

# THE RIGHT TURN

## 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 nonprofit organization, we are funded primarily through grants and donations. Our service area includes 12 rural counties in central South Dakota, including three Native American Indian Reservations.

## PROGRAMS

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| <ul style="list-style-type: none"><li>• Adult Basic Education &amp; Literacy Classes</li><li>• Computer Classes</li><li>• Tutoring</li><li>• GED<sup>®</sup> Preparation Classes and Testing</li><li>• Licensed GED<sup>®</sup> Examination Site</li><li>• English Language Learning Classes</li><li>• National Career Readiness Certification</li><li>• Child Care Provider Education &amp; Technical Assistance Support</li></ul> | <ul style="list-style-type: none"><li>• Free Child Safety Seat Distribution</li><li>• American Red Cross CPR Certification</li><li>• Child Development Associate Certification</li><li>• Medical Transcription Online Training</li><li>• Medical Coding &amp; Billing Online Training</li><li>• Work Readiness Classes</li><li>• Executive Assistant Online Training</li><li>• Computer Technician nline Training</li><li>• Test Proctoring</li></ul> |
|---|---|

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## **ADULT EDUCATION & LITERACY**

- Students work at their own pace with individual and group instruction.
- Individual study plans are created for each student.
- Classes prepare students to pass the GED<sup>®</sup> 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**

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

## **COMPUTER COURSES**

- Free consultation 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: \$450 each.
- Keyboarding (10-15 hours): \$190 per month

## **ENGLISH LANGUAGE LEARNERS (ELL)**

- 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<sup>®</sup> EXAMINATIONS**

- We are a licensed PearsonVUE Test Center.
- Visit [www.GED.com](http://www.GED.com) to register for testing.
- Fees: \$150 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: \$400
- Educational and/or career counseling: \$65 per hour.
- Tutoring: \$50 per hour.

## **NATIONAL CAREER READINESS CERTIFICATION (NCRC)**

The NCRC uses WorkKeys® skill assessments to verify to employers that an individual has job skills in Workplace Documents, Applied Mathematics, and Graphic Literacy. 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: \$50 per hour with ½ hour minimum.
- Specialized job application assistance is also available for an additional fee.

## **TEST PROCTORING**

- Individual test proctoring: \$50 per hour.
- Licensed PearsonVUE, pan, Prometric, & NOCTI testing facility.

## **TUTORING**

- Customized instructional support for all ages, including youth, seniors, college students, and homeschoolers: \$50 per hour.
- Scholarships made possible by Capital Area United Way.

## **WORK READINESS TRAINING**

- Classes and workshops are scheduled upon request.
- Fees range from \$190 - \$245 per hour, depending on enrollment and student needs.

## **ZONTA CLOSET**

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

**Ask about free child safety seats  
for qualifying participants!**

# THE RIGHT TURN

## Bring It

What's  
stopping you from  
reaching your potential  
at work or school?

Attitude      Appreciation  
Ambition  
Attendance      Acceptance  
Appearance      Accountability

- Take control of the way you react.
- Be on time, every time.
- Choose to be a pro.
- Do more than the minimum.
- Refuse to rationalize bad decisions.
- Be coachable and play by the rules.
- Provide selfless service.

Get **certified** in the soft skills  
**employers** are looking for

Ask how you can earn a  
*Certificate of Work Ethic Proficiency*

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## Affordable, engaging 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:

120 hours of instruction and assistance to prepare a portfolio and study for the national CDA certification exam.



## Ask us about the South Dakota Child Care Pathways Career Development Program!

Students may work toward certification and credentialing in one or more area:

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

**PARENTING CLASSES:**  
Free to parents and caregivers of infants  
and preschoolers

# THE RIGHT TURN

**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**<sup>™</sup>

ACADEMIC PARTNERSHIPS

For More Information:  
**1-877-225-7151 • [CareerStep.com/trt](http://CareerStep.com/trt)**

**SPECIAL THANK YOU TO:**



**Capital Area United Way**



Please visit [www.therightturn.org](http://www.therightturn.org)

for current class schedules.

Programs and classes are subject to change.