



Dorchester County ManuFirst SC Training Program Continuing Education



Learn the production processes and procedures necessary to qualify for manufacturing jobs throughout S.C. This hybrid online/in-person class discusses essential safety policies, communication best practices, quality standards, production processes and maintenance awareness. Some local manufacturers accept completion of this class as meeting the requirement of one year of manufacturing experience.

Materials included

The 70-hour course curriculum includes 66 hours of online instruction and 4 hours of hands-on training. FREE for Dorchester County Residents.

COURSE CURRICULUM:

The five major training areas covered include:

- OSHA 10
- Manufacturing Safety
- Quality Awareness
- Production and Processes
- Maintenance Awareness

Upon successful completion of the course, students are awarded:

- ManuFirst SC Certificate
- OSHA 10 card
- MSSC Safety Certificate
- LEAN Yellow Belt Certificate

Online instruction includes discussion board assignments as well as several exams:

- Math
- LEAN Yellow Belt
- OSHA 10
- MSSC Safety

Hands-on instruction (4 hours) includes:

- Use of precision measuring equipment
- The Bennett Hand Tool Dexterity Test

Continuing Education

AT TRIDENT TECHNICAL COLLEGE

ENHANCE. EQUIP. EXPLORE.



Dorchester County
ECONOMIC DEVELOPMENT

For more information or to receive an application, please contact Wendy Smith at 843-875-9109 or wsmith@dorchestercountysc.gov. Application deadline: September 25, 2020.

Dorchester County ManuFirst SC Training Program INFORMATION SHEET

ManuFirst SC is a 70-hour training opportunity for people who have never worked in manufacturing to gain valuable information on production and procedures necessary to qualify for jobs in industry. This hybrid online/in-person class is viewed by many existing industries as being equivalent to one year of manufacturing experience.

The first online/in-person class is scheduled to begin on October 5, 2020. Completed applications are due no later than September 25, 2020 and can be emailed to wsmith@dorchestercountysc.org, or delivered to Dorchester County Economic Development, 402 N. Main Street, Summerville, SC. If accepted, you will receive notification and log-in information prior to the start of class. Class participation is limited to 30 students and is being offered FREE to residents of Dorchester County. Additional ManuFirst dates will be announced following the completion of this training.

Program Requirements Include:

Education: Must provide proof of high school diploma, GED, or college transcript and have proof of Silver Level *Win or Work Keys* Test Scores, less than 5 years old.

Admission: Applicants will be awarded class access by order in which completed and signed application is received.

Attendance: All approved applicants must complete a minimum of 66 hours of online training and attend the 4-hour hands-on activity to receive certificate of completion.

WIN and Work Keys tests: *Either will be accepted at the Silver Level*

If you choose to take Work Keys testing, it will include the following:

Graphic Literacy - measures the skill needed to locate, synthesize, and use information from workplace graphics.

Applied Math - measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that occur in today's workplace.

Workplace Documents - measures the skill people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

If you choose to take the WIN testing, it will include the following:

Locating Information - measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

Applied Mathematics - measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication, and division to multiple math functions like calculating percentage discounts and markups.

Reading for Information - measures reading comprehension and reasoning skills when using written text on the job including memos, letters, directions, signs, notices, bulletins, policies, and regulations.

To Schedule either a WIN or Work Keys test, please contact Dorchester County Adult Education at 843-873-7372. To see testing dates and times, go to <https://www.ddtwo.org/Domain/71> For additional questions, please contact Mrs. Rivers at 843-873-7372.

Additional Resources may be available. Please contact Wendy Smith for information – wsmith@dorchestercountysc.gov or .843.875.9109

APPLICATION FOR ManuFirstSC CERTIFICATE (2020)

Personal Information

Last Name *First Name* *Middle/Maiden Name* *Jr./Sr.*

County of Residence

*Gender** *Race** *Driver License No./State* *Date of Birth: Month/Day/Year*

**This voluntary information is for reporting purposes only and has no effect on selection for this program.*

Contact Information

Mailing address:
Street/Number *City* *State* *Zip*

Phone 1 *Phone 2* *E-mail address*

This application is for the ManuFirst SC Hybrid/Online & in-person class beginning on October 5, 2020. The 70-hour course curriculum includes 66 hours of online instruction and 4 hours of hands-on training.

All applications must be received by Friday, September 25, 2020. Please send completed applications to wsmith@dorchestercountysc.gov or Dorchester County Economic Development - 402 N Main St, Summerville, SC 29483.

For Internal Purposes Only

Dorchester County Intake Specialist Signature *(Date Application Received)*

Program required information

Education: Must provide proof of high school diploma, GED, or college transcript and Silver Level WIN/Work Keys Test Scores.

Admission: Applicants will be awarded class access by order in which completed application is received by Trident Technical College.

Scholarship Funds Cover: Tuition and materials for the ManuFirstSC program.

Attendance: All approved applicants must complete a minimum of 66 hours of online training, and attend the 4 hour hands-on activity to receive certificate of completion.

Consent and Release: I grant to Trident Technical College and its agents, and others working for the college or on its behalf and its respective licensees, successors, and assigns the absolute right and permission to use, publish and broadcast my voice recording, name, picture, and likeness, or any material based upon or derived therefrom, or to refrain from so doing, in any manner or media whatsoever for purposes of advertising, illustration, demonstration or promoting and publicizing Trident Technical College's programs. I shall have no right of approval, no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity arising out of any use. I agree that this release does not in any way conflict with any existing commitment on my part.

I certify that I have read and understand all program requirements and all statements provided on this application are true and complete to the best of my knowledge. I will successfully complete all coursework, assignments, and labs as required.

Signature of Applicant

Date

It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college.