

SECTION 9

WORKFORCE DEVELOPMENT, CORPORATE TRAINING AND COMMUNITY EDUCATION DIVISION

Workforce Development, Corporate Training And Community Education Division

The Workforce Development, Corporate Training, and Community Education Division (WDCTCE) at West Virginia University of Parkersburg is committed to supporting the college's mission in providing "accessible, life changing educational opportunities in a safe and supportive environment." WDCTCE is a proactive and customer-guided component of the college which supports the personal, professional, technical, economic, and development training needs of our students as individuals, and also of our local businesses and industries. We provide high quality, cost effective programs, seminars, workshops, institutes, courses and consulting services which result in improved performance and outcomes for the participating individuals and corporations.

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. WDCTCE 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 Certified Nursing Assistant

Certificate in Dental Assistant

Certificate in IV Therapy

Certificate in Medial Office Technology
Certificate in Phlebotomy
Certificate in Real Estate Pre-Licensure
Certificate in Bookkeeping
Certificate in Downhill Welding
Certificate in Aluminum Welding

In addition to completing the WDCTCE 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 WDCTCE Division at 304.424.8271. In addition, information about the latest program offerings can be found on the college website at <http://www.wvup.edu/workforce-community>.

Certified Nursing Assistant Non-credit Certificate

This 120 hour certificate 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. Additional hours have been incorporated to train students to work in any health care facility as a nursing assistant (hospital, home health, assisted living). Areas of study include medical ethics, infection control, communication, resident's rights, vital signs, activities of daily living, restorative care, death and dying, and the aging process. **This course includes 64 hours of classroom instruction, and 56 hours of clinical instruction at an approved facility.**

Course Learning Outcomes:

1. Incorporate a strong sense of medical and personal ethics in relation to their job performance and their working relationships in the health care setting.
2. Utilize effective communication techniques that enhance interpersonal relationships in the individual, family, community and health care team in promoting patient care.
3. Incorporate professional standards into the care of a patient by developing good working relationships with their peers, instructors, clinical personnel, and patients.
4. Apply the knowledge to safely perform the skills required of a C.N.A.

Topics to be Studied:

1. Orientation to the role of a nursing assistant
2. Understanding self and others
3. Abuse issues
4. The working environment
5. Basic personal skills
6. Understanding special needs of the elderly
7. Basic restorative skills
8. Communicable diseases
9. Death and dying
10. Orientation to the clinical facility.

Program Outcomes:

Communicates clearly and effectively in various contexts and with various constituents/audiences.

Employs higher order thinking skills in situations that demand quantitative literacy.

Possesses appropriate competencies in Scientific Inquiry.

Illustrates knowledge and understanding of historical and diverse perspectives.

Expresses, develops, promotes and values aesthetic awareness.

Additional Requirements:

1. Current immunizations
2. Criminal background check*
3. Scrubs
4. Clean, closed toe shoes
5. Parking permit

*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7th Street, Parkersburg, WV, 304-428-6344.

Certificate in Dental Assistant

This 90 hour program familiarizes the student with all areas of the pre-clinical dental assisting procedure and includes hands on clinical practice to become skilled professionals, functioning as an assistant to the dental practice team. This program also prepares students to sit for certain Dental Assisting National Board (DANB) certification exams including the DANB-Radiation Health & Safety (RHS) exam and the DANB-Infection Control Exam (ICE).

Course Learning Outcomes:

1. Incorporate a strong sense of medical and personal ethics in relation to their job performance and their working relationships in the Dental care setting.
2. Utilize effective communication techniques that enhance interpersonal relationships in the individual, family, and community.
3. Incorporate professional standards into the care of a patient by developing good working relationships with their peers, instructors, clinical personnel, and patients.
4. Apply the knowledge to safely perform the skills required of a Dental Assistant.

Topics to be Studied:

1. The history of dentistry and dental assisting
2. Introduction to the dental anatomy
3. Dental operatory
4. Dental equipment
5. Introduction to tooth structure
6. Primary and permanent teeth
7. The oral cavity and related structures
8. Proper patient positioning
9. Dental hand-pieces; sterilization; and other areas

Additional Requirements:

1. Current immunizations
2. Criminal background check*
3. Scrubs
4. Parking permit

*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7th Street, Parkersburg, WV, 304-428-6344.

Certificate in IV Therapy

This 16 hour program provides introductory knowledge of Intravenous Therapy, including roles and responsibilities of IV therapist, along with legal and ethical issues. This course can also be used to strengthen skills for nursing or CNA participants.

Course Learning Outcomes:

1. Demonstrate the ability to recognize and understand complications associated with IV therapy.
2. Demonstrate Universal Precautions
3. Demonstrate the roles and responsibilities in IV Therapy Administration

Topics to be Studied:

1. History of Intravenous Therapy
2. Risk Management and Patient Care with Infusion Therapy
3. Circulatory System
4. Veins used in IV Therapy
5. The Lymphatic System
6. Blood: its components and functions
7. Proper Hygiene/Disinfection
8. OSHA
9. Methods of administering IV medications
10. Calculating IV flow rate/infusion times
11. Calculating amount of drug in a solution

Additional Requirements:

1. A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7th Street, Parkersburg, WV, 304-428-6344.
2. Parking permit

Certificate in Medical Office Technology

This 180 hour program prepares students for a career in the medical field, providing knowledge of medical terminology, medical billing procedures, and medical coding procedures used in the medical profession and medical insurance operations. This program also prepares students to sit for the CCA Medical Coding Examination.

Pre-requisites: None

Course Learning Outcomes:

1. Demonstrates the ability to analyze, define, spell, and memorize medical word parts and meanings.

2. Demonstrates the ability to input patient information, schedule patient appointments, post accounts receivable, edit data, create reports and lists, and process medical billing.
3. Demonstrates the ability to identify placement of CPT codes on CMS-1500 insurance forms.
4. Demonstrates the ability to recognize the symbols, list the major sections and interpret information in section Guidelines and Notes in the CPT manual.
5. Demonstrates the ability to apply modifiers and determine when to assign unlisted and Category III codes.

Topics to be studied:

1. Working knowledge of the spelling, pronunciation, and meaning of terms commonly used in the medical field.
2. Working knowledge of medical billing procedures used in the medical field and in medical insurance operations.
3. Working knowledge of Medical Coding procedures used in the medical field and in medical insurance operations.

Additional Requirements:

1. Computer and internet access
2. Parking permit

Certificate in Phlebotomy

This 135 hour course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. This course can stand alone to achieve employment or be converted to credit hours as a stepping stone to a degree certificate. (This course is also offered at our JCC Campus.)

Pre-requisites: None

Course Learning Outcomes:

1. Demonstrates the ability to collect blood specimens from clients by venipuncture and micro-collection; for the purpose of laboratory analysis.
2. Develop comprehensive skills to perform venipuncture's completely and safely.

Topics to be Studied:

1. Anatomy and physiology of the circulatory system
2. Medical terminology and laboratory theory
3. Laboratory law, ethics and regulatory issues
4. Specimen documentation and transportation, non-blood specimen collection

5. Pediatric & geriatric blood collection quality, competency and performance assessment
6. Phlebotomy theory / simulated lab arterial, intravenous (IV) & special collections procedures
7. Specimen collection, processing and handling
8. Laboratory operations (e.g. safety, quality control, cells, lab safety, anatomy of the arm, using a tourniquet)
9. Blood collection systems, review of medical asepsis and hand washing blood and blood composition, blood tubes, coagulation, venipuncture
10. Protocols, working with a training arm anatomy of hand, leg & foot – arteries and vein heel puncture, protocol, practice, syringe draws, blood banks and blood typing, lab departments and personnel universal precautions – safety protocols, infection control respiratory, pneumonia & TB isolation protocol, live venipuncture's and skin punctures, syringe practice CBC/DIFF, hematological lab tests, disease and disorders, order of draw training arm practice and other clinical lab exercises

Additional Requirements:

1. Current immunizations
2. Criminal background check*
3. Scrubs
4. Clean, closed toe shoes
5. Parking permit

*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7th Street, Parkersburg, WV, 304-428-6344.

Certificate in Real Estate Pre-Licensure

This 120 hour course 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 Real Estate Law. Upon successful completion of the WV State Sales Agent exam, students will be qualified to sell real estate in West Virginia, and also have the option of taking the Ohio State Real Estate exam.

Course Learning Outcomes:

1. Identify the various careers available in real estate and professional organizations that support them;
2. Describe the five categories of real property;
3. Explain the operation of supply and demand in the real estate market;
4. Distinguish the economic, political, and social factors that influence supply and demand;

5. Define the following key terms: broker, licensee, market, salesperson, and supply and demand.

Topics to be Studied:

1. The Real Estate Business
2. Real Property and the Law
3. Concepts of Home Ownership
4. Real Estate Brokerage
5. Listing Agreements and Buyer Representation
6. Interests in Real Estate
7. Forms of Real Estate Ownership
8. Legal Descriptions
9. Real Estate Taxes and Liens
10. Real Estate Contracts
11. Transfer of Title
12. Title Records
13. Real Estate Financing and Principles
14. Leases
15. Property Management
16. Real Estate Appraisal
17. Land Use Controls and Property Development
18. Fair Housing and Ethical Practices
19. Environmental Issues
20. Closing the Real Estate Transaction
21. Real Estate Investment
22. Web Links for State Statutes

Additional Requirements:

1. A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7th Street, Parkersburg, WV, 304-428-6344.
2. Parking permit

Certified Bookkeeper

This 120 hour program familiarizes students of all key functions of the adjusted trial balance procedure including basic payroll, depreciation, inventory, internal controls and fraud prevention. Certification ensures an employer that you have the proven skills and knowledge to entrust their most important assets.

Course Learning Outcomes:

1. Identify the various careers available for bookkeepers in multiple professional organizations.

2. Determine the difference between cash basis and accrual basis accounting.
3. Demonstrate the ability to master adjusting entries.
4. Correction of accounting errors.
5. Mastering payroll.

Topics to be Studied:

1. Accruals and Deferrals
2. Accrued Revenue
3. Accrued Expenses
4. Unearned Revenue
5. Differed Expenses
6. Bad Debt
7. Depreciation
8. The Trial Balance
9. Closing Entries
10. Error Correction
11. Payroll
12. Inventory
13. Check and Credit card Fraud
14. Vendor Cheating
15. Con Schemes and Scams
16. Internal Controls
17. Fraud Prevention

Additional Requirements:

To become a Certified Bookkeeper you must meet 3 requirements;

1. Pass the four-part national certification examination
2. Sign a code of ethics
3. Submit evidence of at least 2 years full time bookkeeping experience or 3,000 hours part-time or freelance experience before or after you take the national exam. You have 3 years from the date that you pass the last exam taken to fulfill this requirement.

Certificate in Downhill Welding

This 18 hour certification is only offered in this region at West Virginia University at Parkersburg. Upon completion you will receive a certificate from WV State Downhill Pipe Welding with API 1104 recognition. To enter this program, you must be stick weld proficient; have completed a welding program or have three years welding experience. Current WVU Parkersburg welding students enrolled in last semester of A.A.S. program with WV state certification are also accepted.

Certificate in Aluminum Welding

This 30 hour course provides hands on welding experience to meet employer skill demand. On successful completion students will be trained in welding safety, equipment set up, stringer welds, and horizontal, vertical up and down, and overhead aluminum welds.

Course Learning Outcomes:

1. Aluminum Welding Safety
2. Equipment Set Up
3. Stringer Welds
4. Step Welding in all positions: horizontal, vertical up and down, overhead

Topics to be Covered:

1. Identify common hazards in aluminum welding.
2. Identify proper personal protection needed.
3. Describe how to avoid fumes.
4. Explain safety handling and storage of cylinders.
5. Explain how to avoid electric shock.
6. Identify shielding gases used for aluminum welding.
7. Learn proper step pattern used in testing in all T-Joint positions.

CORPORATE TRAINING

WDCTCE Corporate Trainings are offered on an on-going basis, and also individually developed to meet a corporation's specific needs in any area. To request development of an additional training not listed, contact 304.424.8355.

Corporate Training on-going Safety schedule includes:

HAZWHOPER and HAZWHOPER Refresher
OSHA 10 for Construction
OSHA 10 for Industry
OSHA 30 for Construction
OSHA 20 for Industry
AWARE/Safeland

HAZWHOPER

HAZWOPER 40 is required for workers that perform activities that expose, or potentially expose, them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations. This course covers topics included in 29 CFR 1910.120. 40 contact hours. This includes classroom (off site) training only. Successful completion will result in the issuance of a photo certification card.

HAZWOPER Refresher

HAZWOPER Refresher is required annually for workers that perform activities that expose, or potentially expose, them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. 8 contact hours. Successful completion will result in the issuance of a photo certification card.

OSHA 10 for Construction

The 10-hour Construction Outreach Training Program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may

encounter at a construction site. 10 contact hours. Successful completion will result in the issuance of an OSHA 10 card

OSHA 10 for Industry

The 10-hour General Industry Outreach Training Program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Training emphasizes hazard identification, avoidance, control and prevention. 10 contact hours. Successful completion will result in the issuance of an OSHA 10 card.

OSHA 30 for Construction

The 30-hour Construction Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control and prevention. 30 contact hours. Successful completion will result in the issuance of an OSHA 30 hour card.

OSHA 30 for Industry

The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention. 30 contact hours. Successful completion will result in the issuance of an OSHA 30 hour card.

AWARE/Safeland

This course is designed to educate employers and employees on the recognition, avoidance, and prevention of hazards specific to the Oil and Gas industry. Using a picture-based curriculum, AWARE, proves to relate safety hazards in a practical and clear manner for employees. This orientation course is delivered in 13 modules, with a minimum of 8 contact hours. This program is accredited by the IADC RigPass Program and meets SafeLandUSA endorsement criteria, with a certified RigPass Instructor.

COMMUNITY EDUCATION

WDCTCE Community Education Programs are designed for life enrichment. The varieties of personal offerings enhance job skills, provide recreational opportunity, or provide applicable life skills for everyday use. Our offerings are often changing, so please visit our website at www.wvup.edu/workforce-community/ or call 304.424.8271 for more information.

WDCTCE Community Education programs include:

Apple IOS
Basic Computer for Senior Citizens
Boating Safety
De-stressed to be Your Best
Excel 2013
Genealogy
Smart Phone

Apple IOS

The objective of this course is to acquaint users with the basic operations of the iPad and the iPhone, including functions of applications, connectivity, care and downloading applications. Participants will become familiar with the basic functions, customizing order of applications, creating folders, preserving battery life and creating secure passcodes.

Boating Safety

In one day, participants will learn how to be safe on the water in various watercraft, including safety guidelines and equipment, basic knot tying, traffic laws of the waterways, navigational lights and sound signals, WV licensing and operational laws, boating emergencies, and responsibilities of boat owners. This class could help with insurance discounts. WV Be safe on the water boater education is required for all persons born after December 31, 1986 to operate powered water craft on West Virginia waters. Most insurance companies will reduce boat insurance by 10-15% annually with successful completion of this course.

De-stressed to be Your Best

In this course we will provide the materials you need to begin your journey into a world of relaxation. Studies prove the effectiveness of art therapy in reducing stress, and coloring offers some similar benefits, producing satisfaction of seeing your thoughts and efforts create a tangible work of art. (This course is also offered at our JCC Campus.)

Excel 2013

Excel Courses are offered in three skill levels of Beginner, Intermediate, and Advanced. Participants can take one level, or all three. The course series starts with basic skills to familiarize students with the spreadsheet components and how to manipulate and edit cells, columns, rows, and text and complete a functional record of data. As the level of Excel class advances, a student will learn more in depth worksheet manipulation, formula writing, functions, calculations, and aesthetic enhancements such as charts and graphs.

Basic Computer Skills for Seniors

For senior citizens, learning computers is not only for accessing information, it is a tool for keeping in touch with friends and family.

- Use a mouse to point, click and double-click
- Keyboard and typing tips
- Opening and closing software files
- Accessing the internet
- Locating a saved file, saving files and creating folders
- How to copy and paste files or text

Genealogy

This course is instructed by a professional historian and genealogist from the Mid-Ohio Valley area of West Virginia. By the end of the course, the successful student will be able to:

- Access, evaluate, and use primary record sources for family and local history research in the United States and gain an awareness of accessing records outside the United States
- Use pedigree charts and family group sheets to document their own family record using primary and public record sources
- Understand how the historical record, migration patterns, and major events shape the search for family history
- Write a genealogical proof sheet to document their proof on at least one ancestor in their tree and source it properly
- Be familiar with the digital media and storage options available to today's genealogical community

Smart Phone for Seniors

If you're new to cell or smartphones, this hands-on class walks you through everything you need to know to get started.

- Phone Set up
- Navigating screens
- Settings
- Contacts
- Text messaging
- Increase battery life

- And much more

ACT Test Prep Training

ACT review classes are being offered. Topics include English, Math, Reading, and Science. The most current version of “Cracking the ACT Exam” book published by the Princeton Review, sample test questions, and test-taking techniques are covered. All public and private school juniors and seniors are welcome to enroll in the class.