It’s a competitive world. Train for it.

FEATURED CLASSES
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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.

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## 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.

The North Dakota State College of Science is committed to providing a healthy environment for all stakeholders. For COVID-19 guidelines go to NDSCS.edu/Training.
Mary Beth is conducting a virtual Management Essentials class from her office in Fargo, while Ed is producing the same class from NDSCS in Wahpeton!

Mary Beth was fantastic! It was an interesting training the whole time! Mary Beth was very positive and informative with some less than exciting topics!

I like that we could talk in our groups, it helps listening to others’ thoughts.

The environment was warm – Mary Beth was fantastic! It was an interesting training the whole time! Mary Beth was very positive and informative with some less than exciting topics!

BLANCHARD PROGRAMS
Facilitators: Mary Beth Burns and Ed Cronin

All Blanchard Classes are available In Person or Virtual – Call for Dates!

First-Time Managers
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. $449

Management Essentials
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. $449

Tuesday-Thursday, January 26-28 • 10 a.m.-12 p.m.

SLII 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. $299

Tuesday & Wednesday, February 2 & 3 • 10 a.m.-12 p.m.

SLII Experience 15-hour 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. $849

Tuesday-Thursday, March 2-4
10 a.m.-12 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

Tuesday-Thursday, March 2-4
10 a.m.-12 p.m.
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. \$299

Facilitator: Stephanie Manesis Call to schedule.

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 Call to schedule.

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

Call to schedule.

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

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.
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 Call to schedule.

NEW CLASS Grow Your Emotional Intelligence

In today’s fast-paced world of competitive workplaces, each of us is searching for effective tools that can help us become better leaders. It is no secret emotional intelligence (EQ) is key to your success. Everything DiSC® Agile EQ™ is a personalized learning experience that teaches you to read the emotional and interpersonal needs of a situation and respond accordingly. By combining the personalized insights of DiSC® with active emotional intelligence development, you’ll discover an agile approach to workplace interactions and learn to navigate outside your comfort zone, empowering you to meet the demands of any situation. In this training, you will discover your EQ strengths, recognize your EQ potential, and commit to customized strategies for building agility. All participants will complete an Everything DiSC® Agile EQ™ assessment. $169 plus $130 for materials.

Facilitator: Lindsey Cernik Call to schedule.

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 Call to schedule.

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 Call to schedule.

NEW CLASS 7 Ways to Strengthen Your Company’s Online Reputation in Virtual Meetings

Because your company’s online reputation will affect customer retention metrics, great leaders must raise the bar!

In this class you will learn:
- To project a professional image always bring your best game.
- To prevent classic blunders by anticipating technical issues.
- An appropriate energy level keeps Attention without being distracting.
- How practicing consistency builds lasting trust.
- How to maximize impact by using superior listening skills.
- To gather feedback for continuous self-improvement.
- To reflect and add polish to your image of success.

$149

Facilitator: Laura Lobo Call to schedule.

NEW CLASS Protect and Respect our Elders

Elder abuse refers to any intentional or negligent act by a caregiver that causes harm, or serious risk of harm, to a vulnerable adult. The victims are usually vulnerable and depend on others because they cannot help themselves. Abusers are often caregivers or well trusted individuals, such as family members, friends, or acquaintances.

In this two-hour session learn about the Types of Elder Abuse, Warning Signs and How to Prevent Elder Abuse. $99

“I care for those that once cared for us is one of the highest honors.” – Tia Walker

Facilitator: Leo Rognlin Call to schedule.
Instructor was easy to listen to. They did a very good presentation.

Ed has an easy way of explaining information so I could understand it.

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.

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

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

Facilitator: Tony Ambrose, Senior Director of Strategic Solutions, Nexus Innovations

Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.
ACCOUNTING
Get Going with QuickBooks® 2020 for Windows
First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functional $349
Fargo: Tuesday, January 26 • 8 a.m.-5 p.m.
Keep Going with QuickBooks® 2020 for Windows $349
Fargo: Thursday, January 28 • 8 a.m.-5 p.m.
QuickBooks trial licenses are free to students of for these classes!

AutoCAD
AutoCAD 2020 Fundamentals
The objective of AutoCAD 2020 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. $1,899 (40 hours)

AutoCAD LT 2020 Essentials
The objective of this 24-hour, AutoCAD/AutoCAD LT 2020 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. $1,199

SECURITY
Also available online - self study format.

CyberSec First Responder: Threat Detection and Response 40 hours

EC-Council Certified Ethical Hacker (CEH) v9.0 40 hours

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. Facilitator: Nick Lindhag

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

MICROSOFT CLASSES
Classes offer In Person or Virtual. Call for more information.

Office 2016
ACCESS - $249
Level 1 & Level 2

EXCEL - $249
Level 1
Fargo: Thursday, January 7, 2021
Fargo: Thursday, March 11, 2021

Level 2
Fargo: Thursday, January 14, 2021
Fargo: Thursday, March 18, 2021

EXCEL PIVOT TABLES - $169

OUTLOOK - $249

PROJECT - $289
Part 1 & Part 2

ONE NOTE - $169

VISIO - $249

WORD - $249
Level 1 & Level 2

Office 2019

EXCEL - $249

WORD - $249

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. $249

ADOBE CC 2020

Adobe Acrobat Pro DC Level 1 & Level 2 – $349

Adobe Illustrator Level 1 & Level 2 – $349

Adobe InDesign Level 1 - $549 NOW 12 HOURS Level 2 - $349

Adobe Photoshop Level 1 & Level 2 – $349

I learned new things about a program I use often.

The instructor was very informative, and he was easy to follow along.

WE CAN ACCOMMODATE THAT!
Some of our classes only need a minimum of two people to attend, so please let us know and we can work with you to deliver the training!
The CDL/Truck Driving 40-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 and third-party employment agencies.

**COVID-19 Considerations:** To help limit exposure to COVID-19, NDSCS is taking additional precautions during CDL classes. Class will be one-on-one training with instructor to maintain social distancing guidelines and truck will be sanitized between students. When social distancing is not possible, NDSCS employees will be wearing face coverings — students are required to do the same.

**FOR MORE INFORMATION OR TO REGISTER**
Shannon.M.Herman@ndscs.edu or 701-231-6922 Monday-Friday 8 a.m.-5 p.m.

**CLASS SESSION DATES**
Classes Monday-Thursday only. No classes on Fridays, Saturdays or Sundays.

- January 11-26
- January 18-February 2
- February 8-23
- February 15-March 2
- March 1-16
- March 15-30
- March 22-April 6

Time: Choose one of our time slot options listed below.
- 6-10 a.m.
- 10 a.m.-2 p.m.
- 2-6 p.m.

**COST:** $3,995

**DEPOSIT:** $500

(Deposit required at registration and applied towards total cost.)

For additional class session dates, please visit: NDSCS.edu/CDLtraining

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**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.

**COST:** $3,995

**DEPOSIT:** $500

(Deposit required at registration and applied towards total cost.)

For additional class session dates, please visit: NDSCS.edu/CDLtraining
INDUSTRIAL / MANUFACTURING

MANUFACTURING & INDUSTRIAL CLASSES
◆ Air Carbon Arc Gouge/Cut
◆ Blueprint Reading
◆ Basic Metallurgy
◆ Plasma Arc Cutting
◆ Press Brake and Shear Operation
◆ Flux Core Arc Welding
◆ Industrial Maintenance
◆ Programmable Logic Controls
◆ Snap-On Torque Certification

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.

OSHA
OSHA 10-hour & OSHA 30-hour

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

*Students are responsible for bringing their own meters.*

† 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

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

Arch Welding
Gas Tungsten, Metal, Shielded Metal
THE PATHWAY TOWARDS SUCCESS
REGISTERED APPRENTICESHIP PROGRAMS AT NDSCS

What is a Registered Apprenticeship?
A registered apprenticeship is a proven workforce development opportunity designed to meet the challenges that many of today’s employers are facing.

5 CORE COMPONENTS OF REGISTERED APPRENTICESHIP:

Employers Assist with the Development of Programs
The need of the employer is foundational to the development of the Registered Apprenticeship.

On-The-Job Learning
The employer identifies a mentor to assist in training the apprentice.

Related Technical Instruction
NDSCS provides along with employer and industry recognized subject matter experts, the educational materials for each program.

Rewards for Skills Obtained
Apprentices receive wage progressions, at least annually to recognize the increased skills the apprentice has obtained.

Nationally Recognized Credentials are Earned
Registered Apprenticeship Programs result in a nationally recognized credential that is a guarantee to employers that apprentices are fully qualified for their chosen occupation.

Benefits for Employers
Registered Apprenticeship Programs help employers develop highly skilled employees. These programs can also greatly reduce turnover rates, recruiting and onboarding costs all while increasing satisfaction, productivity, safety and loyalty. Additionally, knowledge and experience of current employees is perpetuated in the new apprentice’s development.

- Tailored Training Programs
- Knowledge Retention
- Registered Apprenticeship Programs
- Cost Savings
- Greater Loyalty from Employees

Benefits for Apprentices
Apprenticeship is a career pathway, training and guiding an apprentice through the first few years on the job. By the end of the program, apprentices are well equipped and valuable assets to their employer.

- Employment Guarantee
- Affordable
- Pathway to an Associated Degree
- Industry Supported Education
- Flexible Schedules and Self-Paced

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.
GETTING STARTED

Apprentices
STEP 1: Learn more by visiting NDSCS.edu/ApprenticeshipND
STEP 2: Apply to ApprenticeshipND
STEP 3: Set up appointment for screening

This process is designed to help you determine what will best fit you and your goals and how we at ApprenticeshipND can help you become more successful in today’s workforce.

Employers
A Registered Apprenticeship Program is a tried and true approach that is beneficial in preparing workers for jobs and meeting the needs of businesses for a workforce that is highly skilled and ready to perform.

ApprenticeshipND will assist you in:
- Exploring your specific needs
- Identifying key players
- Building the core components of a Registered Apprenticeship Program
- Launching your program to get employees working in the areas you need them.

Contact ApprenticeshipND to get started on exploring an apprenticeship strategy to meet your needs for highly skilled workers.

RELATED TECHNICAL INSTRUCTION
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!

Currently available programs of study:
- Electrical
- Plumbing/Pipefitting
- HVAC
- Carpentry
- Fiber Optics/Cabling
- Machine Tooling
- Sheet Metal
- 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

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.

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.
“\nIt really helped me to have confidence in myself and for job interviews.
\nI found the teacher to be easy to understand. He made it interesting - very valuable.

We’re taking on new challenges at SkillsND including pre-apprenticeship programs for healthcare, manufacturing, construction and more. Classes are now offered as modules which allows for students to pick up the skills they need.

SKILLED TRADES | PRE-SKILLED TRADES CONSTRUCTION & MANUFACTURING

Pre-Skills: February 16-March 12 • 8:30 a.m.-1 p.m.
Skilled Trades: March 15-April 9 • 8:30 a.m.-1 p.m.

Pre-skilled Trades Modules
- Basic Math Review for Workplace
- Safety and Tools
- Communication for the Workplace
- Skilled Trades Job Search Skills

Skilled Trades Modules
- Construction Math/Print Reading Skills
- Power and Hand Tools
- OSHA/Forklift Safety
- Communication Skills/Job Search

Deanne Sperling
SkillsND Director
701-231-6918
Deanne.Sperling@ndscs.edu
CNA/HEALTHCARE
SkillsND’s goal is to develop a comprehensive pathway for people entering the healthcare field. Knowledge and skills gained through Certified Nurse Assistant (CNA) training and work in long-term care is a strong healthcare foundation.

Pre-CNA and CNA classes are sequenced so that anyone who needs additional time or study can take Pre-CNA modules. Small class sizes help Pre-CNA students establish study strategies and skills, build self-confidence and increase critical thinking skills.

Healthcare Pre-CNA Modules
■ Healthcare Concepts and Medical Vocabulary
■ CNA Job Search – Computers for Work, Job Search Skills

Generous Pre-CNA scholarships are available for income-eligible people.

CLASS SCHEDULE
Healthcare/Pre-CNA Day Class – Fargo
January 5-February 4, 2021 • 8:30 a.m.-1 p.m.
March 22-April 15, 2021 • 8:30 a.m.-2 p.m.
June 7-July 1, 2021 • 8:30 a.m.-2 p.m.

CNA
■ 75-hour class meets the requirements of the ND Health Department.
■ Emphasis is placed on working with clients in long-term care settings.
■ The class includes lecture and skills instruction.
■ Classes typically meet 3 times per week – a schedule that is geared for working people and to allow time for adequate study.

Cost: $559 | CNA Test: $185

CLASS SCHEDULE
CNA Day Class – Fargo
February 8-March 9, 2021 • 8:30 a.m.-2:30 p.m.
April 19-May 25, 2021 • 9 a.m.-2:30 p.m.
July 7-August 10, 2021 • 9 a.m.-2 p.m.

CNA Night Class – Fargo
January 4-February 9, 2021 • 5-10 p.m.
June 1-June 29, 2021 • 5-10 p.m.

CNA Day Class – Jamestown
September 21-October 3, 2020 • 10:30 a.m.-7:30 p.m.
January 19-February 6, 2021 • 11 a.m.-8 p.m.
March 15-27, 2021 • 11 a.m.-8 p.m.
June 7-19, 2021 • 11 a.m.-8 p.m.

INTERESTED IN A FULFILLING TEACHING OR VOLUNTEER ROLE?
SkillsND is looking for people committed to helping adults move into successful jobs and careers.
Contact us today.

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

NDSCS.edu/CNAregistration

PRE-CNA & CNA CLASS REGISTRATION
NDSCS.edu/CNAregistration

PRE-CNA & CNA CLASS QUESTIONS?
Online NDSCS.edu/CNA
Email NDSCS.CNA@ndscs.edu
Call 701-231-6930
ONLINE CLASSES

Learn from the comfort of home! Visit our website for program details! NDSCS.edu/Ed2Go

ADVANCED CAREER TRAINING 6-18 Month Format
Prepare for Certification • All Materials Included • Student Advisors

Sample Categories Include:
- CPC Medical Billing / Coding
- Optician Certification
- Human Resource Professional
- CompTIA Certification
- 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

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

The North Dakota State College of Science is an equal opportunity employer and equal opportunity educator.
NOW BOOKING ROOM RENTALS!
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.

The North Dakota State College of Science is committed to providing a healthy environment for all renters and guests. For COVID-19 guidelines go to NDSCS.edu/Rentals.

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
◆ 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)

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

“NDSCS frequently provides WCCO Belting with a variety of rooms for classes, meetings or breakout sessions for large groups or small. The staff is professional to work with and attentive to all the details necessary to make it a successful event for us, including room configuration, IT needs, and catering! During the recent COVID-19 pandemic, we feel confident that this is a safe location for our employees to gather.
- Kay Braun
WCCO Belting Inc.”

FARGO & WAHPETON FACILITY RENTAL CONTACT
Shannon Herman
Operations Specialist
701-231-6922
Shannon.M.Herman@ndscs.edu
LEADING VIRTUALLY
Tuesday-Thursday, March 16-18 • 10 a.m.-12 p.m.

Based on almost 20 years of helping managers lead virtually, this program focuses on three key practices proven to boost manager effectiveness in a virtual environment.

Managers first learn how to Be Present and Mindful by communicating intentionally with remote team members, structuring conversations for maximum impact, and honoring each other’s work preferences.

The true test of a leader is what happens when you are not there. And for virtual leaders, that’s all the time!

—Ken Blanchard