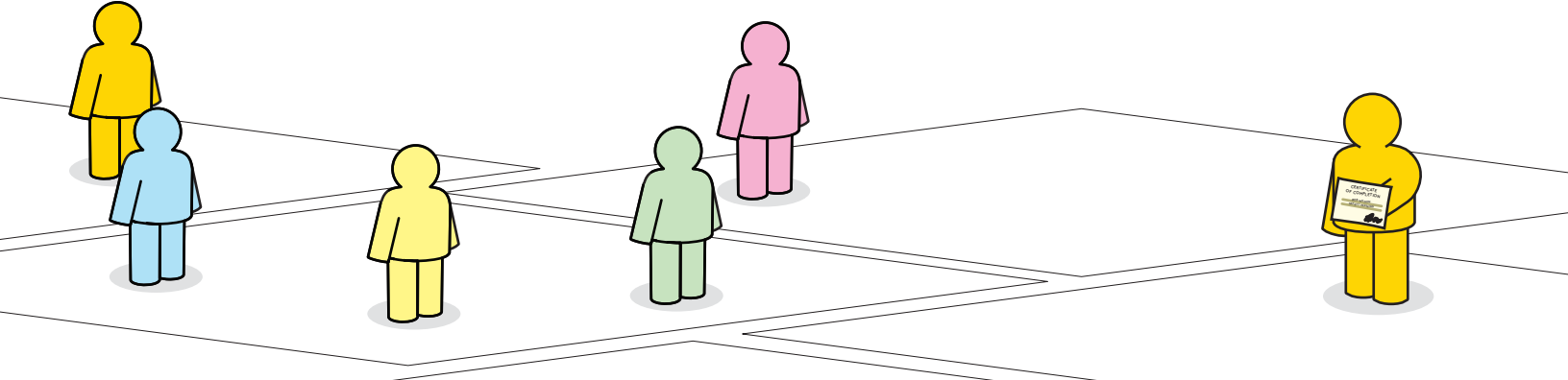


BECAUSE YOU CAN'T LIVE LIFE WITHOUT SKILLS

SKILLS COURSE CATALOG





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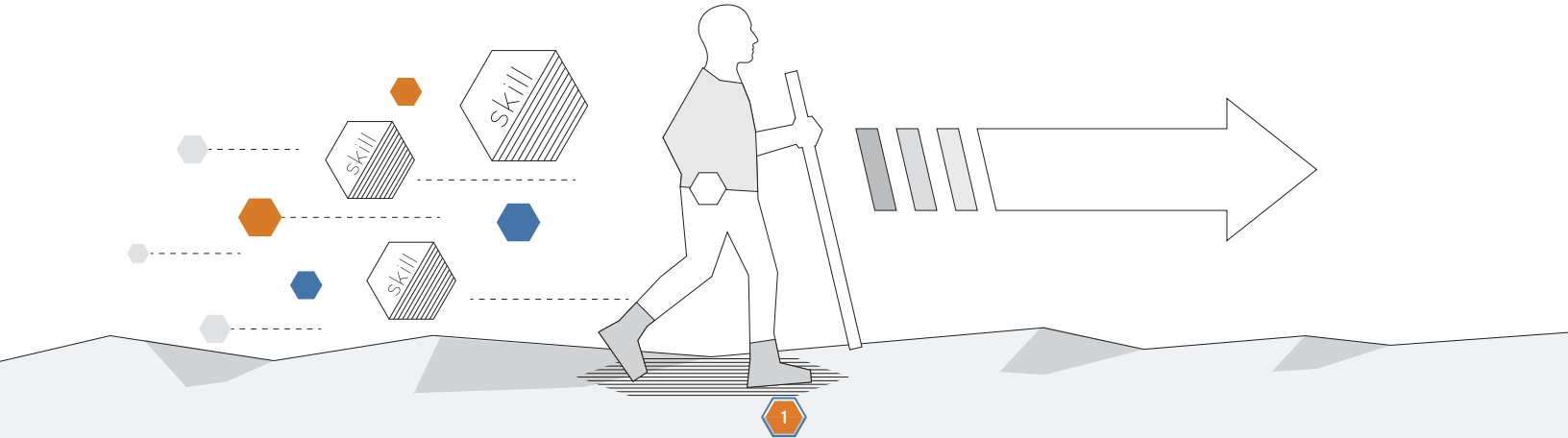
Library Organization & Numbering.....	2
Skills Course Library.....	9

MADE IN AMERICA

We believe that life is a journey that requires skills, and that skills training should be there when it's needed.

We make skills training accessible to anyone, anytime, anywhere.

We started this company because we think it's sad to see capable people get left behind because they don't have access to the skills training they need.

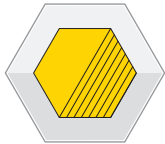


LIBRARY ORGANIZATION & NUMBERING



HOW TO USE AND ORGANIZE OUR LIBRARY

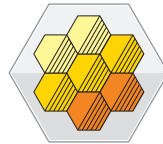
THERE ARE THREE OPTIONS FOR DELIVERING 180 SKILLS COURSES TO YOUR LEARNERS



SKILLS COURSES

Skills courses **teach one discrete competency.** They are the foundation of the 180 Skills library.

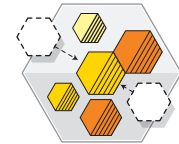
If you have learners with individualized training needs, assigning skills courses is the best way to use our library.



SKILL GROUPS

Skill groups are groups of skills courses organized into **ready-to-use** learning paths.

Skill groups include the industry and academic-aligned skills courses required to achieve mastery in the topic.



CUSTOMIZED LEARNING PATHS

Customized learning paths are groups of skills courses organized to **align with your specific learning goals.**

Customized learning paths ensure that the learning is focused on the skills you need the learner to master.

Our implementation specialists will help you decide which method is best for your organization.

LIBRARY ORGANIZATION

To make things easier, we have organized our skills courses and skill groups into four skill categories:

1. Workplace & Soft skills
2. Risk Management & Compliance skills
3. Quality & Continuous Improvement skills
4. Technical skills

This makes it easy to organize knowledge-focused learning that aligns with:

- Job descriptions
- Academic curricula
- Incumbent worker training
- Compliance requirements
- Organizational learning goals



NUMBERING SYSTEM

OUR SKILL NUMBERING SYSTEM HAS FOUR LEVELS

Skills courses are identified with a four digit number and Skill groups are identified with a three digit number.

- 100 / 1000** 100 / 1000 level skill groups and skill courses are the foundational technical, and essential non-technical skills required for success in every career.
- 200 / 2000** 200 / 2000 level skill groups and skill courses are intermediate-level and include important workplace skills, soft skills, technical skills, and equipment and process skills.
- 300 / 3000** 300 / 3000 level skill groups and skill courses are our most advanced-level skills and knowledge-based offerings.
- 400 / 4000** 400 / 4000 level skill groups and skill courses are simulation-based projects for the learner to apply their knowledge and skills. All of these project-based courses can also be performed in a hands-on, instructor-led environment.

WORKPLACE & SOFT SKILLS CATEGORIES

Workplace & Soft skills groups cover a broad range of important, non-technical skills that are listed by employers as essential to job performance.

19 SKILL GROUPS
171 SKILLS COURSES



RISK MANAGEMENT & COMPLIANCE SKILLS CATEGORIES

Risk Management & Compliance skill groups are aligned with industry-defined standards for corporate & OSHA skills training.

6 SKILLS GROUPS
41 SKILLS COURSES



QUALITY & CONTINUOUS IMPROVEMENT SKILLS CATEGORIES

Quality & Continuous Improvement skills groups are aligned with the global quality management standards of ISO-9001, TS-16949, Lean, and Six Sigma.

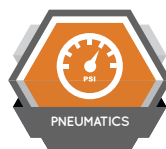
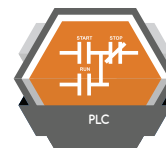
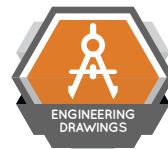
3 SKILL GROUPS
47 SKILLS COURSES



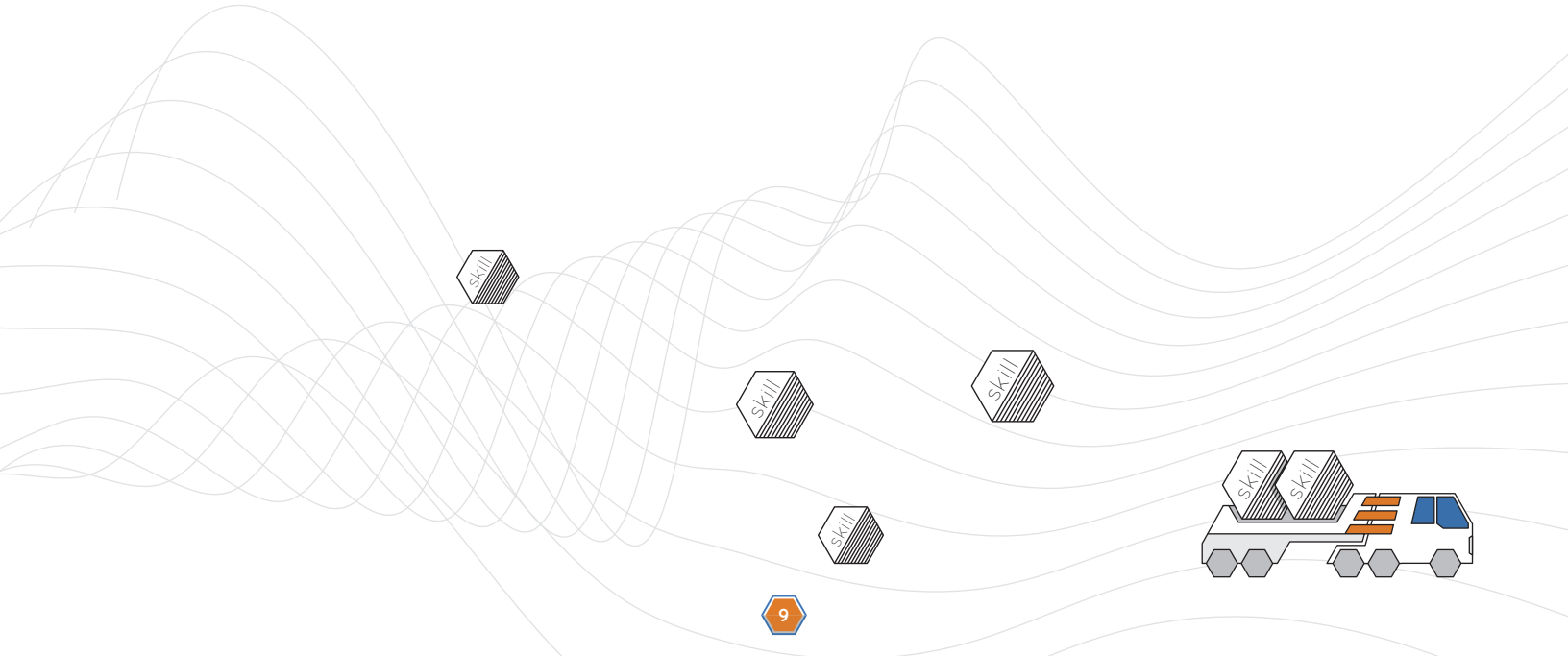
TECHNICAL SKILLS CATEGORIES

Technical skills groups are aligned with industry-defined standards for the mastery required to perform technical job functions.

25 SKILL GROUPS
526 SKILLS COURSES



THE 180 SKILLS COURSE LIBRARY



WORKPLACE & SOFT SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CAR-101	Searching for a Job	Kicking Off Your Job Search.....	CAR-1001
		Finding Jobs to Apply For	CAR-1002
		Networking.....	CAR-1003
CAR-102	Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
		Creating Your Resume.....	CAR-1005
		Crafting a Cover Letter.....	CAR-1006
CAR-103	Interviewing	Understanding the Interview Process	CAR-1007
		Making a Positive Impression	CAR-1008
		Responding to Interview Questions	CAR-1009
		Addressing Special Interview Concerns	CAR-1010
		After the Interview.....	CAR-1011
CAR-104	Keeping a Job	Surviving Your First Day on the Job	CAR-1012
		Turning a Job into a Career.....	CAR-1013



WORKPLACE & SOFT SKILLS

SKILL GROUP
NUMBER

SKILL GROUP
NAME

SKILLS COURSE TITLE

SKILLS COURSE
NUMBER

CAR-104

Personal Branding

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

CAR-201

**Manufacturing as
a Career**

Manufacturing - A Future Worth Exploring.....CAR-2001
Manufacturing - Components of Production.....CAR-2002
Manufacturing - Credentials and CompetenciesCAR-2003
Manufacturing - Career Planning and Resources.....CAR-2004



WORKPLACE & SOFT SKILLS

SKILL GROUP
NUMBER

SKILL GROUP
NAME

SKILLS COURSE TITLE

SKILLS COURSE
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COM-101

**Communicating
with Others**

Introduction to CommunicationCOM-1001
Effective CommunicationCOM-1002
Verbal CommunicationCOM-1003
Written CommunicationCOM-1004
Nonverbal CommunicationCOM-1005
Listening SkillsCOM-1006
Workplace CommunicationCOM-1007

COM-201

Dealing With Conflict

Understanding ConflictCOM-2001
Communication SkillsCOM-2002
Managing ConflictCOM-2003

COM-202

Technical Writing

Introduction to Technical WritingCOM-2004
Successful DocumentationCOM-2005



WORKPLACE & SOFT SKILLS

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SKILL GROUP
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CRI-101

Critical Thinking

What is Critical Thinking?.....CRI-1001
The Critical Thinking ProcessCRI-1002
Developing and Evaluating ArgumentsCRI-1003



WORKPLACE & SOFT SKILLS

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SKILL GROUP
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CUS-101

Customer Service

Focusing on Your CustomersCUS-1001
Providing Friendly, Courteous, and Efficient ServiceCUS-1002
Communicating Effectively with CustomersCUS-1003
Identifying and Meeting Customer Needs.....CUS-1004
Building Customer RelationshipsCUS-1005

CUS-102

**Advanced Customer
Service**

Respecting Diversity in Your CustomersCUS-1006
Better Serving Customers with DisabilitiesCUS-1007
Dealing with Difficult CustomersCUS-1008
Responding to Customer ComplaintsCUS-1009
Managing Conflict with Internal CustomersCUS-1010



WORKPLACE & SOFT SKILLS

SKILL GROUP
NUMBER

SKILL GROUP
NAME

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SKILLS COURSE
NUMBER

GEO-101

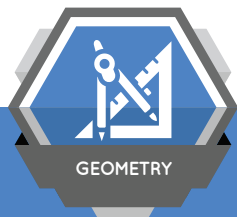
Geometry

Introduction to Geometry.....GEO-1001
Basic Building Blocks of Geometry.....GEO-1002
AnglesGEO-1003
LinesGEO-1004
PolygonsGEO-1005
Triangles.....GEO-1006

GEO-102

**Intermediate
Geometry**

Quadrilaterals.....GEO-1007
Circles.....GEO-1008
Three-dimensional Shapes.....GEO-1009
Coordinate Geometry.....GEO-1010
Transformation Geometry.....GEO-1011



WORKPLACE & SOFT SKILLS

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180 Skills LMS Training

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Creating and Managing Teams	LMS-1004
Tracking Progress	LMS-1005
Creating and Managing Custom Courses.....	LMS-1006
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Creating Custom Reports.....	LMS-1008
Editing Course Results	LMS-1009
Creating a Certificate of Completion.....	LMS-1010
Setting Learning Path Expiration Dates.....	LMS-1011
Setting Learning Path Prerequisites	LMS-1012
Recording and Reporting External Learning.....	LMS-1013



WORKPLACE & SOFT SKILLS

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SKILL GROUP
NAME

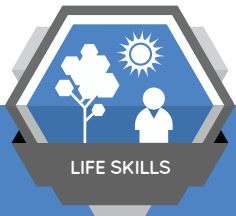
SKILLS COURSE TITLE

SKILLS COURSE
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LIF-101

Goal Setting

Identifying Your Life Goals.....LIF-1001



WORKPLACE & SOFT SKILLS

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MTH-101

Basic Math

Introduction to Basic MathMTH-1001
Arithmetic Operations.....MTH-1002

MTH-102

**Fractions and
Decimals**

Introduction to FractionsMTH-1004
Working with Fractions.....MTH-1005
Decimal NumbersMTH-1006

MTH-103

Intermediate Math

Numbers and the Number LineMTH-1003
Positive and Negative Numbers.....MTH-1007
Cartesian CoordinatesMTH-1008
The Metric SystemMTH-1009



WORKPLACE & SOFT SKILLS

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SKILL GROUP
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SKILLS COURSE TITLE

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MSO-101

Excel® Basics

Getting Started with ExcelMSO-1001
Entering Text and ValuesMSO-1002
Formatting DataMSO-1003
Formulas and Functions.....MSO-1004
Working with Dates and TimesMSO-1005

MSO-201

**Intermediate
Excel®**

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Displaying Data in ChartsMSO-2001
Printing a WorksheetMSO-2003
Managing WorksheetsMSO-2004
Managing WorkbooksMSO-2005
Securing Worksheets and Workbooks

MSO-301

**Advanced
Microsoft
Excel®**

Using VLOOKUP and HLOOKUPMSO-3001
Using XLOOKUP.....MSO-3002
Using Pivot TablesMSO-3003



WORKPLACE & SOFT SKILLS

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MSO-102

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Receiving Email.....MSO-1008
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Using the CalendarMSO-1010

MSO-202

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Outlook®**

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Using the Task ListMSO-2008
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MSO-104

PowerPoint® Basics

Getting Started with PowerPoint.....MSO-1016

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MSO-103

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Paragraph Formatting.....MSO-1014
Checking the Spelling and Grammar.....MSO-1015

MSO-203

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Word®**

Indenting Text.....MSO-2010
Applying Styles and ThemesMSO-2011
Working with Images.....MSO-2012
Working with Tables.....MSO-2013
Using Document Layout OptionsMSO-2014
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Managing DocumentsMSO-2016



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SKILLS COURSE TITLE

SKILLS COURSE
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PFI-101

**Managing Your
Money**

CompensationPFI-1001
BankingPFI-1004
TaxesPFI-1011
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LoansPFI-1006
Credit Reports and Credit ScoresPFI-1007
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PFI-102

**Money Budgets
and Goals**

Goal SettingPFI-1002
Budgeting.....PFI-1003

PFI-103

Retirement Planning

Retirement PlanningPFI-1008



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PFI-104

Investing

Investing.....PFI-1009

PFI-105

Insurance

Insurance.....PFI-1010

PFI-106

Estate Planning

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PRB-101

Problem Solving

Introduction to Problem-Solving	PRB-1001
Developing Your Problem-Solving Skills.....	PRB-1002
Defining the Problem.....	PRB-1003
Identifying Possible Solutions	PRB-1004
Evaluating and Choosing a Solution.....	PRB-1005
Implementing the Solution	PRB-1006
Assessing the Solution.....	PRB-1007
Avoiding Common Problem-Solving Mistakes	PRB-1008



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PRO-101

**Project
Management**

What is Project Management?	PRO-1001
Elements of Project Management.....	PRO-1002
Initiating the Project.....	PRO-1003
Planning the Project.....	PRO-1004
Executing the Project.....	PRO-1005
Monitoring and Controlling the Project	PRO-1006
Closing the Project	PRO-1007



WORKPLACE & SOFT SKILLS

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STR-101

Stress Management

Dealing with Stress.....STR-1001

Coping with On-the-job Stress.....STR-1002



WORKPLACE & SOFT SKILLS

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STU-101

**180 Skills
Orientation**

Greatest Day Ever.....STU-1001

STU-102

**Using a Learning
Management System**

How to Take a Course.....STU-1002

How to Navigate the LMSSTU-1003

STU-103

Learning Online

Tips for Succeeding in Online Learning.....STU-1004



WORKPLACE & SOFT SKILLS

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SKILL GROUP
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SKILLS COURSE TITLE

SKILLS COURSE
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TEA-101

**Working on
a Team**

Working in a GroupTEA-1001
Group CommunicationTEA-1002
Effective CollaborationTEA-1003
Life Stages of a TeamTEA-1004
MeetingTEA-1005

TEA-102

Team Dynamics

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Creativity.....TEA-1007
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Decision MakingTEA-1009
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Virtual GroupsTEA-1012



WORKPLACE & SOFT SKILLS

SKILL GROUP
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SKILL GROUP
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TEA-103

**Building Effective
Teams**

TeamworkTEA-1013

Team BuildingTEA-1014

TEA-104

Teamwork & Training

Team DevelopmentTEA-1015

Team Problem SolvingTEA-1016

Training and DevelopmentTEA-1017



WORKPLACE & SOFT SKILLS

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SKILL GROUP
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SKILLS COURSE TITLE

SKILLS COURSE
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TIM-101

Time Management

Managing Your Time	TIM-1001
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Getting Organized	TIM-1006
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RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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SKILL GROUP
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SKILLS COURSE TITLE

SKILLS COURSE
NUMBER

COV-101

**COVID-19 Safety
for Employees**

COVID-19 Returning to Work Course.....COV-1001

COV-201

**COVID-19 for
Employers and
Managers**

COVID-19 Employer Workplace Guidance Course.....COV-2001



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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NAME

SKILLS COURSE TITLE

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DIS-101

**Workplace
Discrimination**

Workplace Discrimination and the EEOCDIS-1001



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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SKILL GROUP
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SKILLS COURSE TITLE

SKILLS COURSE
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DIV-101

**Diversity and
Inclusion**

Introduction to Diversity, Equity, and InclusionDIV-1001



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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SKILL GROUP
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SKILLS COURSE TITLE

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SAF-101

**Introduction
to Safety**

Introduction to OSHA.....SAF-1001
Making Work a Safer Place.....SAF-1002
Help! What to Do in an Emergency.....SAF-1003

SAF-102

**Personal Protective
Equipment Safety**

Personal Protective Equipment.....SAF-1004
Eye and Face Protection.....SAF-1005
Head Protection.....SAF-1006
Foot and Leg Protection.....SAF-1007
Hand and Arm Protection.....SAF-1008
Body Protection.....SAF-1009
Hearing Protection.....SAF-1010
Respiratory Protection.....SAF-1011



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
SAF-103	Hazardous Material Safety	Hazardous Materials.....	SAF-1012
		HazCom	SAF-1013
		Hazardous Waste.....	SAF-1014
		Hazard Material Storage.....	SAF-1015
SAF-104	Workplace Safety	Work Area Safety.....	SAF-1016
		Permit-Related Safety	SAF-1017
		Fall Prevention	SAF-1018
		Ladder Safety.....	SAF-1019
SAF-105	Electrical and Fire Safety	Electrical Safety	SAF-1020
		Lockout/Tagout.....	SAF-1021
		Fire Safety.....	SAF-1022
		Fire Extinguishers	SAF-1023



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
SAF-106	Material Handling Safety	Material Handling Basics	SAF-1024
		Powered Industrial Trucks.....	SAF-1025
		Crane and Rigging Safety.....	SAF-1026
SAF-107	Tool and Machine Safety	Hand Tool Safety.....	SAF-1027
		Power Tool Safety	SAF-1028
		Sheet Metal and Compressed Gas Safety	SAF-1029
		Machine Safety	SAF-1030
		Safety Devices.....	SAF-1031



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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SKILL GROUP
NAME

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SHR-101

**Sexual Harassment
for Employees**

Preventing Sexual HarassmentSHR-1001

SHR-201

**Sexual Harassment
for Supervisors**

Preventing Sexual Harassment for Supervisors.....SHR-2001



RISK MANAGEMENT AND COMPLIANCE SKILLS

SKILL GROUP
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SKILL GROUP
NAME

SKILLS COURSE TITLE

SKILLS COURSE
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WKV-101

**Workplace
Violence**

Handling Dangerous Workplace Situations.....WKV-1001



QUALITY & CONTINUOUS IMPROVEMENT SKILLS

SKILL GROUP
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SKILL GROUP
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SKILLS COURSE TITLE

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LEA-101

**Introduction to Lean
Manufacturing**

Lean Principles.....LEA-1001

The History of Lean ManufacturingLEA-1002

LEA-102

**Workplace
Organization**

Workplace Organization.....LEA-1003

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S2: StraightenLEA-1005

S3: ShineLEA-1006

S4: StandardizeLEA-1007

S5: Sustain.....LEA-1008



QUALITY & CONTINUOUS IMPROVEMENT SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
QUA-101	Quality Systems	Introduction to Quality.....	QUA-1001
		ISO 9000	QUA-1002
		Standards Organizations.....	QUA-1003
		Quality Organizations.....	QUA-1004
		Basic Quality Roles and Responsibilities.....	QUA-1005
QUA-102	Quality Management	Quality Concepts.....	QUA-1006
		The Cost of Quality.....	QUA-1007
		Managing Quality.....	QUA-1008
		Quality Documents	QUA-1009
		Corrective and Preventive Action.....	QUA-1010
QUA-103	Introduction to Statistical Process Control	Introduction to SPC	QUA-1011
		Probability and Variation.....	QUA-1012
		The Control Chart.....	QUA-1013



QUALITY & CONTINUOUS IMPROVEMENT SKILLS

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QUA-201

**Advanced Statistical
Process Control**

Control Chart AnalysisQUA-2001
Process Capability.....QUA-2002
Problem Solving ToolsQUA-2003
Problem SolvingQUA-2004



QUALITY & CONTINUOUS IMPROVEMENT SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
SIX-301	Six Sigma and the Organization	Six Sigma and the Organization	SIX-3001
		Lean Principles.....	SIX-3002
		Design for Six Sigma	SIX-3003
SIX-302	Six Sigma Define	Process Elements for Projects	SIX-3004
		Project Management Basics	SIX-3005
		Management and Planning Tools.....	SIX-3006
		Business Results for Improvement Projects	SIX-3007
		Project Team Dynamics and Performance	SIX-3008
		Define Phase Tools	SIX-3009



QUALITY & CONTINUOUS IMPROVEMENT SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
SIX-303	Six Sigma Measure	Process Analysis and Documentation	SIX-3010
		Probability and Statistics.....	SIX-3011
		Collecting and Summarizing Data	SIX-3012
		Probability Distributions.....	SIX-3013
		Measurement System Analysis	SIX-3014
		Process Capability Performance.....	SIX-3015
SIX-304	Six Sigma Analyze	Exploratory Data Analysis.....	SIX-3016
		Hypotheses Test Basics.....	SIX-3017
		Hypotheses Tests	SIX-3018
SIX-305	Six Sigma Improve and Control	Design of Experiments	SIX-3019
		SPC.....	SIX-3020
		Implement and Validate.....	SIX-3021
		Control Plans	SIX-3022



TECHNICAL SKILLS

SKILL GROUP
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SKILL GROUP
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ADM-101

**Additive
Manufacturing**

Introduction to Additive Manufacturing	ADM-1001
Introduction to 3D Metal Printing	ADM-1002
Introduction to Powder Bed Fusion	ADM-1003
Introduction to Binder Jetting	ADM-1004
Introduction to Directed Energy Deposition	ADM-1005
Introduction to Bound Metal Deposition.....	ADM-1006



TECHNICAL SKILLS

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SKILL GROUP
NAME

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AER-101

**Aircraft
Familiarization**

The History of Aviation.....	AER-1001
Primary Assemblies of an Aircraft	AER-1002
Principles of Flight	AER-1003
Airplane Control.....	AER-1004
Aircraft Configuration	AER-1005
Aircraft Materials	AER-1006
Aircraft Construction	AER-1007
Aircraft Corrosion.....	AER-1008
Aircraft Regulations.....	AER-1009



TECHNICAL SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
AER-201	Aerospace Sealing and Safety	Introduction to Sealing	AER-2001
		Chemical Safety.....	AER-2002
		Preparing the Surface	AER-2003
		Selecting the Right Sealant.....	AER-2004
		Applying the Sealant	AER-2005
AER-202	Aerospace Electrical Bond and Ground	Electricity and the Airplane	AER-2006
AER-203	Aerospace Wire Bundle Basics	Wiring in Airplanes	AER-2007
		Wire and Cable Basics	AER-2008
		Wire, Cable, and Wire Bundle Markings	AER-2009
		Circular Connectors and Contacts	AER-2010
		Installing a Connector.....	AER-2011
		MTC Connectors.....	AER-2012
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AER-301

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Landing Gear Systems.....	AER-3003
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**Basic Drilling
and Riveting**

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AER-403

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Riveting Project**

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and Flush Riveting Project
Setting Up the Assembly and DrillAER-4012
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		Fay and Prepack Sealing	AER-4044
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AER-409	Aerospace Electrical Bond and Ground Project	Electrical Bond and Ground Introduction	AER-4047
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		Electrical Fay Surface Bonds	AER-4049
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AER-410

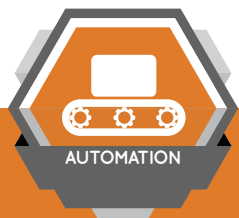
**Aerospace Wire
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AUT-101	Introduction to Industrial Automation	Introduction to Automation	AUT-1001
		Automated Process	AUT-1002
		Automated System.....	AUT-1003
AUT-201	Process Controls	Introduction to Process Controls.....	AUT-2001
		Process Control Systems.....	AUT-2002
		Set Point/Comparator	AUT-2003
		Controller (PID Control)	AUT-2004
		Multivariate Processes.....	AUT-2005



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CNC-101	Introduction to Machining	Introduction to Machining	CNC-1001
		Machine Tools	CNC-1002
		CNC Controllers.....	CNC-1003
		Machining Personnel	CNC-1004
		Facility Layout	CNC-1005
CNC-203	CNC Machine Lubricants	CNC Machine Lubricants	CNC-2011



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CNC-201	CNC Horizontal Lathe	Components of a CNC Lathe.....	CNC-2001
		Movements of a CNC Lathe.....	CNC-2002
		Workholding Devices and Tooling for a CNC Lathe.....	CNC-2003
		The CNC Controller for a CNC Lathe	CNC-2004
		Auxiliary Systems for a CNC Lathe.....	CNC-2005
CNC-401	CNC Horizontal Lathe Applications	Maintenance Tasks for a CNC Lathe	CNC-4001
		Power on the CNC Lathe.....	CNC-4002
		Move the Axes by Rotating the Jog Handle	CNC-4003
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		Home the Axes on a CNC Lathe	CNC-4004
		Select a Part Program from Memory on a CNC Lathe.....	CNC-4005
		Start the Part Program Safely on a CNC Lathe	CNC-4006
		Interrupt Automatic Operation on a CNC Lathe	CNC-4007
		Adjust a Tool Wear Offset on a CNC Lathe	CNC-4008
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CNC-403

**CNC Lathe
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CNC-202

**CNC Vertical
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 CNC Machining Center MovementsCNC-2007
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**CNC Vertical
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CNC-404

**CNC Machining
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Machining Center
CNC Program Structure for a CNCCNC-4025
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CNC Addresses for a CNC Machining Center.....CNC-4026
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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CMP-101	Introduction to Composites	Background and History of Composites	CMP-1001
		Composite Industries and Products	CMP-1002
		Advantages and Disadvantages of Composites	CMP-1003
		Safety and Hazards of Composites	CMP-1004
CMP-102	Composites Manufacturing Facilities	Facility Layout	CMP-1005
		Non-controlled Contamination Areas.....	CMP-1006
		Lay-up Area	CMP-1007
		Curing Area.....	CMP-1008



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CMP-201	Materials Used in Composites Manufacturing	Fiber Based Composites	CMP-2001
		Fibers, Tapes and Fabrics	CMP-2002
		Glass and Carbon Fibers	CMP-2003
		Matrix Types and Properties	CMP-2004
		Curing Process	CMP-2005
		Honeycomb Core Materials	CMP-2006
		Material Compatibility	CMP-2007
		Galvanic Reactivity.....	CMP-2008
		Core Potting Compounds.....	CMP-2009
CMP-202	Composite Material Storage	Fiber Material Storage	CMP-2010
		Controlled Contamination Areas	CMP-2011



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CMP-203

**Tools Used In
Composite
Manufacturing**

Local Exhaust Ventilation	CMP-2012
Forming Tools.....	CMP-2013
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Forming Tool Inspection.....	CMP-2015
Forming Tool Cleaning	CMP-2016
Forming Tool Storage.....	CMP-2017
Rollers and Sweeps.....	CMP-2018
Overhead Laser System.....	CMP-2019



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CMP-301	Composite Material Kitting	Kitting with a sheeter.....	CMP-3001
		Kitting by Hand	CMP-3002
		Kitting with Automated Machines	CMP-3003
CMP-302	Composite Part Layup and Bagging	Ply Balancing	CMP-3004
		Material splicing	CMP-3005
		Wrinkles and Gaps.....	CMP-3006
		Pockets and Voids.....	CMP-3007
		Radius Filler Fabrication by Hand	CMP-3008
		Advanced Bagging	CMP-3009
		Bagging and Lay-up Equipment	CMP-3010
		Preparation for the Lay-up Process.....	CMP-3011
		Cure Cycle Controllers -Temperature Controls	CMP-3012
		Thermocouple Science	CMP-3013



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CMP-303

**Inspecting Composite
Parts**

Introduction to Inspection of Composites.....CMP-3014
Visual Inspection for Composites.....CMP-3015
Ultrasonic Inspection for Composites.....CMP-3016
Tap Inspection for Composites.....CMP-3017

CMP-304

**Composite Part
Damage and Repair**

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Repair Tools and Materials.....CMP-3021



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CMP-401	Composite Layup Projects	Unidirectional 4 Ply Lay-up.....	CMP-4001
		Carbon 8 Ply Lay-up with Core	CMP-4002
		Fiberglass 6 Ply Wet Lay-up	CMP-4003
CMP-402	Drilling Composites Project	Drilling Composite Material.....	CMP-4004
		Marking Hole Locations	CMP-4005
		Drilling Pilot Holes in Titanium.....	CMP-4006
		Drilling Row JD3	CMP-4007
		Drilling Row JD7.....	CMP-4008
		Enlarging Holes in Rows JD1 and JD5.....	CMP-4009
		Enlarging Holes in Rows JD2 and JD6	CMP-4010
		Enlarging Holes in Row JD4	CMP-4011
CMP-403	Composite Part Damage and Repair Project	Surface Damage Assessment	CMP-4012
		Surface Damage Repair	CMP-4013
		Disbonding Damage Assessment.....	CMP-4014
		Disbonding Damage Repair.....	CMP-4015



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
CUT-201	Drill Bits	Drill Bits	CUT-2001
CUT-202	Drill Guides and Drill Stops	Drill Guides and Drill Stops	CUT-2002
CUT-203	Countersinking Tools	Countersinking Tools.....	CUT-2003
CUT-204	Threads, Taps and Dies	Threads..... Taps..... Hand Tapping..... Threading Dies.....	CUT-2004 CUT-2005 CUT-2006 CUT-2007
CUT-205	Lubricants and Cutting Fluids	Cutting Fluids.....	CUT-2008
CUT-206	Cutting Tools for Metalworking	Cutting Tool Materials..... Indexable Tool Holders..... Inserts	CUT-2009 CUT-2010 CUT-2011
		Solid Cutting Tools	CUT-2012



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ELE-101

**Introduction to
Electricity**

Production of Electricity.....ELE-1001
Transmission and Distribution of Electricity.....ELE-1002
Uses of Electricity.....ELE-1003
Atomic StructureELE-1004
Electrical Circuits.....ELE-1005
Electrical Current.....ELE-1006
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ELE-102

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Circuit AnalysisELE-1014



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
ELE-103	AC Electricity	Electromagnetism	ELE-1015
		AC Waveform Generation	ELE-1016
		Electromagnetic Devices	ELE-1017
		Transformers	ELE-1018
		Capacitors	ELE-1019
ELE-104	Solid State Electricity	Semiconductors.....	ELE-1020
		Solid State Devices	ELE-1021



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
ELE-201	Introduction to Wiring	Wires, Connectors, and Circuit Protection	ELE-2001
		Connecting Transformers.....	ELE-2002
ELE-202	Introduction to Electric Motors	DC Motors	ELE-2003
		AC Single-Phase Motors	ELE-2004
		Three-Phase AC Motors	ELE-2005
ELE-203	Electrical Connectors	Electrical Connectors and Fasteners	ELE-2006
ELE-204	Fiber Optics	Fiber Optics and Light	ELE-2007
		Manufacturing Optical Fiber	ELE-2008
		Fiber Optic Cable.....	ELE-2009
		Handling Fiber Optic Cable.....	ELE-2010
		Quality and Safety.....	ELE-2011



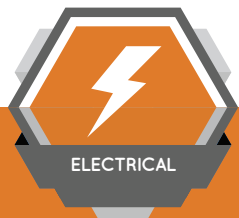
TECHNICAL SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
ELE-205	Sensor Technology	Introduction to Sensors Technology	ELE-2012
		Sensor Technology.....	ELE-2013
		Proximity Sensors	ELE-2014
		Position, Speed, and Acceleration Sensors.....	ELE-2015
		Industrial Process Sensors	ELE-2016
		Advanced Sensors	ELE-2017
ELE-206	Electrical Hand Tools	Hand Tools for Electrical Wiring	ELE-2018
ELE-207	Electrical Measurement Conversion	Electrical Measurement and Unit Conversion.....	ELE-2019
ELE-208	Electrical Resistance Test Equipment	Resistance Test Equipment	ELE-2020
		The Fluke® Multimeter.....	ELE-2021
		The Biddle® Ohmmeter.....	ELE-2022
		The Avtron® Ohmmeter	ELE-2023
		The Hewlett Packard® Milliohmmeter	ELE-2024
		The BCD M1® Ohmmeter	ELE-2025



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
ELE-301	Crimping Terminals and Splices	Terminals and Splices	ELE-4001
		Crimping	ELE-4002
		Crimping a Terminal.....	ELE-4003
		Crimping a Pre-insulated Splice.....	ELE-4004
ELE-302	Assembly of Coaxial Connectors	Coaxial Cable	ELE-4005
		Coaxial Connectors	ELE-4006
		Coaxial Connector Tools	ELE-4007
		Coaxial Connector Assembly.....	ELE-4008



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DWG-101

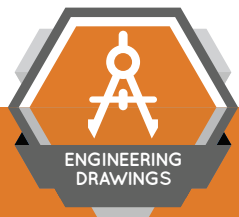
**Blueprint Reading
Fundamentals**

Introduction to Blueprints.....DWG-1001
Engineering Drawing Terminology.....DWG-1002
Engineering Drawing Views.....DWG-1003
Engineering Drawing LinesDWG-1004
Dimensions and Tolerances.....DWG-1005

DWG-102

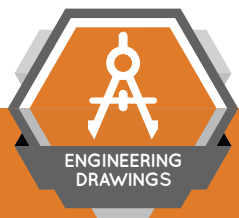
**Blueprints and
Picture Sheets
for Aerospace**

Aerospace Introduction to Blueprints.....DWG-1006
Blueprint Terminology.....DWG-1007
Blueprint ViewsDWG-1008
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Blueprint Dimensions and TolerancesDWG-1010
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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
DWG-201	Advanced Blueprint Reading	Geometric Dimensions and Tolerances	DWG-2001
		Assemblies and Fits	DWG-2002
		Threads and Fasteners	DWG-2003
DWG-202	Aerospace Wire Installation Drawings	Engineering Drawing Review	DWG-2004
		Wire Bundle Installation Paperwork	DWG-2005
		Electrical Production Illustrations	DWG-2006
DWG-203	Composite Engineering Drawings and Instructions	Engineering Communication	DWG-2007
		Composite Engineering Drawings	DWG-2008
		Work Instructions.....	DWG-2009



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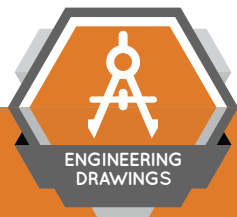
SKILLS COURSE TITLE

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DWG-301

**Geometric
Dimensioning
and Tolerancing**

Introduction to GD&T.....	DWG-3001
GD&T Terms and Symbols.....	DWG-3002
Rules of GD&T.....	DWG-3003
Geometric Tolerances.....	DWG-3004
Datums.....	DWG-3005
Form Tolerances.....	DWG-3006
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Orientation Tolerances.....	DWG-3008
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Location Tolerances.....	DWG-3010



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FAS-101

Fasteners

Temporary Fasteners.....	FAS-2001
Rivets.....	FAS-2002
Bolts, Screws, and Washers	FAS-2003
Threaded Inserts	FAS-2004
Hi-Loks.....	FAS-2005
Lockbolts.....	FAS-2006
Nut Plates.....	FAS-2007
Blind Rivets	FAS-2008
Identifying Fasteners.....	FAS-2009
Fasteners and Fits	FAS-2010
Securing and Lockwiring Fasteners	FAS-2011
Torque Tools	FAS-2012



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HAN-101

Hand Tools

Files, Hand Reamers, and Lapping Tools.....HAN-2001
Hammers, Punches, and ChiselsHAN-2002
Pliers and Ratchets.....HAN-2003
Scribes, Optical Center Finders, and Drill BlocksHAN-2004



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
HYD-101	Introduction to Hydraulics	Introduction to Hydraulics.....	HYD-1001
		Hydraulic Theory.....	HYD-1002
		Hydraulic Fluids	HYD-1003
		Hydraulic Systems.....	HYD-1004
HYD-201	Components of a Hydraulic System	Hydraulic Actuators	HYD-2001
		Classification of Hydraulic Valves.....	HYD-2002
		Hydraulic Piping and Instrumentation.....	HYD-2003
		Hydroelectric Symbology and Circuits.....	HYD-2004



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LOG-101

**Introduction to
Logistics**

What is Logistics?LOG-1001
Logistics Technology.....LOG-1002
Inventory.....LOG-1003
Distribution and TransportationLOG-1004
Safety, Quality and the Environment in LogisticsLOG-1005
Winning in Logistics.....LOG-1006
Careers in LogisticsLOG-1007



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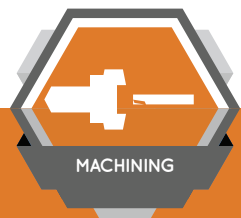
SKILLS COURSE TITLE

SKILLS COURSE
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MAC-101

**Introduction
to Machining**

Introduction to Machining	MAC-1001
Introduction to Milling and Drilling	MAC-1002
Introduction to Turning and Boring	MAC-1003
Introduction to Turning and Boring	MAC-1004



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
MFG-101	Introduction to Manufacturing	What is Advanced Manufacturing?	MFG-1001
		Manufacturing History and Technology	MFG-1002
		From Ideas to Products	MFG-1003
		From Design to Manufacturing	MFG-1004
		Safety, Quality and the Environment in Manufacturing	MFG-1005
		Measuring Success in Manufacturing	MFG-1006
		Careers in Manufacturing	MFG-1007
MFG-102	Engineering Processes	The Engineering Process	MFG-1009
		Information Sharing	MFG-1010
MFG-103	Manufacturing Paperwork	Airplane Regulations	MFG-1011
		The Production Order	MFG-1012
		The Installation Plan	MFG-1013



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MAT-101

**Metals and
Materials**

Introduction to Metals	MAT-2001
Ferrous Metals	MAT-2002
Nonferrous Metals	MAT-2003
Heat Treatment of Metals	MAT-2004



TECHNICAL SKILLS

SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
MEA-201	Precision Measurement I	Introduction to Precision Instruments	MEA-2001
		Rules	MEA-2002
		Calipers.....	MEA-2003
		Micrometers.....	MEA-2004
MEA-202	Precision Measurement II	Small Hole Gauges.....	MEA-2005
		Dial Indicators	MEA-2006
		Bore Gauges	MEA-2007
		Height Gauges	MEA-2008
		Go/NoGo Gauges	MEA-2009
		Test Indicators.....	MEA-2010
MEA-203	Attribute Gauges	Go/NoGo Thread Gauges.....	MEA-2011
		Attribute Gauges	MEA-2012
		Thickness and Radius Gauges.....	MEA-2013
		Squares and Protractors	MEA-2014
		Surface Roughness Comparators.....	MEA-2015



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
MEA-204	Precision Measurement III	Adjustable Parallels.....	MEA-2016
		Surface Plates.....	MEA-2017
		Optical Comparators.....	MEA-2018
		Optical Center Finders.....	MEA-2019
MEA-205	Fastener Inspection Gauges	Grip Gauges	MEA-2020
		Countersink Gauges.....	MEA-2021
		Fastener Height Gauges	MEA-2022
		Rivet Inspection Gauges	MEA-2023
		Fastener Inspection Gauges.....	MEA-2024
Gap Inspection Gauges.....	MEA-2025		
MEA-206	Weld Inspection Gauges	Weld Gauges	MEA-2026



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MTC-101

**Introduction to
Metal Cutting**

Introduction to Abrasive Waterjet Cutting.....MTC-1001
Introduction to Laser CuttingMTC-1002
Introduction to Electrical Discharge MachiningMTC-1003



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MTF-101	Introduction to Metal Forming	Introduction to Metalworking Prozesse	MTF-1001
MTF102	Bulk Metal Forming	Introduction to Bulk Metal Forming	MTF-1002
		Introduction to Rolling	MTF-1003
		Introduction to Forging	MTF-1004
		Introduction to Extruding	MTF-1005
		Introduction to Bar and Wire Drawing	MTF-1006
MTF-103	Sheet Metal Forming	Introduction to Sheet Metal Forming	MTF-1007
		Introduction to Metal Stamping	MTF-1008
		Introduction to Metal Spinning	MTF-1009
		Introduction to Roll Forming	MTF-1010
		Introduction to Slide Forming	MTF-1011
		Introduction to Hydroforming	MTF-1012
		Introduction to Tube Forming	MTF-1013
		Introduction to Fabrication	MTF-1014



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
NDE-301	Introduction to Nondestructive Examination Aerospace	What is NDE?.....	NDE-3001
		NDE Methods	NDE-3002
		Careers in NDE	NDE-3003
NDE-302	Visual Testing Aerospace	Introduction to Visual Testing	NDE-3004
		Light and the Human Eye	NDE-3005
		Standard Inspection Techniques	NDE-3006
		Visual Testing Equipment	NDE-3007
		Manufacturing Produced Discontinuities	NDE-3008
		Standards and Procedures.....	NDE-3009
		Visual Testing of Castings.....	NDE-3010
		Visual Testing of Wrought Metal.....	NDE-3011
		Visual Testing of Welds.....	NDE-3012
In-Service Visual Inspection	NDE-3013		



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NDE-303

**Magnetic Particle
Testing Aerospace**

Magnetic Particle Examination	NDE-3014
Magnetism	NDE-3015
Magnetic Flux	NDE-3016
Electricity and Magnetism	NDE-3017
Electromagnets	NDE-3018
Cast Ferromagnetic Metals	NDE-3019
Wrought Ferromagnetic Metals	NDE-3020
Secondary Metal Processing	NDE-3021
Introduction to Magnetic Particle Examination	NDE-3022
Equipment and Materials	
Non-Portable Magnetic Particle Examination Equipment	NDE-3023
Portable Magnetic Particle Examination Equipment	NDE-3024



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NDE-303

**Magnetic Particle
Testing Aerospace
(cont'd)**

Lighting Equipment	NDE-3025
Magnetic Particle Materials	NDE-3026
Field Testing Devices	NDE-3027
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Part Preparation	NDE-3029
Technique Selection	NDE-3030
Magnetizing Currents	NDE-3031
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Sample Examination #2	NDE-3033
Sample Examination #3	NDE-3034
Sample Examination #4	NDE-3035
Magnetic Particle Examination Standards	NDE-3036



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NDE-304

**Introduction to
Nondestructive
Examination
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Loads, Stresses, and Discontinuities	NDE-3042
Fracture Mechanics.....	NDE-3043
NDE Methods	NDE-3044
Personnel Qualification.....	NDE-3045



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NDE-305

Visual Testing
Commercial

Introduction to Visual Testing	NDE-3046
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Standard Inspection Techniques	NDE-3048
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Visual Testing of Castings.....	NDE-3051
Visual Testing of Rolled Products	NDE-3052
Visual Testing of Welds.....	NDE-3053
VT in Industrial Components.....	NDE-3054



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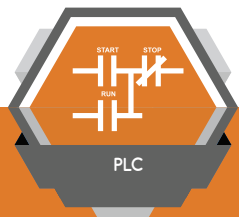
SKILLS COURSE TITLE

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PLC-101

**Programmable
Logic
Controllers**

Introduction to Programmable Controllers	PLC-1001
Introduction to Digital Electronics.....	PLC-1002
Types and Functions of Programmable Controllers	PLC-2001
General Structure of PLC	PLC-2002
Physical Integration of the PLC	PLC-2003
Internal Structure of the CPU	PLC-2004
Basic Concepts of PLC Programming	PLC-2005
Common PLC Applications.....	PLC-2006



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POW-201

Hand Power

Pistol Grip DrillsPOW-2001
Tools Drilling TechniquesPOW-2002
Winslow Drills.....POW-2003
Compression RivetersPOW-2004
Rivet Installation Tools.....POW-2005

POW-202

Stationary Power

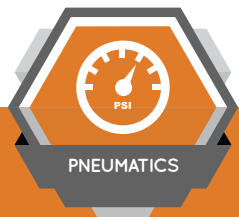
Tools

Introduction to Stationary Power ToolsPOW-2006
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Arbor PressPOW-2010
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PNE-101	Introduction to Pneumatics	Introduction to Pneumatics	PNE-1001
		Pneumatic Systems	PNE-1002
		The Properties of Gases	PNE-1003
		Air Compression and Distribution - Part One.....	PNE-1004
		Air Compression and Distribution - Part Two	PNE-1005
PNE-201	Components of a Pneumatic System	Compressed Air Treatment	PNE-2001
		Pneumatic Actuators.....	PNE-2002
		Directional Control Valves.....	PNE-2003
		Vacuum Technology.....	PNE-2004
		Measuring Pneumatic Variables	PNE-2005
PNE-301	Pneumatic Applications	Pneumatic Applications.....	PNE-3001



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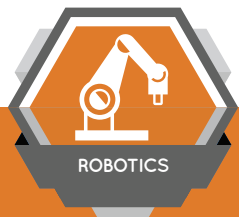
SKILLS COURSE TITLE

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ROB-101

Robotics

Introduction to Robotics.....	ROB-1001
Robot Safety.....	ROB-1002
Robot Axes.....	ROB-2001
Robot Manipulator.....	ROB-2002
Controller and End Effectors.....	ROB-2003
Robot Programs.....	ROB-2004
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TOL-301

**Tooling Capstone
Project**

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The Process.....	TOL-3002
Permanent Assemblies.....	TOL-3003
Critical Features.....	TOL-3004
Final Details.....	TOL-3005



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SKILL GROUP NUMBER	SKILL GROUP NAME	SKILLS COURSE TITLE	SKILLS COURSE NUMBER
WEL-201	Welding for NDE	Introduction to Welding	WEL-2001
		Welding and Welding Discontinuities	WEL-2003
WEL-202	Welding Processes	Welding Basics	WEL-2004
		Weld Defects	WEL-2005
		Arc Welding Safety	WEL-2006
		Elements of an Arc Welding Circuit	WEL-2007
		Shielding	WEL-2008
		Arc Welding Parameters	WEL-2009
		Gas Metal Arc Welding (GMAW)	WEL-2010
		Flux Core Arc Welding (FCAW)	WEL-2012
		Gas Tungsten Arc Welding (GTAW)	WEL-2012
		Plasma Arc Welding (PAW)	WEL-2013
		Shielded Metal Arc Welding (SMAW)	WEL-2015
Submerged Arc Welding (SAW)	WEL-2015		
Electroslag Welding (ESW) and Electrogas Welding	WEL-2016		



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learning is nobody can
take it away from you.”

B.B King – American Musician

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