

# 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 501(c)(3) 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

- Adult Basic Education & Literacy Classes
- Computer Classes
- Tutoring
- GED<sup>®</sup> Preparation Classes and Testing
- Licensed GED<sup>®</sup> Examination Site
- English as a Second Language Classes
- Work Readiness Classes
- National Career Readiness Certification
- Child Care Provider Education & Support
- Child Safety Seat Distribution
- CPR Certification
- Child Development Associate Certification
- Medical Transcription Training
- Medical Coding & Billing Training
- Pharmacy Technician Training
- Executive Assistant Training
- Computer Technician Training
- Test Proctoring

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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.

## **Adult & Infant CPR**

- Face to face class or blended learning with online option.
- Classes are held monthly; additional classes are available upon request.
- Classes may be arranged off-site upon request.
- 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: \$425 each.
- Keyboarding (10-15 hours): \$170 per month

## **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<sup>®</sup> 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.

## **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: \$45 per hour with ½ hour minimum.
- Specialized job application assistance is also available for an additional fee.

## **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.

## **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!

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

# THE RIGHT TURN

## BringIt

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

Attitude      Appreciation  
Ambition  
Acceptance  
Attendance  
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*

115 E Sioux Avenue • Pierre, SD 57501  
(605) 773-4755 • [www.therightturn.org](http://www.therightturn.org)



## 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:

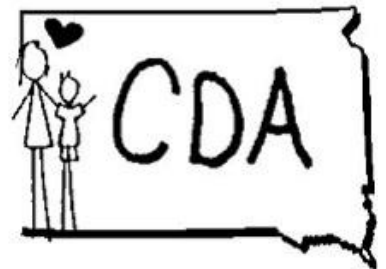
- Partnerships with Parents
- Cultural Diversity
- Early Childhood Profession
- Health/Safety
- Inclusion
- Nutrition
- Lesson Planning/Developmentally Appropriate Activities

### 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:

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)**

Winter/Spring 2019

SPECIAL THANKS TO:



Capital Area United Way



American State Bank  
Bank West  
Beck Motors  
Best Western Ramkota  
Bob Clark Insurance  
Bob Riter  
Coca Cola of Pierre  
Dakota Radio Group  
Dakotamart  
Days Inn Pierre  
Doug & Joan Schueller  
Elise Troutman  
Envirotech  
FASTSIGNS  
Fischer Rounds & Associates  
Fred & Vicki Shoenfeld  
Gary Snow & Associates  
Graham Tire  
Grossenburg Implement  
Hermanson & Swenson Dental

Hogen's Hardware Hank  
Jamie Damon  
Kay Scheibe  
Korner Grocery  
Linn Real Estate  
Lynn's DakotaMart  
Monty & Peggy Bechtold  
Mother of God Monastery  
Nystrom Electric  
Pierre-Fort Pierre Rotary Club  
Pizza Ranch  
River Cities Transit  
Robert & Gaytha Ten Eyck  
Runnings Farm & Fleet  
Smart Software Solutions  
Today's KCCR  
Walgreens  
Walmart  
WW Tire  
Zonta Club of Pierre-Fort Pierre

# THE RIGHT TURN

## OFFICE HOURS:

Monday: 8am - 5pm

Tuesday: 8am - 5pm

Wednesday: 8am - 5pm

Thursday: 8am - 5pm

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 1/22/19**

**and are subject to change.**

**The Right Turn, Inc.**

**115 E Sioux Ave. • Pierre, SD 57501**

**(605) 773-4755 • [www.TheRightTurn.org](http://www.TheRightTurn.org)**