

WISE Consortium

(Washington Integrated Sector Employment)

TAACCCT Grant Catalog of Products

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Introduction

The following document catalogs the curricular resources and supporting documents developed by the Washington Integrated Sector Employment (WISE) Consortium¹ through a Trade Adjustment Assistance Community College and Career Training (TAACCT) Round 4 grant awarded by the U.S. Department of Labor. The project was led by Centralia College. The consortium included:

Bates Technical College
Centralia College (Lead)
Everett Community College
Green River Community College
Renton Technical College
Shoreline Community College
South Seattle College
Walla Walla Community College

The eight community colleges, located in Washington, focused their attention on the advanced manufacturing, clean energy, and construction sectors. Through Washington’s Centers of Excellence, the WISE Consortium brought together the advanced manufacturing, clean energy, and construction sectors to create employment opportunities for TAA impacted workers and other participants. Using stacked and latticed credentials and pathways, the consortium sought to accelerate the time for workers to return to employment in family wage jobs. Based on previous skills, gaps in education, and career interests, participants were directed to find employment in business related jobs such as customer service representative, or skilled trades entry level, pre-apprenticeship, or apprenticeship jobs in advanced manufacturing, clean energy and construction. Recognizing that the modern workforce requires constant learning, the consortium created a lifelong learning loop for these workers to earn certificate, associate and bachelor degrees as they gained new industry experience. In addition, the consortia leveraged the skills participants brought to the program by implementing competency based learning and prior learning assessments when possible.

All products included in this catalog were developed by the partner colleges. These resources were produced with federal grant funds and reviewed for content, overall quality and completeness by each college’s curriculum review board, college program advisory boards, and/or subject matter experts, and by the consortium’s Third-Party Review contractor, PPM Associates.

The catalog is organized by member college with their associated products presented below. Each entry includes the product title, a brief description of the contents and a URL link or links to the location of the resource on the Department of Labor’s [Skills Commons](https://www.skillscommons.org) Web site. The WISE consortium page on Skills Commons can be accessed through this URL: <https://www.skillscommons.org/handle/taaccct/1532>

¹ <http://cleanenergyexcellence.org/projects/wise/>

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BATES TECHICAL COLLEGE

Certificate of Training in Heavy Equipment, Hydraulic and Pneumatic Systems

<https://www.skillscommons.org/handle/taaccct/15136>

This product contains materials for new courses incorporated into the AAS degree in Diesel and Heavy Equipment Technology and Certificate of Training in Heavy Equipment, Hydraulic and Pneumatic Systems, Basic Hydraulics, Hydraulics II, Steering Systems, and Suspension Systems.

Commercial Driver's License Class B for Diesel Mechanics (TRUCK 109)

<https://www.skillscommons.org/handle/taaccct/15162>

This course prepares diesel and heavy equipment technicians to obtain a Class B Commercial Driver's License. It contains the driving and testing required in vehicles that meet the standards of the Washington State Department of Licensing relating to gross vehicle weight and drivetrain type.

Electrical Construction Courses

<https://www.skillscommons.org/handle/taaccct/15135>

These courses provide a basic introduction to new energy-saving technology in commercial and residential installations.

New Diesel Technology Courses

<https://www.skillscommons.org/handle/taaccct/15161>

This product contains materials for new courses incorporated into the college's AAS degree in Diesel and Heavy Equipment Technology: DIESEL 123, Serving Manual Transmission, DIESEL 155 Basic Vehicle Services and DIESEL 208 Advanced Service Techniques.

Outreach Materials

<https://www.skillscommons.org/handle/taaccct/15134>

These outreach materials were created for distribution to current and prospective students and students to provide them with information about the college's programs and opportunities.

WISE Administrative Tools, Forms, and Procedures

<https://www.skillscommons.org/handle/taaccct/15133>

This product includes forms and associated processes that aid in implementing student support services. The Diesel Program Cost Sheet is an example of a tool that was used to display the cost timelines for a student. Similar cost sheets were prepared for other programs at various times. These cost sheets assisted in completing financial assistance contracts for TAA students and students with other funding sources requiring cost estimates. They also aided staff when advising students on budgeting and money management to promote retention. Cost sheets were updated as tuition and fees changed and curriculum/programs of study were updated.

The Example Course Progression Worksheet represents an Excel document that could be customized for each student's planning milestones and tracking student progress through the selected program(s) of study and award of credentials. It also reflects transfer and prior learning credits applied in lieu of coursework.

The folders DIESL CAs and ELCON CAs represent modified credential applications wherein the required courses in the program of study were added to the reverse of the form. This facilitated verification of completion of all requirements and timely submission for an award of the stacked credentials in the Diesel and Heavy Equipment Technology and Electrical Construction programs.

The Petition for Course Substitution is an example of a form designed to facilitate granting credit for required courses when students had previously taken coursework at the college that substantially met student learning outcomes in a WISE program of study. The college did not have an existing tool to document or request application of credit to a new program of study.

The Veterans PLE Credit Worksheet was designed to facilitate faculty review of Joint Service Transcripts and crosswalk them to program of study requirements in the WISE programs. While the example reflects a single course per page, faculty are able to insert additional tables reflecting multiple courses, course description, and the JST reference supporting the award of credit.

The Student Self-Evaluation (Construction Pre-Apprenticeship Students) was developed to aid support staff, faculty and students with quickly getting a handle on challenges that students might face. This was important as the program is a short onequarter certificate.

CENTRALIA COLLEGE

Bachelors of Applied Science in Applied Management (BAS-AM)

<https://www.skillscommons.org/handle/taaccct/15097>

This product contains materials for three courses within the BAS-AM program. MGMT 300 includes enhancements to an existing management course. The course explores organizational theory and introduces the principles and concepts of effective management including organizational structure and control systems; analysis of organizational-environmental relations including inter-organizational relationships; managing organizational technology and innovation; information processing and decision-making; organizational culture, power, and human resource management; and leadership. ENVS 440 includes course enhancements to an existing environmental course. The course is an exploration of environmental issues and their affect on businesses, communities, and consumers. MGMT 490 is a new course designed to provide students with a venue to demonstrate the application of the knowledge gained in the BAS-AM program in a practical and real- world work environment, as well as demonstrating the human relation skills and professional behavior necessary for successful job performance.

Hydro Advertising Video Ad and Radio Ad

<https://www.skillscommons.org/handle/taaccct/15098>

This product contains outreach materials that promote a community college Energy Technology program. The video promotes and describes a new course in hydropower and is designed for online distribution outlets. The audio file describes and promotes the entire Energy Technology program.

Introduction to Hydropower (PPO 208)

<https://www.skillscommons.org/handle/taaccct/15096>

This product contains materials for a Hydropower course within an Energy Technology program. The course is an introductory study of how electricity is generated from hydroelectric dams. The course discusses types of dams, types of turbines, hydro regulations, safe fish passage, environmental impacts of dams, and water quality. This product includes a report that documents the findings and recommendations of the Center of Excellence for Clean Energy at Centralia College to develop a curriculum (DACUM) for aspiring Hydro-Electric Power Plant Workers. The report attempts to answer the question: "What is the typical work profile of an entry level worker at a Northwest Hydro Power Plant?" It includes input from representatives from the Center of Excellence, subject matter experts and industry representatives from regional utilities. Specifically, the report outlines the requisite Knowledge, Skills and Abilities (KSAs) for an entry-level worker at any Hydro Power Generation plant in the Pacific Northwest.

EVERETT COMMUNITY COLLEGE

Customer Service Representative Program (BT 175)

<https://www.skillscommons.org/handle/taaccct/15192>

This package includes the curriculum guide for the Business Technology ATA which includes the Technical Customer Service Representative Certificate. The syllabus for BT 165 and BUS 165 are included. Outreach materials for the TCSR program include a flyer, course description handout, career pathway document, and a PWP for use in an information session regarding the TCSR program.

Job Search Materials

<https://www.skillscommons.org/handle/taaccct/15179>

This product contains a variety of resources to prepare students for the job search process so that they can secure employment. This package contains information on LinkedIn, resume and cover letters, career fairs, internships and interviewing.

National Career Readiness Materials

<https://www.skillscommons.org/handle/taaccct/15193>

This package includes various outreach materials for promotion of the NCRC. It addresses the skills gap and how employers can use the NCRC as a credential to identify that potential employees possess the basic skills required for success in today's workforce.

Welding Curriculum

<https://www.skillscommons.org/handle/taaccct/15191>

The products in this package include a Welding Certification Flyer that was used to promote the Washington Association of Building Officials (WABO) certification exam; Welding Apprenticeship Policies & Procedures that were used to determine how EvCC referred students to the JATC apprenticeship program; and an MOU between EvCC and JATC on the agreement of direct and preferred entry of apprentices into the program. It also includes the curriculum guide for the Welding and Fabrication program which includes the Metallurgy Classes 151, 152, and 153.

GREEN RIVER COMMUNITY COLLEGE

Career Exploration Materials

<https://www.skillscommons.org/handle/taaccct/15422>

These materials are tools that were developed for career exploration by students and created for the Student Navigator who interacted regularly with students expressing interest and/or asking for help identifying potential careers/fields of study.

Career Navigator Scripts

<https://www.skillscommons.org/handle/taaccct/15423>

These materials were developed to help the Student Navigator work with students in WISE grant-supported programs. They help program staff support and direct students to programs and provide additional information for interested students.

Contact Center Specialist Certificate (BUS 259)

<https://www.skillscommons.org/handle/taaccct/15418>

This program of study prepares students to be contact center specialists. It includes three courses: Introduction to Business, Customer Service Strategies, and a Customer Service Representative Practicum. The Contact Center Specialist Certificate can be used to develop and deliver a condensed hybrid or online training in customer service. The Contact Center Specialist 15 credit certificate prepares students for careers in today's customer-centric business environment. Through instruction and practical simulations, students will quickly learn to develop a customer strategy and deliver the best customer experience any time they interact with stakeholders in any field.

Customer Services Representative Certificate

<https://www.skillscommons.org/handle/taaccct/15417>

The Customer Service Representative Certificate is a 45 credit program designed to strengthen the customer service skills of professionals in any industry and at any level of the organization. This certificate includes one English course, one Communications course, three Business Technologies courses, and four Business Management courses. These nine courses are designed to prepare students for the workplace, and to deliver better oral and written communication skills; knowledge of business technologies; and understanding of business impact.

Maintenance Mechatronics (MTX) Degree and Certificate Programs

<https://www.skillscommons.org/handle/taaccct/15419>

This product contains instructional materials for AAS and Certificate programs in Maintenance Mechatronics (MTX). All of the MTX courses (MTX 100, 110, 120, 130) pertain to the AAS degree. MTX 100 also pertains to the Maintenance Mechatronics 1 Certificate. MTX 110 also pertains to the Maintenance Mechatronics 2 Certificate. Both certificates are stacked and students earn them in route to completing the AAS degree.

Outreach Materials

<https://www.skillscommons.org/handle/taaccct/15420>

These outreach materials were developed and implemented as part of a larger integrated outreach campaign strategy for the Customer Services Program.

Program Manager Materials

<https://www.skillscommons.org/handle/taaccct/15421>

The Program Manager Materials product was created to help future program managers in the development, planning, execution and delivery of new certificate programs at the community college level.

RENTON TECHNICAL COLLEGE

Construction Trades Program

<https://www.skillscommons.org/handle/taaccct/15338>

This program consists of three syllabi for the following courses: Communication for the Trades, Human Relations for the Trades, and Trades Math as well as accompanying instructional materials.

Drywall and Painting Curriculum

<https://www.skillscommons.org/handle/taaccct/15340>

This product offers short term instruction to a specific population of primarily Spanish speakers whose job skills and employment opportunities would be enhanced by this targeted instruction. This product contains two curricula (in Spanish and English) that provide instruction on drywall and painting. It also includes supporting instructional and assessment materials.

Exit Letter

<https://www.skillscommons.org/handle/taaccct/15337>

This product is a tracking tool that seeks to elicit a response from students who had not responded to earlier attempts at contact by phone or email.

Job Search Materials

<https://www.skillscommons.org/handle/taaccct/15335>

This product provides guidance, examples, and templates to prepare students to submit well-prepared materials to potential employers, as well as help students successfully prepare for the interview process. The product includes tools, examples, and presentations to guide students on interviewing, creating strong resumes and types of cover letters.

Leadership in the Trades

<https://www.skillscommons.org/handle/taaccct/15339>

These courses were developed in order to enable students to obtain a Leadership in the Trades Certificate which focuses on management and administrative skills as part of a larger Construction Management program. This product contains two syllabi for the Leadership in the Trades certification: Human Relations for Construction and Introduction to Construction & Architecture. It also includes supporting course materials.

Program Resource Materials

<https://www.skillscommons.org/handle/taaccct/15336>

This product provides a wide range of resources for counselors and advisors to use in order to meet student needs. It contains tools and information on resources available to meet a wide range of student needs ranging from short term financial help to program pathways in order to meet basic life needs and navigate WISE- supported programs.

SHORELINE COMMUNITY COLLEGE

Intro to Additive Manufacturing (MFGT 225)

<https://www.skillscommons.org/handle/taaccct/15415>

This course is designed to prepare individuals as 3D Printer Technicians. The instruction focuses on 3D printing technology and troubleshooting and includes the construction of a 3D printer kit.

Job Search Materials

<https://www.skillscommons.org/handle/taaccct/15342>

The purpose of this product is to provide examples and strategies for students to successfully navigate the process of getting a job. It includes presentations, handouts and templates to prepare students for interviewing and resume building.

Navigation Best Practices for Student Success

<https://www.skillscommons.org/handle/taaccct/15343>

The purpose of this product is to disseminate the WISE Career Navigator Guidebook as a tool for other workforce educators to implement at their colleges or in their programs. The product package includes a presentation for the National Council for Workforce Education on navigation best practices which describes the role of the navigator; history and highlights of the guidebook; and an overview of the data collected during the project on the effectiveness of program navigation.

Outreach Materials

<https://www.skillscommons.org/handle/taaccct/15341>

This flyer provides a program overview for partner recruitment and program awareness.

Preventative Maintenance Canvas Course (MFGT 244)

<https://www.skillscommons.org/handle/taaccct/15416>

This course provides an overview of preventative maintenance practices including safety, plan development and implementation, technical documents, machine systems, measurement, alignment, coolants and lubricants, conduct and documentation of periodic checks, inspection, troubleshooting and monitoring of machine operations.

Quality Assurance (Hybrid) Syllabi and Course Materials (MFGT 155)

<https://www.skillscommons.org/handle/taaccct/15413>

This course provides a fundamental overview and awareness of the concepts, theory and practice of quality as it relates to today's manufacturing environment.

Quality Assurance II (Hybrid) Syllabi and Course Materials (MFGT 156)

<https://www.skillscommons.org/handle/taaccct/15414>

This course adds depth to the fundamental overview of the concepts, theory and practice of quality assurance as presented in the introductory Manufacturing Technology 155 course. The goal is to prepare students for a quality inspector credential such as the American Society for Quality Certified Quality Inspectors.

SOUTH SEATTLE COLLEGE

Washington Association of Building Officials Code Official Accreditation Program

<https://www.skillscommons.org/handle/taaccct/15811>

This program of study prepares students for State Certification as Official Building Inspectors. These online courses are designed to examine and teach skills for success as they pertain to the Inspector's job and legal requirements.

Outreach Flyer

<https://www.skillscommons.org/handle/taaccct/15809>

This outreach flyer promotes the Industrial Manufacturing Academy and highlights the successes of its graduates.

Bachelor's of Applied Sciences in Trades Leadership

<https://www.skillscommons.org/handle/taaccct/15721>

The Bachelor of Applied Science in Workforce and Trades Leadership prepares graduates with the skills and knowledge to become site supervisors, managers, and team leaders in the fields of construction and manufacturing. This product does not include instructional materials or assessment criteria. Funds were used to prepare the course concept for approval by the State Board for Community and Technical Colleges. The course will be offered in January 2019.

Job Search Materials

<https://www.skillscommons.org/handle/taaccct/15722>

The purpose of this product is to help students develop a critical view about their own resumes by seeing them through the eyes of a potential employer.

WALLA WALLA COMMUNITY COLLEGE

Welding AAS Degree Program Syllabi

<https://www.skillscommons.org/handle/taaccct/15814>

This program of study contains 12 courses designed to provide individual and group instruction in the specific tasks necessary to learn the manipulative skill of welding. The program's technical training complies with American Welding Society (AWS) S.E.N.S.E. standards; increases the students' understanding of welding and the related science; meets employers' expectations; and increases the students' ability to compete in the employment marketplace. Training includes oxyacetylene cutting and welding, brazing, soldering, SMAW, GMAW, FCAW, GTAW, blueprint/layout standards and methods, welding procedure specifications, testing methods, quality control, metallurgy, and safe work practices. Welder certifications are conducted according to AWS/ASME and WABO (Washington Association of Building Officials) standards.

Outreach Materials

<https://www.skillscommons.org/handle/taaccct/15812>

These outreach materials were used to inform the public about the college's Energy Systems Technology AAS program.

Carpentry AAS Degree Program Syllabi

<https://www.skillscommons.org/handle/taaccct/15813>

This product is a multi-course, hands-on curriculum designed to prepare students for an AAS degree in Carpentry. Topics include Introduction to Carpentry; Advanced Blueprint Reading; Advanced On-Site Work; Interior and Exterior Finishes; Leadership and Advanced Work Layout.

Energy Systems Technology AAS Degree Program

<https://www.skillscommons.org/handle/taaccct/15837>

This product contains the courses associated with the Energy Systems Technology AAS degree program. It includes course syllabi and materials associated with industry OSHA-10 Safety Certified Training and Workforce Safety Modules for personal and equipment safety in an industrial environment online; an introduction to electrical theory and terminology, electrical safety, industry's commonly used materials, direct current (DC) and alternating current (AC), electrical energy sources, conductors, resistance, circuit types, Ohm's law, circuit circulations, measuring instruments, magnetism and the National Electrical Code; information about energy, allied industry jobs and potential employers; and practical application.

WISE CONSORTIUM

Career Navigator GuideBook

<https://www.skillscommons.org/handle/taaccct/15280>

The WISE Career Navigator Guidebook is designed to assist program career navigators in preparing a student to identify and find employment in targeted industry sectors. The guidebook was developed from the combined practices of eight grant funded career navigators. It includes methods and techniques for career navigation along with templates, tools and models for assisting students in a job search and hiring process.

Forms and Surveys Templates

<https://www.skillscommons.org/handle/taaccct/15099>

This product contains forms used during the implementation of a TAACCCT grant. The included forms were used to collect data from students, faculty, and employers. They included surveys to collect data relating to student, faculty, and employer satisfaction with an education program.

Grant Policies and Procedures Handbook

<https://www.skillscommons.org/handle/taaccct/15100>

This product contains a policies and procedures manual which was used in the WISE TAACCCT grant. This manual was designed to give grant staff a guide to complex federal and state regulations governing a TAACCCT grant in Washington State.

Media Releases

<https://www.skillscommons.org/handle/taaccct/15101>

This product contains media releases from the WISE TAACCCT grant. The releases include a general description of the grant, activity highlights, outcome data, future plans, and grant partners. The se documents could be used as a guide for creating media releases for other grants or projects.