

# WORKFORCE ECONOMIC DEVELOPMENT AND CONTINUING EDUCATION

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Rhodes State's Workforce Economic Development and Continuing Education (WEDCE) provides non-credit and credit training for individuals, businesses and organizations. Through employee training programs, consulting engagements and professional development offerings, Workforce Economic Development and Continuing Education helps individuals enhance their contribution to the workplace and assists organizations to improve their ability to achieve the results they desire. Professional training is available in healthcare, information technology, manufacturing & applied technologies, quality tools and processes, and human resource development through our Talent Development Network.

Our experience in developing and directing training programs for business, industry, government and non-profit agencies makes WEDCE the single point of contact for workplace training needs.

Our team of business development specialists draws upon diverse backgrounds to assess, customize and deliver solutions to meet specific needs. Obtaining the right skills is an important step toward preparing any business for the future. WEDCE helps businesses develop and maintain the skills needed to effectively meet the challenges faced in today's fast-paced and ever-changing business environment.

Our goal is to listen to our customers, meet their needs, deliver on time, and show continual improvement.

## Apprenticeships

WEDCE can assist any company in the creation and support of both Department of Labor (DOL) Registered and non-DOL Registered and Earn and Learn style apprenticeship programs. An apprentice's Related Instruction (RI) are delivered via credit coursework that can stack into college certificates and degrees.

Rhodes State College is now also recognized by the Department of Labor and the State of Ohio Office of Apprenticeship as a Registered Sponsor. WEDCE simplifies the start-up and ongoing maintenance of Apprenticeship programs.

## Mitsubishi Training Center

Rhodes State College Workforce Development has partnered with Mitsubishi Electric Automation Inc. to establish the "Mitsubishi Training Center at Rhodes State College." The Center provides training on Mitsubishi Programmable Logical Controllers (PLCs) and Human Machine Interface (HMI) utilizing standardized Mitsubishi curriculum. Classes are taught by Mitsubishi-certified instructors. The Center brings nationally-recognized training locally. See the WEDCE home page for more information and a schedule of classes.

## The Small Business Development Centers of Ohio

The Small Business Development Centers (SBDC) of Rhodes State College provides individual, confidential counseling and training programs for the small business person. The no-cost, confidential services link resources of higher education with resources of federal, state and local governments and the private sector.

WEDCE operates in cooperation with the U.S. Small Business Administration, the Ohio Development Assistance Services and Rhodes State College. The service area includes Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam and Van Wert counties.

This unique public/private partnership offers clients one-stop access to federal, state and local small business assistance programs and provides counseling and training to new and existing businesses.

## Workforce Economic Development and Continuing Education Certifications

WEDCE has been assessed and approved by Smithers Quality Assessments to the following quality management system standard and requirements:

**ISO 9001:2008 With Design**

**Original Approval: March 1, 2001**

**Re-Certification Effective: Feb. 5, 2014 to February 24, 2017**

**Approval Certificate Number: 02.060.1**

### WEDCE Courses

#### WDCE 1000 – Lean Beginnings

##### 4 Contact hours

Introduces the definitions and objectives of lean thinking, the role of the customer, the role of leadership, discusses and offers examples of lean tools and principles.

#### WDCE 1005 – Lean Events

##### 4 Contact hours

Discusses and shares examples of where to begin implementing lean including 5S, scheduling systems and kanban.

#### WDCE 1010 – Kaizen Event

##### 4 Contact hours

Introduces and shares examples of lean events, kaizen events, project team selection, set-up and measuring lean and kaizen events and conducting waste walks.

#### WDCE 1015 – Value Stream Mapping

##### 4 Contact hours

Introduces, shares examples and practices value stream mapping of a process. Introduces and shares examples of how to use Single Minute Exchange of Dies and cellular manufacturing.

#### WDCE 1020 – Defining Projects

##### 4 Contact hours

Presents the DMAIC improvement steps, picking a project, getting started with a project, developing a project plan, completing a risk assessment and charter, as well as team selection criteria.

**WDCE 1025 – Establishing Metrics**

**4 Contact hours**

Presents the DMAIC cycle as it structures the entire project, introduces project management and starting techniques, as well as process mapping.

**WDCE 1030 – Analyzing Data**

**4 Contact hours**

Presents tools for data collection and analysis including cause and effect diagram, process capability analysis, X bar, R charts and root cause analysis methods.

**WDCE 1035 – Improving and Controlling the Results**

**4 Contact hours**

Presents the DMAIC improvement steps dealing with generating and testing possible solutions, working with the process owner during the changes, creating a new process map and evaluating the impact of the project, as well as monitoring assignments for the project completion.

**WDCE 1040 – Certified Quality Improvement Associate**

**30 Contact hours**

Introduces and provides practice with basic quality concepts including philosophies, teams, continuous improvement and customer relations. Prepares participants for the ASQ examination. (Cost does not include ASQ exam).

**WDCE 1045 – Six Sigma Green Belt**

**30 Contact hours**

Introduces and provides practice with an overview of six sigma goals and lean concepts and tools including defining the program, defining processes Project management, collecting data, team dynamics and performance, business results for projects, measurements, analysis of data, hypothesis testing, design of experiments, implementation strategies and control strategies. (Cost does not include ASQ exam).

**WDCE 1055 – ISO 9001:2015 Peek & Prep**

**3 Contact hours**

Introduces the Final Draft revision of the ISO 9001 standard. Reviews the purpose of the revisions, the changes to the standard as well and the new requirements.

**WDCE 1060 – ISO 9001:2008 Internal Auditor Training**

**16 Contact hours**

Introduces the requirements of the ISO 9001:2008 standard. Details practices and techniques to plan, conduct, report and follow-up an internal audit. An audit is completed within the class time, and an assessment and certificate are provided to participants at the end of the course.

**WDCE 1065 – TS 16949:2009 Internal Auditor Training with Core Tools**

**24 Contact hours**

Introduces the requirements of the TS 16949 Automotive standard. Details and practices with examples the planning, conducting, reporting and following-up of an actual audit. Presents and trains participants to audit the Advanced Product Quality Planning process including: FMEA, PPAP, SPC, MSA Core Tools. A skill assessment and certificate are provided upon the completion of the course.

**WDCE 1070 – Digging Deeper: Internal Audits that Drive Improvements**

**3 Contact hours**

Introduces techniques within the planning, conducting, reporting and follow-up steps of auditing that uncover process gaps and system weaknesses during an audit.

**WDCE 1075 – Improving Customer Service**

**4 Contact hours**

Uncovers the secrets of customer services hidden within your product, service and you that unleash potential growth for your business.

**WDCE 1080 – Process Technology Instrumentation**

**15 Contact hours**

Prepares future process operators to observe, read, interpret data provided by instrumentation typically found on an operating unit and make decisions to maintain safe and economical operation of the process unit based on data.

**WDCE 1085 – Process Technology Equipment**

**10 Contact hours**

Covers many types of equipment commonly found at process industries, emphasizing equipment such as storage tanks, valves, turbines and pumps.

**WDCE 1090 – Basic AutoCAD**

**10 Contact hours**

Covers reading blueprints and understand symbols, basic sketching, viewing, dimensioning and tolerancing associated with basic computer-assisted drawing.

**WDCE 1095 – Intermediate AutoCAD**

**10 Contact hours**

Explores orthographic views, sectional views, auxiliary views and dimensioning.

**WDCE 1100 – Supervisor Leadership**

**4 Contact hours**

Learns leadership skills in managing, motivating and coaching personnel, communication, resolving conflicts, prioritizing work tasks and other skills today's supervisors need.

**WDCE 1105 – Basic Manufacturing Pathway**

**40 Contact hours**

Prepares students interested in pursuing a career in manufacturing by addressing workplace, or "soft" skills, and covering basic manufacturing terminology, safety in the workplace, math and quality. Create and apply Pareto diagrams, flow charts and other continuous improvement instruments. Create or upgrade student's resume. Students achieving certification receive job referrals, information on job openings, job fairs and other events that enhance student's opportunities for employment.

**WDCE 1110 – Cyber Security**

**4 Contact hours**

Creates and updates company IT policy, addresses IT security issues including phishing, spam and other deceptive practices. Understands how to transfer company data outside your company safely and securely. Learns to secure company IT access points.

**WDCE 1115 – Mitsubishi PLC Basics GX Works2**

**8 Contact hours**

Provides the opportunity to learn about the basics of Programmable Logic Controllers. This class is a prerequisite to the GX Works2 Programming class. PLC Hardware, Numeric Data Handling, System Addressing, Programming Software, Ladder Logic Basics are covered in this course.

**WDCE 1120 – Mitsubishi GX Works2 Programming**

**24 Contact hours**

Covers the GX Works2 Programming software and programming in ladder logic. It covers the concepts of ladder programming, as well as the features of the GX Works software. The material covered includes concepts applicable to the FX Series and Q series programmable controller families.

**WDCE 1125 – Mitsubishi GOT 1000 and GT Works3****24 Contact hours**

Intends to familiarize the attendee with the GOT1000 family of operator interface products and the software needed to create, configure and modify screens which can be used with PLC systems. This class will be taught using GT15 or GT16 operator interfaces, Q series or L series PLCs, and GT Works3 software suite. Because PLC Programming is not covered in this course, a working knowledge of PLC Programming prior to this class is required.

**WDCE 1130 – Introduction to DeviceNet I/O Networks****8 Contact hours**

Explains the operation, maintenance and troubleshooting of a DeviceNet I/O network in a ControlLogix 5000 PLC system.

**WDCE 1135 – Introduction to Variable Frequency Drives****16 Contact hours**

Describes the overview of the operation, the setup and the troubleshooting of a VFD using an Allen Bradley PowerFlex 70.

**WDCE 1140 – Ethernet for ControlLogix Networks****8 Contact hours**

Examines the overview of setup, operation, maintenance and troubleshooting of an Ethernet network in a ControlLogix 5000 PLC system.

**WDCE 1145 – Allen Bradley PLC CONTROLLOGIX 5000 Level I****16 Contact hours**

Makes participants more effective troubleshooters on automated production equipment. The trainees will learn installation and replacement and how to troubleshoot the PLC hardware. A focus will also be on how to diagnose processor and I/O failures, as well as how to go online to a unit.

**WDCE 1150 – Allen Bradley PLC CONTROLLOGIX 5000 Level II****16 Contact hours**

Offers more advanced topics, such as Tags, Arrays, Data Types, I/O Forcing, PLC Project Search and additional Analog I/O and RSLinx set up. This program has limited presentation time, allowing more hands-on programming and more troubleshooting.

**WDCE 1155 – OSHA 30 Hour****30 Contact hours**

Certifies a student for a 30-hr OSHA General Industry card. This comprehensive safety program designed for anyone involved in general industry. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**WDCE 1160 – OSHA 10 Hour****10 Contact hours**

Certifies a student to obtain an OSHA 10-hour General Industry card. The program is intended to provide an entry-level worker general awareness in recognizing and preventing hazards in an industrial setting. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**WDCE 1165 – Fundamentals of Refrigeration and HVAC****62 Contact hours**

Review the fundamentals of refrigeration in commercial, institutional and industrial applications. Topics include science of refrigeration, heat gain/loss, thermodynamics, refrigeration cycle, system performance, refrigerants and recycling.

**WDCE 1170 – 8-Hour NFPA 70E: Electrical Safety****8 Contact hours**

Explores electrical shock. Analyze shock hazard process and Arc Flash hazards. Review injuries caused by arc flash. Review lockout/tagout procedures.

**WDCE 1175 – 2014 National Electric Code and Application****32 Contact hours**

Explores the National Electrical Code® including understanding of the many 2014 code changes. Explore ways to answer your toughest electrical code questions.

**WDCE 1180 – Medical Assisting Review Course****12 Contact hours**

Reviews medical assisting essentials to prepare to take and pass one of three certification exams: CMA (AAMA), RMA or the CCMA.

**WDCE 1185 – QuickBooks - Introduction****12 Contact hours**

Explores the basics to get started using QuickBooks. Some topics include creating companies, using Chart of Accounts, creating lists and setting up and coordinating inventory.

**WDCE 1190 – QuickBooks - Intermediate****12 Contact hours**

Continued progress deeper into QuickBooks. Some topics include customizing forms, working with fixed assets, credit card transactions and other account types. You also learn how to create, modify, export and print various reports and how to create graphs.

**WDCE 1195 – Microsoft Word Basic****9 Contact hours**

Explores how to enter and edit text; save and browse documents; enhance document appearance and use various formatting options. You also create tables, insert headers and footers, proof and print documents and insert graphics in this beginner's course.

**WDCE 1200 – Microsoft Word Intermediate****9 Contact hours**

Delves into more advanced skills in this next level of Word. Some topics include working with styles, sections and columns. You also learn how to format tables, print labels and envelopes and work with graphics, as well as templates and Web features.

**WDCE 1205 – Microsoft Excel Basic****12 Contact hours**

Explores Excel's window components, how to use Help, to navigate worksheets and workbooks and to enter and edit text, values, formulas and pictures. You also move and copy data, learn absolute and relative references and work with ranges, rows and columns.

**WDCE 1210 – Microsoft Excel Intermediate****12 Contact hours**

Delves deeper into Excel to work with multiple worksheets and workbooks, advanced formatting and charting techniques. You also learn worksheet auditing and protection, file sharing, merging and workbook templates.

**WDCE 1215 – Radiographic Anatomy and Quality Assurance****2 Contact hours**

Reviews anatomical landmarks, as well as studying periapical, bite-wing and panoramic radiographs. Earn two continuing education units for dental radiographer's in this approved review course.

**WDCE 1220 – Microsoft Windows: Basic****6 Contact hours**

Learns the Start menu and taskbar in this six-hour course designed for individuals with very little or no knowledge of Windows. You will also learn to move and re-size windows, create and manage files, folders and libraries. Participants edit files, search for content on a PC, create shortcuts, use gadgets and change system settings. You will also browse and search the Web.

**WDCE 1225 – Microsoft Windows: Advanced****6 Contact hours**

Learns to work with devices and printers in this six-hour course that picks up where the basics class ends. You will learn how to configure user accounts, set power-saving plans and security settings. Participants also learn to manage and protect important files, maintain and restore a PC, troubleshoot applications and share and access network resources.

**WDCE 1230 – Microsoft Publisher Basics****6 Contact hours**

Creates basic and multiple-page publications in this six-hour course. You will also work with master pages, format text and paragraphs, work with tables and output publications for sharing and commercial printing.

**WDCE 1235 – Microsoft Publisher Advanced****6 Contact hours**

Learns to adjust layout and design of publications in this six-hour workshop that builds on the Basics course. You will also work with WordArt, masks, font schemes and create sections and bookmarks. Participants also learn to create mail merges, interactive forms and how to publish web sites.

**WDCE 1240 – Industrial Maintenance Program****132 Contact hours**

Exposes a student to computer-based training courseware in fundamental and advanced levels of electrical/electronic, industrial controls, fluid power and pneumatics and mechanical power transmission and drives. Knowledge is assessed after CBT completion through a selection of hands-on labs. Participants can choose to complete select modules only or the full selection of modules available. CBTs are self-paced. Hands-on labs are scheduled on demand.

**WDCE 1245 – Special Topics****120 Contact hours**

Explores various special interest topics in quality, engineering technologies, health technologies, manufacturing, IT, small business development and critical incident response and prevention.

**WDCE 1250 – Customized Training****120 Contact hours**

Request a quote for contracted training or services in the areas of quality, engineering technologies, health technologies, manufacturing, IT, small business development and critical incident response and prevention. Training and services can be customized to fit specific learning objectives, and can be delivered on-site or on our campus.

**WDCE 1255 – Behavioral Intervention Teams- Best Practices for Higher Education****8 Contact hours**

Learns to develop and implement more effective Behavioral Intervention Teams (BIT) operations. Topics include: the guiding principles and practices of effective threat assessment and management; developing a Behavioral Intervention Team; mental health vs. behavior; legal issues; marketing your BIT; utilizing assessment tools and utilizing campus and community resources. The course will take BITs to the next level of effectiveness utilizing best practices for higher education.

**WDCE 1260 – Behavioral Intervention Teams II- Advanced Training for Higher Education****8 Contact hours**

Explores using a case-based/problem-solving approach to various threat assessment issues. Class members utilize the knowledge gained in BIT 1 by solving problems presented in case studies and tabletop exercises generated by instructors and the participants. Two hours of classroom instruction is followed by five hours of group participation and discussion utilizing case studies and tabletop exercises. Topics include: The Current State of Affairs; Understanding Mental and Emotional Disorder and Disturbance; Developmental Pathways; Personality Disorders; Suicide and Associated Myths; Suicide and Self-Harm; and recommended reference material.

**WDCE 1265 – Behavioral Intervention Specialist Certificate****40 Contact hours**

Explores reporting, assessment, management and resolution of violent and disturbing student behavior represents a growing challenge to higher education personnel entrusted with the education and well-being of students. This week-long training will enable higher education professionals from across a wide range of disciplines with varied responsibilities to conceptualize, create or enhance behavioral intervention strategies that are effective and appropriate for their particular institution in terms of its mission, size, location, resources and student body. Attendees will obtain 35 hours of continuing education. Upon successful completion, participants will receive a Behavioral Intervention Specialist Certificate.

**WDCE 1270 – Critical Incidents: Prevention, Planning, and Response for Higher Education****8 Contact hours**

Helps college personnel working with their local first responders to develop a workable plan to effectively handle an active shooter or other man-made or natural disaster events. The course lays a foundation of the principles underlying critical incident planning. The training modules employ a building block approach to provide an overview of assessment processes. Modules include: Vulnerability and Threat Assessment, Introduction to the National Incident Management Systems (NIMS), Emergency Operations Plan (EOP) Development, Critical Incident Response Team (CIRT) Development, Incident Response and Management, and a Tabletop exercise.

**WDCE 1275 – Reporting Threatening or Self-Injurious Behavior****2 Contact hours**

Provides colleges and universities with a tool to utilize when talking to students and staff about the need to pass on concerns about those who demonstrate potentially threatening or self-risk behaviors.

**WDCE 1280 – Student and Staff Response to an Active Shooter****3 Contact hours**

Covers specific actions that can be taken in the event of an active shooter. The curriculum expounds on the concepts explained in the Homeland Security video "Run, Hide, and Fight." The instruction includes several practical exercises that are intended to provide participants with the knowledge and skills to better survive and protect others from an active shooter.



**WDCE 1285 – Recognizing, Reporting and Responding to Violent Acts**  
**4 Contact hours**

Provides colleges and universities with an overall approach to preventing and responding to violent acts occurring on college and university campuses. Course instruction includes; recognition of the warning signs of violent behavior, implementing an effective “See it, Say It” program, and students’ and staffs’ response options should they become involved in an active shooter situation based on Homeland Security’s Run-Hide-Fight recommendations. .

**WDCE 1290 – Responding to Violence**  
**4 Contact hours**

Provides individuals with various options that they can take to prevent and survive violent attacks on a college campus. Topics include; Available Response Options to an Active Shooter, Diffusion of Emotionally Charged Individuals, and Basic Self Defense Tactics. The instruction includes practical exercises intended to provide participants with the knowledge and skills to survive and others from an active shooter as well as basic hands-on self-defense tactics that can be used for protection from a physical attack.

**WDCE 1295 – Rape Aggression Defense (RAD) Training**  
**9 Contact hours**

Develops and enhances a woman’s options by providing information on risk reduction and hands-on techniques. The class is taught by Rhodes State College staff that has been certified through RAD Systems, Inc. RAD is dedicated to teaching women defensive tactics against various types of assault by utilizing easy, effective, and proven self-defense techniques. This course can be delivered in 9 or 15 hour formats. Course modules can be spaced throughout several sessions that will best fit an organization’s needs.

**WDCE 1300 – Law Enforcement and Campus Security’s Role in Crisis Events**  
**8 Contact hours**

Gains the knowledge and skills needed to more effectively deal with acts of violence on a college or university campus. Modules include Dealing with the Mentally Ill; Run- Hide-Fight response options to an Active Shooter; Unarmed Security’s Role in Responding to acts of Campus Violence (Assisting First Responders at a Critical Incident); and Response to a Bomb Threat. The day concludes with a tabletop exercise.

**WDCE 1305 – Armed Campus Security’s SOLO Response to an Active Shooter**  
**8 Contact hours**

Provides armed campus officers with the knowledge and skills related to making an effective solo response to an Active Shooter. The training includes a one-hour presentation on the tactics and response considerations in making a solo response to an armed gunman. The one-hour classroom instruction is followed with five hours of practical exercises involving tactics relating to movements through hallways and intersections and clearing hallways, doors, and rooms with stimulus. Airsoft weapons provided to participants are utilized during the practical exercises.

**WDCE 1310 – Personal Computer Basics**  
**8 Contact hours**

Discovers what makes a computer work in this workshop designed for individuals who have never turned on a computer, have little or no experience using a mouse and/or have little or no overall knowledge of computers. We teach you how to use a mouse; open and close programs; use folders and files in Windows; find saved data; use Help, Start menu, gadgets and change settings; lock and log off of the computer; and do basic Internet browsing.

**WDCE 1315 – Microsoft PowerPoint Basics**  
**6 Contact hours**

Learns to create new PowerPoint presentations including text, graphics, drawing tools, WordArt, tables, charts and diagrams. You also edit and format slide content and apply transition effects.

**WDCE 1320 – Microsoft PowerPoint Advanced**  
**6 Contact hours**

Customizes PowerPoint by modifying Quick Access Toolbar and creating macros in this basics follow-up workshop. Learn to apply themes and templates, and work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides and learn about presentation distribution options, such as PDF and HTML. Lastly, learn to integrate PowerPoint with Word and Excel.

**WDCE 1325 – Machining Training**  
**68 Contact hours**

Learns advanced machining skills, including milling and lathing in hybrid format. Computer based training modules prepare student for labs. Labs also include drill pressing, sawing, deburring and use of hand tools. Create a Computer Numerical Control (CNC) program and implement it on a CNC mill.

**WDCE 1330 – Microsoft Excel Advanced**  
**12 Contact hours**

Builds on skills taught in Excel Intermediate. You will work with advanced formulas, as well as lookup functions, such as VLOOKUP, MATCH and INDEX. In addition, you will learn about data validation and database functions, such as DSUM. Participants will learn how to import and export data, and how to query external databases. Finally, learn about the analytical features of Excel, such as Goal Seek and Solver, running and recording macros, SmartArt graphics and conditional formatting with graphics.

**WDCE 1335 – Microsoft Word Advanced**  
**9 Contact hours**

Builds on skills taught in Word Intermediate. You will perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and web frames. Participants will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

**WDCE 1340 – Do It Better-Faster-Cheaper (Process Improvement Using Teams)**  
**4 Contact hours**

Develops skills to expand the process improvement capabilities of team leaders and their teams. Each participant will review presented techniques and apply the skills.

**WDCE 1345 – Advanced Continuous Improvement**  
**40 Contact hours**

Explores an in-depth improvement process that combines Deming’s Plan-Do-Check-Act cycle with a step-by-step improvement process. Quality tools are introduced for each step, practice exercises are completed and a full team improvement problem is completed during the training.

**WDCE 1350 – Six Sigma Black Belt**  
**48 Contact hours**

Introduces and provides practice with an overview of six sigma goals and lean concepts and tools including enterprise-wide deployment, team management, Voice of the customer, process characteristics, data collection, probability, relationships between variables, hypothesis testing, FMEA, Design of Experiments, Kaizen, Theory of Constraints, Risk analysis, sustaining improvements and Design for Six Sigma. (Cost does not include ASQ exam).