

School Catalog

ASPRA Tech Center LLC



ASPRA Tech Center
1311 Brookpark Road
Cleveland, OH 44109
216-459-9292
Reg# 93-04-1357T

www.aspratechcenter.com

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INTRODUCTION

ASPRA Tech Center, former Cleveland Industrial Training Center was founded in an effort to satisfy the need for qualified computer numerical control (CNC) machine tool personnel.

The school is located in a heavily industrialized area at 1311 Brookpark Road in Cleveland, Ohio. Training is conducted in a manufacturing facility(ASPRA Industrial LLC) which allows students and graduates hands-on access to CNC machine tools as well as quality control equipment and tooling.



All ASPRA Tech Center instructors are well-qualified machine operators and programmers who combine their experience and knowledge with a desire to teach.

Specialized assistance is available for those who require tutoring. Auxiliary aids and services are available upon request for individuals with disabilities.

ASPRA Tech Center believes in the principle and practice of Equal Employment Opportunity. We at ASPRA Tech do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

ASPRA Tech Center LLC is registered with the State Board of Career Colleges and Schools Registration #93-04-13571

Ohio Relay Service number is 1-800-750-0750

ADMISSIONS

ENROLLMENT POLICY

Registration will be accepted during office hours. Please call for an appointment. Registration can also be done online at www.aspratechcenter.com

NON DISCRIMINATION POLICY

ASPRA Tech Center believes in the principle and practice of Equal Employment Opportunity. We at ASPRA Tech do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

ENTRANCE REQUIREMENTS

CNC Programming & Operation/Machine Tools

Prior to acceptance, an applicant must take part in an on-site interview and successfully complete the ASPRA Tech Center Math evaluation test and complete the enrollment agreement. Applicants seeking additional support will be offered private tutoring at an additional fee determined by the instructor based on the applicants specific needs.

CNC Swiss Machine Operations

In addition to the general requirements noted above, all applicants for the CNC Swiss Turning Operations program must have 3 years of CNC Experience or Must be a student of Cleveland Industrial Training Center or ASPRA Tech Center Graduate.

COURSE REQUIREMENTS

In order to ensure the future success of on-the-job performance, the applicant must possess the ability (physical or otherwise) to utilize the knowledge and skill gained in the program.

ATTENDANCE POLICIES

ATTENDANCE RECORDS

Regular attendance is essential. The attendance record for each student is part of his/her permanent record and will be used as a basis for recommendations by our placement counselors.

ABSENCE POLICY

Each student must report every day he/she is scheduled to attend class. Once a student has missed two consecutive or four days overall, his/her counselor will be notified and the student will be on probation for the following month. If absences continue, the student may be subject to dismissal by the director. All absences will be made up on Monday-Thursday, 1:00pm-4:00pm or Friday by appointment. ASPRA Tech Center does not differentiate between excused or unexcused absences.

NOTE: A student receiving VA Educational Benefits who has missed 15% of the total hours will be dismissed from the program for VA payment purposes.

MAKE-UP WORK

All requests for assignments must be called in. Completed work is expected to be handed in upon returning to class.

TARDINESS

A student reporting twenty minutes late for a scheduled class will be considered tardy. Three tardies of twenty minutes will be counted as a half-day absence and may be cause for an interruption of the student's training. A record of tardies will be maintained. Two tardies of more than ninety minutes will be counted as one full-day absence.

LEAVE OF ABSENCE

If a leave of absence becomes necessary, it must be requested in writing and becomes part of the student's file. Credit may be given for training completed; all situations will be considered on an individual basis. A student may be able to restart the program if desired, permitted there is space availability.

DRESS CODE POLICY

DRESS CODE:

It is understood that the training ASPRA Tech Center is conducted in an industrial environment. Safety, comfort, and practicality are all taken into consideration in determining what is and is not acceptable school attire. Regardless of the policy itself, students should realize that industrial settings contain oils, lubricants, and chemicals that may stain clothing. ASPRA Tech is not responsible for any damage to clothing.

The following items are forbidden:

- : any open-toed shoe
- : tank tops, sleeveless shirts, and shorts
- : extremely baggy or loose fitting shirts or pants as determined by the instructor
- : loose or dangling neck or wrist jewelry

In addition to those items mentioned above, any shirt, cap or article of clothing containing symbols, slogans, or words deemed offensive to others is prohibited. This is a work environment and good taste should be in order.

A student will receive a verbal warning on first offense with instructions not to wear the item again. Should a second offense occur, the student will be sent home to change with the opportunity to return. A third offense will result in the student being sent home for the day and an absence recorded for the time missed.



Learn programming @ ASPRA Tech Center

GRADING POLICIES

GRADING SYSTEM

The student will be evaluated on a numerical grading system with 100 points being the maximum and 70 points being the minimum acceptable grade.

MINIMUM GRADES

A student must maintain an acceptable grade average in both class and laboratory tasks. A student experiencing difficulty in a subject is encouraged to discuss the problem with the instructor and make arrangements for additional assistance. Additional staff members will be available for advising as required. A student must pass four tests and a proficiency evaluation in lab. He/she must attain an overall 70% GPA (based on a standard grading scale) to pass the program.

Standard Grading Scale

90-100%	A
80-89.9%	B
70-79.9%	C
60-69.9%	D
Below 60%	F

TRANSCRIPT POLICY

Each student will be given a copy of his/her grades and evaluations. Permanent files will be retained. Additional copies are available for a small fee.

COURSE INCOMPLETIONS

A student informed of incomplete work will have four weeks to complete the missed work. If assignments are not completed within the allotted time frame, a failing grade will be issued.

PREVIOUS TRAINING

Credit may be granted to a student for prior schooling or training as related to course content. A student will be required to obtain an 80% or better on a proficiency exam administered by the ASPRA Tech Center in order to be granted exemption from course material.

NOTE: Should a student's GPA fall below 70% during the program, the student will be placed on probation with one week to improve to 70% or better. If there is no improvement after one week, the student will be dismissed. A student receiving VA educational benefits will be dismissed for VA payment. Re-entry into the program will be determined at the director's discretion.

NEW APPLICANTS

Upon application, all new applicants will be assigned an advisor. At this time, the applicant will be made aware of programs offered, school policies, financial assistance, and job placement assistance.

NOTE: During the course of the program, an advisor will be available to each student for assistance as requested.

GRADUATION REQUIREMENTS

A student's accumulative score must be 70% or higher. A completed, acceptable resume and/or signed placement waiver form must be submitted. All tuition payment obligations must be met. Upon successful completion students will be awarded a certificate of completion. ASPRA Tech maintains student records and transcripts for a minimum of 3 years.

CONDUCT

Each student is expected to conduct him/herself within the bounds of acceptable behavior and appearance. Conduct disruptive to the educational process or destruction of school and/or others' property may be cause for interruption of the student's training or permanent dismissal. Students eligible to reapply must do so within thirty days.

REJECTION/COMPLAINT

An applicant rejected by the school before enrollment shall be entitled to a full refund of all monies paid.

Student concerns/complaints should be brought to the attention of the school director.

If a student is from an agency, a discussion with the student's counselor is arranged. If the situation remains unresolved, the student may contact the State Board of Career Colleges and Schools at 30 East Broad Street, 24th floor, Suite 2481 Columbus, OH 43215. (614) 466-2752, toll free 1-877-275-4219.

TOBACCO POLICY

ASPRA Tech Center is a tobacco-free environment.

PLACEMENT SERVICES

ASPRA Tech Center offers job placement assistance.

Sincere effort will be made to assist the student in securing employment upon completion.

ASPRA Tech Center LLC cannot guarantee placement.

Successful placement will depend, to great extent, on the student's academic and attendance records.

The placement assistance of the school will include, but not be limited to:

1. An employment orientation prior to graduation. This orientation will provide the essential information relating to job interviews with emphasis on attitude, appearance, and attendance.
2. Assistance with applications and employment forms.
3. Assistance with preparation of resume and letters of recommendation.
4. Preparation of transcripts.
5. Efforts to arrange interviews with prospective employers.
6. Contact with employers to promote graduates.

While the above services are maintained primarily for current graduates, ASPRA Tech may provide assistance to alumni at no additional cost to the former student.



REFUND POLICY

ASPRA Tech Center puts in a lot of effort to enroll students including guiding them through funding process which can take upto 2 months or more. We also have limited number of seats available to accept students for any given session. Therefore, ASPRA Tech requires students to inform in case if they want to withdraw from the course at least 2 weeks before the beginning of class. This policy is standard regardless of self pay, corporate funding or any agency funding.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

VA Applicants: Refund policy will conform to VA pro-rated policy per CFR21.4225.

Please see restart charges under "Schedule of Fees" on page 19.



• Learn set-up @ ASPRA Tech Cen-

ter

ASPRA Tech Center LLC

CNC Programming & Operation/Machine Tools & CNC Swiss Machine Operations

Morning Classes

Monday - Thursday:

8:00am-12noon

Rolling Admissions

Evening Classes

Monday - Thursday:

5:00pm-9:00pm

Rolling Admissions

Evening Classes

Monday—Thursday:

5:00pm-9:00pm

Rolling Admissions

~All dates subject to change without notice~

ASPRA Tech Center will observe the following holidays:

01/01/2025: New Year's Day

05/26/2025: Memorial Day

07/04/2025: Independence Day

09/01/2025: Labor Day

11/27/2025: Thanksgiving Day

12/24/2025-12/31/2025: Christmas break

**PROGRAM OUTLINE AND COURSE
DESCRIPTIONS**

CNC PROGRAMMING & OPERATION-MACHINE TOOLS: 272 clock hours
17 weeks

This course will enable the trainee to learn to program (using CAD/CAM), setup, and operate computer numerical control (CNC) machine tools combined with using quality control instruments, shop mathematics, and blueprint reading. Graduates will qualify for a number of entry-level positions including but not limited to: machine trainee, machinist apprentice, CNC operator, CNC programmer.

Course No.	Course Title	Lecture hours	Lab hours
101	Machine tool safety & operations	16	16
102	Blueprint analysis, machining methods	24	8
103	Speeds & feeds	14	2
104	Shop mathematics	52	0
105	Process sheet & program manuscript	40	4
106	Machining operations, editing & tooling	8	64
107	Quality control	6	10
108	CAD/CAM analysis	0	8
TOTALS		160	112



Lathe instruction @ ASPRA Tech Center

COURSE DESCRIPTIONS

Machine Tool Safety & Operations

(Course 101/32 clock hours)

- A. Operations safety, awareness
- B. Machine collisions zones
- C. Operation precaution
- D. Preventative maintenance check list
- E. Machine tool warm-up procedures
- F. Common sense safety
- G. Machine tool capacity, speed & feed range, horsepower of spindle & servo drives
- H. Machine general information
- I. CNC capabilities
- J. Operation of sub control and main operations panels

Reference: Machine tool operator's manuals



Mazak 200MS @ Cleveland Industrial Training Center

Blueprint Analysis

(Course 102/32 clock hours)

- A. Establish part reference plains
- B. Dimension part from reference plains
- C. Determine machining operations
- D. Determine machining sequence
- E. Interpolate blueprint tolerances

References: Blueprints, Introduction to CNC textbook

Speeds & Feeds

(Course 103/16 clock hours)

- A. Reference recommended speeds charts
- B. Reference recommended feeds charts
- C. Use RPM & SFM formulas
- D. Use production calculator

Reference: Machinery's Handbook, Machining Data Handbook, production calculator, Introduction to CNC textbook



Students @ ASPRA Tech Center

Shop Mathematics

(Course 104/52 clock hours)

- A. Fractions
- B. Decimals
- C. Basic algebra
- D. Geometry
- E. Basic trigonometry
- F. Cartesian coordinate system
- G. Use of scientific calculator

References: Mathematics for Machine Technology, scientific calculator

Process Sheet & Program Manuscript
(Course 105/44 clock hours)

- A. Tooling layout
- B. Part program home position
- C. Sketch
- D. Comments
- E. Preparatory function (G codes)
- F. Miscellaneous (M codes)
- G. Other codes

References: General numeric operation manuals, process sheet, sample program, code sheet, Introduction to CNC textbook

Machine Operations, Editing & Tooling
(Course 106/72 clock hours)

- A. MDI/editing
- B. Tool qualification
- C. Program debug
- D. Tool offset
- E. Tooling
- F. Work holding devices

References: Machine tool operations manuals, general numeric operations manual

Quality Control

(Course 107/16 clock hours)

- A. Quality control procedures
- B. Quality control equipment
- C. Quality control terminology

Reference: Starrett Tools & Rules

CAD/CAM Analysis

(Course 108/8 clock hours)

- A. Introduction to CAD (Computer Aided Design)
- B. Introduction to CAM (Computer Aided Manufacturing)
- C. Generate CAD drawing using main menu
- D. Generate CAM program using NC CAM menu
- E. Solving shop mathematics by CAD/CAM

Reference: BOBCAD/CAM



**PROGRAM OUTLINE AND COURSE
DESCRIPTIONS**

CNC Swiss Machine Operations: * 80 clock hours
5 weeks

The purpose of the CNC Swiss Machine Operations program is to address the growing need for competent operators for this technology. More and more machining companies are transitioning to these machines as they realize the long-term benefit over conventional CNC processes. This program is not for beginners in the machining field. ASPRA Tech will only accept individuals who can demonstrate competency and/or experience in the areas of blueprint reading, gauging, basic shop math and general machining concepts. Recent graduates (3 years) of ASPRA Tech Center 272-hour CNC Programming and Operations program are automatically eligible for acceptance. The program provides both classroom instruction and hands-on experience throughout. During the final two weeks of the program students will have the opportunity to apply what they learned by doing actual hands-on set-ups on a Citizen CNC Swiss machine and barfeed system.

Graduates of the CNC Swiss Turning Operations Program will qualify for entry to mid-level positions as operators, depending on previous background.

Course No.	Course Title	Lecture Hours	Lab Hours
S101	Introduction to CNC Swiss Machines	4	0
S102	Bar feeder Orientation	4	12
S103	Main Spindle Area & Guide Bushing	8	16
S104	Sub Spindle Area and Back-working tools	8	16
S105	Controller Orientation/ Basic Programming	6	6
	TOTALS	30	50

* Only offered at Cleveland Location

COURSE DESCRIPTIONS

Introduction to CNC Swiss Machines

(Course S101/4 clock hours)

- A. Similarities and differences between conventional and Swiss turning processes.
- B. Machine safety, basic maintenance practices and checklist.

Barfeeder Orientation

(Course S102/16 hours)

- A. Bar feeder safety, basic maintenance practices and checklist.
- B. Controller menu overview and demonstration.
- C. Discussion, demonstration and hands-on, channels and machine lifting fingers.

Main Collet

(Course S103/24 hours)

- A. Discussion, demonstration and hands-on, guide bushing, drover nut and live tool options.
- B. Gang slide tools and machine processes used on the main collet.

Pickoff Collet and Back-working Tools

(Course S104/24 hours)

- A. Discussion, demonstration and hands-on ejector pins, bore tools.
- B. Using the tools and machine processes on the pickoff collet.

Controller Orientation and Basic Programming

(Course S105/12 hours)

- A. Discussion/demonstration of basic Swiss-specific G codes.
- B. Preparation page, MC data, offset, edit.

SCHEDULE OF FEES

Course: *CNC Programming & Operation/Machine Tools*

Clock hours: 272 (17 weeks)

Registration fee	\$ 125.00
Course tuition	\$ 5275.00
Books/supplies	<u>Included</u>
Total:	\$ 5,400.00

Course: *CNC Swiss Machine Operations*

Clock hours: 80 (5 weeks)

Registration fee	\$ 125.00
Course tuition	\$ 1,825.00
Books/supplies	<u>Included</u>
Total:	\$ 1950.00 (If taken with the 17wks CNC program \$ 2500.00 (If taking Swiss only. Pre-reqs required)

Department of Veterans, Chapter 31 & 33:

ASPRA Tech Center will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities or requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from Department of Veterans Affairs under Chapter 31 or 33.

Restart:

Restart charges may apply for a student who dropped or was dismissed from a previous class and enrolls in a new class. Charges may be pro-rated on an individual basis. Credit may be given for training completed in the prior class.

Payment Plan:

Self pay: Payments have to made in 4 equal payments of \$1350 in 30days intervals. First payment is due on or before the 1st day of class and last payment must be received before the final exam. If taking Swiss class, the tuition is divide in 2 equal payment of \$975 each. 1st payment due before first class and 2nd payment is due before exam. Failure to do so may result in the student incurring penalty fees.

Corporate sponsored: Payment in full must be received within 2 weeks of invoicing or the first day of class.

Agency Funded: ASPRA Tech agrees to work with the respective agency's funding policies

Note: There will be a \$55 charge for any returned checks

ASPRA Tech Center LLC

NAME	TITLE	EDUCATION
Sameer Sinha	School owner/Director	Western Michigan University -Masters Industrial Engineering 30+yrs in sales, manufacturing, Leadership roles and Training
Jeff Treubig	Instructor	High School Diploma -20+ yrs experience in CNC & Swiss Programming and Operations -15+ yrs of Teaching experience in The same field
Julian Blankenship	Instructor	High School Diploma - 6+ yrs of CNC Programming Experience and 1 yr of teaching experience
Meghan Laylin	Instructor	Associates Degree in Life science Welding certification -10+ yrs of Industry and training experience
Other Administrative Staff:		
Barbara Hicar	– Student Coordinator	High School Diploma - 10+ yrs of industry experience
Shalu Sinha	- Business Coordinator	BS in Economics, Miranda House Delhi, India 20+ yrs of Industry experience