

Industrial Readiness Certificate Program (IRCP)

IMPORTANT DATES	
Term	Winter 2018
Term start/end date:	1/29/18 – 3/23/18
Registration dates:	11/13/17 – 1/22/18 Shop Arithmetic 11/13/17 – 2/5/18 Machine Tool Blueprint Reading 11/13/17 – 2/26/18 Trade Related Preparation
Tuition voucher due date:	1/22/18 Shop Arithmetic 2/5/18 Machine Tool Blueprint Reading 2/26/18 Trade Related Preparation
Last date to drop class for full refund:	1/31/18 – Shop Arithmetic 2/14/18 – Machine Tool Blueprint Reading 3/7/18 – Trade Related Preparation
Process to drop class: Student must submit written request via email.	Contact: LaRita Banks lbanks@schoolcraft.edu Shannon Wilson swilson2@schoolcraft.edu
Contact information for student questions:	(734) 462-4438

Voucher Payment Students who do not have a voucher on file by the **voucher due date** will have seven (7) business days to pay for classes. If payment is not received within seven (7) business days the student will be held financially responsible for training regardless of time spent in class.



Industrial Readiness Certificate Program (IRCP) Course Schedule

Semester	Course # 6287 Shop Arithmetic \$320	Course # 6288 Machine Tool Blueprint Reading \$320	Course # 6289 Trade Related Preparation \$480
Winter 2018	Jan 29– Feb 9 Mon- Fri 8am – Noon Section#: TBD Instructor: Kershaw Room: JC122 2 Week Class Voucher Due Jan. 23rd	Feb 12 – Feb 23 Mon - Fri 8am - Noon Section#: TBD Instructor: Elmoursi Room: JC122 2 Week Class Voucher Due Feb. 5	Mar 5- Mar 23 Mon - Fri 8am – Noon Section#: TBD Instructor: Keyes Room: AS170 3 Week Class Voucher Due Feb. 26

This is a tentative schedule with a minimum of ten participants required to run class.



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Course Information

Course # 6287: Industrial Readiness Shop Arithmetic: Review of basic arithmetic; whole numbers, fractions, decimals, signed numbers, grouping symbols, square root, ratio and proportion, flat and round tapers, simple and complex gear ratios; practical industrial shop problems are employed.

Course # 6288: Industrial Readiness Machine Tool Blueprint Reading: An introduction to blueprint reading; interpretation of various kinds of lines, position of views, symbols, conventions, dimensioning practices, sectioning, auxiliary views and symmetry with emphasis on techniques employed to show details in relation to assembly drawings.

Course # 6289: Industrial Readiness Trade Related Preparation: (It is highly recommended Course # 6287 & Course # 6288 be taken prior to Course # 6289.) Preparation for a career in the trades is assessed through an overview of industrial processes. A review of math, blueprint reading, and measuring tools relative to shop application are major components of this course. Students receive diagnostic evaluation through testing in these major areas.

Course #	Textbook
6287 - <i>Industrial Readiness Shop Arithmetic</i>	Basic Shop Math Workbook ISBN: 0-9649530-3-X
6288 - <i>Industrial Readiness Machine Tool Blueprint Reading</i>	Basic Blueprint Reading for Machine Trades Workbook ISBN: 0-9649530-4-8
6289 – <i>Industrial Readiness Trade Related Preparation</i>	Pre-Apprentice Training for the Skilled Trades, Martin ISBN: 0964953013 Pre-Apprentice Training Math Supplement, Namenye ISBN: 0964953021

Textbook information is available at www.uawford.org/edtp/ircp

NOTE: All the books for IRCP1, 2 and 3 will be distributed to participants in the plant or local. Do not purchase them.



Industrial Readiness Certificate Program (IRCP) Registration Instructions

Complete just six (6) steps, and you will be registered for the classes of your choice. See Frequently Asked Questions on page 6 for additional information.

1 Request your tuition voucher from www.myuawford.com, or for help with access call 1-800-367-3829 or email edtp@uawford.com.

2 Select a **Section #** from the available courses listed on the **Course Schedule** (page 2). Fill in the **Section No.** where indicated on the registration form. Select 1, 2 or 3 courses (it is recommended participants take Shop Arithmetic and Machine Tool Blueprint Reading, before taking the Trade Related Preparation course.) Here is an example of a course listing:

Course # 6287 Shop Arithmetic
May 9-June 27 Tues/Thurs 11:00 am-1:30 pm Section# 825103 Room: AG 200

Registration Form	CES, CES2 CES No.	Title of Class	Amount
Section No. 	6 2 8 7	Industrial Readiness Shop Arithmetic	3 3 5 . 0 0

3 Complete the Registration/ Admission Form attached (page 4).

4 Submit the Registration Form to us in one of the following ways:

- A. Fax to 734-462-4673
- B. Scan and Email to apprenticeship@schoolcraft.edu
- C. Register by phone by calling LaRita Banks at 734-462-4438.

5 Go to <https://webadvisor.schoolcraft.edu> to confirm your registration.

- A. No password or ID?
Click on *“What’s My User ID?”* and *“What’s My Password?”* links
- B. Login to Web Advisor
- C. Following login, Click *“Students”* on the left side of the site
- D. Click *“My Class Schedule”* and you will see your schedule. Print schedule and take to your local/plant to receive your book(s).

6 Log back into your tuition assistance account at www.myuawford.com, and electronically activate/release the tuition voucher to us by the voucher due date (or you will be dropped from the course) **and you’re all set!**



