



# LANCASTER COUNTY CAREER & TECHNOLOGY CENTER



## Link to More Information!

- Uniform Ordering Directions
- Cafeteria/Food Service
- 2025-2026 Calendar
- ...and more!

Dear Student and Parent/Guardian:

<https://tinyurl.com/mr2aedec>

Welcome to Lancaster County Career & Technology Center. I am looking forward to having you as a student for the 2025-2026 school year.

The Introduction to Manufacturing Careers is an introductory course which will allow you to learn actual trade skills and investigate career paths in manufacturing occupations and mechanical construction trades.

We will be studying four occupational areas related to manufacturing. Each area is represented by a full day senior program located at the Mt. Joy campus.

- **Electro-Mechanical Engineering Technology** – Design, invent, and develop a vast array of electro-mechanical simulations for a dynamic experience. The Senior year program offers an Interactive lab that provides an opportunity to use robotics, hydraulic-pneumatic, and electrical technology systems.
- **Sheet Metal Fabrication** – Skills learned in this area will include designing and fabricating custom metal work. The use of machines and hand tools will be used for laying out, cutting, forming and joining sheet metal.
- **Welding Technologies** – Using industrial welding equipment, students will learn various techniques for joining metal parts together. Methods covered are MIG, TIG, Oxyacetylene, and Arc welding.
- **Precision Machining and Computer Aided Manufacturing** – A machinist studies and understands the cutting and removal of materials using various cutting and grinding processes. The process of removing material is called machining. A knowledge of material characteristics and the influence of different cutting methods is acquired through hands-on, and theoretical instruction. A lathe, milling machine, drill press and band saw are the most common machine types used in this program. The use of Precision Measuring equipment, technical print reading as well as mathematical calculations are common tasks performed in the machining environment.

Students will be graded in 3 key areas: **Knowledge, Daily Score and Skills**. Students will receive a daily score grade based upon their class participation, production and preparation. They will also receive weekly knowledge and skill grades based on the scheduled assignments. A weekly Tooling U assignment will be due each week as assigned in Canvas.

My number one policy is NO CELL PHONES are allowed in this class. My number two policy is NO profane language will be tolerated. Both offenses will get 1 warning (as well as points deducted in work ethic grade for that day) and the next offense I will contact the parent or guardian. Should the offense continue a trip to the Assistant Principal for disciplinary action will take place.

Safe work habits and appropriate behavior will be expected from each student. CTC policies and rules will be strictly enforced to ensure a safe and quality education for all students. Students are required to

## BROWNSTOWN CAMPUS

231 Snyder Road, Ephrata, PA 17522• office: 717.859.5100

wear safety glasses in the lab. The school will initially provide safety glasses for each student. It is the responsibility of each student to take care of them and wear them when needed. Replacement safety glasses must be purchased if the original pair is lost or misused. If your child wears prescription glasses, you may want to check with your eye care provider about prescription safety glasses with side shields.

School dress code requires all students to wear a uniform of the following:

- Dark blue “Dickies” style work pants – These must be properly sized. Jeans are not allowed.
- Royal blue CTC T-shirts – Styles available are short and long sleeve T-shirt and crew sweatshirt.
- High top leather work boots – Reinforced steel toe boots are recommended. No sneakers or casual boots containing nylon panels are allowed.

CTC shirts are available for purchase online at the school’s website ([www.lancasterctc.edu](http://www.lancasterctc.edu)). We strongly suggest that students purchase at least two pairs of pants and three T-shirts. You may want a long sleeve shirt or sweatshirt for the winter months. It is the responsibility of the student to maintain a clean and appropriate uniform at all times.

Students are encouraged to participate in the student organization SkillsUSA. SkillsUSA improves the quality of our nation’s future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.” If students choose to participate, there is a membership fee to join.

Have a great summer! If you have any questions or concerns, please feel free to contact the school office at (717) 859-5100.

Sincerely,

Mr. Ames

Instructor, Introduction to Manufacturing