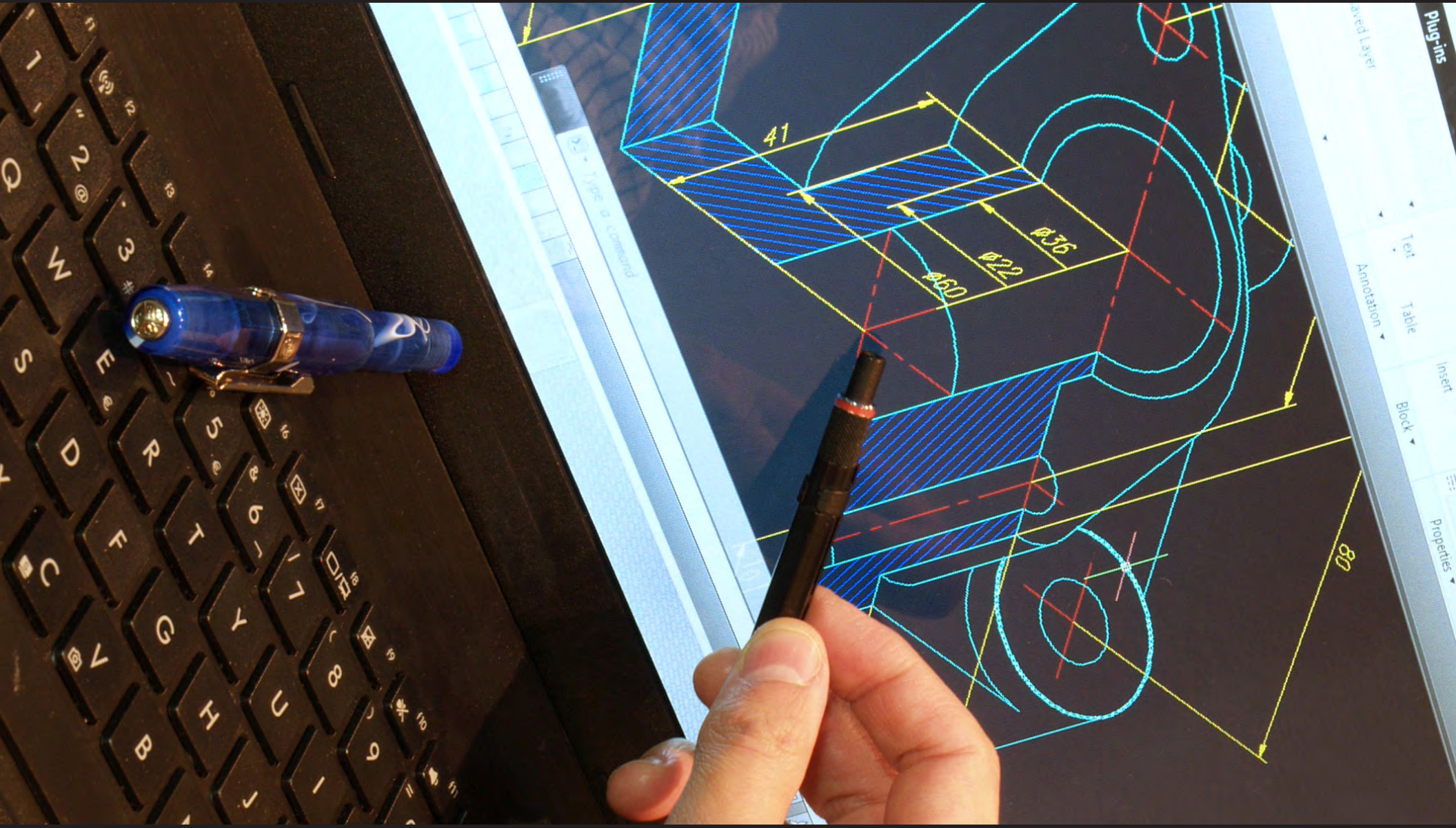
COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

CMP-3007	Pockets and Voids
CMP-3008	Radius Filler Fabrication by Hand
CMP-3009	Advanced Bagging
CMP-3010	Bagging and Lay-up Equipment
CMP-3011	Preparation for the Lay-up Process
CMP-3012	Cure Cycle Controllers -Temperature Controls
CMP-3013	Thermocouple Science
	Composite Layup Projects
CMP-4001	Unidirectional 4 Ply Lay-up
CMP-4002	Carbon 8 Ply Lay-up with Core
CMP-4003	Fiberglass 6 Ply Wet Lay-up
	Inspecting Composite Parts
CMP-3014	Introduction to Inspection of Composites
CMP-3015	Visual Inspection for Composites
CMP-3016	Ultrasonic Inspection for Composites
CMP-3017	Tap Inspection for Composites
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN

CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career



DRAFTING & CAD TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

DRAW THE WORLD

Drafting and CAD technicians use software to convert the designs of engineers and architects into technical drawings and plans. Workers specialize in architectural, civil, electrical, or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

As a drafting and CAD technician, you can launch a rewarding career in s everal industries, where job demand is high. This program requires additional external training in CAD software.

Hiring Industries

> Architecture
> Automotive
> Aerospace
> Civil infrastructure
> Consumer products
> Construction
> Electrical equipment
> Marine
> Military

Program Summary

Skill Course: 98

Time to complete: 2 month

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

MTH-1009	The Metric System
	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines
GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention
	Process Control
QUA-1001	Introduction to Quality
QUA-1002	ISO 9000
QUA-1003	Standards Organizations
QUA-1004	Quality Organizations
QUA-1005	Basic Quality Roles and Responsibilities
	Quality Management
QUA-1006	Quality Concepts
QUA-1007	The Cost of Quality
QUA-1008	Managing Quality
QUA-1009	Quality Documents
QUA-1010	Corrective and Preventive Action
	Introduction to Statistical Process Control
QUA-1011	Introduction to SPC
QUA-1012	Probability and Variation
QUA-1013	The Control Chart

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

	Advanced Statistical Quality Systems
QUA-2001	Control Chart Analysis
QUA-2002	Process Capability
QUA-2003	Problem Solving Tools
QUA-2004	Problem Solving
	Advanced Blueprint Reading
DWG-2001	Geometric Dimensions and Tolerances
DWG-2002	Assemblies and Fits
DWG-2003	Threads and Fasteners
	Geometric Dimensioning and Tolerancing
DWG-3001	Introduction to GD&T
DWG-3002	GD&T Terms and Symbols
DWG-3003	Rules of GD&T
DWG-3004	Geometric Tolerances
DWG-3005	Datums
DWG-3006	Form Tolerances
DWG-3007	Profile Tolerances
DWG-3008	Orientation Tolerances
DWG-3009	Runout Tolerances
DWG-3010	Location Tolerances
	Introduction to Lean Manufacturing
LEA-1002	The History of Lean Manufacturing
	Workplace Organization
LEA-1003	Workplace Organization
LEA-1004	S1: Sort
LEA-1005	S2: Straighten

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

DRAFTING & CAD TECHNICIAN

LEA-1006	S3: Shine
LEA-1007	S4: Standardize
LEA-1008	S5: Sustain
	Technical Writing
COM-2004	Introduction to Technical Writing
COM-2005	Successful Documentation
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

MAINTAIN THE WORLD

Mechatronics is the convergence of mechanical, electronic, control, and software engineering. Also known as electro-mechanical maintenance technicians, mechatronics and industrial automation technicians combine knowledge of mechanical technology with knowledge of electrical circuits. They install, troubleshoot, repair, and upgrade electronic and computer controlled mechanical systems, such as robotic assembly machines.

Mechatronics and industrial automation technicians work closely with electrical and mechanical engineers. They work primarily in manufacturing, engineering services, and research and development.

Hiring Industries

> Automotive
> Aerospace
> Building maintenance
> Civil infrastructure
> Consumer products
> Construction
> Logistics and distribution
> Manufacturing
> Materials processing

Program Summary

Skill Course: 129

Time to complete: 2.5 months

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Introduction to Industrial Automation
AUT-1001	Introduction to Automation
AUT-1002	Automated Process
AUT-1003	Automated System
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1017	Permit-Related Safety
SAF-1018	Fall Prevention
SAF-1019	Ladder Safety
	Electrical and Fire Safety
SAF-1020	Electrical Safety
SAF-1021	Lockout/Tagout

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

SAF-1022	Fire Safety
SAF-1023	Fire Extinguishers
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1029	Sheet Metal and Compressed Gas Safety
SAF-1030	Machine Safety
SAF-1031	Safety Devices
	Introduction to Pneumatics
PNE-1001	Introduction to Pneumatics
PNE-1002	Pneumatic Systems
PNE-1003	The Properties of Gases
PNE-1004	Air Compression and Distribution - Part One
PNE-1005	Air Compression and Distribution - Part Two
	Components of a Pneumatic System
PNE-2001	Compressed Air Treatment
PNE-2002	Pneumatic Actuators
PNE-2003	Directional Control Valves
PNE-2004	Vacuum Technology
PNE-2005	Measuring Pneumatic Variables
	Pneumatic Applications
PNE-3001	Pneumatic Applications
	Introduction to Electricity
ELE-1001	Production of Electricity
ELE-1002	Transmission and Distribution of Electricity

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

ELE-1003	Uses of Electricity
ELE-1004	Atomic Structure
ELE-1005	Electrical Circuits
ELE-1006	Electrical Current
ELE-1007	Voltage
ELE-1008	Electrical Power
ELE-1009	Resistance
ELE-1010	Ohm's Law
ELE-1011	Watt's Law
	Electrical Measurement Conversion
ELE-2019	Electrical Measurement and Unit Conversion
	DC Electricity
ELE-1012	Direct Current
ELE-1013	Batteries
ELE-1014	Circuit Analysis
	AC Electricity
ELE-1015	Electromagnetism
ELE-1016	AC Waveform Generation
ELE-1017	Electromagnetic Devices
ELE-1018	Transformers
ELE-1019	Capacitors
	Solid State Electricity
ELE-1020	Semiconductors
ELE-1021	Solid State Devices

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

	Introduction to Wiring
ELE-2001	Wires, Connectors, and Circuit Protection
ELE-2002	Connecting Transformers
	Introduction to Electric Motors
ELE-2003	DC Motors
ELE-2004	AC Single-Phase Motors
ELE-2005	Three-Phase AC Motors
	Electrical Connectors
ELE-2006	Electrical Connectors and Fasteners
	Sensor Technology
ELE-2012	Introduction to Sensors Technology
ELE-2013	Sensor Technology
ELE-2014	Proximity Sensors
ELE-2015	Position, Speed, and Acceleration Sensors
ELE-2016	Industrial Process Sensors
ELE-2017	Advanced Sensors
	Programmable Logic Controllers
PLC-1001	Introduction to Programmable Controllers
PLC-1002	Introduction to Digital Electronics
PLC-2001	Types and Functions of Programmable Controllers
PLC-2002	General Structure of PLC
PLC-2003	Physical Integration of the PLC
PLC-2004	Internal Structure of the CPU
PLC-2005	Basic Concepts of PLC Programming
PLC-2006	Common PLC Applications

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

	Introduction to Hydraulics
HYD-1001	Introduction to Hydraulics
HYD-1002	Hydraulic Theory
HYD-1003	Hydraulic Fluids
HYD-1004	Hydraulic Systems
	Components of a Hydraulic System
HYD-2001	Hydraulic Actuators
HYD-2002	Classification of Hydraulic Valves
HYD-2003	Hydraulic Piping and Instrumentation
HYD-2004	Hydroelectric Symbology and Circuits
	Process Controls
AUT-2001	Introduction to Process Controls
AUT-2002	Process Control Systems
AUT-2003	Set Point/Comparator
AUT-2004	Controller (PID Control)
AUT-2005	Multivariate Processes
	Robotics
ROB-1001	Robotics Introduction to Robotics
ROB-1002	Robot Safety
ROB-2001	Robot Axes
ROB-2002	Robot Manipulator
ROB-2003	Controller and End Effectors
ROB-2004	Robot Programs
ROB-2005	Industrial Robot Applications
	Searching for a Job
CAR-1001	Kicking Off Your Job Search

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

MECHATRONICS & INDUSTRIAL AUTOMATION TECHNICIAN

CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

QUALITY ASSURANCE TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

MAKE THE WORLD EXCELLENT

When products like cell phones, computers or automobiles leave the factory, it's the quality assurance technician who makes sure they work. Also known as inspectors or testers, quality assurance technicians work on a wide range of challenging projects across multiple industries.

Critical to the success of any product development team, they make a difference. Quality assurance technicians reduce the cost of production, decrease maintenance expenses, and increase customer safety and satisfaction.

Hiring Industries

> Automotive
> Aerospace
> Building maintenance
> Civil infrastructure
> Consumer products
> Construction
> Electrical equipment
> Logistics and distribution
> Manufacturing
> Materials processing

Program Summary

Skill Course: 131

Time to complete: 2.5 months

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Quality Systems
QUA-1001	Introduction to Quality
QUA-1002	ISO 9000
QUA-1003	Standards Organizations
QUA-1004	Quality Organizations
QUA-1005	Basic Quality Roles and Responsibilities
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

MTH-1009	The Metric System
	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines
GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage
	Workplace Safety
SAF-1016	Work Area Safety
SAF-1018	Fall Prevention
	Quality Management
QUA-1006	Quality Concepts
QUA-1007	The Cost of Quality
QUA-1008	Managing Quality
QUA-1009	Quality Documents
QUA-1010	Corrective and Preventive Action
	Introduction to Statistical Process Control
QUA-1011	Introduction to SPC
QUA-1012	Probability and Variation
QUA-1013	The Control Chart
	Advanced Statistical Process Control
QUA-2001	Control Chart Analysis
QUA-2002	Process Capability
QUA-2003	Problem Solving Tools
QUA-2004	Problem Solving

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

	Blueprint Reading Fundamentals
DWG-1001	Introduction to Blueprints
DWG-1002	Engineering Drawing Terminology
DWG-1003	Engineering Drawing Views
DWG-1004	Engineering Drawing Lines
DWG-1005	Dimensions and Tolerances
	Advanced Blueprint Reading
DWG-2001	Geometric Dimensions and Tolerances
DWG-2002	Assemblies and Fits
DWG-2003	Threads and Fasteners
	Geometric Dimensioning and Tolerancing
DWG-3001	Introduction to GD&T
DWG-3002	GD&T Terms and Symbols
DWG-3003	Rules of GD&T
DWG-3004	Geometric Tolerances
DWG-3005	Datums
DWG-3006	Form Tolerances
DWG-3007	Profile Tolerances
DWG-3008	Orientation Tolerances
DWG-3009	Runout Tolerances
DWG-3010	Location Tolerances
	Precision Measurement I
MEA-2001	Introduction to Precision Instruments
MEA-2002	Rules
MEA-2003	Calipers
MEA-2004	Micrometers

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

	Precision Measurement II
MEA-2005	Small Hole Gauges
MEA-2006	Dial Indicators
MEA-2007	Bore Gauges
MEA-2008	Height Gauges
MEA-2009	Go/NoGo Gauges
MEA-2010	Test Indicators
	Attribute Gauges
MEA-2011	Go/NoGo Thread Gauges
MEA-2012	Attribute Gauges
MEA-2013	Thickness and Radius Gauges
MEA-2014	Squares and Protractors
MEA-2015	Surface Roughness Comparators
	Precision Measurement III
MEA-2016	Adjustable Parallels
MEA-2017	Surface Plates
MEA-2018	Optical Comparators
	Technical Writing
COM-2004	Introduction to Technical Writing
COM-2005	Successful Documentation
	Communicating with Others
COM-1001	Introduction to Communication
COM-1002	Effective Communication
COM-1003	Verbal Communication
COM-1004	Written Communication
COM-1005	Nonverbal Communication

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

COM-1006	Listening Skills
COM-1007	Workplace Communication
	Dealing With Conflict
COM-2001	Understanding Conflict
COM-2002	Communication Skills
COM-2003	Managing Conflict
	Working on a Team
TEA-1001	Working in a Group
TEA-1002	Group Communication
TEA-1003	Effective Collaboration
TEA-1004	Life Stages of a Team
TEA-1005	Meeting
	Team Dynamics
TEA-1006	Diversity
TEA-1007	Creativity
TEA-1008	Problem Solving
TEA-1009	Decision Making
TEA-1010	Conflict Management
TEA-1011	Leadership
TEA-1012	Virtual Groups
	Dealing With Conflict
COM-2001	Understanding Conflict
COM-2002	Communication Skills
COM-2003	Managing Conflict

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

QUALITY ASSURANCE TECHNICIAN

	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

SAFETY TECHNICIAN

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

HELP KEEP OTHERS HEALTHY AND SAFE

Safety technicians collect data on the safety and health conditions of the workplace. Safety technicians work with occupational health and safety specialists in conducting tests and measuring hazards to help prevent harm to workers, property, the environment, and the general public.

Safety technicians work in a variety of settings, such as offices, manufacturing facilities, and mines. Their jobs often involve considerable fieldwork and travel.

Hiring Industries

> Automotive
> Aerospace
> Building maintenance
> Civil infrastructure
> Consumer products
> Construction
> Electrical equipment
> Marine
> Military
> Materials processing
> Medical devices

Program Summary

Skill Course: 110

Time to complete: 2.0 months

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Introduction to Safety
SAF-1001	Introduction to OSHA
SAF-1002	Making Work a Safer Place
SAF-1003	Help! What to Do in an Emergency
	Basic Math
MTH-1001	Introduction to Basic Math
MTH-1002	Arithmetic Operations
	Fractions and Decimals
MTH-1004	Introduction to Fractions
MTH-1005	Working with Fractions
MTH-1006	Decimal Numbers
	Intermediate Math
MTH-1003	Numbers and the Number Line
MTH-1007	Positive and Negative Numbers
MTH-1008	Cartesian Coordinates
MTH-1009	The Metric System

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

	Geometry
GEO-1001	Introduction to Geometry
GEO-1002	Basic Building Blocks of Geometry
GEO-1003	Angles
GEO-1004	Lines
GEO-1005	Polygons
GEO-1006	Triangles
	Intermediate Geometry
GEO-1007	Quadrilaterals
GEO-1008	Circles
GEO-1009	Three-dimensional Shapes
GEO-1010	Coordinate Geometry
GEO-1011	Transformation Geometry
	Personal Protective Equipment Safety
SAF-1004	Personal Protective Equipment
SAF-1005	Eye and Face Protection
SAF-1006	Head Protection
SAF-1007	Foot and Leg Protection
SAF-1008	Hand and Arm Protection
SAF-1009	Body Protection
SAF-1010	Hearing Protection
SAF-1011	Respiratory Protection
	Hazardous Material Safety
SAF-1012	Hazardous Materials
SAF-1013	HazCom
SAF-1014	Hazardous Waste
SAF-1015	Hazard Material Storage

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

	Workplace Safety
SAF-1016	Work Area Safety
SAF-1017	Permit-Related Safety
SAF-1018	Fall Prevention
SAF-1019	Ladder Safety
	Material Handling Safety
SAF-1024	Material Handling Basics
SAF-1025	Powered Industrial Trucks
SAF-1026	Crane and Rigging Safety
	Tool and Machine Safety
SAF-1027	Hand Tool Safety
SAF-1028	Power Tool Safety
SAF-1029	Sheet Metal and Compressed Gas Safety
SAF-1030	Machine Safety
SAF-1031	Safety Devices
	Manufacturing as a Career
CAR-2001	Manufacturing - A Future Worth Exploring
CAR-2002	Manufacturing - Components of Production
CAR-2003	Manufacturing - Credentials and Competencies
CAR-2004	Manufacturing - Career Planning and Resources
	Introduction to Manufacturing
MFG-1001	What is Advanced Manufacturing?
MFG-1002	Manufacturing History and Technology
MFG-1003	From Ideas to Products
MFG-1004	From Design to Manufacturing
MFG-1005	Safety, Quality and the Environment in Manufacturing

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

MFG-1006	Measuring Success in Manufacturing
MFG-1007	Careers in Manufacturing
	Introduction to Logistics
LOG-1001	What is Logistics?
LOG-1002	Logistics Technology
LOG-1003	Inventory
LOG-1004	Distribution and Transportation
LOG-1005	Safety, Quality and the Environment in Logistics
LOG-1006	Winning in Logistics
LOG-1007	Careers in Logistics
	Manufacturing & Logistics Game
MFG-1008	The Game of Manufacturing and Logistics
	Communicating with Others
COM-1001	Introduction to Communication
COM-1002	Effective Communication
COM-1003	Verbal Communication
COM-1004	Written Communication
COM-1005	Nonverbal Communication
COM-1006	Listening Skills
COM-1007	Workplace Communication
	Working on a Team
TEA-1001	Working in a Group
TEA-1002	Group Communication
TEA-1003	Effective Collaboration
TEA-1004	Life Stages of a Team
TEA-1005	Meeting

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

	Team Dynamics
TEA-1006	Diversity
TEA-1007	Creativity
TEA-1008	Problem Solving
TEA-1009	Decision Making
TEA-1010	Conflict Management
TEA-1011	Leadership
TEA-1012	Virtual Groups
	Dealing With Conflict
COM-2001	Understanding Conflict
COM-2002	Communication Skills
COM-2003	Managing Conflict
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview

ADVANCED MANUFACTURING CERTIFICATION PROGRAMS

SAFETY TECHNICIAN

Keeping a Job

CAR-1012 Surviving Your First Day on the Job

CAR-1013 Turning a Job into a Career

EMPLOYABILITY SKILLS

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

SKILLS FOR EVERY CAREER IN THE WORLD

Employability skills cover a broad range of important, non-technical topics that are listed by employers as essential to job performance. In this program you will learn essential soft skills including communication skills, team building skills, customer service skills, time management skills, and basic workplace skills.

You will also learn skills to help you build and grow your career and your personal brand, Microsoft Office© skills, and powerful skills to help you manage your personal finances.

On average, one quarter of the skills required for all jobs are employability skills. Employees with strong employability skills will be invaluable members of high-performing, collaborative teams.

Hiring Industries

> Automotive
> Automotive
> Aerospace
> Banking
> Civil infrastructure
> Consumer products
> Construction
> Electrical equipment
> Financial
> Marine
> Military
> Medical devices

Program Summary

Skill Course: 97

Time to complete: 1.5 months

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

	180 Skills Orientation
STU-1001	Greatest Day Ever
	Using a Learning Management System
STU-1002	How to Take a Course
STU-1003	How to Navigate the LMS
	Learning Online
STU-1004	Tips for Succeeding in Online Learning
	Communicating with Others
COM-1001	Introduction to Communication
COM-1002	Effective Communication
COM-1003	Verbal Communication
COM-1004	Written Communication
COM-1005	Nonverbal Communication
COM-1006	Listening Skills
COM-1007	Workplace Communication
	Dealing With Conflict
COM-2001	Understanding Conflict
COM-2002	Communication Skills
COM-2003	Managing Conflict
	Technical Writing
COM-2004	Introduction to Technical Writing
COM-2005	Successful Documentation
	Customer Service
CUS-1001	Focusing on Your Customers

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

CUS-1002	Providing Friendly, Courteous, and Efficient Service
CUS-1003	Communicating Effectively with Customers
CUS-1004	Identifying and Meeting Customer Needs
CUS-1005	Building Customer Relationships
	Advanced Customer Service
CUS-1006	Respecting Diversity in Your Customers
CUS-1007	Better Serving Customers with Disabilities
CUS-1008	Dealing with Difficult Customers
CUS-1009	Responding to Customer Complaints
CUS-1010	Managing Conflict with Internal Customers
	Working on a Team
TEA-1001	Working in a Group
TEA-1002	Group Communication
TEA-1003	Effective Collaboration
TEA-1004	Life Stages of a Team
TEA-1005	Meeting
	Team Dynamics
TEA-1006	Diversity
TEA-1007	Creativity
TEA-1008	Problem Solving
TEA-1009	Decision Making
TEA-1010	Conflict Management
TEA-1011	Leadership
TEA-1012	Virtual Groups
	Teamwork & Training
TEA-1013	Teamwork

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

TEA-1014	Team Building
	Building Effective Teams
TEA-1015	Team Development
TEA-1016	Team Problem Solving
TEA-1017	Training and Development
	Time Management
TIM-1001	Managing Your Time
TIM-1003	Making a List and Checking It Twice
TIM-1004	Planning Your Day
TIM-1005	Adopting Timesaving Strategies
TIM-1006	Getting Organized
TIM-1007	Ending Procrastination
TIM-1008	Taking Advantage of Technology
	Stress Management
STR-1001	Dealing with Stress
STR-1002	Coping with On-the-job Stress
	Goal Setting
LIF-1001	Identifying Your Life Goals
	Workplace Skills
WRK-1001	Handling Dangerous Workplace Situations
	Microsoft Excel
MSO-1001	Getting Started with Excel
MSO-1002	Entering Text and Values
MSO-1003	Formatting Data

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

MSO-1004	Formulas and Functions
MSO-1005	Working with Dates and Times
	Intermediate Excel
MSO-1006	Working with Data Tables
MSO-1007	Displaying Data in Charts
MSO-1008	Printing a Worksheet
	Microsoft Word
MSO-1011	Getting Started with Word
MSO-1012	Creating a Document
MSO-1013	Font Formatting
MSO-1014	Paragraph Formatting
MSO-1015	Checking the Spelling and Grammar
	Managing Your Money
PFI-1001	Compensation
PFI-1004	Banking
PFI-1011	Taxes
PFI-1005	Credit Cards
PFI-1006	Loans
PFI-1007	Credit Reports and Credit Scores
PFI-1013	Record Keeping
	Money Budgets and Goals
PFI-1002	Goal Setting
PFI-1003	Budgeting
	Retirement Planning
PFI-1008	Retirement Planning

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

	Investing
PFI-1009	Investing
	Insurance
PFI-1010	Insurance
	Estate Planning
PFI-1012	Estate Planning
	Searching for a Job
CAR-1001	Kicking Off Your Job Search
CAR-1002	Finding Jobs to Apply For
CAR-1003	Networking
	Resumes and Job Applications
CAR-1004	Completing an Employment Application
CAR-1005	Creating Your Resume
CAR-1006	Crafting a Cover Letter
	Interviewing
CAR-1007	Understanding the Interview Process
CAR-1008	Making a Positive Impression
CAR-1009	Responding to Interview Questions
CAR-1010	Addressing Special Interview Concerns
CAR-1011	After the Interview
	Keeping a Job
CAR-1012	Surviving Your First Day on the Job
CAR-1013	Turning a Job into a Career

EMPLOYABLITY CERTIFICATION PROGRAM

EMPLOYABILITY SKILLS

Personal Branding

CAR-1014	Personal Branding What is a Personal Branding
CAR-1015	Define Your Brand
CAR-1016	Develop Your Brand Messages
CAR-1017	Implement Your Brand Strategy

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