

WORKFORCE DEVELOPMENT AND INNOVATION

Barb Brdicka, BS, Sr. Director, Workforce Development and Innovation
Phone: (419) 995-8426
Office: JJC 179

Rhodes State's Workforce Development and Innovation Division (WDI) provides non-credit and credit training for individuals, employers looking to upskill incumbent workers, and organizations through in-person and online courses and programs.

Training Solutions

The WDI team of workforce specialists works with employers to customize and deliver training solutions to effectively meet the challenges faced in today's fast-paced and ever-changing workforce environment. Many of the offerings prepare participants for industry-recognized credential/certification examinations. The WDI team also offers training open to all individuals. WDI's experience in developing and directing training programs for business, industry, government, and non-profit agencies makes it the single point of contact for workplace training needs.

Experiential Learning Programs: Earn and Learn, Internship, and Apprenticeship/Pre-Apprenticeship

WDI assists companies in the creation and support of Earn and Learn, Internship and Department of Labor Registered Apprenticeship programs. Rhodes State College is recognized by the Department of Labor and the State of Ohio Office of Apprenticeship as a Registered Sponsor and an Apprenticeship Ambassador. WDI works with companies to design and simplify the start-up and ongoing maintenance of all experiential learning programs.

Career Services

WDI assists workforce partners with employment needs by connecting them with Rhodes State College students. In turn, WDI assists students in finding workforce career opportunities upon graduation. WDI, in conjunction with workforce partners, assists students with interview and other skills needed for success in the hiring process.

Mitsubishi Training Center

Rhodes State College 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.

Small Business Development Center

The Rhodes State College Small Business Development Center (SBDC) 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.

The SBDC at Rhodes State operates in cooperation with the U.S. Small Business Administration and the Ohio Development Services Agency. 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.

Northwest Ohio Procurement Technical Assistance Center

The Rhodes State College Northwest Ohio Procurement Technical Assistant Center (PTAC) helps area businesses compete for federal, state, and local government contracts. PTAC matches local business with contract opportunities, help clients prepare bids, navigate requirements and assist clients after winning contracts at no cost to the business.

The PTAC at the College is in cooperation with the U.S. Department of Defense Logistics Agency and the Ohio Development Services Agency. The service area includes Allen, Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Van Wert, Williams, and Wood Counties.

Youth Program

WDI offers a wide range of in-person camp opportunities for youth both during the academic year and in the summer. These programs provide opportunities for youth to utilize and explore STEAM technology through project work and tours of local workforce partners' facilities. Campers learn how these STEAM disciplines can lead to careers in manufacturing, digital media, and healthcare.

Community Program

To learn about a new topic for enjoyment, WDI offers a myriad of non-credit class offerings both on-line and in-person. In-person enrichment course offerings focus on hobbies and topics that inspire life-long learning.

Courses

WDI 1000 – Lean Essentials, the Basics **4-10 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.

WDI 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).

WDI 1045 – Lean 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).

WDI 1060 – ISO 9001: 2015 Internal Auditor Training

16 Contact hours

Introduces the requirements of the ISO 9001: 2015 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.

WDI 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.

WDI 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.

WDI 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.

WDI 1090 – Basic AutoCAD**10 Contact hours**

Introduces students to basic skills, concepts and principles of engineering drawing in a hands-on format. Students use the latest version of AutoCAD to generating them and will define AutoCAD terminology, list and identify CAD applications, draw and dimension orthographic views on AutoCAD, plot orthographic views and properly format, save and move drawings via the Windows system.

WDI 1100 – Supervisor Leadership**4 Contact Hours per Session**

Promotes leadership skills in managing, motivating, communicating, resolving conflicts, prioritizing tasks, and coaching personnel. Monthly sessions cover aspects of these and other skill sets, often engaging students in interactive exercises.

WDI 1105 – Basic Manufacturing Pathway**60 Contact Hours**

Prepares students interested in pursuing a career in manufacturing or upgrading their current skill set by addressing workplace skills, applied math and continuous improvement. Recent addition of the Manufacturing Skills Standards Council (MSSC) and the Skill Boss® trainer provides hands-on training in Manufacturing Production & Processes, Quality Practices & Measurement, Workplace Safety and Maintenance Awareness. Upon completion of this course, students take tests in each of these four modules to earn nationally-recognized credentials. Students earning the West Central Ohio Manufacturing Consortium's Basic Certification receive job referrals, regular information on job openings, job fairs and other events that enhance student's opportunities for employment.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 1126 – Mitsubishi GOT 2000 and GT Works3**24 Contact Hours**

Intends to familiarize the attendee with the GOT2000 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 1166 — Advanced Refrigeration and HVAC
62 Contact Hours

Explains cooling systems used in commercial, institutional and industrial applications. Types of equipment include reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Topics include psychometrics, pressure-enthalpy diagrams and commercial load calculation. This course is a continuation of WDCE 1165

WDI 1167 — Fundamentals of Plumbing and Pipefitting
32 Contact Hours

Provides discussion of the specifications, applications and maintenance of pipes, fittings and valves; simple pipe calculations and template development; tools used in piping; proper valve installations and maintenance and consideration of safe working pressures for pipes and valves.

WDI 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.

WDI 1175 — 2018 National Electric Code and Application

32 Contact hours

Explores the National Electrical Code® including understanding of the many 2018 code changes. Explore ways to answer your toughest electrical code questions.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 1240 — Industrial Maintenance Program
132 Contact hours

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

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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.

WDI 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).

WDI 1355 – On-Line Leadership Series

9 Contact hours

Introduces the essential concepts and tools to sharpen and develop ones leadership skill set. All on-line for your convenience.

WDI 1360 – Intro to Conflict Management, Part One

1 Contact hour

Explores the types and causes of conflict, analyze the cost and expose barriers to effective conflict resolution. On-Line content.

WDI 1365 – Conflict Management Tools, Part Two

1 Contact hour

Explore barriers to effective conflict resolution, understand cooperative approaches to handling conflict, and explore strategies to minimize the costs.

WDI 1370 – Understanding Change

1 Contact Hour

Understand and evaluate the driving forces, examine psychological and emotional responses, identify sources of resistance, identify attributes that help teams cope.

WDI 1375 – Managing Change

1 Contact Hour

Understand strategies and methods to facilitate change. Learn how to develop a continuous improvement culture.

WDI 1380 – Emotional Intelligence

1 Contact hour

Understand how to use and manage your emotions, show positive influence methods, and explore the use of intrinsic motivators.

WDI 1385 - Active Listening**1 Contact hour**

Understand how to effectively communicate, fully engage in the conversation and learn how to interpret what you hear.

WDI 1390 – Effective Communication**1 Contact hour**

Understand communication styles and channels. Learn to recognize and manage verbal and non-verbal behaviors and how to be assertive without offending.

WDI 1395 – Diversity and Inclusion**1 Contact hour**

Understand the layers of diversity and the impact of conscious and unconscious bias. Explore our perceptions and the impact on others.

Learn to recognize the potential conflict in the workplace and how to foster diversity and inclusion.

WDI 1400 – Managing Generations**1 Contact hour**

Understand how to recognize generational gaps, explore harmony in a multi-generational workforce and understand the needs of a telecommuting workforce.

WDI 1405 – IATF 16949:2016 Internal Auditor Training

Introduces the requirements of the IATF 16949 Automotive standard. Details and practices with examples the planning, conducting, reporting and following-up of an actual audit. A skill assessment and certificate are provided upon the completion of the course.

WDI 1410 Integrated Systems I**8 Contact Hours**

Introduction to Integrated Manufacturing Systems and the related technology. Troubleshooting using a methodology that can be used on any sequencing machine. Developed for Maintenance Technicians to provide a basic understanding of how the PLC is used to control the operation of a machine.

WDI 1500 Welding Bootcamp

Coursework can be learned at your own pace and level. The course outlines the following areas: safety, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), welding symbols according to the American Welding Society, and related welding quality inspection and criteria for acceptance. This is a competency based course, meaning your performance will not be compared to other students and you will move through the course at your own pace.