2022 Electronics Program Handbook
Last Updated: 20220729

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www.CyberCityCircuits.com

In accordance with the Regulations of the State of Georgia Rule 591-1-1-.46, programs at Cyber City Circuits are not licensed and are not required to be licensed by the state

MEET THE INSTRUCTORS

This program will be organized and instruction provided by the founders of Cyber City Circuits.

Chris Williamson

Chris has 15+ years' experience in robots and mechatronics, along with many years of machining experience and electronics design experience.

David Ray

David is a retired Marine Corps veteran with years' experience troubleshooting, designing, and providing technical instruction.

HISTORY OF CYBER CITY CIRCUITS

Founded in 2018 in the heart of downtown Augusta, Ga, Cyber City Circuits has become the largest electronics design and manufacturing firm in the area. The business started with a primary focus on education and custom design work. Both founders, Chris Williamson and David Ray, have experience working with children and young adults teaching electronics and other skills like soldering, robotics, and coding.

Chris Williamson has fifteen years' experience working in the industrial machine shop industry and twenty years' experience working with groups like Battlebots. Chris specializes in custom work, prototyping, and manufacturing. David Ray is retired Marine Corps and has many years' experience working inside both the government and private industries. David specializes in training, new product development, and assisting small businesses bring product to market.

In April 2020, at the start of the COVID-19 pandemic, Cyber City Circuits took account of what resources were available and started doing low to medium volume manufacturing for small businesses. A very large portion of Cyber City Circuits' revenue comes from small businesses. Since then, Cyber City Circuits has worked inside of many industries, including automotive, industrial control and automation, agriculture, medical devices, data aggregation, and many more.

In April 2021, Cyber City Circuits moved into a 6,000 SqFt facility on Walton Way in the middle of the Downtown Cyber District. Cyber City Circuits is prepared to re-engage the education and training markets. By offering workforce development, Cyber City Circuits is well-equipped to help private sector industries by offering industrial workplace training programs. The most successful way to build new industry is to teach people how to make things. If you teach them how to make things, they will start making things.
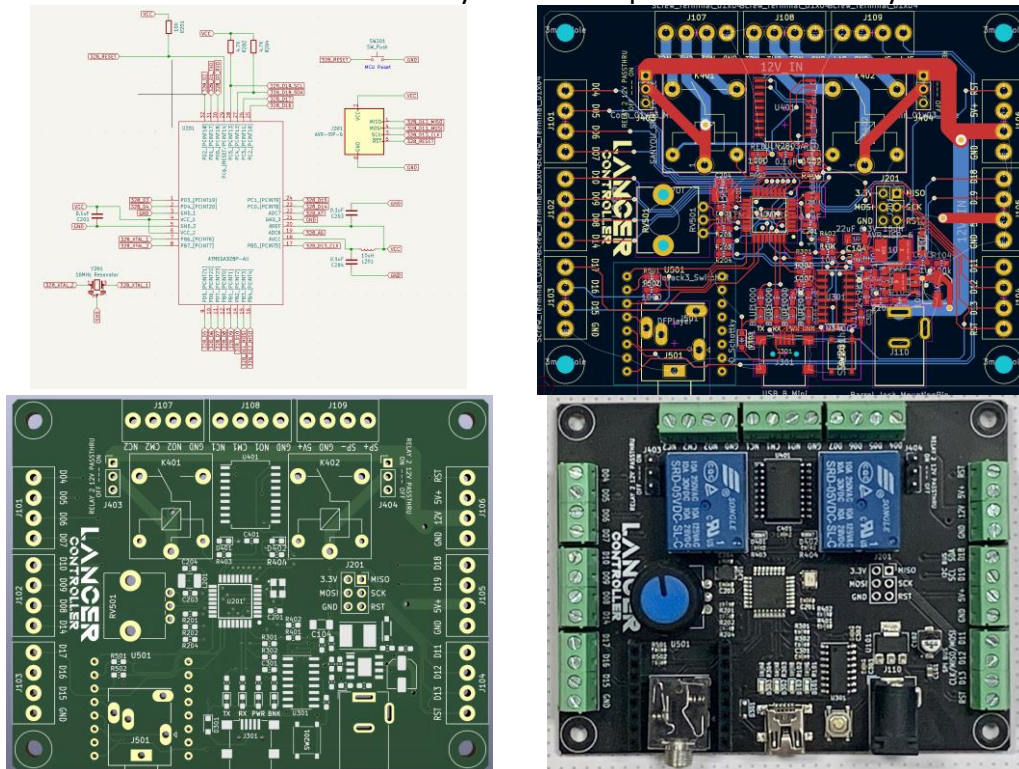
CYBER CITY CIRCUITS' MENU OF SERVICES

Cyber City Circuits offers an array of business services to help small businesses reach their target goals. Many small businesses we work with are made up of one to three people. They do not come to the table with a design team or a manufacturing department. We fill in the gaps in their skillsets and abilities.

PROFESSIONAL SERVICES

Research & Development/New Product Design	PCB Assembly and Manufacturing
Cyber City Circuits has many years of expertise that is put to work developing new solutions and products for our clients.	Using high tech equipment on site, we're able to offer full assembly services down to 0402 component size for SMT as well as through hole placement and hand soldering as needed.

TRAINING SERVICES

In addition to these business services, we offer electronics-centric training classes. We have developed classes for multiple age groups, from middle school students to adults. We have the capacity for fifteen students at a time when teaching things like soldering, programming, embedded systems, and theory. Both David Ray and Chris Williamson have years of experience teaching and training others in a myriad of subjects. We can develop custom curriculums that would be focused on many different aspects of this industry.

ELECTRONICS CLASS SAFETY RULES AND GUIDELINES

Safety Is Your Top Priority.
Please review the following rules with your student prior to attending our classes.

- Report all Injuries/Incidents
    - Immediately report ALL accidents, injuries, or incidents to the staff.
    - Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly; notify the staff.
- Safe Conduct Agreement
    - Prior to using any equipment patrons must agree to and sign the liability waiver agreement.
    - Use the space and equipment safely and leave the space and equipment in clean and working condition.
    - Work and behave in a way that protects your own safety and the safety of others.
    - Ask for help when you are uncertain how to use equipment.
    - **ZERO TOLERANCE FOR HORSEPLAY. Participants found being reckless will be removed from the class. No refunds will be given.**
- Prepare
    - Be aware of the locations of first aid, fire, and safety equipment.
    - Never use a tool unless you've been trained to use it safely.
    - Do not climb on tables or chairs to reach for something.
    - Do not cause a distraction, fool around, or startle anyone while either one of you is using a tool.
- Use Protective Gear & Dress Right
    - Remove ties, jewelry (rings), lanyards, etc., while handling soldering equipment.
    - Tie back long hair.
    - Wear suitable gloves when handling hot objects or sharp-edged items.
    - Eye protection will be provided and is required during soldering sessions.
    - Use Tools Correctly
- Use tools how they are designed to be used. (A screwdriver is not a hammer.)
    - Never use a broken tool.
    - Do not remove tools from the area.
    - Never walk away from a tool that is still on/running.
    - Never tamper with a tool's safety features. Operate machinery according to recommended procedures and with safety guards in place, as applicable.
- Food and Drinks
    - Food and Drink is **NOT** permitted during class sessions.
- Clean Up
    - Clean up after yourself; leave the area clean and tidy.
    - Clean and return all tools to where you got them.
    - Shut off and unplug machines when cleaning.
    - Never use a rag/paper towel near moving equipment.
    - Keep the floor around equipment clean, dry, and free from trip hazards.

PROGRAM ENROLLMENT FORM

Student's Name: _____

Student's Date of Birth: _____

List of Allergies/Medical Conditions: _____

Emergency Point of Contact Name: _____

Emergency Point of Contact Phone: _____

Home Address: _____

City, State Zip Code: _____

Contact Email Address: _____

Would you Like to Receive Future Information? (Yes/No) _____

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Signature: _____

Date: _____

ELECTRONICS PROGRAM AND SOLDERING PERMISSION FORM & WAIVER OF LIABILITY

In consideration of participation in the soldering training classes described below, I the undersigned for myself, agree to indemnify and hold Cyber City Circuits LLC, associates, employees, and other agents associated with the program harmless and hereby waive, release and discharge any and all claims for damages for death, personal injury, bodily injury or property damage which I may have or which hereinafter may accrue to me against the aforementioned parties from and against any liability arising out of or connected in any way with my participation in this Activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. Participants may be using tools such as pliers, utility knives, hot glue guns, soldering irons, and other tools. Although appropriate instruction and safety protocols will be in place, there is still a possibility that an injury could occur.

In the event of a soldering class: The solder we will be using in all classes will be lead free, but because of the nature of electronics, lead may be present in small quantities on the circuit boards or within the electronic components. Electronics may contain lead and this is a typical warning label associated with lead solder: **"WARNING: THIS PRODUCT CONTAINS LEAD AND MAY CONTAIN OTHER TOXIC METALS OR CHEMICALS. Ingestion or inhalation of fumes or particles released through processing could cause lead poisoning or cancer. Absorption of lead is known to cause birth defects and other reproductive harm and may result for example in damage to the blood and neurological systems. Use only with adequate ventilation. Lead Free Solder may be used but please be advised the rosin flux also produces fumes."**

I understand that accidents and injuries can arise from participation in the Electronics or Soldering Programs; knowing the risks, nevertheless, I hereby agree to assume those risks on behalf of myself and to release and to hold harmless all of the persons or entities mentioned above whom (through negligence or carelessness) might otherwise be liable to me for damages. It is further understood and agreed that this waiver, release and assumption or risks has been freely entered into and is to be binding on my/our heirs and assigns. I have read and agree to the registration and program policies. By my signature below, I acknowledge that I have read this document and understand its contents.

Signature: _____ Date: _____

Printed Name:_____

Contact Phone Number: _____

Student's Name:_____

PHOTOGRAPH AND VIDEO RELEASE FORM

I hereby grant permission to the rights of my or my child's image, likeness and sound of my or my child's voice as recorded on audio or video without payment or any other consideration. I understand that my or my child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my or my child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my or my child's image or recording. I also understand that this material may be used in diverse settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- informational presentations
- on-line courses and other materials
- marketing photos and videos
- advertising of courses and other services
- other presentations or courses

By signing this release, I understand this permission signifies that photographic or video recordings of me or my child may be electronically displayed via the Internet or in the public setting. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only. By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for any purposes.
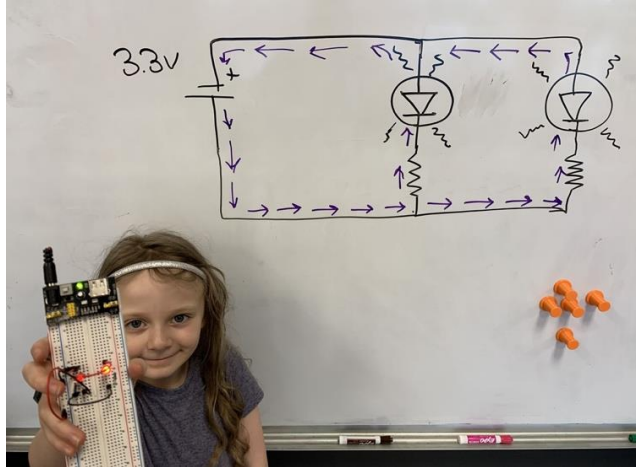
Participant's Full Name _____

Parent/Guardian Signature _____

Date _____