



Economic Development Division of College of the Canyons

Employment Training Panel (ETP) Approved Curriculum Topics

MANUFACTURING SKILLS:

- Operations Management
- Fundamentals of Planning
- Manufacturing Control
- Production Operations
- Parts and Products Manufacture
- Equipment Operation
- Assembly Procedures
- Inventory Control
- Warehousing
- Manufacturing Practices
- Cross-Training in Production Equipment/Skills
- CNC Machine Operation
- CNC Programming
- Geometric Dimensioning and Tolerancing
- Hydraulics
- Blueprint Reading
- Welding
- Inspection Techniques
- Shop Math

BUSINESS SKILLS:

- Business Performance
- Business Writing
- Project Management
- Communication Skills
- Negotiating
- Conflict Resolution
- Customer Service
- Inventory Control
- Business Planning
- Financial Strategies
- Merchandising
- Sales

CONTINUOUS IMPROVEMENT:

- Lean Processes and Principles
- Six Sigma
- Kaizen Methodology
- Statistical Process Control
- Problem Solving
- Team Building
- Quality Concepts
- Total Quality Management
- ISO
- Just-In-Time Processes
- Production Scheduling
- Value Stream Mapping
- Decision Making
- Leadership Skills for Frontline Workers
 - Decision Making
 - Teambuilding
 - Change Management





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COMPUTER SKILLS:

- Advanced Excel
- Microsoft Project
- Adobe
- Access
- Advanced PowerPoint
- MRP/ERP/SAP/Oracle
- Basic MS Office (For small business employers only)

HAZARDOUS MATERIALS:

- Hazardous Materials Handling
 - Hazardous Chemical Cleaning/Handling
 - Hazardous Waste Cleaning
 - Environmental Monitoring and Personal Protection Equipment
 - Hazardous Waste Management and Transportation
 - Environmental Liability and Risk Management
 - Solid Waste Recycling
- Safety Training is capped at 10% of a trainee's total training hours.*

MANAGEMENT SKILLS:

(Only managers and supervisors can receive Management Skills training.)

- Leadership
- Motivation
- Administration
- Coaching

ADVANCED TECHNOLOGY:

- Master CAM X (CAD/CAM program)
- SolidWorks (CAD/CAM program)
- Reverse Engineering
- CMMI (Coordinate Measurement Machine Inspection)

