Autauga County Technology Center

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Course Description

**CTE Lab in Manufacturing:** is designed to enhance the student’s general understanding and mastery of the cluster. This course is designed as a learning laboratory to support students’ individual interests and goals. This laboratory may take place in a traditional classroom, in an industry setting, or in a virtual learning environment. This course may be taken in any program within the Manufacturing cluster. Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities and take advantage of the opportunities afforded by Career and Technical Student Organizations (CTSOs), and learn and practice essential digital literacy skills. The foundational standards are to be incorporated throughout the course.

**Program Name**: Lab in Manufacturing

**Course Goals:**

* Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
* Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
* Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
* Apply enhanced leadership and professional skills needed in a career in manufacturing.

a. Develop and present a professional presentation offering potential solutions to a current issue.

b. Practice leadership and career skills in job placement, job shadowing, entrepreneurship, or internship, or by obtaining an industry-recognized credential of value.

c. Participate in leadership development opportunities available through SkillsUSA and/or professional organizations in the manufacturing field.

d. Demonstrate written and oral communication skills through presentations, public speaking, live or virtual interviews, and/or an employment portfolio

* Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.

**Course Specifications:** Lab in Manufacturing is an elective course for all the career/technical programs in Autauga County.

**Course Fee: $ 25.00 Skills USA: $ 25.00**

One check ($50) may be written to ACTC for both the course and Skills USA.

**Requirements:** Students are required to have a personal email address for class assignments. Parent Square is used to receive reminders and information for class.

**Supplies:** pencils, notebook paper

**Classroom management Plan: will be posted on ACTC website**

**Class A Violations Steps 1-4 and Procedures for B, C, D and E**

**Course Outline**

**Unit 1:** effective workplace and employability skills

**Unit 2:** Safety in Work place/ Osha

**Unit 3:** Classroom/Shop Projects

**Unit 4:** CTSO Competitions and employment/Career opportunities

**Assessment**

Each unit will contain various assignments, video questionnaires, worksheets, quizzes, tests, projects, etc. Each assignment will be assigned a point value. Assessments will make up an accumulated unit grade. In addition, students will be able to earn workplace professionalism points for exhibiting workplace employability skills.

**Nine-Week Grades:**

 **65 % Major Grades -** tests & projects

 **35 % Minor Grades -** quizzes, notebook checks, classwork, simulation activities, lab routines and procedures, and homework

**The grade for the yearly average will Be**:

1st semester = 50% 2nd Semester = 50%

**Grading Scale**

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

**Career and Technical Student Organizations:** Students are encouraged to become participating members of Skill’s USA, an organization that enhances classroom instruction, helps develop leadership skills, and provided opportunities for professional growth and service.

**Signatures**

**I have read and understand the course requirements. Permission is also given for photographing my student and using pictures in school-related displays and publications. Email is used in this course for educational purposes.**

**X**

**Student Date**

**X**

**Parent Date**