

JULY - SEPTEMBER 2021

BUSINESS & INDUSTRY

PROFESSIONAL
EMPLOYEE
TRAINING &
DEVELOPMENT

TRAINING CATALOG

FEATURED CLASSES
**BUSINESS INTELLIGENCE:
DASHBOARD IN A DAY**

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ONLINE CLASSES

PAGE 14 & 16

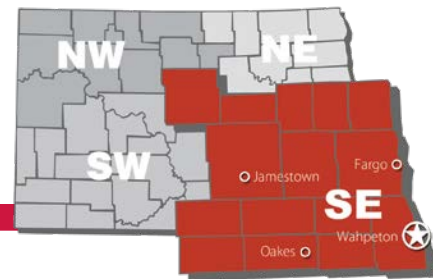
[It's a competitive world. **Train for it.**]

NDSCS
DIVISION FOR WORKFORCE AFFAIRS
TRAINND | APPRENTICESHIPND | SKILLSND

TRAINND

trainND
SOUTHEAST

Powered By:
North Dakota State College of Science



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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 /NDSCSworkforceaffairs

Division for Workforce Affairs
North Dakota State College of Science

800 6th St. N., Wahpeton, ND 58076
800-342-4325, ext. 2206

NDSCS-Fargo

1305 19th Ave. N., Fargo, ND 58102
701-231-6915

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 NDSCS-Wahpeton, NDSCS-Fargo, at your site or virtually.
- ◆ **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.

TRAINND SOUTHEAST STAFF



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PROFESSIONAL DEVELOPMENT, MANAGEMENT & LEADERSHIP



“ 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.

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.

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 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.**



I like the content and how we can use to relate to my job. I love the interaction with peers in our industry as well. interesting to see a method to coaching.

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 4-hour 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.**

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.**

Minimum and maximum enrollment required for all classes.

BLANCHARD PROGRAMS FOR YOUR LEADERSHIP LEARNING JOURNEY

Ken^{THE}**Blanchard**
COMPANIES

Facilitators: *Mary Beth Burns and Ed Cronin*

A learning journey is a position/needs specific, designed learning experience that occurs over a period of time and involves a whole series of different learning elements and learning experiences involving different methods and channels.

Whether you are or hope to be, a supervisor, manager, group leader, or an emerging leader in your organization, we can help you on your path to success. The foundation of the leadership journey is based on Ken Blanchard Companies Programs in addition to other skills that are needed to lead people effectively.

All of these classes can be delivered in the classroom, virtually or online (self-paced).

Self-Leadership

Before becoming the leader of others, it is important to be a self-leader. In this class you will learn the about the mindset: challenge assumed constraints, activate points of power, and be proactive, and the skillset: goal setting, diagnosing and matching to get what you need to succeed.

\$499

Fargo: Tuesday, July 20 • 9 a.m.-4 p.m.

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**

Call to schedule.

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**

Fargo: Tuesday, August 24 • 9 a.m.-4 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: Tuesday, September 14

9 a.m.-4 p.m.

SLII Concepts

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**

Fargo: Tuesday, August 3 • 8 a.m.-12 p.m.

SLII Experience

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**

Call to schedule.

Conversational Capacity

Conversational Capacity® teaches people how to engage in constructive, learning-focused dialogue when challenging topics or conflicts arise so they can make informed decisions and find the best solutions, even under high pressure. That’s where difficult exchanges turn into learning opportunities and unfocused meetings become innovation incubators. **\$449**

Fargo: Tuesday, September 28

9 a.m.-4 p.m.

Leading Virtually

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. **\$449**

Call to schedule.

Human Resource Topics *2-Hour Virtual Classes*

Facilitator: Janie Breth **Call to schedule.**

- **Lawful, Legal & Effective Interviewing – \$99**
- **Performance Appraisal as an Ongoing Process – \$99**
- **Progressive Discipline and Terminations – \$99**
(How to avoid a wrongful discharge lawsuit)
- **Preventing Harassment in the Workplace – \$99**

All About DISC-Team Building

In this four-hour session, you will learn about the four DISC styles. DISC measures behavioral style. It does not measure intelligence, aptitude, mental health or values. Members complete a DiSC assessment which creates a DISC profile which describes human behavior in various situations, for example how you respond to challenges, how you influence others, your preferred pace and how you respond to rules and procedures.

A high performing team exists when there is diversity in their abilities and an agreed commitment to accomplish the same objectives. Working well in a team requires navigating the interactions among team members in a way that propels the team forward.

The DISC Styles delivers a framework with which to better comprehend the motivations and preferences of each member. This accelerates a Team from Forming to the Performing Stage **\$229**

Facilitator: Mary Beth Burns **Call to schedule.**

“*Was very interesting to see results. Should help with managing people. I can definitely use when I go back.*”

Leading with Emotional Intelligence

In this four-hour class you will learn how to Manage your emotions by recognizing how thoughts and emotions are connected. You will also learn how to improve your self-control by identifying physical cues that indicate your emotions may be taking over.

Also discover how emotional intelligence can help you develop more positive relationships at work and a more optimistic outlook. **\$229**

Facilitator: Kathy Marquette **Call to schedule.**

“*This class was awesome! Kathy was engaging and kept attention. I love this type of topic*”

Introduction to Public Speaking and Conducting Meetings

In this two-part, Introduction and Practice, eight-hour class, you will learn the basics of public speaking with the opportunity to gain proficiency in the basic types of speeches while freeing student from some of the problems of stage fright, organization and delivery. In the second four-hour session you will learn to create an agenda, manage the time, generate participation and lead the group through the process of creating an action plan and next steps. **\$379**

Facilitator: Laura Lobo **Call to schedule.**

Better Business Writing

In this six-hour class you will learn to create more engaging presentations, more actionable e-mails and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We're surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much-needed edge. **\$299**

Facilitator: Stephanie Manesis **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.**

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**

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

Facilitator: Leo Roglnin **Call to schedule.**

COMPUTER TRAINING



The very basics were explained. The facilitator made the class interesting. He was very knowledgeable.

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!



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
701-231-6912
Susie.Carlson@ndscs.edu

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 • Trainer: Tony Ambrose and Taylor Pope**
Fargo: Wednesday, August 4 • 8 a.m.-5 p.m.

NEXUS
INNOVATIONS

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**

Trainer: Tony Ambrose

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, July 27 • 8 a.m.-5 p.m.

Trainer: Carol Hansen

Keep Going with QuickBooks® 2020 for Windows

\$349

Fargo: Thursday, July 29 • 8 a.m.-5 p.m.

Trainer: Carol Hansen

QuickBooks trial licenses are free to students of for these classes!



Instructor was great. She took the time to make sure we all knew what we were doing

AutoCAD

AutoCAD 2021 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)

Virtual: Monday-Friday, August 9-20 • 9-11 a.m. & 2-4 p.m.

Trainer: Ed Cronin

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**

Virtual: Monday-Friday, August 9-13 & Monday, August 16 • 9-11 a.m. & 2-4 p.m.

Trainer: Ed Cronin



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.

Trainer: Nick Lindhag



Presentation style was pleasant, lively and interesting.

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** (16-hour)

Virtual: Tuesday-Friday, September 14-17 • 9-11 a.m. & 2-4 p.m.

Trainer: Ed Cronin

MICROSOFT® CLASSES

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

Classes are 8 a.m.-4 p.m. unless listed.

Office 2016

ACCESS - \$289

Level 1

Fargo: Tuesday, July 6

Level 2

Fargo: Thursday, July 8

EXCEL - \$289

Level 1

Fargo: Tuesday, August 3

Level 2

Fargo: Thursday, August 5

EXCEL PIVOT TABLES - \$199

Fargo: Wednesday, August 25

OUTLOOK - \$289

Level 1

Fargo: Tuesday, September 7

Level 2

Fargo: Thursday, September 9

ONE NOTE - \$199

POWERPOINT - \$289

Level 1

Fargo: Tuesday, August 17

Level 2

Fargo: Thursday, August 19

PROJECT - \$289

Level 1 & Level 2

VISIO - \$289

WORD - \$289

Level 1

Fargo: Tuesday, August 10

Level 2

Fargo: Thursday, August 12

ADOBE® CC 2020

Classes are 8:30 a.m.-4:30 p.m. unless listed.



Adobe® Acrobat Pro DC
Part 1 & Part 2 – \$349



Adobe Illustrator
Part 1 – \$349

Fargo: July 16

Virtual: September 22



Adobe InDesign
Part 1 – \$399

Virtual: July 28 • 8 a.m.-12:30 p.m. & July 29 • 12:30-5 p.m.



Adobe Photoshop
Part 1 – \$349

Virtual: August 4



PROFESSIONAL CDL



Doing one on one training was great but mostly enjoyed time spent with the trainer learning new things every day. It was a great experience.

- Abraham Snetter



CDL TESTING INFORMATION

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

HOURS: By Appointment Only
Call Shannon 701-231-6922

COST: \$100 (Paid in full prior to testing)

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.

CDL/TRUCK DRIVING 40-HOUR CLASS

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.

FOR MORE INFORMATION OR TO REGISTER

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

CLASS SESSION DATES

Classes Monday-Thursday only. No classes on Fridays, Saturdays or Sundays.

Dates:	September 27-October 12	October 25-November 9
	September 7-22	October 4-19
	September 13-28	October 18-November 2
		November 8-24
		November 15-December 1

Time: 6-10 a.m., 10 a.m.-2 p.m. or 2-6 p.m.

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

COST: \$3,995

DEPOSIT: \$500 (Deposit required at registration and applied towards total cost.)



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Leroy Sisco
CDL Trainer

INDUSTRIAL / MANUFACTURING



“ 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

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
- ◆ Fanuc Robotics-Basic Programming and Operation
- ◆ Basic Mechanical Drives and Maintenance
- ◆ Fire Extinguisher Training
- ◆ Silica Safety Training
- ◆ HAWOPER (Hazardous Waste Operation and Emergency Response)

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.

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

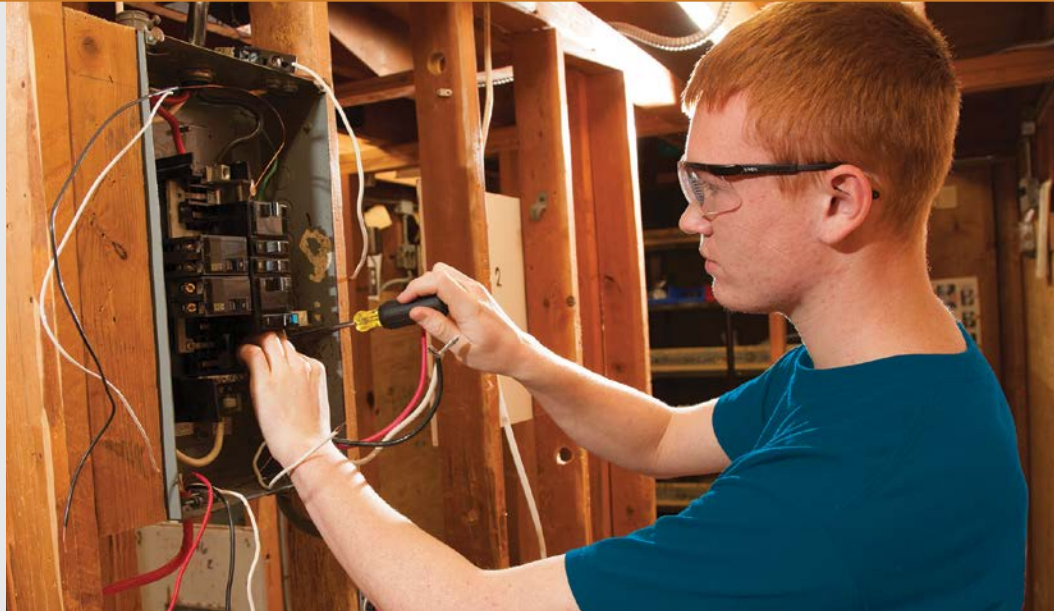
Gas Tungsten, Metal, Shielded Metal

APPRENTICESHIPND



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.



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.



Rewards for Skills Obtained

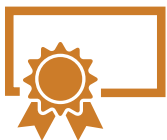
Apprentices receive wage progressions, at least annually to recognize the increased skills the apprentice has obtained.



Related Technical Instruction

NDSCS provides along with employer and industry

recognized subject matter experts, the educational materials for each program.



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

GETTING STARTED

Apprentices

STEP 1: Learn more by visiting [NDSCS.edu/ApprenticeshipND](https://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 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 components
- 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.

REGISTERED APPRENTICESHIP PROGRAMS

Currently ApprenticeshipND is managing Related Apprenticeship Programs in the areas of Emergency Medical Technician and Construction Equipment Mechanic. These programs are recognized by the US Department of Labor, Office of Apprenticeship. Recruiting, screening and selection of apprentices is currently underway.

For more information contact NDSCS.RegisteredApprenticeship@ndscs.edu

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

- ◆ **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 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.



Brian Fuder
ApprenticeshipND
Manager
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SKILLSND PROGRAM



It really helped me to have confidence in myself and for job interviews.



I 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.

Visit [NDSCS.edu/SkillsND](https://ndscs.edu/SkillsND) for up-to-date information about classes and apprenticeship opportunities.

Email: NDSCS.SkillsND@ndscs.edu

SKILLED TRADES | PRE-SKILLED TRADES CONSTRUCTION & MANUFACTURING

Pre-skilled Trades Modules

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

Skilled Trades Pre-Apprenticeship Modules

- Construction Math/Print Reading Skills
- Power and Hand Tools
- OSHA/Forklift Safety
- Communication Skills/Computer Literacy



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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.

CNA-Healthcare Basics

- Generous Pre-CNA scholarships are available for income-eligible people.
- Visit NDSCS.edu/SkillsND for up-to-date information about Pre-Healthcare.

CNA Hybrid Classes

- Hybrid classes meet the needs of rural health care and other home-bound students. Class is 80% synchronous learning (real time with the instructor) and 20% face to face instruction at the NDSCS-Fargo Campus.
- Hybrid class requires a computer with a microphone and camera, stable internet, and commitment to online learning.
- 75-hour hybrid class meets the requirements of the ND Health Department
- Testing for NDSCS CNA students is scheduled at the end of the classes.

Class Cost: \$569 (includes book, workbook and supplies)

CNA Certification Test: \$169 (if purchased with the class registration)

CLASS SCHEDULE AT NDSCS-FARGO

Visit NDSCS.edu/CNAregistration and NDSCS.edu/CNA for more information and the specific schedule of classes.

July 5-July 22, 2021 • 8 a.m.-3 p.m.*

CNA CERTIFICATION TESTING

NDSCS-Fargo is a test site for the North Dakota CNA Certification Exam and provides testing in support of the healthcare industry.

Testing is held approximately two times per month.

CNA Certification Test: \$220*

Visit NDSCS.edu/CNAtesting for costs, dates, and rates.

PRE-CNA & CNA CLASS REGISTRATION

NDSCS.edu/CNAregistration

CNA CLASSES

NDSCS.edu/CNA

CNA TESTING

NDSCS.edu/CNAtesting

PRE-CNA & CNA CLASS QUESTIONS?

Online NDSCS.edu/CNA

Email NDSCS.CNA@ndscs.edu

Call 701-231-6930



Pre-CNA classes make you to have a strong foundation.

I enjoy the classes with wonderful lecturers every day.



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.

ONLINE CLASSES

NEW UGOTCLASS PROGRAMS

NDSCS.edu/OnlineTraining



NEW! Advanced Marketing Concepts

Acquire expertise in R,F & M Analysis. Understand the 80/20 Principle. Better know the impact of price on sales. Take your knowledge of marketing to a new level. These concepts are what the best marketers use for designing marketing strategies that improve performance and return. **\$195 • Instructor: William Draves**

ONLINE: September 7-October 1, 2021

NEW! Remote Working and Communicating

Gain new insights, experiences and advanced tips for working from home. Find out the 5 bad habits too many remote workers and their managers acquire from lack of experience, tools and expertise. Then acquire the latest strategies for communicating with remote workers. **\$245 • Instructor: William Draves**

ONLINE: September 7-October 1, 2021

NEW! Digital Reporting

Explore the world of digital court reporting in courtroom and freelance settings. There is a huge need for more digital reporters, and you can work from home. Find out about court proceedings; recording components; and the skills needed to be successful in digital reporting. Earn money, work from home. Digital court reporting could be the new career for you. **\$195 • Instructors: Lisa Jo Hubacher & Eva Walsh**

ONLINE: September 7-October 1, 2021



Susie Carlson

Training Manager

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NEW! Managing Remote Workers Certificate

Discover the keys to communicating with and managing remote workers, one of the fastest growing sectors of the workforce. Some 80% of employers are keeping some or many of their employees working from home part of the week. People working from home are 25% more productive. Working from home is here to stay. **\$395 • Instructor: William Draves**

ONLINE: September 7-October 29, 2021

Two 1-month courses – Both courses and certificate

New! Integrated Marketing Certificate

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for even greater marketing success. Find out how digital marketing and print complement and enhance each other. Come away with a new marketing expertise to make your value in the workplace even stronger. **\$495 • Instructors: William Draves, Garrett Stern & Danny Sill**

ONLINE: September 7-November 26, 2021

NEW! Successful Print Marketing

Gen Y embraces print. Gen Z likes print even more than Gen Y. Find out the secrets to success in the almost forgotten but still remarkably effective area of print, including catalogs, direct mail letters and post cards. Come away knowing how to plan, write and create successful print promotions. **\$195 • Instructor: Garrett Stern & Danny Sill**

ONLINE: October 4-29, 2021

NEW! Managing Remote Workers

Manage remote workers better, with greater productivity and efficiency. Discover the keys to successful managing in the new workplace of the 21st century. Get a step-by-step practical guide you won't get anywhere else. Employees and employers both like the new system. You'll want to apply these practices to your office workers as well.

\$245 • Instructor: William Draves

ONLINE: October 4-29, 2021

NEW! Advanced Live Online/Zoom Instructor Training

Take your Live Online teaching to the next level for greater student satisfaction, learning, completion and retention. Come away with information you can use Monday morning. Come away with practical, how-to tips and techniques, plus the pedagogy of Live Online teaching. Taught by one of the foremost teachers of adults. **\$195 • Instructor: William Draves**

Online: October 4-29, 2021

NEW! Integrated Marketing Best Practices

Enter the fascinating and emerging field of integrated marketing. Explore how to move potential customers from one media to another, increasing their interest and purchasing. Take home an Integrated Marketing Model to help you choose what's best for your business and industry. **\$195 • Instructor: Garrett Stern & Danny Sill**

ONLINE: November 1-26, 2021

FIND MORE INFORMATION ON ONLINE CLASSES ON PAGE 16.

FACILITY RENTAL



“ Dakota Fence has worked with Shannon on a variety of room rentals over the years. We’ve used their main auditorium, computer labs, and regular meeting rooms. We’ve held kick off meetings with 100 plus people to small groups with laptops. They work diligently to make sure the room is exactly how we are requesting it to be. It is always a simple, straight forward, complete process when working with them. We have been very satisfied using them and continue to go back to them on any room rentals we may need. Top notch! - Amy Mickelson Dakota Fence

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

FARGO & WAHPETON FACILITY RENTAL CONTACT



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ONLINE COURSES

[NDSCS.edu/Workforce-Affairs/Online-Courses](https://ndscs.edu/Workforce-Affairs/Online-Courses)

Online Learning provides you with high-impact, real-world training. TrainND Southeast has long offered hundreds of online courses in topics including business, computer applications, writing, accounting, soft skills and more. Some of these can even prepare you for in-demand jobs and earn nationally recognized certifications.

**FIND MORE INFORMATION
ON ONLINE CLASSES ON
PAGE 14.**

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Learn from the comfort of home!
Visit our website for program details! [NDSCS.edu/Ed2Go](https://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