

SECTION X

Workforce & Community Education

MISSION

Workforce and Community Education is a proactive, customer-guided component of the college which supports the professional, technical, economic development and training needs of clients/customers through the provision of high quality, cost effective programs, seminars, workshops, institutes, courses and consulting services which result in improved performance and outcomes for the participating individuals, organizations and businesses. Programs and services offered through WCE include:

EDUCATION AND TRAINING

Short-term programs are accelerated programs designed to provide training in less than 90 days and result in attainment of a skill set leading to employability. Successful completion will result in a skill-set certificate. Select Fast Track programs are delivered in a Non-Credit to Credit format which allows students to convert their skill-set certificate to college credit. Fast Track Programs include:

Allied Health

Course Title: **CNA**

Contact hours: 120

Topic Description -This entry-level course onto the nursing career ladder is designed to meet the WV State Requirements to prepare a nursing assistant to work in a long-term care facility and sit for the State's certification examination to be a Certified Nursing Assistant. Information about how this program can be the first step on the career ladder to a degree certificate in Allied Health is available in Section 7 of this catalog.

Course Title: **CPR**

Contact hours: 4

Topic Description – This course is designed for health care professionals. They will learn CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED; and the role of each link in the Chain of Survival.

Course title: **Dental Assistant**

Contact hours: 90

Topic Description: The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.



Course Title: Electronic Health Record Management

Contact hours: 95

Topic Description – The purpose of this course is to intertwine health information from a variety of sources into an electronic health record. An electronic health record (EH R) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access.

Course Title: IV Therapy

Contact hours: 16

Topic Description: Introductory knowledge of Intravenous Therapy, including roles and responsibilities, and legal and ethical issues.

Course Title: Medical Office Assistant

Contact hours: 90

Topic Description – The purpose of this course is to familiarize students with the duties such as filing records, account and insurance billing, firm understanding of medical language, medical coding, and medical transcription.

Course Title: Phlebotomy

Contact hours: 135

Topic Description – The purpose of this course is to prepare professionals to collect blood specimens from clients for the purpose of laboratory analysis. Information about how this program can be the first step on the career ladder to a degree certificate in Allied Health is available in Section 7 of this catalog.

Business & Industry**Course Title: Real Estate Pre-licensure**

Contact hours: 120

Topic Description: This program is accredited by both the West Virginia Real Estate Commission and the Ohio Division of Real Estate. Course work includes Real Estate Finance, Appraisal, Principles and Practices, and Law. Students must complete a total of 120 hours of seat time.

Course Title: Home Inspection Certification

Contact hours: 80

Topic Description: Home Inspections are increasingly becoming a standard requirement of all real estate transactions including property insurance, bank financing, and real estate purchases. This 80 hour program prepares students to take the West Virginia and Kentucky State Home Inspectors Licensure Exam and qualifies completers to be Ohio State Home Inspectors.

Application

Students can apply directly to the Workforce & Community Education division by submitting a program application. This can be obtained on-line at wvup.edu or contacting **304.424.8277**. HEAPS grant funding is available for some programs and

further instructions and requirements are available for the application procedure by contacting the Workforce & Community Education division at **(304) 424.8277**.

Skill Assessments

Individuals who want to match skills and certifications to company needs for additional employment opportunities may take advantage of WCE's IT Skills Testing to find results in a wide range of assessments that can improve employability. International professional testing labs of Pearson Vue and ProMetric are available at WVUP's Workforce & Community Education unit.

ACT WorkKeys: WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

WCE offers Express Scoring of WorkKeys throughout the state and has become the WorkKeys Solution Provider for the State of West Virginia with 13 satellite sites under their contract.

KeyTrain: Follow-up training for skill deficiencies is available at WCE. WVU at Parkersburg has added training and remediation for the WorkKeys exams. KeyTrain, approved ACT WorkKeys provider, can be accessed through WCE. KeyTrain's internet based training/remediation program can help examinees improve their WorkKeys scores. Information is available by contacting WCE.

The National Career Readiness Certificate: The National Career **Readiness Certificate** is an industry-recognized Readiness Certificate that provides portable, evidence-based credentials that are **NCRC**-certified for essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem Solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work related mathematical calculations
- Locating, synthesizing, and applying information that is presented in multiple related graphics

Bronze Level: Signifies an individual has scored at least a Level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database.

Silver Level: Signifies an individual has scored at least a Level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database.

Gold Level: Signifies an individual has scored at least a Level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database.

Platinum Level: Signifies an individual has scored at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database.

- Prometric: <https://www.prometric.com>
- Pearson Vue: <http://www.pearsonvue.com>

Facility Rental. WVU Parkersburg's classroom and meeting areas are available for public use when not being utilized by the college for instruction. Rental rates and details are available by contacting WCE at (304) 424-8386.

DEVELOPMENT SERVICES

Computer Training Programs/Services. Non-credit computer training through ed2go is offered as part of WCE programming. A computer lab provides space for hands-on software training. Classes are short and designed for interactive learning. Both customized training and scheduled courses are available and WCE can provide training on-site with a mobile laptop lab.

Customized Training Services. WCE offers a wide variety of both credit and noncredit training opportunities for local organizations and businesses. Customized training can be provided for employees of organizations requesting specific topics and the training can occur either on the worksite or in any facility selected by the parties, including WVU Parkersburg facilities. The specific design of the training will be customized to meet the needs of the requesting organization. Sessions range from a one-hour seminar to a full two-year credit program offered at the work site.

Consulting/Organizational Support Services. WCE offers consulting and support services to business and organizations on a fee for service basis.

Continuing Education Support Services. WCE has experience and software capabilities to provide meeting services to area organizations. WCE can provide complete meeting support including publicity, registration, attendance rosters, name badges, table tents, fee collection, room setup, certificate, CEU credits and follow-up reports to area organizations that do seminars/workshops.

Kid's College offers early learning college enrichment activities in a summer schedule for children ages 8 to 12. The fun environment and activities are designed to build future socialization and academic success, as children establish a level of comfort and confidence in a college environment.

Teen Academies are available for teens ages 13 to 18 to attend week-long samplers for various programs at WVU Parkersburg, such as nursing, electrical, culinary, welding, car maintenance, computer IT, and more. This program assists students in establishing interest for their future college career.

Senior Citizen Programs: These programs offer small group, discounted sessions for various learning experiences such as computer skills, E readers, iPads, and various life enrichment seminars.