



Western Technical College

10420202 Machining Employment Prep (CBE)

Course Outcome Summary

Course Information

Description	Requires the learner to cultivate interpersonal and communication skills needed of Machining employees.
Career Cluster	Manufacturing
Instructional Level	One-Year Technical Diploma
Total Credits	1
Total Hours	36

Textbooks

No textbook required.

Learner Supplies

Safety glasses with side eye protection that meet Z87 OSHA guidelines. **Vendor:** Campus Shop. Required.

Proper footwear - \$35.00-75.00. **Vendor:** To be discussed in class. Required.

Scientific calculator (recommend T1-36x Solar). **Vendor:** Campus Shop. Required.

Three-ring binder. **Vendor:** Campus Shop. Required.

Clipboard. **Vendor:** Campus Shop. Required.

Pens/Pencils/Black Sharpie Marker. **Vendor:** Campus Shop. Required.

Minimum 4GB USB Flash Drive. **Vendor:** Campus Shop. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Foster Accountability

5. Refine Professionalism: Act Ethically

Program Outcomes

1. Apply basic safety practices in the machine shop.
2. Perform basic machine tool equipment set-up and operation.
3. Perform programming, set-up and operation of CNC Machine Tools.

Course Competencies

1. Develop technology skills.

Assessment Strategies

- 1.1. Product
- 1.2. Demonstration - assignment submission on Bb

Criteria

You will know you are successful when

- 1.1. you use Blackboard to participate in discussion boards.
- 1.2. you use Blackboard grade book to monitor progress.
- 1.3. you open and read the instructor's feedback in the grade book.
- 1.4. you acquire, organize, and communicate information electronically and digitally.

Learning Objectives

- 1.a. Use computer tools to enhance course work (Blackboard, Western email, Print balance).
- 1.b. Use MyWestern to plan and schedule courses throughout enrollment at Western.
- 1.c. Explore various software, hardware, programs, and technology enhanced tools related to your chosen profession.

2. Explore the Machining profession.

Assessment Strategies

- 2.1. Reflection/Written product

Criteria

You will know you are successful when

- 2.1. you summarize a likely job or career in the machining profession based on research.
- 2.2. you relate local machining business research to personal job goals.
- 2.3. you complete a job shadow, tour, or virtual tour of a machining employer.

Learning Objectives

- 2.a. Research at least two local machining organizations.
- 2.b. Identify roles, responsibilities, and job duties related to entry-level employment in machining.
- 2.c. Locate websites for job searches, salary information, and posting resumes.
- 2.d. Attend an advisory committee meeting (virtually or on campus) if available.
- 2.e. Tour a local machining company/business.

3. Develop a time management plan.

Assessment Strategies

- 3.1. Written Product (Schedule)

Criteria

You will know you are successful when

- 3.1. you select the most effective means of managing and documenting your time (e-calendar, scheduler, etc.)
- 3.2. you allocate time to key activities: work, classes/school, family/home, entertainment.
- 3.3. you identify tasks non-negotiable tasks (work, class, etc.) vs negotiable tasks.
- 3.4. you incorporate task deadlines (i.e. due dates) into the schedule.

- 3.5. you prepare a weekly and monthly schedule.
- 3.6. you evaluate and adjust schedule as needed.

Learning Objectives

- 3.a. Track how you spend your time for one week.
- 3.b. Identify productive and unproductive use of time.
- 3.c. Categorize use of time into school, work, and personal.
- 3.d. Explore tools (technology) for managing time.

4. Set personal and professional career goals.

Assessment Strategies

- 4.1. Written Product

Criteria

You will know you are successful when

- 4.1. you create a program completion plan for your personal situation including appropriate credit loads.
- 4.2. you create 2 short term educational goals and 2 long term career goals.
- 4.3. you create 2 personal goals (non school and career related).
- 4.4. you apply strategies to achieve goals.

Learning Objectives

- 4.a. Research professional organizations.
- 4.b. Identify personal short-term, mid-range and long-term goals.
- 4.c. Identify academic and career short-term, mid-range and long-term goals related to a potential career path.
- 4.d. Examine ways to achieve goals (i.e: write it down, find a mentor, create milestones, set a deadline, revisit plan, etc.)