

SECTION 9

WORKFORCE AND ECONOMIC DEVELOPMENT (WED)

Workforce and Economic Development Division:

The Workforce and Economic Development Division (WED) at West Virginia University at Parkersburg is committed to supporting the college's mission of providing "accessible, life changing educational opportunities in a safe and supportive environment." WED's focus is on improving the personal, professional, technical, economic, and developmental training needs of our students as individuals as well as for our local businesses and industries. We provide high quality, cost effective programs and consulting services which result in improved performance and outcomes for the participating individuals and corporations.

Occupational Development Degree:

The Associate in Applied Science Degree in Occupational Development is a statewide program involving various colleges within the WV Higher Education system, the United States Department of Labor, and the Bureau of Apprenticeship Training. Minimum / Maximum of 60 credit hours.

These degrees are negotiated between an organization and the college. These are not degrees that students may enroll in without being employed by a participating organization.

Although each degree is similar, there may be differences between each organization that participates in them. Students are advised to contact the Human Resources Office of their participating organization or the division of Workforce and Economic Development at WVUP for more details.

Sample State Approved Curriculum Guide (may differ between organizations)

- General Education – 15 hours minimum
- Communication Skills
- 3 hours English
- 3 hours communication
- Quantitative Skills/Laboratory Science
- 6 hours
- 3 hours
- General Education Elective
- 6 hours
- Technical Core/Occupational Specialty – 40 hours maximum
Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual rate of 15:1 (classroom) or 30:1 (laboratory)
- On-The-Job Training (OJT) in the Occupation – 12 hours maximum
Maximum of 2,400 contact hours of on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. degree.

To determine if a particular union participates, please contact the union hall or the Workforce & Economic Development Division at 304-424-8383.

Technical Studies Degree:

WVUP works with employers or agencies to develop programs which combine general education and technical training provided by the College to offer an associate degree. Students must be employees or clients of the sponsor to be eligible for enrollment in this program. Required courses are specified in agreements between the College and the sponsor. Minimum / Maximum of 60 credit hours.

Degree programs implemented under this degree designation will include instruction consistent with the following components and categories. SAMPLE State Approved Curriculum Guide (may vary slightly by organization)

- General Education – 15 hours minimum
 - Communication Skills
 - 3 hours business or technical writing course
 - 3 hours communication
 - Quantitative Skills/Laboratory Science
 - 3 hours college level mathematics course
 - General Education Elective
 - 6 hours
 - Technical Core – 39 hours maximum
- Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation. Technical courses such as the examples listed below are to be a part of every program of study under this degree designation.
- Technical Core/Occupational Specialty – 39 hours maximum
 - This component consists of technical specialty courses specific to an occupational area. Apprenticeship and industry based education and training program courses are to be converted to college credit hours at the usual ration of 15:1 for lecture at a rate consistent with the lab hour/credit ration of the degree granting institution for laboratory credit.
 - On-The-Job Training (OJT) in the Occupation or Supervised Work Based Learning – 12 hours maximum
 - The on-the-job training component is to be converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training may be placed on the college record. This credit will be recorded immediately prior to graduation from college.

SHORT TERM PROGRAMS

Short term programs are developed to meet high demand occupations in our region. We are committed to developing these programs with specific outcomes so that the individual has every opportunity to show the employer they have achieved the skills required for positions available. WED develops these programs based on input from local business and industry, high demand occupations lists from Workforce West Virginia, and input from our Community & Technical College System. These Non-Credit Certificate Programs are accelerated curriculums designed to provide training in less than 90 days, resulting in certificates of employable skill sets. These programs are delivered in a Non-Credit to Credit format, which allows students to convert their skill-set certificate to college credit. Short term programs are eligible for Workforce, Higher Education Adult Part-time Student (HEAPS) grant funding to assist with payment if individuals qualify. Contact (304) 424-8275 for more information.

Skill Set Certificate Programs include:

- Certificate in Aluminum Welding
- Certificate in Bookkeeping
- Certificate in Certified Nursing Assistant
- Certificate in Dental Assistant
- Certificate in IV Therapy
- Certificate in Medial Office Specialist
- Certificate in Phlebotomy
- Certificate in Real Estate Pre-Licensure
- Certificate in Ultimate Administrative Assistant

In addition to completing the WED program application, students requesting admission to some programs may have to meet additional program specific requirements such as drug screening and background check. Course availability and program dates may vary from the academic program schedule. Students are strongly encouraged to contact us for questions regarding the application process or specific program requirements. Questions can be directed to the WED Division at (304) 424.8271.

CORPORATE TRAINING

The Workforce and Economic Development division offers local business, industry, and organizations a variety of training opportunities designed to increase employee productivity and efficiency, helping them to maximize profits. These programs range from courses on Microsoft Office products to Management

Leadership and Conflict Resolution, to customized industry specific training. To request more information about how we can help meet your training needs, contact (304) 424-8383.

Our safety training offerings are designed to ensure that a company's on-site safety standards are met or exceeded. We offer most required OSHA training courses and can even help businesses develop their own custom safety programs. For more information, contact us at (304) 424-8383.

COMMUNITY EDUCATION

Workforce and Economic Development's Community Education Offerings are designed for life enrichment. The varieties of personal offerings can enhance job skills, provide recreational opportunity, and provide applicable life skills for everyday use along with opportunities for entrepreneurship. Our offerings are often changing, so please visit our website at <http://www.wvup.edu/workforce/community-education/> or contact us at (304) 424-8383.