

To register for classes please use the new online system.

[www.academy4mfgcareers.com](http://www.academy4mfgcareers.com)

If you need assistance with the online registration process please contact our office.

If you are trying to register after the deadline date you will not be able to register online, you will need to contact our office and register using a paper form and a late fee of \$50 will be charged.

If Michigan Works! is paying for your classes, you are responsible for making sure that your case worker receives a copy of the email you receive when registering for classes, or the paper registration form that you turn into the AMC. Please note that Michigan Works! does not pay for late fees, so if you are registering late you will receive an invoice for the \$50.

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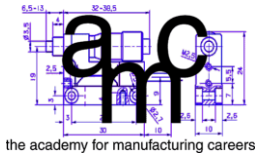
Please be advised that students are only allowed one attempt at a test-out. If a student is unsuccessful they must take the class.

**Mail:** The Academy for Manufacturing Careers  
2545 Spring Arbor Road, Suite 201, Jackson, MI 49203

**Phone:** 517-782-8268 **Fax:** 517-435-4126

**E-mail:** [osteel@mijama.org](mailto:osteel@mijama.org) or [jama@mijama.org](mailto:jama@mijama.org)

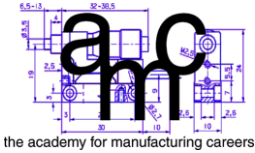




**PLEASE MAKE SURE TO READ ALL OF THE CLASS INFORMATION. SOME CLASSES WILL BE ONLINE, AND YOU WILL NEED TO BE SURE THAT YOU HAVE THE TECHNOLOGY REQUIRED FOR THE CLASS(ES).**

**PLEASE BE SURE TO READ THE SAFETY PRECAUTIONS AS WE WILL BE REQUIRED TO FOLLOW THESE PRECAUTIONS. IF FOR SOME REASON YOU CANNOT FOLLOW THE PRECAUTIONS, WE ASK THAT YOU DO NOT SIGN UP FOR CLASSES.**

**PLEASE BE SURE TO READ THE HEALTH QUESTIONNAIRE FORM. YOU WILL BE REQUIRED TO FILL THIS OUT EACH NIGHT YOU ARE ENTERING THE JACC BUILDING.**



## **SAFETY PRECAUTIONS**

This year has brought many challenges to our community. We have reviewed safety regulations, and state executive orders, and we are adding new safety precautions to the Academy for Manufacturing Careers courses, to protect students and staff. Please review and ensure that you understand these requirements prior to registering for classes.

If you or someone that lives within in your household is sick or exposed to anyone who is sick within 14 days prior to classes beginning, please notify us immediately. We will cancel your registration and refund your class fees.

### **Safety Precaution #1: Health assessments required upon arrival**

Every evening, students will need to pass their health assessment prior to entering the building. This will include a series of questions and temperature check.

This assessment will take place at the door near the main office. Students will need to form a line remaining 6 feet away from each other. Students should have their health assessment filled out and ready to submit AFTER the temperature check (must be less than 100.4). We will begin the assessments at 4:45pm and you must be in line prior to 5:10pm to enter the building. If a student does not arrive prior to 5:10pm, they will NOT be allowed into the building.

We are asking that you be overly cautious, for the safety of everyone. If you are coughing or sneezing for any reason, please stay home to ensure the safety of students and staff.

### **Safety Precaution #2 Face masks are required**

EVERYONE will be required to wear a mask in the building, classroom and lab at ALL times. We are asking that you bring your own mask. Face Shields are allowed but you MUST have a face mask on as well.

### **Safety Precaution #3 Students will be expected to sanitize their stations**

We are doing our part to stop the spread of germs by providing sanitizing supplies in the classrooms and labs and it is expected that students sanitize their work station at the end of each session. Our instructors will each have a bottle of cleaning spray and a bottle of hand sanitizer each night. Instructors will be required to ensure that students are cleaning their work stations. We are also asking that individuals engage in frequent hand washing and/or the use of hand sanitizer if hand washing is not an option.

### **Safety Precaution #4 Smaller class sizes**

We will be keeping our class sizes smaller than usual. It will be imperative that students sign up for classes as soon as they become available.

We are asking that students remain 6 feet apart from all other individuals.

### **Safety Precautions #5 Individual Gear**

We are asking that students bring their own gear, safety glasses, welding helmets, welding jackets and welding gloves and proper work attire with them to class(es).



If you have your own tools that you would like to bring with you rather than use shared equipment, this will be allowed. However, JAMA/AMC and JACC **WILL NOT** be responsible for lost, stolen, or broken tools/equipment that a student bring with them.

**Safety Precaution #6 No visitors will be allowed in the building**

We will not have any visitors or anyone coming to a class to speak about the topic of your classes.

**Safety Precaution #7 If a positive COVID-19 test occurs, classes will be cancelled immediately**

If a student, staff or anyone a student or staff was exposed to (within 14 days) tests positive for COVID-19, we will notify students, and companies of those within the same class.

**Safety Precaution #8 Food/drinks**

We are asking that no food be brought into the career center, please eat prior to arrival. We will allow drinks that contain a lid (bottle with a lid, a cup with a seal closure etc.) to avoid anything spilling. We are asking that all containers that come into the building are labeled with your name or initials. All drinks must be thrown away or taken with you when you leave.

If students cannot adhere to the above COVID-19 Safety Policies, we are asking that they DO NOT sign up for classes.

Please be aware that these policies and procedures are subject to change at any time.

**Attention: All Student  
COVID-19 Health Screening Questionnaire**

All Students entering the JACC/JCISD facility **MUST COMPLETE** the online form upon entry, unless you have already completed the form today. Please scan the QR code above to access the Online Form. You may also download the form at: <https://tinyurl.com/y59x7ehs>  
Students without access to technology are to print the following pages and fill them out.

How to scan a QR code

1. Open up the camera app on your Phone
2. Hold the camera so the QR code is clearly visible
3. Your device will recognize the code, and show you a notification
4. Tap the notification to be taken to the online form of the QR code



## COVID-19 JAMA/AMC Health Screening

This screening tool is subject to change based on the latest information on COVID-19

\* Required

First and Last Name \*

Your answer \_\_\_\_\_

Company Name \*

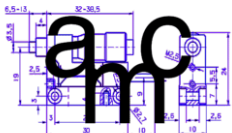
Your answer \_\_\_\_\_

Phone Number \*

Your answer \_\_\_\_\_

1) In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness: \*

	Yes	No
Fever or subjective fever (felt Feverish)	<input type="radio"/>	<input type="radio"/>
New or worsening cough	<input type="radio"/>	<input type="radio"/>
Shortness of breath or difficulty breathing	<input type="radio"/>	<input type="radio"/>



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2) In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness \*

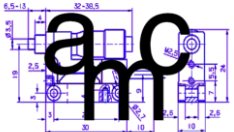
	Yes	No
Chills	<input type="checkbox"/>	<input type="checkbox"/>
Headaches	<input type="checkbox"/>	<input type="checkbox"/>
Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
Loss of smell or taste	<input type="checkbox"/>	<input type="checkbox"/>
Runny Nose or congestion	<input type="checkbox"/>	<input type="checkbox"/>
Muscle Aches	<input type="checkbox"/>	<input type="checkbox"/>
Adbominal Pain	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Nausea	<input type="checkbox"/>	<input type="checkbox"/>
Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
Diarreha	<input type="checkbox"/>	<input type="checkbox"/>

What is your current temperatre? \*

Your answer \_\_\_\_\_



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Manufacturers Association  
Helping Manufacturers Succeed & Grow Since 1937



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In the past 14 days, have you: \*

Yes

No

Had close contact with an individual diagnosed with COVID-19?

Traveled?

Acknowledgment \*

My answers above are accurate to the best of my knowledge.

If you answered "Yes" to any of these questions, you are not to enter a JCISD or local district building until you have been cleared by a medical professional as not having or carrying the COVID-19 virus.



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# The Academy for Manufacturing Careers

**AUGUST 2020**

**REGISTRATION OPENS JUNE 26, 2020**

**REGISTRATION DEADLINE JULY 31, 2020 @ 4:00PM**

<b>Jig and Fixture Design</b>	<b>Industrial Blueprint Reading Online</b>	<b>Work Life Skills Online</b>
<b>Precision Machining</b>	<b>None</b>	<b>None</b>
This course helps the student develop a thorough understanding and working knowledge of how and why jigs and fixtures are designed and built as they are. To do this the discussion starts with the fundamentals of jigs and fixtures and works through the various elements and considerations of design. Two fundamental tool design principles are constantly stressed: simplicity and economy. Design sketching is used to allow the student to demonstrate an understanding of the theories presented.	This course will provide the student with a working knowledge and understanding of a variety of mechanical blueprints. Students will learn to recognize and identify symbols and specifications common to modern industrial blueprints. Topics will include: lines and symbols, views, form, position, title blocks, sketching, features, and sections.	This course will examine the role of communication in achieving organizational goals. Emphasis will be placed on business relationships, managerial styles and group interaction as components of organizational problem solving. Students will develop an ability to assess, select, compose and evaluate messages exchanged within organizations, both oral and written.
AMC 240	AMC 100	AMC 165
<b>Tuesdays &amp; Thursdays 6pm-8:45pm</b>  Aug. 25,27 Sept. 1,3,8,10,15,17,22,24,29 Oct.1,6,8,13,15	<i>This class will take place online using Edmodo. Edmodo can be used with a smartphone.</i>	<i>This class will take place online using Edmodo. Edmodo can be used with a smartphone.</i>
<b>\$730</b>	<b>\$640</b>	<b>\$675</b>
<b>\$830</b>	<b>\$740</b>	<b>\$775</b>

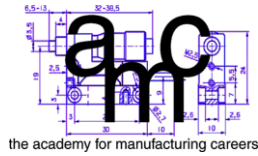
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<b>Welding II</b>	<b>Machining Theory &amp; Methods</b>	<b>CNC Lathe Theory &amp; Programming</b>
<b>None</b>	<b>Basic Gauges &amp; Measurement</b>	<b>Precision Machining</b>
This is a welding course in GMAW (gas metal arc welding formally known as MIG welding) and GTAW (gas tungsten arc welding formally known as TIG welding) processes and techniques. Topics will include safety, use of equipment, power sources, shielding gases, filler metals, welding techniques, troubleshooting, weld defects and welding in the flat, vertical and horizontal positions.	A basic course in machining theory and an introduction to the use of common tools and techniques in manufacturing. Topics introduced include: turning, boring, drilling, milling, grinding, use of hand tools, machine setup, preventative maintenance, and efficient operation of tools.	This course introduces the students to the theories and basic programming fundamentals of the Computerized Numerical Controlled Lathe process.
AMC 230	AMC 120	AMC 251
<b>Tuesdays &amp; Thursdays 5pm-8:45pm</b>  Aug. 25,27 Sept. 1,3,8,10,15,17,22,24,29 Oct.1,6,8,13,15	<b>Tuesdays &amp; Thursdays 5pm-8:45pm</b>  Aug. 25,27 Sept. 1,3,8,10,15,17,22,24,29 Oct.1,6,8,13,15	<b>Mondays 5pm-8:45pm</b>  Aug. 24 Sept. 14,21,28 Oct. 5,12,19
<b>\$895</b>	<b>\$860</b>	<b>\$700</b>
<b>\$995</b>	<b>\$960</b>	<b>\$800</b>

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<b>Intro. to CAD/Solidworks</b>	<b>Industrial Hydraulics &amp; Pneumatics</b>	<b>Die Theory &amp; Design</b>
<b>Basic Computers</b>	<b>Industrial Blueprint Reading</b>	<b>Precision Machining</b>
Introduces students to the use of the computer in the creation of drawings in place of traditional drafting methods. Students will create and edit drawings using the computer and Solidworks software.	This course provides instruction in the basics of hydraulic and pneumatic systems including pumps, valving, control assemblies, and actuators. Provides a general understanding of basic laws and formulas used in simple hydraulic circuits, including standard hydraulic symbols, and maintenance procedures.	This course instructs students in the principles and applications of basic die design and die-work with new ways to improve processes and reduce costs, from design through manufacturing. Discuss custom-made automated systems, coating of tools for durability, specialized hardware components and strain hardening of material.
AMC 105	AMC 220	AMC 245
<b>Mondays &amp; Wednesdays 5pm-8:00pm</b> Aug. 24,26,31 Sept. 2,9,14,16,21,23,28,30 Oct. 5,7,12,14,19	<b>Mondays &amp; Wednesdays 5pm-8:45pm</b> Aug. 24,26,31 Sept. 2,9,14,16,21,23,28,30 Oct. 5,7,12,14,19	<b>Mondays &amp; Wednesdays 5pm-8:45pm</b> Aug. 31 Sept. 2,9,14,16,28,30 Oct. 5,7, 19, 21
<b>\$735</b>	<b>\$805</b>	<b>\$795</b>
<b>\$835</b>	<b>\$905</b>	<b>\$895</b>

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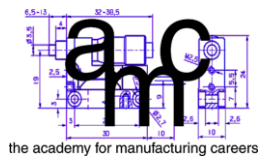
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<b>Moldmaking Online</b>	<b>Basic Math Online</b>	<b>Problem Solving</b>
<b>Machining Theory &amp; Methods</b>	<b>AMC Placement</b>	<b>None</b>
This course will present the fundamentals of mold design and construction. Students will learn to identify properties of plastics & metals, aluminum & zinc die casting molds and differentiate mold types. Students will understand heating and cooling, use and location of runners & gates, cores, cavities & inserts. Students will learn process for mold base preparation, how to determine mold life, factors affecting it and the reasons and procedures for mold polishing.	Consists of six modules covering the concepts of whole numbers, fractions, decimals, ratios, percent's, and the basic use of signed numbers, exponents, and order of operations.	This class will introduce participants to the problem solving basics and G8-D reporting methods. It covers the reasons for gathering data when you need to analyze a problem and introduces students to some of the basic tools of problem solving and how these tools are used. Tools covered will include cause & effect (fishbone) diagrams, SPC control charts, 5-why methods, brainstorming and scatter diagrams.
<b>AMC 235</b>	<b>AMC 111</b>	<b>AMC 145</b>
This class will be online using Edmodo, which can be done on a smartphone. This class will also meet on Wednesdays via Zoom if necessary.	This class will be online using Edmodo, which can be done on a smartphone.	Tuesday, November 3, 2020 8am-4:30pm Elite Machining 610 Carroll Ave Jackson, MI 49202
<b>\$710</b>	<b>\$700</b>	<b>\$385</b>
<b>\$810</b>	<b>\$800</b>	<b>\$485</b>

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