



CAREER SKILLS TRAINING

Guide to Skills Coverage

FOUNDATIONS OF MANUFACTURING

SAFETY FUNDAMENTALS 77-3202-0000
Introduction to OSHA and Safety Responsibilities/Safety in the Workplace
Personal Protective Equipment (PPE)
Safety Practices
Production Team Training & Responsibilities
Product Development & Customer Service
Customer Service

SAFETY LOCKOUT / TAGOUT 77-LOTO-0000
Accessing Lockout/Tagout Basics
Attaching Lockout Devices
Completing and Attaching Tagout Devices
Conduct energy control analysis
Perform lockout/tagout procedure
Perform lockout/tagout release

MATH FOR TECHNICIANS I 77-BA01A-0001
Working with Arithmetic and Algebra
Working with Whole Numbers
Working with Fractions
Working with Decimals
Working with Percentages
Working with Ratios and Proportions
Working with Systems of Measurement
Working with Geometry
Working with Trigonometry

MATH FOR TECHNICIANS II 77-BA01B-0001
Working with Conversion Formulas
Applying Mechanical Principles
Calculating Drive Ratios
Calculating Speed Reducer Service Factor
Using Ohm's Law in Series and Parallel Circuits
Converting Binary, Binary Coded Decimal (BCD), Hexadecimal and Decimal Numbers
Calculating Pressure, Force, Head and Flow
Calculating Shim Requirements
Selecting Pipe Size

EMPLOYABILITY 77-3097-0000
Time-Management Techniques
Personal Qualities Desirable for the Workplace
Interpersonal Communication
Conflict Resolution
Teamwork
Problem-Solving Techniques
Decision-Making Skills
Business and Personal Ethics
Business Etiquette and Ethical Computer Behavior
Employer-Employee Relationships
Proper Communication with Diverse Populations
Career Goals
Resumes and Cover Letters
Job Applications
Potential Employer Interviews
Interviewing Skills

MECHANICAL BLUEPRINT READING 77-BA02-0001
Identify line types and their functions
Single, multiple, and auxiliary views
Reading and locating blue print dimensions
Determine tolerances
Identify thread dimensions
Identify tapers and machined surface symbols
Cutting planes and sections
Geometric dimensions, wear limits and assembly
Identify welding symbols
Reading plot plans
Reading footing, foundation, and floor plans
Read reinforced concrete and structural steel plans

LUBRICATION FOR MAINTENANCE TECHNICIANS 77-BA03-0001
Lubrication Fundamentals
Lubrication Terms
Identifying Lubricating Oils
Identifying General Purpose Greases
Identifying Special Purpose Greases
Applying Lubricating Oils
Applying Lubricating Greases
Bearing Lubrication
Setting Up a Lubrication Schedule
Selecting Synthetic Lubricants
Grease Guns
Bearing Packers
Grease Lubricators
Drop Feed Oilers
Electric Chain Oilers

MECHANICAL FASTENERS 77-BA04-0001
Screws and Bolts
Threaded Fastener Selection
Thread Standards
Creating and Repairing Threads
Nuts
Torque Wrenches
Bolt Extractor
Washers
Rivets
Adhesives
Hook and Loop Fasteners
Cable Ties

HAND TOOLS 77-BA05-0001
Shop Safety
Rulers and Tape Measures
List how hand tools may be misused or abused
Calipers and Feeler gauges
Squares and Levels
Knives
Scribes and Punches
Work Holding Devices
Hammers
Chisels
Saws
Pliers
Cutters
Files & Deburring Tools
Drivers
Hex Keys
Wrenches
Socket and Torque Wrenches

POWER TOOLS 77-BA06-0001
Shop Safety
Power Drills
Drill Presses
Rotary Tools
Jigsaws
Reciprocating Saws
Circular Saws
Table Saws
Bandaws
Sanders

MACHINING

CNC MILLING 77-3140-0001
Introduction to CNC
Safety Fundamentals
CNC Motion Control Software
Mounting the CAD Drawing
Tooling
Reference Positions
Verifying a Program
Running a Program
Fundamentals of NC Programming
Project #1 - Programming the House
Arc Programming
Project #2 - Programming the Star
Project #3 - Programming Your Initials

CNC TURNING 77-3141-0001
Introduction to CNC
Safety Fundamentals
CNC Motion Control Software
Securing the Workpiece
Tooling
Reference Positions
Verifying a Program
Running a Program
Fundamentals of NC Programming
Project #1 - Machining
Arc Programming
Project #2 - Programming
Project #3 - Final Project

COMPUTER-AIDED DESIGN WITH SPECTRACAD 77-3004-0001
Using spectracAD
Managing Files
Creating the LMC Project
Drawing the M
Speaker Design Project
Completing the Speaker Project
SpectraCAD Engraver
Generating an NC File
NC Files and Coding
Pocketing
Pocket Toolpaths and SpectraCAM

COMPUTER-AIDED MANUFACTURING WITH SPECTRACAM - MILLING 77-3005-0001
Using SpectraCAM
Starting the LMC Project
Generating Tool Paths - LMC Project
Contouring and NC File Generation
Speaker Design Project
First Pocket Operation
Second Pocket Operation
Engraving Text and Generating Code
Advanced Operations Setup
Advanced Operations
Swept Surfaces
Final Steps

MACHINE VISION & QUALITY CONTROL WITH COGNEX LAB 1 77-8087-0000
Intro to Vision Systems
How Cameras Work
Digitalization
Intro to In-Sight Explorer
Analytical Tools
Image Types
Optics and Lighting
Lighting Techniques
Image Setup, Lighting, and Calibration
Image Enhancements and Operations
Filters and Noise Elimination
Blobs
Counting Tools

MACHINE VISION & QUALITY CONTROL WITH COGNEX LAB 2 77-8089-0000
Types of Vision Systems
Vision Systems and Manufacturing
The Color Tool
I/O and Communication
Deployment
Setting Up an Emulator
Calibration
Vision Tools and the Emulator
Spreadsheet Logic
Image Enhancements with the Emulator

MANUFACTURING PROCESS WITH ROBOTEXPERT 1 77-8401-0001
Manufacturing Process - Overview
Quick Exhaust Valve
Download and install the software
CAD Import - Basic Environment
Modeling
Layout

MANUFACTURING PROCESS WITH ROBOTEXPERT 2 77-8401-0001
Path Creation
OLP- Off Line Programming
Publishing

PLCs 77-3032-0000
Project: Implementing GRT and LES
The Move (MOV) Instruction
The Add (ADD) Instruction
The Subtract (SUB) Instruction

PLC-CONTROLLED PNEUMATIC SYSTEMS 77-3034-0000
Manual Control of a Pneumatic Piston
Semi-Automatic Control Systems
Semi-Automatic Action Using a 5/2 Spring-Return Valve
Fully Automatic Operation
Fully Automatic Operation with Spring Return Valve
Timers
Counters
Sequential Operation with Two Double-Acting Cylinders
Sequential Operation with Three Double-Acting Cylinders
Solving Opposing Control Signals

PLC CONTROLLED HYDRAULIC SYSTEMS 77-3035-0000
Project: Implementing GRT and LES
Using a 4/2 Sol-Sol Valve to Control a Double-Acting Cylinder
Using a 4/3 Sol-Sol Valve to Control a Double-Acting Cylinder
Using a 4/3 Sol-Sol Valve to Control a Double-Acting Cylinder
Using a Fully Automatic Hydraulic Circuit

BASIC POWER ELECTRICITY

ELECTRICAL CIRCUITS JM-BASE-EA01A
Performing Lockout/Tagout
Connecting a Basic Circuit
Identifying Switches
Connecting a Momentary Switch
Connecting a Toggle Switch
Identifying Sources of Electricity
Measuring DC Voltage
Constructing a Series Circuit
Constructing a Parallel Circuit
Testing an Electrolytic Cell
Testing a Battery
Testing a Thermocouple
Testing a Solar Cell

RESISTORS & CONDUCTORS JM-BASE-EA01B
Measuring Resistance in Series and Parallel Circuits
Drawing and Reading Resistor Symbols
Testing an Adjustable Resistor
Measuring Wire Size
Applying Resistance and Wire Size
Calculating Wire Size
Determining Losses in a Conductor

LCR CIRCUITS JM-BASE-EA01C
Connecting a Capacitor & Testing a Capacitor
Determining Capacitance
Applying Capacitance Principles
Applying Magnetic Principles
Inducing a Magnetic Field
Assembling an Electromagnet
Applying Electromagnetic Principles
Inducing Voltage
Inducing DC Voltage
Troubleshooting a Capacitor-Start Motor
Applying Inductance Principles
Operating Electromagnets
Drawing Inductance Symbols

MOTORS & GENERATORS JM-BASE-EA01D
Operating a PMDC Motor
Operating a DC Generator
Operating an AC Generator
Operating a Series Motor
Deming Principles of Reactance and Impedance
Applying Phase Relationship Principles
Illustrating Three-Phase Power
Measuring AC Voltage

HYDRAULICS

FUNDAMENTALS OF HYDRAULICS 77-8008-0000
What is Hydraulics?
Pressure Measurement
Pressure Gauges
Hydraulic Power Transmission
Hydraulic Power Source
Determining Component Characteristics
Controlling the Flow Rate
Flow Control Valves
4/3 Closed-Center Valve - Construction and Function
4/3 Closed-Center Valve - Characteristics
Power Transformation Using a Double-Acting Cylinder
Loading a Piston
Controlling the Piston Location
Task: Building a Circuit

ADVANCED HYDRAULICS 77-3025-0000
Mechanics and Hydraulic Systems
Building a Dowel Insertion System
Controlling a Hydraulic Press
Controlling a Barricade
Sequential Operation
Grain Gate Valves
Controlling a Cargo Airplane Door
Increasing System Efficiency
The Relay
Latching a Relay
Semi-Automatic Press System
The Timer
Irrigation System
Improving Control in a Circuit with Sequential Operation

ADVANCED HYDRAULICS AND ELECTRO-HYDRAULICS 77-3026-0000
Hydraulic Systems Usage and Control
Electrical Control Signals
Controlling Piston Speed
Non-Return Pilot Valve
Bi-Directional Pilot Valve
Pressure Relief Valve
4/3 Closed-Center Valve vs. 4/3 Tandem-Center Valve
Simultaneous Operation of Two Control Valves
Controlling Two Actuators Using Two Valves
Roller Valves
Limit Switch
Sequence Valve
Sequential Operation
Pressure-Reducing Valve
Latching a Relay
Timers
Automatic Cycle

CIM/FMS 77-3022-0000
Introduction to CIM
Introducing OpenCIM Software
Parts and Production Flow
Storage Setup
Production Planning
Correcting Soft Foot
Part Definition
Defining a Product Part
Producing a New Part
Timing and Optimization
View Production Details in the Device View and Storage View
Defining Part Production in the Lathe
Integrated Production
Tracking Integrated Production

COMPUTER INTEGRATED MANUFACTURING 1 77-3015-0000
Introducing OpenCIM Software
Parts and Production Flow
Storage Setup
Production Planning
Correcting Soft Foot
Part Definition
Defining a Product Part
Producing a New Part
Timing and Optimization
View Production Details in the Device View and Storage View
Defining Part Production in the Lathe
Integrated Production
Tracking Integrated Production

COMPUTER INTEGRATED MANUFACTURING 2 77-3016-0000
Introducing OpenCIM Software
Parts and Production Flow
Storage Setup
Production Planning
Correcting Soft Foot
Part Definition
Defining a Product Part
Producing a New Part
Timing and Optimization
View Production Details in the Device View and Storage View
Defining Part Production in the Lathe
Integrated Production
Tracking Integrated Production

ELECTRICAL CONTROL SYSTEMS

OVERLOAD/OVERCURRENT PROTECTION AND MONITORING JM-CTRL-EA02
Drawing and Reading Circuit Protection Symbols
Sizing and Installing Fuses
Testing and Replacing Fuses
Preventive Maintenance and Troubleshooting Fuse Blocks
Sizing Circuit Breakers
Testing and Resetting a Circuit Breaker
Sizing and Installing an Overload Heater
Adjusting and Testing the Overload Relay
Installing and Setting Up a Three-Phase Monitor

TRANSFORMERS JM-CTRL-EA03
Apply Transformer Principles
Draw and Read Transformer Symbols
Install a Control Transformer
Install a Station Transformer
Connecting and Testing the Overload Relay
Connect Transformer as an Auto Transformer for Buck and Boost Operation
Connect Transformers in Delta and Wye
Inspect and Service a Transformer
Size a Transformer

ELECTRIC MOTORS JM-CTRL-EA04
Disconnecting and Operating a Split-Phase Motor
Connecting and Operating a Capacitor-Start Motor
Connecting and Operating a Three-Phase Motor
Performing Visual Inspections
Lubricating a Motor
Performing DMM and Motor Megger Tests
Troubleshooting a Split-Phase Motor
Troubleshooting a Capacitor-Start Motor
Troubleshooting a Shaded-Pole Motor
Troubleshooting a DC Motor
Troubleshooting a Three-Phase Motor
Testing Motors with Adjustable Loads

ELECTRO-MANETIC MOTOR STARTERS JM-CTRL-EA07
Connect, Adjust, and Operate a Three-phase Reversing Starter
Connect and Operate a Magnetic Starter for Jogging
Troubleshoot a Three-phase Motor Control Circuit
Troubleshoot a Reversing Three-phase Motor Control Circuit
Performing Preventive Maintenance on Magnetic Starters

DC MOTOR CONTROL JM-CTRL-EA16
Demonstrate DC Drive Principles
Connecting and Operating a Power Supply
Connect and Operate Braking Controls
Test DC Drive
Troubleshoot DC Drive
Perform Preventive Maintenance
Connect and Operate SCR Speed Control
Connect and Operate TRIAC Speed Control

PROCESS CONTROL

FUNDAMENTALS OF PROCESS CONTROL
Basics of Control Theory and Process Control Terms
Controller and Tuning
Process Control Loop
Intro to Measurement of Level, Flow, Temperature, & Pressure

PROCESS MEASUREMENT
Properties of Matter (Liquid/Air)
Power Transformation Using a Double-Acting Cylinder
Level Measurement
Flow Measurement
Temperature Measurement
Pressure Measurement
Final Control Elements

PLANT COMMISSIONING AND OPTIMIZATION
Plant Commissioning
Process Control Loop
Process Behavior
Effect of Disturbance in Process
Characteristic of Proportional, Integral, and Derivative
PID Tuning using Different Methods
Ziegler-Nichols & Cohen Coon

ACTIVITY
Plant start up and commissioning
Process Control Loop
Understand the process behavior
Proportional, Integral, & Derivative
Control Loop tuning - Ziegler-Nichols and Cohen Coon

Mechanical Systems

BASIC MACHINES JM-MBLM-ME01
Introduction to Basic Machines
Measurement
Torque
Work
Power
Horsepower
Friction
Velocity
Acceleration
Mass and Inertia
Energy
Mechanical Advantage
Inclined Planes
Wedges
Screws
Levers
Wheels and Axes
Pulleys

MACHINE STATICS AND DYNAMICS JM-MBLM-ME02
Identify Stress, Strain & Combined Stresses
Identify Material Fatigue & Fatigue Stress Points
Identify Fatigue Failure & Failure Modes
Machine Shafts and Keys JM-MBLM-ME03
Measuring & Verifying Shafts
Demonstrating Shaft Expansion Principles
Measuring Eccentricity & Shaft Runout
Demonstrating Shaft Key Principles
Preparing a Key from Keystock
Shaft Troubleshooting & Failure Analysis

BEARINGS JM-MBLM-ME04
Identifying Bearing Types
Reading Bearing Dimensions
Mounting Bearing Housings
Reading a Tolerance Chart
Bearing Lubrication & Failure Analysis

BELT DRIVES JM-MBLM-ME05
Demonstrating Belt Drive Ratio Principles
Installing Belt Drives
Aligning a Belt Drive
Belt Tensioning
Installing Adjustable Speed Sheaves
Storing Finished Parts
Belt Troubleshooting & Maintenance

CHAIN DRIVES JM-MBLM-ME06
Demonstrating Roller Chain & Sprocket Principles
Sizing Chain
Installing & Aligning Sprockets
Installing Chain Drives
Adjusting Slack
Troubleshooting & Maintenance

MACHINE SHAFT COUPLINGS JM-MBLM-ME07
Identifying Shaft Couplings
Correcting Soft Foot
Aligning Shafts
Aligning Rims & Faces
Connecting Chain Couplings
Connecting Universal Joints

ELECTRIC BRAKES JM-MBLM-ME10
Operating Electric Brakes
Installing Electric Brakes
Maintaining & Troubleshooting Electric Brakes

INDUSTRIAL POWER ELECTRONICS

OSCILLOSCOPE JM-POWR-EB01A
Oscilloscope Screen
Oscilloscope Controls
Setting Up and Operating the Oscilloscope
Adjusting Probe Compensation
Performing AC Voltage Calculations
Measuring AC Voltage and Frequency
Performing DC Voltage Calculations
Measuring DC Voltage

DIGITAL MULTIMETER JM-POWR-EB01B
Digital Multimeter Safety
DMM Controls and Features
Locating and Reading DMM Icons and Symbols
Reading the Liquid Crystal Display
Setting Up the DMM for Reading AC Voltage
Measuring AC Voltage
Calculating & Converting AC Voltage
Measuring DC Voltage
Measuring Resistance
Discharging a Capacitor
Measuring Capacitance
Testing Capacitors
Measuring Current
Measuring DC Millivolts
Performing Continuity Tests
Testing Grounds and Bonds
Measuring Frequency

HAND HELD DIGITAL OSCILLOSCOPE JM-POWR-EB01C
Identifying and Using Oscilloscope Controls
Setting Up and Operating the Oscilloscope
Performing AC Voltage Calculations
Measuring AC Voltage and Frequency
Performing DC Voltage Calculations
Measuring DC Voltage
Storing and Recalling Screen Displays

DC POWER SUPPLIES JM-POWR-EB02A
Power Supply Block Diagram
Schematic Symbols
Confirming Starter Winding Connections
Locating Diodes and Symbols
Testing a Diode
Drawing a Half-Wave Rectifier
Connecting and Operating a Half-Wave DC PS
Confirming Full-Wave DC Power Supply Operation
Connecting and Operating a Full-Wave DC PS
Confirming Single-Phase Bridge Rectifier Operation
Connecting and Operating Single-Phase Bridge Rectifier

STEPPER MOTOR DRIVES JM-POWR-EB05
Identifying Detent Torque
Confirming Stepper Motor Step Angle
Demonstrating Stepper Motor Principles
Confirming Starter Winding Connections
Demonstrating Unipolar Stepper Motor Drive
Installing, Connecting and Monitoring a Stepper Motor Drive
Testing and Troubleshooting a Basic Stepper Motor and Drive

SERVO MOTOR DRIVES JM-POWR-EB06
Identifying Servo Motor Control Principles
Demonstrate Closed-Loop Servo Motor Principles
Demonstrate Servo System Feedback Drive Principles
Demonstrate Analog and Digital Servo Motor Drive Principles

SINGLE-PHASE AND THREE-PHASE POWER SUPPLIES JM-POWR-EB02B
Drawing Filter Schematic Diagrams
Connecting and Operating a Power Supply
Drawing Zener Schematic Symbols
Connecting and Operating a Zener Diode Voltage Regulator
Locating an IC Voltage Regulator
Connecting and Operating a DC Power Supply with an IC Voltage Regulator

ELECTRO MECHANICAL MAINTENANCE CELL

BASIC MAINTENANCE CELL JM-EMMC-ZA01
CONVEYOR CONTROLS
Install and Connect Conveyor Drive Controls
Install Emergency Stop Circuits
Perform Circuit Continuity Tests
Megger Test Conveyor Drive
Test and Troubleshoot Conveyor Drive
PREDICTIVE/PREVENTIVE MAINTENANCE
Lubricate Conveyor Drive
Verify Conveyor Alignment
Verify Drive Chain Alignment
Obtain Vibration Profiles

PART MANIPULATOR JM-EMMC-ZA03
PART MANIPULATION
Install Part Stacker and Feeder Tray
Install Part Kicker
Install Stacker Part Sensor
PAINT, BAKE AND COOL TUNNEL
Install Paint Bake Heaters
Install Tunnel
Install Paint Nozzles
Install Cool Down Blower
Install Part Count Sensor
Install Paint Tunnel Status Indicators
PROGRAMMABLE LOGIC CONTROLLER (PLC)
Install PLC
Rough-in PLC power
Program PLC
Connect PLC Input Sensor Circuits
Connect PLC Output Device Circuits
Troubleshoot Paint, Bake & Cool System

INDUSTRIAL LIGHTING JM-EMMC-ZA04
INDUSTRIAL LIGHTING CIRCUITS
Install Fluorescent Task Lighting
Install Low Bay Lighting
Install High Bay Lighting
Install Flood Lighting
Install Hazardous Location Lighting
Install Emergency Lighting
Rough-In Lighting Circuits
Megger Test Lighting Circuits
INDUSTRIAL POWER CIRCUITS
Install Wiring Devices
Rough-In Wiring Device Circuits
Megger Test Power Circuits
Wire Lighting & Lighting Control
Install and Test GFCI Circuit
Troubleshoot Lighting and Power System

LASER ALIGNMENT JM-MBLM-ME11
Aligning a Belt Drive
Aligning a Coupling
Correcting for Soft Foot
Filling Out an Alignment Report.

VIBRATION ANALYSIS JM-MBLM-ME12
Reading a Vibration Severity Chart
Identifying Shaft Couplings
Measuring the Vibration of a Motor
Measuring Shaft Misalignment
Troubleshooting Misaligned Shaft Vibration
Measuring Coupling Vibration
Troubleshooting Bent Shaft Vibration
Troubleshooting Defective Shaft Component Vibration
Troubleshooting Resonant Vibration
Demonstrating Vibration Source Principles

BEARING MAINTENANCE JM-MBLM-ME13
Identifying Anti-Friction Bearings
Identifying Plain Bearings
Using an Arbor Press
Using a Bearing Puller
Installing and Removing Bushings
Using a Cone Heater
Loading a Grease Gun
Greasing a Pillow Block
Hand Packing a Bearing
Using a Bearing Packer
Measuring Bearing Seal Principles
Performing Bearing Failure Analysis

FULL INSERTION SYSTEM JM-EMMC-ZA07
Install full insertion sub panel
Rough-in power circuit
Install and configure triggered faults
Test triggered fault system
Troubleshoot gas furnace