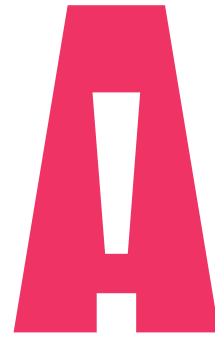


Auburn Career Center



Attitude – Respect – Responsibility

Advanced Manufacturing Student Syllabus 2022-2023

Building Location: Industrial Technology Building

Instructor: TBA

Office Phone: 440-357-7542 ext. 8197

Attendance Office: 440-358-8023

Fax: 440-358-8012

Email: TBA

Website: www.auburncc.org

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WELCOME

This program is designed for students who plan to enter the world of Manufacturing with skills that will prepare them for careers dealing with: CNC Programming, Tool and Die Maker, Machinist, Inspection, Engineering and Design.

Students will gain necessary skills to work with hand tools, precision tools, manual and CNC machines, and blueprints. Students will study the basic fundamentals and concepts that can be applied to manufacturing. This program will place an emphasis on the understanding of the technology as well as the creative skills that are needed for success in this evolving area.

This is a Tech Prep Program. Students have the potential of earning Lakeland Community College credit for work completed in ADVANCED MANUFACTURING while attending Auburn Career Center.

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education. Students may be eligible to earn college or technical school credit for their high school coursework if they meet Tech Prep exit requirements.

To Receive Lakeland Tech Prep College Credit the Student Must

1. The student and high school teacher must sign the “Lakeland College Tech Prep Articulation agreement” for their career program and submit it to the Lakeland College Tech Prep Consortium office by June 1st.
2. Complete and submit a Lakeland Community College Application.
3. Successfully complete an approved high school Tech Prep program with a GPA of (3.0) or higher in Tech Prep courses.
4. Successfully complete Algebra II.

No credit will be awarded until the student meets all of the above conditions within two years of graduation from high school.

AUBURN CAREER CENTER MISSION

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

CORE VALUES

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

COURSE INFORMATION

ADVANCED MANUFACTURING (ADM)
Industrial Technology Building
Instructor: TBA
Office Phone: 440-357-7542 ext. 8197
Fax: 440-358-8012
Email: TBA
Website: www.auburncc.org

Class schedule:

First Year Schedule: 8:15am to 10:53am
Second Year Schedule: 10:58am to 2:28pm

Successful completion of ADVANCED MANUFACTURING will result in the following:

- Three elective credit hours First Year
- Three elective credit hours Second Year

Class materials:

Tools – distributed at orientation
Uniform – \$38 - \$46
Safety Glasses
Hard soled shoes or boots
Scientific calculator (capable of sine and cosine functions) Phone calculators - ARE NOT ACCEPTABLE
USB flash drive at least two gigs
Class fee \$25

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

PROGRAM SCOPE:

First Year Level

In the first year, ADM students will learn basic machining principles as well as safety, blueprint reading, geometric tolerance and dimensioning and precision measuring. They will learn to use shop math involving geometry, trig, fractions and decimals. Inspection techniques and processes will also be covered.

ADM Courses

Machine Tools

Description: This course introduces students to all aspects of machining applications in manufacturing. They will be able to perform routine calculations, interpret basic drawings, begin the process of performing accurate measurements and be able to plan simple machining processes. Students will learn the fundamental

principles and practices of cutting, drilling and grinding using modern machine tools, hand tools and precision measuring instruments.

- **Employability Skills:** Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
- **Leadership and Communications:** Process, maintain, evaluate, and disseminate information in a business. Develop leadership and team building to promote collaboration.
- **Business Ethics and Law:** Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.
- **Knowledge Management and Information Technology:** Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.
- **Global Environment:** Evaluate how beliefs, values, attitudes, and behaviors influence organizational strategies and goals.
- **Business Literacy:** Develop foundational skills and knowledge in entrepreneurship, financial literacy, and business operations.
- **Financial Management:** Use financial tools, strategies, and systems to develop, monitor, and control the use of financial resources to ensure personal and business financial well-being.
- **Measurement and Interpretation:** Interpret drawings and documentation and perform measurements.
- **Layout and Planning:** Plan a machining process.
- **Cutting:** Cut materials.
- **Drilling:** Drill materials.
- **Grinding:** Grind materials.
- **Maintenance:** Maintain tools and equipment in working condition.

Machining with Industrial Lathes

This course directs the student in the safe use of different types of manual industrial lathes. Students will use these machine tools to shape, pattern, bore, thread and polish metal and other materials. Students will apply their knowledge of product characteristics, perform necessary calculations, use precision measuring instruments and make all adjustments needed to fabricate products to print dimensions. Students will be able to identify operational problems and provide routine care and maintenance to the lathe.

- **Employability Skills:** Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
- **Leadership and Communications:** Process, maintain, evaluate, and disseminate information in a business. Develop leadership and team building to promote collaboration.
- **Business Ethics and Law:** Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.
- **Knowledge Management and Information Technology:** Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.
- **Global Environment:** Evaluate how beliefs, values, attitudes, and behaviors influence organizational strategies and goals.
- **Business Literacy:** Develop foundational skills and knowledge in entrepreneurship, financial literacy, and business operations.
- **Financial Management:** Use financial tools, strategies, and systems to develop, monitor, and control the use of financial resources to ensure personal and business financial well-being.
- **Measurement and Interpretation** Interpret drawings and documentation and perform measurements.
- **Layout and Planning** Plan a machining process.
- **Cutting** Cut materials.

- **Drilling** Drill materials.
- **Turning** Turn materials.
- **Grinding** Grind materials.
- **Maintenance** Maintain tools and equipment in working condition.
- **Site Safety** Handle materials, prevent accidents and mitigate hazards.
- **Personal Safety** Practice personal safety.

Machining with Industrial Milling Machines

In this course, students are directed in the safe use of manual milling machines. Students apply their knowledge of product characteristics, perform necessary calculations, and use precision measuring instruments and layout equipment to mill products to print dimensions. Students will use these machine tools to shape, cut, drill and bore and metal and other materials. Students will be able to identify operational problems and provide routine care and maintenance to the manual mill.

- **Employability Skills:** Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
- **Leadership and Communications:** Process, maintain, evaluate, and disseminate information in a business. Develop leadership and team building to promote collaboration.
- **Business Ethics and Law:** Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.
- **Knowledge Management and Information Technology:** Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.
- **Global Environment:** Evaluate how beliefs, values, attitudes, and behaviors influence organizational strategies and goals.
- **Business Literacy:** Develop foundational skills and knowledge in entrepreneurship, financial literacy, and business operations.
- **Financial Management:** Use financial tools, strategies, and systems to develop, monitor, and control the use of financial resources to ensure personal and business financial well-being.
- **Measurement and Interpretation** Interpret drawings and documentation and perform measurements.
- **Layout and Planning** Plan a machining process.
- **Cutting** Cut materials.
- **Drilling** Drill materials.
- **Milling** Mill materials.
- **Grinding** Grind materials.
- **Maintenance** Maintain tools and equipment in working condition.
- **Site Safety** Handle materials, prevent accidents and mitigate hazards.
- **Personal Safety** Practice personal safety.

For those students that complete ALL assigned projects and tasks in the three subject areas above, an introduction to basic CNC programming may be included in the curriculum.

Using Computer Numerical Control Technology with Industrial Mills and Lathes

Description: In this course, students will use computer numerical control (CNC) programming to mill products comprised of various materials. Students will prepare numerical control programs in positioning systems using standard industrial G and M codes. They will program computerized numerical control mills and lathes.

- **Employability Skills:** Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

- **Leadership and Communications:** Process, maintain, evaluate, and disseminate information in a business. Develop leadership and team building to promote collaboration.
- **Business Ethics and Law:** Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.
- **Knowledge Management and Information Technology:** Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.
- **Global Environment:** Evaluate how beliefs, values, attitudes, and behaviors influence organizational strategies and goals.
- **Business Literacy:** Develop foundational skills and knowledge in entrepreneurship, financial literacy, and business operations.
- **Financial Management:** Use financial tools, strategies, and systems to develop, monitor, and control the use of financial resources to ensure personal and business financial well-being.
- **Computer Numerical Control (CNC)** Apply standard practices of CNC operations and part inspection.
- **Measurement and Interpretation** Interpret drawings and documentation and perform measurements.
- **Maintenance** Maintain tools and equipment in working condition.
- **Site Safety** Handle materials, prevent accidents and mitigate hazards.
- **Personal Safety** Practice personal safety.

Please see attached for sequence

Second Year Level

During the Second year, students will focus on **advanced** manual machining skills as well as CNC programming and set-up. They will also learn basic CAD / CAM programs along with advanced shop math involving geometry and trig. While courses 176005 and 176006 appear similar to the junior year, they will include much more advanced training in the manual machining areas.

Courses:

Machining with Industrial Lathes

This course directs the student in the safe use of different types of manual industrial lathes. Students will use these machine tools to shape, pattern, bore, thread and polish metal and other materials. Students will apply their knowledge of product characteristics, perform necessary calculations, use precision measuring instruments and make all adjustments needed to fabricate products to print dimensions. Students will be able to identify operational problems and provide routine care and maintenance to the lathe.

Machining with Industrial Milling Machines

In this course, students are directed in the safe use of manual milling machines. Students apply their knowledge of product characteristics, perform necessary calculations, and use precision measuring instruments and layout equipment to mill products to print dimensions. Students will use these machine tools to shape, cut, drill and bore and metal and other materials. Students will be able to identify operational problems and provide routine care and maintenance to the manual mill.

Using Computer Numerical Control Technology with Industrial Mills and Lathes

Description: In this course, students will use computer numerical control (CNC) programming to mill products comprised of various materials. Students will prepare numerical control programs in positioning systems using standard industrial G and M codes. They will program computerized numerical control mills and lathes.

Manufacturing Capstone

The capstone course provides opportunities for students to apply knowledge, attitudes and skills that were learned in Manufacturing program in a more comprehensive and authentic way. Capstones often include project/problem based learning opportunities that occur both in and away from school. Under supervision of the school and through community partnerships, students may combine classroom learning with work experience. This course can be delivered through a variety of delivery methods including cooperative education or apprenticeship.

Please see attached for sequence

Students enrolled in ADVANCED MANUFACTURING will:

- Learn Machining principles with hands on training
- Shop Safety
- Learn Blueprint reading
- Precision measuring
- CNC programming
- CNC set-up procedures
- Work place expectations
- ESPRIT CAD/CAM

AUBURN CERTIFICATES

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates

INSTRUCTIONAL PHILOSOPHY

Students will be introduced to each machining principle in a class room setting, explaining the process and the steps required to safely perform the task. The class then moves to the lab area where the process will be demonstrated by the instructor. Following the demonstration, the students will practice the competency on the lab equipment. The competencies learned are then demonstrated by the machining and building of many challenging projects.

Classroom Entry – Attendance

Attendance is taken at the start of class. All students should be in their assigned classroom/lab before the bell sounds. If you are tardy you must report to the High School Office and obtain an admit slip. **Excessive unexcused absences may result in disciplinary action.** Refer to the Student/Parent Code of Conduct for more information.

Classroom Exit – Dismissal

Students are dismissed by the Instructor, not the bell. Students are not to line up at the door, be in the hall, or leave the classroom or lab prior to dismissal by the teacher.

ASSESSMENT

Students earn participation points daily. Points are earned for the following 5 criteria:

- Attendance (includes being on time)
- Participation = prepared with pencil, paper, calculator and uniform
- Safety
- On task
- Clean-up

Each major area of study will be assessed by a comprehensive test at the end of the section, with quizzes during the section.

Projects are graded by fit finish and effective use of time and lab equipment.

Grading policy is per the Student/Parent Handbook:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

EMPLOYABILITY SKILLS

In Career and Technical Education, student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade.

In addition to the guidelines presented in the Student/Parent Handbook, Advanced Manufacturing students have the opportunity to earn up to 50 points per week, 10 points per day, for employability skills.

It is up to the student to earn the grade. Not earning points is based on inappropriate behavior and teacher observations of behavior and attitude. Behavior and preparedness are an essential part of a student's tenure at Auburn.

To earn employability points in class, students are to:

- ✓ Speak/Think Positively – Utilize outstanding communication skills
- ✓ Keeping excellent attendance – Be dressed and ready for class
- ✓ Follow Directions – Use computers, calculators or mobile devices in an appropriate manner

- ✓ Be a Team Player - Have tolerance, respect, and concern for others
- ✓ Demonstrate Excellent Work Ethic – Be in class, on time, ready to begin, focused on task at hand
- ✓ Uphold a Safe Environment - Operate and maintain equipment properly

Continual violation of the Employability Skills will result in a reduced course grade, continuous violations of the Employability Skills; will result in additional disciplinary action determined on a case by case basis.

NOTE: The previous expectations also extend to a student's behavior throughout Auburn Career Center and will affect your grade.

*You can positively impact your employability skills score. Bonus points can be earned by going above and beyond expectations. SEE EMPLOYABILITY SKILLS RUBRIC IN ATTACHMENT

COURSE ASSIGNMENTS AND PROJECTS

All assignments are to include your name, class, assignment name, and assignment date in the upper left hand corner.

Assignments are due at the start of class. Late assignments will only be accepted with an excused absence.

Students can expect assignments on a regular basis. Projects of significant importance will be assigned throughout the year.

Lab projects will be given a recommended time limit so that the student can measure where they stand in regard to industry expectations with a view towards employability.

COURSE POLICES

PROGRAM APPAREL

Students will be required to wear program specific apparel.

Standard daily dress:

- Lab shirt
- Long pants
- Safety glasses
- Hard soled shoes or boots

Special event dress; Formal School Events and Student Organization events:

- Long Pants (girls may wear an appropriate skirt)
- Button down shirt or blouse

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original card is lost or stolen, a duplicate ID badge must be purchased. The fee for a replacement ID badge is \$5.00.

This course covers a large amount of material; therefore, late assignments will not be accepted. The only exception to this is if the student provides an excused absence that is verified by the High School office. Refer to the Student/Parent Code of Conduct for more information.

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and projects accurately and on time.

Class participation and employability skills are an extremely important part of this program. Grades are based in part on the following:

SAFE WORK PRACTICES:

Follow ALL lab safety rules

Wear the required safety equipment

No horseplay

Never operate equipment without the instructor's permission

Stay focused

THINK SAFETY

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.

Pick up the phone and dial "0" for the Reception Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

MOBILE TECHNOLOGY POLICY

There will be no use of cell phones, tablets or laptops in the ADM class room or lab unless directed by the instructor.

Cell Phones, MP3 Players and other mobile devices are included in the definition of personal mobile technology. It is expected that students will realize that mobile technology devices have their time and place and will utilize them appropriately, as stated in this handbook while in the ADVANCED MANUFACTURING

classroom/lab. Students will abide by any policies stated within the Auburn Student Handbook and Technology Agreement while at Auburn Career Center.

ADDITIONAL COURSE POLICIES

1. Code of Conduct: The published Code of Conduct for Auburn Career Center found in the Student/Parent Handbook will be enforced at all times. Refer to the Handbook for discussion of due process of the Code and Safety Violations. Academic dishonesty will not be tolerated. Infractions will be dealt with according to established Auburn Career Center policy.
2. The attendance/tardiness policy provided in the handbook will be followed at all times. It is the responsibility of the student to make arrangements to make up any missed activity the day he/she returns to class. There are certain assignments that cannot be made up.
3. Computer usage: Auburn Career Center supports instruction through the use of computers, e-mail, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent Handbook may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment; Abuse of this equipment will not be tolerated.

In addition, students are expected to use computers and other media equipment at the designated time, and only for class assignments. Abuses may result in a loss of technology privileges.

Auburn e-mail accounts are monitored, and the use of them falls under ACC policies.

4. Auburn Career Center is a full-service career center. Many people pass through the facility during the day. Therefore, it is important that students wear their student identification badges when in the building. Students who do not display an identification badge will be referred to the High School Office. Failure to wear an ID may result in loss of Employability Skills points and be referred for discipline.
5. Changes to the syllabus: The Instructor/ACC Administration reserve the right to make changes to this syllabus as needed throughout the year.

STUDENT ORGANIZATION INFORMATION



Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

Membership:

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

Auburn Battle Bot Team

Qualified students in the ADM program, and other Auburn programs, are invited to join the Auburn Battle Bot team that will design, manufacture and assemble a competition Battle Bot. This Battle Bot will compete at the AWT sponsored event at Lakeland community College.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Auburn Career Center –ADVANCED MANUFACTURING

Syllabus Agreement

After reviewing the Advanced Manufacturing Syllabus, please sign and return this agreement page to the ADVANCED MANUFACTURING Instructor.

I have read and understand all of the information included in the Auburn Career Center Advanced Manufacturing Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____