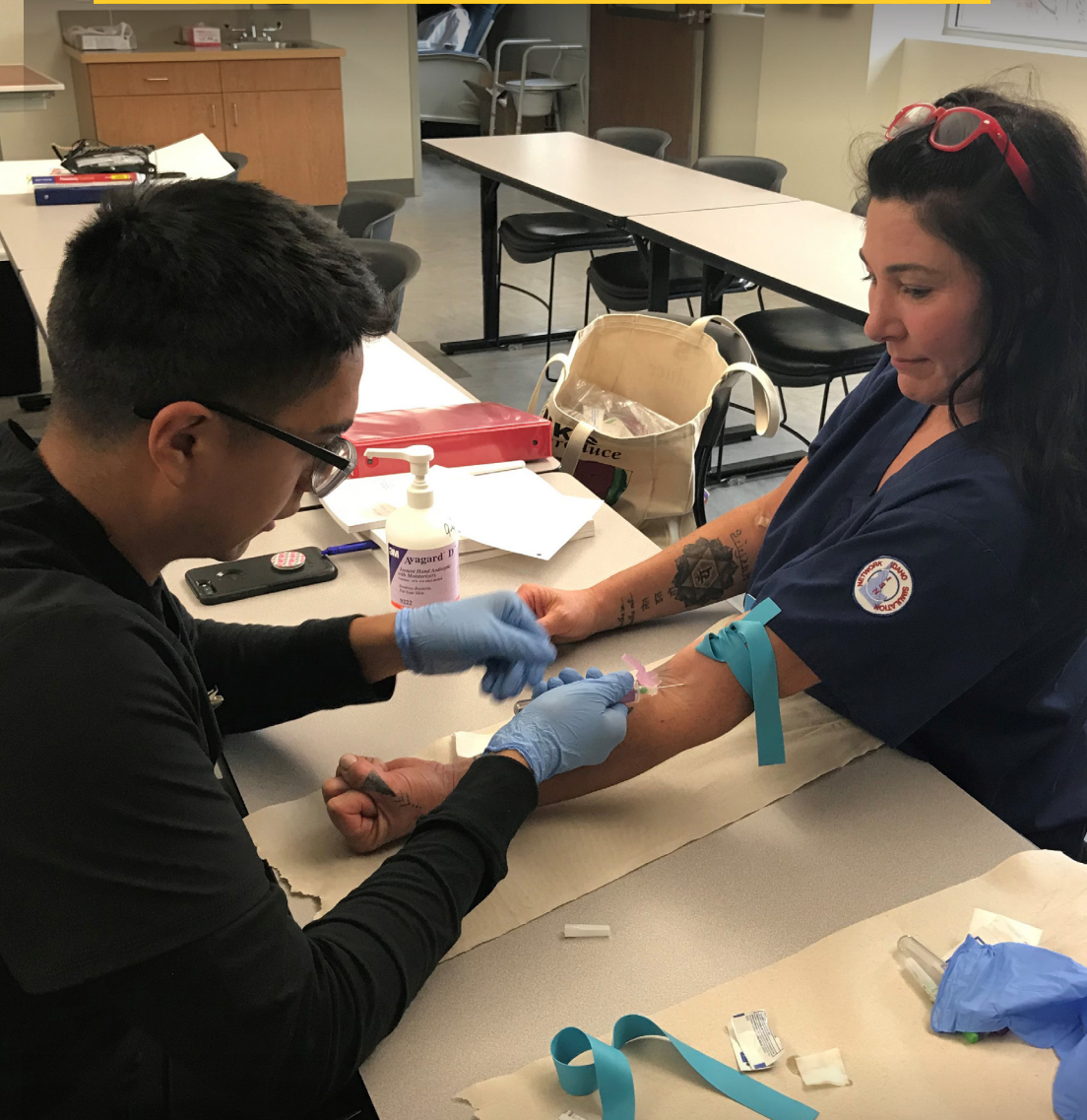


# CSI WORKFORCE

DEVELOPMENT & TRAINING



**MAY - JULY 2021**

Learn real skills here. | [workforce.csi.edu](https://workforce.csi.edu)

# CSI WORKFORCE

DEVELOPMENT & TRAINING

At CSI Workforce Development & Training, we believe everyone has the ability to thrive in our community. Do you need any of the following?

- **Access** to a local training provider who understands your community
- **Convenience** of training at your location or the CSI Learning Lab
- **Real skills** training that will help advance your career
- **Improvement** in your team dynamics
- **Strengthening** of your leadership skills

**Was your job impacted by COVID-19 and you need training to gain new skills now?**

**Up to 100% of your training fees could be covered.**

- ✓ I lost my job and need new skills to obtain employment.
- ✓ There were changes in my job duties, and I need training to meet the needs of my current job.
- ✓ I had to change jobs and need training for my new job.
- ✓ My household income was negatively impacted, and I need to acquire new skills to get a new job.



Upskilling and reskilling is what we do.

**Let us help you.**



[WORKFORCE.CSI.EDU/RESOURCES/COVID19-FUNDING.ASPX](https://workforce.csi.edu/resources/covid19-funding.aspx)



(208)732-6310

**Learn real skills here. [workforce.csi.edu](https://workforce.csi.edu)**



FIND YOUR COURSES BY TOPIC:

**Health Care**

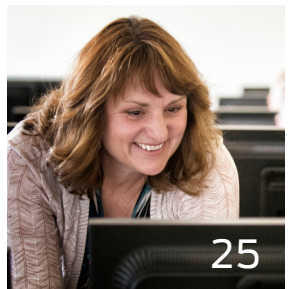
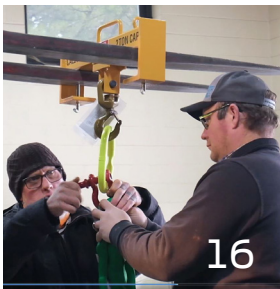
Long-Term Care	04
Health Careers	05
CPR	07
Public Safety	09
Dental	09

**Business & Professional Development**

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Business & Communication	23
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**INFORMATION:** Four Ways to Register & Policies [26](#) / Registration Form [27](#)





# HEALTH CARE

## LONG-TERM CARE

### Certified Family Home - Medication Assistance

Certified Family Home (CFH) teaches you how to provide a safe, family-style living environment for adults who need some assistance with the activities of daily living but do not require a more restrictive institutional setting. You will learn basic medication awareness, infection control skills, and meet the State Certified Family Home - Medications requirement.

\$80 / 1 session

Wednesday 8am - 1pm

Instructor: Sue Jones

May 12

HSHS 160

### TEACH WITH US

CSI Workforce is always looking for new instructors and courses. If you possess expertise and experience, consider becoming an instructor. Visit our website for more details.

[workforce.csi.edu/instructors](http://workforce.csi.edu/instructors)

### Assistance with Medications

Learn the legalities, medical terminology, and skills essential to assist someone needing to take medications. This course meets the requirements of the Idaho Department of Health & Welfare for health care employees working in assisted living facilities.

**Note:** Online and hybrid options are available!

\$79 / 1 session

Every Monday 8am - 4pm

Instructor: Shari Hawley

May 10 - Aug 2

HSHS 158



### INSTRUCTOR PROFILE

## Sheri Hawley

As a 17-year veteran instructor for CSI, Sheri has taught in both the RN and the LPN programs and is now the lead Assist with Meds instructor. She currently works at North Canyon Medical Center in Gooding and loves it. Sheri enjoys her family, rock hounding, watching a good movie, and reading a good book.



## Certified Nursing Assistant

Nursing assistants are unlicensed persons employed to perform basic nursing care services for the ill, injured, handicapped or disabled under the direction and supervision of licensed nurses in hospitals, nursing homes, private homes and other health care agencies and settings. Titles for these non-licensed workers include, but are not limited to, nursing assistants, nursing aids, nursing attendants, orderlies, home health aides, personal care attendants and patient care technicians.

\$840 / 8-week course

Thur, Fri 5pm – 9:50pm Jun 7 – Jul 30  
Instructors: Carolyn Bruffett & Alma Padron  
HSHS 158

Tue, Wed 5pm – 9:50pm Jun 7 – Jul 30  
Instructors: Carolyn Bruffett & Alma Padron  
HSHS 158

Tue, Wed, Thur 9:00am – 1:50pm Jun 7 – Jul 30  
Instructor: General Staff HSHS 158

Tues, Thur 5pm – 9:20pm Jun 7 – Jul 31  
Instructors: Heather O'Donahue & Audrey Carter  
CSI Mini-Cassia Center

Tue, Thur 9am – 1:50pm Jun 7 – Jul 30  
Instructors: Heather O'Donahue & Audrey Carter  
CSI Mini-Cassia Center

Tue, Thur 5pm – 9:50pm Jun 7 – Jul 30  
Instructors: John Hanson & Alma Padron  
HSHS 160

Tue, Wed 5pm – 9:50pm Jun 7 – Jul 31  
Instructors: Alma Padron & Brad McMullen  
HSHS 160

## Certified Nursing Assistant - State Written Testing

This is the state written test for students who have completed an Idaho state approved Certified Nursing Assistant (CNA) program and passed the Idaho state CNA skills test. Students that successfully complete the written and skills testing will be submitted to the Idaho Department of Welfare to be added to the Certified Nursing Assistant registry. State of Idaho Certified Nursing Assistant

\$50 / 1 session

Wednesday 10am – 3pm May 12 – Jul 28  
CSI Testing Center

## Certified Nursing Assistant - State Skills Testing

This is the state skills test for students who have successfully completed an Idaho state approved Certified Nursing Assistant (CNA) program.

\$65 / 1 session

Every Wednesday 9am – 1pm May 12 – Jul 28  
HSHS 161

## HEALTH CAREERS



## Phlebotomy

This course offers experience with the collection of body fluids, laboratory procedures, and skills that are necessary to enter the health care field as a phlebotomist. Students that successfully complete this course are eligible to take the Phlebotomy Certification Exam (CPT).

**Note:** Must have CNA or EMT current certification

\$799 / 24 sessions

Mon, Wed, Thur 4:30pm – 8:30pm  
Jun 7 – Jul 30

Instructor: Gilean Goodman HSHS 182

## Physical Therapy Technician Career Prep

This comprehensive course prepares students with the knowledge, practices, and techniques needed to take the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance.

\$1,495

Online: Self-Paced Course

## Personal Fitness Trainer Career Prep

The fitness industry is booming, and there is a growing need for certified personal fitness trainers. Personal fitness trainers work with individuals to help them develop the skills necessary to successfully engage in physical activity. The specific role of the personal fitness trainer will depend on the needs and abilities of each client, but regardless, the personal fitness trainer will play a vital role in the physical health of each client. This course will provide a comprehensive overview of personal fitness training. Through a variety of practical and theoretical applications, the student will learn how to assess each client and develop programming that incorporates different fitness methods, with the goal of providing the client with a comprehensive approach to fitness. Upon completion of this course, the student will be prepared to sit for the ACSM Personal Trainer certification exam.

\$3,525

Online: Self-Paced Course

## Spanish for Medical Professionals

What do you do if a patient needs your help, but you can't understand them? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let's go!)

\$115

Online: Self-Paced Course

## Mental Health Care Career Prep

In this course, students will learn the basics needed in order to be a mental health technician. This course prepares students to take the Mental Health Technician Certification exam through the American Medical Certification Association (AMCA). Please note that the individual state requirements may vary.

\$1,595

Online: Self-Paced Course

### EMPLOYER HIGHLIGHT

## Jennifer Titus

*Minidoka Memorial Hospital*

Having the opportunity to work hand-in-hand with CSI and my peers is one way we can accomplish our goal of delivering exceptional care close to home while meeting the needs of our growing community. Sharing our collective knowledge, vision, and ambition helped keep student's healthcare programs on course for graduation during the pandemic. Investing in our students today produces invested employees in our future.



## Medical Coding

This is your chance to find out what it's really like to be a medical billing or coding specialist. In this course, you'll learn exactly what medical coders do on a daily basis. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field or even the comfort of your own home.

\$115

Online: Self-Paced Course



## CPR AMERICAN HEART ASSOCIATION

### Basic Life Support - For Health Care Providers - Blended Delivery

This skills check-off course is for students who have completed the online Basic Life Support course. In this skills course, you will demonstrate your knowledge to correctly and safely provide the appropriately learned skills from taking the online course.

\$25 / 1 session

Wednesday 4pm - 5pm  
Instructor: Joel Peacock

May 12 - Jul 28  
HSHS 240

## Basic Life Support For Health Care Providers

In this instructor-led course, students will learn how to effectively perform CPR and Basic Life Support techniques in a clinical environment.

\$65 / 1 session

Monday 5pm - 8pm  
Instructors: Rene Rambur & Joel Peacock  
HSHS 160

May 17

Monday 5pm - 8pm  
Instructors: Rene Rambur & Joel Peacock  
HSHS 160

Jul 26

## Heartsaver First Aid, CPR, AED, and Pediatric - Blended Delivery

This course is for anyone who has completed the online portion of the blended learning courses for Pediatric First and CPR and/or Heartsaver First Aid CPR AED and needing the skills assessment portion to complete their certification training.

\$35 / 1 session

Wednesday 3pm - 4pm  
Instructor: Joel Peacock

May 12 - Jul 28  
HSHS 240

## Heartsaver First Aid, CPR, AED, and Pediatric

CSI offers instructor-led courses for Pediatric First Aid, CPR w/AED. This class is specifically geared toward teaching students how to safely administer basic First Aid and CPR and apply an AED on children in an emergency situation until professional support arrives to take over.

\$65 / 1 session

Monday 9am - 3pm  
Instructor: Rene Rambur

May 17  
HSHS 160

**Was your job impacted  
by COVID-19 and you  
need training to gain  
new skills now?**

Up to **100%** of your training  
fees could be covered.

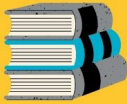


WORKFORCE.CSI.EDU/RESOURCES/  
COVID19-FUNDING.ASPX



# APPRENTICESHIP

## Registration opens June 1, 2021



### WHAT IS APPRENTICESHIP?

Imagine taking what you learn in the classroom and applying it to your current job immediately. These programs give you a chance to learn from your employer in a hands-on environment while completing the necessary classroom work before you take the licensing test.

### PROGRAMS OFFERED

- Electrical Apprenticeship
- Maintenance Apprenticeship
- Plumbing Apprenticeship



### APPRENTICESHIP TO DEGREE

Journeymen and individuals who have graduated from a qualifying apprentice program are eligible for an Applied Technology and Apprenticeship (AAS) degree by completing 15 general education credit hours. This is not required but a great opportunity to consider.

### COMING SOON!

Stay tuned for more Apprenticeship Programs near you! These programs are expanding into the fields of:

- Advanced Manufacturing
- Information Technology
- Health Care



[workforce.csi.edu/  
apprenticeships/default.aspx](https://workforce.csi.edu/apprenticeships/default.aspx)

### Heartsaver First Aid, CPR, AED

In this instructor-led course, students will learn how to safely administer basic first aid, perform CPR, and apply an AED in an emergency situation until professional support arrives to take over.

\$65 / 1 session

Every Monday 5pm - 8pm      Jun 7 - Jun 14  
Instructors: Rene Rambur & Joel Peacock  
HSHS 240

### Heartsaver CPR with AED

In this instructor-led course, for students will learn how to perform CPR and apply an AED in an emergency situation until professional support arrives to take over.

\$65 / 1 session

Monday 5pm - 8pm      Jun 7  
Instructors: Rene Rambur & Joel Peacock  
HSHS 240



### Heartsaver First Aid

In this instructor-led course, students will learn how to safely administer basic first aid in an emergency situation until professional support arrives to take over.

\$65 / 1 session

Monday 5pm - 8pm      Jun 14  
Instructors: Rene Rambur & Joel Peacock  
HSHS 240

## PUBLIC SAFETY

### Registered Nurse to Paramedic Bridge

This is an online course with the exception of the final skills and psychomotor exam which will require some travel to the Twin Falls campus. This course teaches students to recognize and perform in the role, function, and responsibilities of a paramedic in both the emergency care and operational aspects of EMTs in the health care delivery system as defined by the Idaho Bureau of EMS and the National Registry of EMTs. This course is for currently licensed Registered Nurses who also have a current Emergency Medical Technician certification from the National Registry, three or more years of experience in an emergency or critical care setting, and are looking to obtain a paramedic certification.

**Note:** Application and acceptance required.

\$5,590

Monday

Jan 11 - May 7

Instructor: Dillon Brock

Online

## DENTAL

### Local Anesthesia for Dental Professionals

This Local Anesthesia course is a hybrid (online and face to face) course that provides the didactic and clinical review required for the WREB anesthesia Exam. The Didactic work is completed online and the eight hour clinical lab is facilitated face to face. The lab covers local anesthetic injections and the student has the option to cover nitrous administration. Registration is accepted year round.

**Note:** Students must be a practicing Dental Hygienist to take this course.

\$800

Available Upon Request

Instructor: Tiffany Clark

Hybrid - Online Course/Live Clinical

## CLASS SERIES

### Dental Assisting Expanded Functions Package

#### Sessions 1 – 6

The Expanded Functions Package is a self-paced series of courses designed to give the practicing dental assistant all the instruction and training needed to be successful.

**Note:** Students must be a working as a Dental Assistant to take this course.

#### SESSION 1

#### Administration and Monitoring of Nitrous Oxide / Oxygen Analgesia

#### SESSION 2

#### Application of PIT & Fissure Sealant

#### SESSION 3

#### Coronal Polishing

#### SESSION 4

#### Fundamentals of Dental Assisting

#### SESSION 5

#### Removal of Orthodontic Cement / Resin with High Speed Handpiece

#### SESSION 6

#### Temporary Crown Fabrication

Cost varies per session

\$1,499  **Take the series and save!**

Available Upon Request

Instructor: Tonja Bowcut

Hybrid- Online Course/Live Clinical



# TRADES & SAFETY

## MANUFACTURING

### Certified Food Protection Manager (ServSafe)

Idaho requires having at least one certified food manager on staff. Through our ServSafe training and certification course, you will earn your nationally recognized food safety license by ServSafe.

Obtaining and maintaining your ServSafe Certificate means you have the tools and knowledge you need to ensure that your workplace meets industry standards for cleanliness along with proper safety requirements for food handling and preparation.

Manager ServSafe Certification

\$145 / 1 session

Friday 9am – 4pm	Apr 30
Instructor: Bridgett Slater	HSBS 229
Friday 9am – 5pm	Jun 11
Instructor: Bridgett Slater	HSBS 229

### FSPCA – Preventive Controls for Human Food (PCQI) NEW

This course is designed to meet the training requirements of a Preventative Controls Qualified Individual (PCQI) in FDA’s Food Safety Modernization Act Preventative Controls for Human Food rule. The regulation requires that certain activities must be completed by a “preventive controls qualified individual” who has “successfully completed training in the development and application of risk-based preventive controls”. A PCQI must implement and oversee a facility’s food safety plan in addition to other key responsibilities to ensure compliance with FSMA. The material for this course was designed by the Food Safety Preventative Controls Alliance (FSPCA) in conjunction with industry leaders and regulatory personal. Successfully completing this course is one way to meet the requirements of a PCQI. At the end of this training, participants will receive a certificate issued by AFDO (Association of Food and Drug Officials). The instructor of this course is a Lead Instructor for the FSPCA Preventative Controls for Human Foods course.

Food Safety Preventive Controls Alliance certification.

\$699 / 3 sessions

Wed, Thur, Fri 8am – 5pm	Jun 23 – Jun 25
Instructor: Janna Hamlett	Live Online



## Welding - Level 2: Intermediate - Stick/MIG

Welding plays an integral role in keeping people safe and advancing our quality of life. With experts predicting a worldwide shortage of capable welders in the next few years this means the opportunities are endless. Grow your current skillset through this 30-hour training that focuses on Stick (SMAW) and MIG/wire feed (GMAW) welding.

This course is designed as an intermediate course to GMAW, FCAW, and GTAW. Students will learn welding theory while getting applied training of welds in various positions on various materials such as carbon steel, stainless steel, and aluminum. Students will focus on production welding with the end goal of workplace readiness.

\$475 / 10 sessions

Tue, Wed 6pm - 9pm  
Instructor: Scott Price

Jul 13 - Aug 11  
Desert Welding Lab



### INSTRUCTOR PROFILE

## Scott Price

Scott brings a unique talent and skill set as a welding instructor with his diverse background and experience as a technician with Chevrolet, service advisor, auto body shop manager, and service manager. He is a graduate of Wyo-Tech and received his degrees in training on automotive, street rod, and chassis fabrication. Scott grew up in Union City, CA and has a passion for bikes and cars.



## Welding - Level 1

### Introduction - Stick/MIG

With welders retiring at twice the pace of new welders coming into the field, it is anticipated that in the years to come there will be a need for 310,000 replacement and new positions. Grow your current skillset through this 30-hour training that focuses on Stick (SMAW) and MIG/wire feed (GMAW) welding.

This course is designed as an introductory course to GMAW, FCAW, and GTAW. Students will learn welding theory while getting applied training of welds in various positions on various materials such as carbon steel, stainless steel, and aluminum. Students will focus on production welding with the end goal of workplace readiness.

\$475 / 10 sessions

Tue, Wed 6pm - 9pm  
Instructor: Scott Price

May 11 - Jun 9  
Desert Welding Lab

Tue, Wed 6pm - 9pm  
Instructor: Brand Foust

Jun 29 - Jul 28  
CSI Mini-Cassia Center

## Safe Quality Foods (SQF)

Get introduced to the SQF system and prepare to take the SQF Practitioner exam. During this two day course, you will gain an understanding of the SQF code and how to apply it to food manufacturing. With practical exercises to reinforce learning, you will be able to successfully implement and maintain an SQF System.

\$549 / 2 sessions

Tue, Wed 9am - 5pm  
Instructor: Janna Hamlett

Aug 24 - Aug 25  
Live Online

## Intro to HACCP & Food Safety

The Hazard Analysis and Critical Control Points (HACCP) system is a logical, scientific approach to controlling hazards in food production and is a preventive system assuring the safe production of food products. The principle of HACCP can be applied to production, meat slaughter and processing, shipping and distribution, food service, and home preparation.

Successful completion of this course will result in an Introduction to HACCP Certificate with the International HACCP Alliance seal of approval.

\$249 / 1 session

**Monday 9am – 5pm**

**Aug 23**

**Instructor: Janna Hamlett**

**Live Online**

## TRANSPORTATION

### CDL Class A Training

CDL training is considered an essential service to keep our nation running properly. CDL drivers are currently listed as the 69th top in-demand occupation for Idaho with a continued need largely increasing every year through 2028.

In as little as four weeks you can gain the skills to work as a licensed Class “A” professional Truck Driver. Training will include driving time, classroom, backing instruction, and truck lab with observation time.

This training will be both in-person and online. Students will have 20 hours of Driving Instruction, 60 hours of classroom, 20 hours of backing, 10 hours of Road Observation, and 60 hours of Truck Lab.

CDL Class A License

\$4,626

**Every Monday 8am – 5pm**

**Instructor: Top Gun Truck Driving Academy**



## Aerial & Scissor Lift

Scissor Lifts and Aerial Lifts are utilized for many activities in both the general industry and construction. While using aerial lifts is generally a safer way to perform tasks at heights compared to using a ladder, they can also be very dangerous and costly for untrained operators not aware of the hazards involved in the operation and functionality of the machines.

**Friday 9am – 4pm**  
ATIC 134

**May 21**

**Friday 8am – 3pm**  
CSI Mini-Cassia Center

**Jul 23**

### Train the Trainer

This 1-day certification course is designed to provide candidate instructors with the skills and knowledge to teach an effective aerial and scissor lift operator course and evaluate compliance. Participants will learn the instructional techniques involved to best deliver concepts in a classroom and/or field environment.

Wallet Card - 5 years

**Note:** Trainers will be required to complete online curriculum prior to the session date or certification cannot be completed.

\$649 / 1 session

### Operator

This 1-day certification course will educate individuals in the safe operation of scissor and aerial lifts per OSHA and ANSI standards. Participants will receive both classroom training along with hands-on operation of scissor and aerial lifts.

Wallet Card - 3 years

\$175 / 1 session

## Forklift Train the Trainer

OSHA requires all forklift operators to be trained and certified. Similarly, they also require trainers to be trained by someone who is certified to teach them, conduct their training and evaluate their competence. Let us help you comply with OSHA regulations.

This 1-day certification course is designed to provide candidate instructors with the skills and knowledge to teach an effective forklift operator course and evaluate competence. Participants will learn the instructional techniques involved to best deliver concepts in a classroom and/or field environment.

Wallet Card - 5 years

**Note:** Trainers will be required to complete online curriculum prior to the session date or certification cannot be completed.

\$649 / 1 session

Friday 8am – 3pm                      May 28  
CSI Mini-Cassia Center

Friday 9am – 4pm                      Jun 25  
ATIC 134

Friday 8am – 3pm                      Jul 30  
CSI Mini-Cassia Center



## Forklift Operator

OSHA requires all personnel to be certified to drive a forklift and most employers throughout the U.S. are requesting previous forklift operator training or certification. The demand for trucking and warehousing services is expected to increase in Idaho. Let us help you not only comply with OSHA regulations but get the job you want.

This 1-day certification course is designed to provide participants with classroom training along with a practical confirmation of Forklift Operators with limited or extensive experience in handling forklift trucks. This course teaches forklift operators to operate in a safe and efficient manner which includes a written theory/practical exam.

Wallet Card - 3 years

\$99 / 1 session

Friday 8am – 3pm                      May 28  
CSI Mini-Cassia Center

Friday 9am – 4pm                      Jun 25  
ATIC 134

Friday 8am – 3pm                      Jul 30  
CSI Mini-Cassia Center

### NEW WELDING APPRENTICESHIP PROGRAM

The College of Southern Idaho is partnering with Southern Fabrication Works (SFW) in Burley, Idaho to offer an apprenticeship in welding.

“ This is an exciting opportunity to partner with SFW to provide a career pathway for employees that allows them to earn money while they learn and grow in their skills. ”

- Kendal Nield,  
CSI Apprenticeship Program Manager

Are you an employer interested in starting an Apprenticeship Program? Contact Kendal Nield at (208)732-6876 | knield@csi.edu.





## INDUSTRIAL MAINTENANCE

### Small Engine Repair and Maintenance Training

Never pay for repairs again. Learn how to perform maintenance, tune-up, and repair 1 or 2-cylinder gas-powered engines. The need for repair technicians specializing in small engines has skyrocketed in recent years thanks to the overwhelming popularity of power tools.

You can often learn this skill on the job, but employers tend to favor hires with some prior training. This hands-on introductory course combines theory with practical experience to provide you with the necessary skills to perform maintenance, tune-up, and repair of 1 or 2-cylinder gas-powered engines.

\$175 / 6 sessions

Thur, Fri 6pm-8pm  
Instructor: Scott Price

May 6 – May 21  
Desert Welding Lab

**Was your job impacted by COVID-19 and you need training to gain new skills now?**

Up to **100%** of your training fees could be covered.



[WORKFORCE.CSI.EDU/RESOURCES/COVID19-FUNDING.ASPX](https://workforce.csi.edu/resources/covid19-funding.aspx)

## ELECTRICAL

### Electrical Journeyman Test Prep

This online practice is designed to help you prepare for your Idaho electrician's examination with the most comprehensive Journeyman electrician test preparation available. Whether you are new to the electrical trade or are experienced with electrical systems, our program will increase your skills and confidence to pass the exam. Study when you want and at your own pace.

\$199

Online: Self-Paced Course



### INSTRUCTOR PROFILE

## Andrew Lucas

He has been working in the electrical field for 6 years. Andrew works as a Journeyman Electrician for Dalry Electric, Inc. during the day then spends his evenings teaching electrical apprenticeship classes online for CSI. Andrew thinks electricity is absolutely amazing and loves studying it and teaching others about it's fascinating qualities! With his family, he enjoys camping, boating, and going on adventures.

## NFPA 70E Electrical Training

Electrical hazards are the root of countless fatalities and injuries at work. That's why the Occupational Safety and Health Administration (OSHA) tapped the National Fire Protection Association (NFPA) to develop complementary standards for electrical workplace safety.

This course will equip participants with the knowledge and practical skills to keep themselves and others safe in an industrial environment where electrical hazards could exist. It is ideal for any individual who works on or around electrical equipment or for those overseeing these personnel. Completion of this course will establish employees as "Qualified Persons" under OSHA and NFPA standards.

Wallet Card - 3 years


\$399 / 1 session / CEUs: 8

<b>Thursday 8am – 5pm</b>	<b>May 20</b>
<b>Instructor: Jake Ball</b>	<b>ATIC 134</b>
<b>Thursday 8am – 5pm</b>	<b>Jul 29</b>
<b>Instructor: Jake Ball</b>	<b>CSI Mini-Cassia Center</b>

# HVAC

**The Air Conditioning, Refrigeration, and Heating Program is designed to provide students with skills needed to work on refrigeration and heating systems.**

- Earn 1 year of on-the-job training
- Limited class size to allow for a one-on-one experience
- Don't miss out on work! Class is from 5-10 p.m. Monday-Thursday
- High rate of employment upon completion
- Hands-on training
- Pursuing your associate's degree? You are only a few credits away!



**FOR MORE INFORMATION:** Mike Lapray  
(208)732-6393 | mlapray@csi.edu

**CLASS SERIES**

# AC/DC Electrical NEW


## Sessions 1 – 3

Working in industrial, commercial, agricultural or residential power or control applications? Let us help introduce you to the job market and provide you with exposure and experience. This course will start participants with introductory AC/DC Electrical circuits and PLC Troubleshooting skills and move into intermediate and advanced schematics, meter usage, relays, and motors. Students will be immersed in practical, real-world examples that illustrate how electricity is distributed and used in their plants and facilities. Applied learning will include troubleshooting a faulty relay or switch with a meter and reading a schematic to isolate a fault in a circuit.

**SESSION 1**  
**Introduction**

**SESSION 2**  
**Intermediate**

**SESSION 3**  
**Advanced**

\$199 per session  
 \$535  **Take the series and save!**  
 Tue, Wed, Thur 6pm – 9pm  
 May 25 – Jun 10  
 Instructor: Ben Hamlett ATIC 134

## ENVIRONMENTAL & INDUSTRIAL SAFETY

### OSHA 10 - General Industry

To maintain a healthy and safe work environment, OSHA requires employees in various industries to participate in workplace safety training. See the benefits of instructor lead training in our 10-hour OSHA safety course that will address specific regulations as they apply to the General Industry and help you meet your workplace training requirements in an interactive setting with peers and your professor.

Authorized OSHA 10 General Industry Certification Card

\$149 / 2 sessions

Wed, Thur 9am – 4pm  
ATIC 120

Jun 16 – Jun 17

### OSHA 30 General Industry

To maintain a healthy and safe work environment, OSHA requires employees in various industries participate in workplace safety training. See the benefits of instructor lead training in our 30-hour OSHA safety course that will address specific regulations as they apply to the General Industry and help you meet your workplace training requirements in an interactive setting with peers and your professor.

The OSHA training program for general industry provides training for workers and employers on the recognition, abatement, and prevention of safety and health hazards in the workplace. The program will also provide information regarding workers' rights, employer responsibilities, and how to file a complaint.

Authorized OSHA 30 General Industry Certification Card

\$349 / 4 sessions

Tue – Fri 8am – 5pm  
ATIC 134

Jul 20 – Jul 23

### Qualified Rigger & Signal Person

According to OSHA regulations, a Qualified Rigger must be used for hoisting activity for assembly and disassembly work. In addition, they must be used anytime workers are within the fall zone and hooking, unhooking, guiding a load, or completing the initial connection of a load to a component or structure. This training will prepare you to understand the knowledge needed to rig and signal safely on the job site.

This training meets Fed OSHA 1926.1400 & Fed OSHA 1910.184 – 1926.251 and will include practical demonstrations of tag-lines, crane signals, and rigging applications. Students learn competent person knowledge of basic rigging equipment used on cranes, inspection of rigging equipment, load-angle lift calculations, and how to signal a crane properly with hand and voice commands.

Wallet Card - 5 years

**Note:** Exit exam passing grade required for all student candidates.

\$149 / 1 session

Friday 9am – 4pm  
ATIC 134

May 14

CUSTOMIZED TRAINING



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### Fall Protection Competent Person Trainer

Leading edge fall hazards are a major cause of injuries in the workplace. Did you know OSHA 1926.21 requires employers to provide task-specific training where hazards exist? Safety order 1926.503 (a)(2) states the following: competent persons/qualified in the following areas shall give training to employees who are exposed to fall hazards.

Our Qualified Trainer course covers both construction and general industry, fall protection regulations in depth. Training techniques and practical skills are taught in this 1-day workshop environment. Student trainers are encouraged to bring some of their fall protection gear to the course to add to their learning experience and receive real-time feedback and practical tips on their safe use for their facilities and teams.

Exit exam passing grade required for all student candidates.

Wallet Card - 5 years

**Note:** Trainers may be required to complete online curriculum prior to the session date or certification cannot be completed.

\$349 / 1 session

Thursday 9am – 4pm                      Jun 17  
ATIC 134

### Fall Protection Competent Person

OSHA defines a competent person as one who is capable of identifying existing and predictable conditions in the surroundings and work areas which are unsanitary, hazardous or dangerous and who has the authorization to take prompt corrective action. The end result of effective training is a Competent Person who can control fall hazards at the local level, resulting in a higher level of safety and compliance.

This 1-day certification course will provide participants with the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

Wallet Card - 3 years

\$125 / 1 session

Thursday 9am – 4pm                      Jun 17  
ATIC 134

### Flagging & Basic Traffic Control

Certified flaggers are needed every day to make our lives safer in many industries including construction, road paving, utility, landscapers, emergency response teams, and many more. A flagger must establish authority and confidence so traffic can and will respond in time, and consistently with, the need to stop, change lanes, proceed more slowly or maneuver as necessary around or through the work zone safely.

This course will provide participants with safe flagging techniques specific to Idaho regulations. Students will be provided with the information and procedures necessary to enhance the safety of both workers and drivers while in typical street and highway construction and repair projects.

Wallet Card - 3 years in Idaho, Washington, Oregon, and Montana

\$99 / 1 session

Friday 8am – 5pm                      May 28  
Instructor: Mike Stowell                      ATIC 134

## HAZWOPER/ Ammonia Safety

Ammonia is an extremely hazardous chemical that is widely used in many industries. It is corrosive to the skin, eyes, and lungs; flammable; and under certain conditions, explosive. Workers need to know how to work safely around this chemical. Workers who are exposed to ammonia regularly may even become desensitized to its irritant effects and not recognize dangerous concentrations. Don't let your employees depend on smell for warning. Train them to know what to look for.

**Instructor:** Mike Lapray **ATIC 120**

### 8-Hour Refresher

This course is designed to cover the skill requirement expected of an Emergency Response Operator as presented in CFR 1910.120(q). The course is designed for ammonia specific users and responders. The Operator will be trained on how to support the emergency response effort by using defensive strategies (not entering immediately dangerous to life and health atmospheres – IDLH) and support functions for the Technician Responder who would enter atmospheres greater than the IDLH of ammonia.

Certification card through NASP.

\$165 / 1 session

**Tuesday 8am – 5pm** **Jul 6**

### 24-Hour Refresher Technician

This course is designed to meet OSHA 192.120(q)(6)(iii) and establishes that a Hazardous Materials Technician is an individual who responds to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Certification card through NASP.

\$425 / 3 sessions

**Wed, Thur, Fri 8am – 5pm** **Jul 7 – Jul 9**



## Scaffolding Competent Person

A competent person is a necessity on every job site and is someone who has sufficient experience and knowledge to recognize scaffold hazards, correct unsafe conditions, and who has the ability to shut down the work site until any hazards are corrected. The competent person should be the most knowledgeable person, in this case about scaffold safety, on-site.




This 1 day certification course through the Scaffold Training Institute (STI) is designed to prepare all trades in understanding the hazards of modular scaffolding, swing stage, and rolling scaffolds including OSHA's five most serious scaffold hazards: falling objects, falls, unsafe access, scaffold collapse, and electrocutions.

Wallet Card - 3 years

\$125 / 1 session

**Friday 9am – 4pm** **Jul 16**  
**ATIC 134**

## REGISTER & SAVE

-  Bring a colleague and pay for only one class tuition.
-  Take a class series or certificate program and receive a discount.
-  Group discount applies when no other discount is applicable.

**Details:** page 26 / [workforce.csi.edu](http://workforce.csi.edu)

## Confined Space Competent Person Trainer

Do you want to teach your own employees how to enter and work safely in permit and non-permit confined spaces? OSHA states that only “Qualified Persons” can give training to others. This class is for everyone who wants to train their employees to safely work and recognize hazards in confined space operations. This comprehensive class provides hands-on instruction in air sampling techniques, hazard assessment of confined spaces, and basic retrieval/rescue (non-entry) techniques.

Students will learn how to create an entry permit and how to correctly evaluate and determine if permit entry procedures are necessary. All instructor course materials are provided to each prospective trainer. This course meets NEW Fed OSHA Regulations 1926.1200 requirements for certification of employees who enter or may work in a confined space.

Exit exam passing grade required for all student candidates.

Wallet Card - 5 years

**Note:** Trainers may be required to complete online curriculum prior to the session date or certification cannot be completed.

\$349 / 1 session

Thursday 9am – 4pm

Jun 24

ATIC 134



## Confined Space Competent Person

A competent person is a necessity on every job site and is someone who has sufficient experience and knowledge to recognize confined space hazards, correct unsafe work conditions, and who has the ability to shut down the work site until any hazards are corrected. The competent person should be the most knowledgeable person, in this case about confined space safety on site.

Confined space incidents are not the most common, but they can be the most deadly. Many times this is due to the hazards being misunderstood or underestimated. This course is designed to train students in the best practices and methods of identifying and eliminating both existing and predictable confined space hazards.

Wallet Card - 3 years

\$125 / 1 session

Thursday 9am – 4pm

Jun 24

ATIC 134

# EMPLOYER OF THE MONTH

Let us showcase your company and the amazing opportunities you have available!



- Increased visibility of your brand and message
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- Build your authority and credibility
- Find trained and qualified employees excited to grow within your organization
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[workforce.csi.edu/resources/employer-of-the-month.aspx](http://workforce.csi.edu/resources/employer-of-the-month.aspx)



# BUSINESS & PROFESSIONAL DEVELOPMENT

## LEADERSHIP & MANAGEMENT

### Effective Team Dynamics **NEW**

Today more than ever, teams are facing new challenges. From remote environments to balancing new stress and change, human contact and team dynamics often look different than before. Yet it's never been more important to come together, connect, and help each other succeed. In this session, you'll learn key factors that help teams thrive, and how you can personally contribute to effective team dynamics at your company and in your life.

\$99 / 1 session

Wednesday 11:30am – 1pm

Instructor: Genny Heikka

Jun 30

Live Online



#### INSTRUCTOR PROFILE

### Genny Heikka

With her MBA, Genny is an author, speaker and passionate coach who helps people and teams reach their full potential. As the Owner and Founder of Her Team Success, she coaches women and teams toward greater confidence, impact, and results. Certified in Emotional Intelligence and EQ-i 360, Genny has been helping people thrive for over 17 years and has served in a variety of leadership roles.



## Negotiation & Leadership

Are you intimidated by negotiations? Do you feel paralyzed when your conversation turns to negotiation? Negotiation is all around us in both our personal and professional lives, yet many of us would say that we are not strong nor confident negotiators. This course will teach you negotiation tactics to close deals, maximize value in the agreements you make, and move beyond impasse with difficult people so that you can utilize the power of negotiation.

\$249 / 1 session

Wednesday 8:30am – 4:30pm Jul 21  
Instructor: Carol Barkses Live Online

## RISE

Motivating teams to embrace change, achieve more and stretch beyond their current capacity is the focus of peak performance specialists. In a world where information is readily shared and top technology and processes are common knowledge, helping our teams do more by understanding how to better utilize their brainpower can be a game-changer for an organization's success. Come spend the morning learning some of the latest brain research that can enable your team to accomplish more, be more innovative and be happier while doing so.

\$149 / 1 session

Tuesday 9am – 1pm May 18  
Instructor: Carol Barkses Live Online



## CLASS SERIES

# Advancing Women & Leadership

## Sessions 1 – 6

What does leadership mean for women in the workplace today? While great strides have been made towards women's empowerment and equality, there is still work to be done. Join us for our ongoing Women's Leadership six part series, which will challenge you to explore your role as a female in the workforce, and help provide you with a toolbox for personal and career success.

### SESSION 1

#### The Power of Your Personal Brand

### SESSION 2

#### Mentors, Sponsors, and Networking

### SESSION 3

#### Negotiation for Women

### SESSION 4

#### Now What? A 'Start Where You Are' Framework for Leading with Impact


### SESSION 5

#### Brain Health for Women Superheroes Stressed & Burnt Out from Conquering the World

### SESSION 6

#### Live the 'And' Life: Building a Powerful Career and Extraordinary Personal Life

\$299 per session

\$1,495  **Take the series and save!**

Monday 8:30am – 3:30pm Jul 26 – Nov 8  
Instructors: Genny Heikka, Colleen Hauk, and Carol Barkses  
Live Online

## Discover Your Strengths

Understanding what you do best is essential to personal and professional success. Often, we are unclear on our own strengths and core competencies. This class is a journey of self-discovery as we explore simple frameworks to identify your strengths. Examine your skills, natural gifts, passions, and greatest abilities. Whether you are looking to develop your strengths and increase your value at your current employer or potentially change professions, you will find tremendous value in this course.

\$65 / 2 sessions

Tue, Thur 11:30am – 1:30pm Jul 27 – Jul 29  
 Instructor: Cortney Campbell Live Online



### STUDENT HIGHLIGHT

**Karina Nunez**  
*Graduate of the Electrical  
 Apprenticeship Program*

“Women are strong enough and smart enough to be in the trades. My favorite parts about the program are the friendships I have built and the skillset I have acquired.”

## PROFESSIONAL DEVELOPMENT

### Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential!

It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

\$115

Online: Instructor-Led Course

### Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

\$115

Online: Self-Paced Course

**Was your job impacted  
 by COVID-19 and you  
 need training to gain  
 new skills now?**

**Up to 100% of your training  
 fees could be covered.**



WORKFORCE.CSI.EDU/RESOURCES/  
 COVID19-FUNDING.ASPX

**BUSINESS & COMMUNICATION**

**Rethink Listening** ▶

Listening is a key element of effective communication. Despite this, most of us are really not great at fully listening. We listen waiting to speak again, let our minds wander away from the conversation, and we fail to hear the messages being delivered. Learn how to ask the “next best question”, use your tone to help others feel freer to speak, and understand how to hear what is being said as well as what isn’t.

\$149 / 1 session

Tuesday 9am – 1pm

May 4

Instructor: Carol Barkes

Live Online

**Neuroscience of Conflict Management**

Conflict is unavoidable and neuroscience helps us leverage our brain power so we can best communicate during crucial conversations and times of stress. This course explores the communication process from the perspective of how one’s brain manages information and reacts to stress with particular emphasis on conflict. Brain functions will be explored in bite-size pieces that will teach participants what occurs unconsciously and automatically during conflict and how to positively work with that knowledge.

\$249 / 1 session

Tuesday 8:30am – 4:30pm

Jul 13

Instructor: Carol Barkes

SHS 154

**Nonverbal Communication and Conflict** ▶

Conflict is unavoidable and a solid understanding of nonverbal communication is a key advantage that produces more effective results with others during crucial conversations and challenging times. This course explores the communication process from the perspective of how information is conveyed using microexpressions and other nonverbal communication with particular emphasis on conflict. Statistically, only a meager 7% of communication is related to the specific words spoken. We will explore nonverbal communication in bite-size pieces so participants end the day having learned specific techniques to interpret and utilize the remaining 93% and positively work with that knowledge.

\$249 / 1 session

Wednesday 8:30am – 4:30pm

Jun 30

Instructor: Carol Barkes

Live Online

**YOUTH CAREER EXPOSURE**

CSI Workforce Development & Training knows how important it is to introduce our youth to the industry early. We are offering summer camps around Manufacturing, Information Technology, and Agriculture as a way to support their interest in pursuing one of the many Magic Valley careers.

**SUMMER CAMPS**

- Nuts, Bolts, & Thingamajigs (June 14-18)
- Cybercore (July 26-30)
- Summer Ag Academy (June 28 - July 2)

For more information, visit: [workforce.csi.edu](http://workforce.csi.edu)

## BUSINESS CAREERS

### Introduction to QuickBooks Online

This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge.

You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.

\$115

Online: Self-Paced Course

## CLASS SERIES

### Outlook NEW

#### Sessions 1 – 3

Outlook is more than just email. It's a personal information manager to streamline workloads and boost productivity. Microsoft Outlook helps users and businesses manage and prioritize communications, organize workloads and coordinate schedules. Over three-quarters of jobs require digital skills like Outlook and email processing.

#### SESSION 1

#### Outlook 101


#### SESSION 2

#### Organization of Emails & Contacts

#### SESSION 3

#### Appointments, Meetings, and Tasks

\$59 per session

\$149  **Take the series and save!**

Wednesday 3pm – 5pm May 26 – Jun 9

Instructor: Julia Rietdorf HSHS 229



## TALENT PIPELINE MANAGEMENT

DEMAND-DRIVEN, EMPLOYER-LED

Aligning your talent strategy  
with your business strategy

### Join the Collaborative

This framework allows employers to more effectively communicate their most critical workforce needs and the skills required for success.

Each company conveys their job requirements differently. TPM will:

- Identify the common skills and competencies needed to fill those positions.
- Determine how educators and training partners can best train the future workforce and sustain growth.

#### For more information:

[workforce.csi.edu/resources/talent-pipeline.aspx](http://workforce.csi.edu/resources/talent-pipeline.aspx)





## A to Z Grant Writing II - Beyond the Basics

Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grant-makers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines.

\$115

Online: Self-Paced Course

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## CLASS SERIES

# Excel

## Sessions 1 – 5

Over 75% of jobs require digital skills such as Excel and word-processing. Your ability to create spreadsheets, utilize basic formulas and work with datasets could advance your career or help you land your next job.

### SESSION 1

#### Excel 101

### SESSION 2

#### Top 15 Functions

### SESSION 3

#### Charting and Conditional Formatting


### SESSION 4

#### Get Results from Data

### SESSION 5

#### Pivot Tables and Pivot Charts

\$59 per session

\$250  **Take the series and save!**

Wednesday 3pm – 5pm Apr 14 – May 12

Instructor: Julia Rietdorf HSHS 229

Wednesday 3pm – 5pm Jun 16 - Jul 14

Instructor: Julia Rietdorf HSHS 229

## Accounting Fundamentals

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

\$115

Online: Self-Paced Course

# INFORMATION

## Four Ways to Register!

**ONLINE** workforce.csi.edu

**MAIL | IN-PERSON** CSI Workforce Development & Training  
315 Falls Ave.  
Twin Falls, ID 83301

**PHONE** 208.732.6310

**FAX** 208.732.6674

## How Do I Apply Discounts?

### **BOGO**

For buy-one-get-one-free discounts, fill out the group registration form and select the type of payment method you prefer – click submit. Do NOT complete the payment process. After these steps, email us at [workforce@csi.edu](mailto:workforce@csi.edu) or call us at (208)732-6310 to complete the payment process for BOGO pricing.

### **SERIES**

This discount can be accessed by choosing and registering for the full series course to which the discount has already been applied.

### **GROUP**

When registering a group of 2–5 employees you can access the group discounting option by selecting group registration online.



The College of Southern Idaho provides equal educational and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with all applicable state and federal non-discrimination statutes.

## Class Locations

To see a map of the CSI campuses, visit [workforce.csi.edu](http://workforce.csi.edu) and click Maps under the Resources drop down.

## Cancelation Policy

To cancel or drop a class of a confirmed training, submit an email request to [workforce@csi.edu](mailto:workforce@csi.edu) or call us at (208)732-6310. If a registration is cancelled at least 48 hours before the start date of the class, a full refund will be issued. If prior arrangements are made, accommodations to transfer the registration to a different course section or allow someone to attend on the original registrant's behalf may be accepted. Those who do not contact the department to make arrangements will forfeit fees paid for the class.

## Refunds

CSI Workforce Development & Training reserves the right to cancel any training course due to insufficient enrollment at least two calendar days before the scheduled start date. Notice will be provided via email, with the option to reschedule for a future course date or to receive a full refund of class fees. CSI is not responsible for expenses incurred by the customer if a course is cancelled. Refunds will be issued in the form of a check to the student or company who paid for the training. Please allow 2-4 weeks for processing.

## Financial Resource Opportunities

Our programs can provide you with skills to help advance your career. To further support you, we offer financial resources that can offset the costs. To apply, please submit a request through [workforce.csi.edu/resources/financial-resources](http://workforce.csi.edu/resources/financial-resources).

## Skill Stack Badges

Want to develop a portfolio of skills and competencies that align directly with the needs of employers? These badges are based off industry requirements, so you will be able to directly connect and communicate your skills to employers.




# Enrich, Enhance, Explore

We believe in the success of the Magic Valley Community and are here to provide lifelong learning that contributes to employee and employer success.



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## Small Engine Repair and Maintenance Training

see page 14

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