



MANUFACTURING WORK READINESS SKILL CATEGORIES
Workforce Development Board of Ventura County

SAFETY	MATH CONCEPTS	MEASUREMENTS	HAND AND POWER TOOLS
<ul style="list-style-type: none"> • Lock-out, Tag-out, Try-out • Bio mechanics • MSDS • Potential energy sources (gravity, pneumatic, hydraulic, chemical , steam/gas pressure) 	<ul style="list-style-type: none"> • Combined operations of fractions and mixed number • Table of decimal equivalents and combined operations of decimals • Degree of precision, tolerance and clearances • Steel rules and gage blocks • Algebraic operations of additions, subtraction and multiplication • Ratios and proportions • Mathematical conversions from standard to metric • RPM, and implication of gearbox reduction to RPM and torque 	<ul style="list-style-type: none"> • Standards • Units of measurement • Mass and weight measurement • Metric measurement • Measuring motion • Measuring fluids • Indicators • Micrometers • Gauging tools • Calipers • Diameter tape 	<ul style="list-style-type: none"> • Electric drills • Pneumatic drills and hammers • Screwdrivers, nut-runners and wrenches • Air supply for pneumatic tools • Wrenches • Hacksaws • Taps and dies • Hammers • Squares • Levels • Pipe threading machines
BASICS OF QUALITY CONTROL	BLUEPRINT CONCEPTS	EMPLOYABILITY SKILLS	COMPUTER SKILLS
<ul style="list-style-type: none"> • Process • Basic quality methodology and inspection techniques • Importance of individual – do it right first time • Manufacturing theory and quality • Lean manufacturing and quality 	<ul style="list-style-type: none"> • Introduction to schematics and symbols • Pneumatics and hydraulic schematics • Piping schematics • Piping symbols • Differences in schematics • Views • Electrical symbols • Hydraulic and pneumatic symbols • Hydraulic and pneumatic diagrams • Assembly instructions 	<ul style="list-style-type: none"> • Basics of interviewing • Work ethic • Communication skills • Continuous Improvement skills • Basic company policy understanding • Time management • Task prioritization • Worker, supervisor, manager etiquette and protocol basics 	<ul style="list-style-type: none"> • Excel • Word • OS basics • Computer navigation • Computer security • Computer etiquette • ERP basics • Viewer basics, PDF, CAD, jpg, png, bmp, TIFF, Solid Works, etc • File extension basics