

Spring 2009 **WorkOne** Workforce Development Classes

Western Indiana

Vigo County School Corporation - Area 30 Career Center - Parke Vermillion Education and Training Interlocal

Basic Computer Training

Adult Students will learn to navigate Windows operating system, learn to print, launch programs and search for items on the Internet. Students will also navigate the Microsoft Office Suite including the following programs: Microsoft Word 2007, PowerPoint 2007, Excel 2007, Outlook 2007, and Organization Chart. Class size maximum: 15

Prerequisite: None

Class length: 10 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 216: 6:00pm - 8:30pm

Section 1: February 17, 19, 24, 26

PVETI - Clinton Community Center: 6:00pm - 8:30pm

Section 10: Feb. 23, 25, March 2, 4

Vigo County WorkOne Office: 4:00pm - 6:30pm

Section 2: March 16, 18, 23, 25 Section 4: April 20, 22, 27, 29

Section 3: April 13, 14, 15, 16 Section 5: May 5, 7, 12, 14

Section 6: May 18, 19, 20, 21

PVETI - North Vermillion High School: 6:00pm - 8:30pm

Section 11: March 10, 12, 17, 19

Area 30 Career Center (Greencastle): 4:30pm - 7:00pm

Section 7: February 17, 19, 24, 26 Section 8: April 14, 16, 21, 23

Section 9: May 12, 14, 19, 21

PVETI - Wilson Community Education Center: 6:00pm - 8:30pm

Section 12: February 10, 12, 17, 19

Section 13: April 6, 8, 13, 15

Manufacturing Math

Adult Students will learn basic math skills used in manufacturing. Skills will include common measuring, fractions, decimals, algebraic equations, and geometry activities found in a manufacturing environment. Class size maximum: 15

Prerequisite: None

Class length: 10 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 216: 6:00pm - 8:30pm

Section 1: February 3, 5, 10, 12

PVETI - North Vermillion High School: 6:00pm - 8:30pm

Section 6: February 23, 25, March 2, 4

Vigo County WorkOne Office: 4:00pm - 6:30pm

Section 2: Mar. 24, 26, 31, April 2 Section 3: April 21, 23, 28, 30

PVETI - Wilson Community Education Center: 6:00pm - 8:30pm

Section 7: March 10, 12, 17, 19

Area 30 Career Center (Greencastle): 6:00pm - 8:30pm

Section 4: February 3, 10, 17, 24

Section 5: March 3, 10, 17, 24

Introduction to Advanced Manufacturing

Adult Students will learn basic programming and production on various CNC machines including Haas machining centers, CNC gantry routers, Lasers, and CNC plasma machines. Class size maximum: 12

Prerequisite: None

Class length: 30 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 215: 6:00pm - 8:30pm

Section 1: February 3, 5, 10, 12, 17, 19, 24, 26

March 3, 5, 10, 12

Terre Haute South Vigo High School rm 215: 11:00am - 5:00pm

Section 2: June 8, 9, 10, 11, 12

Introduction to Computers in Design

Adult Students will learn the basics of Inventor, an industry recognized design software. Students will develop 3-D design drawings and will have the opportunity to produce prototypes from drawings created. Class size maximum: 12

Prerequisite: None

Class length: 20 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 216: 6:00pm - 8:30pm

Section 1: March 3, 5, 10, 12, 17, 19, 24, 26

Terre Haute South Vigo High School rm 216: 8:00am - 12:00pm

Section 2: June 8, 9, 10, 11, 12

Introduction to MIG Welding

Adult Students will learn basic welding techniques utilizing MIG welders. Students will develop welding skills on practice material. Class size maximum: 12

Prerequisite: None

Class length: 20 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 217: 6:00pm - 8:30pm
Section 1: February 3, 5, 10, 12, 17, 19, 24, 26

Terre Haute South Vigo High School rm 217: 8:00am - 4:30pm
Section 2: June 8, 9, 10, 11, 12
(Section 2 is a Hybrid class combined with Welding and Material Layout) Class Length: 42.5 hours Class Size Maximum: 12

Introduction to Basic Machining

Adult Students will learn basic machining techniques utilizing vertical milling machines, horizontal lathes, band saws and surface grinders. Students will develop basic machining and measurement skills to manufacture practice parts. Class size maximum: 12

Prerequisite: None

Class length: 30 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 215: 5:30pm - 8:30pm
Section 1: February 3, 5, 10, 12, 17, 19, 24, 26
March 3, 5

Terre Haute South Vigo High School rm 215: 11:00am - 5:00pm
Section 2: June 8, 9, 10, 11, 12

PLC Basics

Adult Students will learn basic activities for a Programmable Logic Control (PLC) system. PLCs are used to operate electrical systems found in stop lights, railroad crossing signals, and HVAC units. Students will develop simple PLC programs to perform a predetermined task. Class size maximum: 10

Prerequisite: **One** of the following

- Introduction to Advanced Manufacturing class or experience in a manufacturing setting
- Introduction to Computers in Design class or design software experience

Class length: 20 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 218: 6:00pm - 8:30pm
Section 1: March 10, 12, 17, 19, 24, 26, 31
April 2

Terre Haute South Vigo High School rom 218: 6:00pm - 8:30pm
Section 2: April 28, 30
May 5, 7, 12, 14, 19, 21

Computer Integrated Manufacturing (CIM)

Adult Students will learn basic activities for a Computer Integrated Manufacturing (CIM) system. Students will integrate robots and HAAS CNC machines in a CIM system to perform desired tasks. Class size maximum: 10

Prerequisite: **One** of the following

- Introduction to Advanced Manufacturing class or experience in a manufacturing setting
- Introduction to Computers in Design class or design software experience

Class length: 40 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 215: 6:00pm - 8:30pm
Section 1: March 17, 19, 24, 26, 31
April 2, 14, 16, 21, 23, 28, 30
May 5, 7, 12, 14

Welding and Material Layout

Adult Students will learn layout and welding techniques to create predetermined products. Students will be able to learn multiple welding techniques while working on several activities to perform desired tasks. Class size maximum: 10

Prerequisite: **One** of the following

- Introduction to MIG Welding or Welding Experience

Class length: 30 hours

Locations, Dates, and Times

Terre Haute South Vigo High School rm 217: 5:30pm - 8:30pm
Section 1: March 3, 5, 10, 12, 17, 19, 24, 26, 31
April 2

Terre Haute South Vigo High School rm 217: 8:00am - 4:30pm
Section 2: June 8, 9, 10, 11, 12
(Section 2 is a Hybrid class combined with Intro to Mig Welding)
Class Length: 42.5 hours Class Size Maximum: 12

Learn Haas Certification

The Vigo County School Corporation offers Haas Certification through LearnHaas.com. Learn Haas is designed to give students 24/7 access to technical education courses and resources for Haas CNC machinery. Students can work on the course work anywhere high speed internet access is available including: the student's home, WorkOne Centers, or other class sites. Class size maximum: 10

Prerequisites:

- Basic Computer Training Class or basic computer operating knowledge
- Introduction to Basic Machining class or traditional milling machine and horizontal lathe experience

Plus ONE of the following:

- Introduction to Advanced Manufacturing Class or CNC operating experience
- Introduction to Computers in Design or design software experience

Class length: 40 hours with additional 10 hours online

Locations, Dates, and Times

Terre Haute North Vigo High School rm 218: 5:30pm - 8:30pm

Section 1: February 18, 25
March 4, 11, 18, 25
April 1, 15, 22, 29
May 6, 13, 20

AME 21 Certification

AME 21 is Advanced Manufacturing Education for the 21st century. Students will learn items such as: being able to safely work in an advanced manufacturing environment, comprehensively understand and work within the Quality Systems and use the major types of inspection equipment that are required in an advanced manufacturing environment and be able to understand, operate, set up and maintain the major types and brands of CNC equipment. Class size maximum: 20

Prerequisites:

- Basic Computer Training Class or basic computer operating knowledge
- Introduction to Basic Machining class or traditional milling machine and horizontal lathe experience

Plus TWO of the following:

- Learn Haas Certification or CNC operating experience
- Introduction to Computers in Design class or design software experience
- Computer Integrated Manufacturing class or experience in a manufacturing environment
- PLC Basics or experience in a manufacturing environment.

Class length: 30 hours with additional 30 hours online

Locations, Dates, and Times

Terre Haute South Vigo High School rm 216: 5:30pm - 8:30pm

Section 1: March 31
April 2, 14, 16, 21, 23, 28, 30
May 5, 7

CNA (Certified Nurses Assistant)

In the CNA program, students will gain the knowledge, skills, and certification necessary to be a Certified Nurses Assistant. Students will have the opportunity to get hands-on simulated experiences. Pre-planned, education experience as an extension of the in-school lab can be offered in a hospital and/or nursing home. These experiences provide clinical exposure to the actual health care work setting. These activities provide students with the chance to apply the knowledge, skills and attitudes learned in the classroom. Class size maximum: 10

Prerequisites:

- High School Diploma or Equivalent

Class length: 30 hours plus 76 hour clinical

Locations, Dates, and Times

Area 30 Career Center: 5:30pm - 8:30pm

May 12, 14, 19, 21, 26, 28
June 2, 4, 9, 11

Clinicals Location: Mill Pond Health Campus

May 30 8:00am - 4:00pm
June 6 8:00am - 4:00pm
June 13 8:00am - 8:00pm
June 20 8:00am - 4:00pm
June 27 8:00am - 8:00pm
July 11 8:00am - 4:00pm
July 18 8:00am - 8:00pm
July 25 8:00am - 4:00pm

Workforce Development Locations and Contact Information

Vigo County Sites

Terre Haute South Vigo High School
3737 S. 7th Street
Terre Haute, IN 47802

Terre Haute North Vigo High School
3434 Maple Ave.
Terre Haute, IN 47805

Vigo County WorkOne Office
30 N. 8th Street
Terre Haute, IN 47807

**Questions regarding site location
for Vigo County call: 812-462-4070**

Putnam County Site

Area 30 Career Center
1 N. Calbert Way, Ste. A
Greencastle, IN 46135

**Questions regarding site location
for Putnam County call: 765-653-
3515**

Parke-Vermillion (PVETI) Sites

Clinton Community Center
301 Blackman Street
Clinton, IN 47842

North Vermillion High School
5551 N. Falcon Drive
Cayuga, IN 47928

Wilson Community Education Center
3636 E Us Highway 36
Hillsdale, IN 47854

**Questions regarding site location
for PVETI call: 765-245-2870**

WorkOne Western Indiana Office Contacts

Vigo County WorkOne Office:	(812) 234 - 6602 30 N. 8th Street Terre Haute, IN 47807
Clay County WorkOne Office:	(812) 448 - 2636 17 West National Avenue Brazil, IN 47834
Parke County WorkOne Office:	(765) 569 - 2021 110 South Market Street Rockville, IN 47872
Putnam County WorkOne Office:	(765) 653 - 2421 620 Tennessee Street, Suite #8 Greencastle, IN 46135
Sullivan County WorkOne Office:	(812) 268 - 3358 35 West Jackson Street Sullivan, IN 47882
Vermillion County WorkOne Office:	(765) 832 - 3523 1302 North 9th Street Clinton, IN 47842

Other Useful Information:

- Participants will receive a certificate upon successful completion of each individual course. Certificates can be presented to potential employers to verify workforce readiness.

Prove It score placement:

The following score ranges are to help placement of clients in Workforce Development classes. Scores only indicate prior knowledge and do not qualify students for automatic VCSC Certificate of Completion. Clients will only be awarded a "Certificate" upon successful completion of each VCSC Workforce Development course.

Basic Computer Training

Prove It Tests:	Score indicates class is needed:	Competency of Material:
Excel 07 (Normal User)	0-70%	70% or higher
Outlook 07 (Normal User)	0-70%	70% or higher
Word 07 (Normal User)	0-70%	70% or higher

Manufacturing Math

Prove It Test:	Score indicates class is needed:	Competency of Material:
Basic Industrial Math	0-70%	70% or higher

Introduction to Advanced Manufacturing

Prove It Test:	Score indicates class is needed:	Competency of Material:
Manufacturing Basics	0-80%	80% or higher

Introduction to Computers in Design

Prove It Tests:	Score indicates class is needed:	Competency of Material:
Solidworks or AutoCAD	0-80%	80% or higher

Introduction to MIG Welding

Prove It Test:	Score indicates class is needed:	Competency of Material
Welding	0-80%	80% or higher

Introduction to Basic Machining

Prove It Test:	Score indicates class is needed:	Competency of Material
Lathe Operator	0-80%	80% or higher
Metal Works	0-80%	80% or higher
Basic CNC	0-80%	80% or higher

PLC Basics

Prerequisite: One of the following

- Introduction to Advanced Manufacturing class or experience in a manufacturing setting
- Introduction to Computers in Design class or design software experience

Prove It Test:	Competency of Material	Class Equivalent
Manufacturing Basics	80% or higher	OR Introduction to Advanced Manufacturing
Solidworks or AutoCAD	80% or higher	OR Introduction to Computers in Design

Computer Integrated Manufacturing (CIM)

Prerequisite: One of the following

- Introduction to Advanced Manufacturing class or experience in a manufacturing setting
- Introduction to Computers in Design class or design software experience

Prove It Test:	Competency of Material	Class Equivalent
Manufacturing Basics Solidworks or AutoCAD	80% or higher 80% or higher	OR OR Introduction to Advanced Manufacturing Introduction to Computers in Design

Welding and Material Layout

Prerequisite: One of the following

- Introduction to MIG Welding or Welding Experience

Prove It Test:	Competency of Material	Class Equivalent
Welding	80% or higher	OR Introduction to MIG Welding

Learn Haas Certification

Prerequisites:

- Basic Computer Training Class or basic computer operating knowledge
- Introduction to Basic Machining class or traditional milling machine and horizontal lathe experience

Plus ONE of the following:

- Introduction to Advanced Manufacturing Class or CNC operating experience
- Introduction to Computers in Design or design software experience

Prove It Test:	Competency of Material:	Class Equivalent
Excel 07, Outlook 07, Word 00 Metal Working or Lathe Operator Basic CNC Solid Works or AutoCAD	80% or higher 80% or higher 80% or higher 80% or higher	OR OR OR OR Basic Computers Introduction to Basic Machining Introduction to Advanced Manufacturing Introduction to Computers in Design

AME 21

Prerequisites:

- Basic Computer Training Class or basic computer operating knowledge
- Introduction to Basic Machining class or traditional milling machine and horizontal lathe experience

Plus TWO of the following:

- Learn Haas Certification or CNC operating experience
- Introduction to Computers in Design class or design software experience
- Computer Integrated Manufacturing class or experience in a manufacturing environment
- PLC Basics or experience in a manufacturing environment.

Prove It Test:	Competency of Material:	Class Equivalent
Excel 07, Outlook 07, Word 00 Metal Working or Lathe Operator Basic CNC Solid Works or AutoCAD Manufacturing Basics* Manufacturing Basics*	80% or higher 80% or higher 80% or higher 80% or higher 80% or higher 80% or higher	OR OR OR OR OR OR Basic Computers Introduction to Basic Machining Learn Haas Certification Introduction to Computers in Design Computer Integrated Manufacturing PLC Basics

*The same Prove It test can not be credited to both classes.

Certified Nurses Assistant (CNA)

Prove It Test:**

Score indicates aptitude:

Nurses Assistant	40% or higher
Medical Terminology General	40% or higher

**Client must enroll and complete course to receive credentials. Prove It score only indicates aptitude for CNA classes. No prerequisite can be credited for CNA course through Prove It.