

## COURSE REGISTRATION FORM

### Formulario de Registro para Cursos

NAME/NOMBRE: \_\_\_\_\_

ADDRESS/DIRECCION: \_\_\_\_\_

CITY/CIUDAD: \_\_\_\_\_

STATE/ESTADO: \_\_\_\_\_ ZIP/CODIGO POSTAL: \_\_\_\_\_

PHONE/TELEFONO: \_\_\_\_\_

EMAIL/CORREO ELECTRONICO: \_\_\_\_\_

What is your current educational level?

¿Cuál es su grado de educación al presente?

\_\_\_\_\_ Less than GED/Menos de Escuela Secundaria

\_\_\_\_\_ GED or High School Diploma

\_\_\_\_\_ Diploma de Educación General o Escuela Secundaria

\_\_\_\_\_ Some college level courses

\_\_\_\_\_ Algunos cursos de nivel universitario

\_\_\_\_\_ Associate's Degree/Grado Asociado

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

\_\_\_\_\_ Bachelor's Degree/Bachillerato

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

\_\_\_\_\_ Master's Degree/Maestría

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

What educational level would you like to obtain?

¿Qué grado educacional usted desea obtener?

\_\_\_\_\_ GED or High School Diploma

\_\_\_\_\_ Diploma de Educación General o Escuela Secundaria

\_\_\_\_\_ Some college level courses

\_\_\_\_\_ Algunos cursos de nivel universitario

\_\_\_\_\_ Associate's Degree/Grado Asociado

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

\_\_\_\_\_ Bachelor's Degree/Bachillerato

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

\_\_\_\_\_ Master's Degree/Maestría

\_\_\_\_\_ Type/Tipo: \_\_\_\_\_

What classes would you like to attend?

¿Qué clases le gustaría tomar?

Class Number: \_\_\_\_\_ Class Title: \_\_\_\_\_ Date: \_\_\_\_\_

Número de Clase: \_\_\_\_\_ Título de Clase: \_\_\_\_\_ Fecha: \_\_\_\_\_

Mail registration and payment, if applicable, for classes or to learn more about any of the classes offered at Cornerstones Career Learning Center, contact us at:

Registro por correo y pago, si aplica, para clases o para aprender más sobre alguna clase ofrecida en el Cornerstones Career Learning Center, contáctenos a:

**HURON CCLC CAMPUS**

33 Third Street SE, Suite 202

605 353 7175

[www.cornerstonescareer.com](http://www.cornerstonescareer.com)

## Cancelations

A cancellation fee of \$10 plus the cost of any course materials will be charged on all courses cancelled after registration.

## Customized Trainings

Cornerstones Career Learning Center, Inc. can develop training programs to fit the specific needs of your business and your employees.

Cornerstones offers:

- Over 150 years of collective staff training experience
- Nationally certified trainers
- Award-winning curriculum developers
- Over 20 years of partnerships with area businesses

In the last 18 months, Cornerstones has provided customized training to 1,594 individuals in our service area

Trainers adapt materials and activities to meet your needs. Or, our team of training developers will design a custom curriculum for you.

Could your organization benefit from training in:

### •Career Skill Certificates

- NCRC
- IC3
- MOS

### •Employee Screening Tools

- Employee Reliability Inventory
- Test of Adult Basic Education
- Choices Manual Dexterity Assessment
- Industrial Edge
- Employee Education/Reference Checks
- Blind Exit Interviews

### •Human Relations

- Workplace Spanish®
- Supervisor Training
- Sexual Harassment Prevention Training
- Workplace Violence Prevention Training
- Customer Service Training
- True Colors Personality Training

### •Technical Industry Training

- Basic Electricity
- Blueprint Reading
- Commercial Driver License Preparation
- Basic Welding
- Workplace & Food Safety Training
- Safety in the Workplace

### •Administrative Skills Training

- E-mail and Telephone Etiquette
- Office Procedures Training
- Time Management
- Workplace Writing Skills

### •Technology Training

- Computer Software Training
- Computer Hardware Training
- A+ Certification

## Mission

...to assess, promote, provide education and employment training services to area workforce and employers.

## Misión

... evaluar, promover, proveer educación y servicios de entrenamiento para empleo a la fuerza laboral y a los empleadores.

## History

CCLC was formed in 1986 under the auspices of the Greater Huron Development Corporation to serve a diversifying area workforce and was incorporated as a private non-profit in 1994. The program was funded by the SD Department of Labor through the SD Private Council. A satellite office in Mitchell was opened in 1997.

## Historia

CCLC fue fundado en 1986 bajo los auspicios de la Corporación de Desarrollo de un Mejor Huron con el fin de servir a distintas áreas de la fuerza laboral. CCLC fue incorporado como una organización privada sin fines de lucro en 1994. El programa fue fundado por el Departamento de Labor de SD a través del Concejo Privado de SD. En 1997 se abrió una oficina satélite en Mitchell.

All participants are assured nondiscrimination based on race, color, sex, marital status, religion, national origin, disability, age, political affiliation, citizenship or beliefs. Cornerstones Career Learning Center, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Classes are sponsored in part by the US Dept. of Labor & Employment Training Administration and the SD Dept. of Labor Adult Education & Literacy program.

Todos los participantes serán tratados sin ningún tipo de discriminación en base a la raza, color, sexo, estado civil, religión, origen de nacionalidad, invalidez, afiliación política, ciudadanía, o creencias. Cornerstones Career Learning Center, Inc. es un programa el cual provee servicios en donde el empleador ofrece igual tipo de oportunidades a cada empleado. Recursos auxiliares y servicios están disponibles a petición de individuos con impedimentos. Clases de educación para adultos son fundadas por medio del Departamento de Labor de South Dakota, Educación de Adultos y Alfabetismo.



**CORNERSTONES**  
Career Learning Center, Inc

Huron Campus

... your work is our job

# Winter Course Schedule 2010

Adult Education/GED Preparation  
Business & Technology Training  
Specific Job Skills Training  
English as a Second Language  
Customized Trainings

En Español

33 Third Street SE, Ste 202  
Huron SD 57350  
605 353 7175

[WWW.CORNERSTONESCAREER.COM](http://WWW.CORNERSTONESCAREER.COM)

# Adult Education

All Adult Education and Literacy courses will prepare you for GED Testing and improve basic skills for employment or continued education. Each Session will provide instruction in the following skills:

- **Writing:** Using correct English grammar, including capitalization and punctuation, forming complete sentences, organizing, editing and revising documents, and writing expository essays.
- **Math:** Using problem-solving, analytical and reasoning skills, interpreting word problems and graphs, performing basic math skills, including basic algebra, geometry, statistics, and probability.
- **Reading:** Comprehending and interpreting workplace and academic reading selections, including fiction, non-fiction, drama, and poetry.
- **Science:** Understanding and interpreting concepts in physical science, life science, and earth and space science.
- **Social Studies:** Understanding and interpreting key history, geography, economics and civics concepts and principles.

**Session 1**  
January 11-February 18 **9:00AM-10:30AM**  
**Monday - Thursday**  
Orientation: January 4 - 9:00AM

**Session 2**  
February 1-March 11 **10:30AM-Noon**  
**Monday - Thursday**  
Orientation: January 25 - 9:00AM

**Session 3**  
March 1-April 8 **9:00AM-10:30AM**  
**Monday - Thursday**  
Orientation: February 22 - 9:00AM

**Session 4**  
March 22-April 29 **10:30AM-Noon**  
**Monday - Thursday**  
Orientation: March 15 - 9:00AM

**Evening Classes** available Tuesdays 6:00-8:00PM by appointment. Contact Adult Education staff for more information.

## General Education Degree

**GED 110 Testing**  
Contact CCLC for more information about testing requirements. Tests dates are subject to change.

January 26	Huron
February 2	Mitchell
March 9	Huron
March 16	Mitchell
April 20	Huron

# English as a Second Language

All ESL classes will prepare students for daily practices that require knowledge of the English language. Our courses include the following topics:  
*Todos los cursos de Inglés prepararán a los estudiantes para prácticas diarias que requieren conocimiento del idioma Inglés. Nuestros cursos incluyen los siguientes temas:*

- **Clothing, Food, and Consumer's Economy** *Ropa, Comida, Economía*
- **Computers** *Computadoras*
- **Family, House, and Home** *Familia, Casa, Hogar*
- **Health** *Salud*
- **Rules, Laws, and Community** *Reglas, Leyes, Comunidad*
- **Talking with the Police** *Hablando con la Policía*
- **Time, Money, and Calendar** *Tiempo, Dinero, Calendario*
- **US History** *Historia de los Estados Unidos*
- **Weather, Maps, and Emergency Management** *Clima, Mapas, Manejo de Emergencias*

**Session 1**  
January 11-February 18 **10:00AM-Noon**  
**6:00PM-8:00PM**  
**Monday - Wednesday**

**Session 2**  
March 1-April 8 **10:00AM-Noon**  
**6:00PM-8:00PM**  
**Monday - Wednesday**

**Session 3**  
April 19-May 27 **10:00AM-Noon**  
**6:00PM-8:00PM**  
**Monday - Wednesday**

# Skills Training

**BS 170 Preventing Work-Place Violence**  
**January 26 9:00AM-11:00AM**  
This course helps to define workplace violence and the warning signs and profiles. You will learn prevention tips and how violence strikes in the place of employment. *Huron Campus. \$65*

**BS 160 Sexual Harassment Awareness**  
**February 9 9:00AM-11:00AM**  
You will learn the behaviors that may constitute sexual harassment and why defining it is so difficult, what to do if you think you may have offended, and the effects it has on the targets and organization involved. *HCC Campus. \$65*

# Business & Technology

Inquire with a CCLC course administrator to see how we can meet your specific group or individual learning objectives. The following courses are available at group or individualized training rates.

Evening classes available based on request.

**Microsoft Word Basic 1:00PM-5:00PM**  
**January 4, OR February 1, OR March 1 \$40**

**Microsoft Word Intermediate 1:00PM-5:00PM**  
**January 6, OR February 3, OR March 3 \$40**

**Microsoft Excel Basic 1:00PM-5:00PM**  
**January 11, OR February 8, OR March 8 \$40**

**Microsoft Excel Intermediate 1:00PM-5:00PM**  
**January 13, OR February 10, OR March 10 \$40**

**Microsoft PowerPoint 1:00PM-5:00PM**  
**January 17, OR February 17, OR March 17 \$40**

**Intuit QuickBooks 8:00AM-4:00PM**  
**January 9 & 16 OR February 22 & 24**  
**\$175 (book included)**

**WS 220 Basic Spanish/Customer Service**  
**Jan 14-Feb 18 Thursdays 10:00AM-Noon**  
Our Customer Service program makes learning key Spanish phrases quick and easy. No grammar, no conjugation, no prior Spanish experience necessary. *Huron CCLC Campus. \$85*

**AE 400 Personality Training in the Workplace**  
**January 12 1:0PM-4:00PM**  
The program offers an in-depth look at dynamics of personalities in the workplace and how to utilize them to increase productivity and performance. A variety of personality assessment systems are available based on your need. *On Location or Huron Campus \$30*

**AE 430 Time Management**  
**January 19 1:00PM-4:00PM**  
If you feel that you never have enough time to accomplish your daily tasks, this workshop could help! Complete self-evaluations of your time management skills, and gain skills needed to manage your time more effectively and work more efficiently. *On Location or Huron Campus \$30*

**AE 420 Employee Motivation**  
**February 2 1:00PM-4:00PM**  
This program presents tools both employers and employees can use to identify motivators and presents suggestions for successfully motivating yourself and others. Generational differences in motivators are also discussed. *On Location or Huron Campus \$30*

# Schedule

MS Word Basic	Jan 4
MS Word Intermediate	Jan 6
QuickBooks	Jan 9 & 16
Adult Education Session 1	Jan 11-Feb 18
<b>Adult Education &amp; GED Preparation</b>	
English Second Language Session 1	Jan 11-Feb 18
MS Excel Basic	Jan 11
Personality Training in the Workplace	Jan 12
MS Excel Intermediate	Jan 13
Basic Spanish	Thursdays, Jan 14-Feb 18
MS PowerPoint	Jan 17
Time Management	Jan 19
GED Testing-Huron	Jan 26
Preventing Work-Place Violence	Jan 26
Adult Education Session 2	Feb 1-Mar 11
<b>Adult Education &amp; GED Preparation</b>	
MS Word Basic	Feb 1
Employee Motivation	Feb 2
GED Testing-Mitchell	Feb 2
MS Word Intermediate	Feb 3
MS Excel Basic	Feb 8
Sexual Harassment Awareness	Feb 9
MS Excel Intermediate	Feb 10
MS PowerPoint	Feb 17
QuickBooks	Feb 22 & 24
Adult Education Session 3	Mar 1-Apr 8
<b>Adult Education &amp; GED Preparation</b>	
English Second Language Session 2	Mar 1-Apr 8
MS Word Basic	Mar 1
MS Word Intermediate	Mar 3
MS Excel Basic	Mar 8
GED Testing-Huron	Mar 9
MS Excel Intermediate	Mar 10
GED Testing-Mitchell	Mar 16
MS PowerPoint	Mar 17
Adult Education Session 4	Mar 22-Apr 29
<b>Adult Education &amp; GED Preparation</b>	
English Second Language Session 3	Apr 19-May 27
GED Testing-Huron	Apr 20