

# Workforce Retraining

## In cooperation with the State's Technical Schools



### Lake Area Technical Institute

### Watertown, SD

#### Course/Description

#### Start Dates (2009)

#### Tuition

#### **Beginning CNC**

**Jun 1, Jun 22**

**\$580**

This course introduces you to the world of Computer Numerical Control (CNC). You will learn CNC machining and some programming techniques. Included in this course will be safety, lathe applications, machine startup – referencing - and jogging techniques, demonstrating speeds and feeds, utilizing basic program formats, describing basic program codes, demonstrating setting part zeros, explaining basic CNC format, describing basic CNC canned drilling cycles, and describing CNC program codes.

#### **Intermediate CNC**

**Jun 8, Jun 29**

**\$580**

For those who have some CNC experience, this course will introduce you to more advanced CNC programming (conversational & G&M code) and advanced operations. Some of the topics covered include: safety, advanced lathe applications and speed and feeds, discussing linear interpolation and program transfer, circular interpolation using radius and center of arc procedures, demonstrating programming multiple tool parts, describing conversational bolt circle, grid and free-hole pattern drilling cycles, discussing pocket clearing cycles, discussing milling rectangular and circular studs, and discussing engraving letter and programming multiple tool programs in conversational procedures.

#### **Advanced CNC**

**Jun 15, Jul 6**

**\$1150**

The Advanced CNC course takes your CNC experience to the next level. It allows time for practice Fanuc Turning, Fadal Machining Centers, and more in-depth programming techniques on the Okadas and Milltronics. Topic include: safety, CNC math, speed and feeds, multiple parts setup, advanced circular interpolation, cutter compensation, use of sub programs, tapping cycles, advanced programming format concerning drilling cycles and looping, multiple tool programming, and G17, G18, and G19 surfacing.

#### **Structural Welding for Industrial Construction**

**Jun 1, Jun 8, Jun 15**

**\$700**

Upon successful completion of this course you will gain your structural certification for industrial construction welding. The 3G qualification test will be administered at the conclusion of the course, and upon successful completion of this test, you will be qualified in Flat, Horizontal, Vertical Up, and Vertical Down welding processes. Some of the topics covered include: safety precautions, equipment identification, operating adjustments on arc welders, types of welds and weld joints, types and sizes of electrodes, understanding weld types specific to industrial construction, methods of starting, stopping, and restarting a bead, and producing a pad for test purposes.

**Business Technology****Jul 6****\$1000**

This course will introduce you to the basic skills necessary to work in today's office setting. Demonstrating effective business communication and writing in addition to knowledge of Microsoft Word, Excel, PowerPoint, Publisher, and Access, will prepare you to be successful in the business office. Included will be discussion on value of customer service, etiquette pertaining to E-mail and other business communications, and learning how to choose proper communications media.

**Transitioning to a Sales Career****Aug 4****Call your Labor Office**

In this course you will learn the selling process, how to communicate more professionally, and how to effectively network with people. Topic covered include: attitude for change and improvement, relationships and the human element, communication/listening, positioning (how to describe what you do for clients and gain their full attention), silent selling (knowing what you are looking for so you know how to describe results and selling more through questioning and intelligent listening), capability selling (if you can provide what they are looking for tell them), solution selling (what if you only have time to discuss one feature? Know which one really fits the motivational factor of individual buyers), motivational selling (every sale, retail, wholesale, or end user all have a motive. If we don't know what it is, we will lose the sale), overcoming objections and enjoying the process, gaining a commitment and interviewing, flexibility, communication and networking are all part of building a "client for life".

**Truck Driving****TBD****Call your Labor Office**

This course will introduce you into the world of truck driving. Basic safety and driving protocol are covered in depth, as well as all the features of the truck itself.

**CDL Written Test Preparation****Jul 17****\$110**

This class is designed to provide all the information necessary to PASS YOUR WRITTEN CDL TEST. The class will cover general knowledge, air brakes, combination vehicles, hazardous materials, tankers, doubles and triples. The skills test training covers all pre-trip inspections, basic control skill procedures and road test procedures.

**COMING SOON!!****Foundations of Carpentry****TBD****TBD**

This course will provide you orientation and overview of the carpentry profession through classroom studies, lab activities and visits to the construction site. Topics include: safety, fundamentals of construction, math, blue print reading, architect scale reading, framing, layout practices, window and door installation, wall and roof construction. Hands on activities include the class constructing a shed; complete with window, entry door, and roll-up overhead door.

**Plumbing****TBD****TBD**

In this course you will be introduced to the plumbing profession. You will also be enrolled into the South Dakota Association of Plumbing, Heating, and Cooling Contractors Apprenticeship Program so that each hour of class will apply toward the required apprenticeship hours. Topics covered include: customer service, tools of the plumbing trade, first aid and safety, basic math, piping materials utilized, joining, installing, and supporting pipe, plumbing fixtures, faucets and related devices, valves, building plans, drawings, and scale rule. Plumbing code definitions will be covered in every section.

**Lean Manufacturing****TBD****TBD**

This course will introduce you to the history, importance, and utilization of Lean Manufacturing in today's competitive business climate. Employers that are currently, or wanting to, implement Lean Manufacturing principles are seeking employees that have a basic understanding of the Lean process. Lean manufacturing is the new trend and, upon successful completion of this course, will give you the advantage over competitive job seekers.

**Computer Support Specialist****TBD****TBA**

This course will provide you orientation and overview of the skills needed to take and pass the A+ certification and the Network + certification. The cost of the certification tests are covered in this class. Successful completion of this course is not dependant on passing both certification tests. If you do not pass the test, you will be given an opportunity to again take the test at your own expense. By the end of this course, you will be able to demonstrate knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software; discuss principles and processes for providing customer and personal services; demonstrate knowledge of transmission, broadcasting, switching, control and operation of telecommunications systems; install and perform minor repairs to hardware, software and peripheral equipment; enter commands and observe system functioning to verify correct operations and detect errors; understand technical manuals or conduct computer diagnostics to investigate and resolve problems; discuss skills needed to perform IT support for employees and vendors.

## **Southeast Technical Institute**

**Sioux Falls, SD**

<b><u>Course/Description</u></b>	<b><u>Start Dates (2009)</u></b>	<b><u>Tuition</u></b>
<b>Class A CDL</b>	<b>May 26, July 13, Aug 24, Sep 21</b>	<b>\$3,495</b>

You see the ads everywhere: Drivers Wanted! Here's your chance to learn to drive the big rigs and cash in on the nation-wide shortage of qualified drivers. Carriers are hiring and wages are very attractive. Let us help you earn your CDL and take advantage of this great career opportunity!

<b>Class B CDL</b>	<b>Jun 8, Aug 24, Oct 25</b>	<b>\$1,295</b>
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Opportunities abound in local transportation! With a Class B CDL you can drive cement, gravel, delivery, and refuse trucks that will allow you to make money, and stay close to home. Get on the road to your new career! (Class B learner's permit required – see our schedule for CDL test prep classes)

<b>Heavy Equipment Operations</b>	<b>May11, Jul 20, Sep 21</b>	<b>\$4,995</b>
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This program is for all you "outdoor" and "hands-on" types. Here you will gain the skills and knowledge required to operate the BIG stuff like dozers, excavators, motor-graders, and front-end loaders. We also provide class B CDL training, qualifying you to drive dump-trucks and making you even more marketable in the heavy equipment industry.

<b>Medical Transcription</b>	<b>Unlimited</b>	<b>\$1,795 + Books</b>
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Medical Transcription is a great option for someone wanting to work from home, or own a home-based business. This online program utilizes the Internet to provide students with practical experience while learning medical transcription. It integrates the content from the original Career Step textbooks into an interactive learning experience which includes automatic grading, on-demand pronunciation of medical terminology, live virtual interaction with other students and instructors, electronic tracking of time and grades, and the use of MP3 sound files for practice transcription. These features both save the student time and enhance the learning experience.

<b>Medical Coding</b>	<b>Unlimited</b>	<b>\$1,895</b>
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The Medical Coding Program is a competency based approach to training. It provides medical coders with the precise knowledge and skills they need to succeed. This program consists of exercises designed to teach and reinforce critical coding skills such as medical terminology and interactive chart review. Students will learn coding protocols and will code hundreds of medical records in all major specialties. Our curriculum includes the Introduction and Program Orientation, Technology & the Medical Professional, Learning & Mastering Medical Terminology, Documentation, Confidentiality & Ethics, Evolution of Coding in the Healthcare Environment, Healthcare Structure & Organization, Human Anatomy, Exploring Pharmacology, Preparing for ICD-9, Medical Record Content, ICD-9-CM, Preparing for MPC, Exploring Healthcare Reimbursement, Medical Procedural Coding, and Medical Procedural Coding & Skills Testing for Outpatient.

<b>Certified Nurse's Assistant</b>	<b>Jun 1</b>	<b>\$679</b>
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Do you want to work in the health care field? This program can be your key to the door. Not only does this program



<b>Mechanical Specialist's Certification</b>	<b>Aug 18</b>	<b>\$1,795</b>
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Make sure your Industrial Tech team has the tools to do the job right! This three-part certification series will help your people be more efficient and effective when dealing with mechanical, hydraulic and pneumatic systems. Classes included in the Mechanical Specialist's Certificate:

- Mechanical Concepts
- Basic Hydraulics
- Basic Pneumatics

<b>Customer Service Series</b>	<b>TBD</b>	<b>\$229</b>
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<b>Call Center Bootcamp</b>	<b>TBD</b>	<b>\$169</b>
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<b>Blueprint Reading for Manufacturing</b>	<b>Jun 12</b>	<b>\$369 + Books</b>
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