



Approved by the Illinois Board of Higher Education

2015-2016 School Catalog

Improving Lives Through Post-Secondary Education

Official School Catalog 2015-2016

Our Vision

“Changing Lives through Post-Secondary Education”

The preparation and proofing of CNC part program requires access to machinery and computer installations in order to obtain the necessary practical experience. Using such equipment, and understanding particular programming languages and techniques requires instruction, examples, and exercises from a competent instructor. Students undertaking a course study devoted to part programming will find it necessary to attend a training center with adequate resources. Symbol Training Institute is such a facility. We understand the needs of the manufacturing community, we possess theoretical and practical knowledge and we have the experience to support machining techniques, which are related to the subject of study. Symbol Training Institute strongly believes that by providing instructions on CNC technology to a wide number of setup operators, programmers and first-time career seekers, we will transfer our knowledge to the larger community of manufacturers.

Mission Statement

Symbol Training Institute is a Chicago based educational organization which builds partnerships with businesses and students to transform lives through quality, experiential hands-on education.

Philosophy

We are committed to providing education that will serve as an avenue for professional success. Our instructors conduct presentations, give pertinent analogies, provide illustrative visuals, design realistic practice exercises and keep student interests at a high level. Our goal and philosophy is for our students to be ready for the needs and tasks of the job market by providing them with a real working environment and real working experience. Upon completion of our school, students will have enough experience with shop projects to allow them to obtain a position in a CNC manufacturing shop.

History

Symbol Training Institute is woman owned and was born out of Symbol Tool, a tool and die shop that was established nearly three decades ago. Back in 2006, Symbol's management saw the need to start an advanced manufacturing school due to the lack of skilled labor and formalized vocational school training in the US manufacturing industry. Due to this fact, Symbol has very close ties to the manufacturing community by training and upgrading the employer's existing workforces, while continually receiving feedback from the industry. Symbol additionally trains individuals who are looking to start careers within the

manufacturing industry and assist them with quality job placement services while filling the ever growing job openings at local manufacturing companies.

Symbol's philosophy of collaboration, which incorporates the linkage between industry and education has produced exceptional placement results whereby a very high percentage of Symbol's graduates obtain and retain employment. Symbol prides itself that it was created for the manufacturing industry, by the manufacturing industry while helping to keep manufacturing strong. Symbol is certified by the Illinois Board of Higher Education (IBHE) and is nationally accredited by NCA CASI, (which is a US Department of Education recognized accrediting body), as well as the National Institute of Metalworking Skills (NIMS).

Course Schedules

Description of Course of Instruction in Clock Hours

CNC 203: CNC Programming, Setup and Operation Type of Instruction: Lecture/Shop	96 Hours
CNC 204: CNC Advanced Programming Type of Instruction: Lecture/Shop	60 Hours
CNC 205: CNC Technology with Quality Control Type of Instruction: Lecture/Shop	192 Hours
CNC 303: CNC Technology with Internship Type of Instruction: Shop	176 Hours
CNC 304: CNC Machine Shop Internship Type of Instruction: Shop	80 Hours
QC 101: Quality Control for Manufacturing Type of Instruction: Lecture	60 Hours

Detailed Description of Courses

CNC 203: CNC Programming, Setup and Operation

96 hours / 16 weeks

This hands-on course provides training in programming, setup and operation of computerized numerical controlled machines. Instruction will be given for both CNC mill (vertical machining center) and CNC lathe (turning center).

Students will be able to:

- Setup, operate and troubleshoot various production problems on CNC machines
- Explain functions of the machine tool and its position movements
- Conduct tool change activities and operational sequences
- Write specific programs for CNC machines
- Calculate speeds and feeds for the machining process
- Verify and edit a CNC program on an actual machine tool

- Manufacture parts per print in a machine shop environment

CNC 204: CNC Advanced Programming

60 hours/10 weeks

This hands-on course provides training in advanced setup and programming of the CNC Turning Center and the CNC Milling Center. Students will spend time on production CNC machines manufacturing parts specifically designed for this course. Students will then assemble these parts into a model that they will keep.

CNC 204 will concentrate heavily on reducing the setup and cycle time while using advanced setup and programming techniques on CNC machines. A strong emphasis will be placed on mathematical calculations and their applications in a machine shop environment.

Prerequisite: Applications should have one half to one year experience working on CNC machines and a reasonable understanding of basic G-code manual programming.

Job Titles: CNC Operator, CNC Setup.

CNC 205: CNC Technology with Quality Control

192 hours / 16 weeks

This course combines our CNC 203 and our QC 101 course. Students will learn to program, setup and operate CNC lathe and CNC milling machines alongside instructions in Quality Control.

Quality Control (QC) is a vital part of every manufacturer's operations. Without measurable processes to ensure a customer's needs are met, most companies would face difficulty maintaining and improving the quality of their products and services. However, many employers often have to provide on-the-job QC training because far too few educational programs offer disciplines that specifically address this deficiency. Fortunately, Symbol Training Institute recognizes the importance of this need to area manufacturers and is dedicated to the development of students pursuing the field.

Symbol's Quality Control for manufacturing course is designed to prepare students with a fundamental understanding of QC processes and applications. Whether there has been no previous QC training or just a desire to further current Quality-related skills, this hands-on course strives to provide students of varying backgrounds and skill levels with a basic knowledge of widely-used inspection techniques. With a strong emphasis on student participation, the course focuses heavily on developing marketable skills that can be used right away in the work place with little or no additional training from employers.

Job Titles: CNC Operator, CNC Setup, QC Inspector, QC Technician, QC Specialist, or other manufacturing positions that require in-process inspection or print reading skills.

CNC 303: CNC Technology with Internship

176 hours / 16 weeks

This hands-on course provides training in programming, setup and operation of computerized numerical controlled machines. Instruction will be given for both CNC mill (vertical machining center) and CNC lathe (turning center).

Students who complete the course will be able to:

- Setup, operate and troubleshoot various production problems on CNC machine
- Conduct tool change activities and operational sequences
- Write specific programs for CNC machines
- Calculate speeds and feeds for the machining process
- Verify and edit a CNC program on an actual machine tool
- Manufacture parts per print in a machine shop environment

This hands-on course is supplemented by internship shop training at our school's machine shop. It provides training and mastering knowledge in CNC manufacturing technology. This course is intended for individuals who are willing to deepen their knowledge and acquire shop habits on metal cutting CNC machinery: CNC Turning Centers and CNC Machining Centers.

These comprehensive studies take place in the classroom and students are instructed at the machines to manufacture parts specially designed for this hands-on course.

Job Titles: CNC Operator, CNC Setup, or other manufacturing positions that require print reading skills.

CNC 304: CNC Machine Shop Internship

80 hours / 10 weeks *

*Students will practice in the shop for 4 hours/day, 2 days a week, for 10 weeks

This hands-on course provides CNC shop training in a machine shop environment. Instructions are given in setup and programming for both CNC mill (vertical machining center) and CNC lathe (turning center). The internship course is conducted in a manufacturing shop environment where students practice on working machines.

Students will be able to:

- Program, setup and operate CNC machines in a machine shop environment under the supervision of an instructor
- Program and setup various operational sequences on a CNC lathe and CNC mill
- Write part programs specifically designed for this course
- Calculate speeds and feeds for the machining processes
- Verify and edit a CNC program on an actual machine tool in a shop environment

- Troubleshoot various problems on production CNC machinery
- Manufacture parts per print in a machine shop setting using various measuring tools for quality control
- Work on developing habits for basic principles of manufacturing
- Become accustomed and comfortable with shop ethics and regulations

Job Titles: CNC Operator, CNC Setup, or other manufacturing positions that require print reading skills.

QC 101: Quality Control for Manufacturing

60 hours / 10 weeks

Quality Control (QC) is a vital part of every manufacturer's operations. Without measurable processes to ensure a customer's needs are met, most companies would face difficulty maintaining and improving the quality of their products and services. However, many employers often have to provide on-the-job QC training because far too few educational programs offer disciplines that specifically address this deficiency. Fortunately, Symbol Training Institute recognizes the importance of this need to area manufacturers and is dedicated to the development of students pursuing the field.

Symbol's Quality Control for manufacturing course is designed to prepare students with a fundamental understanding of QC processes and applications. Whether there has been no previous QC training or just a desire to further current Quality-related skills, this hands-on course strives to provide students of varying backgrounds and skill levels with a basic knowledge of widely-used inspection techniques. With a strong emphasis on student participation, the course focuses heavily on developing marketable skills that can be used right away in the work place with little or no additional training from employers.

Job Titles: QC Inspector, QC Technician, QC Specialist, or other manufacturing positions that require in-process inspection or print reading skills.

Admission

General Requirements

Our programs are designed for both first-job seekers who have little or no previous manufacturing experience and also for individuals who are looking to advance in CNC technology.

Applicants, at a minimum, should have a high school graduate degree, or equivalent knowledge, and have basic writing and conversational skills in the English language. Understanding of mathematics, mechanical drafting, industrial education, machine shop and computers is recommended.

Graduates of our CNC training courses will be successful in receiving employment in industrial and manufacturing fields. Positions typically include CNC machine operator, CNC machine setup, CNC machine programmer and other high-technology application areas.

Symbol Training Institute offers educational activities, employment practices, programs and services without regard to race, color, national origin, sex, religion, disability or age.

Academic Calendar

Four types of classes are offered:

- Classes containing 60 hours are offered approximately every 2 months
- Classes containing 96 hours are offered approximately every 2 months
- Classes containing 176 hours are offered approximately every 2 months
- Classes containing 80 hours are offered approximately every 2 months

Grading Scales and Standards of Student Progress

Grading Scale

Each student will be graded on the following grading scale:

In-class assignments:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% or below

Final Grade for the class will be a “Pass” = 70% or above, and “Fail” = 69% or below.

Criteria for the Issuance of Certificates

Each student must successfully complete the full course of instruction for which he/she is registered with a grade “Pass”, equivalent to “C” or better.

Academic Policies

Absences

During the 10 or 16-week course, students may have a combined maximum of 4 (four) absences for the entire course of instruction. Any student who has exceeded the maximum amount of absences will be required to take a final exam for a fee of \$75.00 and must receive a passing score of at least 70% in order to receive a certificate.

In addition, a student who exceeds the permitted number of absences will be subject to the Executive Director’s discretion whether to be dropped from the class without any refund.

Tardiness

During any class period (lecture/shop), attendance will be taken at the beginning of every class. If a student is late to lecture or shop during the first 30 minutes of class, the first time this happens will constitute a tardy. Any subsequent tardy after the first instance will constitute an absence. If a student is late more than 30 minutes to class, this will constitute an absence.

Rules of Conduct

Symbol Training Institute adopts a strict “no cheating policy.” Cheating includes: copying someone else’s work, giving or showing any work during exams to other students, and any other academic dishonesty. If a student is found cheating or aiding someone else in cheating, this will serve as a constructive notice to Symbol Training Institute of a student’s withdrawal from the class without any refund of fees or tuition.

Academic Probation

A student will be placed on probation for violation of the School’s academic policies.

A student is considered to maintain full-time attendance if they adhere to the attendance policy. Students who fail to meet the attendance requirement will be placed under academic probation. Failure to achieve the cumulative attendance requirement at the end of the probationary period will result in administrative withdrawal of the student.

A student will be terminated if he/she fails to meet satisfactory progress requirements. Students who are terminated for lack of satisfactory progress are responsible for meeting their financial obligations to the school.

Student Support Services

Placement Assistance

Graduates must accept responsibility for their own career job search with the understanding that Symbol Training Institute will provide reasonable assistance upon request. Reasonable assistance may include referrals to available positions, access to industry information, career planning, counseling, and recommendations to prospective employers.

Student Services

Symbol Training Institute is dedicated to encourage and assist all students in achieving their maximum academic, career and personal development. Our school provides a number of services that are geared toward helping students meet this objective.

- Academic advising helps you select courses to ensure that your Symbol Training Institute certificate requirements are satisfied;
- If you want to change your academic program, you can work with a counselor to make sure that your progress toward your career is uninterrupted;
- If you experience an academic problem, we have counseling available to discuss your options.

Transcript Request

A transcript can be requested in person or by mail. A \$10.00 charge will apply for each request and a Transcript Request Form must be completed. Persons other than the student can order/or pick up a transcript only with written authorization from the student.

Safety Rules for the Machine Shop

1. Always follow the directions of your instructor.
2. Safety glasses are required when in the shop area, whether working or not.
3. Shoes must be worn in any shop area. Those wearing sandals or open toe shoes are NOT allowed to enter the shop area. The minimum footwear must cover the entire foot.
4. Long pants must be worn in all shop areas. Those wearing shorts, skirts or loose-fitting clothing are NOT allowed to enter the shop area.
5. Do not wear ties, loose clothing, jewelry, gloves, etc. near moving or rotation machinery.
6. Keep the floor around machines clean, dry and free from trip hazards. Do not allow chips to accumulate.
7. Machines must be shut off when cleaning, repairing, adjusting or oiling.
8. All machines must be operated with all required guards and shields in place.
9. A brush, hook or special tool must be used for removal of chips from the work area. Never use your hands.
10. Never drink alcoholic beverages before or during your time in the machine shop area.
- 11. *In case of injury, no matter how slight, report it to the shop instructor immediately!***

Schedule of Tuition and Fees

	CNC 203	CNC 204	CNC 205	CNC 303	CNC 304	QC 101
Course Title:	CNC 203: CNC Programming, Setup and Operation	CNC 204: CNC Advanced Programming	CNC 205: CNC Technology with Quality Control	CNC 303: CNC Technology with Internship	CNC 304: CNC Machine Shop Internship	QC 101: Quality Control for Manufacturing
Tuition Cost:	\$5,540.00	\$5,040.00	\$7,510.00	\$7,990.00	\$3,715.00	\$2,640.00
Books:	\$275.00	\$125.00	\$325.00	\$125.00	\$100.00	\$125.00
Lab Fees:	\$200.00	\$200.00	\$250.00	\$375.00	\$50.00	\$50.00
Supplies/Tools:	\$425.00	\$255.00	\$485.00	\$430.00	\$85.00	\$135.00
Test	\$110.00	\$330.00	\$330.00	\$330.00	N/A	N/A
Length of Course:	16 weeks/ 96 hours	10 weeks/ 60 hours	16 weeks/ 192 hours	16 weeks/ 176 hours	10 weeks/ 80 hours	10 weeks/ 60 hours
TOTAL COST:	\$6,550.00	\$5,950.00	\$8,900.00	\$9,250.00	\$3,950.00	\$2,950.00

Student Payment Method

- Students are required to make a non-refundable deposit of \$500.00 at the time of registration for each class.
- The total tuition and fees are due two weeks prior to the first day of class, unless a payment plan has been approved.
- Payments are made by cash, check, credit card, cashier's check or money order.
- Symbol Training Institute courses are WIA approved.

TUITION REFUND SCHEDULE INFORMATION

Symbol Training Institute shall, when a student gives written notice of cancellation, provide the following pro –rated refund policy.

Percentage of days completed at time of withdrawal or cancellation	Percentage of tuition/instructional charges school may retain
Prior to Course Start Date	\$500.00 non-refundable deposit
In excess of 0% to 10%	20% + \$500.00 non-refundable deposit
In excess of 10% to 20%	25% + \$500.00 non-refundable deposit
In excess of 20% to 30%	30% + \$500.00 non-refundable deposit
In excess of 30% to 40%	50% + \$500.00 non-refundable deposit
In excess of 40% to 50%	75% + \$500.00 non-refundable deposit
In excess of 50%	100%

The cost of any books or materials provided by Symbol Training Institute to the student are non-refundable.

1. Applicants not accepted by Symbol Training Institute shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.
2. If a student is enrolled in a payment plan, all tuition must be paid per payment plan terms. Failure to pay may result in the student being referred to a collection agency, the filing of a lawsuit in court, a judgment being entered and the debt being reported to the credit bureaus.

Complaints

- A. Symbol Training Institute shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the Superintendent.
- B. Symbol Training Institute shall maintain a written record of its handling of all student complaints.

Complaints that cannot be resolved with direct negotiations with Symbol Training Institute may be registered with the Illinois Board of Higher Education by sending a letter to the following address:

Illinois Board of Higher Education
Private Business and Vocational Schools Division
1 N. Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1377
(217)-782-2551

Certificate of Approval to Operate Issued By the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza Suite 333 Springfield, Illinois 62701-1377

Contact Information

Main Office

Name: Symbol Training Institute
Address: 8151 N. Ridgeway, Skokie, Illinois 60076
1413 Jeffrey Drive, Addison, Illinois 60610
Telephone: (847) 673-6500
Fax: (847) 674-2722
Website: www.symboltraining.edu
E-mail: info@symboltraining.edu

Staff

Diana Peters
Executive Director
dpeters@symboltraining.edu

Tomasz Tadla
Head Instructor
ttadla@symboltraining.edu

Tom Peters
Director of Business Operations
tpeters@symboltraining.edu

Edward Kogan
Director of Finance
ekogan@symboltraining.edu

Ana Molina
Career Manager
amolina@symboltraining.edu

Peter Castaldo
WIA Program Manager
pcastaldo@symboltraining.edu

Catalina Vlamakis
Administrative Assistant
cvlamakis@symboltraining.edu

Lena Revzin
WIA Program Manager
lrevzin@symboltraining.edu

Directions to Symbol Training Institute

Symbol Training Institute is accessible by public transportation.

Address: 8151 N. Ridgeway, Skokie, IL 60076

From South:

Take I-94 W toward MILWAUKEE. Take EXIT 39B toward EAST TOUHY AVE. Keep LEFT at the fork, to go on IL-50/SKOKIE BLVD. Turn RIGHT onto OAKTON ST. Turn LEFT onto RIDGEWAY AVE. Symbol Training Institute will be on your left side after the first stop sign.

From North:

Take EDENS EXPY E / US-41 S toward I-94 E / CHICAGO. Exit DEMPSTER ST via EXIT 37B (2.0 miles). Turn RIGHT onto CRAWFORD AVE. Turn LEFT onto KEENEY ST. Turn LEFT onto RIDGEWAY AVE. Symbol Training Institute will be on your right side.

From Howard Train Station:

Option #1: Take Skokie CTA BUS # 97 SKOKIE WESTBOUND, arrive at OAKTON & HAMLIN. Walk one block east until RIDGEWAY Ave. Make a left and walk to 8151 N. RIDGEWAY.

Option #2: Take PACE BUS # 215, arrive at KEENEY & CRAWFORD. Walk east on KEENEY until RIDGEWAY. Take a right on RIDGEWAY, arrive at 8151 N. RIDGEWAY.



