

# ECONOMIC AND WORKFORCE DEVELOPMENT



OAKLAND  
COMMUNITY  
COLLEGE®  
Excellence *Empowered.*®



*Certified Manufacturing Associate*  
*Integrated Education and Training Program*

# Program Partners



OAKLAND  
COMMUNITY  
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Excellence *Empowered.*<sup>™</sup>



# Outline for today's session

- Manufacturing basics
- Training program basics and expectations
- OCC technical components
- Program certifications
- OLC Workforce and English components
- Support for Success
- Funding through Oakland County Michigan Works
- Next steps
- Questions?

# What is manufacturing?

*Manufacturing is the process of turning material into finished products using machinery, labor, and tools.*

## **Certified Manufacturing Associate**

Types of jobs include:

- Warehouse worker
- Assembler
- Quality control inspector
- Manufacturing technician
- Entry level positions ONLY



# Top Manufacturing Industries

*Some of the top manufacturing industries in Michigan include:*

- Automotive
- Aerospace
- Technology
- Industrial



# Training Program - Basics

- Includes job training, job/workforce prep, and English for the Workforce
- Next class: March 10– June 12, 2025
- 14 weeks
- Auburn Hills campus
- Class Meeting Times: 5pm-9pm
- Small class size: 10 students
- Cost: FREE to those who qualify; support for childcare and transportation



# Training Program - Expectations

- Commitment to training
- Attendance
- Participation
- Study time
- Participation
- Work towards certification





# Training Program

## *Format*

- 4-8 hours per week of classroom instruction
- 4 hours per week of lab practice
- 4 hours per week of workforce skills and English







# Certified Manufacturing Associate

## *Program Components/Modules*

- Introduction to CNC Machines
- Introduction to Robotics
- Introduction to Assembly
- Introduction to Additive Manufacturing
- Tools for Threaded Fasteners
- Lean Manufacturing Overview
- Quality Overview
- Troubleshooting
- Blueprint Reading
- Basic Measurement
- Units of Measurement
- Math Fundamentals
- Math: Fractions and Decimals
- Basics of Tolerance
- Intro to OSHA
- Personal Protective Equipment
- Hand and Power Tool Safety
- Fire Safety & Prevention
- Bloodborne Pathogens
- Safety for Assembly
- Robot Safety
- Lockout/Tagout Procedures
- SDS and Hazard Communication

# Program Certifications

## *Certified Manufacturing Associate*

- OSHA 10 certification
- Society of Manufacturing Engineers certification
- OCC Certificate of Completion



**EARN CERTIFICATIONS**

# Workforce Skills

- Attendance, punctuality, organization, initiative
- Team and group work
- Problem solving
- Job interview skills and mock interviews
- Workplace communication: teams, meetings, and supervisors
- Guest speakers from industry
- Tour of a manufacturing facility



# English for the Workforce

## *Helping you find your voice*

- Focus on personal goal setting
- Individual instruction and feedback on grammar and speaking skills
- Review of manufacturing content and vocabulary
- Language of meetings and workplace email
- Highly interactive: role plays and presentations

**Boost confidence to start your career!**



# Support for Success

## *This course will:*

- Help you review for the CMA certification exam
- Give you workforce skills, general knowledge of manufacturing and English for the workplace
- Provide opportunities for you to meet with industry guest speakers who may be potential employers
- Prepare you for job interviews

While a job is not guaranteed, you will have the tools and confidence you need to search for the job you want!



# Funding




**Federal Workforce Innovation and Opportunity Act**



# FUNDING FOR TRAINING PROGRAMS

## *Oakland County Michigan Works!– Eligibility For Funding and Taking this Course*

- U.S. citizen or an eligible non-citizen with work authorization
  - CASAS testing- Intermediate level in English(reading/listening) and Math
  - 18 years-of-age or older
  - Registered with Selective Service
  - Pass a background check and drug test
  - Interest in starting a career in manufacturing
- 

# FUNDING FOR TRAINING PROGRAMS

## *Oakland County Michigan Works! – Documentation Required*

- Drivers License or State ID Card
- Social Security Card
- Proof of Citizenship (US Birth Certificate, US Passport or Proof of Naturalization)
- Food or cash assistance documentation
- DD-214 (Veterans will receive priority of service)
- Proof of unemployment benefits payment (if applicable)
- Current paystub (if applicable)

# Michigan Works! Oakland County Contacts

[OaklandCountyMIWorks.com](http://OaklandCountyMIWorks.com)

## **Pontiac Office:**

Summer Capitan

Oakland County Michigan Works!

1850 N. Perry

Pontiac, MI 48340

Phone: 248-276-1756

Email: [Summer.Capitan@GoodwillDetroit.org](mailto:Summer.Capitan@GoodwillDetroit.org)

## **Southfield Office:**

Holly Bergstrom

Oakland County Michigan Works!

21415 Civic Center Dr., Suite 116

Southfield, MI 48076

Phone: 248-796-4589

Email: [Hbergstrom@CityofSouthfield.com](mailto:Hbergstrom@CityofSouthfield.com)

# Next Steps

*If you are interested in starting a career in manufacturing, following are the next steps:*



1. Open this QR code to fill out a form about your interest in a career in manufacturing and this program, and your contact information
2. Oakland Literacy Council will contact you to schedule English and math tests, and a personal interview
3. You will be directed to Michigan Works to fill out necessary paperwork

Thank you for your interest. Questions?

*Contact us!*



248-253-1617

[info@oaklandliteracy.com](mailto:info@oaklandliteracy.com)