



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Dear Student and Parent/Guardian:

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 Career program is an introductory course in metalworking that will allow you to learn actual trade skills and investigate career opportunities in manufacturing occupations.

Skills which will be helpful in maintaining student success are reading a measuring tape, adding and subtracting fractions, using a calculator, note taking skills, good reading comprehension and study skills.

We will be studying four occupational areas related to manufacturing:

- **Electro- Mechanical Engineering Technology** - Students will be introduced to all aspects of industrial and commercial machines and robotics.
- **Sheet Metal Fabrication** - Skills learned in this area will include the use of machines and hand tools 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 GMAW, GTAW, SMAW, FCAW, Oxyfuel welding, PAC and Oxyfuel cutting processes.
- **Precision Machining** – Students will work with Metal Lathe and Mill Machine, also use Precision Measuring tools.

In today's job market both technical and academic skills are necessary for success. All students will be held to high standards and expected to perform at their personal best. Report card grades will reflect evaluation in three areas: Knowledge (tests, quizzes, and theory work), Work Ethic (cooperation, dependability, initiative, safety, etc.) and Skill (lab work participation, work quality, projects, etc.).

Safe work habits and appropriate behavior will be expected from each student. To ensure a safe and quality education for all students CTC policies and rules will be strictly enforced. Students are required to wear safety glasses in the lab. The school will initially provide safety glasses for each student. Each student is responsible for taking care of and wearing them when needed. Safety glasses are the students' responsibility if lost or stolen students may purchase new ones from the teacher. If your child wears prescription glasses, you may want to check with your eye care provider about prescription safety glasses with side shields. These are much more comfortable than wearing safety glasses over prescription glasses.

The school dress code requires all students to wear a uniform consisting of the following:

- Dark blue "Dickie" brand work pants - These must be properly sized. No excessively baggy pants are allowed due to the safety factor when operating machinery and equipment. Jeans are not allowed.
- Royal Blue crew t-shirts - Styles available are short and long sleeve T-shirt, and crew sweatshirt. 100% cotton

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

- High Top Leather work boots- Reinforced toe boots are required. No sneakers or casual boots containing nylon panels are allowed
- **Black Sharpie This will help for laying out on metal.**

CTC shirts are available for purchase online at the school's website (www.lancasterctc.edu). We strongly suggest that students purchase at least two pairs of pants and three T-shirts. A long sleeve LCCTC shirt or sweatshirt for the winter months is also recommended. It is the responsibility of each student to always maintain a clean and appropriate uniform.

Have a great summer! If you have any questions or concerns, please feel free to contact the school office at (717) 464-7050.

Sincerely,

Mr. Ian Weber

Introduction to Manufacturing Careers Instructor