

SPECIALIZED TRAINING MODULES IN MANUFACTURING THIS FALL

ATTENTION EMPLOYERS

The OCM BOCES Adult Education Manufacturing Technician Program is proud to offer flexible, cost-effective training modules for your employees during classes that start this fall. Your company can invest in your employees' future by offering convenient and comprehensive training in a wide variety of entry-level manufacturing skills. Employees will sit side-by-side with our full-time students, getting the specialized training they need. You choose the weeks that serve you best.*

Week 1 (9/11-9/15) **Workplace Standards – Behavioral & Safety**

Topics covered: Sexual Harassment, Time Management, M.S.D.S./PPE, Safe and Unsafe Behaviors, Safety Awareness Training, Workplace Safety, Emergency Plans, Understanding Critical Errors, Ergonomics, OSHA 10-Hour General Industry Safety Certification (online)

Week 2 (9/18-9/22) **Technical & Industrial Math Skills**

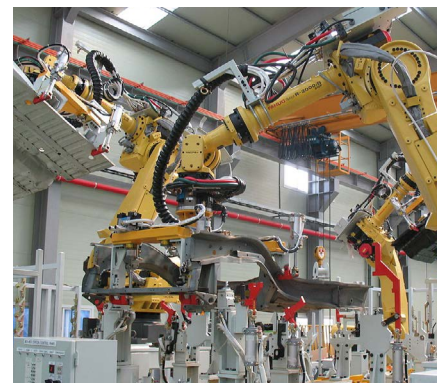
Topics covered: Fractions (addition, subtraction, multiplication, division, conversions), Decimals and Percentages (addition, subtraction, multiplication, division), Negative Numbers, Algebra Problems (ratio, proportion, solving equations, formulas), Constructing Graphs, Algebraic Operations, Rounding and Comparison, Units of Measurement

Week 3 (10/2-10/6) **Introduction to Microsoft Excel - Levels 1 & 2**

Topics covered: Getting Acquainted with Excel, Creating Basic Spreadsheets, Using Ranges, Creating Formulas, Copying and Pasting Formulas/Formatting Contents of Cells, Changing the Appearance of Worksheets, Editing and Formatting Charts, Manipulating and Managing Workbooks, Creating Tables and Adding Graphics to Worksheets, Using Templates and Protecting Workbooks

Week 4 & 5 (10/9-13, 10/16-20) **Advanced Print Reading**

Topics Covered: The Language of Industry, Geometric Terms and Construction, Multi-View Drawings, Section Views, Auxiliary Views, Tolerancing, Machining Specs and Drawing Notes, Geometric Dimensioning, Detail Drawings, Assembly Drawings, Springs and Fasteners, Gears/ Splines/ Serrations, Cam Diagrams, Plastic Parts, Instrumentation and Control Drawings



Week 6, 7, 8 **(12/18-22, 12/26-29, 1/2-5)** **Quality Control & Process Improvement**

Topics Covered: History Overview, Principles of LEAN Manufacturing, Stability, Standardized Work, Just-In-Time, Jidoka, Involvement -The Wind That Fills the Sail, HOSHIN Planning, The Culture of Lean Production, Dr. Deming's 14 Points

FIND OUT MORE

*Week start and end dates may be subject to change. Limited space available. Call for pricing options. Prospective students will be accepted on a first come, first served basis. Grant opportunities also exist to cover flexible pricing options.

Call or email Matthew Tarolli, Coordinator of Adult Programs, at 315 453-4466 or mtarolli@ocmboces.org for training module details and to set up a meeting to discuss pricing options and grant opportunities. Classes run from 8 a.m. to 3 p.m. Monday through Friday except for weeks 6-8. Week start dates may be subject to change. Certificates of completion and student participation details will be provided to employers upon request.