VU LTEC PROGRAMS

Logistics Training & Education Center
VINCENNES UNIVERSITY

1610 Reeves Road, Plainfield, IN 46168

Located in the MADE@Plainfield facility across from Plainfield High School

John Kirisits at plainfieldim@vinu.edu or (765) 470-2872

Forklift Essentials (FLE)

FLE is a two-day (approximately 12 hour) course intended to provide students with an understanding of the basic functions of forklift operation and safety. OSHA standards (OSHA CFR 1910.178) are the basis for this certification. Students will receive classroom instruction on safety and operation of powered electric forklifts. Concepts included in this course are: safety, operator training, semi-trailer loading and unloading as well as placing pallets on and off a rack system. Right-angle stack and charging the forklifts instruction is also included. The course can be tailored for specific employers' needs. The different trucks that can be utilized in this course are:

- Sit-Down Electric Motor (Class 1)
- Stand-Up Electric Motor Counterbalance (Class 2)
- Stand-Up Electric Motor Reach (Class 2)
- Stand-Up Electric Motor Order-Picker (Class 2)
- Electric Motor Pallet Jack (Class 3)
- Tugger (Class 2)

Students will receive a Powered Industrial Truck Operator (PITO) license, valid for three years, upon successfully passing both a written exam and driving skills test. A valid driver's license is required, as is being no less than 18 years of age.

Program Cost: $550/student (6 student maximum per class)
$200/student for one-day recertification

Team Lead Essentials (TLE)

TLE is a two-day (14 hour) course intended to provide students with an understanding of the basic knowledge and skills of leading successful teams. The course can be taught in two days or spread out into a four-day format for evening courses. Students will receive instruction through PowerPoint slides with lecture, class activities, class discussion, self-reflection and tests. Students will be able to lead successful teams in any industrial or professional working environment. Topics for the course include:

- What is the role of a Manager?
- What is the role of a Team Lead?
- When to use the skills of Manager and/or of a Team Lead
- Different personality types
- Understanding members of the team above and below the Team Lead level
- The anatomy of a conversation (Employability Skills)
- Concepts for On-the-Job Training
- Quality Concepts

Students will receive a Vincennes University Certificate of Completion at the end of the course.

Program Cost: $625 (16 student maximum per class)
Contact John Kirisits (765) 470-2872 to enroll.

Assembly 1.0

Assembly 1.0 is a three-day (24 hour) course which develops job-ready employees with a full understanding of the manual assembly process. Students will learn station setup, organization, cycle times, and end-of-day reporting. The course emphasizes continuous improvement principles and includes manual dexterity exercises to strengthen precision and attention to detail. Students are prepared for active, standing work and will earn a Vincennes University Certificate of Completion at the end of the course.

Program Cost: $995 (8 student maximum per class)
Contact John Kirisits (765) 470-2872 to enroll.

Automation 2.0

Automation 2.0 is a five-day (38 hour) course designed to take a manual process workforce and allow them comfort working with a level of automation. The course covers the differences in a semi-automated environment, provides hands-on experience coding collaborative robots (cobots) for efficiency and repeatability, and emphasizes continuous improvement. Students are prepared for portions of standing work and will earn a Vincennes University Certificate of Completion and a Smart Automation Certification Alliance (SACA) credential validating automation skills by end of the course.

Program Cost: $1,700 (4 student maximum per class)
Contact John Kirisits (765) 470-2872 to enroll.

Warehouse Associates Essentials (WAE)

WAE is a three-day (20 hour) course which focuses on the basic functions within any warehouse. Students will learn how the warehouse fits within a supply chain model as well as the purpose of a warehouse. Topics include Receiving, Staging, Put-Away & Storage, Picking & Shipping and much more. Automation and Robotics are also discussed. Course includes lecture, discussion and hands-on activities to reinforce course content. This is our most comprehensive Logistics course which benefits the student in understanding the purpose of their work and their importance to the organization. Optionally, students can obtain their Powered Industrial Truck Operator (PITO) license as well as incorporate Team Lead Essentials material in a five-day (38 hour) footprint. Students will also learn:

- Use of scanners and tablets
- Working within a Warehouse Management System (WMS)
- Knowledge of other major warehouse software packages
- Value Added Product Service (VAPS)
- Future technologies being introduced into warehouses
- Safety and operation on four different industrial power forklifts

Students will receive a Vincennes University Certificate of Completion at the end of the course.

Program Cost: $1,350 (16 student maximum per class)
Contact John Kirisits (765) 470-2872 to enroll.

Toyota Production Systems (TPS)

TPS is a two-day (15 hour) course which explains the core philosophies of the Toyota Production System, by a Toyota Training Department veteran with over 20 years of Toyota management experience. Students will dive into the 14 pillars of TPS, 5S, 5 Why, Kaizen principles, and the 7 types of Muda or waste elimination. This course is imperative for anyone aspiring to take on a leadership role in a production or supply chain environment. The high intensity, tight footprint of the course makes it especially accessible. Students will earn a Vincennes University Certificate of Completion.

Program Cost: $950 (20 student maximum per class)
Contact John Kirisits (765) 470-2872 to enroll.

Industrial Maintenance (IM) - Contact Jerry Ruble at jruble@vinu.edu

Industrial Maintenance is covered as a series of increasingly complex courses designed to teach the student in installation, set-up, troubleshooting and preventative maintenance of automation. The courses can be tailored to specific industry needs or taught as generic instruction for any industry or company. Students learn through course lecture, study guides, tests, and a heavy emphasis on hands-on experience. Topics include:

- Electronics
- Pneumatics
- Hydraulics
- Mechanical Systems
- Robotics
- Programmable Logic Controllers (PLC) and more

The duration of classes are tailored to the specific needs of the company or individual; therefore, consultation is required before classes begin. For price, schedule and further information, please contact Jerry Ruble at (812) 888-4346 or email at jruble@vinu.edu for enrollment information.

Lean Six Sigma (LSS)

Lean Six Sigma (LSS) is a two-day (16 hour) course designed to offer the student knowledge of the concepts and purpose of Six Sigma. Students will understand the different belts of Six Sigma, the responsibilities and roles of each belt as well as some of the strategies of working within a project for a company. The LSS topics include:

- What is Lean Six Sigma?
- What is the purpose and goals of Six Sigma?
- History of Six Sigma
- The Five S of Lean
- Total Quality Management (TQM)
- Different charts and diagrams
- Communication within and outside the team
- Workplace personalities
- And more

Student will receive a White Belt Certification from Vincennes University upon completion of the course.

Program Cost: $625 (26 student maximum per class)

Skilled Trades Beginning Math and Blueprint Reading

This course is intended to be a review of basic math for individuals who are entering skill trades or wish to take a skill trades test. Topics include:

- Basic arithmetic expressions
- Algebraic expressions
- Geometry formulas and functions
- Trigonometry formulas and functions

Basic blueprint reading can be a great review for individuals with previous experience or for those who are first time learners. Topics include:

- Welding symbols
- Dimensional drawings
- Information blocks
- Scales
- Multi view drawings
- Line types and more

This course is non-credited and a certificate of completion will be awarded upon completion. This course is a 16-hour class.

Program Cost: $625 (26-student maximum per class)