



Workforce Development & Continuing Studies

January - June 2015



Enhance

Your Skills | Your Career | Your Business | Your Life

www.trumbull.kent.edu | 330-675-8809

YOUR TRAINING RESOURCE

Table of Contents

- *Business Services*.....3
- *Business / Professional Skills*.....5
- *Computer Training*6
- *Degree Programs*.....14
- *General Information / Registration*.....15
- *Supply Chain / Operations*8
- *Manufacturing / Industrial*.....10
- *Online Training Courses*.....7
- *Personal Enrichment*.....12
- *Public Safety / Police Academy*.....13
- *Quality Systems*9



Workforce Development & Continuing Studies Center



The Workforce Development and Continuing Studies Center at Kent State University at Trumbull is your local resource for lifelong learning, professional development, customized training, business consulting, assessment services, online training classes, professional certifications, research projects, and other special programs.

Each year we serve more than 3,000 individuals and over 50 organizations through high quality training and consulting led by “real-world experienced” trainers and credentialed professionals.

“The Workforce Development Department at Kent State Trumbull has consistently gone above and beyond the call of duty to help support our training needs. I cannot say enough about how quick they have been to respond to our needs. It’s nice to know such a strong resource is available right here in our own community.”

Rodney Keffer, Workforce Development Manager
Vallourec Star



Excellence in Action!

330-675-8809

www.trumbull.kent.edu

BUSINESS SERVICES

Kent State University at Trumbull provides a diverse range of services to an even broader range of customers. From companies with more than 500 employees to those with less than 10, the campus is committed to providing the highest quality in customized training and consulting services to the region.

Job Analysis & Employee Assessment Services

The Workforce Development and Continuing Studies Center at Kent State Trumbull can provide your organization with the information needed to make better hiring, placement and promotion decisions.

We Provide Proven Results:

- Reduced Employee Turnover
- Improved Productivity
- Decreased Recruitment Costs
- Increased Employee Morale
- Improved Employee Development

Job Profiling: Define the characteristics of a job and the skills and traits required to succeed. Are out-of-date job descriptions creating problems?

Performance Management: Form strategies for individual development, performance reviews, and employee succession. Is it time for some new approaches to performance management?

Assessment: Determine employability through pre-hire or pre-promotion testing or measure training outcomes. What is the cost of hiring or promoting the wrong candidate? Hundreds of assessments available from basic skills, leadership success, personality indicators to job specific skills.

Skill Gap Analysis: Identify skill deficiencies and ways to correct them through education and training. Would you like to target your training dollars more effectively?



Let Kent State University at Trumbull help your organization:

- Establish hiring and promotion processes with demonstrated validity.
- Identify and retain top talent resulting in positive business results.



We can provide assessment tools to evaluate, hire, train, and develop the right people for your organization.

- More than 1,000 assessments from nationally recognized test publishers.
- Assessments that measure knowledge, skills, and abilities.
- Objective, valid and reliable assessments that improve organizational performance.
- Pre-screening before hiring or promotion.
- Pre-testing knowledge before selection into training programs and post-testing to measure training program improvements and outcomes.
- Assessments over the internet - anytime, anywhere. Or we can administer testing at our facility or yours.
- Quick delivery of assessment results.

"Kent State Trumbull was fantastic! They helped us greatly improve how we find, interview, evaluate, and hire qualified employees. As a result, these new employees are more quickly trained and more productive sooner than with previous hires. This boosts our profitability and improves overall employee morale, making us an even better company!" Mark Peters, General Manager, Fireline TCON, Inc.

BUSINESS SERVICES

Customized Training and Consulting Services

Our training specialists will work with you to design high quality training programs that meet your specific needs and help you reach your organizational goals.

Programs include, but are not limited to:

- Supervision / Management Training
- Computer Applications
- Conflict Management, Team Development
- Mechanical and Electrical Maintenance Skills
- Quality Topics - ISO/TS, Lean, Six Sigma
- OSHA Certification and Compliance
- Employee Credentials and Certifications
- And much more!

Convenient, customized training is available at Kent State Trumbull, at a preferred location or at your company site. You select the location, the time and the date! Online learning options are also available for anytime, anywhere professional development.

Did you know you can bring any of the courses or topics listed in this catalog to your work site? Course content is customized to your needs.

Call today to discuss your employee development needs with our experienced and professional staff.

330-675-8809



Let Kent State Trumbull help you meet your employee development goals and strategic business objectives.

- Improve Employee Performance
- Increase Productivity
- Enhance Employee Engagement
- Improve Communication
- Improve Succession Planning
- Increase Efficiency
- Enhance and Verify Employee Skills
- Improve Processes and Procedures
- Increase Sales, Gain New Customers
- Increase Profitability

The Workforce Development and Continuing Studies Center at Kent State Trumbull provides local business and industry with a wide variety of consulting services to meet your organizational goals. We offer highly experienced facilitators and consultants to meet your specific needs.

Services include, but are not limited to:

- Strategic Planning
- Lean/Six Sigma Implementation
- ISO/TS Preparation and / or Auditing
- Process Improvements, Work Simplification
- OSHA / Safety Audits
- Organizational Development Planning
- Grant Writing
- Employee Assessments
- Job Skills Analysis
- Individualized Coaching
- Research Services
- Customer / Employee Surveys & Analysis

Excellence in Action - Enhancing Employee and Organizational Performance

BUSINESS / PROFESSIONAL SKILLS

SUPERVISORY & LEADERSHIP CERTIFICATE (32 Hours)

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

This online course will teach you about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Online course begins: Feb 2 or Apr 6, 2015 \$395

SOCIAL MEDIA FOR BUSINESS CERTIFICATE (48 Hours)

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and create a plan to integrate social networks into your communication and marketing.



Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.

This online certificate program includes three 4-week courses: Introduction to Social Media, Marketing Using Social Media, and Integrating Social Media into your Organization. Take one or more individual courses (\$195 each) or save money and earn your Certificate.

Online course begins: Feb 2 or Apr 6, 2015 \$495

Additional Online Courses and Certificates are available.

- [Certificate in Data Analysis](#)
- [Entrepreneurship Certificate](#)
- [Certificate in Customer Service](#)
- [Mentoring and Coaching](#)
- [Certificate in Non-Profit Administration](#)
- [Accounting and Finance for Non-Financial Professionals](#)
- [Managing Generations in the Workplace](#)

And Many More! Call for Details.

TURNING CONFLICT INTO COLLABORATION (4 Hrs)

Conflict is natural within the workplace and a predictable part of working with others. Yet, unresolved conflict negatively affects morale, motivation, communication, attitudes, and productivity. Handled appropriately, your conflict can lead to positive, cooperative situations.

- Maintain your cool in difficult situations
- Learn valuable communication skills for conflict resolution
- Utilize five strategies for conflict resolution
- Learn how to minimize the negative aspects of difficult situations and turn conflict into a positive outcome

Feb 6, 2015 Fri 8:30 am - 12:30 pm \$170

JOURNEY TO MANAGEMENT: MAKING THE TRANSITION FROM PEER TO SUPERVISOR (4 Hours)

Successfully moving to a supervisor position is based on taking the right steps from the very beginning. What do you do first, second, third? How do you establish yourself as the leader? What expectations should you set? What does your boss REALLY expect of you? These are just some of the questions you might have stepping into this new role. Bring your own issues and learn how to set yourself up for success, not failure. This program will cover the most essential steps of setting expectations, giving feedback, delegating tasks, and moving from bud to boss.

Feb 13, 2015 Fri 8:30 am - 12:30 pm \$170

DEVELOPING YOUR EMOTIONAL INTELLIGENCE: THE MISSING LINK IN HUMAN UNDERSTANDING (2 Hours)

We all have an IQ number that we can't change no matter how many classes we take. But did you also know that we all have an EQ or EI? Emotional Intelligence (EI) is an area of study which simply put is a different type of intelligence – emotional intelligence. More and more companies are evaluating employees' or job candidates' emotional intelligence as a determiner of position or employment. The good news is that emotional intelligence can be improved! Learn the very basics of EI, how it can begin to help your social and self awareness, and begin to better manage your emotions and relationships - both personal and professional.

Apr 27, 2015 Mon 6 - 8 pm \$30

Can't find what you are looking for?

Call 330-675-8809

Additional Classes are available.

Let us help you find what you need.

COMPUTER TRAINING

GETTING STARTED WITH YOUR COMPUTER (3 Hours)

You have a new computer – or perhaps someone gave you a computer - now what do you do with it? This course will help you understand computer operating systems and teach you how to set up your computer - including file transfer, program install, and establishing user settings. You will also increase your knowledge of how to maintain your computer for better performance and usability with tools such as file maintenance and hardware/software upgrades.

Jan 24, 2015 Sat 9 am - Noon \$45

WINDOWS 7 & THE INTERNET (7 Hours)

Do you need some help understanding Windows 7 or would you like assistance with your email or navigating the internet? Then come and join us for an exploration of Windows 7 & the Internet. We will do a quick review of some basic terminology and how to navigate within Windows 7. We will also explore various Windows 7 software packages and functions, and show you how to keep your computer clean and efficient. Finally, you will be introduced to electronic mail and navigating the internet using search engines to research subjects that interest you - hobbies, medical information, investments and more.

Feb 7 & 14, 2015 Sat 8:30 am - Noon \$95

INTRODUCTION TO WORD 2010 (7 Hours)

Do you write letters? Create memos? Or perhaps you need to build a resume, create a flyer, or write a report? Microsoft Word 2010 can help you do all that and more! This introductory class will teach you how to create letters, checklists, flyers, and more. We will cover the most popular features of this program, including: document creation, editing, formatting, printing, saving, lists, headers and footers and so much more. In this hands-on course you will create great looking professional letters and experiment with clip art and graphics to personalize your documents. (*Basic computer skills recommended*).

Feb 28 & Mar 7, 2015 Sat 8:30 am - Noon \$95

INTRODUCTION TO PUBLISHER 2010 (4 Hours)

Do you need or want to print a banner, create a flyer, or prepare a newsletter? If you have Microsoft Office software on your computer then you have access to Microsoft Publisher. This course will introduce the basics of Microsoft Publisher 2010 and help you learn to design dynamic documents for marketing a business or communicating with family and friends. You will learn the fundamentals of creating publications (flyers, banners, newsletters, greeting cards, certificates, business cards, etc.), gain experience working with text and text boxes, learn how to create shapes, insert images & pictures, and be able to create, insert, and edit tables within a document.

May 12 & 19, 2015 Tue 6 - 8 pm \$60

INTRODUCTION TO EXCEL 2010 (7 Hours)

Do you keep track of your personal finances on the computer? Or maybe you are responsible for tracking accounting, sales or other data for your business? Or perhaps you want to increase the accuracy of your mailing lists? No matter what you do, Microsoft Excel 2010 can help you save time and effort with financial, professional, and personal calculations and data analysis. In this course, you will learn how to create & edit workbooks, perform calculations using formulas & functions, and analyze data. You will also learn additional features such as creating charts and templates.

Mar 14 & 21, 2015 Sat 8:30 am - Noon \$95

EXCEL 2010: FORMULAS AND FUNCTIONS (2 Hours)

This course can help you increase your skills to more effectively utilize this powerful spreadsheet program. You will learn how to create and use the most popular formulas and functions, with hands-on activities to aid in your learning. We will also discuss how to create your own formulas for customized data analysis.

Mar 31, 2015 Tue 6 - 8 pm \$30

EXCEL 2010: PIVOT TABLES & CHARTS (2 Hours)

A Pivot Table is a summary tool built into Microsoft Excel that allows you to quickly and accurately gather, view and analyze data. In this course you will learn how to create, format and modify Pivot Table reports and charts.

Apr 7, 2015 Tue 6 - 8 pm \$30

INTRODUCTION TO ACCESS 2010 (7 Hours)

Do you struggle with how to organize different types of information? Whether you manage a directory with many fields, a series of records, a large amount of data, or even something like your baking recipes, Microsoft Access can help make your life easier. This novice level course will introduce you to the Access database program and provide you with a foundation of how databases function. You will learn how to create tables, establish relationships, determine queries, run reports, design forms, and other functions that will help you better organize your data and work more efficiently!

Apr 25 & May 2, 2015 Sat 8:30 am - Noon \$95

MICROSOFT OFFICE 2010 & 2013: WHAT'S THE DIFFERENCE? (2 Hours)

Have you recently updated to Microsoft 2013 (or plan to soon) and find yourself a bit lost? This introductory course will cover the highlights of converting from Microsoft Office 2010 to 2013. We will cover the main functions and differences between the two software versions.

May 9, 2015 Sat 12:30 - 2:30 pm \$30

COMPUTERS & ONLINE TRAINING

CREATE YOUR OWN WEBPAGE (3 Hours)

Have you thought about creating your own web page but not sure where to start? Whether you want to create your own personal page or create a page for your organization or business, this introductory course will help you understand the fundamentals of building a webpage. Learn how to set up your domain, find and select a host to meet your needs, and gain ideas for your page layout and design. You will also learn how to download and use Microsoft Expression Web (free web design software) to build and maintain your webpage.

May 9, 2015 Sat 8:30 – 11:30 am \$45

ONE-ON-ONE COMPUTER TRAINING

If you are new to computers and need to learn the basics, are returning to the workforce and need a review, or you want to use technology to enhance your skills, our one-on-one computer training is for you.

Whether it is learning or enhancing your Microsoft Office skills, learning payroll in QuickBooks, or any other computer skill, we have experts that will provide training at your location or ours. Call for details on scheduling your own personal training time with one of our instructors.

330-675-8809

ONLINE TRAINING

Update your skills with these instructor-led online courses. Courses begin every month and run for six weeks. For a complete list of available courses, detailed course descriptions, demonstrations and additional information visit:

<http://ed2go.com/ksutc>

Classes start: Jan 21, Feb 18, Mar 18, Apr 15, May 13, June 17

Computer Applications

Computer Skills for the Workplace
Introduction to Windows
Microsoft Word
Microsoft Excel
Microsoft Access
Microsoft PowerPoint
Microsoft Project
Microsoft Publisher
Intro to Crystal Reports
QuickBooks



Computer Programming & Troubleshooting

Introduction to PHP and MySQL
Introduction to CSS and XHTML
Introduction to PC Troubleshooting
Mac, iPhone & iPad Programming
Introduction to PC Security
Visual Basic
Wireless Networking
CompTIA A+ Certification Prep *\$105
CompTIA Security+ Certification Prep *\$105
CompTIA Network+ Certification Prep *\$105

Starting a Business

Creating a Successful Business Plan
Starting Your Own Small Business
Start / Operate Your Own Home-Based Business
Starting a Consulting Practice

Additional Courses Available! Call 330-675-8809

Or visit: <http://ed2go.com/ksutc> for details.

Business and Professional Skills

Accounting Fundamentals
Administrative Assistant Fundamentals
Building Teams that Work
Distribution and Logistics Management
Effective Selling
Employment Law Fundamentals
Fundamentals of Supervision/Management
Fundamentals of Technical Writing
Individual Excellence
Interpersonal Communication
Introduction to Business Analysis
Managing Customer Service
Marketing Your Business on the Internet
Manufacturing Fundamentals
Professional Sales Skills
Project Management—Applications & Fundamentals
Purchasing Fundamentals
Six Sigma: Total Quality Applications
Supply Chain Management Fundamentals



SUPPLY CHAIN / OPERATIONS



Youngstown Chapter

APICS is the leading professional association for supply chain and operations management, including production, inventory, materials management,

purchasing, and logistics. They are the premier provider of research, education and certification programs that elevate end-to-end supply chain excellence, innovation and resilience.

APICS PROFESSIONAL DEVELOPMENT MEETINGS

The Youngstown chapter of APICS meets on the first Monday of every month at Kent State Trumbull, Workforce Development Building (Room 211). Sign-in and networking start at 6:30 pm with the one-hour Professional Development Meeting starting at 7 pm. Presentations cover a broad range of topics related to supply chain and operations management. Professional Development Meetings are open to anyone interested in or working in supply chain and operations management. You do not have to be a member of APICS to attend. Please visit our website for more information on topics, speakers and other events: www.apicsyoungstown.org.

Mark your calendars and plan to attend one of our upcoming professional development meetings at Kent State Trumbull.

Jan 5 Feb 2 Mar 2 Apr 6 May 4

APICS CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP) (40 Hours)

Taught by APICS certified instructors, this course will prepare you for the CSCP exam. The CSCP designation is the most widely recognized educational program for operations and supply chain management professionals around the globe.

An APICS CSCP designation will help you:

- Master the necessary tools to effectively manage global supply chain activities, including suppliers, plans, distributors, and customers around the globe
- Acquire the skills you need to address your supply chain challenges and opportunities within your company
- Understand how to use enterprise resources planning (ERP) systems and other technologies to improve the entire supply chain process, maximizing your organization's ERP investments by millions of dollars
- Increase your professional value and secure your future

This course will include discussion on Supply Chain Management Fundamentals; Supply Chain Strategy, Design and Compliance; and Implementation and Operations. Course fee does not include cost of CSCP exam. For additional information on CSCP certification, go to: www.apics.org. (Schedule includes 1/2 hour lunch / break on your own)

Feb 7 - Mar 28, 2015 Sat 8:30 am - 2 pm \$650

APICS PRINCIPLES OF OPERATIONS MANAGEMENT

PRINCIPLES OF INVENTORY MANAGEMENT (30 Hours)

APICS Principles of Inventory Management course will impart an operational knowledge and understanding of inventory management principles and techniques, roles and responsibilities, and the impact that inventory can have on a business.

Topics covered in this course include:

- inventory management fundamentals
- ordering techniques
- replenishment policies
- purchasing management
- just-in-time and lean methodologies
- inventory performance measurement

Jan 27 - Feb 26, 2015 Tue / Thu 6 - 9 pm \$525

PRINCIPLES OF OPERATIONS PLANNING (30 Hours)

The APICS Principles of Operations Planning course imparts a fundamental knowledge and understanding of basic inventory planning principles and techniques that are used at each level in the planning process, from strategic to tactical.

Topics in this course include:

- business plan fundamentals
- forecasting
- demand management
- sales and operations planning
- master scheduling
- the role of operations systems in planning

Mar 3 - Apr 2, 2015 Tue / Thu 6 - 9 pm \$525

PRINCIPLES OF MANUFACTURING MANAGEMENT (30 Hours)

The APICS Principles of Operations Planning course aims to provide fundamental knowledge and understanding of the core concepts necessary to effectively manage activities related to planning, scheduling, and controlling manufacturing processes.

Topics covered in this course include:

- manufacturing management fundamentals
- manufacturing product structures
- material requirements planning (MRP)
- capacity planning and management
- productivity activity control
- advanced scheduling
- lean production management

Apr 14 - May 14, 2015 Tue / Thu 6 - 9 pm \$525

APICS Participant Workbooks included in each Principles course noted above.

QUALITY SYSTEMS



ASQ (American Society for Quality) Certification

Certification from ASQ is considered a mark of excellence in many industries and an investment in your career. We are pleased to offer certification prep classes to help you prepare for and achieve ASQ certification. Please refer to www.asq.org or call 330-675-8809 for details on eligibility and certification requirements, as well as complete descriptions of each certificate Body of Knowledge (course and test

CQI: CERTIFIED QUALITY INSPECTOR (24 Hours)

The Certified Quality Inspector is an inspector who, in support of and under direction of quality engineers, supervisors, or technicians, can use the proven techniques included in the body of knowledge. Under professional direction, the Quality Inspector evaluates hardware documentation, performs laboratory procedures, inspects products, measures process performance, records data and prepares formal reports. (Textbook included). Requirements for certification: 2 years experience in related field. Application deadline for Certification exam: 1/16/15. Examination date: 3/7/15.

Jan 6 - Feb 24, 2015 Tue 6 - 9 pm \$525

CQT: CERTIFIED QUALITY TECHNICIAN (24 Hours)

The Certified Quality Technician is a paraprofessional who, in support of and under the direction of quality engineers or supervisors, analyzes and solves quality problems, prepares inspection plans and instructions, selects sampling plan applications, prepares procedures, trains inspectors, performs audits, analyzes quality costs and other quality data, and applies fundamental statistical methods for process control. (Textbook included). Requirements for certification: 4 years higher education or related work experience. Deadline to apply for certification testing: 1/16/15. Exam Date: 3/7/15.

Jan 10 - Feb 28, 2015 Sat 9 am - Noon \$525

CQE: CERTIFIED QUALITY ENGINEER (24 Hours)

The Certified Quality Engineer is a professional who understands the principles of product and service quality evaluation and control. The CQE body of knowledge includes: development and operation of quality control systems, application and analysis of testing and inspection procedures, the ability to use metrology and statistical methods to diagnose and correct improper quality control practices, quality cost concepts and techniques, and the knowledge and ability to develop and administer management information systems and to audit quality systems for deficiency identification and correction. (Textbook included). Requirements for certification: 8 years experience with 3 years in a leadership role (experience requirements waived with college degree). Application deadline for Certification exam: 4/17/15. Examination date: 6/6/15. (No class on April 4, 2015)

Mar 21 - May 16, 2015 Sat 9 am - Noon \$525

QUALITY SYSTEM CONSULTING AND TRAINING

Kent State Trumbull Workforce Development offers a variety of services to assist organizations who are seeking to improve their operation, earn ISO/TS registrations, or implement Lean Six Sigma processes. Whether you are just beginning or are ready to advance to the next level of efficiency, we can help.

With dozens of highly experienced consultants and facilitators, we can provide the services you need to meet your organizational goals. We have assisted numerous businesses in the region and helped them achieve significant savings, increased business, and improved profitability through process improvements. Some of the services available include:

- **Training and Preparation for ISO/TS registration**
- **Lean / Six Sigma Implementation**
- **Auditing of your Quality Management System**
- **Employee Training and Credentials including ASQ Certifications and Lean Six Sigma Green and Black Belts**
- **Internal Auditing and related training**
- **Lean assessment workshops and organizational audits to identify opportunities for improvement**
- **Wide variety of training programs designed to meet your specific organizational needs.**

We have helped numerous local businesses earn ISO registration, implement lean / six sigma practices, improve product or service quality, and/or increase efficiency. Our customer list includes: Pennex Aluminum, M7 Technologies, TATA Steel, Northern States Metal, Control Transformer, Commercial Metal Forming, Venture Plastics, and many more.

We can help you too! Call today to discuss your continuous improvement goals. Business references, staff credentials, and details are available upon request. 330-675-8809

ASQ / QUALITY SYSTEMS NETWORK

In partnership with the local chapter of the American Society for Quality (ASQ), the Quality Systems Network is a forum for sharing information regarding issues on ISO, TS, Lean, and quality processes. Meetings are held **5:30 - 7:30 pm**, the second Monday of each month at Kent State Trumbull's Workforce Development and Continuing Studies Center (unless otherwise specified). Each session includes a presentation on a topic of interest to quality professionals.

All interested individuals are invited to attend these **FREE** workshops. Please call 330-675-8809 for more information, to have your name added to the mailing list, or to RSVP your attendance.

Mark your calendar and plan to attend:

Jan 12 * Feb 9 * Mar 9 * Apr 13

MANUFACTURING / INDUSTRIAL

Manufacturing Skills Standards Council



The Manufacturing Skills Standards Council (MSSC) is an industry-led training, assessment and certification system focused on the core skills and knowledge needed by the nation's production workers. The national MSSC system offers both entry-level and incumbent workers the opportunity to demonstrate that they have mastered the skills needed in the high-growth, technology-intensive jobs of the 21st century. Kent State University at Trumbull is a certified MSSC Test and Training Center. MSSC credentials are endorsed by the National Association of Manufacturers.

CERTIFIED PRODUCTION TECHNICIAN (CPT)

Gain the skills employers want and earn a national credential to verify your skills. This program is applicable to all manufacturing sectors and all production occupations. The Certified Production Technician includes training and assessment in the following areas:

- Manufacturing Processes and Production
- Safety
- Quality Practices and Measurement
- Maintenance Awareness

You can test in one or more of these categories or test in all four to earn your CPT. Online training courses are available in each category. Now is the time to advance your knowledge and gain the skills manufacturing employers are seeking. Improve your career advancement and job security opportunities by adding this certification to your resume. Two versions of online courses are available: Fast Track for those with prior manufacturing experience or comprehensive training if you are just getting started.

Online Course Fees: \$125 - \$175 per course / topic

CERTIFIED LOGISTICS TECHNICIAN (CLT)

The MSSC system leading to a Certified Logistics Technician covers the core skills required for higher skilled, frontline material handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters. Two levels of certification are available: Entry-level Certified Logistics Associate (CLA) and mid-level Certified Logistics Technician (CLT). CLA is a prerequisite for CLT.

Topics included in these programs include: **Global supply chain logistics, material handling, safety, quality control, product receiving and storing, order processing packaging and shipment, inventory control, dispatch and transportation**, and more. Gain the skills and certification you need to advance your career in the growing field of logistics.

MSSC Assessment Fees (CPT / CLT):
\$55 per test (\$60 one-time registration fee required).

INDUSTRIAL MAINTENANCE TECHNICIAN

Do you need to increase your knowledge of electrical or mechanical maintenance? Kent State Trumbull can help. We offer hundreds of online, self-paced courses to meet your needs. Most courses start at just **\$15 each**.

Programs for both **Maintenance Technician Mechanical (MTM)** and **Maintenance Technician Electrical (MTE)** are available.

Attention Employers: We can help you design and deliver a customized maintenance training program to meet your specific organizational needs. We also offer pre-training assessments to determine the strengths and weaknesses of your current maintenance workforce and help you maximize the effectiveness and impact of your training investment.

Topics Include: (Hundreds to choose from!)

Drive Components	Troubleshooting Skills
OSHA/Safety	Lubrication Systems
Control Valves	Hydraulics
Industrial Electricity (AC/DC)	Circuit Analysis
Electronics	Instrumentation
Motors and Controls	PLCs
Predictive Maintenance	Print Reading
Process Control	Power Transmission
Rigging	Pipefitting
Process Measurement	Forklifts / Cranes
Preventive Maintenance	And Many More

What some of our students have said about our maintenance training program:

"I work in the industrial maintenance field, however, since I have been taking these classes I have come to realize that there is a lot I have left to learn. I have gained a lot of knowledge and look forward to learning more."



"Completing the maintenance technician program at Kent State Trumbull resulted in a great paying job that I love. Even though I had previous training and experience, this program really made a difference. Thank You!"

NOTICE TO MANUFACTURERS:

Grant Funds may be available to offset course and exam fees for **ASQ, MSSC and APICS** certifications.

Contact Lisa at 330-675-8830 for details.

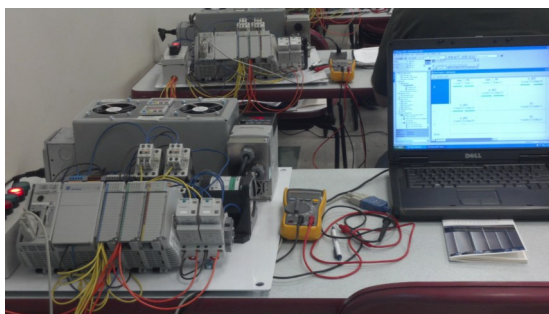
MANUFACTURING / INDUSTRIAL

PLC TROUBLESHOOTING (21 Hours)

Programmable Logic Controllers (PLC's) control nearly all of the machinery in any industry today. The troubleshooting skills required for these controllers are different than the skills required for general electrical work. The skilled trades person must know the terminology of the technology and understand the troubleshooting methods necessary to effectively repair controllers and associated machinery.

This 3-day hands-on PLC Troubleshooting course will introduce you to automation troubleshooting techniques using both hardware and software. Gain skills related to hardware configuration, digital I/O cards, wiring, ladder diagrams, system operation, troubleshooting procedures, and RSLogix 5000. Learn how to write PLC instructions, create programs, work online, check status of instructions, use a DMM to troubleshoot I/O circuits by interpreting LED's and voltage readings, and trace problems using searching tools and blueprints. *Class includes one hour lunch on your own.*

Feb 10 - 12, 2015 Tue/Wed/Thu 8 am - 4 pm \$695



ADVANCED PLC'S (21 Hours)

This 3-day instructor-led course will introduce students to advanced PLC controls using Allen-Bradley CompactLogix L32E PLC's. The course will focus on hardware, specifically analog, RTD, thermocouple, drive interfacing, Ethernet IP, and touch panels. Students will also learn about PLC software, including ladder logic, analog processing, and Ethernet setup. Finally, students will understand PLC troubleshooting through LED and DMM usage and print reading and will troubleshoot some instructor-installed problems. *Class includes one hour lunch on your own.*

Feb 17 - 19, 2015 Tue/Wed/Thu 8 am - 4 pm \$695

Kent State Trumbull also offers a variety of online courses related to PLC's. Call for details or to register. Online PLC courses include:

- PLC's: Fundamentals, Programming, Inputs & Outputs, Troubleshooting, Communications & Advanced Programming
- RSLogix: Configuring Hardware & Software, Programming & Editing, Testing & Troubleshooting Functions
- ControlLogix: Introduction to ControlLogix & RSLogix 5000, Creating & Using Tags & Program Editor, Basic Instructions, Advanced Programming & Analog Devices, and Troubleshooting

ROOT CAUSE ANALYSIS (16 Hours)

This interactive course will prepare participants to be more successful problem solvers by understanding methods to discover and address the root cause of a problem. Topics to be addressed include basic and advanced tools - such as 5 why's, occur and escape path, cause and effect analysis, and data collection and analysis tools. The course will also cover basic and advanced ideas for corrective and preventive actions - including poke-yoke, FMEA, control plans, and fixing the system.

Who should attend? Facilitators of problem solving teams, along with engineers, supervisors and technical personnel who are involved in finding and correcting the causes of problems and for preventing the return of those causes. Come to class with real examples of problems for discussion and application of the tools.

Instructor: Tom Fazekas, President of Quality Methods Specialists, is a Lean Six Sigma Master Black Belt and holds a B.S. in Mechanical Engineering. He has extensive experience in engineering and quality management.

Mar 20 & 27, 2015 Fri 8 am - 4:30 pm \$375

INDUSTRIAL & ENVIRONMENTAL SAFETY (60 Hours)

This course examines the Occupational Safety and Health Act (OSHA) and discusses the fundamentals of industrial safety programs.

Jan 13 - May 7, 2015 Tue/Thu 5 - 6:15 pm \$525

HAZARDOUS WASTE OPERATIONS & EMERGENCY RESPONSE (60 Hours)

This course is focused on the study of hazardous waste operations and emergency response to the release of hazardous materials in compliance with EPA and OSHA regulations.

Jan 13 - May 7, 2015 Tue/Thu 6:30 - 8:20 pm \$525

ENGINEERING DRAWING (60 Hours)

This interactive course will help students learn principles and techniques of engineering drawings including orthographic projection, sketching, sections, auxiliary views, dimensioning and conventional practices.

Jan 12 - May 6, 2015 Mon/Wed 5 - 6:30 pm \$525

COMPUTER AIDED DRAFTING - CAD (60 Hours)

This instructor-led and hands-on course will teach you how to construct multi-view drawings and create sets of mechanical component drawings, including assembly and detail sheets. *Prerequisite: Engineering Drawing or prior blueprint reading experience.*

Jan 12 - May 6, 2015 Mon/Wed 10 - 11:40 am \$525

PERSONAL ENRICHMENT

PREPARING FOR THE ACT (8 Hours)

This class is designed to assist students in achieving better scores on the American College Test (ACT) and to expose students to efficient test-taking techniques. You will review specific types of questions often found on the ACT. Practice tests will help you discover "weak spots" and learn what to do about them. It is recommended that you attend the session closest to your scheduled ACT exam. Bring your calculator to class. Classes meet on Tuesdays and Thursdays.

ACT test dates: 2/1/15, 4/18/15, and 6/13/15

Session 1: Jan 20 - 29, 2015 T/TH 4 - 6 pm \$85

Session 2: Mar 31 - Apr 9, 2015 T/TH 4 - 6 pm \$85

Session 3: May 26 - Jun 4, 2015 T/TH 4 - 6 pm \$85

ONLINE CLASSES FOR TEST PREPARATION

Learn at your own pace and at your convenience with our Instructor-led online courses. Courses begin every month, run for six weeks and consist of 12 lessons.

For a complete list of available courses, detailed course descriptions, requirements, demonstrations and additional information visit: <http://ed2go.com/ksutc>

\$99 PER COURSE

Test Prep Courses include:

- GED Preparation
- GRE Prep I & II (Verbal and Analytical or Quantitative)
- LSAT and GMAT Preparation

SAT/ACT PREPARATION – Part 1

This 6-week online course will prepare you to take the verbal questions on both the ACT and the new SAT. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques for effective time management to help you reduce test-taking anxiety and maximize results.

SAT/ACT PREPARATION – Part 2

This online course will prepare you to do well on the math questions on both the ACT and the new SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. We'll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the new functions and graphing questions on the SAT.

Online SAT/ACT Preparation courses (Part I and 2) begin: Jan 21, Feb 18, Mar 18, and Apr 15. Register now and be ready by your scheduled test date.

NAVIGATING THE JOB SEARCH: WHERE TO START? (2 Hours)

Are you laid off? Between jobs? Looking to switch careers? No matter what your current situation, if you are in a job searching mode, this course is for YOU! This workshop will provide you with the key things to take into account when searching for a job, put you in touch with a wealth of career resources, and present the fundamentals of resume development. You will also have the chance to have your resume reviewed and engage in open dialogue among your peers.

Mar 26, 2015

Thu

6 - 8 pm

\$30

Kent State Trumbull Fitness Center

*** Open to the Public ***

The Fitness Center offers a variety of equipment to help you get fit and stay fit: treadmills, steppers, stationary bikes, arc trainers, elliptical machines, nautilus equipment, and free weights.

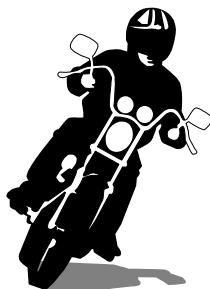
Fees:	Individual Membership	Join with a Friend
1 Month:	\$20	\$35
3 Months:	\$50	\$85
Annual:	\$150	\$225

SPECIAL OFFER: Purchase a one year membership and get an additional month free. That's just \$11.50 per month or \$8.65 per month if you join with a friend!

MOTORCYCLE OHIO - RIDER SAFETY COURSES

Kent State, in partnership with the Ohio Department of Public Safety, is pleased to offer **Motorcycle Ohio** safety training. Basic Rider courses are offered April through September at Kent State Trumbull and Kent State Salem.

Courses are 16 hours in length and include 4 hours of classroom (Thursday, 6 - 10 pm) and 12 hours of range time (Saturday and Sunday, 8 am until 2 pm). Class fee is \$50.



Recommended for beginning and returning riders. By passing the Basic Rider Course, the state (Ohio Bureau of Motor Vehicles) will waive the skill test for your motorcycle endorsement on your driver's license. You may also be eligible for discounts on your motorcycle insurance.

To register for the Motorcycle Ohio course or to see a complete schedule, please visit our website at www.motorcycle.ohio.gov. **Registration begins Friday, February 13, 2015 at 8:00 am.**

For questions call 1-800-83-RIDER or 330-675-8809.

POLICE ACADEMY

PUBLIC SAFETY TRAINING & POLICE ACADEMY

Kent State University is authorized by the State of Ohio, Office of the Attorney General, to conduct Basic Peace Officer Training. In addition to the academy we offer continuing education refresher courses and certification classes for current Police Officers, Probation Officers, Parole Officers and Bailiffs. Our evening class schedule allows cadets to work full time jobs while attending the academy.

For further information, please call our Trumbull office at 330-675-7666 or our Kent office at 330-672-0325. You can also visit our website at: www.kent.edu/policeacademy



This program provides the training required to become a Police Officer in the State of Ohio. Upon successful completion of all facets of training, cadets sit for the state administered certification exam. A minimum score of 70% must be achieved to be eligible to be employed as a Police Officer throughout the State of Ohio.

Provided below is a brief description of training topics for the Police Academy.

OHIO PEACE OFFICER TRAINING: POLICE ACADEMY

Administration: Role of the American Peace Officer, Philosophy and Principles of the American Criminal Justice System, Community Policing, Ethics and Professionalism, Report Writing.

Legal Aspects of Law Enforcement: General Provisions of the Ohio Revised Code, Ohio Criminal Law, Laws of Arrest, Search & Seizure, Civil Liability & Use of Force, Testifying in Court & Rules of Evidence.

Human Relations: Public Relations, Domestic Violence, Crisis Intervention, Child Abuse and Neglect, The Missing and Human Trafficking, Juvenile Justice System, Victims' Rights, Crime Prevention, Understanding Cultural Differences.

Firearms: Safe Handling Techniques and Usage of Handguns and Shotguns. Cadets must achieve measured skill levels.

Driving: Principles of Defensive Driving, Pursuit Driving, Emergency and Non-Emergency Driving, Practical Exercises.

First Aid: Standard multimedia First Aid, CPR, AED, as required for a First Responder.

Patrol, Traffic Enforcement & Crash Investigation: Techniques of Vehicle and Foot Patrol, Building Searches, Vehicle Stops & Approaches, Vehicle Theft & Identification, Gang Awareness, Prisoner Booking & Handling, Motor Vehicle Offenses, Speed Enforcement (Radar/Lidar), Crash Investigation, Standardized Field Sobriety Testing (SFST).

Investigation: Forensic Crime Scene Search, Evidence Collection, Crime Scene Sketching & Detailed Drawing, Police Photography, Tracing Stolen Property, Controlled Substance & Drug Awareness, Confidential Informants, Surveillance Techniques, Search Warrants, Interviews & Interrogation Techniques, Meth & Clandestine Labs - Officer Safety & Awareness.

Homeland Security: HAZMAT and WMD (Weapons of Mass Destruction) Awareness for the First Responder, Bombs & Explosives, National Incident Management Systems (NIMS), Incident Command Systems (ICS), Terrorism Awareness.

Subject Control, Physical Conditioning: Defensive Tactics and Physical Conditioning are parallel fitness programs. Cadet must achieve measured skill levels in both.

Course Fee: \$3,620

Trumbull Campus:	(Spring / Evening)	Jan 20 - July 28, 2015	Mon - Fri	6 - 10 pm
Kent Campus:	(Spring / Day)	Feb 2 - May 24, 2015	Mon - Sat	8 am - 5 pm
	(Summer / Day)	Jun 1 - Aug 20, 2015	Mon - Sat	8 am - 5 pm

Please stop by and visit us - we are located in room 144 of the Workforce Development Building, Trumbull Campus.

DEGREE PROGRAMS



Affordable - Convenient - Trusted

That's Kent State University at Trumbull

Kent State University at Trumbull is part of Kent State University's eight-campus system, which lets you take advantage of an internationally renowned university in your own backyard. Small class sizes, affordable tuition, flexible course scheduling, personalized tutoring and one-on-one advising are just a few reasons why over 3,000 students attend our campus.

Our campus offers over two dozen degree programs as well as the ability to begin your path on the road to higher education at our campus before moving on to complete one of the 280 degree programs Kent State University offers. The following degree programs are offered in their **entirety** at Kent State Trumbull:

Associate Degrees available at Kent State University at Trumbull

Accounting Technology	Emergency Medical Services Technology
Allied Health Management	Environmental Health and Safety
Associate of Arts/Associate of Science	Industrial Trades Technology
Associate of Technical Study (Individualized Degree Program)	Information Technology for Administrative Professionals
Business Management Technology	Justice Studies
Computer Technology	Legal Assisting Technology
(including web design, applications and networking)	Mechanical Engineering Technology
Electrical/Electronic Engineering Technology	Systems (Industrial) Engineering Technology

Bachelor's Degrees available at Kent State University at Trumbull

Criminology and Justice Studies	English	Communication Studies (Applied Communication)
Business Management	Nursing	Technical and Applied Studies
Integrative Studies	Psychology	

Certificate Programs

What is a Certificate Program? A certificate program is a collection of five to eight courses that offers focused instruction in an area that addresses topical or workplace needs. You may complete a certificate program whether or not you are enrolled in a degree granting major. Recognition of certificate completion is included on your academic transcript.

Why Choose a Certificate Program? To gain skills and get back into the workplace sooner. To develop an area of expertise that will give you an advantage in the workplace. To update or expand your professional skills. To correct a deficiency that may affect your job performance.

Certificates available at Kent State University at Trumbull:

Business Management Technology	Information Security	Computer Forensics	Advanced Internet
--------------------------------	----------------------	--------------------	-------------------

CONTACT US to request an admission packet, talk with an advisor or plan a visit during walk-in hours.

Visit our website at www.trumbull.kent.edu for a complete list of credit courses available this fall.

Call: 330-675-8860

E-Mail: trumbullinfo@kent.edu

The admission process (which includes testing for Math, Reading and English placement) can take up to four weeks. Please apply early.

INFORMATION / REGISTRATION

Kent State Trumbull is your local resource for Workforce Development and Continuing Education. Call today to see how we can meet your personal and organizational needs.

Noncredit courses and workshops are open to all interested adults unless specific age groups are indicated. Formal admission to the university is not required. Registration for all continuing studies courses and workshops is required.

Certificates of Completion are awarded to each participant who successfully attends a minimum of 70 percent of the scheduled course/workshop hours. *(There is a \$5 fee for re-issuing a Certificate of Completion.)*

Fees / Refunds: Course fees must be paid in full at time of registration. Full refunds will be given when withdrawal notification is provided **one week prior to scheduled course start date**. Participants who do not formally withdraw by this deadline will be charged full tuition. If Kent State cancels a course, participants will be notified and may be transferred to the next session or receive 100% refund.

Class sizes are limited - Register early to guarantee a seat!

While every effort will be made to provide the courses as listed, the University reserves the right to make changes to course schedules, fees, or cancel classes based on enrollment.

Six Easy Ways to Register

🖥 Online: www.yourtrainingresource.com

☎ Phone: 330-675-8809

@ Email: tgrant3@kent.edu

📠 Fax: 330-675-7650

✉ Mail: Kent State Trumbull Campus
Workforce Development and
Continuing Studies
4314 Mahoning Avenue NW
Warren, Ohio 44483

☺ In Person: Kent State Trumbull Campus
Technology Building, Room 102
4314 Mahoning Avenue NW
Warren, Ohio 44483

Can't find a class you are looking for? Contact us!

[Additional classes are available.](#)

[Let us help you find what you need.](#)

Kent State Trumbull, Workforce Development & Continuing Studies— Registration Form

Full Name _____

Email Address _____

Address _____

City _____ State ____ Zip _____

Day Phone _____ Evening Phone _____ Cell Phone _____

////////////////////////////////////
Course Name (and start date if multiple course listings)

Course Fee

\$ _____
\$ _____
\$ _____

Self Paid:

☐ Cash (Do not mail cash) ☐ Check: Payable to KSU

☐ Credit Card: ____ Visa ____ MasterCard ____ Discover
Sorry - Debit Cards NOT accepted.

Card # _____

Expiration Date: _____

☐ Employer Paid:

Company Name: _____

Purchase Order or letter of authorization required



Kent State Trumbull - Workforce Development Building

Excellence in Action

Workforce Development
and Continuing Studies
4314 Mahoning Avenue NW
Warren, OH 44483-1998

RETURN SERVICE REQUESTED

Enhancing Employee and Organizational Performance

- Customized training for business and industry
- Consulting services for organizational development
- Continuing education/skills upgrade classes
- Professional licensure and certification
- Online training classes
- Assessment services
- Associate and Bachelor's degrees
- Convenient location and class schedules
- Highly experienced and credentialed instructors
- State-of-the-art equipment and technology
- Wide variety of training topics
- Meeting facilities

