

# TTOP

## TRANSITIONAL TRAINING OPPORTUNITY PROGRAM

PCCUA

### Certificate of Proficiency

12 Hours  
College Credit

Earn a Certificate of Proficiency in Advanced Manufacturing in one semester.

### Life / Soft Skills

Health and nutrition, personal finances, professional attire, resume writing, interview skills, work ethic, stress management, time management, leadership development

### National Certifications

CPR/AED  
OSHA 10  
Introductory craft skills  
Industrial maintenance mechanic  
CRC (Career Readiness Certification)  
W.O.R.K. (Work Orientation Retaining Keys)

### Mentoring

Local industry leaders help you learn skills required to get the job done right. Learn from the best!

Transition  
to the  
Workplace

Gain Skills  
for  
Employment

#### Contact:

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# Transitional Training Opportunity Program

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## **TRANSITIONAL TRAINING OPPORTUNITIES PROGRAM (TTOP)**

### **PCCUA TTOP ADVANCED MANUFACTURING**

CERTIFICATE OF PROFICIENCY-12 COLLEGE CREDITS

#### **ADDITIONAL CERTIFICATIONS**

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER)

1. BASIC SAFETY
2. INTRODUCTION TO MATH CONSTRUCTION
3. INTRODUCTION TO HAND TOOLS
4. INTRODUCTION TO POWER TOOLS
5. INTRODUCTION TO CONSTRUCTION DRAWING
6. BASIC RIGGING
7. BASIC COMMUNICATION SKILLS
8. BASIC EMPLOYABILITY SKILLS
9. INTRODCUTION TO MATERIALS HANDLING

CAREER READINESS CERTIFICATE (CRC)

CPR/AED

FIRST AID

OSHA 10

#### **OVERVIEW OF SERVICES**

All TTOP services and activities have been developed to maximize participant success and retention. All participants after completing an Individual Career Plan (ICP) work with coaches who assist them with developing work readiness and life skills. All TTOP participants are assigned an advisor who assists with enrollment and retention in the program. In addition, all students complete the Arkansas Benefits Access to determine if there are services for which they may be eligible. This is very important because parolees and long term unemployed lack monetary resources for daily living needs. Students have financial literacy and career exploration activities to help participants understand and apply practical financial management, budgeting, crisis preparation (high air

conditioning bill, child care, other unforeseen expenses, and planning).

Students receive support for instructional and personal success. The learning modules cover reducing anxiety and stress, study skills, work ethics, conflict resolution, and numerous intrapersonal and interpersonal skills. Students in the TTOP program have faced serious barriers in academe and this program is designed to increase the likelihood of success and remove barriers. Tutoring is available for students needing extra assistance with the academic work. Career and vocational experiences are provided to TOPP participants. In these modules, participants learn about goal setting, time management, and other important work readiness skills.

The most important aspect of TTOP is its faculty and coaches sensitivity to the needs of this most vulnerable population. Participants enter the program with numerous barriers or life situations which they can express and share with the coaches in a "safe place". The TTOP Team composed of instructors, administrators, advisors, and coaches have a "Bridges Out of Poverty" orientation and understand the importance of helping students succeed no matter how numerous the needs are.

PCCUA has a Disabilities Coordinator who works with TTOP participants with special needs. The new ADTEC Lab is where the courses are taught it is handicapped accessible, equipped with "state of the art" industrial equipment, and has a new computer lab.

## PCCUA TTOP SCHEDULE

Day Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:00-11:00	8:00-10:50		8:00-10:50	
9:00	IT 1203-Intro to Manufacturing	Technology	IT 1233-Power and Equipment Systems (8:00-10:50)	Technology
10:00		Student Success and Life Coaching-Financial, Career		Student Success and Life Coaching-Financial, Career
10:50-11:00	BREAK			
11:00-12:00	Class cont.	Industry Soft Skills	Class cont.	Industry Visitor or Visits
12:00-1:00	LUNCH			
1:00-2:00	1:00-3:50 IT 1213-Design for Manufacturing	1:00-2:30 Group Counseling	1:00-3:50 IT 1223-Manufacturing Process	Industry Visitor or Visits
2:00-3:00	IT1223-Manufac Process	Other activities (Leadership Unit, Intra and Interpersonal Skills Unit)		Communication, Meeting Protocols, Dining Etiquette, Other Soft Skills Are Integrated into the Schedule on Thursdays
3:00-4:00				

### Monday Wednesday Manufacturing Skills Courses

**IT 1203- Intro to Manufacturing-** This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques and produce some more simple products.

#### **IT 1233 Manufacturing Power & Equipment Systems (3 hrs. lec., 3 credits)**

The course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems and control systems.

#### **IT 1213 Design for Manufacturing (3 hrs. lec, 3 credits)**

This course is designed to expand on the introductory manufacturing course and to expose the student to the basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a

number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

**IT 1223 Manufacturing Production Processes (3 hrs. lec., 3 credits)**

The course provides the student with a hands-on learning experience with the basic tools, equipment and operations of manufacturing industries. The student will understand the relationship between a manufacturing need, a design, materials and processes as well as tools and equipment.

**IT 1233 Manufacturing Power & Equipment Systems (3 hrs. lec., 3 credits)**

The course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems and control systems.

**TTH Support Classes**

**Orientation to Computer Use-** This course is designed to take the student from where they are to current technology use with computers, phones, and other electronic tools (Word, Excel, Apps, and other social media)

**Student Success-**This course is designed to help TTOP students develop skills, knowledge and habits which will maximize their academic performance, improve personal interactions, explore and target career goals, and improve personal skills which impact scholastic achievement. Financial and career coaching is integrated into the curriculum and a cross referral strategy is used to ensure students are connected to services and benefits. Course topics include memory, note-taking, test-taking, study skills, conflict resolution, time management, financial literacy, career planning, critical thinking, interpersonal/intrapersonal skills, employability skills, leadership development, conflict resolution, service learning, financial management, and career development.

**Group Therapy-**This ninety minute weekly session provided by Mid-South Health Services focuses on conflict resolution, active listening, and drug/substance abuse prevention, changing behavior, re-entry into society (dealing with negative attitudes/bias), and other workforce issues. As the group progresses, the therapist adds other topics coming from the group which may not have been anticipated as an issue/concern and other group topics as they arise.

**Industry Visitors or Site Visits-**TTOP students will be provided opportunities to visit with industry guests who speak about their particular industry and its needs from potential employees. In addition, students will have tours of the industry plants.

**Units of Study**

Leadership

Transactional Analysis

Team Building

Support Programs for eligible students include Career Pathways, Student Support Services, other.