2023 Fall Catalog

Find Your Training

Business 4-6
Computers & Technology 8-10
Health Care 11-15
Manufacturing & Trade 20-21
Personal Enrichment 22-23
Public Safety & Driving 25-26
Workplace Safety 28-30

Train & Retain
Your Employees

Customized Workforce Education

southcentral.edu/training
South Central College - Customized Workforce Education provides high-quality training in a variety of formats to help organizations upskill their workforce and assist professionals in gaining new skills to advance their career.

We are always looking for expert instructors to develop and deliver non-credit training courses for adult learners in the workplace, on-campus, or virtually on a part-time, as-needed basis. Training topics should fall under the areas of business, computers and technology, health care, manufacturing, trades, public safety and driving, professional development, and workplace safety.

We Are Hiring!
Fill out an Instructor Interest Form at southcentral.edu/CWE/work-with-us

Benefits of Being a Workforce Education Instructor:

• Give back and engage with people from similar industries
• Hone your skills to stay on top of new and exciting industry trends
• Boost your resume
• Train the next generation of employees
• Represent South Central College in the community
• Make connections and find additional opportunities at the college
• Earn extra money
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Flexible Training Delivery Options

ONLINE: Self-paced learning in an online classroom
ONLINE HYBRID: Combination of self-paced online, in person and/or live online instruction
LIVE ONLINE: Live, interactive instruction in a virtual classroom
IN PERSON: Face-to-face instruction in a physical classroom
We put the *customized* in Customized Workforce Education

South Central College’s Customized Workforce Education experts can help your organization improve performance and achieve your goals through customized workforce training designed for your unique needs.

**Customized workforce education means:**

- We conduct training when and where it works for your team, including:
  - On-site at your facility or desired location
  - At our campuses in North Mankato or Faribault
  - Virtually through Zoom
- We build curriculum specific to your company’s needs
- We can develop and customize training around any topic, including:
  - CPR and Emergency First Aid
  - Leadership and Supervisory
  - OSHA Training Institute – OSHA 10, 30, and upper-level
  - Boiler Operation and Electrical Safety
  - Any other topics you request!
- Our trainers are seasoned instructors and experts in their fields
- We ensure the training is as cost-effective as possible
- We can assist with workflow and safety consultations, strategic planning, and more

**CONTACT US TODAY!**

507-389-7203  
cwe@southcentral.edu  
southcentral.edu/training

Customized Workforce Education  
southcentral.edu/training • cwe@southcentral.edu
Meet the Team

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Bookkeeping Certificate
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This 3-course certificate program focuses on cash basis accounting.

Choose Your Start Dates 3-month instructor-led
Online $495

Certificate in Workplace Communication
Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. You will be learning from some of our more popular instructors, and taking away new how-to skills in conflict management, negotiations, and using personality profiles for better work performance.

Choose Your Start Dates 3-month instructor-led Online $595

Certificate in Customer Service
Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

Choose Your Start Dates 2-month instructor-led Online $245

Google Data Analytics Certificate
Do you like to identify trends? Are you curious about how things work? Get a job in data analytics, with help from Google! Over 8 courses in the Google Data Analytics Professional Certificate, you’ll get introduced to analysis tools and platforms and key analytical skills required for an entry-level job. In addition to expert training and hands-on projects, you’ll complete a case study that you can share with potential employers to showcase your new skill set.

Start Anytime Self-paced Online $199

Google Digital Marketing & E-Commerce Certificate
The Google Digital Marketing & E-commerce Professional Certificate focuses on the skills that employers are seeking, including email marketing, designing and running an online store, social media marketing, and marketing analytics. Throughout this program, you will gain in-demand skills that prepare you for an entry-level job and learn how to use tools and platforms like Canva, Constant Contact, Google Ads, Google Analytics, Hootsuite, HubSpot, Mailchimp, Shopify, and Twitter.

Start Anytime Self-paced Online $199

Google Project Management Certificate
Learn the foundations of project management and get the job-ready skills you need to kick-start your career in a fast-growing field. Discover how to manage projects efficiently and effectively, using traditional and agile methods. The Google Project Management Professional Certificate not only focuses on project management artifacts and skill sets, but essential business acumen skills like stakeholder management, influencing, critical thinking in problem solving, and effective communication.

Start Anytime Self-paced Online $199
### Leadership Development Certificate
Whether you’re a frontline manager, team leader, aspiring or future leader, or in an informal leadership role where you influence others without direct authority, the Leadership Development Certificate will sharpen your skills, improve organizational and individual performance, and prepare you to take the lead. Gain the skills and confidence you need to become a leader capable of making positive change within your organization and inspiring a diverse team of individuals to work together and achieve success.

**09/12, 09/19, 09/26, 10/03, 10/10 9:00 AM - 10:30 AM**
**Live Online** $475

### Entrepreneurship Certificate
Boost your chances of success for your new or small business and reduce your risks. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

**Choose Your Start Dates**
**3-month instructor-led Online** $495

### Soft Skills Suite
Soft skills enable you to interact and engage with others to fully utilize your hard skills. This series of three 6-week online courses will help you learn the secret to achieving successful working relationships with people you perceive to be difficult and how to better communicate with others by managing conscious and unconscious codes. You’ll also discover the steps needed to make great decisions so that you can make the most of every opportunity.

**Choose Your Start Dates**
**6-week instructor-led Online** $465

### Lean Training and Certification
The Lean Training and Certification course is a simplified, interactive way to quickly and effectively study process improvement and learn organizational shifts from veteran Lean practitioners. You will gain new management skills and learn how to establish your own process improvement. Upon completion of this course, you will be adequately prepared to test for Lean Certification - exam cost included.

**Start Anytime**
**Self-paced Online** $695

### Professional Sales Skills
Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

**Choose Your Start Dates**
**6-week instructor-led Online** $135

### New Supervisor & Manager Skills Workshop
Invest in your new supervisors and managers and equip them with the skills they need to transition into a leadership role and manage their teams effectively in this highly engaging 4-week workshop. Learn how to transition from peer to supervisor, set expectations, assign and delegate work, resolve conflict and provide feedback in a way that supports and motivates your team to be their best. You’ll also discover and build on your personal strengths, influence, and leadership style through assessments and activities throughout the class.

**09/13, 09/20, 09/27, 10/11 8:00 AM - 12:00 PM**
**Live Online** $495

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**Very informative and helpful course. Dawn is an excellent teacher and presented content in an engaging format.**

**Anonymous, New Supervisor & Manager Skills Workshop**
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 than those who work in an office. Working from home is here to stay. Tap into the experience of a CEO who has been managing remote workers for 22 years. He has pioneered the fundamental processes and procedures you won’t get anywhere else. And consulted with organizations around North America on managing remote workers.

Choose Your Start Dates  3-month instructor-led Online $395

Social Media for Business Certificate
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Choose Your Start Dates  3-month instructor-led Online $495

Diversity Equity and Inclusion in the Workplace
To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. The Diversity, Equity, and Inclusion (DEI) in the Workplace Certificate focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI.

09/05 - 12/01  3-month instructor-led Online $495

Certificate in Accounting and Finance for Non Financial Managers
Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Choose Your Start Dates  3-month instructor-led Online $495

Human Resources Professional
Prepare for a career and professional certification in human resources (HR). This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). Additionally, this course will prepare you to take the HRCI’s Professional Certification in Human Resources (PHR) exam to certify that you have the knowledge and experience needed to excel in human resource management.

Start Anytime Self-paced Online $1,945

Certified Brand Strategist
This course is designed for marketing professionals, business owners, brand managers, designers, and creatives interested in developing expertise in brand strategy and management. It offers a comprehensive curriculum to help you master the latest branding techniques and strategies. Upon completion of the course, you will have the knowledge and skills required to become successful branding professionals. You will be able to help organizations develop and implement effective branding strategies, which can lead to increased revenue and market share.

Start Anytime Self-paced Online $2,295
South Central College – Customized Workforce Education offers training courses that are eligible for funding through the Workforce Innovation and Opportunity Act (WIOA) for qualified individuals. WIOA was designed to help job seekers access employment, education, training, and support services to succeed in the labor market. Contact your local workforce center to find out if you qualify for WIOA training services or visit careeronestop.org to learn more.

WIOA-eligible trainings we offer:

View corresponding sections of the catalog for full course details

Health Care
- Allied Dental Clinical Sedation Certification
- NASM Certified Nutrition Coach
- NASM Certified Personal Trainer and Exam Preparation

Public Safety & Driving
- CDL Class A/Class B Entry-Level Driver Training Behind-the-Wheel
- CDL Class A/Class B Entry-Level Driver Training Theory

Workplace Safety
- MSHA New Miner Training
- OSHA #2264 Permit-Required Confined Space Entry Training
- OSHA #7845 Recordkeeping Rule Seminar
- OSHA #502 Construction Trainer Update
Computer Skills for the Workplace
Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in a modern workplace. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.

Choose Your Start Dates 6-week instructor-led
Online $129

Google Advanced Data Analytics Certificate
Gain in-demand skills like statistical analysis, Python, regression models, and machine learning in less than 6 months. Get professional training designed by Google and take the next step in your career with advanced data analytics skills.

Start Anytime Self-paced Online $199

Google Business Intelligence Certificate
Learn in-demand skills like data modeling, data visualization, and dashboarding and reporting in less than 2 months. Get professional training designed by Google and take the next step in your career with advanced skills in the high-growth field of business intelligence. This certificate builds on your data analytics skills and experience to take your career to the next level. It’s designed for graduates of the Google Data Analytics Certificate or people with equivalent data analytics experience.

Start Anytime Self-paced Online $199

Google Cybersecurity Certificate
This is your path to a career in cybersecurity! During the 8 courses in this certificate program, you’ll learn from cybersecurity experts at Google and gain in-demand skills that prepare you for entry-level roles like cybersecurity analyst, security operations center (SOC) analyst, and more. Additionally, each course includes portfolio activities through which you’ll showcase examples of cybersecurity skills that you can share with potential employers. The Google Cybersecurity Certificate helps prepare you for the CompTIA Security+ exam, the industry leading certification for cybersecurity roles.

Start Anytime Self-paced Online $199

Google IT Automation with Python Certificate
Build on your IT foundations to help you take your career to the next level! The Google IT Automation with Python Professional Certificate is designed to provide IT professionals with in-demand skills -- including Python, Git, and IT automation -- that can help you advance your career. Knowing how to write code to solve problems and automate solutions is a crucial skill for anybody in IT. Python, in particular, is now the most in-demand programming language by employers. Learn all that and more in this comprehensive online certificate program.

Start Anytime Self-paced Online $199

Google IT Support Certificate
A certificate in information technology can be the start of a promising career! In the Google IT Support Professional Certificate, you’ll learn foundational IT skills required for an entry-level job. This online, self-paced program includes over 100 hours of instruction and hundreds of practice-based assessments, which will help you simulate real-world IT support scenarios that are critical for success in the workplace.

Start Anytime Self-paced Online $199
### Google UX Design Certificate
Get started in the in-demand field of user experience (UX) design with a Professional Certificate from Google. You’ll learn how to complete the design process from beginning to end, including: Empathizing with users; Defining user pain points; Coming up with ideas for design solutions; Creating wireframes, mockups, and prototypes; Testing designs through usability studies; Iterating on designs based on feedback. Through a mix of videos, readings, assessments, and hands-on activities, you’ll learn in-demand design tools, Figma and Adobe XD. You’ll even create a portfolio that includes three projects to share with potential employers to showcase the skills you learned in this program.

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### Microsoft Excel Level 1 & 2 Discount Bundle
Start using Microsoft Excel like a pro! In Excel Level 1: Fundamentals, you’ll learn how to navigate, manage, create formulas and use basic functions in worksheets. Then in Excel Level 2: Working with Data, you’ll learn how to understand, filter and sort different types of data, work with advanced formulas, and utilize the Data Model with pivot tables. After the full day of Microsoft Excel training, you’ll be able to organize and analyze data more efficiently and effectively to make informed business decisions. For human resource professionals, each 4-hour course provides 3.5 professional development credits for SHRM-CP or SHRM-SCP.

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### Microsoft Excel Level 1: Fundamentals
Gain the foundational knowledge you need to start using Microsoft Excel in this 4-hour live online workshop. Learn how to effectively navigate and utilize Excel to set up a worksheet and use formulas. Human Resources professionals will receive 3.5 professional development credits for SHRM-CP or SHRM-SCP.

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### Microsoft Excel Level 2: Working with Data
Learn advanced functions and formulas in Microsoft Excel. After this workshop, you’ll be able to organize and analyze data more efficiently and effectively to make informed business decisions. Human Resource professionals will earn 3.5 professional development credits for SHRM-CP or SHRM-SCP.

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“Bob was a great trainer with a wealth of knowledge. His experience and ability to relate the topics to real life was great.”

Anonymous, Microsoft Excel Level 1 & 2
Microsoft Office 2019 Value Suite
Whether you’re a beginner or need a refresher, the Microsoft Office 2019 Value Suite will teach you the fundamentals of some of the most widely-used programs in the Microsoft Office family. This bundle of three 6-week online courses will introduce you to Microsoft Word 2019, Microsoft Excel 2019, and Microsoft PowerPoint 2019. These programs are used to handle common workplace tasks like word processing and presentation design. Through hands-on activities, you will gain proficiency in each of these programs and build skills that contribute to your organization’s success.

Start Anytime 6-week instructor-led Online $390

QuickBooks Online Series
Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will teach you how to manage your business financials using QuickBooks Online. Gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The Intermediate QuickBooks Online course builds upon those skills and teaches you how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.

Start Anytime 6-week instructor-led Online $250

Power BI Certificate
Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. This certificate will enhance your skills in data analysis, giving you greater insight into your organization’s performance and allowing you to make more informed decisions.

09/05 - 12/01 3-month instructor-led Online $495

Coding Certificate
Coding is becoming one of the most in-demand skills in the workplace today. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

09/05 - 12/01 3-month instructor-led Online $595

Java Programmer + Python Developer
Whether you’re new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

Start Anytime Self-paced Online $1,795
ACLS Recertification
A recertification class for Advanced Cardiac Life Support providers, this covers the latest American Heart Association guidelines and skills. Materials are mailed prior to class. This is an American Heart Association approved ACLS provider course. Prerequisites include a current Basic Life Support certification, rhythm reading and knowledge of pharmacology. Those not proficient in rhythm reading and pharmacology are encouraged to enroll in the Pre-ACLS class. *this course does not include Basic Life Support recertification

10/13  9:00 AM - 5:00 PM  SCC North Mankato  $240

Advanced Cardiac Life Support
For initial certification in Advanced Cardiac Life Support, this American Heart Association-approved course offers the latest AHA guidelines and skills. Materials are mailed prior to class. (For recertification, please register for the ACLS Recertification class. Recertification students pay full tuition if attending the ACLS Initial class). Prerequisites include current Basic Life Support certification, rhythm reading, and knowledge of pharmacology. Those not proficient in rhythm reading and pharmacology are encouraged to enroll in the Pre-ACLS class. Clock hours for CEUs will be offered.

10/11, 4:00 PM - 10:00 PM  10/13, 9:00 AM - 5:00 PM  SCC North Mankato  $300

AHA BLS Provider CPR REFRESHER (3 Hours)
This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. The course includes 1 and 2-rescuer CPR and AED for adults, children and infants; differences among adult, child and infant rescue techniques; bag-mask techniques for all victims; rescue breathing for all victims; and relief of choking for all victims. This class replaces the BLS/Healthcare Provider CPR Initial and Recertification classes. Note: This is a REFRESHER course - student must have current AHA BLS certification and show proof at the beginning of class.

10/11  6:00 PM - 10:00 PM  SCC North Mankato  $75
11/16  6:00 PM - 10:00 PM  SCC North Mankato  $75

AHA CPR Instructor - Initial
If you are an active healthcare provider with a current American Heart Association Provider CPR card, this class will teach you the skills portion of the training needed to become an instructor in Basic Life Support CPR & First Aid classes. Please Note: the BLS Instructor card is issued by the Training Center the candidate is aligned with, only after all required steps and corresponding paperwork are complete. Visit southcentral.edu/enroll for details.

10/07  9:00 AM - 1:00 PM  SCC North Mankato  $175

AHA CPR Instructor Recertification
This class provides a skills refresher for participants with a current Basic Life Support (BLS) CPR Instructor Certification. This class will enable you to renew your certification with the American Heart Association and your Training Center. You must have also taught four (4) classes in the previous recertification period and be in good standing with the AHA Minnesota Affiliate. If you are an active healthcare provider with a current American Heart Association Provider CPR card, this class will teach you the skills portion of the training needed to become an instructor in Basic Life Support CPR & First Aid classes. Please Note: the BLS Instructor card is issued by the Training Center the candidate is aligned with, only after all required steps and corresponding paperwork are complete. Visit southcentral.edu/enroll for details.

10/07  9:00 AM - 1:00 PM  SCC North Mankato  $160
AHA HeartSaver CPR AED (Adult 3-Hour)
This course will show you not only how to administer CPR, but to recognize the signs and symptoms of heart attack and stroke. You’ll learn how to perform CPR, clear airway obstructions and use the automatic defibrillator. The course will also cover risk factors for heart disease and stroke. A 2-year American Heart Association card will be issued.

10/04 9:00 AM - 12:00 PM SCC North Mankato $75
11/15 9:00 AM - 12:00 PM SCC North Mankato $75

Allied Dental Clinical Sedation Certification
Developed by expert nurses with decades of teaching experience, this is one of the only intravenous sedation certification trainings approved by the Minnesota Board of Dentistry. This one-of-a-kind training course includes an online introductory unit (6 hours) paired with a single weekend of hands-on training (14 hours) to provide dental hygienists and dental assistants with the skills necessary to initiate, maintain, monitor and remove intravenous (IV) lines, and/or aid in administration of medications into an existing IV line under the supervision of a dentist with sedation/general anesthesia certification. Prerequisites: Must be licensed Dental Hygienist or Dental Assistant, have current Health Care Provider CPR certification, and be nitrous oxide certified.

09/08, 4:00 PM - 10:00 PM 09/09, 8:00 AM - 4:30 PM SCC North Mankato $945

Mind-Body Therapies Certificate Bundle
This series is designed to provide healthcare workers and those interested in the topic with an overview of alternative medical therapies and their positive effects on the mind and body. You will earn CE contact hours as you explore different techniques that have been shown to improve overall health when incorporated into routines and combined with other modern medical treatments.

Start Anytime Self-paced Online $249

NASM Certified Nutrition Coach
Nutrition plays a key role in almost every aspect of the health and fitness industry. Beyond fitness instruction, many clients want to pick up healthy eating patterns and make long term behavior changes. Completing this nutrition course will make you a NASM Certified Nutrition Coach. This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients. Gain the skills and expertise needed to fill several health and fitness jobs, such as sports nutritionist, weight management consultant, and wellness coach.

Start Anytime Self-paced Online $1,295

NASM Certified Personal Trainer and Exam Preparation
If you want an exciting career helping others achieve their fitness goals, start with this NASM Certified Personal Trainer and Exam Preparation course. It’s a unique online course that prepares you for the National Academy of Sports Medicine (NASM) exam. The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry. Start with this prep course to become a certified personal trainer (CPT) and reach your career goals.

Start Anytime Self-paced Online $1,295
OSHA Emergency Care/First Aid (3 Hour)
Learn the proper immediate first steps of treating workplace injuries and medical emergencies. Covering those first-action topics: this course satisfies OSHA and MSHA standards with certification issued for a two-year period. The course does not include CPR training.

10/04 12:30 PM - 3:30 PM  SCC North Mankato $60
11/15 12:30 PM - 3:30 PM  SCC North Mankato $60

Pediatric Advanced Cardiac Life Support Initial (PALS)
This American Heart Association-approved class equips you with the skills necessary to rescue and stabilize infants and children who are in respiratory failure, shock or cardiopulmonary arrest. Designed for health care providers including pediatricians, nurses, paramedics, emergency physicians and house staff, the course teaches you to recognize the signs of distress and the strategies for prevention.

12/06, 4:00 PM - 10:00 PM  12/08, 9:00 AM - 5:00 PM  SCC North Mankato $300

Pediatric Advanced Cardiac Life Support Recertification
This is an American Heart Association-approved recertification course in infant and children rescue, designed for health care providers. This course provides you with the latest information needed to recognize and respond to life-threatening instances of infants and children in respiratory failure, shock or cardiopulmonary arrest. You’ll sharpen your skills at resuscitating and stabilizing as well as preventing incidents. Prerequisite: PALS Initial

12/08 9:00 AM - 5:00 PM  SCC North Mankato $220

Mental Health First Aid
Mental Health First Aid (MHFA) is an international evidence-based course that teaches you how to identify, understand and respond to signs of mental illness and substance use disorders. This course gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care. Successful completers will earn a 2-year MHFA certification.

09/28 & 09/29 1:00 PM - 4:00 PM  Online Hybrid $195
12/13 & 12/15 9:00 AM - 12:00 PM  Online Hybrid $195

Certificate in Stress Management
Events, people, and circumstances fill our normal daily lives—along with a certain amount of stress. Stress can be positive or negative, depending on how we perceive the stressor and it impacts our physical, social, spiritual, and emotional health. Stress is also affected by the social and cultural context in which we live. However, with awareness, stress can be managed and reduced. The outcome of this certificate is to for the learner to describe the physiological, social, and psychological aspects of stress; examine the relationship between stress and health, nutrition, and physical activity; identify causes and health effects of workplace stress; and explore modalities to reduce and manage stress. (14 contact hours)

Start Anytime  6-week instructor-led  Online  $99

Certificate in Energy Medicine
Distinguish yourself as a well-rounded healthcare professional with an understanding of Energy Medicine. This course allows you to explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques like Reiki and reflexology. (10 contact hours)

Start Anytime  6-week instructor-led  Online  $69
### Medical Terminology Series
If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You will learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage. Learn medical terminology related to all 11 of the body’s organ systems and review different diagnostic and treatment procedures for each system. This series includes two 6-week online courses with lessons and activities designed to help you understand and remember the medical terminology you learn.

- **Start Anytime**
- **6-week instructor-led**
- **Online**
- **$245**

### Medical Billing and Coding
Whether you’re just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

- **Start Anytime**
- **Self-paced**
- **Online**
- **$2,995**

### Certified Phlebotomy Technician
Prepare for a career as a Certified Phlebotomy Technician (CPT) and learn what it takes to be successful in this industry through this interactive and immersive course, which includes simulation experience through the inclusion of a lab kit for assignments and aligned simulations for practice. This course will prepare you for the Certified Phlebotomy Technician (CPT) certification exam through the National Healthcareer Association (NHA). The course also includes an opportunity to participate in an clinical experience.

- **Start Anytime**
- **Self-paced**
- **Online**
- **$2,295**
Nursing Assistant Knowledge Test - Virtual
This test fulfills the knowledge portion of the Nursing Assistant Registry Test. You must register for and pass both the Knowledge and the Skills test in order to be certified and listed on the Minnesota Nursing Assistant Registry. The Knowledge Test consists of 70 multiple-choice questions in English, and you will have a maximum of 2 hours to complete the test. This test is completely virtual. You will video conference with an RN proctor from your own home or other distraction-free location of your choosing, and you will complete the test online with a computer. You will need two devices - one to video conference with the proctor and one to take the test with.

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Online Hybrid $110

Nursing Assistant Skills Test
This test fulfills the skills portion of the Nursing Assistant Registry Test. You must register for and pass both the Knowledge and the Skills test in order to be certified and listed on the Minnesota Nursing Assistant Registry. During the Skills Test, you will be asked to demonstrate a set of randomly selected MDH-approved nurse aid skill tasks for an RN observer. You will find a complete list of skill tasks in the Minnesota candidate handbook at hdmaster.com. You will be allowed a maximum of thirty (30) minutes to complete your three or four tasks. This test will take place in-person at a South Central College campus. You will receive an email the week before the test with your testing time slot. Please be on campus 20-30 minutes before your assigned time.

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$160

Become a Certified Nursing Assistant in Minnesota!
For over a decade, South Central College (SCC) has been an approved test site for the Minnesota State Registry Test for Nursing Assistants, certifying qualified nursing assistants to work in long-term care facilities to meet our community’s health care needs. We are proud to offer testing monthly at both North Mankato and Faribault campuses, including the hands-on Skills Test at our campus labs and the virtual Knowledge Test that candidates can take online from home while video conferencing with a virtual proctor. Candidates must register for and pass both the Knowledge and Skills tests to be certified and listed on the Minnesota Nursing Assistant Registry.
COURSE REGISTRATION FORM

To access class information, go to southcentral.edu/training

PAYMENT REQUIRED AT TIME OF REGISTRATION (does not qualify for financial aid)

*Student Name ______________________________________________________________________________________________
Last First Middle Initial
*Home Address _________________________________________ *City, State, Zip ______________________________________
*Phone Number ___________________________________ *Email ___________________________________________________
Social Security Number ____________________________ □ Male □ Female *Birth Date _________ / _______ / _________
Ethnic Origin □ American Indian or Alaska Native □ Asian □ Black or African American □ Native Hawaiian or Other Pacific Islander
□ Caucasian □ Hispanic or Latino □ Other (please specify) ________________________________
Employer Name _____________________________________________________ Employer Phone _____________________________
Employer Email ___________________________________________________ Certification # __________________________
Employer - 5 or less employees? □ Yes □ No
How did you hear about us? □ Email □ Website □ Word of Mouth □ Internet Search □ Social Media □ Other (please specify) ____________________________

REFUND POLICY (applies to all registrations) – A full refund or a transfer will be given to any student/company canceling or transferring their registration no less than 3 business days prior to the class start date. Student and/or companies will incur all charges, with no refund, if the student/company does not cancel or transfer their registration no less than 3 business days prior to the first class date. There are some class exceptions, please visit our website southcentral.edu/workforce/info-policies to view the full policy.

I have read and understand the CWE refund policy __________________________ .

Initial Here

Browse our course offerings at southcentral.edu/training.

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If you need a disability accommodation to access courses, contact the Academic Support Center at 507-389-7339

**METHOD OF PAYMENT**  Payable in the SCC Bookstore. For payment policies, please refer to our website at [southcentral.edu/workforce](http://southcentral.edu/workforce) click on "Register" and then "Info & Policies".

☐ CHECK (make payable to South Central College)

☐ CASH

☐ COMPANY (Please be sure to complete all requested information below)

Company/Agency Name ________________________________ PO# ________________________________

Company/Agency Address ________________________________ Work Phone ________________________________

Authorized Company/Agency Representative ________________________________

Representative's Email ________________________________

For online registration with credit card payment please go to [southcentral.edu/enroll](http://southcentral.edu/enroll)

**CONFIDENTIAL INFORMATION**

South Central College is asking you to provide private information in order to process your registration form. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this information.

Under certain circumstances, federal and state laws authorize release of private information without your consent to other schools in which you seek or intend to enroll, or are enrolled; to federal, state, or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.
Need a New Career? We’ve Got Your Back!

Trusted by some of the largest most respected names in healthcare, CareerStep, in partnership with South Central College, offers online training programs that teach you the skills employers need:

- Bookkeeping Administration Pro
- Computer Technician A+
- Dental Assistant
- Executive Assistant
- Healthcare IT Professional
- Hemodialysis Technician
- Medical Administrative Assistant
- Medical Assistant
- Medical Billing
- Medical Coding and Billing for Outpatient Services
- Medical Office Manager
- Medical Scribe
- Medical Transcription Editor
- Microsoft Office 2019: Specialist
- Nutrition and Personal Trainer
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapy Aide
- Veterinary Assistant
- Veterinary Receptionist

Call or visit online to learn more:
(877) 225-7151
www.careerstep.com/
lp/partner/ap/
southcentral/
MANKATO AREA
PUBLIC SCHOOLS
COMMUNITY EDUCATION

year round options

ECFE
BIRTH TO PRE-K CLASSES FOR PARENTS + KIDS!
VARED TIMES

PRE-K
AM OR PM PRESCHOOL FOR 3-4-5 YR OLDS ... OR MAKE IT A FULL DAY OPTION WITH ACES!
OPEN: 7A-550P

ACES
WE CARE FOR KIDS WHEN THEY AREN'T IN SCHOOL!
OPEN: 630A-6P

YOUTH
CLASSES + CAMPS SUMMER AND SCHOOL YEAR!
VARED TIMES

ADULT
SPORTS SKILL BUILDING BUS TRIPS NEW OR EXPERIENCED... WE HAVE IT ALL!
VARED TIMES

VOLUNTEER
GIVE BACK TO THE COMMUNITY OR BUILD YOUR RESUME...
VARED TIMES

mankatoCER.com | 507.387.5501
questions: commed@isd77.org
**MN Boiler Operator Exam Prep**

Boiler operators in Minnesota are required to be licensed through the Department of Labor, and our 8-hour prep class will ensure your success on the licensing exam. Whether you are taking a Special Engineer or Grade C licensing exam, this training will cover everything you need to pass the test. We can also customize the class to include high pressure boiler licenses. Downloadable study materials and practice tests will be provided.

**10/03 & 10/05** 5:30 PM - 9:30 PM
**Live Online**  $245

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**Residential Electrician**

The Residential Electrician course is designed to teach you the fundamental skills needed to work with residential electrical systems—no previous experience is required. You will learn electrical theory, wiring and installation, safety procedures, use of common hardware and materials, use of building plans, and more. You will also have access to more than 30 virtual simulations that simulate hands-on practice and 10 lessons on customer service, which is one of the most important soft skills employers are looking for and a skill that will help you grow quickly in your career. By course completion, you will be prepared to pass your state’s electrical licensing exam and start an entry-level career as a residential electrician or electrician apprentice.

**Start Anytime**  Self-paced  **Online**  $2,595

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**Electrical Technician**

Learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. You will be introduced to key concepts such as Six Sigma, Lean, Kaizen, and more so you can launch a successful career in manufacturing. In addition, you'll learn soft skills including: Troubleshooting, Problem Solving, Communication Skills, Conflict Resolution, Customer Service, and Leadership.

**Start Anytime**  Self-paced  **Online**  $2,260

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**Freight Broker/Agent Training**

Start your freight broker career successfully with online freight broker training! Gain the comprehensive skills needed for building a successful freight brokerage or freight brokerage agency. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more, you’ll learn the knowledge, insight, and direction to help you stand out in this growing industry. Upon completion, you will understand the steps of setting up carrier and shipper packets and contracts, marketing and advertising avenues, rate quotes, how to interact with shippers and carriers to keep lines of communication open, and valuable negotiation skills.

**Start Anytime**  Self-paced  **Online**  $1,895

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**Quality Inspector**

This course provides an intensive overview of the skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality, and management skills as you prepare to become a quality inspector.

**Start Anytime**  Self-paced  **Online**  $1,995

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‘‘

[The instructor did] Such an amazing job EXPLAINING the material, I now feel even more confident I’ll pass my first class boiler test, and more confident in my growing knowledge and understanding of boiler operations. I have told lots of people about the class, and if I ever need study help again, I would take this class again in a heartbeat!

Julie M., MN Boiler Operator Exam Prep
Maintenance Technician
Get an intensive overview of the skills required for manufacturing maintenance, including the principles of power transfer and rigging safety as well as PLCs and robotics. You will learn about workholding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging, and fluid systems as you prepare for your new career as a Maintenance Technician.

Start Anytime  Self-paced
Online $1,695

Understanding ISO 9001 and Internal Auditor Skills
This class will provide trained auditors to effectively and efficiently conduct “Value-added” internal quality system audits, based on practical insights from an experienced QMS Lead Auditor and business owner. Auditors will learn the “Heads-Up” auditing technique for finding value-added improvement opportunities, the 9-Step Auditing Methodology for interviewing auditees, as well as basic principles of auditing, note-taking techniques, and how to write audit findings.

View upcoming dates at southcentral.edu/enroll  SCC North Mankato $850

Root Cause Problem Solving
Learn a proven methodology for problem solving following the 8-discipline steps that will give you a standard technique for addressing corrective actions of all types. The class builds on the fundamentals of the Plan-Do-Check-Act cycle, the 3 types of root causes, and the ISO 9000 definitions for correction, corrective action, and preventive action. Tools for solving problems will also be covered in detail, including brainstorming, cause and effects, data collection and analysis, Pareto charts, histograms, trend charts, flow charts, and more.

View upcoming dates at southcentral.edu/enroll  SCC North Mankato $435

Fundamentals of Quality Assurance
For the professional who is looking for growth in the area of quality assurance, this course will provide a broad base of training on fundamental skills and knowledge of quality assurance. Topics include quality management and systems, ISO 9001, quality auditing, quality costs, problem solving, statistical tools and concepts, calibration systems, metrology, inspection and testing, supplier management, documentation control, record keeping, and more.

View upcoming dates at southcentral.edu/enroll  SCC North Mankato $850

CNC Machinist
Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly. The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Start Anytime  Self-paced  Online $2,245
Personal Enrichment

90-hr Minnesota Salesperson Real Estate Pre-Licensing Package
Interested in becoming a real estate agent? We are proud to provide you with the highest-quality online Real Estate Pre-Licensing education through our partnership with The CE Shop. Our complete Pre-Licensing packages include state-approved, interactive online courses that teach you everything you’ll need to take the real estate licensing exam, using real-life, inquiry-based scenarios. Don’t pay full price! We offer promotional discounts regularly, so be sure to check out the latest sale and use the current promo code to register.

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Discover Sign Language
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression. Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do.

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Speed Spanish
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish.

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Photographing Nature with Your Digital Camera
Nature photography can be a fun, relaxing, and exciting hobby! In this course, you’ll learn about the many aspects of outdoor photography as well as how to master your digital camera’s controls and features. You’ll explore composition and lighting issues, delve into your camera’s shutter speed and aperture controls, and discover how to use your computer to process your photos and digitally correct the most common problems. By the end of this course, you’ll have become the nature photographer you always wanted to be!

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Start Your Own Online Business
This course will give you a solid foundation for building and growing a successful digital business. You will be given a step-by-step approach that is easy to follow—from building a simplified strategy to branding your business. You will learn how to create a product, build and launch your own website, engage prospective customers, and implement a process that will drive fresh leads to your business. You simply need to know what to do and how to do it. So whether you are looking to generate a nice side income or even to replace your current income and ditch your full-time job, this course is for you.

| Choose Your Start Dates | 6-week instructor-led | Online | $129 |

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Anonymous, Speed Spanish

I have tried other books and tapes to try to learn Spanish, but this course was the most helpful. Very simple and very informative. The recipes were simply brilliant.
Travel Writing
Develop the skills of a travel writer! You will learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You will understand the writing styles and methods needed to sell material in today’s competitive market. You will learn about popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include: how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information. By the end of the course, you will have the ability to write for the travel market.

Choose Your Start Dates  6-week instructor-led  Online  $115

Self-Improvement Suite
In this 3-course program, you’ll learn career-enhancing skills including goal setting, time management, personal organization, and creativity. You’ll explore clear examples of verbal and nonverbal communication and gain practical strategies you can use today to improve communication at home, in social situations, and in the workplace. You’ll also discover how to use journaling to ease the stress of unwanted change, improve your physical and emotional health, and achieve a greater level of professional success.

Choose Your Start Dates  6-week instructor-led  Online  $330

Get Assertive!
Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life. This course will empower you to be more assertive and includes specific techniques for dealing with people who intimidate or disrespect you. It’s your turn to speak up!

Choose Your Start Dates  6-week instructor-led  Online  $115

Start a Pet Sitting Business
If you’re an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! You’ll begin by learning all about pet care, including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients, explore sticky situations and emergencies that can arise, and delve into finances and explore start-up costs, accounting, fee setting, business plans, and low-cost marketing. By the end of this course, you will have all the knowledge you need to become a professional pet sitter.

Choose Your Start Dates  6-week instructor-led  Online  $129

Personal Finance
This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes. You will learn the essentials of household bookkeeping, recordkeeping requirements, and much, much more.

Choose Your Start Dates  6-week instructor-led  Online  $129

Mastering Public Speaking
You can become an effective public speaker! In this course, you will discover how to talk confidently and persuasively to both large audiences and small groups. You will also learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. You’ll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you’ll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!

Choose Your Start Dates  6-week instructor-led  Online  $129
Program Highlights

• An approved training provider that meets the new federal CDL training regulations
• Road training one-on-one with an instructor
• Behind-the-wheel training lengths customized to meet your skill level
• Theory training that meets your learning style. Select from either online self-paced with access to a knowledgeable instructor or an in-person classroom training
• Convenient location in North Mankato, MN or arranged at your place of business
• Eligible to take the CDL Class A road test with no restrictions on your license
• Affordable fee structures where you only pay for what you need

CDL Training Details

Theory Instruction (Online/Self-paced)

• Self-paced online training using D2L online learning platform
• Content is delivered through reading text, watching videos, and completing online quizzes
• Follows the J.J. Keller Entry-Level Driver Training Obtaining a CDL Student Manual
• Covers 33 learning objectives
• Estimated finishing time of 20-30 hours
• Must pass with a minimum of 80% on learning objective assessments before advancing to the next section

Theory Instruction (In-Person)

• 16-hours total training (2 days, each 8 hours)
• In-person instruction followed by a written test to prove competency in materials
• Follows the J.J. Keller Entry-Level Driver Training Obtaining a CDL Student Manual

Behind-the-Wheel (Range)

• Covers 7 learning objectives as outlined in the current standard
• Takes place in North Mankato, MN, or in other locations where a suitable range training site is available
• Estimated completion time of range/road training is 20 hours
• Train according to skill level
• Must successfully complete all objectives before advancing to the next section

Behind-the-Wheel (Road)

• Covers 12 learning objectives as outlined in the current standard
• Estimated completion time of range/road training is 20 hours
• Train according to skill level
• Must successfully complete all objectives before taking the behind-the-wheel CDL road test

MORE INFORMATION
southcentral.edu/training
507-389-7203
cwe@southcentral.edu
Public Safety & Driving

CDL Class A/Class B Entry-Level Driver Training Behind-the-Wheel (10HR)
This FMCSA approved course will provide behind-the-wheel instruction on the operation of a CMV (Commercial Motor Vehicle) including the topics: Basic Control and Maneuvering, Traffic, Emergency Procedures, Safe Operating Procedures, and Advanced Operating Practices. The focus is to prepare the participant for CDL Licensure. After training is successfully completed, the candidate will be entered into the Training Provider Registry (TPR).

Start Anytime  Custom Schedule  SCC North Mankato  $2,000

CDL Class A/Class B Entry-Level Driver Training Behind-the-Wheel (20HR)
This FMCSA approved course will provide behind-the-wheel instruction on the operation of a CMV (Commercial Motor Vehicle) including the topics: Basic Control and Maneuvering, Traffic, Emergency Procedures, Safe Operating Procedures, and Advanced Operating Practices. The focus is to prepare the participant for CDL Licensure. After training is successfully completed, the candidate will be entered into the Training Provider Registry (TPR).

Start Anytime  Custom Schedule  SCC North Mankato  $3,000

CDL Class A/Class B Entry-Level Driver Training Theory (Online)
This online course will include knowledge instruction on the operation of a CMV (Commercial Motor Vehicle) and related matter in the topics of Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. A passing rate of 80% is mandatory in every section in order to complete this course. The focus is to prepare the participant for CDL Licensure. J.J. Keller Entry-Level Driver Training CDL Student Manual included in price.

Start Anytime  Self-paced  Online  $300

CDL Class A/Class B Entry-Level Driver Training Theory (In-Person)
This FMCSA approved course will include knowledge instruction on the operation of a CMV (Commercial Motor Vehicle) and related matter in the topics of Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. The focus is to prepare the participant for CDL Licensure. After training is successfully completed, the candidate will be entered into the Training Provider Registry (TPR). Beverages and lunch will be provided for both days.

09/21 & 09/22  8:00 AM - 4:30 PM  SCC North Mankato  $450
Public Safety & Driving

MN Commercial Vehicle Inspector Recertification
This course provides certified Minnesota Commercial Vehicle Inspectors with the required 2-year recertification training and test. Designed for those who perform required safety inspections of commercial vehicles, this training covers law changes, inspection changes, and problem areas. The instructor is certified by the MN State Patrol. Please Note: Inspectors are required to recertify every two years. Recertification must be completed before the expiration date of your certification.

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Motorcycle Basic Rider Course
Learn how to ride and earn your motorcycle license endorsement! This course includes 5 hours of interactive online pre-work to learn the basics of motorcycling and 11.5-hours of hands-on riding exercises on the riding range at South Central College campus, which will be instructed by an MSF-certified Rider Coach. These exercises will guide you through the basic skills of straight-line riding, stopping, shifting, and turning, gradually progressing to swerving and emergency braking. At the end of the range training, you'll perform a Skills Test on the bike which must be passed in order to earn your endorsement. Motorcycles of all sizes will be provided for all the students enrolled in the Basic Rider Course.

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<td>9:00 AM - 2:45 PM</td>
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Our Safety Training Comes to You!

Are you looking for on-site training delivered by highly credentialed instructors that provides a fun atmosphere, an interactive environment, and a proven track record of success? Take your training program to the next level by working with our team of safety professionals at South Central College.

Experienced Instructors, Specialized Technology, and Hands-On Activities

We have 4 full-time instructors on staff with over 60 years of experience. We also use a diverse mixture of technology, hands-on activities, and real world experiences in our delivery. If you are tired of the same old same old, then give us a try. We would love to have you in one of our sessions!

A Few of the Trainings We Offer

- Equipment operator training (Forklift, Aerial Lift, Skid loader, Yard truck)
- HAZWOPER training (Including Awareness level, through Technician Level)
- Electrical safe work practices(NFPA70E, Arc Flash, Meters, LOTO)
- 1st Aid/CPR review through BLS certification
- Rigging (hoist/slings)
- Fall protection- Con Space-Site audits-Program writing/review-Excavation

MORE INFORMATION

Terry Meschke
507-332-5868
terry.meschke@southcentral.edu

Terry Meschke
Cory Weston
Robert Weston
Terry Weston

Turning Technologies
Audience Response Units

Customized Workforce Education
southcentral.edu/training  •  cwe@southcentral.edu
Workplace Safety

**Construction 10-Hour**
Research shows that those who are new on the job or never trained have a higher rate of accidents and injuries. This training will help to provide a solution so your employees are well trained and safe. Construction safety is covered in this course, which includes an introduction to OSHA Focus Four Health Hazards in construction, protective equipment and more. The course comes with a 10-hour safety training certificate in construction.

11/20, 8:00 AM - 4:00 PM & 11/21, 8:00 AM - 11:00 AM
Faribault $300

**General Industry 10-Hour**
Your employees are your most valuable assets and their health and well-being is critical to the success of your business. Supervisors have a responsibility to maintain the safest working environment possible. Employees need to know what that safe environment looks like and how to maintain it. Ten-Hour General Industry training delivers the necessary tools and skills to assess the workplace for potential hazards and we will address these issues using best practices in order to maintain compliance with the law. Attention to best practices in safety also lowers costs for business and industry. This class is recommended for Human Resource personnel, supervisors and frontline employees in general industry.

10/26, 8:00 AM - 4:00 PM & 10/27, 8:00 AM - 11:30 AM
SCC North Mankato $300

**Hazardous Materials for Transport**
In accordance with 49 CFR 172 and 177, the US Department of Transportation (DOT) requires training for anyone who handles hazardous materials including individuals who ship or receive hazardous materials, prepare hazardous materials for transportation, mark and label containers, complete shipping documents, select packaging and load or unload hazardous materials.

11/15 8:00 AM - 4:30 PM SCC North Mankato $400

**MSHA New Miner Training Virtual Classroom**
Important and required training for mining work. Individuals engaged in the extraction or production process, are regularly exposed to mine hazards, or are contracted by mining companies and regularly exposed to mine hazards, must receive comprehensive training, starting with New Miner Training. “Regularly exposed” means either exposure to hazards at the mine on a frequent basis (a pattern of recurring exposure), or extended exposure of more than 5 consecutive workdays, or both. The New Miner training taught in this class satisfies MSHA training requirements for the classroom portions of New Miner and is designed to follow the federal training requirements set forth in Title 30 CFR (MSHA) parts 46 and 48.

08/22 - 08/24 8:00 AM - 4:30 PM Live Online $330

**OSHA #2264 - Permit-Required Confined Space Entry**
This course covers the safety and health hazards associated with permit-required confined space entry. Upon course completion students will have the ability to identify permit and non-permit required confined spaces, reference the OSHA Permit-Required Confined Spaces Standard, conduct atmospheric testing, and implement a permit-required confined space program. Minimum student contact hours: 20

08/29 - 08/30, 8:00 AM - 4:30 PM & 08/31, 8:00 AM - 12:00 PM SCC North Mankato $600
OSHA #500 Construction Train the Trainer
Designed for individuals interested in becoming authorized to teach the OSHA 10 and 30-Hour Outreach Training for their employees or other interested groups, this course will cover basic adult learning techniques and discuss effective presentation skills. During the course, students will prepare a presentation on an assigned OSHA Construction Outreach Training Program topic individually and make a presentation to the class in partial fulfillment of the course requirements. Minimum student contact hours: 26
11/06 - 11/08, 8:00 AM - 4:30 PM 11/09 08:00 AM 12:00 PM Faribault $800

OSHA #502 - Construction Trainer Update
This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and are authorized trainers in the OSHA Outreach Training Program. Participants will receive an update on OSHA Construction Standards, policies, and regulations. Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain construction industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour Construction Outreach Training Program classes. Minimum student contact hours: 18
12/12 - 12/13, 8:00 AM - 4:30 PM & 12/14, 8:00 AM - 12:00 PM Faribault $600

OSHA #503 - General Industry Trainer Update
This course is designed for Outreach Training Program trainers who have completed the OSHA #501 Trainer Course in Occupational Safety and Health Standards for the General Industry and are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA General Industry Standards, policies, and regulations and is required every (4) years to remain an authorized trainer. During the course, students will prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually and make a presentation to the class in fulfillment of the course requirements. Recommended for: Environmental Safety and Health managers, directors, and other professionals who are nearing the expiration date on their authorized trainer card. Minimum student contact hours: 18
09/06 - 09/07, 8:00 AM - 4:30 PM & 09/08, 8:00 AM - 12:00 PM Faribault $600

Both instructors were very helpful and knowledgeable even while dealing with a very disruptive class.
Jake S., MSHA New Miner

‘Terry was a great instructor!’
Rick G., OSHA 10 Construction
OSHA #510 - OSHA Standards for Construction
This in-person course will introduce students to OSHA policies, procedures, and standards, as well as construction industry safety and health principles. A copy of the 29 CFR 1926 Construction Industry Standards is included with the registration fee. For those interested in becoming authorized 10hr and 30hr OSHA Outreach trainers, the OSHA #510 course meets one of two prerequisites for the OSHA #500 Trainer Course for the Construction Industry. Recommended for: Individuals new to the field of construction and safety, those interested in developing and implementing safety and health programs, those responsible for safety and health at some capacity who are looking to expand their knowledge. Minimum contact hours: 26

10/09 - 10/12 8:00 AM - 4:30 PM Faribault $800

OSHA #7500 - Intro to Safety and Health Management
Learn the effective implementation of a company’s safety and health management system. This course addresses the four core elements of an effective safety and health management system and those central issues that are critical to each element's proper management, and is an interactive training session focusing on class discussion and workshops. Upon course completion students will have the ability to evaluate, develop, and implement an effective safety and health management system for their company. Minimum student contact hours: 5.5

12/15 8:00 AM - 2:00 PM Faribault $225

OSHA #7845 - Recordkeeping Rule Seminar
This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA. Upon course completion students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300A Summary of Work-Related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report. Minimum student contact hours: 4

10/13 8:00 AM - 12:00 PM Faribault $225

"WOWZERS this class was so informative!!!!!
Mannie G., Rigging Training"

"Extremely interesting and applicable to the facility and leaders within the room.
Anonymous, Safety DNA for Leaders"
Our online career training programs can start you on a path to an in-demand profession or help advance your current career with industry certification. Employers can also utilize these certification programs to train new employees or upskill current employees and promote from within.

**Certified Bookkeeper**
This unique, comprehensive online bookkeeping certification course is designed for professional bookkeepers. It reinforces key bookkeeping concepts, definitions, and calculations you have likely encountered in your bookkeeping education and career and prepares you for the American Institute of Professional Bookkeepers (AIPB) national certification exam.

**Certified Phlebotomy Technician**
Prepare for a career as a Certified Phlebotomy Technician (CPT) and learn what it takes to be successful in this industry through this interactive and immersive course. This course includes simulation experience through the inclusion of a lab kit for assignments and practice, and will prepare you for the Certified Phlebotomy Technician (CPT) certification exam through the National Healthcareer Association (NHA).

**Certified Digital Marketing Professional**
Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click (PPC), conversion optimization, digital analytics, and email marketing to get a holistic understanding of digital marketing. Upon completion, you will be prepared to sit for the OMCP Online Marketing Certified Professional exam.

**CompTIA™ A+ Certification Training**
This course will prepare you for CompTIA A+ certification, the only industry-recognized credential with performance testing to prove professionals can think on their feet and complete critical IT support tasks. It is trusted by employers worldwide as a way to identify the go-to person in endpoint management and technical support roles.

**Medical Billing and Coding**
Whether you’re just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

**Microsoft Office Specialist (MOS) Associate Certification Training**
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Associate certification signifies that you have a deep level of skills needed to use the Office suite. This course will teach you how to use the Microsoft Office suite at an advanced level and prepare you for the certification exams for Word, Excel, PowerPoint, and Outlook.

Find your career training program at careertraining.ed2go.com/southcentral
South Central College – Customized Workforce Education has a strong and favorable history with the **Minnesota Jobs Skills Partnership Program** (MJSP). MJSP strategically helps Minnesota businesses and colleges to competitively train Minnesota’s workforce. Grants are awarded to educational institutions that partner with businesses to develop new-job training or retraining for existing employees. All training projects pair at least one public/private accredited Minnesota educational institution and one business.

Funds may be used for training-related costs or educational infrastructure improvements necessary to support businesses located or intending to locate in Minnesota. A cash, or in-kind, contribution from the contributing business must match program funds on at least a one-to-one ratio.

Other MJSP grant activities include:

**Low Income Worker Training Program** - grants to help low-income individuals receive training to acquire additional skills in order to move up the career ladder to higher paying jobs.

Contact us at **cwe@southcentral.edu** to learn if the MJSP or another grant program fits your organization’s needs.
REGISTER TODAY!
3 Easy Ways to Register

**ONLINE**
Visit southcentral.edu/training and click the Register tab

**IN PERSON**
Bring your registration form and payment to our main office:
South Central College
Customized Workforce Education
1920 Lee Blvd., Suite E165
North Mankato, MN 56003

**BY PHONE**
Call (507) 389-7203 to register and pay over the phone

Questions? Contact Us.
southcentral.edu/training | cwe@southcentral.edu | (507) 389-7203

South Central College - Customized Workforce Education
1920 Lee Blvd., North Mankato, MN 56003
OFFICE HOURS Monday - Friday, 7:30 a.m. - 4:00 p.m.