

APRIL-JUNE 2020

BUSINESS & INDUSTRY

TRAINING CATALOG

PROFESSIONAL
EMPLOYEE
TRAINING &
DEVELOPMENT

FEATURED CLASSES

FEARLESS PRESENTATIONS

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BUSINESS WRITING FOR CAREER SUCCESS

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DATA ANALYSIS VISUALIZATION WITH MICROSOFT® EXCEL (D.A.V.E.)

PAGES 11 & 24

[It's a
competitive
world.
Train for it.]



DIVISION FOR WORKFORCE AFFAIRS

TRAINND | APPRENTICESHIPND | SKILLSND

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**North Dakota State
 College of Science**
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 1305 19th Avenue North
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 **Find us on
 Facebook**
/NDSCSWorkforceAffairs

Greetings!

Did you know that the North Dakota State College of Science TrainND CDL program has trained more than 500 students for the transportation industry? We now offer a four-week Commercial Driver’s License (CDL) / Truck Driving training class as well as CDL road tests approved by the North Dakota Department of Transportation.

Our CDL training class led by Brian Ware is designed to give individuals a good understanding of the trucking industry and prepare them to obtain their Class A CDL through classroom and behind-the-wheel training. In January 2020, we began offering the training as a four-week class. Previously, the training was only available in a six-week format. Information about our CDL training class is available online at NDSCS.edu/CDLtraining.

Also, recognizing that there is a great demand for Class A CDL road tests, NDSCS now offers an additional testing option to help reduce the wait time for drivers to obtain their license so they can begin their truck driving career and support industry needs. Information about CDL road tests at NDSCS, including test cost and requirements, is available online at NDSCS.edu/CDLtesting.

Please call us at 701-231-6922 for information regarding our CDL program, or to schedule an appointment for a CDL road test.

The NDSCS Division for Workforce Affairs provides training that serves business and industry, and for students who pursue apprenticeship and skills training. For more information, please give us a call.



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Special Tribute!

The NDSCS Workforce Affairs team would like to express our gratitude to Jane Cornell for her service as she plans for retirement this spring. Jane’s 15 years of unwavering dedication and service to NDSCS, students and our clients is recognized and appreciated by many individuals in our community. We thank you for all your hard work and dedication. Congratulations Jane on your retirement!

CUSTOMIZED TRAINING

Every business and organization is different, with distinctive processes, singular needs and unique objectives. One-size-fits-all training just won't cut it.

TrainND SE offers courses and customized programs for nearly every industry. More importantly, we make our training fit your organization and your needs, not the other way around. Our staff will:

- ◆ **Train** at the NDSCS-Wahpeton, NDSCS-Fargo or at your site.
- ◆ **Customize** every program to address your specific challenges and deliver exactly the experience your employees need.
- ◆ **Tailor** courseware to deliver only topics you select.
- ◆ **Maximize** cost effectiveness by training on multiple topics in a single program.
- ◆ **Deliver** private training on any of the topics we regularly offer.

OPEN ENROLLMENT TRAINING

We offer a full schedule of classes each quarter ranging from technology classes to soft skills.

The open enrollment option is ideal for individual(s) seeking training regardless if they are representing a company/organization, self-employed or an individual seeking skills for their personal benefit.

TrainND SE gives each training topic a number of class options each quarter based on the demand for a class. If a particular class is not scheduled, an individual may place their name on our waiting list.

TRAINND SOUTHEAST STAFF



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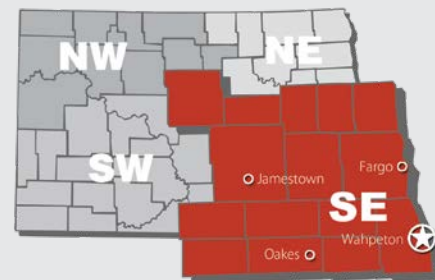
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It's a competitive world. **Train for it.**

NDSCS Division for Workforce Affairs provides **customized training** for corporations and organizations, as well as **open-enrollment training** for individuals.

As a member of the TrainND statewide workforce training system, the Division for Workforce Affairs can link you to state and region-wide networks of professionals and resources for the exact training you need to become more competitive.



Powered By:
 North Dakota State College of Science



MANAGEMENT & LEADERSHIP

CLASS SERIES: MAXWELL FRIDAYS 9 a.m.-4 p.m. • \$169 each class

Spend time learning the principles of John Maxwell that will not only add value to your life but also to the lives of those you relate with.

Facilitator: Brian Fuder

The 15 Invaluable Laws of Growth

Just because we have aged, matured, and even gotten larger, it does not mean that we stop growing. Growth is vital and needs to continue for our entire life. The growth that is needed to succeed is not about enlarging our outsides, but rather developing our insides.

Thursday, April 3

Sometimes You Win, Sometimes You Learn

Any setback, whether professional or personal, can be turned into a step forward when you possess the right tools to turn a loss into a gain. This presentation will explore the 11 keys needed for the process of drawing wisdom from experience. Maintaining a positive and growth-oriented mindset is not easy during down times, but you can develop the skills and discipline to do the right thing when something goes wrong. **Friday, April 17**

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“I really enjoyed the Instructor’s energy, humor, personality and passion for the topic. I also enjoyed the group discussions and activities.”

How to Be a REAL Success

Success is not a destination. It is a process – a life-long strategy of building on strengths, minimizing weaknesses, and focusing on the people and points of life that are most important. This presentation will help you understand the keys you need to succeed in life.

Friday, April 24

Everyone Communicates, Few Connect

Learning to communicate is one thing, learning to connect is totally another. Communication without connecting is just noise and it is inefficient. This presentation will help you develop not only your communication skills but also your connecting skills.

Friday, May 1

The 17 Indisputable Laws of Teamwork

Everyone knows that teamwork is a good thing, in fact it is essential. But how does it really work? What makes a winning team? Why do some teams go straight to the top, while others seem to go nowhere. This presentation will look deeply into how best to form teams, keeping teams focused, and celebrating the wins together as a team.

Friday, May 8

BLANCHARD PROGRAMS

Facilitator: Mary Beth Burns



First-Time Managers *Now Available In Person or Virtual Classroom*

Becoming a first-time manager is one of the most challenging and critical career transitions. New managers are often chosen from high-performing individuals. These highly proficient doers quickly become struggling new managers, without the skills needed to succeed. **\$399**

Fargo: Wednesday, June 24 • 9 a.m.- 4 p.m.

Virtual: Call for Dates

Management Essentials *Now Available In Person or Virtual Classroom*

This program focuses on helping managers be more effective in their role and includes animations, videos, group activities, and skill practices. With an emphasis on the Four Core Conversations managers need to have, four conversational skills are presented that create the how-to for conversations. **\$399**

Fargo: Thursday, May 7 • 9 a.m.-4 p.m.

Virtual: Call for Dates

**Situational Leadership® II Concepts
*4-hour Class***

Situational Leadership® II (SLII®) is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. SLII is a model and a set of tools for opening up communication and helping others develop self-reliance. It is designed to increase the frequency and quality of conversations about performance and development between managers/trainers and the people they work with so that competence is developed, commitment is gained and talented individuals are retained. **\$249**

Fargo: Wednesday, June 17 • 1-5 p.m.

Situational Leadership II® Experience *2-day Class*

Situational Leadership® II (SLII) is recognized as both a business language and a framework for employee development that transcends cultural, linguistic, and geographical boundaries. Its foundation lies in teaching leaders to diagnose the needs of an individual or a team and then use the appropriate leadership style to respond to the needs of the person.

Leveraging all the theory and design that has made Situational Leadership® II the world's most taught leadership training model, our new learning design, The SLII Experience, uses game-changing techniques that immerse learners in SLII quickly, deeply, and effectively.

Bringing together highly engaging classroom activities with pre- and post-tools helps reinforce, measure, and cement learning. Short, fast-paced learning scenarios using real work problems capture learners' attention. The outcome is that learners get up-to-speed and start using SLII faster than ever before." **\$849**

Fargo: Call for Dates • 8 a.m.-5 p.m.

Coaching Essentials

The Coaching Essentials program is designed for managers who want to engage in coaching conversations with their people to help them become self-reliant performers. Managers will learn and practice structured coaching conversations that will help their direct reports to be effective and independent. In support of the coaching conversations, managers will learn and practice the Coaching Process and the Essential Coaching Skills that support all conversations. **\$449**

Fargo: Call for Dates • 8 a.m.-5 p.m.

Team Leadership

Blanchard's Team Leadership teaches team leaders how to provide clarity, manage conflict, and build trust to successfully grow and sustain high performance teams. **\$449**

Fargo: Call for Dates • 8 a.m.-5 p.m.

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“Mary Beth was very positive and informative with some less than exciting topics.”

MIPRO

NEW CLASS

Introduction to the Lean Workplace

The Introduction to Lean Workplace helps organizations become both innovative and competitive, which in turn allows them to become prosperous. Lean is about creating the most value for the customer while minimizing resources, time, energy and effort. A lean approach to work is about understanding what's really going on at the place where value is created, and improving the processes by which products and services are created and delivered.

This engaging interactive course is designed to give you a broad understanding on how the lean principles, tools, and behaviors work together to enable Continuous Prosperity™ for all stakeholders. **\$349**

Facilitator: Jon Solseth

Fargo: Wednesday, June 3

8:30 a.m.-4:30 p.m.

Learning Objectives:

- Recognize where and how to apply lean principles, systems, and concepts, to increase value and eliminate waste in your daily work and processes.
- Resolve business challenges by testing and learning through evidence-based analysis, PDSA-based problem solving.
- Identify work activities as being “value-add,” “incidental,” or “waste” and understand how all three affect workflow.
- Understand how standard work, visual management, and clear metrics of success align and drive continuous improvement with the purpose.
- Understand the seven dimensions of Continuous Prosperity and explain why all seven are necessary for a transformation to occur.

NEW CLASS**Eliminate Public Speaking Fear in Three Easy Steps**

In this highly impactful short course, you will experience the power of these three simple steps first-hand. We've trained over 20,000 people in the last 18 years, and we've never had even a single person fail to increase confidence dramatically. The process works. It will work for you as well! Then, when you are ready to eliminate your public speaking fear for good, you may want to register for a 2-day Fearless Presentations® class, also offered here in your local area. **\$499**

Facilitators: Doug Staneart, Laura Lobo

Fargo: Thursday, May 14 • 1-4 p.m.

NEW CLASS**Fearless Presentations® 2-day Class**

There is really only one guaranteed way to absolutely eliminate public speaking fear. Reading a book can help. Watching videos can help. Listening to podcasts can help. However, all of these are missing the most important part of reducing nervousness – PRACTICE. That is why our presentation skills seminar can be so beneficial. As you gain effective new proprietary information about how to deliver better presentations, you'll also get to practice these new skills right away. Participants receive course materials and a lifetime full-access membership to Fearless Presentations® online and in-person training resources. **\$1,999**

Facilitators: Doug Staneart, Laura Lobo

Fargo: Monday, June 11 • 9 a.m.-5 p.m.

Tuesday, June 12 • 9 a.m.-4 p.m.

CLASS SERIES: EFFECTIVE FRIDAYS 1-5 p.m. • \$149 each class

Make a commitment to yourself to increase your value in your personal life and business by joining us on Fridays from 1-5 p.m. as you learn to increase your effectiveness. **Facilitator: Brian Fuder**

Increasing the Effectiveness of Interpersonal Communication

Participants will have the opportunity to investigate and find their own best ways of communicating to accommodate interacting with people of other styles. Participants will be introduced to listening and speaking habits, body language and intonation. In completing the course the participant will develop and be allowed to implement a plan to put their enhanced communication skills to good use. **Friday, May 15**

Delivering Effective Customer Service

Are your customers internal, external, or both? No matter the situation, effective customer service is vital. You need to be able to provide value to both your customers and to others around you, and sometimes these folks can be a bit challenging. Being prepared with the right mindset and some helpful techniques can help you work with those difficult people. **Friday, May 29**

Effective Conflict Management Principles

Conflict happens; put more than one sane person in a room and see how long it takes before conflict occurs. Conflict is the perception that one or more of our values, moral, or beliefs have been threatened or compromised. Conflict is the culmination of cognitive, emotional, relational, and behavioral traits that dwell in all of us. Conflict, unless resolved, will orbit like the moon around our planet and never realize a significant change.

Participants will have the opportunity to investigate and find how the eight parts of the conflict orbit affect us all. **Friday, June 5**

8 Effective Leadership Principles

What keeps you from becoming the most effective, the most successful, even the most significant leader that you can be? It is the fear of mediocrity or what is sometimes called the impersonator syndrome. You can never become an effective leader by avoiding or even ignoring the hard stuff. To be an effective leader we need to understand our strengths and our weaknesses.

Participants will have the opportunity to investigate and find how to put eight simple, but seldom used, principles to work to become an effective leader. **Friday, June 12**

Increasing Meeting Effectiveness

This presentation covers the human relations skills that are essential for building cooperation and positive results in meetings. Focusing on three components of effective meetings and meeting leadership strategy: pre-meeting planning, managing the meeting, and post-meeting follow up. **Friday, June 19**

Effective Decision Making

Making a decision for yourself can at times be a daunting task. Now think about making a decision that will not only affect you but potentially many more and may have dire financial consequences and may even jeopardize your job.

Participants will have the opportunity to discover eight steps to effectively make decisions and problem solve. **Friday, June 26**

Increasing Employee Hiring Effectiveness

This presentation covers the human relations skills that are essential for hiring managers in the hiring process, which includes recruiting, selecting, orienting, onboarding, and retaining new employees. Once hired an employee is a valuable asset but that asset needs to be nurtured and allowed to mature in their position. In this presentation, participants will look at effective selection techniques to increase retention, employee satisfaction, all the while decreasing the expense of turn over and poor hiring decisions. **Friday, July 10**

Presentation Strategies to Effectively Engage Your Audience

We live in the days of death by PowerPoint. Everyone has one and very few are as good as they could be or as effective as they should be. In this presentation the participants will gain an understanding of how best to identify needs, organize your materials, and effectively define the message to your audience.

Participants will have the opportunity discover eight strategies to effectively enhance your presentations. **Friday, July 17**

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“The trainer used real life examples or scenarios per our job titles to tie in the objectives and topic of the course.”



PROFESSIONAL DEVELOPMENT

NEW CLASS Business Writing for Career Success!

Do your business memos get the results you want? Do you panic when it is time to write long reports or a critical letter to a potential client? Do you find that your emails fall on deaf ears? If so, this course is for you!

Effective writing is a powerful tool in the business environment and can influence how successful you are in your career. Many people, however, who write on the job feel unsure about their skills and wish they had guidelines on how to express themselves better. **\$319**

Facilitator: Stephanie Manesis

Fargo: Tuesday, April 28 & May 5 • 1-5 p.m.

NEW CLASS Writing Copy that Sells!

Increase your sales and profits by writing effective copy for your online and offline efforts.

Are you frustrated with your efforts to write copy that really sells? Do you wish your copywriting skills were stronger so you could write easier and faster?

If so, this copywriting workshop is for you.

You will learn how to write better copy for your website, online ads, email campaigns and offline marketing and sales materials. This workshop offers you key guidelines and techniques for writing a successful copy that sells your product or services. At the end of the day, you will be armed with effective tools that you can use as soon as your return to work. **\$229**

Facilitator: Stephanie Manesis

Fargo: Wednesday, May 13 • 9 a.m.-4 p.m.

PROJECT MANAGEMENT

- Using the Scrum Framework for Agile Project Management
- Intro to Project Management

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“I really enjoyed the class. It was very detailed and gave great examples of ways to break down the project and the steps it takes to complete a project.”

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***Budgeting Basics**

Take this class to:

- Understand the reasons for budgeting
- Identify different types of budgets and their implications
- Understand the planning and research involved in creating a budget
- Create a budget
- Negotiate and sell the budget to management
- Manage a budget once it is established

\$149

Minimum and maximum enrollment required for all classes.

NEW CLASS Leading with Emotional Intelligence

Emotional intelligence is the ability to recognize our own emotions and the emotions of others and navigating those emotions to create positive outcomes. Emotional intelligence also plays a critical role in productivity, job satisfaction and customer service. Employees with high levels of emotional intelligence possess the ability to leverage their strength and work to improve weaknesses. This training session will expose participants to the concepts of emotional intelligence and how to use those skills to be more productive in the workplace. **\$79**

Facilitator: Mike Mitchell

Fargo: Tuesday, May 12 • 1-3 p.m.

The Path to an Inclusive Workplace

Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization. **\$149**

Facilitator: Claudette Peterson, Ed.D. and Tom O. Peterson, Ph.D.

Clifton (formerly Gallup) StrengthsFinder

The Clifton StrengthsFinder is an instrument developed at the Gallup organization that helps individuals identify their natural talents. It is based on positive psychology which teaches that there is a better return on investment if we develop our natural talents rather than focusing on our perceived weaknesses. **\$149**

Facilitator: Claudette Peterson, Ed.D. and Tom O. Peterson, Ph.D.

NEW CLASS Recognizing and Developing Your EQ

Is IQ or EQ more important in today's world? Which one will enable us to be more effective, positive, and successful? This five-hour highly interactive training explores the concept of emotional intelligence and the role it plays in positive thoughts and relationships with ourselves and others. Customized training of this material is available per company request. **\$169**

Facilitator: Kathy Marquette

Fargo: Wednesday, June 10 • 10 a.m.-4 p.m.

NEW CLASS Identify Your "Secret Sauce"

Most of today's successful entrepreneurs have proven that the key to an effective business strategy is being able to provide your goods and services with some special sort of twist that nobody else seems to be doing quite as well as you do. Then, by learning best practices for talking about that unique angle, you'll position yourself as the leader in your marketplace. After attending this power-packed training session, you'll have the tools in your toolbox for ramping up to the next level in your measurable sales and service results. **\$149**

Facilitator: Laura Lobo

Fargo: Thursday, April 16 • 1-5 p.m.

NEW CLASS Stress Busters (Self Awareness and Emotional Regulation)

In today's fast-paced world, high performers in all jobs will improve their capacity for long term results and career stamina when self-care strategies are put in place. If someone you know is at risk for workplace burn out, tell them about this course to ensure they'll be able to effectively stick around for the long haul. If that person is you, bring along a friend or coworker and hold each other accountable for these essential best practices that set both of you up for a rewarding and impactful lifetime of service in your unique and valuable areas of expertise! **\$149**

Facilitator: Laura Lobo

Fargo: Thursday, April 23 • 1-5 p.m.

NEW CLASS DIY Video-Making Basics

Make great videos featuring the most natural, authentic version of yourself. Once video making becomes part of your routine, just watch how effectively your business reaches and impacts your target market. Making authentic videos is a smart strategy, but it's not as easy as it looks. Get confidence-building tips and save yourself from unnecessary struggles in this value-packed full-day crash course. You'll be amazed at the transformation of both your mindset and your skill set! **\$449**

Facilitator: Laura Lobo

Fargo: Call for Dates • 9 a.m.-5 p.m.

NEW CLASS Voice Pizazz Blogging and Authorship Booster

It's no secret that either authoring a book or developing an online following through blogging are smart moves for both entrepreneurs and executive leaders. When you take career matters like these into your own hands, you set yourself apart. Practices like these demonstrate the character qualities and values that command higher salaries and pave the way to opportunities otherwise saved for the upper echelons. Don't waste another day at your current level. Step up your game with other like-minded high achievers by signing up today to become the best version of your professional self. For a three month duration, (12 online 2-hour sessions) this online course will involve a weekly 2-hour session tailored to the individual needs and goals of the participants. Prior to acceptance in this program, participants must complete an application to determine minimum qualifications and set up suitable matches with group teammates. **\$799**

Facilitator: Laura Lobo

Monday, May 11-Friday, June 19

SHRM CERTIFICATION PREP COURSE

**Next class starting in
September 2020!**

**\$899 FMHRA members
\$999 Non-members**



COMPUTER TRAINING

COMPUTER BASICS

*Basic Keyboarding

This eight-hour class is designed for beginners in keyboarding. Emphasis is placed on the development of correct key stroking techniques, skill in the mechanical operation of the computer, and proficiency in the application of these skills to simple keyboarding problems. **4-session Class • \$199**

*Intro to Computers Using Windows 10

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface.



This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users. **\$249**

Fargo: Monday, April 20

Wahpeton: Tuesday, May 19

8:30 a.m.-4 p.m.

ACCOUNTING

QuickBooks® and QuickBooks® Pro 2018

This 16-hour course contains 15 lessons with step-by-step instructions and illustrations that make it easy to learn QuickBooks. This class will teach you how to use many of the features available in QuickBooks Financial Software for Windows. **\$399**



Fargo: Tuesday, May 5 & Thursday, May 7 • 8 a.m.-5 p.m.

CRYSTAL REPORTS®



Crystal Reports® 2016 Level I

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation. **\$299**

Crystal Reports® 2016 Level II

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools that make it easier for other people to create reports. They may or may not have programming and/or SQL experience. **\$299**

Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.

ADOBE® CC8:30 a.m.-4 p.m. **\$289*****Adobe® Acrobat Pro DC****Level 1**

Fargo: Tues., June 16

Level 2***Adobe Illustrator****Level 1**

Fargo: Thurs., May 21

Level 2

Fargo: Wed., June 24

***Adobe InDesign****Level 1 - \$349 2-DAYS**

Fargo: Tues.-Wed., May 5-6

8:30 a.m.-12:30 p.m.

Level 2

Fargo: Thurs., June 11

***Adobe Photoshop****Level 1**

Fargo: Thurs., April 16

Level 2

Fargo: Thurs., May 14

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“Being that this is all new, I really learned a lot. The basics are really going to help me get a head start on designing.”

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***Designing Ads and Marketing Materials**

This class is for people who aren't trained to be graphic designers, yet have an interest in design or been asked to do a job that requires graphic design skills. Examples include working on or designing your own business cards, stationery, brochures, leaflets, postcards, inserts, fliers, and more. We will go over design concepts, how to lay out each item and how to set up the files correctly for printing. **\$289**

Fargo: Thursday, April 30
8:30 a.m.-4 p.m.

MICROSOFT® CLASSES*Office 2016** 8:30 a.m.-4 p.m.**ACCESS - \$249****Level 1**

Fargo: Thurs., April 23

Level 2

Fargo: Wed., May 20

EXCEL - \$249**Level 1**

Wahpeton: Tues., April 7

Fargo: Tues., April 14

Fargo: Tues., May 12

Wahpeton: Tues., June 9

Level 2

Wahpeton: Wed., April 22

Fargo: Tues., April 28

Fargo: Wed., May 27

Wahpeton: Mon., June 22

Level 3

Fargo: Tues., June 9

EXCEL PIVOT**TABLES - \$169****8 a.m.-12 p.m.**

Wahpeton: Fri., May 8

Fargo: Friday, May 15

ONE NOTE - \$169**8 a.m.-12 p.m.**

Fargo: Tues., June 23

OUTLOOK - \$249**Level 1**

Wahpeton: Wed., April 29

Level 2

Wahpeton: Mon., May 11

PROJECT - \$289**Level 1**

Fargo: Tues., June 2

Level 2

Fargo: Thurs., June 4

VISIO - \$249

Fargo: Thurs., April 30

WORD - \$249**Level 1**

Wahpeton: Thurs., April 2

Fargo: Thurs., April 16

Level 2

Wahpeton: Thurs., June 11

**NEW MICROSOFT® 2019**

8:30 a.m.-4 p.m.

EXCEL - \$249**Level 1**

Fargo: Thurs., May 21

WORD - \$249**Level 1**

Fargo: Thurs., June 25

Microsoft® Office 365™ Online (with Teams™ for the Desktop)

Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Outlook® mail and Teams™ messaging and meeting functionality. This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment.

Fargo: Thursday, June 18**8:30 a.m.-4 p.m. • \$249**

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“Small class, good access to instructor and content.”

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AutoCAD**AutoCAD 2020 Fundamentals**

The objective of AutoCAD 2018 Fundamentals is to teach students to create a basic 2D drawing in AutoCAD. All topics, including features and commands, relate both to AutoCAD and AutoCAD LT unless specifically noted otherwise in the courseware. **\$1,499**

Fargo: Monday, June 15-Friday, June 19 (40 hours) • 8 a.m.-5 p.m.**AutoCAD LT 2020 Essentials**

The objective of this 24 hour, three day AutoCAD/AutoCAD LT 2016 Essentials is to teach students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore, learning to use it can be challenging. **\$899**

Fargo: Monday, June 15-Wednesday, June 17 • 8 a.m.-5 p.m.

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“Great overview of the application; instructor was very willing to tailor the content to the needs of the class. Half day setup was very helpful – allowed me to keep caught up with work and stayed more “mentally fresh”.”

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NEW CLASS Improve Your Website!**Learn 21 factors that can impact the power of your website.**

Are you frustrated with the results of your website? Do you wish you could sell more or get more leads from your website? Do you want to maximize every dollar you spend on your website?

If so, this workshop is for you.

In this five-hour workshop, we will cover 21 “Front end” aspects of having a strong website. This workshop will not be covering technical aspects of your website, such as Search Engine Optimization (SEO) or XML files, but will be covering “front end” aspects such as copy, design, Opt-ins and CTAs. Armed with this knowledge, you will be able to easily make changes to your website to see better results and build your business.

Who will benefit from this workshop?

Anyone that works with websites... whether you are a business owner, graphic designer, marketer, or copywriter. This workshop will benefit those in for-profit and not-for-profit organizations. **\$199**

Facilitator: Stephanie Manesis

Fargo: Wednesday, May 20 10 a.m.-4 p.m.

GOOGLE CLASSES**Using Google G Suite**

In this 6.5 hour course, you will learn about the features and functionalities of the apps included in most G Suite editions—Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments. **\$249**

Fargo: Thursday, May 28 • 8:30 a.m.-4 p.m.

The Basics of Google Rankings 2.5 hours

Ranking your website on the first page of Google, also known as search engine optimization (SEO), is the life blood of small business marketing. In this presentation, you learn the basics of getting your website ranking higher on Google. Michael breaks down how Google works and the steps you can take, on your own and usually at little or no cost, that create a long-term search presence for your business and leads to a considerable increase in sales and profitability.

How to Leverage and Rank on YouTube 2.5 hours

Learn how to rank your videos on YouTube and leverage it for your business growth. YouTube is currently the second most popular website in the world and the untapped potential for small businesses to reach their ideal customers is huge! Best of all it's free, which makes it an incredibly powerful marketing tool.

Mastering Google Maps for Business 2.5 hours

Ever wondered why some businesses show over others in Google Maps? In this workshop, you'll the intricacies of Google Maps, but more importantly how to get your business to rank in the top “three-pack” and squash your local competition!

**PEARSON VUE® AUTHORIZED TEST CENTER**

To find available tests and register visit:

<https://wsr.pearsonvue.com>

Link to list of available tests:

https://home.pearsonvue.com/Documents/Test-center/test_center_available_exams.aspx

NEW CLASS**Data Analysis and Visualization with Microsoft® Excel® (D.A.V.E.)**

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel. **\$499**

Fargo:

Wednesday-Thursday, April 22-23

Fargo:

Monday-Tuesday, June 29-30

8:30 a.m.-4 p.m.

Cisco, CompTIA and MOC classes can be delivered as instructor-led, virtually or Online LIVE. Pricing varies by delivery option.

Contact Susie Carlson regarding pricing and training options.



Susie Carlson

*Training Manager/
Open Enrollment Training
701-231-6912
Susie.Carlson@ndscs.edu*

SECURITY

CyberSec First Responder: Threat Detection and Response

40 hours

EC-Council Certified Ethical Hacker (CEH) v9.0

40 hours

\$2,799



CyberSAFE Securing Assets for the End User

Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them.

This course will help you to:

- Understand security compliance needs and requirements.
- Recognize and avoid phishing and other social engineering.
- Recognize and avoid viruses, ransomware, and other malware.
- Help ensure data security on computers, mobile devices, networks, the Internet, and in the cloud.

Facilitator: Nick Lindhag

BUSINESS INTELLIGENCE: DASHBOARD IN A DAY

Brought to you by Nexus Innovations

Dashboard in a Day is a comprehensive 8-hour training session to help you understand and explore Power BI as a solution for business data collaboration. Dashboard in a Day is an introductory to intermediate course designed to accelerate your Power BI experience with practical, hands-on training. The workshop is meant for beginners as well as users with intermediate level skills and the goal is to give all the attendees a solid foundational knowledge of Power BI and a working dashboard of their data. **\$499**

Facilitator: Tony Ambrose and Taylor Pope

Fargo: Tuesday, June 16 • 8 a.m.-5 p.m.



MICROSOFT POWER PLATFORM

PowerApps, Flow, Common Data Service: App in a Day Workshop

App in a Day is a comprehensive hands-on training workshop designed to help you understand and explore leveraging the Microsoft Power Platform for custom business apps. App in a Day is an introductory to intermediate course designed for solution developers and power users with experience designing and developing business solutions. Our goal is to give all the attendees a solid foundational knowledge of Microsoft PowerApps, Microsoft Flow, the Microsoft Common Data Service, and practical experience to have the confidence to use these tools to build custom solutions for their organization. **\$649**

App in a Day Instructors: Tony Ambrose, Senior Director of Strategic Solutions, Nexus Innovations and Jordan Aaberg, Solutions Developer, Nexus Innovations.

Facilitators: Tony Ambrose and Jordan Aaberg

Fargo: Wednesday, May 6 • 8 a.m.-5 p.m.

Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.

SHARE YOUR KNOWLEDGE

JOIN OUR TRAINER ALLIANCE FOR NORTH DAKOTA'S WORKFORCE

SUBJECT MATTER EXPERTS are needed in the following areas to provide workforce solutions by sharing their expertise:

- Manufacturing Skills
(Faro Arm, Polyworks, CNC Machine, Mill, Lathe, Plasma)
- Customer Service
- Human Resources Topics
- Trade Skills
- Adobe Products

AND MORE

Contact Mary Beth Burns

701-231-6913

Mary.Beth.Burns@ndscs.edu

NDSCS-Fargo

1305 19th Avenue North
Fargo, ND 58102

NDSCS.edu/Workforce-Affairs



TRAINND | APPRENTICESHIPND | SKILLSND

The North Dakota State College of Science is an equal opportunity employer and equal opportunity educator.



TRUCK DRIVING

CDL/TRUCK DRIVING 80-HOUR CLASS

Includes classroom and behind-the-wheel training. Students satisfactorily completing the course will test for their Class A Commercial driver's license. This program qualifies for GI Bill funding.

4-week Monday-Thursday Class Sessions (Fargo)
7 a.m.-12 p.m. OR 12-5 p.m. (Choice of morning or afternoon classes)
 March 16
 April 20
 May 25

COST: \$3,995
DEPOSIT: \$500 (Required at registration and applied towards tuition)

CDL/TRUCK DRIVING 120-HOUR CLASS

Includes classroom and behind-the-wheel training. Students satisfactorily completing the course will test for their Class A Commercial driver's license. This program qualifies for GI Bill funding.

4-week Monday-Thursday Class Sessions (Fargo)
7 a.m.-3 p.m. (30-minute Lunch Break)
 March 16
 April 20
 May 25

COST: \$5,495
DEPOSIT: \$500 (Required at registration and applied towards tuition)

Additional classroom and drive time!

FOR MORE INFORMATION OR TO REGISTER

Shannon.M.Herman@ndscs.edu or 701-231-6922 Monday-Friday 8 a.m.-5 p.m.

.....
"I really liked the facilitator's knowledge about driving and overall understanding of the industry."

CDL TESTING INFORMATION

LOCATION: NDSCS-Fargo
 1305 19th Ave. N., Fargo

HOURS: By Appointment Only
 Fridays 8 a.m., 10 a.m. & 12 p.m.

COST: \$375
 (Paid in full prior to testing)

SCHEDULE APPOINTMENT:
 Call 701-231-6922

What to Bring

- All individuals registered for a CDL test must have a vehicle in proper working order with a current inspection sticker for the tractor and trailer. **Testers must provide their own vehicle for their road test.**
- The driver must have a valid driver's license from North Dakota and a commercial learner's permit that has been held for at least two weeks prior to taking the test.
- The driver must be in possession of a valid medical card and a current certificate of insurance for the vehicle used for testing.



Brian Ware
 CDL Instructor
 701-231-6934
 Brian.Ware@ndscs.edu



Shannon Herman
 Sales Coordinator
 701-231-6922
 Shannon.M.Herman@ndscs.edu



.....
 “Things are progressing well. Those that went to training are gaining more experience every day. The training did help accelerate this learning. We will definitely look to NDSCS for more training in the future.”

- Mike Rude,
 Tank Supervisor at TrueNorth Steel



Jerod Tengesdal
 Welding Technology Trainer
 NL3 PMI Training
 AWS, CWI, CWE, NC3
 Certified, NCCER
 701-231-6947
 Jerod.Tengesdal@ndscs.edu

INDUSTRIAL / MANUFACTURING

WELDING

Introduction to Welding Evening class dates coming soon—call for availability.

ATF Weld Testing Call for pricing.

Customized Welding

We provide a complete assessment of your company's welding process and customized training adjusted to your specific needs.

Entry Level Welder: NCCER Certifications

This 120-hour class includes both welding and forklift training and First Aid/CPR Certification. In addition, individuals gain entry level Gas Metal Arc Welding (GMAW) skills in accordance with the NCCER Program.

Welding Qualification and Certification AWS; ASME; API

Welding Shop Safety

Weld Symbols

GD&T

Introduction and Fundamental Principles

Provides a critical and simplified foundation in fundamental lessons in proper interpretation of engineering drawings used in the design, manufacture and inspection of parts, which have geometric controls applied per ANSI Y14.5M-1982 and ASME Y14.5M-1994.

Advanced Applications and Analysis

Provides advanced information in applications and analysis (per ASME Y14.5 and ASME Y14.5.1) involving optimization strategies for given design applications, manufacturing methodologies and measurement implications.



Snap-on Torque Certification

Completion of this 24-hour course allows the participant to take an online test and earn a nationally-recognized credential verifying proficiency in torque wrench usage.

Fanuc Robotics-Basic Programming and Operation

This 40-hour course is designed for students to become familiar with the basics of programming and operation of a Fanuc Robot. **\$999**

Facilitator: Lonnie Wurst

Wahpeton: June 15-19 • 8 a.m.-5 p.m.

Basic Mechanical Drives and Maintenance

This 16-hour course gives the student an introduction to select basic mechanical maintenance practices as they are used in industry. Belt Drives, Chain Drives, Lubrication, and precision measurement practices will be also covered.

MANUAL LATHE & MILL

Manual Mill Introduction

This 24-hour class covers the basics of manual mill, checking the machine for proper set up, setting up the part, operating the controls, types of tooling used, calculation of cutting speed and feeds, and performing common operations to create a part on the mill.

Manual Lathe Introduction

This 24-hour class covers engine lathe, setting up the part, operating the controls, types of tools, calculation of cutting speed and feeds, and performing common operations to create a part on the lathe.

SILICA SAFETY TRAINING

Silica Safety Training is designed to show employees working with Silica the health hazards associated with Silica exposure, and where does Silica originate. Other objectives covered in this two-hour course will be Engineering Controls, PPE (Personal Protective Equipment) minimum requirements, Exposure Limits, and Exposure Control Plan. This training is in compliance with OSHA standard 29 CFR 1926.1153.

ELECTRICAL/ELECTRONICS PRINCIPLES CLASS

This two-day lab/lecture-demonstration course covers the principles of DC Electrical and Electronics and applies to Agricultural, Construction and Trucking industries. **\$599**

This hands-on course will include:

- Ohm's Law
- Series/parallel circuits
- Schematic reading
- Test instruments
- Circuit components
- Multi-meter use in circuits
- A-Tech training boards
- Applications and testing of solid-state devices
- Repairing and troubleshooting electrical problems

Students are responsible for bringing their own meters.

Facilitator: E.B. Floersch III, Associate Professor, Diesel Technology, NDSCS

HAZWOPER

HAZWOPER is an acronym that stands for Hazardous Waste Operations and Emergency Response. HAZWOPER training is covered under OSHA standard 29 CFR Part 1910.120.

This 6-hour class adequately prepares emergency response and cleanup workers to clearly understand their role(s) in managing unexpected releases of hazardous substances so that they can act quickly and respond in a safe manner during an emergency. An unexpected release of hazardous substances, or a substantial threat of a hazardous substance release, can pose a significant health and safety risk to workers. Unexpected releases can be caused by operation failures and unrelated outside events (e.g., natural disasters, terrorism). Workers can encounter hazardous substances through waste dumped in the environment—a serious safety and health issue that continues to endanger life and environmental quality.

Facilitator: Paul Lubbers

MANUFACTURING & INDUSTRIAL CLASSES

- Weld Shop Safety
- Quality Control/Quality Assurance/Weld Inspection
- Gas Tungsten Arc Welding
- Gas Metal Arc Welding
- Blueprint Reading
- Weld Symbols
- Basic Metallurgy
- Plasma Arc Cutting
- Air Carbon Arc Gouge/Cut
- Press Brake and Shear Operation
- Shielded Metal Arc Welding
- Flux Core Arc Welding

OSHA

OSHA 10-hour

OSHA 30-hour



PRINT READING

Welding Print Reading

Customized - Basic to Advanced

- Machining
- Mechanical

BASIC METALLURGY

OTHER INDUSTRIAL TRAINING

Industrial Maintenance

Programmable Logic Controls

FIRE EXTINGUISHER TRAINING

This two-hour course includes simulated fires and fire extinguishers in hands-on simulations for fires inside our customized training trailer. OSHA Standard 1910.157(g)(1) states that "Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire-fighting."



Jane Cornell

CNA Administrative Assistant
701-231-6915
Jane.Cornell@ndscs.edu

NEW CLASS Excuse Me? You Said What? Tips for Effective Healthcare Communication

This four-hour interactive training looks at the communication process in the healthcare industry, specifically when conflict arises. Communication between various medical personnel is addressed along with challenges and barriers, sensitive communications and co-workers, and how to restore positive communication with constructive feedback. Customization of the training is available per facility request. **\$149**

Facilitator: Kathy Marquette

Tuesday, June 2 • 1-5 p.m.

HEALTHCARE

Certified Nursing Assistant (CNA)

This Certified Nursing Assistant (CNA) class has been developed for individuals who are interested in a career in nursing or preparing for employment as a Certified Nursing Assistant. The class involves both lecture and hands on lab instruction coupled with clinical experience in a classroom environment. Emphasis is placed on working with clients in the long-term care setting. A current mantoux test is required prior to participating in the clinical portion of the class.

Evening Classes

Monday, Wednesday & Thursday

April 13-May 11

5-10 p.m.

Clinicals: Thursday-Saturday, May 14-16

Test: Tuesday-Wednesday, May 19-20

Monday, Wednesday & Thursday

October 26-November 30

5-10 p.m.

Clinicals: Thursday-Saturday,
December 3-5

Test: Tuesday-Wednesday,
December 11-12

ENROLL ONLINE:

NDSCS.edu/Training > Search for Classes (Keyword "CNA")
or call Jane at 701-231-6915.

COST: \$549 | CNA TEST: \$165

Day Classes

Monday, Wednesday & Thursday

May 18-June 17

9 a.m.-2 p.m.

Clinicals: Thursday-Saturday, June 18-20

Test: Friday-Saturday, June 26-27

Monday, Wednesday & Thursday

August 10-September 9

9 a.m.-2 p.m.

Clinicals: Thursday-Saturday,
September 10-12

Test: Friday-Saturday, September 18-19

.....
"Great learning environment and
our instructor was amazing."
.....

ONLINE CLASSES

DEVELOPMENT DIMENSIONS INTERNATIONAL®



DDI has helped successful organizations around the world close the gap between where their business needs to go and the talent they must have to take them there.

DDI has worked with organizations in every industry, including manufacturing, healthcare, government agencies, finance/insurance, aerospace, pharmaceutical, technology, telecommunications, and consumer goods and services.

Leadership Series

- Communicating for Leadership Success
- Coaching for Peak Performance
- Delegating with Purpose
- Driving Change
- Resolving Workplace Conflict
- Setting Goals and Reviewing Results
- Journey

Online Leadership Series I \$599

- Communicating for Leadership Success **\$119**
- Setting Goals and Reviewing Results **\$119**
- Coaching for Peak Performance **\$119**
- Delegating with Purpose **\$119**
- Driving Change **\$119**
- Resolving Workplace Conflict **\$119**

NEW HORIZONS PARTNERSHIP

Along with instructor-led technology training, TrainND has partnered with New Horizons Computer Learning to offer training through “Online LIVE System” where students take classes online, but still interact with the instructor and fellow students. New Horizons has an extensive selection of vendor-authorized training and certifications for top technology providers, such as Cisco, Microsoft and VMware.

New Horizons – Training and Certifications

www.nhcomputerlearning.com/training-and-certifications

Training Benefits:

- The class dates listed on their website are Guaranteed to Run (G2R), so you can be assured there will be a class delivered that day.
- The student price you see noted on New Horizons’ website are discounted when working with TrainND and registering through us.
- No travel expenses or time spent away from home or the office.
- There is a maximum number of students allowed per class, as sometimes they do fill up – so we encourage you to contact us, and we can check the enrollment status and availability for you in advance.

Contact Susie Carlson at 701-231-6912 or Susie.Carlson@ndscs.edu for more information or to register for the series.



ONLINE LEARNING

Anytime, anywhere...just a click away!

Learn from the comfort of home!

ADVANCED CAREER TRAINING

**6-18 Month Format • Prepare for Certification
All Materials Included • Student Advisors**

Sample Categories Include:

- CPC Medical Billing / Coding
- Optician Certification
- CompTIA Certification
- Human Resource Professional
- Certified Bookkeeper
- Administrative Professional
- Mobile and Desktop Web Developer
- Lean Six Sigma Green Belt and Black Belt
- Veterinary Assistant

FUNDAMENTALS COURSES

**6 Week Format • Monthly Start Sessions
Discussion Areas • Expert Instructor**

Sample Categories Include:

- Speed Spanish
- Accounting Fundamentals
- A to Z Grant Writing
- Grammar Refresher
- Project Management
- WordPress Websites
- Medical Terminology
- SQL
- Photography
- Microsoft Excel
- Introduction to Interior Design

Visit our website for program details! NDSCS.edu/Ed2Go

CONSTRUCTION

Math is a vital part of construction, from basic math, to geometry, and even trigonometry. A good technician needs to be sharp with their skills and be able to quickly solve area and volume problems. Understanding units of measurement, slopes, grades, and distances need to be accurately calculated. Yes, we all have access to a calculator, but if you are not familiar with the process and what should be expected, you have no idea if your calculator is right or wrong.

Math for Construction

This class will be beneficial to anyone in the construction industries from carpenter, surveyor, project manager, technician, and even laborer. **\$179**

Course goals:

- Working with Whole Numbers
- Working with Decimal Numbers
- Working with Fractions
- Units of Measurement
- Unit Conversions
- Geometry
- Angular Units of Measurements
- Right Triangle Trigonometry
- Oblique Triangle Trigonometry
- Areas
- Volumes

Facilitator: Brian Fuder

Advanced Math for Construction

This class is intended for personnel needing a higher level of understanding of geometric, trigonometric and vector operations. It is expected that all participants have completed the Construction Math class or equivalent. **\$179**

Course goals:

- Geometry
- Angular Units of Measurements
- Right Triangle Trigonometry
- Oblique Triangle Trigonometry
- Areas
- Volumes
- Vector Geometry
- Coordinate Geometry
- Polar and Rectangular Coordinates

Facilitator: Brian Fuder

Build Your Employees' Skills with **CONSTRUCTION CORE TRAINING**

Have employees that need additional skills?

During the slower winter months send your employees to the Construction Core Training to build confidence and abilities.

Students learn soft skills like communication and employability. Other topics covered include construction math, safety, construction drawings and use of power and hand tools. This curriculum utilizes both classroom and hands-on work and evaluations to ensure graduates have the skills they need to be successful on the construction job site.

- ◆ Communication
- ◆ Employability
- ◆ Construction Math
- ◆ Safety
- ◆ Construction Drawings
- ◆ Power and Hand Tools



Pre-Skilled trades focuses on the vocabulary and math proficiency needed for the Skilled Trades class; class includes communication soft skills, job search and basic computer skills.

SKILLED TRADES CLASS OPTIONS:

Designed for students working 2nd and 3rd shifts.

■ Pre-skilled Trades:

Monday-Friday • 8:30 a.m.-1 p.m.
May 4-29 or August 3-26

■ Skilled Trades:

Monday-Friday • 8:30 a.m.-1 p.m.
June 3-30 or September 8-October 6



**Invest in your employees—
Construction Core offers basic skills
needed for success on the jobsite.**

SKILLSND PROGRAM



Classes are developed to help unemployed, underemployed or New Americans with or without a GED. Flexible instruction and small class sizes help students with self-confidence, study habits, and language skills. Generous scholarships are available for income-eligible people committed to job training and getting a job.

Skilled Trades | Pre-Skilled Trades For Construction & Manufacturing

Skilled Trades

81-hour class focuses on safety, use of hand and power tools, construction math, use of calipers and micrometer reading, and print reading. Successful participants receive an NDSCS Certificate for Skilled Trades. A math pre-test is required to qualify for class. Includes forklift training and tours. (Page 18)

Monday-Friday • 8:30 a.m.-1 p.m.
June 3-30 or September 8-October 6

Pre-skilled Trades

Focuses on basic math proficiency needed for the Skilled Trades class plus workplace safety and critical vocabulary. Communication skills, job search, and basic computer skills are included in the 81-hour class. (Page 18)

Monday-Friday • 8:30 a.m.-1 p.m.
May 4-29 or August 3-26

Forklift Class 4 | Class 5

OSHA certified 2-day forklift operator safety class with classroom instruction and driving. Class includes individual assistance with career assessment, resume, and review of interview skills. Check the SkillsND website for forklift dates.

Healthcare | Pre-Certified Nursing Assistant

In the past two years, EVERY Pre-CNA | CNA graduate said “I would not have passed CNA without pre-CNA class.” The book used in the NDSCS CNA class is studied with emphasis on vocabulary and healthcare concepts. Communication skills, job search, and basic computer skills are included in the 81-hour class.

- Class meets 3 times per week for 6 weeks to meet the needs of working students and/or parents.
- Class dates are aligned with the CNA class dates. (Page 16)

Monday, Wednesday & Thursday
April 6-May 15 • 8:30 a.m.-1 p.m.

Monday, Wednesday & Thursday
June 22-August 7 • 8:30 a.m.-1 p.m.

.....
“I found the teacher to be easy to understand. He made it interesting - very valuable.”



CLASSES INCLUDE: Basic Computer Training

- Internet Basics
- Email
- Word

Communication Soft Skills

- Workforce expectations
- Effective communication
- Resisting poor workplace behaviors

Job Search Skills

- Resumes and cover letters
- Interviews
- Online applications



.....
“Pre-CNA classes make you to have a strong foundation... I enjoy the classes with wonderful lecturers every day.”



Deanne Sperling
 SkillsND Director
 701-231-6918
 Deanne.Sperling@ndscs.edu



APPRENTICESHIPND

Responsive, Accessible and Flexible Training Solutions - Non-Credit Courses

Advance your education and apprenticeship skills while earning steady pay! Choose from over 100 non-credit correspondence courses in skilled craft positions.

Our customized program is set up for non-traditional students who may not be able to attend traditional classes. With today's job market, apprenticeship training gives you the advantage to compete in a global economy!

ApprenticeshipND correspondence courses are a great option for individuals who:

- ◆ are unable to attend traditional college,
- ◆ are looking for on-the-job training,
- ◆ are isolated apprentices,
- ◆ are place-bound, or
- ◆ want to earn steady pay, with progressive income.

Student Benefits

- ◆ Earn a paycheck from Day One that will increase over time as you learn new skills.
- ◆ On-the-job learning under the guidance of experienced and qualified personnel.
- ◆ Occupation-specific education/technical instruction.
- ◆ Training and certifications that meet industry/business standards.
- ◆ Opportunities to receive education, develop skills, and gain experience that will enable you to advance in your career.

Business Benefits

- ◆ Proven process for transferring the knowledge and skills of experienced personnel to new employees.
- ◆ Greater workforce competency and productivity.
- ◆ Partnerships with certification and licensing agencies.
- ◆ Valuable asset in the recruitment and retention of a highly qualified workforce.

Journeyworkers

- ◆ Receive up to 32 college credits with prior learning assessment.

.....

“Having the ability to work while completing my courses has been crucial. My family is too established where I am living and that would not allow me to take courses on site at NDSCS.”

.....

APPRENTICESHIPND PROGRAM

- ◆ Open enrollment all year
- ◆ Prices include all required materials and books
- ◆ Everything for the course is shipped directly to you
- ◆ Many programs are available online

CURRENTLY AVAILABLE PROGRAMS OF STUDY

- ◆ Electrical
- ◆ Plumbing/Pipefitting
- ◆ HVAC
- ◆ Carpentry
- ◆ Fiber Optics/Cabling
- ◆ Machine Tooling
- ◆ Sheet Metal

PHARMACY TECH IN TRAINING

Pharmacy Technicians are under direct supervision of a licensed pharmacist and assist the pharmacist to provide medication and healthcare products to patients and customers.

Responsibilities include:

- Evaluate Patient Information
- Receive and Verify Patient Prescriptions
- Prepare and Dispense Medications
- Count Tablets
- Label Bottles
- Stock Shelves
- Operate Cash Registers
- Administrative Duties
- Answer Phone Calls

The Pharmacy Tech In Training program prepares students for careers performing and managing the technical distributive functions in pharmacies and related industries. Educating students of pharmacy practice functions that do not require a pharmacist's professional education or judgment.

The student technician arranges on-the-job training with a participating pharmacist as a full-time employee while completing the 24-month non-credit modules with NDSCS ApprenticeshipND. The Student Technician is registered with the North Dakota Board of Pharmacy. The curriculum is accredited by ASHP and upon successful completion of the Program, the Student Technician will be eligible for the Pharmacy Technician Certification Board national certification exam.

Student Benefits

- Full-time employment and wages
- Start to a career path
- Gain on-the-job skills
- Complete ASHP accredited curriculum via distance
- Gain an education with little to no debt
- Successfully complete Pharmacy Technician Certification Board's national certification exam

Employer Benefits

- Student Technicians work on-the-job immediately
- Fills employment gaps and skill shortages
- High retention, low employee turnover
- Reduce cost of training
- Tailor on-the-job to your pharmacy needs



Brian Fuder
ApprenticeshipND Manager
701-231-6921
Brian.Fuder@ndscs.edu



Maggie Kluge
Apprenticeship Coordinator
Facility Rental Contact-Wahpeton
701-671-2206
Maggie.Kluge@ndscs.edu



FACILITY RENTAL

WHY HAVE YOUR NEXT MEETING OR TRAINING EVENT WITH US?

We have the perfect facilities for your next training event at NDSCS-Fargo or the Wahpeton campus.

The versatility at both locations enhances your opportunities for meetings, demonstrations, presentations, and partnership development to compete in today's market. These flexible spaces can be rented for labs, prototype development and specific equipment training for a firm or combination of firms.

Conference, Meeting and Computer Training Rooms - NDSCS-Fargo

- ◆ Seating capacity from 10-100
- ◆ Free and convenient parking right outside our doors.
- ◆ Free Wi-Fi throughout the building
- ◆ Video Conferencing with three ISDN lines and 70" TV monitor
- ◆ IT staff available for in house assistance from 7:30 a.m.-8 p.m. Monday-Thursday and 7:30 a.m.-5 p.m. Friday
- ◆ Catering available from coffee and snacks to a full meal
- ◆ Wild Grounds Coffee Shop in Fargo open Monday-Friday 7:30 a.m.-2:30 p.m. (During the academic year)

Book your room today!

Room equipment includes

- ◆ Mounted projectors and screens
- ◆ Podiums or instructor stations
- ◆ Sound systems
- ◆ Digital document cameras
- ◆ Wireless mics
- ◆ New HP EliteBook 850 G4 computers in computer labs

Available at no charge with room rental

- ◆ Flip chart, stand and markers
- ◆ Audio visual equipment

Also available for a minimal fee

- ◆ Laptops

.....

“Working with the staff at NDSCS in renting a room for teaching has been smooth and enjoyable. The staff is friendly, accommodating, and professional. The classroom is clean and spacious. We appreciated having tech support available during the day. Reserving a room, securing a contract, and getting confirmation were done efficiently. Working with the staff at NDSCS is ideal as it is evident that the staff members enjoy their work, co-workers, and workplace environment.”

Barbara Benda Nagle, Professional Artist, and Workshop Instructor, and Beverly Benda, Workshop Assistant

.....

FARGO & WAHPETON FACILITY RENTAL CONTACT



Shannon Herman
Sales Coordinator
701-231-6922
Shannon.M.Herman@ndscs.edu

JAMESTOWN

TrainND SE has partnered with the Jamestown Chamber of Commerce and the Jamestown/Stutsman Development Corporation to offer great quality training solutions.

Microsoft Excel 2016 Level 1

This 6.5 hour class provides the basic concepts and skills to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.



Wednesday, April 15 • 8:30 a.m.-4 p.m.

The Path to an Inclusive Workplace

Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization.

Wednesday, April 22 • 9 a.m.-12 p.m.

8 Effective Leadership Principles

What keeps you from becoming the most effective, the most successful, even the most significant leader that you can be? It is the fear of mediocrity or what is sometimes called the impersonator syndrome. You can never become an effective leader by avoiding or even ignoring the hard stuff. To be an effective leader we need to understand our strengths and our weaknesses.

Participants will have the opportunity to investigate and find how to put eight simple, but seldom used, principles to work to become an effective leader.

Wednesday, May 13 • 8:30 a.m.-12:30 p.m.

Designing Ads and Marketing Materials

This class is for people who aren't trained to be graphic designers, yet have an interest in design or been asked to do a job that requires graphic design skills. Examples include working on or designing your own business cards, stationery, brochures, leaflets, postcards, inserts, fliers, and more. We will go over design concepts, how to lay out each item and how to set up the files correctly for printing.

Wednesday, May 20 • 8:30 a.m.-4 p.m.

Get Going with QuickBooks® 2018 for Windows

First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2018. You can successfully complete this course without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using is recommended

Wednesday, June 3 • 8:30 a.m.-4:30 p.m.

The 17 Indisputable Laws of Teamwork

Everyone knows that teamwork is a good thing, in fact, it is essential. But how does it really work? What makes a winning team? Why do some teams go straight to the top, while others seem to go nowhere? This presentation will look deeply into how best to form teams, keeping teams focused, and celebrating the wins together as a team.

**Wednesday, June 17
8:30 a.m.-12:30 p.m.**



DEVELOPMENT
JAMESTOWN / STUTSMAN COUNTY



To register and for additional information contact:

Emily Bivens
701-252-4830
director@jamestownchamber.com

All classes are held at:

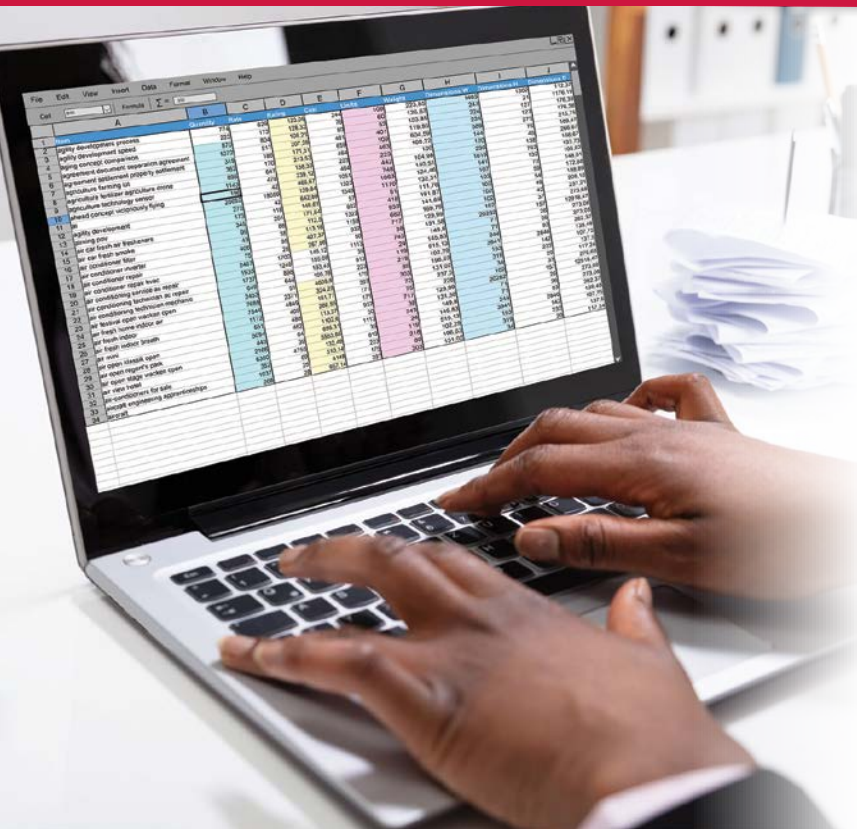
Jamestown Area Chamber of Commerce
120 2nd Street SE
Jamestown, ND 58401
Lower level class room



North Dakota State College of Science
800 Sixth Street North
Wahpeton, ND 58076

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NEW CLASS | Data Analysis and Visualization with Microsoft® Excel® D.A.V.E.



Technology and the data that it both collects and makes accessible is now interwoven with businesses and lives. The era of “big data” has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantage.

This two-day course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.

Wednesday-Thursday, April 22-23 OR **Monday-Tuesday, June 29-30**

8:30 a.m.-4:30 p.m.

NDSCS-Fargo

1305 19th Ave. N., Fargo, ND 58102

COST: \$499