



WRITE IT RIGHT

COURSE OVERVIEW

Mastering the writing process; Business letters that get results; Thank you notes

WELDING BASICS

COURSE OVERVIEW

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for maintenance and repair. Topics include:

- Oxy-fuel safety
- Choice of cutting equipment
- Proper cutting angles
- Equipment setup
- Cutting plate and pipe
- Hand tools
- Types of metal welding machines
- Rod and welding joints
- Common welding passes and beads

COURSE OBJECTIVE

Upon course completion students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment dies and tools.