



The Right Turn, Inc.

OFFICE HOURS:

Monday: 8am - 5pm
 Tuesday: 8am - 8pm
 Wednesday: 8am - 5pm
 Thursday: 8am - 8pm
 Friday: by appointment only
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 Closed from 12 – 1pm daily

**Please visit our website for current class schedules.**

**Programs and classes are current as of 9/1/16  
 and are subject to change.**

**The Right Turn, Inc.**

**124 E. Dakota Ave. · Pierre, SD 57501  
 (605) 773-4755 · [www.TheRightTurn.org](http://www.TheRightTurn.org)**



The Right Turn, Inc.

**Fall/Winter  
2016 Catalog**

## MISSION

To strengthen our communities by nurturing personal growth and promoting economic success through education and job training.

## VALUES

- Empowering possibilities and hope
- Showing respect and compassion for all
- Generating positive attitudes
- Honoring integrity and honesty
- Providing a welcome atmosphere
- Facilitating equal opportunity for all

## HISTORY

The Right Turn, Inc. has been providing education, career development, job readiness preparation and workforce development training to area adults since 1974. As a United Way participating agency and 501(c)(3) nonprofit organization, we are funded primarily through grants and donations. The Right Turn's Early Childhood Training Network provides high quality training and technical support for child care providers in 12 rural counties in central South Dakota, including three Native American Indian Reservations.

## PROGRAMS

- |                                                    |                                              |
|----------------------------------------------------|----------------------------------------------|
| • Adult Basic Education & Literacy Classes         | • Child Safety Seat Distribution             |
| • Computer Classes                                 | • CPR and 1 <sup>st</sup> Aid Certification  |
| • Tutoring                                         | • Child Development Associate Certification  |
| • GED <sup>®</sup> Preparation Classes and Testing | • Medical Transcription Training             |
| • Licensed GED <sup>®</sup> Examination Site       | • Medical Coding & Billing Training          |
| • English as a Second Language Classes             | • Pharmacy Technician Training               |
| • Work Readiness Classes                           | • Medical Administrative Assistant Training  |
| • Employment Coaching & Placement Services         | • Executive Assistant Training               |
| • National Career Readiness Certification          | • Computer Technician Training               |
| • Child Care Provider Education & Support          | • Fingerprinting and TSA enrollment services |



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**SPECIAL THANKS TO:**

**ADULT EDUCATION & LITERACY**

- Students work at their own pace with individual and group instruction.
- An individual study plan is created for each student.
- Classes prepare students to pass the GED® exam, advance in their job, or enter college or technical school.
- Includes coaching and mentoring to improve social, financial, job readiness, and other important life skills.
- Morning and evening classes are available; please call for current schedule.
- Free for eligible students age 18 and up who are not currently in school.

**AMERICAN RED CROSS CPR & FIRST AID CERTIFICATION**

- Students work in a group with a certified instructor.
- Classes are held monthly and upon request.
- Classes may be arranged off-site upon request.
- Please call for current rates and schedule.

**ENGLISH AS A SECOND LANGUAGE (ESL)**

- Students work at their own pace with individual and group instruction.
- Free for eligible students age 18 and up who are not currently in school.
- Citizenship classes available upon request.

**GED® EXAMINATIONS**

- We are a licensed PearsonVUE Test Center.
- Visit [www.GED.com](http://www.GED.com) to register for testing.
- Fees: \$130 for the complete battery of 4 tests.
- Examinees must bring valid picture ID on day of testing.

**HOMESCHOOL SUPPORT SERVICES**

- Initial consultation with academic assessment & instructional recommendations: \$375.
- Educational and/or career counseling: \$65 per hour.
- Tutoring: \$45 per hour.

**COMPUTER COURSES**

- Free assessments and planning tools.
- Students work independently in a computer lab with printed textbook and one-on-one instructor assistance.
- Beginning or Advanced Intro to Computers, MS Word, Excel & Outlook: \$150 each.
- Keyboarding(10-15 hours): \$99



Capital Area United Way



- |                             |                                  |
|-----------------------------|----------------------------------|
| American State Bank         | Hogen's Hardware Hank            |
| Bank West                   | Kay Scheibe                      |
| Beck Motors                 | Korner Grocery                   |
| Best Western Ramkota        | Linn Real Estate                 |
| Bob Clark Insurance         | Lynn's DakotaMart                |
| Bob Riter                   | Monty & Peggy Bechtold           |
| Coca Cola of Pierre         | Nystrom Electric                 |
| Dakota Radio Group          | Pierre-Fort Pierre Rotary Club   |
| Days Inn Pierre             | Pizza Ranch                      |
| Dona Mae Johnson            | River Cities Transit             |
| Doug & Joan Schueller       | Robert & Gaytha Ten Eyck         |
| Envirotech                  | Runnings Farm & Fleet            |
| FASTSIGNS                   | Sanford Health                   |
| Fischer Rounds & Associates | Smart Software Solutions         |
| Fred & Vicki Shoenfeld      | Today's KCCR                     |
| Gary Snow & Associates      | Walgreens                        |
| Graham Tire                 | Walmart                          |
| Grand Rental Station        | WW Tire                          |
| Grossenburg Implement       | Zonta Club of Pierre-Fort Pierre |



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# START A NEW CAREER IN A YEAR OR LESS!



## CHOOSE ONLINE CAREER TRAINING DESIGNED TO GET YOU WORKING!

Train with The Right Turn, Inc. to gain the skills you need to quickly start a rewarding new career in an in-demand field. Available programs include:

- Medical Coding and Billing
- Medical Transcription and Editing
- Medical Administrative Assistant with EHR
- Computer Technician
- Pharmacy Technician
- Executive Assistant
- Medical Billing
- ICD-10 FastTrack

**Take the first step toward your new career today!**



The Right Turn, Inc.



**CareerStep™**  
ACADEMIC PARTNERSHIPS

For More Information:

**1-877-225-7151 • CareerStep.com/trt**

### TEST PROCTORING

- Individual test proctoring: \$45 per hour.
- Licensed PearsonVUE, pan, Prometric, & NOCTI testing facility.

### TUTORING

- Customized instructional support for all ages, including youth, seniors, college students, and homeschoolers: \$45 per hour.
- Scholarships made possible by Capital Area United Way.

### NATIONAL CAREER READINESS CERTIFICATION (NCRC)

The NCRC uses WorkKeys® skill assessments to verify to employers that an individual has job skills in Reading for Information, Applied Mathematics, and Locating Information. Job seekers may work through customized online lessons to improve these skills and help meet their employment goals. Employers use the NCRC to develop current staff or as a screening tool when making hiring decisions.

- Unlimited skills development in our computer lab: \$45 per month.
- Certification testing fee: \$165, financial assistance may be available.

### RESUME SERVICES

- Personalized assistance to best present your strengths and experiences.
- Initial resume: \$85, resume updates: \$45 per hour with ½ hour minimum.
- Specialized job application assistance is also available for an additional fee.
- Videotaped mock job interview followed by personal feedback: \$80.

### TSA BACKGROUND CHECK SERVICES

- Hazardous Materials Endorsement (HME) fingerprinting
- TWIC (Transportation Worker Identity Credential)
- TSA Pre<sup>v</sup>
- Visit <https://universalenroll.dhs.gov> for pricing, preregistration, and requirements.

### WORK READINESS TRAINING

- Classes and workshops are scheduled upon request.
- Fees range from \$175 - \$225 per hour, depending on enrollment and student needs.

### ZONTA CLOSET

- Free clothing to wear for job interviews and to work.
- Made possible through the Zonta Club of Pierre/Fort Pierre.
- Donations welcome!

## What is fitCare?

**Health habits start early.**

fitCare is a program for caregivers to encourage young children to develop healthy lifestyle habits through their child care experience!



- **RECHARGE** – Learn why, what & how to provide an environment that encourages young children to develop healthy emotional management and rest/relaxation habits.
- **MOOD** – Learn ways to help children recognize their emotions and how these emotions influence nutrition and physical activity.
- **FOOD** – Encourage children to make healthy food choices including influences of media and the importance of fruits & vegetables.
- **MOVE** – Explore activities to teach and encourage children to be physically active every day.

**Classes are FREE, fun & interactive!**

**Ask us about the South Dakota Child Care Pathways Career Development Program!** Students may work toward certification and credentialing in one or more of the following areas:

- Child Development Associate Certificate
- Infant/Toddler
- Preschool
- Family Child Care
- Out of School Time
- Leadership

### RESPONSIVE PARENTING CLASSES:

Free to parents and caregivers of infants and preschoolers.

## Affordable, fun classes for child care providers!

### Basic Level Classes:

- Child Abuse & Neglect
- Communicable Diseases
- Communication
- Diapering/Potty Training
- Emergency Procedures
- CPR & First Aid
- Healthy Environments
- Period of PURPLE Crying
- Safe Environments/Playgrounds
- Teething/Biting

### Entry Level Classes:

- Baby Human
- Early Language Literacy
- Guidance & Discipline
- Infant/Toddler Entry Level

### Intermediate Level Classes:

- Partnerships with Parents
- Cultural Diversity
- Early Childhood Profession
- Health/Safety
- Inclusion
- Nutrition
- Lesson Planning/Developmentally Appropriate Activities

### Advanced Level Classes:

- Early Learning Guidelines
- Early Childhood Management
- Family Day Care Series (20 Hours)
- Observation/Documentation
- Ethics in Early Childhood
- “Green” Toys
- Making Clean-Up Time Fun
- Oral Health
- Outdoor Learning Environments
- Sudden Infant Death Syndrome (SIDS)
- Stress Management
- The Next Picasso: Art for the Young

### Child Development Associate:

Nationally recognized certification includes 120 hours of class time and mentoring, with instruction in Early Childhood Profession, Health, Safety, & Nutrition, Child Development & Planning, Guidance of Young Children, Partnership with Parents, Programs for

