

ILLINOIS MANUFACTURING FOUNDATION

PROGRAM AND COURSE CATALOG

- AUTOMATIC SCREW MACHINE / CNC MACHINE TOOL OPERATOR
- COMPUTER SUPPORT SPECIALIST

Publication Date: March 30, 2015

Table of Contents

- ABOUT THE ILLINOIS MANUFACTURING FOUNDATION.....6**

- EDUCATION AND TRAINING MISSION.....6
- HISTORY6
- PHILOSOPHY AND OBJECTIVES7
- JOB/CAREER OPPORTUNITIES8
- APPROVALS.....8
- ACCREDITATION.....8

- POLICIES.....9**

- ADMISSIONS POLICIES.....9
 - General Notice Regarding Availability of Eligible Programs9
 - General Entrance Requirements9
 - Admission Procedures9
 - Open Entry Start Policy10

- ADMINISTRATIVE POLICIES10
 - Withdrawal Policy.....10
 - Withdrawal Process.....12
 - Leave of Absence.....11
 - Make Up Work.....12
 - Tuition and Fees Refund Policy.....12
 - Tuition and Fees and Methods of Payment.....15
 - Attendance Policies.....15
 - Veterans’ Attendance Policy16
 - Attendance Probation.....16
 - Non-discrimination Policy16
 - Freedom of Information.....17
 - Alcohol/Drug Policy17
 - Appeals18

ACADEMIC POLICIES.....	18
Standards of Academic Progress & Grading Policies.....	19
Graduation Requirements.....	24
Advanced Standing.....	24
DISCIPLINARY POLICIES.....	25
Student Conduct.....	25
Termination from Training.....	25
Disciplinary Action.....	25
Disciplinary Action Procedure and Probation.....	25
STUDENT SERVICES AND PROGRAM SCHEDULES.....	27
FINANCIAL AID.....	27
STUDENT SERVICES.....	27
SCHOOL CLOSURES.....	28
2015 ACADEMIC CALENDAR.....	29
STUDENT SUCCESS DATA.....	30
TRAINING PROGRAMS.....	29
AUTOMATIC SCREW MACHINE/CNC MACHINE TOOL OPERATOR.....	29
Program Description.....	29
Program Objective.....	30
Academic Year and Course Length.....	30
Enrollment.....	30
Facilities.....	30
Subject Description.....	31
COMPUTER SUPPORT SPECIALIST.....	33
Program Description.....	33
Program Objective.....	33
Academic Year and Course Length.....	336
Facilities.....	36
Subject Description.....	36

IMF STAFF	36
ADMINISTRATIVE STAFF	36
INSTRUCTIONAL STAFF	36
OWNERSHIP	37

About the Illinois Manufacturing Foundation

EDUCATION AND TRAINING MISSION

Illinois Manufacturing Foundation's (IMF) mission is to meet the needs of Chicago area businesses for technically skilled employees AND the needs of unemployed and underemployed Chicago area residents for access to technically skilled jobs. IMF fulfills its mission through training, placement and technical support services that (a) produce reliable, punctual and technically skilled, entry level employees for hard-to-fill positions, (b) enhance the skills of current employees, and (c) provide technical support services for businesses.

In cooperation with Chicago area business and manufacturing firms, IMF trains students in two sector-specific or occupation-specific technical training programs. IMF offers training to all persons, including those who are economically disadvantaged and dislocated workers in the following occupational areas:

- Automatic Screw Machine/CNC Machine Tool Operator
- Computer Support Specialist

IMF also upgrades the technical skills of current business and manufacturing employees in the same occupational areas as listed above. Additionally, IMF provides business and manufacturing firms with a range of services from consulting to educational seminars and workshops.

HISTORY

IMF was created in 2001 as a spin-off from **Chicago Commons d/b/a Chicago Manufacturing Institute (CMI)**. CMI originated as Chicago Commons' Industrial and Business Training Programs, which began in 1981 to meet the needs of both economically disadvantaged Chicago residents for job skills training and the needs of Chicago area manufacturing firms for technically skilled production employees.

The first of CMI's training programs - the Automatic Screw Machine Set-Up/Operator Training Program - set the pattern for all of the CMI (now IMF) training programs: committed partnerships with business and manufacturing firm owners, business and manufacturing trade associations and employers that focus on career-oriented technical training. After the screw machine training program was developed, owners and managers of business and manufacturing firms in other sectors expressed an interest in hiring skilled employees and prompted the development of training programs for Industrial Mechanical Inspectors, Plastic Injection Molding Technicians, Packaging Line Mechanics, Industrial Maintenance Mechanics, Automatic Spring Coiling Setters and Operators and Certified Electroplaters. Subsequently, property owners and managers expressed an interest in training building maintenance personnel. Each training program, driven by employer, manufacturing firm and trade association need, developed curricula to train individuals in the skills most needed in each sector or field.

Recently IMF recognized the need for designing a basic information technology (IT) program that would allow individuals to develop computer technician competencies and pass the CompTIA A+ Certification examinations and to qualify to work in the IT field. Students who complete the Computer Support Specialist program will acquire the essential skills and information they will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on basic personal computer hardware and operating systems.

IMF operates and/or sponsors two programs that are not open to the general public and for which no tuition and fees are charged, i.e., enrollment is limited ONLY to individuals specified. Information is provided on these programs for reference purposes only; both of the following programs are accessible ONLY to the specific individuals cited in the following two paragraphs.

The Sheridan Precision Manual and CNC Machinist training and placement program is conducted at the Sheridan Correctional Center, a facility of the Illinois Department of Corrections; the only individuals eligible to enroll in this program are individuals who are current residents at the Sheridan Correctional Center.

Team 2136 of the First Robotics Competition is hosted by IMF at 2101 S. Kedzie Avenue in Chicago between January and April of each year; the only individuals eligible to enroll in this program are current high school students in good standing between 14 and 18 years of age.

PHILOSOPHY AND OBJECTIVES

Illinois Manufacturing Foundation (IMF) is committed to create and operate, in collaboration with employers, education and training activities that will develop in individuals the understanding, skills and attitudes needed for successful career employment. This philosophy is supported by staff using curricula and work-simulated facilities that emphasize individual self-worth, dignity, achievement, growth, problem solving, teamwork, critical thinking, and technical skills.

IMF emphasizes fulfillment of the needs of both the employer and the individual student; its efforts are channeled toward providing the training, assistance, and supportive services needed to prepare students to meet the employer's need for technically skilled employees in jobs that are both rewarding and the basis for a successful career. This emphasis is demonstrated in a variety of ways:

- Sustained relationships with employers to assure that training is current and appropriate to job requirements
- Assistance in job placement
- Assistance to eligible students in locating financial aid to cover the costs of their education
- Training that develops the necessary skills, attitudes, and knowledge for more than entry-level employment
- Completion of training in less than a year
- Assistance to students who have academic, personal, or financial problems; and assuring that each student is treated as an individual

IMF encourages its students to succeed in their life ambitions through improvement in basic academic and life skills, improvement in technical skills, employment, and career advancement. IMF's success depends on graduates reaching their goals and employers meeting their needs through employment of successful graduates.

The educational philosophy developed over the past thirty-three years results in basic objectives which are to improve motivation, to develop sound work habits and attitudes, and to provide the technical skills and knowledge required to begin successful careers in the occupational field selected.

JOB/CAREER OPPORTUNITIES

Automatic Screw Machine/CNC Machine Tool Operator

Upon completion of the Automatic Screw Machine/CNC Machine Tool Operator program, students may qualify for the following jobs

- Machinist
- CNC Machine Tool Operator
- Automatic Screw Machine Operator
- Brown and Sharpe Screw Machine Operator
- Screw Machine Sr. Operator
- Multi-Spindle Operator

Computer Support Specialist

Upon completion of the Computer Support Specialist program, and successfully pass the required exams, students may qualify for the following entry level IT jobs

- Computer Support Specialist
- Network Systems and Communications Specialist
- Computer User Support Specialist
- Help Desk/Desktop Support
- PC Technician
- Enterprise Technician
- Field Service Technician

APPROVALS

Illinois Manufacturing Foundation (IMF) is approved by:

- (a) the Private Business and Vocational Schools Division of The Illinois Board of Higher Education (IBHE), and
- (b) The Illinois Workforce Development System, for the use of Workforce Investment Act (WIA) funds
- (c) The U.S. Department of Veterans Affairs (USDVA), for the use of G.I. Bill funds

for the following programs of study:

- Computer Support Specialist Training and Placement Program
- Automatic Screw Machine/CNC Machine Tool Operator Training and Placement program

ACCREDITATION

IMF is not accredited by a U.S. Department of Education recognized accrediting body.

Policies

ADMISSIONS POLICIES

General Notice Regarding Availability of Eligible Programs

Individuals interested in training programs other than those offered by the Illinois Manufacturing Foundation (IMF) may consult the Illinois Workforce Development System (IWDS) at

<https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

General Entrance Requirements

To be accepted into one of our programs, an applicant must:

1. Attend Orientation
2. Complete Application for Admission
3. Have attained 18th birthday at the time of enrollment
4. Be a high school graduate or possess a GED certificate
 - Verification in the form of a high school transcript and diploma or a GED certificate is required.
 - Individuals who do not have a high school transcript and diploma or a GED certificate must demonstrate an ability to benefit from training by successfully meeting standards 6 and 7, below.
 - Individuals, who successfully meet standards 6 and 7, below, may be admitted with the approval of IMF's Director of Training.
5. Attain Training Skill Category score of 35 or higher as measured by Bennett Mechanical Comprehension Test, or receive a waiver from the Program Director for the program of choice.
6. Successfully complete an interview with school staff:
7. Score at the 9.0 Grade Level on Reading and Math as measured by the Test of Adult and Basic Education (TABE), or receive a waiver from the Program Director for the program of choice.
8. Meet selective service requirements, if applicable.
9. If the student is eligible to use federal, state, or city grant funds to pay tuition, the student must comply with all requirements of the source of tuition funding.

*Note: Individuals with felony convictions will be evaluated on an individual basis.

Admission Procedures

The following steps are necessary:

1. Complete an Orientation to the training programs, including receipt of an IMF catalog.
2. Complete an Application for Admission.
3. Complete the Test of Adult Basic Education and the Bennett Mechanical Comprehension Test.
4. Complete specialized assessments.
5. Complete an interview with a member of the IMF staff.
6. Provide required documentation materials.
7. Complete an Enrollment Agreement.

Results of the candidate's Application for Admission, general and special assessments, and interviews will be evaluated by an Admissions Committee. Candidates will be notified in writing of their acceptance in the program. The candidate may discuss his/her evaluation results with an Admissions staff person.

IMF reserves the right to make the final determination for acceptance into the program.

Open Entry Start Policy

Students may be placed in a class operating under the Open Entry Start Policy after the first day of class provided that such students show evidence that they can master the competency-based instructional methods in that class by

- A. Taking and successfully passing examinations in the competency subject areas, or
- B. Presenting official transcripts from other institutions showing satisfactory completion of the subject matter in that other institution, or
- C. Presenting the Program Director with evidence of work experience, attested to by a former employer, of the student's knowledge of the subject area(s).

ADMINISTRATIVE POLICIES

Withdrawal Policy

The school recognizes that conditions may arise which can cause changes in student plans and that under such circumstances provisions for withdrawal are provided.

Voluntary Withdrawal

A student shall give notice of withdrawal to IMF, when possible, in writing.

If you withdraw from IMF, you, or the agency paying your tuition and fees, may be eligible for a tuition and fees refund.

If withdrawal occurs, the student has the right to apply for reinstatement within one year of the date of enrollment at any time before the commencement of the next scheduled training program. The student who withdraws shall be entitled to a tuition refund which will be distributed according to the tuition refund policy.

If withdrawal occurs to a TAA- or WIA-funded student, the student will be allowed to apply for reinstatement during the next enrollment period. The agency paying this student's tuition and fees will be notified within ten days of the effective date of withdrawal.

Involuntary Termination/Withdrawal

IMF reserves the right to terminate the enrollment of students. Reasons for termination include but are not limited to:

- Non-attendance/no contact for three or more days , as specified by student's Instructor or Program Director
- Frequent absences or tardiness
- Aggressive, harassing, or discriminatory acts against other students or employees such as theft/dishonesty.
- Failure to pay tuition by stated deadlines
- Unsatisfactory progress/academic suspension
- Failure to follow school procedures and policies
- Failure to comply with safety regulations
- Malicious damage to school property
- Insubordinate acts against faculty or other IMF employees
- Academic dishonesty
- Any activities which IMF deems grossly inappropriate

Withdrawal Process

Withdrawing from IMF may have both academic and financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw.

Students who voluntarily withdraw must complete a Notification of Non-Attendance/Withdrawal Form in order to inactivate their records.

IMF attempts to contact any student absent without notice. If the student chooses not to return to school or cannot be reached, IMF will then officially (involuntary) terminate his or her enrollment within 5-14 days of last reported date of attendance. See also: Tuition Refund Policy

Leave of Absence

Students who have special personal reasons for temporary absence from a course of instruction must submit a request, in writing, to the Director of Training in advance of such leave and receive approval from the Director in writing. Only one such leave may be granted during any given course of instruction and only under extraordinary circumstances will such leave be granted; under no circumstances will a leave of absence lasting more than three weeks be granted. Students are responsible for making up all assignments and lessons during the period of their leave and are required to accept special tutoring at additional cost to them should they fail that component of their training. Students who use this leave of absence provision must complete their course of instruction within the scheduled time frame for that course.

Make Up Work

Students who are absent from class for reasons other than those extraordinary reasons occasioning a request for a leave of absence are reminded that their attendance average must not fall below 85% of the scheduled class days. When such absences occur, the student is required to meet with the program's Program Director to establish a Make Up Work schedule; this is a schedule for completing any written and practical assignments that the student missed during his/her absence from class. In the Make Up Work schedule, the Program Director will provide specific directions for the student to complete missed assignments within a time period not to exceed 30 days. Failure to complete the Make Up Work schedule within 30 days will result in academic probation.

Transferability of Certificate

IMF does not guarantee the transferability of certificates or credits to another school, college or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit or certificate and whether credit should be accepted is the decision of the receiving institution. Consult with the institution to which a student may wish to transfer.

Tuition and Fees Refund Policy: Full Time Programs

While most of our students complete their program, some do not. We hope you will be a graduate; but if not, we want you to understand how our refund policy works. If you withdraw, you should inform an IMF administrator **in writing** (when possible) of your withdrawal. By informing IMF in writing (when possible) you can help the school make sure any refunds due are timely and accurately processed. Refunds will be made by the school within 30 calendar days from the date of the receipt of your cancellation or notice of your cancellation.

Should you fail to provide verbal or written notice of your intent to withdraw from the school, your unexplained absence from school for 5 school days shall constitute constructive notice of withdrawal from IMF. For purposes of cancellation the withdrawal date shall be the last day of attendance. Refunds will be made by the school within 30 calendar days from the date of your withdrawal.

1. A student responsible for paying his/her own tuition and a student whose tuition is paid by WIA or TAA funding shall be entitled to the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student or to the agency paying his/her tuition.
 - b. When notice of cancellation is given after midnight of the fifth business day following enrollment but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150.
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 5% of the tuition and other instructional charges or \$300, whichever is less, and the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee and the cost of any books or materials which have been provided by the school but shall retain a part of the tuition and other instructional charges in

accordance with the schedule in paragraph 11, below. Students using Veterans' benefits, see the schedule in paragraph 12, below.

2. A student who, on personal initiative and without solicitation enrolls, starts, and completes the course of instruction before the fifth business day after the enrollment agreement is signed, is not subject to the refund provision of this Section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance has been made.
4. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification of cancellation. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. The school shall refund all monies paid to it in any of the following circumstances.
 - a. the school did not provide prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled.
 - c. the school fails to conduct classes on days or time scheduled, detrimentally affecting the student.
9. The school must refund any book and materials fees when:
 - a. the books and materials are returned to the school unmarked; and
 - b. the student has provided the school with notice of cancellation.
10. If a student has completed less than 60% of the course of instruction, the school may have collected unearned tuition, fees and other charges; this may arise when tuition, fees and other charges are paid through scholarship, tuition waiver, grant or other sponsor. In this case, the school will refund unearned tuition, fees and other charges according to the school refund policy.

11. General (Non-Veteran) Refund Percentages:

Percentage of Days in Class Completed At Notice of Cancellation	Percentage of tuition and Instructional Charges that the School May Retain
5%	5%
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	100%
70%	100%
80%	100%
90%	100%
100%	100%

12. Illinois Department of Veterans' Affairs Refund Policy:

If training is funded by Veterans' benefits, the tuition refund is subject to the following pro-rate refund policy:

Percentage of Days in Class Completed At Notice of Cancellation	Percentage of tuition and Instructional Charges that the School May Retain
In excess to 5% to 10%	15%
In excess to 10% to 15%	20%
In excess to 15% to 20%	25%
In excess to 20% to 25%	30%
In excess to 25% to 30%	35%
In excess to 30% to 35%	40%
In excess to 35% to 40%	45%
In excess to 40% to 45%	50%
In excess to 45% to 50%	55%
In excess to 50% to 55%	60%
In excess to 55% to 60%	65%
In excess to 60% to 65%	70%
In excess to 65% to 70%	75%
In excess to 70% to 75%	80%
In excess to 75% to 80%	85%
In excess to 80% to 85%	90%
In excess to 85% to 90%	95%
In excess to 90%	100%

Tuition and Fees: Methods of Payment

Schedule of Tuition and Fees

The 2015 Schedule of Tuition and Fees is as follows:

Program	Automatic Screw/CNC Machine Tool Operator	Computer Support Specialist
Tuition	\$7,200	\$6,457.00
Registration	\$100	\$100
Student Kit	\$430	\$414
Books	\$200	\$152
Lab Fees	\$175	\$75
Miscellaneous	\$50	\$50
A+ Certification Examination Fee	N/A	\$366
Total Cost	\$8,155	\$7,614.00

Self-Pay Eligible

For those not eligible for tuition payment for training through a tuition-funding program, tuition is due by the end of registration or before the first day of class unless other arrangements have been made with the Financial Officer. The \$100.00 registration fee is due at the time the enrollment agreement is signed. Payment methods and terms are to be arranged with the Financial Officer. Acceptable methods of payment include cash, money order and cashier's check. The school's financial office will make three attempts, in writing, to collect delinquent tuition and fees. If these attempts do not result in a satisfactory plan to clear the delinquency, the outstanding delinquency will be referred to collection.

Government Funded Eligible Participants

IMF Training Programs may be available at no cost to applicants who are eligible for training through (a) the Workforce Investment Act (WIA) administered by the local workforce investment board in your area or (b) G.I. Bill funds, and (c) the Trade Adjustment Act (TAA) administered by the Illinois Department of Employment Security or other government programs that pays for job training. Eligibility for Workforce Investment Act-funded programs is based on an individual's household income, household size and employment status. Trade Adjustment Assistance Act is based on former employment status.

Attendance Policies

A good attendance and punctuality record while in school is the foundation for successful employment. Employers carefully check a student's attendance and punctuality record when deciding whether or not to offer employment to a graduate. The mission of the Illinois Manufacturing Foundation is to develop and operate classes with the active guidance of employers and to prepare students for employment. Regular attendance and punctuality, therefore, are very important features of an individual's training record.

Attendance is required each day that class is held. Students are expected to be on time for class. Attendance and punctuality are recorded by individual time cards using a standard time clock or by individual or class signed and verified time sheet. Each card will document, at the minimum, two time periods: 1) start of class, and 2) end of class; the time card may also document lunch and break periods. All absences, early leaves, and tardiness, regardless of reason, are recorded. Documentation of the reason for absence is required when a student is absent for two or more consecutive days. Days off because of school closing, emergencies or official school holidays will not be counted as absences. Attendance and punctuality are required and recorded on tours and field trips.

Students arriving more than five (5) minutes after the start time of the class are counted as tardy. Tardiness of 1 hour or more will be counted as a 1/2 day absence. Early leave of 1 hour or more will be counted as a 1/2 day absence. Returning to class late from lunch or break will be counted as being tardy.

While some absences might be unavoidable, all absences and tardies are recorded. Acceptable reasons for lateness or absence include illness, death in the family, court appearances, jury duty, and military leave, each of which must be documented. Students are required to notify the school prior to unavoidable absence, when possible.

Veterans' Attendance Policy

Veterans must have no more than three (3) unexcused absences for each course. Successful completion of each course requires a student to attend all sections of covered study. No absences will be excused without prior approval of instructor. Unexcused and excused absences are both considered absences in determining the attendance rate.

Attendance Probation

A student who is absent in excess of two days during the first two scheduled weeks of training will automatically be subject to termination from training. The Director of Training will evaluate each such absence record and issue findings for continuation or termination. Students who accumulate three (3) or more tardies or leave early during the first two weeks of training will be placed on probation. A student who is absent in excess of 5 percent of the scheduled days in class after the first two scheduled weeks will be placed on attendance probation and must make up the time within one month. Students are permitted only one probationary make-up period every three months. A student who is absent in excess of 15 percent of the elapsed class days is subject to termination from training.

Non-Discrimination Policy

Students are admitted and trained without regard to race, creed, disability, age, sex, or national origin. Students with disabilities must be able to satisfactorily use the training equipment and materials required in the course and be able to safely and productively use the equipment and material customarily used by individuals employed in that occupation. Illinois Manufacturing Foundation supports the intent of the Americans With Disabilities Act (ADA). IMF will make a reasonable effort to provide qualified students who have documented

disabilities the necessary auxiliary aids and services that do not fundamentally alter the skills or knowledge required for a particular job, or that result in an undue burden for IMF.

Freedom of Information

A student is guaranteed the right of access to his/her file held by the school. Students will be asked to sign a release of information form for the purpose of a) preparing and mailing resumes, Transcripts and Competency Records to potential employers, b) provide counseling information to school faculty, and c) provide urinalysis data to school faculty and counselors.

Alcohol/Drug Policy

It is the responsibility of each student to establish and maintain satisfactory performance throughout his/her training or employment. Good performance is critical to the successful completion of training and the successful advancement of an employee.

In order to ensure good performance and to ensure the safety of all IMF students and staff, we have adopted an alcohol and drug policy:

Each student will, at the discretion of the Director of Training, under controlled conditions, provide a urine sample that will be sent for urinalysis by an independent testing laboratory. The results of this urinalysis will be placed into the student's file. If a student's urinalysis reveals the presence of alcohol or drugs, he/she will be subject to the following general procedures:

- A. If the urinalysis indicates a positive result for alcohol and/or drugs, then the student will be required to undergo an interview for alcohol or drug abuse or dependence.
- B. If it is determined that the student meets the criteria for alcohol and/or drug abuse or dependence, s/he will be referred to a substance abuse program for treatment and terminated from training.
- C. If the interview determines that the student does not meet the criteria for abuse or dependence, s/he will be directed to participate in drug and alcohol abuse awareness/educational counseling program.
- D. During or immediately after the counseling program has been successfully completed, the student will then be directed to submit another urine sample no sooner than 30 calendar days after the first urine sample collection.
- E. Should the student be found to have a second positive sample, he/she will be required to attend an additional set of group counseling sessions. A written warning will be issued after a second positive sample is found.
- F. The student will be directed to submit a third urine sample no sooner than 30 calendar days after the second urine sample collection. Should the student submit a third positive sample, then he/she will be **terminated** from the program.

At the Director of Training's discretion, a lottery-type drawing may be held to select a number of enrolled students for urinalysis at any time during the course of instruction. Those students selected will be required to submit a

urine sample. Should the results be found positive, the student will be required to follow the foregoing procedure as it applies to positive specimens.

Those participants found to have negative samples will not be required to participate in drug/alcohol counseling sessions. Participants who have been found to have negative samples may be required to submit additional samples according to the lottery procedure.

Appeals

An individual who believes that s/he has been unfairly treated by a decision of a staff member of the IMF may appeal the decision in writing; this individual must follow the procedure contained in the 'Grievance and Complaints Procedure'.

Grievance and Complaint Procedure

The following procedure must be followed when an individual has a complaint, a grievance, or is appealing a school decision. Each individual has the right to file a complaint if he/she feels that he/she is being treated unfairly or if he/she suspects that a violation of his/her rights has occurred. The procedure is as follows:

Step 1

Individuals are encouraged to resolve their particular complaint or problem at the training site. The individual must first bring the complaint to the attention of the Program Director responsible for the training program in which the individual is enrolled. The Program Director will attempt to informally resolve the complaint within three (3) working days. If a solution cannot be reached or if the complainant is not satisfied with the solution offered, he/she may proceed to Step 2.

Step 2

If an informal resolution cannot be arranged or is unsatisfactory to the complainant, he/she may present the complaint, **in writing**, to the Director of Training, Illinois Manufacturing Foundation, within three (3) working days of the completion of Step 1. The Director of Training will review the written complaint and may request additional information in an effort to provide a speedy and fair decision on the matter. Within five (5) working days from receipt of the written complaint, the Director of Training will provide the complainant with a written decision on the grievance and the reasons for the decision. If the complainant is not satisfied with this decision, he/she may appeal the decision to the President, Illinois Manufacturing Foundation, that is, he/she may proceed to Step 3.

Step 3

If the written decision of the Director of Training of the Illinois Manufacturing Foundation is unsatisfactory to the complainant, he/she may present or appeal the complaint, **in writing**, to the Executive Director of the Illinois Manufacturing Foundation within three (3) working days of the completion of Step 2. In this step, the complainant shall provide a copy of his/her original written complaint and additionally prepare a written statement of the reasons for his/her dissatisfaction with the Director of Training's written decision. The Executive Director will review the written complaint, the

Director of Training's written decision on the grievance, and the complainants' written statement of the reasons for dissatisfaction with the Director of Training's written decision; the Executive Director may request additional information in an effort to provide a speedy and fair decision on the matter. Within seven (7) working days from receipt of the written complaint and the complainant's written statement of the reasons for dissatisfaction with the Director of Training's written decision, the Executive Director will provide the complainant with a final written decision on the grievance and the reasons for the decision.

If the complainant has completed the grievance and complaint procedure specified above and is not satisfied with the decision or the problem has not been resolved, the complainant has the right and is encouraged to take one or more of the following steps:

1. If the complainant is enrolled through the Workforce Investment Act (WIA) or the Trade Adjustment Act (TAA) and is not satisfied with this decision, he/she may appeal the decision to the Equal Employment Opportunity (EEO) Section of:

Chicago Cook Workforce Partnership
69 West Washington, Suite 2860
Chicago, IL 60602
(312) 603-0200

2. Because Illinois Manufacturing Foundation has a certificate of approval from the Illinois Board of higher Education, if, after this grievance process has been concluded, you still believe your rights have been violated, you may file a written complaint with the Illinois Board of higher Education at the address listed below:

Illinois Board of Higher Education
Division Private Business and Vocational School
1 N. Old State Capitol Plaza, Suite 300
Springfield, Illinois 62701
(217) 782-2551

ACADEMIC POLICIES

Standards of Academic Progress & Grading Policies

Measurement of Progress

Satisfactory progress is measured in terms of attaining skills and competencies required by the manufacturing sectors in which training is provided within the prescribed time period. Skill and competency attainment is measured by the grade and attendance averages maintained by the student within the prescribed time

period. Instructors prepare and administer written and hands-on assessments periodically throughout the training period. Placement is the ultimate measurement of progress.

Length of Training

- Automatic Screw Machine/CNC Machine Tool Operator Course: Students are expected to complete the 480-hour program in 16 weeks; average is completion time is 16 weeks.
- Computer Support Specialist: Students are expected to complete the 376-hour program in 14 weeks; average is completion time is 14 weeks.

Grading Policy

A student's composite grade for a course at any point in the program is based on an average of grades accumulated in each subject. In courses using them, Mid-Term and Final Examination grades are recorded separately and not included in the composite grade. In other courses, completion of competencies and assignment evaluations will provide grades.

A student's work is evaluated on the basis of several written lessons and subject tests, or speed/accuracy tests, or product/performance tests as appropriate to a given subject. All lesson and subject tests must be passed with a score of 85% unless otherwise stated. Speed/accuracy tests and product/performance tests are on a pass/fail basis.

GRADE PERCENTAGE		GRADE POINT EVALUATION	
A	93-100	Superior	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Poor	1
F	below 70	Failure	0
I	-	Incomplete	I
W	-	Withdrawal	W
L	-	Leave of Absence	-

Incomplete

The grade "I" or Incomplete is given a student only when the student has completed most of the course satisfactorily but has not turned in a final assignment or taken the final examination for good reason. It is the student's responsibility to notify his/her instructor, in writing and in advance of the date of the final examination, of his/her intention to request an incomplete grade in the course and the time he/she will require in order to complete the final examination or final assignment. If such arrangements are acceptable to the program director,

the student may receive the grade of incomplete. Otherwise, the grade will automatically be recorded as an F or Failure within 30 days from the date of the final examination or the due date of the final assignment.

Withdrawal

Students who withdraw from a course within the first two weeks will receive no grade in the course and no record will be made of the student's registration. Withdrawal after the second week will result in a grade of W or Withdrawal and will result in fee charges according to the Tuition Refund Policy from the date that a letter of withdrawal signed by the student is received by the school's Director of Training. In addition, the student must arrange for a withdrawal interview with school's Director of Training.

Academic Probation

A student will receive written notification, by mail, from the Director of Training if he/she fails to comply with the minimum standards of the school. If a student's progress is noted AD@ or AF@ in any subject of a course, he/she will be placed on academic probation. The student who has not met academic requirements will be automatically placed on probation (not to exceed thirty days) until the deficiency is removed. Failure to meet the terms of probation as outlined in the notification letter will result in the student's dismissal from school. During probation, the student is considered to be making satisfactory academic progress and, if the student is a recipient of financial aid, aid will be disbursed. A student shall not be promoted from one subject to another while on probation.

A student who has been terminated for unsatisfactory progress may be readmitted at the discretion of the Director of Training when there is evidence that the student has improved his/her attitude toward training, and can demonstrate, through testing, that he/she has mastered the course work in which the grade of "D" or "F" was received.

Satisfactory Academic Progress

All students must maintain satisfactory progress towards timely completion of their program and maintain a satisfactory grade average. Satisfactory progress is defined as follows:

Qualitative Measure:

- Maintaining a monthly attendance average of more than 95%, and
- Maintaining a grade average of "C" (2.0) or better, and
- Having no disciplinary probation.

Generally, this policy calls for a grade point average of 2.0 in each subject. Additional standards for satisfactory progress in the performance of shop and lab assignments in each subject may be established by the school.

Maximum Time Frame

The maximum time frame for programs is as follows, noting that all periods of attendance will be counted toward the maximum time frame:

1. For a program whose clock hour length is 300 to 599 clock hours, the maximum time frame is 6 months.
2. For a program whose clock hour length is 600 to 899 clock hours, the maximum time frame is 9 months.
3. For a program whose clock hour length is 900 to 1199 clock hours, the maximum time frame is 12 months.
4. For a program whose clock hour length is 1200 to 1499 clock hours, the maximum time frame is 15 months.

Increments for Evaluation

1. If the student is enrolled in a 300-599 clock hour program, he/she must complete 50% of the clock hours within three months; evaluation of course completion will be done by the Program Director at the end of the third month.
2. If the student is enrolled in a 600-899 clock hour program, he/she must complete 50% of the clock hours within 4.5 months; evaluation of course completion will be done by the Program Director at the end of four and one-half months.
3. If the student is enrolled in a 900-1199 clock hour program, he/she must complete 50% of the clock hours within six (6) months; evaluation of course completion will be done by the Program Director at the end of six months.
4. If the student is enrolled in a 1200-1499 clock hour program, he/she must complete 50% of the clock hours within 7.5 months; evaluation of course completion will be done by the program Director at the end of seven and one-half months.

Veterans' Satisfactory Academic Progress Policy

Veterans must demonstrate satisfactory academic progress in order to continue training at Illinois Manufacturing Foundation (IMF). To maintain satisfactory academic progress, veterans must complete each course with at least 77% grade point average, complete the program within the specified time period for the program, and have no more than three (3) unexcused absences per course. Failure to achieve these requirements in any one course will result in the veteran failing that course and being placed on probation.

Veterans on probation will be required to retake the class they have failed before moving on to the next class of the program. Veterans on probation can receive federal veterans' educational benefits for the class for which they are required to retake. Veterans who successfully complete a class for which they are required to retake while on probation will be considered maintaining satisfactory academic progress and can proceed with taking other required classes for completion of the program. Veterans who fail to successfully complete a class for which they are required to take while on probation will be dismissed from IMF.

Course Repetition

A student may repeat classes in which he/she earns a grade of a D or below. In computing the grade point average, the credits for the course with the higher grade will be counted.

To re-establish satisfactory progress, a student must improve his/her attendance, academic average, or remove him/herself from disciplinary probation to meet the standards in the paragraph above.

Failure to Maintain Satisfactory Academic Progress

If a student fails any one of the criteria, consultation with a school official will be scheduled. At that time, the student will be placed on academic probation and, if applicable, the organization paying that student's tuition and fees will be notified. If, at the end of the probationary period, the student has not satisfied the requirements specified in his/her probation notification letter, the student will be terminated from training. Upon an Instructor's recommendation, students will have progress reviews with the Director of Training to ascertain how student progress can be improved. Any final decision to terminate a student from a course will be made by the Director of Training upon determination that student achievement of course requirements for completion cannot be met within the prescribed maximum time allowed for the program.

Appeals for Termination Due to Failure to Maintain Satisfactory Academic Progress

Students not meeting the satisfactory academic progress requirements are notified by means of a certified letter from the school's Director of Training. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within 10 calendar days of receipt of the Director of Training's letter.

Appeals should be directed to the Academic Progress Committee, which is composed of the Executive Director, or Director of Training, an Instructor, and a Program Director. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should be included with the written appeal.

The Academic Progress Committee will notify the student of their decision within 10 days of receiving the student's appeal. The Academic Progress Committee's decision is final.

Reinstatement

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted to the institution after a waiting period of three months. Such students will be enrolled for a probationary period upon reentry. Students who have not maintained satisfactory academic progress can reestablish eligibility by successfully attaining the overall GPA required by the end of the next incremental review period. Recipients of veterans' who are dismissed for failing to meet the satisfactory academic progress policy can petition the school for reinstatement one year after being dismissed. Reinstatement decisions will be made on an individual basis by an IMF advisor and will take into consideration whether the student has the desire and capability to successfully complete the program. Students who are receiving veterans' benefits who are dismissed for conduct will not be considered for reinstatement.

Transfer between Programs

Students who are readmitted or who transfer from one program to another will be subject to the maximum time frame of the program to which they are readmitted or to which they transfer.

Graduation Requirements

A Certificate of Completion is issued to students who have successfully maintained satisfactory academic progress, maintained a satisfactory attendance average and completed all work required within the program's subjects including a demonstration of meeting competencies required by the training program and a passing grade of 77% in each course of study. Satisfactory academic progress is a cumulative grade point average of 2.0 or better; a satisfactory attendance average is a cumulative attendance average of 85% or better. A certificate will not be awarded to any student who does not complete payment of all tuition and fees and/or has other liabilities. Upon successful completion of the program a student will receive a Certificate of Completion from IMF, a Competency Record and a Transcript of Studies.

Holders of Certificates of Completion are entitled to use the job placement service.

Student Records

Student records consist of two documents: (1) a Transcript of Studies and (2) a Competency Record. Student Competency Records and Transcripts of Studies are maintained by the IMF Registrar and are available to students by visiting, calling or writing IMF:

2101 South Kedzie
Chicago, Illinois 60623
Office (773) 277-2343
Fax (773) 277-2337

Advanced Standing

Credit for Previous Education and Training

Credit for previous education and/or practical work experience must be evaluated and may be granted to incoming students if appropriate. Such a grant of credit is at the discretion of IMF and, if given, will shorten the length and cost of the program proportionately. An applicant for this credit must complete a series of tests by the Program Director (oral, written, and/or practical) to measure their current level of competence. Each test is calibrated to specific portions of the actual course and will determine at which point a student may enter a program. Based upon these results, a student will receive academic credit for that portion of the program not required. A maximum of 50% of course length will be credited. Where such advance standing is granted, the school reserves the right to alter student's schedule and/or study assignments, so as to be compatible with existing class schedules. A maximum of fifty percent of the financial pro rata cost will be credited toward the student's tuition for that portion of the program where advanced placement was granted. IMF will maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, for noted experiences and provide evidence of the evaluation.

DISCIPLINARY POLICIES

Student Conduct

IMF expects that students conduct themselves in a mature and responsible manner at all times. Each student is given a copy of the Rules and Regulations which she/he personally reviews at the beginning of class. Any breach of these Rules and Regulations will subject the student to probation and/or suspension by the school's Director of Training. Further breaches while on probation will subject the student to termination from training. IMF reserves the right to terminate any student whose personal conduct is judged unsatisfactory by the school's Director of Training or faculty.

Termination from Training

Students may be immediately suspended (and terminated subject to the findings of the Rules Committee) if they:

- Violate safety regulations.
- Physically or verbally abuse any staff member or other student.
- Punch another student's time card in or out.
- Carry any weapon in or on Illinois Manufacturing Foundation facilities.
- Destroy or deface Illinois Manufacturing Foundation equipment or property.
- Steal any equipment, material, machinery, or tools from an Illinois Manufacturing Foundation facility.
- Carry or possess intoxicating beverages or narcotics in or on Illinois Manufacturing Foundation facilities.
- Become the subject of disciplinary action three times.

Disciplinary Action

Students are subject to disciplinary action if they:

- Interfere with other student's work.
- Are boisterous, vulgar, obscene, disruptive, or quarrelsome.
- Are under the influence of alcohol or drugs.
- Gamble, conduct political activities, create hazards, or fall asleep while in an Illinois Manufacturing Foundation facility.
- Refuse to accept training-related assignments.
- Perform activities unrelated to training while class is in session such as reading of newspapers, books, or magazines, drawing, hobby work, etc.
- Cut class or take extended breaks.
- Play radios or tape recorders; use head/ear phones or cellular phones.
- Enter offices, storage areas, tool crib, or areas designated for IMF staff only without the express permission of faculty or staff.
- Cheat on exams or assignments.

Disciplinary Action Procedure and Probation

The disciplinary procedure is as follows:

- For the **first** disciplinary rules violation: Written warning and counseling.
- For the **second** disciplinary rules violation: Written warning, disciplinary probation, and counseling.
- For the **third** disciplinary rules violation: Subject to termination from training.

When a student receives a second written disciplinary warning, he/she will be placed on disciplinary probation; the probationary period is established at the discretion of the Director of Training (not to exceed 30 days). If the student fails to improve or violates disciplinary rules a third time during the probationary period, he/she is subject to termination from training, based on findings of the Rules Committee, composed of instructional and administrative staff.

Student Services and Program Schedules

FINANCIAL AID

IMF assists students in working out a financial plan that provides the funds needed to pay for the educational program. This is usually done using a combination of personal and public resources. Every effort is made to find a way for a qualified individual to finance his/her education. Programs currently available to eligible students in individual cases include:

Government Agencies: Tuition for eligible students may be paid to The Illinois Manufacturing Foundation by city, state, or federal job training agencies. Among these agencies are: The Chicago Cook Workforce Partnership, the Illinois Department of Human Services and the Illinois Department of Employment Security.

STUDENT SERVICES

Supportive services are available to assist students in satisfactorily completing training. These services include: placement, counseling, health referral, lunch room, locker rooms, designated study rooms, and lost and found. Students who meet the eligibility requirements of the Workforce Investment Act (WIA) may also be eligible for child care services and a transportation allowance.

Placement Services: The purpose of IMF placement services is to help graduates get a job. Graduates are entitled to placement services at no additional cost. While IMF cannot guarantee employment to any graduate, we can provide contacts, guidance, and assistance in job search. Students must show a good faith effort and be an active participant in their own job search. Alumni are welcome to these services within three years of graduation.

Counseling Services: IMF staff provides referral for counseling and information services aimed at helping students achieve their personal, educational, and vocational goals. These services are provided to help the student successfully complete training. Students are encouraged to seek advice and counseling as the need arises.

Health Services: IMF does not maintain a health service office, but can refer students to local health service providers. The school is not authorized to dispense any medication (including aspirin).

Lunchroom: Most students make use of lunchroom facilities. In order to make this operation mutually beneficial and pleasant, we expect students to take upon themselves the responsibilities of placing all refuse into the containers provided and consuming all food and drinks in the lunchroom only. Study rooms, shop areas, and halls are not to be used for this purpose.

Lost and Found: The school maintains an area that contains found items. Found items should be turned in to the General Office Manager. Claimants of lost articles must provide a sufficiently detailed description as proof of ownership. Students are strongly encouraged not to leave books and personal property in unattended areas. The school will not accept responsibility for lost or stolen items.

Transcripts: Competency Records and Transcripts are provided, at no cost, for students who complete their training program. Requests must be submitted in writing to IMF's Director of Training.

Certificates. Only one original certificate will be issued to each graduate upon meeting all requirements. A copy of this original certificate may be obtained at any time.

SCHOOL CLOSURES

The yearly schedule for IMF includes nine regular holidays and one floating holiday, determined annually; school will be closed for the following holidays:

- New Year's Day
- King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Some IMF staff will be present, but school will be closed to students during Christmas break, December 26 through January 1. Students will return to class on the first weekday after January 1.

2015 ACADEMIC CALENDAR

Programs	Section A	Section B
Automatic Screw Machine/CNC Machine Tool Operator Daytime 16wks	Jan 2 – Apr 17	Aug 1 – Dec 11
CCS-101 Computer Support Specialist 376 clock hours Weekends 24 weeks	Feb 2- July 11	June 6- Dec 20

Student Success Data

See the table following the last page of this catalog for data on the success of students who were enrolled in IMF during 07/01/2013 and 06/30/2014.

Training Programs

AUTOMATIC SCREW MACHINE/CNC MACHINE TOOL OPERATOR TRAINING PROGRAM

Program Description

The Automatic Screw Machine/CNC Machine Tool Operator Training Program is an articulated series of nine (9) subjects which prepare students to manufacture precision parts using (a) manual machine tools (engine

lathe, milling machine and grinder, (b) the single spindle automatic screw machine and (c) Computer Numerically Controlled (CNC) turning center and milling machine.

The course work prepares students to use mathematics and blueprint reading and interpretation skills, along with skill in using precision measurement instruments to measure piece parts manufactured with manual machine tools, single spindle automatic screw machines and Computer Numerically Controlled (CNC) machine tools. The student will also learn to sharpen, mount and adjust basic machine tooling, operate manual machine tools, operate the single spindle automatic screw machine and operate Computer Numerically Controlled lathes and mills as well monitor the production of piece parts using statistical methods.

Typical pupil/teacher ratio for this course is 10 to 1. The Automatic Screw Machine/CNC Machine Tool Operator program consists of 100 clock hours of classroom lecture/theory and 380 clock hours of shop/lab/practice.

Program Objective

Upon completion of the Automatic Screw Machine/CNC Machine Tool Operator Program, students may qualify for the following jobs:

- Automatic Screw Machine Operator
- Machinist
- CNC Machine Tool Operator

Academic Year and Course Length

The Automatic Screw Machine/CNC Machine Tool Operator Training Program is 480 clock hours. **Daytime Classes** meet 6.0 hours per day, usually 8:00 A.M. to 3:00 P.M., 5 days per week with 40 minutes for lunch and two 10 minute breaks. Daytime classes are approximately 16 weeks in length (excluding holidays and Christmas break) with opportunities for students to complete at their own rate or extend training for two weeks beyond completion of class.

Enrollment

The Automatic Screw Machine/CNC Machine Tool Operator Training Program is open enrollment for applicants who are accepted into the program. Students are accepted into the program in two week start up periods until the class reaches an established number of enrollees for each class. The Automatic Screw Machine/CNC Machine Tool Operator Training Program is a competency-oriented program in which the student moves at his/her own pace; students may be grouped into squads for learning purposes. An additional two weeks is provided for individuals who have made satisfactory progress but who need more time to complete the program.

Facilities

The Automatic Screw Machine/CNC Machine Tool Operator course occupies a 2,400 square foot laboratory/shop space at 2101 South Kedzie Avenue in Chicago. There is a 500 square foot classroom containing a Computer Numerically Controlled lathe and a Computer Numerically Controlled Milling Machine, two laboratory areas, one containing automatic screw machines, the other containing manual lathes, milling

machines, pedestal and surface grinders, an inspection area with optical comparators and surface plates, along with a tool crib area, a lunch/classroom, men's and women's rest rooms, locker areas, and an auxiliary equipment area.

Subject Description

- 1. Orientation, Safety and Housekeeping.** Development of skills necessary to follow safety and industrial hygiene policies, procedures and practices. Introduction to Illinois Manufacturing Foundation rules, regulations, expectations, curriculum, facilities and instructor(s).
- 2. Basic Shop Math Skills** Development of skills necessary to confidently apply basic mathematical operations to the solutions of practical technical problems. Mastery of the fundamental arithmetic operations of addition, subtraction, multiplication, and division of whole numbers, mixed numbers, fractions, decimals, percentages, ratios, proportions will be developed and applied to the solutions of technical problems.
- 3. Blueprint Reading** Fundamentals of blueprint reading - alphabet of lines, blueprint terminology, abbreviations and symbols, tolerances, notes, surfaces, finishes, simple threads, knurling, etc. At the completion of this course, the student will have the ability to accurately render a mechanical sketch and competently interpret mechanical blueprints and to interpret piece part prints in both English and Metric systems, visualize and correctly interpret detail, assembly, and auxiliary view such as full sections, half sections, offset sections, etc. The student will be able to correctly interpret moderately complex blueprints with detail, sectional, and assembly views and be able to correctly interpret drawings of fasteners using a variety of thread forms.
- 4. Dimensional Metrology** The trainee will develop an understanding of the language used to communicate information about size, quantity, position, and time. Trainees will become familiar with steel rules, vernier calipers, micrometers, dial indicators, gage blocks, depth micrometers, and amplification comparators, as well as a wide variety of fixed gages. In addition, the trainees will develop speed and accuracy in using the torque and contact force of several micrometer-head precision measurement instruments. The student will learn to recognize several types of error (parallax, calibration, human, technique) and perform complex measurement of angles. Record keeping and report preparation in the inspection department will also be covered.
- 5. Screw Machine Terminology** In this course, the trainee will develop a basic understanding of the terminology and theory automatic screw machine operations, with emphasis on machine features and controls and basic operating mechanisms.
- 6. Screw Machine Operations - Fundamentals.** Basic skills will be developed for: Choosing & Inserting Collets & Feed Fingers, Selecting Spindle Speed & Cycle Time Gears, Mounting & Timing Lead Cam & Cross Slide Cams, and Setting Dogs for Automatic Feeding functions.
- 7. Tool Selection, Tool Sharpening and Screw Machine Operations - Intermediate** The trainees will develop tool sharpening skills on the pedestal grinder and the surface grinder, specifically cut-off tools, form tools (circular and dovetail), drills and reamers, along with standard square tool bits to be used in machine operation. Also covered will be good operator habits, monitoring the quality of production runs and other basic operator skills. The trainee will operate the machine for several production runs on his/her own and produce acceptable parts.
- 8. Computer Numerically Controlled Machine Tool Operation.** Trainees will develop competence in recognizing and using G- and M-codes for controlling Computer Numerically Controlled machine tools,

with tool touchoffs and offsets, with methods to manually load and download and execute programs on the Computer Numerically Controlled machine tool, as well as with feed and speed calculations as well as tool and indexable tool bit selection. The trainee will produce piece parts to print specifications.

9. **Statistical Process Control.** The trainee will develop competence in maintaining, reading, and interpreting statistical charts and use such charts to maintain piece part dimensions within chart and blueprint limits.

Field trips and guest speakers may be scheduled periodically throughout the year and are integrated with the curriculum and the instructional activities.

COMPUTER SUPPORT SPECIALIST

Program Description

The Computer Support Specialist prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. The program includes instruction and hands-on practice with computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, as well as principles of customer service.

The program will also prepare individuals with the 'soft skills' (such as self-organization, skills and interest identification, goal setting, career exploration, job search skills, job-getting and holding skills, resume preparation, cover letter preparation, interview preparation, and job application concepts) needed to successfully obtain and retain employment. The Computer Support Specialist program, 376 total hours, consists of approximately 164 clock hours of classroom/theory, 164 clock hours of lab/shop/practice and 48 hours of 220-801 and 220-802 examination practice.

Program Objective

Upon completion of the Computer Support Specialist program, and successfully pass the required exams, students may qualify for the following entry level IT jobs:

- Computer Support Specialist
- Network Systems and Communications Specialist
- IT Support Coordinator/Administrator
- Help Desk /Desktop Support
- PC Technician
- Computer User Support Specialist
- Field Service Technician

Academic Year and Course Length

The Computer Support Specialist program is 396 clock hours.

Daytime Classes meet 6.0 hours per day, usually 8:00 A.M. to 3:00 P.M., 5 days per week with 40 minutes for lunch and two 10-minute breaks. Daytime classes are approximately 10 weeks in length (excluding holidays and Christmas break) with opportunities for students to complete at their own rate or extend training for two weeks beyond completion of class.

Evening Classes meet 4.0 hours per day, usually 5:00 A.P.M. to 9:00 P.M., 5 days per week with 30 minutes for lunch and one 10-minute break. Evening classes are approximately 15 weeks in length (excluding holidays and Christmas break) with opportunities for students to complete at their own rate or extend training for two weeks beyond completion of class

Weekend Classes meet 8.0 hours on Saturday and Sunday, usually 9:00 A.M. to 5:00 P.M., 2 days per week with 30 minutes for lunch and one 10-minute break. Daytime classes are approximately 25 weeks in length (excluding holidays and Christmas break) with opportunities for students to complete at their own rate or extend training for two weeks beyond completion of class

Enrollment

The Computer Support Specialist program is not open enrollment for applicants who are accepted into the program. Students are accepted into the program in specific time periods, given on the Academic Calendar. The Computer Support Specialist Training Program is a competency-oriented program in which the student moves at his/her own pace; students may be grouped into squads for learning purposes. An additional two weeks is provided for individuals who have made satisfactory progress but who need more time to complete the program.

Facilities

The Computer Support Specialists occupies two 500 sq. ft. spaces at 2101 South Kedzie Avenue in Chicago. There is a 500 square foot classroom containing 8 computer stations and a 500 sq. ft. laboratory containing 6 computer stations as well as workbenches and tables for disassembly and re-assembly of computers. The facility also has a dining area, men's and women's rest rooms, a locker area, and an auxiliary equipment area.

Subject Description

Computer Support Specialist Training Program Learning Units/Modules, 396 Clock Hours

Module 1: Technician Essentials and PC Anatomy 101 (48 hours). In this module, trainees will demonstrate an understanding of how hardware, software and firmware work together, how component failure affects the system, how to apply the six-step troubleshooting process and how to use appropriate tools to assemble, disassemble and build computers.

Module 2: Motherboards and Processors (24 hours). In this module, trainees will demonstrate competence in identifying motherboards, motherboard components and processors as well as competence in troubleshooting motherboards and processors.

Module 3: BIOS (32 hours). In this module, trainees will demonstrate competence in using the BIOS tool to troubleshoot computers.

Module 4: Power Supplies and System Cooling, RAM, I/O and Input Ports and Devices (24 hours). In this module, trainees will develop competence in diagnosing and resolving computer performance issues arising from power supplies and cooling systems, RAM and information input and output.

- Module 5: Video Displays and Video Cards, Customized PCs and Multimedia Devices (16 hours).** In this module, trainees will demonstrate competence in recognizing and troubleshooting problems relating to display devices and their controllers and in customizing PCs and multimedia devices.
- Module 6: Laptop and Notebook Computers, Mobile Devices, Printers and Storage Devices (24 hours).** Trainees will demonstrate competence in troubleshooting strategy differences among laptop, notebook and desktop computers as well as troubleshooting and configuring mobile devices, standalone and network printers and storage devices, including management of data flow to and from storage devices.
- Module 7: CompTIA A+ 220-801 Examination Preparation (30 hours).** In this module, trainees will prepare and take the CompTIA A+ 220-801 examination.
- Module 8: Installing, Upgrading Using and Managing Windows (28 hours).** Trainees will demonstrate competence in installing and using Windows operating system tools to configure, manage and troubleshoot computer systems, configuring, managing and troubleshooting Windows systems to meet the needs and desires of users.
- Module 9: Troubleshooting and Maintaining Windows (16 hours).** Trainees will demonstrate competence in using the built in tools to troubleshoot and maintain Windows-based operating systems and applications software.
- Module 10: Networking and Security (76 hours).** Trainees will demonstrate competence in designing, installing, and troubleshooting workgroup and client-based networking computer systems and in configuring and troubleshooting computer security to establish procedures to protect client information.
- Module 11: Operational Procedures and Communications Methods (16 hours).** Trainees will demonstrate competence in developing and writing operational and communications procedures.
- Module 12: CompTIA A+ 220-802 Examination Preparation (30 hours).** In this module, trainees will prepare and take the CompTIA A+ 220-802 examination.
- Module 13: Life Skills Career Planning, Job Search, Getting a Job, and Holding a Job (32 hours).** Trainees will demonstrate competence in organizing and conducting a job search and develop the skills to get and hold a job as well as demonstrating life skills, professionalism and money management.

IMF Staff

ADMINISTRATIVE STAFF

- Ric Gudell, Executive Director
- Wanda Farmer, Recruiter/Case Manager
- Frank Brow, Chief Financial Officer
- TBH, Business Liaison/Job Developer
- Juanita Collins, Registrar, Admissions
- Niels Gudell, Admissions Advisor

INSTRUCTIONAL STAFF

Automatic Screw Machine/CNC Machine Tool Operator Course

- Gerry Cantu, Program Director and Lead Instructor, 39 years experience in machining, as machinist, operator, setter, tool maker, machine tool maintenance and repair
- Jerry Kratovil, CNC Instructor, 32 years experience in machining (with screw machine, CNC turning centers and CNC machining centers) and machine tool maintenance and repair
- William Stangle, Machining Instructor, 28 years experience as tool maker, tool repair

Computer Support Specialist Course

- Ed Fisher, Program Director and Lead Instructor, BA, DeVry University, 30 year's experience in electronics, computers, networking, system analysis and repair
- Scotty Nettin, Instructor, B.S in Information Technology, Sanford-Brown University, 7 years experience as Systems Engineer and Systems Analyst, IT Certifications: A+, MCP, Cerner, Interface FSF
- Martel Holmes, Instructor, B.S. in Computer Forensics, International Academy of Design & Technology

Sheridan Precision Manual and CNC Machinist Course

- Luis Garcia , Program Director, 20 years experience as machinist, CNC machinist, CNC machine tool programmer, die designer, CAD/CAM specialist

- Mark Kaufman, Instructor, 45 years experience as machinist, tool and die maker
- Dan DiLallo, Instructor, 32 years experience as machinist, tool and die maker
- Jim Bavirsha, Instructor, 27 years experience as machinist
- Karla Peters, Administrative Assistant, 12 years experience, administration and record keeping
- Bruce Heggeland, Business Liaison/Job Developer

OWNERSHIP

The Illinois Manufacturing Foundation is a non-profit training organization established in 2001. IMF'S mission is to meet the needs of individuals, families and communities in the Chicago region for access to technical training for skilled business and manufacturing employment and the needs of business and manufacturing firms for a reliable, skilled, technically trained workforce.

The Executive Director of the Illinois Manufacturing Foundation is Ric Gudell.

The Board of Directors of the Illinois Manufacturing Foundation consists of the following individuals:

Rick Callahan

Robert Lipschultz

John Zombolas

Robert Haynes

James Neaylon

Steve Morris

Robert Frankel

Ina Silvergleid, Esq.

Ric Gudell

The Board of Directors and the Executive Director are assisted by Advisors, who, although not members of the Board of Directors, may advise the Board of Directors and the Executive Director on planning and business issues. Current Advisors are:

Charles Ford Harding

Suzie Lewis