

OCTOBER-DECEMBER 2020

BUSINESS & INDUSTRY

PROFESSIONAL
EMPLOYEE
TRAINING &
DEVELOPMENT

TRAINING CATALOG

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

NDSCS
DIVISION FOR WORKFORCE AFFAIRS
TRAINND | APPRENTICESHIPND | SKILLSND

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 **Find us on
Facebook**
/NDSCSWorkforceAffairs

GREETINGS!

Now that Fall is here, the year 2020 will be one we remember for a long time. Like so many businesses, the NDSCS Division for Workforce Affairs is focused on our new normal that defines new practices and delivery methods to improve North Dakota's workforce and economy.

North Dakota State College of Science is committed to providing a healthy environment for all stakeholders. Our faculty, staff, and students are our most important assets, to this end the College will continue to embrace our Learning, Integrity, Flexibility, and Excellence (LIFE) values. Below is a short summary of programs underway with the NDSCS Division for Workforce Affairs.

TRAINND

In response to the impacts of the COVID-19 pandemic, the NDSCS TrainND program is responding to business and industry workforce needs by delivering virtual training formats as well as traditional face to face training by adopting CDC social distancing guidelines. Examples of recent training events include: Situational Leadership II Concepts, Management Essentials, Forklift Train the Trainer, Customized Excel Formulas & Functions Training and Designing Ads & Marketing Materials.

As economic recovery continues workforce demands will remain a top priority for business growth. For more information on our workforce programs please contact Susie Carlson at Susie.Carlson@ndscs.edu.

APPRENTICESHIPND

On July 1, 2020 the NDSCS apprenticeship program officially kicked off a three-year grant to expand apprenticeship programs in partnership with Sanford Health and Aldevron. NDSCS apprenticeship programs have a long history. We look forward to working with our partners. For more information contact Brian Fuder at Brian.Fuder@ndscs.edu.

SKILLSND

Due to a retirement, effective July 1, 2020 our Certified Nurse Assistant program will be led by Deanne Sperling. Deanne's vision for the program is to create a healthcare career pathway program to include apprenticeship programming. Deanne can be reached at Deanne.Sperling@ndscs.edu.



Tony Grindberg

Vice President for Workforce Affairs
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TRAINND



Powered By:
North Dakota State College of Science

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](https://ndscs.edu/Training).

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.



TRAINND SOUTHEAST STAFF



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MANAGEMENT & LEADERSHIP



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!



We recently completed a Manager training

facilitated by Mary Beth Burns with TrainND SE. The virtual experience was engaging and educational. Our Managers received a tremendous amount of value from the four-week virtual training.

- Matt Skoy,
Aldevron Learning and
Development Manager

MANAGEMENT/SUPERVISORY TRAINING

This 16- hour class is an introductory class intended for new managers and supervisors or those who have had little experience managing people. It can be delivered in a classroom or virtual environment. **\$549 • Facilitator: Mary Beth Burns**

Module One

- Intro to Class
- Intro to Management
- Intro to Leadership
- Expectations in your role as a Manager
- Getting Organized
- Managing Time
- Managing Change
- Managing Stress

Module Two

- What and How to Communicate
- Roadblocks to Communication
- Communication, Coaching and Counseling Skills
- Teaching a New Job Skill
- Redirecting Employees

Module Three

- Handling Performance Problems
- Employee Documentation
- Terminations
- Delegating

Module Four

- Conducting Meeting
- The Hiring Process
- Orientation
- Evaluations
- Your Role in Motivating Your Staff

BLANCHARD PROGRAMS

Facilitator: Mary Beth Burns



All Blanchard Classes are available in Person or Virtual

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. **\$399**

Virtual: Call for Dates

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**

Virtual: Tuesday-Thursday, October 6-8 • 1-3 p.m.

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. **\$299**

Virtual: Tuesday & Wednesday, October 27 & 28 • 10 a.m.-12 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**

Virtual: Call for Dates

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**

Virtual: Call for Dates

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**

Virtual: Call for Dates

More Blanchard classes coming January 2021!



To facilitate the foundational development of all managers

and supervisors at Noridian Healthcare Solutions, we searched for a high-quality local management development course. Partnering with Susan Richards Carlson and Mary Beth Burns at NDSCS, we launched a Noridian specific training experience with the Blanchard Management Essentials program. Mary Beth proficiently facilitated the training content, skills application, and coaching tools. The course was engaging, and our managers were able to immediately apply their learning to employee situations. Not only did our managers engage in great learning content and interactive skills application, they now have a common reference of coaching tools to build upon.

As partners in training the rollout of our management development course, Susan and Mary Beth at NDSCS were very helpful, attentive, and responsive. We could not be happier with our training experience at NDSCS and the Blanchard Management Essentials program!

- Victoria Simonson, Director of Talent Development, Noridian

PROFESSIONAL DEVELOPMENT



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.

PROJECT MANAGEMENT

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



Tiny Habits Method for Teachers Professional and Personal Success

This course will instruct educators in a new method for behavior change called Tiny Habits®. Tiny Habits® is a research-based way to create habits in your life. This method is a breakthrough because teachers, their students, and the classroom can succeed without relying on willpower or motivation.

Virtual: Call to schedule

Facilitator: Ann Dolence
(Certified Tiny Habits® Coach)

Attitudes are Contagious

The goal of "Attitudes are Contagious" is to provide the participants with an energy-filled experience of Life-applicable attitude information that provides a quantity and quality of success in life. Attitude is everything and this information supports the importance and benefits of maintaining a healthy and balanced optimistic attitude.

Virtual: Call to schedule

Facilitator: Ann Dolence

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

Virtual: Tuesday & Thursday, December 1, 3, 8 & 10 • 1-3 p.m. 4 DAYS

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

Virtual: Tuesday-Thursday, November 3-5 • 1-3 p.m. 3 DAYS

Minimum and maximum enrollment required for all classes.

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

**Virtual: Thursday & Friday, October 1 & 2 • 10 a.m.-12 p.m.
Wednesday & Thursday, November 11 & 12 • 1-3 p.m.**

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

**Virtual: Monday & Tuesday, October 26 & 27 • 1-3 p.m.
Tuesday & Wednesday, December 1 & 2 • 1-3 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

Virtual: Wednesday & Thursday, October 14 & 15 • 1-3 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

Virtual: Wednesday & Thursday, October 28 & 29 • 1-3 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**

Call to schedule.

Facilitator: Laura Lobo

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**

Call to schedule.

Facilitator: Laura Lobo

“ I loved how much detail there was — both from the book and Mary Beth. I feel prepared to bring this to others in my organization.



*The
environment
was warm—
Mary Beth*

*was fantastic!! This was
an interesting training
the whole time!*



*Mary Beth was
very positive
and informative
with some*

less than exciting topics.

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.

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**

Call to schedule.

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

Amazing Balancing Act-Stress Management

Remember You're Amazing and It's Amazing! When we step back and begin to realize all of the responsibilities and demands that we balance on a daily basis we quickly realize how amazing we are. Balance is essential for maintaining health, happiness, and long – term success. Managing the stress in our life is a skill set that requires tools and practice. This class will expose you to many proven time tested stress management tools for you to practice and choose what will work the best for your current lifestyle.

Virtual: Call to schedule

Facilitator: Ann Dolence

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



**FLEXIBLE /
ON-DEMAND
SCHEDULING**

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

COMPUTER TRAINING



“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”.

COMPUTER BASICS

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**

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 **\$299**

Fargo: Tuesday, November 3 • 8 a.m.-5 p.m.

Keep Going with QuickBooks® 2020 for Windows

\$299

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

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



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.

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.

**Virtual: Monday & Tuesday,
October 19 & 20
8:30 a.m.-12 p.m. • \$249**

MICROSOFT® CLASSES Office 2016



ACCESS - \$249

Level 1

Fargo: Tues., Oct. 6 • 8:30 a.m.-4 p.m.
Virtual

Level 2

Fargo: Thurs., Nov. 17 • 8:30 a.m.-4 p.m.

EXCEL - \$249

Level 1

Fargo: Thurs., Oct. 29 • 8:30 a.m.-4 p.m.

Virtual: Wed. & Thurs., Oct. 21 & 22
8:30 a.m.-12 p.m.

Level 2

Fargo: Thurs., Dec. 3 • 8:30 a.m.-4 p.m.

EXCEL PIVOT TABLES - \$169

Fargo & Virtual

OUTLOOK - \$249

PROJECT - \$289

Level 1

Virtual: Mon. & Tues., Dec. 21 & 22
8:30 a.m.-12 p.m.

ONE NOTE - \$169

VISIO - \$249

WORD - \$249

Level 1

Fargo: Tues., Nov. 10 • 8:30 a.m.-4 p.m.
Virtual

Level 2

Fargo: Thurs., Dec. 17 • 8:30 a.m.-4 p.m.

NEW Office 2019

EXCEL - \$249

WORD - \$249



ADOBE® CC



Adobe® Acrobat Pro DC Level 1 & Level 2



Adobe Illustrator Level 1

Virtual: Tuesday & Wednesday,
December 1 & 2
8 a.m.-12 p.m. **\$289**

Level 2



Adobe InDesign

Level 1 - \$349 **NOW 12 HOURS**

Virtual: Wednesday-Friday,
November 18-20
8 a.m.-12 p.m.

Level 2



Adobe Photoshop

Level 1

Virtual: Tuesday & Wednesday,
December 15 & 16
8 a.m.-12 p.m. **\$289**

Level 2

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**

I like the whole training - the instructor was very informative, and he was easy to follow along.

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. **\$1,899** (40 hours)

**Virtual: 8 a.m.-12 p.m. • Monday, Wednesday & Friday
November 23, 30, December 2, 4, 7, 9, 11, 14, 16, 18**

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. **\$1,199**

**Virtual: 8 a.m.-12 p.m. • Monday, Wednesday & Friday
November 23, 30, December 2, 4, 7, 9**

AUTODESK® AUTOCAD® 2020

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. **Facilitator: Nick Lindhag**

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.



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, November 10 • 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: Tuesday, December 1 • 8 a.m.-5 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**

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!

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

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**

**Virtual: Tuesday-Friday, October 6-9
8:30 a.m.-12 p.m.**

NEW CLASS Creating an Even MORE Powerful 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
Tuesday-Thursday, October 13-15
1-3 p.m.

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

ONLINE CLASSES



The class was really good, in spite of the major

world-wide distractions last week. The presenter did a very good job and was very well qualified/versed in the subject. He had the class start/stop on time and was very efficient with his time. He also provided an impressive BOAT LOAD of extra reference materials in addition to the course materials. The online platform worked very well. I definitely would not hesitate taking another online class from New Horizons.

- Tim Sanden, Cass County Electric Cooperative

UNITED TRAINING FORMERLY NEW HORIZONS

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



United Training – 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 United Training's 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.

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 \$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**

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



Susie Carlson

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

Working Remotely: Maximizing Productivity and Eliminating Waste

2020 is a year that we will not soon forget as we are presented with challenges in working remotely and practicing social distancing. Whether working from home solo or having “co-workers” (i.e. family members and/or pets) it's time to take a breath and focus on how to maximize our productivity during this time.

MIPRO LLC is offering a two-part class that helps maximize productivity and eliminate waste while working remotely. Learn how to better apply the Lean 8 Wastes approach to the home office and use tools to better organize your work area, all while better understanding the voice of the customer. In addition, you will develop an action plan to make this webinar more useful to you in the future.

Workshop Overview:

This two-session interactive workshop will be held for 90 minutes, split into two 45-minute sessions one week apart. Participants will learn the methodology and tools to recognize and implement the 8 Waste principles for maximizing productivity. In addition, participants will be introduced to 5C, a version of Lean 5S that is specific to the office environment and will develop a personal action plan to immediately apply these principles to their workplace.

Learning Objective:

Participants will be exposed to continuous improvement concepts and will have the opportunity apply these concepts to their real-life workplace.

Recommended Participants:

- Anyone working remotely
- Executives, managers, leaders
- Human Resources coaches
- Quality Improvement specialists
- LEAN advisors

All classes are on Zoom from 1-1:45 p.m.

Thursday, September 17 & 24

Tuesday, October 13 & 20

Tuesday, November 10 & 17

Tuesday, December 7 & 14

REGISTRATION

www.miprolc.com/online

In recognition of financial challenges being faced during 2020, MIPRO LLC is offering this course at a discounted rate of **\$149** with **NDSCS/TrainND promotional code** (usually \$295). Please enter “**NDPromo**” to receive \$20 off the registration fee. Sign up today for the opportunity to maximize the productivity of you and your employees.

MIPRO



NDSCS.edu/OnlineTraining

UGOTCLASS TOP TEN CERTIFICATE PROGRAMS

- #1 Certificate In Data Analysis**
- #2 Certificate In Project Management**
- #3 Social Media For Business Certificate**
- #4 Digital Marketing Certificate**
- #5 Accounting And Finance For Non-Financial Managers Certificate**
- *Self Study Available In The Above Courses/ Certificates*
- #6 Management Certificate**
- #7 Supervisory Leadership Certificate**
- #8 Six Sigma Green Belt Certificate**
- #9 Spanish For Medical Professionals**
- #10 Certificate In Business Writing**

TRENDING UP!
Wordpress Certificate

NEW! HOT!
Coding Certificate

Bookkeeping Certificate

Graphic Design Software Essentials Certificate

NEW FOR 2020!
SQL Certificate

(Structured Query Language)



ONLINE LEARNING

Anytime, anywhere...just a click away!

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
- 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

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



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

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.

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."

PROFESSIONAL CDL



My experience with one on one CDL class was great! The

Administration and instructor took care of my personal safety and success. The instruction was tailored to my individual ability. The instructor gave me detailed knowledge and self-confidence to be successful!



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.

CDL/TRUCK DRIVING

40-HOUR CLASS (OFFERED DURING COVID-19)

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. Disposable face masks will be provided if students do not have their own.

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.

- ◆ October 7-22
- ◆ November 2-November 17
- ◆ December 7-December 22
- ◆ December 28 – January 12

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

(Required at registration and applied towards tuition)



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



Shannon Herman
Operations Specialist
701-231-6922
Shannon.M.Herman@ndscs.edu

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.

FIVE 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.



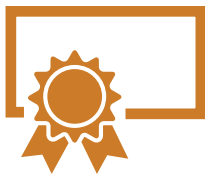
Related Technical Instruction

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

ApprenticeshipND works with employers and subject matter experts to develop programs to high standards which result in highly skilled employees

■ Knowledge Retention

Mentorship is a vital process in the training of apprentices. The experience of the mentor is passed down to the apprentice in both occupational proficiencies but also the unique ways of the company.

■ Registered Apprenticeship Programs

ApprenticeshipND's programs meet all competencies and standards and ensure quality training and education for apprentices

■ Cost Savings

A consistent flow of candidates allows positions to be filled before they become available, saving employers recruiting and onboarding costs.

■ Greater Loyalty form Employees

Apprenticeship builds a bond of loyalty that pays back dividend in increased productivity, safety, job satisfaction and this in turn increases employee retention rates.

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

Apprentices are hired by the employer and start earning a paycheck from day one and often benefits too. There is a great potential for a long and successful career after completion of the program with the employer

■ Affordable

Many employers cover the cost of the apprentices training, including tuition, fees, and books. Some employers even pay wages while apprentices attend training.

■ Pathway to an Associated Degree

Through ApprenticeshipND and NDSCS, apprentices can apply up to 32 technical credits towards an Associates of Applied Science degree in Technical Studies

■ Industry Supported Education

Apprentices immediately apply the knowledge that they learn to their job, which increases understanding, comprehension, and retention of skills

■ Flexible Schedules and Self-Paced

Apprentices can work at their own pace to complete Related Technical Instruction.



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

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.



Renee Essig
Administrative Assistant
701-671-2787
Renee.Essig@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!

- ◆ **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

ApprenticeshipND correspondence courses are a great option for related technical instruction:

Student Benefits

- 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

Related Technical Instruction through ApprenticeshipND brings the expertise of NDSCS, the 2nd oldest two-year college in the United States directly to your apprentices. ApprenticeshipND has the knowledge, experience and professionals available to you to bring the highest quality training without developing it in hours.

We will work directly with you to provide training that meets your specific technological and industry needs

Journeyworkers

- Receive up to 32 college credits with prior learning assessment towards an Associate of Applied Science degree in Technical Studies.

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.

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

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.

SKILLSND PROGRAM

“

I found the teacher to be easy to understand. He made it interesting – very valuable.



“

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



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



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: October 26-November 20 • 8:30 a.m.-1 p.m.

Skilled Trades: November 23-December 18 • 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 – Job Search: Computers for work, job search skills including resume and job interview, and career readiness.

Skilled Trades Modules

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

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 including resume, job interview and career readiness
- Communication for the Healthcare Workplace

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

CLASS SCHEDULE

Healthcare/Pre-CNA Day Class – Fargo

September 14-October 13, 2020
8:30 a.m.-1:30 p.m.

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

October 26-December 8, 2020
9 a.m.-2:30 p.m.

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 25-February 6, 2021
10:30 a.m.-7:30 p.m.

March 15-27, 2021
10:30 a.m.-7:30 p.m.

June 7-19, 2021
10:30 a.m.-7:30 p.m.

ONLINE CLASS REGISTRATION FOR PRE-CNA & CNA CLASSES

[NDSCS.edu/CNAregistration](https://ndscs.edu/CNAregistration)

HEALTHCARE QUESTIONS?

Online [NDSCS.edu/CNA](https://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.

FACILITY RENTAL



Hosting our events at NDSCS has always been a great experience. The staff is wonderful and accommodating. The facility is clean and nice. We continue to use the venue because of the top-notch customer service experiences we've received each time.

*- Jacquie Williams
Minnesota/Dakotas CCIM Chapter*



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](https://www.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 from 7:30 a.m.-8 p.m. Monday-Thursday and 7:30 a.m.-4:30 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)

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



Shannon Herman
Operations Specialist
701-231-6922
Shannon.M.Herman@ndscs.edu

BTS TRAINING

TrainND SE has partnered with BTS to provide Hands-On Training Solutions On-Site, Off-Site & Virtual Live Instructor-Led for Outside Plant, Central Office, Fiber Optics, IT / Networking & Equipment Specific

Over the years BTS has trained thousands of students and coordinated specialized training throughout Telephone Companies & Associations, Equipment Vendors, Educational & Government institutions and Fortune 500 & 1000 companies.

BTS has met with Managers and Supervisors across the country to develop training courses that are effective and not a waste of time and training dollars. BTS training is not only reinforced with Hands-On Labs but our training is Non-Vendor specific providing an overall industry scope of the technology and how they work in Real-World scenarios, not just a product scope. This provides companies a wider range of what equipment is being used in the industry and what is best for their specific applications.

Available Courses

- ◆ Telephony Today for Technicians (2 Days)
- ◆ CO (Central Office) Fundamentals BootCamp (3 Days)
- ◆ Understanding IPTV/Triple-Quad Play (2 Days)
- ◆ Fiber Optic Essentials (2 Days)
- ◆ OSP Engineering, Planning and Design - Copper and Fiber (5 Days)
- ◆ OSP (Outside Plant) Engineering, Planning and Design - Fiber ONLY (2 Days)
- ◆ SONET and Optical Networks (2 Days)
- ◆ Internetworking Essentials (3 Days)
- ◆ Best Practices for Residential WiFi Installation and Troubleshooting (2 Days)
- ◆ Understanding WiFi Today (Business Class & Hotspots) (2 Days)
- ◆ Indoor WiFi & Wired Networking - Fundamentals (2 Days)
- ◆ Nortel PBX Live Virtual Meridian 1 OAMPT 11c, 61c, 81c and CallPilot (5 Days)

CompTIA Courses

- ◆ CompTIA A+ Essentials & Practical Application Certification (5 Days)
- ◆ CompTIA Network+ Certification (5 Days)
- ◆ CompTIA Security+ Certification (5 Days)
- ◆ CompTIA CASP+ Certification (5 Days)
- ◆ CompTIA CySA+ Certification (5 Days)
- ◆ CompTIA PenTest+ Certification (5 Days)
- ◆ CompTIA Cloud+ Certification (5 Days)
- ◆ CompTIA CTT+ Certification (5 Days)
- ◆ CompTIA Mobility+ Certification (5 Days)
- ◆ CompTIA Server+ Certification (5 Days)

TDM Switch Courses

- ◆ TDM Switch Fundamentals (5 Days)
- ◆ DMS10 Maintenance & Troubleshooting (5 Days)
- ◆ DMS100 Maintenance & Troubleshooting (5 Days)
- ◆ 5ESS Operations for Field and Control Center (5 Days)
- ◆ GTD-5 Maintenance & Troubleshooting (5 Days)
- ◆ EWSD Maintenance & Troubleshooting (5 Days)
- ◆ DCO Maintenance & Troubleshooting (5 Days)

For more information, contact
Susie Carlson at 701-231-6912.



Susie Carlson
*Training Manager/
Open Enrollment Training*
701-231-6912
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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. **\$499**

Virtual: Tuesday-Friday, October 6-9
8:30 a.m.-12 p.m.