

| Advanced Manufacturing RLO's                                             |                                                                                                                                                                                                     |      |
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| Title                                                                    | Learning Objective                                                                                                                                                                                  | Tier |
| 1. 7C's of Effective Workplace Communications                            | Avoid negatively affecting work place communication through Courtesy, Completeness, Conciseness, Concreteness, Clarity, Correctness, and Cultural Sensitivity.                                      | 3    |
| 2. Rules of the Positive Workplace                                       | Follow four simple rules and create a more positive workplace.                                                                                                                                      | 3    |
| 3. Grammar Dirty Dozen                                                   | Identify common grammatical errors which include to/too/two, its/it's, your/you're, there/their/they're, then/than, verbs followed by have, accept/except, a lot, through/threw, and affect/effect. | 2    |
| 4. Manufacturing Acronyms & Definitions - Unit 1                         | Familiarize yourself with the most commonly used acronyms and definitions used in manufacturing environment.                                                                                        | 4    |
| 5. Manufacturing Acronyms & Definitions - Unit 2                         | Familiarize yourself with the most commonly used acronyms and definitions used in a manufacturing environment                                                                                       | 4    |
| 6. The Conflict Co-Workers                                               | Identifying the communication style of co-workers to understand and avoid conflict.                                                                                                                 | 3    |
| 7. Introduction to Fractions                                             | To provide an overview of the definitions, parts and usages of fractions.                                                                                                                           | 2    |
| 8. Personal Safety Awareness in the Manufacturing Workplace              | To provide an understanding of the key areas of personal safety in the manufacturing workplace.                                                                                                     | 4    |
| 9. Appropriate Social Behaviors in the Workplace                         | To define and demonstrate the accepted and appropriate social behaviors in the workplace.                                                                                                           | 3    |
| 10. Manufacturing Quality Terms & Definitions - Unit 1                   | Familiarize yourself with the most commonly used quality terms used in a manufacturing environment.                                                                                                 | 4    |
| 11. Manufacturing Quality Terms & Definitions - Unit 2                   | Familiarize yourself with the most commonly used quality terms used in a manufacturing environment                                                                                                  | 4    |
| 12. Principles of Effective Management                                   | To provide a general overview of the principles of effective management.                                                                                                                            | 9    |
| 13. Effective Test Taking                                                | Learn specific methods to use for successful test results and for overcoming the pressures of taking a test.                                                                                        | 1    |
| 14. Manufacturing – Production Terms and Definitions – Unit 1            | Familiarize yourself with the most common terms used in a manufacturing production environment.                                                                                                     | 4    |
| 15. Manufacturing – Production Terms and Definitions – Unit 2            | Familiarize yourself with the most common terms used in a manufacturing production environment.                                                                                                     | 4    |
| 16. Responsible Behaviors in the Workplace                               | To define and demonstrate the responsible behaviors in the workplace.                                                                                                                               |      |
| 17. Steps to Effective Problem Solving using Six Sigma DMAIC Methodology | Familiarize yourself with a Six Sigma Problem Solving Methodology most commonly used in manufacturing.                                                                                              | 3    |
| 18. Steps to Effective Problem Solving using Six Sigma SIPOC Methodology | Familiarize yourself with a Six Sigma Problem Solving Methodology most commonly used in manufacturing.                                                                                              | 3    |
| 19. The Most Common Types of Job Interviews                              | To identify and describe the most common types of job interviews and their key attributes.                                                                                                          | 1    |
| 20. Helpful Hints to a Successful Job Interview                          | To identify tips that will help ensure a successful job interview.                                                                                                                                  | 1    |
| 21. Visual Learning Styles                                               | To understand more specifically about visual learners in the workplace as related to providing instructions and assistance.                                                                         | 1    |
| 22. Multi-Sensory Learning Styles                                        | To understand that there are multiple methods, or styles of learning, what they are and how best to utilize them in the work place.                                                                 | 1    |
| 23. Basics for Security Analysis                                         | Create an awareness of security needs for individuals as well as their homes and businesses.                                                                                                        | 4    |
| 24. Motivation in the Workplace                                          | To demonstrate how motivation can influence your success on the job.                                                                                                                                | 4    |
| 25. Management Principle - Planning                                      | To provide a general overview of the principle of effective Management called "Planning".                                                                                                           | 9    |
| 26. Management Principle - Controlling                                   | To provide a general overview of the principle of effective Management called "Controlling".                                                                                                        | 9    |
| 27. Me, Myself or I                                                      | How to Properly Use the Reflexive (-self) Pronouns.                                                                                                                                                 | 2    |
| 28. Understanding Parallel Structure                                     | To provide information on what parallelism means.                                                                                                                                                   | 2    |
|                                                                          | To inform learners on how to write in parallel structure.                                                                                                                                           |      |

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|                                                             | To show learners how to identify and correct parallelism errors.                                                                                                           |   |
| 29. Understanding Modifiers                                 | To provide information on what a modifier is and how to recognize errors in usage.                                                                                         | 2 |
| 30. Pronoun Antecedent Agreement                            | To provide information so the learner can recognize the principles and use of pronoun antecedent agreement.                                                                | 2 |
| 31. Management Principle - Leading                          | To provide a general overview of the principle of effective Management called "Leading".                                                                                   | 9 |
| 32. Management Principle - Staffing                         | To provide a general overview of the principle of effective Management called "Staffing".                                                                                  | 9 |
| 33. Management Principle - Organizing                       | To provide a general overview of the principle of effective Management called "Organizing".                                                                                | 9 |
| 34. Management Principle - Motivating                       | To provide a general overview of the principle of effective Management called "Motivating".                                                                                | 9 |
| 35. Adding Whole Numbers                                    | numbers.                                                                                                                                                                   | 2 |
| 36. Subtracting Whole Numbers                               | To provide information that will help the learner develop a better understanding of how to subtract whole numbers.                                                         | 2 |
| 37. Finding Average                                         | To provide the steps and guidelines for finding average.                                                                                                                   | 2 |
| 38. Rectangle: Perimeter and its Applications               | To provide the steps and guidelines for finding the perimeter and applications of a rectangle.                                                                             | 2 |
| 39. Percent of Increase & Percent of Decrease Problems      | To provide the steps and guidelines for finding the percent of increase and percent of decreases.                                                                          | 2 |
| 40. Adding Mixed Fractions With Regrouping                  | Provide information that will help the learner to develop a better understanding of how to add mixed fractions with regrouping.                                            | 2 |
| 41. Parallel Circuits - Terms, Definitions & Uses           | To provide a listing of terms, definitions and uses of parallel circuits.                                                                                                  | 2 |
| 42. Triangle: Perimeter and its Applications                | To provide the steps and guidelines for finding the perimeter and applications of a triangle.                                                                              | 2 |
| 43. Square: Perimeter, Area, and its Applications           | To provide the steps and guidelines for finding the perimeter and applications of a square.                                                                                | 2 |
| 44. Subtracting Mixed Fractions With and Without Regrouping | To provide information that will help the learner develop a better understanding of how to subtract mixed fractions with and without regrouping.                           | 2 |
| 45. Multiplying Whole Numbers                               | To provide information that will help the learner develop a better understanding of how to multiply whole numbers.                                                         | 2 |
| 46. Circle: Area and its Applications                       | To provide the steps and guidelines for finding the area of a circle and its applications.                                                                                 | 2 |
| 47. Circle: Circumference and its Applications              | To provide the steps and guidelines for finding the circumference of a circle and its applications.                                                                        | 2 |
| 48. Dividing Whole Numbers                                  | To provide information that will help the learner develop a better understanding of how to divide whole number                                                             | 2 |
| 49. Transformers - Terms, Definitions & Calculations        | To provide a listing of terms, definitions, and calculations used to understand the function of input and output values of transformers.                                   | 6 |
| 50. Introduction & Definition of Whole Numbers              | To provide information that will help the learner develop a better understanding of whole numbers.                                                                         | 2 |
| 51. Percent Application Problems, "Base is Unknown"         | To provide information that will help the learner develop a better understanding of how to solve percent application problems when the base is unknown.                    | 2 |
| 52. Percent Application Problems, "Amount is Unknown"       | To provide information that will help the learner develop a better understanding of how to solve percent application problems when the amount is unknown.                  | 2 |
| 53. Education & Training Using Financial Aid                | To obtain a general understanding of the types of financial aid available and how to apply for them.                                                                       | 3 |
| 54. Preparation for Furthering Your Education               | To provide an introduction in effective steps to take when considering a college or training institution to further your education, training and/or improving your skills. | 3 |
| 55. Converting Fractions to Percents                        | To provide steps to converting fractions to percents.                                                                                                                      | 2 |
| 56. Converting Percents to Decimals                         | To provide steps to converting percents to decimals.                                                                                                                       | 2 |
| 57. Adding Mixed Fractions Without Regrouping               | To provide information that will help the learner develop a better understanding of how to add mixed fractions without regrouping.                                         | 2 |
| 58. Converting Decimals to Percents                         | To provide steps to converting decimals to percents.                                                                                                                       | 2 |
| 59. Percent Application Problems, Percent is Unknown        | To provide information that will help the learner develop a better understanding of how to solve percent application problems when the percent is unknown.                 | 2 |
| 60. Principles of Effective Management                      | To provide a general overview of the principles of effective Management.                                                                                                   | 9 |
| 61. Triangle: Area and its Applications                     | To provide the steps and guidelines for finding the areas and applications of a triangle.                                                                                  | 2 |

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| 62. Marketing Principle - Place                                                      | To provide a general overview of the different placing and distribution strategies when marketing a p                                     | 4 |
| 63. Marketing Principle - Price                                                      | To provide a general overview of the different types of strategies for pricing a product.                                                 | 4 |
| 64. Marketing Principle - Product                                                    | To provide a general overview of the different types of products that can be marketed.                                                    | 4 |
| 65. Marketing Principle - Promotion                                                  | To provide an overview of the different types of promotion strategies and activities.                                                     | 4 |
| 66. Marketing Principles Overview                                                    | To provide a general overview of the principles of effective Marketing.                                                                   | 4 |
| 67. Introduction to Decimals & Place Values                                          | To define decimal numbers and identify place values.                                                                                      | 2 |
| 68. Adding & Subtracting Like & Unlike Fractions                                     | Provide information that will help the learner to develop a better understanding of how to add and subtract like and unlike fractions.    | 2 |
| 69. Adding Decimals                                                                  | To provide the steps and guidelines for adding decimals.                                                                                  | 2 |
| 70. Welding Process - Terms & Definitions                                            | To provide a listing of some common welding processes, terms and definitions.                                                             | 5 |
| 71. A. Most Common Types of Safety Signs in the Manufacturing Workplace – English    | Familiarize yourself with the common safety signs in the manufacturing workplace.                                                         | 4 |
| 71. B. Most Common Types of Safety Signs in the Manufacturing Workplace – Spanish    | Familiarize yourself with the common safety signs in the manufacturing workplace.                                                         | 4 |
| 72. Dividing Decimals by Decimals                                                    | To provide the steps and guidelines for dividing decimals by decimals.                                                                    | 2 |
| 73. Introduction to Percents                                                         | To provide a general overview of the definition and use of percents.                                                                      | 2 |
| 74. Converting Decimals to Fractions                                                 | To provide steps to converting decimals to fractions.                                                                                     | 2 |
| 75. Multiplying Decimals                                                             | To provide the steps and guidelines for multiplying decimals.                                                                             | 2 |
| 76. Dividing Decimals by a Whole Number                                              | To provide the steps and guidelines for dividing decimals by a whole number.                                                              | 2 |
| 77. Subtracting Decimals                                                             | To provide the steps and guidelines for subtracting decimals.                                                                             | 2 |
| 78. Introduction to Team Work through Network Communications                         | To illustrate how advanced manufacturing relies on team work through network communications                                               | 4 |
| 79. Converting Percents to Fractions.                                                | To provide steps to converting percents to fractions                                                                                      | 2 |
| 80. Basic Electronics - Terms & Definitions                                          | To provide a list of definitions for commonly used terms in Electronics.                                                                  | 5 |
| 81. Reducing/Simplifying Fractions to Lowest Terms                                   | To provide information that will help the learner develop a better understanding of how to simplify fractions.                            | 2 |
| 82. Basic Electricity - Terms & Definitions                                          | To provide a list of definitions for commonly used terms in Electricity..                                                                 | 5 |
| 83. Principles of Effective Selling – Overview                                       | To provide a general overview of the principles of effective selling.                                                                     | 4 |
| 84. Principles of Effective Selling – Step 1: Introduction & Building Rapport        | To provide a general overview of step 1 of the principles of effective selling.                                                           | 4 |
| 85. Principles of Effective Selling – Step 2: Fact Finding & Questions               | To provide a general overview of step 2 of the principles of effective selling.                                                           | 4 |
| 86. Principles of Effective Selling – Step 3: Features & Benefits                    | To provide a general overview of step 3 of the principles of effective selling.                                                           | 4 |
| 87. Principles of Effective Selling – Step 4: Ask for the Sale & Overcome Objections | To provide a general overview of step 4 of the principles of effective selling.                                                           | 4 |
| 88. Principles of Effective Selling – Step 5: Service the Sale & Follow Up           | To provide a general overview of step 5 of the principles of effective selling.                                                           | 4 |
| 89. Multiplying and Dividing Fractions                                               | To provide information that will help the learner develop a better understanding of how to multiply and divide fractions.                 | 2 |
| 90. Rounding Decimals                                                                | To provide the steps and guidelines for rounding decimals.                                                                                | 2 |
| 91. Converting Improper Fractions to Mixed Fractions                                 | To provide information that will help the learner develop a better understanding of how to convert improper fractions to mixed fractions. | 2 |
| 92. Ratios and Proportions                                                           | To provide the steps and guidelines for finding a ratio and proportion.                                                                   | 2 |
| 93. Proportion Application Problems                                                  | To provide the steps and guidelines for solving application problems with proportions.                                                    | 2 |
| 94. Rectangle: Area and its Applications                                             | To provide the steps and guidelines for finding the area and applications of a rectangle.                                                 | 2 |

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| 95. Series Circuits - Terms, Definitions & Uses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | To provide a listing of terms, definitions and uses of series circuits.                                                             | 6 |
| 96. Geared for Careers - A (Education)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To provide an overview of the different types of careers in Advance Manufacturing.                                                  | 6 |
| 97. Basic Excel - Formatting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | To provide information on applying auto styles, manual formatting and formatting values in Excel 2007.                              | 3 |
| 98. Basic Word 2007 - Editing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | To provide information on selecting text, changing font type, size and color, as well as cutting, copying and pasting in word 2007. | 3 |
| 99. Basic Word 2007 - List and Tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | To provide information on creating bulleted and numbered lists as well as inserting and editing a basic table in word 2007.         | 3 |
| 100. Basic Word 2007 - ClipArt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To provide information on searching, inserting, resizing, changing layouts and moving ClipArts in word 2007.                        | 3 |
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| <p>This workforce solution was funded by a grant awarded under the President's High Growth Job Training Initiative as implemented by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.</p> |                                                                                                                                     |   |