Welcome!

Nothing says “new” quite like the arrival of a new calendar year. If your plans for the new year include professional development or personal growth, keep reading!

This catalog has information on 32 new courses, including Japanese Culture, PMP, Virtual Reality, Bicycle Fitting, and Trauma Informed Care. We also have a new series, Building an Herbal Apothecary, taught by Erica Fargione, the College’s award-winning Herbal Studies Department instructor.

We haven’t forgotten our roots, either. You’ll find the usual full menu of options in languages, business, health and human services, and the arts.

We’re here to get you there! Join other learners in registering for one or more of our 2019 Spring Continuing Education courses. Thank you for choosing Minneapolis College as your lifelong learning provider.

— Vincent A. Thomas, J.D. | Dean
Continuing Education and Workforce Development
School of Business and Economics
School of Trade Technologies

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Class Location Codes

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*For off-site location details, view classes online, check your confirmation email, or call our office for more information.

Getting Here Is Easy!
Find maps and more information at www.minneapolis.edu/Contact-Us.

New classes added often! Visit our website for details.

Discounts available where you see this symbol. Register for two or more classes or when part of a certificate or series. Visit our website for more details.
ART & DESIGN

Digital Photography 1
This class is designed to help you capture consistently pleasing images with your digital camera by focusing on the fundamentals of photography and composition. You will learn the camera’s controls needed to achieve proper exposure, white balance, and flash. Using the Photographic Image Formula, you will learn how to prepare for capturing images from previsualizing your image to presentation. We will put to use the tools we have learned in class with a photography expedition.

$130 | David Johnson
78245  M 6:30–9:30pm  1/28–2/25* MPLS
*No class on 2/18.

A Photographic Safari
This ‘learn and shoot’ class is designed for DSLR photographers who want to expand their photographic experiences and knowledge through hands-on learning and critique. We will have several photo assignments, capturing images as we tour a number of metro area locations. Topics will include macro, night, and dedicated flash photography. Our first class is dedicated to the Photographic Image Formula - the process of capturing images with impact - and discussing our locations, shooting themes and times.

$130 | David Johnson
78239  M 6:30–9:30pm  3/25–4/22  MPLS

Drawing 1
Are you interested in learning how to draw what you see? You can! In this beginner’s class, you will learn to see like an artist and to develop the kind of hand-eye coordination that accurate drawing requires. Using techniques developed by the author of “Drawing on the Right Side of the Brain,” we will focus on transferring three-dimensional information to the two-dimensional picture plane, using contour-line, figure-ground, angular measurement, and other tricks of the trade. Perfect for novices, this class will help you gain confidence as well as technique in a supportive learning environment. A materials fee of $3 is payable to the instructor in class and covers all required supplies.

$255 | Susan Shields
76414  M 6–9pm  1/28–3/25* MPLS
*No class on 2/18.

Drawing 2
Are you ready for a new way to approach your drawing style and process? Intended for artists who have gone beyond the first steps in drawing what they see, this class will engage your hand, eye and mind in new and exciting ways. We will work in various media, as we explore which ones speak to you the most. Bring your own supplies to the first class. Supplies list available online.

$255 | Susan Shields
76428  M 6–9pm  4/1–5/20  MPLS
Ceramics: Potter’s Wheel
This course offers you a chance to give the potter’s wheel a spin. Designed for beginners and those who want to refresh their skills, in this class you will learn the basics of throwing and hand-building to create bowls and cups using low-fire red clay. We will use brightly colored, low-fire glazes that are food and dishwasher safe. You will be provided with 25 pounds of clay, tools, and glazes.
$188 | Lucy Yogerst
77951 Sa 2–5pm 3/9–4/27 MPLS

Life Drawing
Life Drawing is designed to introduce drawing techniques, anatomy, and relevant historical and contemporary concepts in drawing the human form. Students will develop basic life drawing skills, including the ability to perceive and express anatomical relationships, organize a two-dimensional composition, and depict and manipulate form, space, and light. Students will work from direct observation of the live model in class, from observation outside of class, and study figurative work from a wide variety of artists.
$385 | Laura Andrews
77942 M 6–9pm 6/3–7/22 MPLS

Intaglio Printmaking
Learn about etching, a historic form of Intaglio printmaking. The course will cover how to prepare a copper plate, etch it and print the artwork using a printing press. The course will cover line etching and aquatint process in intaglio printing. There will be ample work time as well as information on unique inking and color methods.
$225 | Dean Trisko
79956 Th 6–9pm 3/21–4/25 MPLS

Landscape Painting
Paint landscape themes with expressive color and light. The class will draw inspiration from the Loring Park area. With observation as the starting point, learn how to compose the painting, mix colors, and apply paint. Students can work with provided acrylic paint or bring their own oil or water miscible oil paint.
$135 | Dean Trisko
79959 Tu 10am–4pm 6/4–6/11 MPLS

Watercolor Painting 1
Designed for beginning watercolorists. In this class you will learn the three brushwork methods, the secret of seeing, painting undertones, and how to correct mistakes. Learn how to capture the sparkle of sunlight on water, paint a face so that eyes look alive, and create paintings that will endure for centuries. You’ll learn about the safe use of materials as well as pigments, different watercolor papers, and brushes.
$135 | Stephen Nesser
77230 W 7–9pm 2/13–3/20 MPLS
**Arts & Culture**

**Watercolor Painting 2**
Learn how to paint hair so it looks like it is moving, forests as if they were real, and the colors of light so that the time of day is shown in each portion of your painting. This mid-to-advanced level watercolor painting course provides instruction in advanced color theory and composition, advanced brush work, and lots of in-class painting to improve skills such as how to master complex patterns, hair, and evocative mood.

$135 | Stephen Nesser
77232 W 7–9pm 3/27–5/1 MPLS

**Arabic 1**
Our Arabic series introduces the basics of the language and fundamentals of classical Arabic. You will learn both written and spoken conversational Arabic and Arab culture. Some areas covered will be: the Arabic language, the alphabet letters, commonly used vocabulary, phrases and greetings and an introduction to Arab culture. Explore the mutually influential relationship between Arabic language and culture in a fun and engaging environment.

$150 | Antoine Mefleh
76418 Th 6:30–8:30pm 3/21–4/25 MPLS

**Language & Culture**

**Afaan Oromo 1**
The Oromo people are the largest ethnic group in Ethiopia and the wider Horn of Africa, with considerable populations in neighboring Kenya and Somalia. The language is spoken by more than 25 million people in the region today. This introductory course teaches you how to read, write and speak the Oromo language, as well as master Qubee Afaan Oromoo (the Oromo alphabet). Course content consists of: Qubee Affaan Oromoo and adoption of Latin letters for writing, pronunciation, grammar, verb conjugations, sentence structures, and basic conversations.

$150 | Mathias Gudina
77945 Th 6–8pm 2/21–3/28 MPLS

**American Sign Language**
Did you know that American Sign Language is the third most used language in America? A vital tool for those who interact with the deaf and hard of hearing, signing has an expressive beauty all its own. In this series of courses, you'll begin with a vocabulary of 200 signs. With fun games and lots of emphasis on practice, you will be well on your way to conversing with signs. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning.

$120 | Susan Hagel (SLP) Holly Baker (MPLS)
American Sign Language 1
77946 M 6–8:30pm 2/25–3/18 SLP
80520 Tu 6–8:30pm 4/23–5/14 MPLS

American Sign Language 2
77949 M 6–8:30pm 3/25–4/15 SLP
80523 Tu 6–8:30pm 6/4–6/25 MPLS

**Brazilian Portuguese**
Brazil is one of the world’s ten largest economies and the US is among its top sources of imports. Whether you are pursuing business or other interests in this vibrant country, our Brazilian Portuguese series will provide you with a working knowledge of grammar and vocabulary, as well as business and cultural practices. You will gain skills in understanding, speaking, reading, and writing Portuguese as we cover both formal and informal conversation. We will also explore the history of Portuguese speaking people and the relationship between Brazil and the US, with a primary focus on creating a cross-cultural awareness.

$150 | Marco Rocha
Brazilian Portuguese 1
76404 Tu 7–9pm 1/29–3/5 MPLS
Brazilian Portuguese 2
76411 Tu 7–9pm 3/12–4/16 MPLS
Brazilian Portuguese 3
76419 Tu 7–9pm 4/23–6/4* MPLS
*No class on 5/28.
Brazilian Portuguese 4
76422 Tu 7–9pm 6/11–7/16 MPLS

**Chinese 1**
Are you planning to travel to China for business or leisure? Specifically aimed at developing basic conversation and listening skills, this class focuses on tones and speaking the romanized version of Chinese, pinyin. Pinyin is the official phonetic system for transcribing the Mandarin pronunciations of Chinese characters. Conversation topics will include greetings and introductions, asking for directions, counting, and shopping. You’ll build vocabulary related to food, family, and other everyday activities.

$150 | Sumika Brown
77958 M 6:30–8:30pm 4/1–5/6 MPLS
Are you planning to travel outside of the U.S. for business or pleasure? Would you like to better connect with family, neighbors, or local community? Our language classes combine a solid academic approach with an easy-going and engaging environment, taught by fluent instructors, passionate about sharing their love of language learning.

**Language SERIES**

**World language courses available in:**
- Afaan Oromo
- American Sign Language
- Arabic
- Brazilian Portuguese
- Chinese
- French
- Italian
- Japanese
- Somali
- Spanish

Language classes added often. Visit our website for details.

**Special series price:**
Register for two or more Language classes for a discounted price.

**English as a Second Language (ESL) for the Workplace**

Learn the English skills that you need to succeed in varied office environments. This course, intended for intermediate to advanced English learners, will focus on common professional responsibilities, such as giving presentations, participating in meetings, writing emails, and making phone calls. Students will learn through active participation in class projects, discussions, and role plays.

$300 | Erik Larson
79962  W 6:30 – 8:30pm  2/27 – 5/15  MPLS

**French**

Bonjour! Our series of French courses presents grammar and vocabulary used in a variety of situations. In an engaging and no-pressure atmosphere, you'll learn to introduce yourself and greet others, give and ask for information used in daily life, and be able to describe different objects. As you progress through the series, you'll be able to engage in deeper conversations, express your opinions, and communicate in professional or more formal environments. Courses are designed to be taken sequentially, with subsequent classes reviewing and reinforcing your previous learning.

$150 | James Long (MPLS)
Sarah Jones-Boardman (SLP)

**French 1**
77145  Tu 6:30 – 8:30pm  1/29 – 3/5  MPLS
77959  Th 6:30 – 8:30pm  1/31 – 3/7  SLP

**French 2**
77146  Tu 6:30 – 8:30pm  3/12 – 4/16  MPLS
77962  Th 6:30 – 8:30pm  3/14 – 4/18  SLP

**French 3**
77149  Tu 6:30 – 8:30pm  *No class on 5/28.*  4/23 – 6/4  MPLS
77963  Th 6:30 – 8:30pm  4/25 – 5/30  SLP

**French 4**
77966  Th 6:30 – 8:30pm  *No class on 7/4.*  6/6 – 7/18*  SLP
77152  Tu 6:30 – 8:30pm  6/11 – 7/16  MPLS

**Italian**

Whether you’re planning a trip to Italy for business or pleasure, this series will introduce you to the basic vocabulary and grammar used in daily situations. You’ll learn vocabulary related to greetings, directions, money, time, food, and shopping. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. You’ll acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture.

$150 | Daniela McArthur

**Italian 1**
76407  Tu 6:30 – 8:30pm  1/29 – 3/5  SPC

**Italian 2**
76423  Tu 6:30 – 8:30pm  3/12 – 4/16  SPC
Japan Today and Tomorrow  
This course on Japanese culture is divided into four parts: Japanese arts, Japanese traditions, Japanese food and Japanese pop culture. The course will include simple and useful Japanese language, and it will be supplemented with visuals from the web and other sources.

$150 | Kuniko Voeller
78053  W  5:30–8:30pm  6/5–6/19 MPLS

Japanese for Busy People
Have fun while learning basic business-oriented Japanese. Our program introduces the fundamentals of spoken Japanese. Using one-on-one practice and audio/visual aids, you will become familiar and comfortable with the elementary structures of Japanese. Also introduced are the basics of the writing system (Hiragana and Katakana) and insights into the nuances of Japanese culture.

$150 | Kuniko Voeller

Japanese Kanji for Reading and Writing
In this fast-paced course you will master 500 basic Kanji characters that provide the foundation for the 2136 Jyoyo Kanji. This course is appropriate for intermediate-level Japanese language learners who want to expand their vocabulary by learning Kanji. The class will also provide working knowledge of Kanji for those who already know some Kanji characters. We will use the textbook, “Basic Kanji Book 500,” which is widely used at national institutions in Japan for students from non-Kanji countries.

$150 | Kuniko Voeller

Japanese Kanji for Reading and Writing 1
77213  W  6:30–8:30pm  1/23–2/27  MPLS

Japanese Kanji for Reading and Writing 2
77214  W  6:30–8:30pm  3/6–4/10  MPLS

Japanese Kanji for Reading and Writing 3
77216  W  6:30–8:30pm  4/17–5/22  MPLS

Japanese Kanji for Reading and Writing 1
77213  W  6:30–8:30pm  1/23–2/27  MPLS

Japanese Kanji for Reading and Writing 2
77214  W  6:30–8:30pm  3/6–4/10  MPLS

Japanese Kanji for Reading and Writing 3
77216  W  6:30–8:30pm  4/17–5/22  MPLS
Japanese Language Proficiency Test Preparation

For students of Japanese, this class offers a thorough brush-up and new learning opportunity by focusing on the Japanese Language Proficiency Test (JLPT), the largest Japanese language test in the world for non-native speakers. The test is held every December in Chicago. There are five levels of the JLPT, with Level 1 being the most difficult, and this course will prepare you for Levels 3, 4 or 5, depending on how much Japanese study you have completed. The tests require knowledge of vocabulary, grammar, Kanji and expression.

$145 | Fusako Muro
77223  Tu  6–9pm  4/2–4/23  MPLS

Somali

Did you know that Minnesota is home to the largest Somali community in the United States? This series of courses will enhance your cross-cultural understanding by introducing you to the basics of Somali language and culture. You will learn commonly used vocabulary, phrases, and daily conversations, with an emphasis on the workplace. Topics include the Somali alphabet, pronouns, verbs, common words and phrases, numbers, and culture. No prior knowledge of the language is required.

$150 | Abdullahi Aden

Somali 1
77225  Th  6–7:30pm  1/24–2/28  MPLS

Somali 2
77227  Th  6–7:30pm  3/7–4/11  MPLS

Somali Culture

Examine the history of Somalia and its people. In this class, you will discover the Somali culture through an exploration of family roles, political, social, economic, and religious topics. This class is recommended for those who interact with the Somali population, but is also helpful for anyone interested in expanding their knowledge about the Somali culture. Note: This is a valuable addition to the Somali language classes.

$150 | Abdullahi Aden
78051  M  6–7:30pm  4/18–5/23  SPC

Spanish

Quieres hablar Español? This series provides a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Conversational practice and other exercises are led in a fun and no-pressure atmosphere, making the courses ideal for beginners or as a refresher for those with rusty Spanish skills. A series of four six-week classes is approximately equivalent to one year of high school or one semester of college Spanish. Courses are designed to be taken sequentially.

$150 | Bertha Bonequi Olvera (MPLS)  Tyrel Nelson (SLP & SPC)

Spanish 1
78012  W  6:30–8:30pm  1/30–3/6  SLP
78037  Th  6:30–8:30pm  1/31–3/7  SPC
76426  Tu  6:30–8:30pm  4/9–5/14  MPLS

Spanish 2
78041  Th  6:30–8:30pm  3/14–4/18  SPC
78046  W  6:30–8:30pm  3/20–4/24  SLP
76401  Tu  6:30–8:30pm  5/21–6/25  MPLS

Spanish 3
76427  Tu  6:30–8:30pm  1/15–2/19  MPLS
78034  M  6:30–8:30pm  1/28–3/11*  SPC
78036  Tu  6:30–8:30pm  1/29–3/5  SLP
78047  Th  6:30–8:30pm  4/25–5/30  SPC

Spanish 4
76409  Tu  6:30–8:30pm  2/26–4/2  MPLS
78042  M  6:30–8:30pm  3/18–4/22  SPC
78045  Tu  6:30–8:30pm  3/19–4/23  SLP

Argentine Tango Dance

Argentine tango is different from any other dance. It's a dance of communication between partners as they move gracefully together to the winding music. Starting with the basic elements of walks, posture, and rhythm, each class will build on the previous one to develop a vocabulary of Argentine tango moves. You will use this information to learn step combinations, improvisation, and lead/follow skills.

$99 | Bruce Abas
76844  Tu  7–8pm  4/2–5/21  FSDS
Ballroom Dance
Learn the time-honored classics of partner dance: foxtrot, waltz, and quickstep. You will study step patterns, lead/follow, and techniques necessary to float across the floor to your favorite Frank Sinatra songs. Please wear clean, dry shoes for dancing.
$99 | Rebecca Abas

Foxtrot & Rumba
76845 Th 7–8pm 2/7–3/28 FSDS

Waltz & Cha Cha
76847 Th 7–8pm 4/4–5/23 FSDS

Salsa Dance
Compared to typical ballroom dances, Latin dances are generally faster-paced, more sensual and more rhythmic in expression. Dance music may be Latin American music or contemporary popular music. With influences from many Cuban dances such as mambo, rumba and cha-cha, salsa dance is characterized by many turn combinations. Please wear clean, dry shoes for dancing in this beginning-level class.
$99 | Bruce Abas
76848 M 6–7pm 2/4–3/25 FSDS

Group Guitar 1
Grab a guitar and join your classmates as we fill the room with the joyful sounds of six strings. By the end of the course, you’ll have the skills to play well-known songs and strum, pluck, and tune the guitar. Beginners are welcome!
$99 | Benjamin Abrahamson
77997 Th 7–8pm 3/7–4/11 MPLS

Group Guitar 2
Whether you recently discovered the joy of guitar or seek to revisit the playing you did eons ago, you’ve come to the right place. We’ll polish our strumming and fingerpicking skills as we learn popular songs and arrangements fit for the campfire. Designed for students who have completed Group Guitar 1 or who have some guitar experience. You must supply your own guitar and are encouraged to bring a folder for handouts.
$99 | Benjamin Abrahamson
78000 Th 7–8pm 4/25–5/30 MPLS
Group Ukulele 1
The ukulele has exploded in popularity in recent years. We’ve seen everyone from Jake Shimabukuro to Eddie Vedder play one. Now it’s your turn! Get ready to have an unreal amount of fun as we learn the techniques, chords, and building blocks of popular songs. This class is for adults who are new to the instrument.
$99 | Benjamin Abrahamson
78004  Th  8–9pm  3/7–4/11  MPLS

Group Ukulele 2
If you’ve got the ukulele bug and want to continue learning and practicing - or if you’re looking to brush up your rusty skills - you’ll want to join this class. Designed for students who have completed Group Ukulele 1 or who have some experience, you’ll continue to build your repertoire of techniques, chords, and popular songs. You will need to bring your own ukulele.
$99 | Benjamin Abrahamson
78009  Th  8–9pm  4/25–5/30  MPLS

Improv 101
Discover the basics of improvisation and acquire skills that will benefit you in your everyday life. Scared? Don’t be. No experience required. Gain confidence, learn how to fail easier—it’s inevitable, and think on your toes faster by acquiring the “yes, and” skill. Get to know people and have fun. This course will end with a small showcase on the last day that you will be able to invite friends or family. You’re ready for this!
$105 | Leah Isaacson
87963  Check website for class times and additional classes!

Jazz Ensemble
Music from the swing era through the Latin-/Caribbean-influenced genres to jazz-rock fusion are studied and played in this instrumental ensemble. You must be able to read music at an intermediate level or better and provide your own instrument (with the exception of piano) The ensemble performs at least once per semester on campus, with additional performances as availability permits. See website for audition details.
$25 | Yolanda Williams
76398  Tu  5:30–7:15pm  1/15–5/14*  MPLS
*No class on 3/12.

Vocal Ensemble
The Vocal Ensemble is an auditioned choir comprised of MCTC students and community members with some previous choral experience. Music covers a wide range of styles, mostly unaccompanied. The ensemble provides a performing opportunity for those interested in a challenging and stimulating vocal repertoire. See website for audition details.
$25 | Elizabeth Pauly
76395  MW  11:15am–noon  1/14–5/15*  MPLS
*No class on 1/21, 2/18, 3/11, 3/13.

Poetry for Writers of Prose
As writers, we too often stick with the study of our own particular craft. Studying writing outside our own niche, however, has a great deal to teach us about the use of language. In this course, we’ll study rhythm, meter, traditional forms of poetry, the sounds of language, word choice, and tone, and how working within the structure of poetry can improve our prose and fiction writing.
$205 | Laura Vosika
76434  Tu  7–9pm  2/26–4/2  MPLS

Publishing & Marketing
Your book is written! Now what? Publishing and Marketing will take you through today’s options for publishing—either traditional or independent—and how to accomplish either. Sales depend on marketing and you will learn a number of ways to promote your book, once it is published.
$205 | Laura Vosika
76431  Tu  7–9pm  4/16–5/21  MPLS
BUSINESS MANAGEMENT

**Change Management**
Does your job involve change management? By completing this class, you will understand how change works at an individual and organizational level, learn a straightforward model to organize change management activities, and clarify what really needs to change in order to achieve the desired results. This course will prepare you to reduce resistance, identify how to gain leadership support and engage stakeholders, design key elements of your change initiative, and build the skills to personally influence change.

$219 | Wanda Walker
77372  F 8:30am – 4:30pm  5/10  MPLS

**Coaching Fundamentals**
Coaching isn’t just for sports! Coaching in the workplace builds trust, increases productivity and develops leaders. In this interactive course, you will learn what good coaching looks like and the essential skills to integrate coaching into your leadership toolkit.

$219 | Jennie Antolak
79968  M 8:30am – 4:30pm  4/8  MPLS

**Critical Thinking & Problem Solving**
Systems thinking is a proactive problem-solving approach that examines the relationships between organizational functions and how they impact each other. Systems thinking empowers you to solve problems so that they stay solved. Instead of offering quick-fix solutions that work only in the short term, systems thinking gives you the insight—and foresight—to make decisions and take actions that benefit your organization in the long run. Leave this class with tools to address current problems and foster future innovation.

$219 | Wanda Walker
77350  F 9am – 3:30pm  1/25  MPLS

Leadership

Leaders come from a variety of roles in an organization, from supervisors and managers to project managers and team leads. If you are currently in a leadership role or aspire to be, this certificate will give you the tools you need to lead your team to success.

**Earn the certificate by completing:**
• Change Management
• Coaching Fundamentals
• Developing Positive Relationships
• Human Resource Rules & Regulations
• Leadership Fundamentals
• Strategic Planning
• The Intersection of Culture, Generation & Communication

**Special series price: $1,577**

WIOA-CERTIFIED TRAINING PROGRAM
BUSINESS & LEADERSHIP

Customer Service
Learn the tools that lead to satisfied, loyal customers. In this class, you will learn how to identify the five expectations all customers have, differentiate between positive, negative, inflammatory and powerful language, and apply customer recovery to past, present, and future situations. You will explore how to use rapport building to establish trust, maintain control when interacting with angry customers, and project a positive, customer-focused attitude.

$129 | Jeannette Grace
77367  Th  8:30am–12:30pm  4/25  MPLS

Email Etiquette
The average number of business emails sent by each person per day is 40, and this is coupled with receiving up to 120 per day. This means there is a multitude of opportunities to make your company look good … or not so good. In this course, you will learn how to understand the purpose of email, organize content, write proper subject lines, use the appropriate tone for your audience, and proofread for tone and professionalism. You will understand how to effectively manage email overload, write a “diplomatic no”, avoid email ping-pong, and leave a great impression on the email recipient.

$129 | Jeannette Grace
77364  W  8:30am–12:30pm  4/10  MPLS

Developing Positive Relationships
Every organization has people who work well with everyone. They get things done faster, more efficiently, and seemingly with less stress. Fortunately, the art of building and maintaining positive relationships can be learned. This course will increase your knowledge and ability to build trust, model the positive relationship behaviors you seek in others, manage relationships, and set boundaries.

$219 | Wanda Walker
77361  F  8:30am–4:30pm  3/22  MPLS

Introduction to Instructional Design
NEW
Identify the tools you need to design the best learning opportunity you can deliver by identifying the elements of effective instruction. You will practice writing learning objectives, developing content, and have a good understanding of what goes in to instructional design. This course provides you with the opportunity to fully develop a course using elements of good instructional design.

$450 | Miriam Williams
80535  MW  6–8pm  4/1–4/24  MPLS

Diversity Awareness
What is the source of unfair treatment and differences among people in organizations? Traditional diversity awareness programs have focused on the treatment of women and minorities; however, differences can arise from a host of other factors including age, sexual orientation, religious beliefs, physical abilities, educational background, whether someone has children, or even being an engineer versus being a salesperson. These traits or “profiles” cause people to make inaccurate assumptions, create separation, and, yes, treat people unfairly. The goal of diversity awareness is to promote an inclusive work environment. This course will help set a framework for recognizing, understanding, and appreciating differences.

$129 | Wanda Walker
77362  F  9am–1:30pm  4/5  MPLS

Leadership Fundamentals
Being a successful leader takes commitment and practice. In this class we will discuss effective and ineffective leadership characteristics. We will explore your current situation and develop a plan to strengthen your leader/team member relationships. You will learn how to communicate confidently and respectfully, demonstrate positive and constructive feedback, use coaching skills to develop your team, and communicate unpopular or difficult messages empathetically and effectively.

$439 | Jeannette Grace
77348  WTh  8:30am–4:30pm  1/23–1/24  MPLS
Managing & Growing Your Business
This course will provide you with the essential information needed to create and operate a small business. You will examine each of the functional areas of a small business including marketing, management, accounting and finance. Upon completion of this course, you will have the tools to review a business plan and make recommendations for improvement; examine and analyze an existing business’s health; and have a set of tools to run a small business.

$319 | Jennifer Malarski
76507  Th  9am–4pm  4/25–5/2  MPLS

Managing Conflict & Difficult People
Having co-workers who don’t always see eye-to-eye is a completely normal. Differences in work styles and personalities can bring on conflict, miscommunication, and power struggles among team members. In this course, you will learn key communication skills and how to develop better relationships in your workplace. Learning objectives include: understanding what drives difficult behavior, defining and reframing people’s four intents (or desires), applying the DICE Problem Solving Method to difficult situations, diffusing heated interactions, setting expectations and boundaries, and using language that promotes respect and understanding.

$129 | Jeannette Grace
77352  W  8:30am–noon  2/20  MPLS

Negotiation Skills
This training course is developed for anyone who wants to get the most out of using smart negotiating skills in business or day to day situations. The course will enhance participants’ awareness of various approaches of negotiation and increase skills in achieving results through negotiation. Upon completion of this course, you will understand what is meant by negotiation and apply it to a number of different contexts. You will identify factors that can determine the outcome of a negotiation, plan a strategy for successful negotiation, and understand the principle of ‘win-win’ negotiations.

$129 | Wanda Walker
77353  F  8:30am–12:30pm  2/22  MPLS
BUSINESS & LEADERSHIP

Coaching Certification

We are pleased to continue our partnership with Learning Journeys, The International Center for Coaching. Learning Journeys is ACTP Accredited by the International Coach Federation and known as a leading provider of coaching certifications. Learning Journeys believes your coaching education should be a journey into your own wisdom and creativity.

PREREQUISITE

Power of Possibility: Coaching Fundamentals

Coaching skills are essential in assisting others to achieve personal aspirations, business objectives and health goals. Coaching is a partner relationship that allows individuals to uncover effective methods for achieving goals without providing advice or telling clients what they should or shouldn’t do. You will learn how to enhance listening, ask powerful questions, raise awareness of behaviors, align actions to values, anticipate obstacles and move beyond perceived barriers.

$900 | Jennie Antolak

All sessions meet TWH:
• Tuesday afternoon, 12:30 – 8:00pm
• Wednesday all day, 8:30am – 4:30pm
• Thursday morning, 8:30am – 12:30pm

76482 1/22 – 1/24 76491 4/23 – 4/25
76485 2/19 – 2/21 76494 5/14 – 5/16

CERTIFICATION CLASSES

Classes can be taken in any order.

Design a Creative Environment

This class is part of this series to teach coaches how to effectively coach a group and what skills, tools and competencies are necessary to develop and utilize when group coaching.

$900 | Jennie Antolak

77332 W 12:30 – 8:30pm 2/6
Th 8:30am – 4:30pm 2/7
76912 W 12:30 – 8:30pm 6/5
Th 8:30am – 4:30pm 6/6

Honor Your Interior Self

This class is intended to teach coaches how to help clients align their inner visions, values and beliefs with the exterior world.

$900 | Jennie Antolak

76465 W 12:30 – 8:30pm 1/9
Th 8:30am – 4:30pm 1/10
76909 W 12:30 – 8:30pm 5/8
Th 8:30am – 4:30pm 5/9

The certification program includes:
Power of Possibility (prerequisite), 4 additional classes, 4 learning labs, mentor coaching, one-on-one coaching, 3 network sessions, 4 book reviews, written and oral exam, and coursework outside of class time.
164 hours total

Location for classes and labs:
The Reserve
724 Bielenberg Dr.
Woodbury, MN
Integrate Creative Expression
Integrate Creative Expression teaches students how to integrate creativity at different levels in the process to expand perspective and design more desirable results.
$900 | Jennie Antolak
76469  W 12:30 – 8:30pm  Th 8:30am – 4:30pm  3/6  3/7

Source Gifts & Talents
Source Gifts and Talents helps coaches learn how to tap into clients’ discarded, unused or underused talents. It provides unique tools and techniques to assist clients in seeing that there is not a giant leap between where they are and what they want.
$900 | Jennie Antolak
76479  W 12:30 – 8:30pm  Th 8:30am – 4:30pm  4/10  4/11

LEARNING LABS
The labs are designed to deepen the learning of the core courses by focusing on each important element of the coaching process. They are hands on and assist students in better understanding the methodology and application of coaching. Labs can be taken in any order.
$210 | Jennie Antolak

Coaching Models
76454  W 4:30 – 8:30pm  3/27

Discovery Session
76457  W 4:30 – 8:30pm  1/30
76458  W 4:30 – 8:30pm  5/22

Ethics
76461  W 4:30 – 8:30pm  2/27
76464  W 4:30 – 8:30pm  6/26

Tools & Competencies
76480  W 4:30 – 8:30pm  4/24
Small Business CERTIFICATE

The Intersection of Culture, Generation & Communication

Feeling frustrated communicating with people who are different from you? From generational gaps to culture clashes, messages can get lost and easily misunderstood. In this course, you'll learn how age, culture, and life experience impact how we see the world and interact with those around us, cultivate understanding, and explore strategies and best practices for working with others more effectively.

Starting Your Business

Discover the process of creating and developing a business venture. This class will focus on developing a business plan for a new or existing venture. Specific attention will be paid to the differences between consulting and other types of businesses. Upon completion of this course, you should have a broad understanding of how to open and operate a small business, develop a business plan, create financial statements, be familiar with legal forms, develop marketing strategies, create staff policies, and understand the laws and regulations affecting taxation.

Teamwork

When a team works together the results can be incredible. When a team doesn't, the results can be devastating for the company. Give your team members the skills and knowledge to be their best so they can increase respect, communication, and success. This course will prepare you to communicate respectfully, manage conflict effectively, use creative brainstorming techniques, and incorporate the five languages of appreciation.

Special series price: $861 WIOA-CERTIFIED TRAINING PROGRAM

 Earn the certificate by completing:
• Starting Your Business
• Managing & Growing Your Business
• Marketing Your Business

Starting Your Business

Discover the process of creating and developing a business venture. This class will focus on developing a business plan for a new or existing venture. Specific attention will be paid to the differences between consulting and other types of businesses. Upon completion of this course, you should have a broad understanding of how to open and operate a small business, develop a business plan, create financial statements, be familiar with legal forms, develop marketing strategies, create staff policies, and understand the laws and regulations affecting taxation.

$219 | Jennifer Malarski
76503 | Th 9am–4pm 2/21–2/28 MPLS

Strategic Planning

This one-day workshop is designed to provide the basic concepts and practical skills that are used in Strategic Planning for a variety of businesses. It includes exercises, a short video, and an Action Plan that participants will create for using Strategic Planning in your businesses. In this course, you will learn how to analyze your company’s current situation, craft a winning strategy to help your business be more successful, and develop an Action Plan for using Strategic Planning.

$219 | Wanda Walker
77370 | F 8:30am–4:30pm 4/26 MPLS

Small Business CERTIFICATE

This certificate is for anyone who wants to start a small business or who needs help managing and expanding an existing venture. You will learn the knowledge and tools required to run a small business and how to create business and marketing plans.

Earn the certificate by completing:
• Starting Your Business
• Managing & Growing Your Business
• Marketing Your Business

Special series price: $861 WIOA-CERTIFIED TRAINING PROGRAM

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$219 | Karin Goettsch
79983 | T 8:30am–4:30pm 5/14 MPLS

Teamwork

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$219 | Jeannette Grace
77373 | W 8:30am–4:30pm 5/15 MPLS
Time Management

Time is a precious commodity and most people would jump at the chance to purchase more if it. Effectively managing time provides you the balance needed to excel at work and enjoy those important to you at home. You will learn ways to manage time, understand and maximize energy cycles, identify and overcome internal and external time wasters, and increase productivity with time management tools. This class will help you create a realistic picture of tasks and time, develop ways to say ‘no’ diplomatically, apply prioritization methods to daily planning, and overcome procrastination.

$129 | Jeannette Grace
77351 Th 8:30am–12:30pm 2/14 MPLS

Train the Trainer

Discuss and practice the elements of effective training. Establish an understanding of facilitation, learn the most promising practices in engaging your audience, and learn to overcome the barriers to participant interaction. Experienced trainers will fine-tune their craft and new trainers will develop a strong foundation for the delivery of powerful training experiences to their trainees.

$450 | Miriam Williams
80532 MW 6–8pm 3/4–3/27 MPLS

Winning at Writing for Business

Strong business writing skills enable you to communicate clearly and effectively. In this full-day workshop, you will learn how to analyze your audience and get organized, as well as how to get your point across using appropriate tone, formatting, and language. We will begin by examining the structure of business documents including effective topic statements, sentences, and paragraphs, and learn guidelines for both formal and informal correspondence. Then we’ll move on to building your business writing skills, with a focus on proofreading, readability, and visual elements.

$219 | Jeannette Grace
77359 Th 8:30am–4:30pm 3/21 MPLS

Accounting 1

This class is designed to provide the basics of accounting to individuals who have little or no training in this area. It is ideal for any staff who works in the finance and accounting area as well as individuals who have limited involvement with accounting but need or want to understand more. The course will also benefit managers or supervisors in various departments of their organizations to help them understand how to read their financial reports and budgets. Topics covered include: basic accounting theory, accounts and coding, double entry accounting, accounting systems and records, fund accounting, and the basis of accounting.

$450 | Miriam Williams
80532 MW 6–8pm 3/4–3/27 MPLS

AFP Certified Treasury Professional (CTP) Certification Preparation

Treasury and finance professionals must know how to optimize cash resources, maintain liquidity, ensure access to short-term and long-term financing, judge capital investment decisions, and control exposure to financial risk. Sponsored by the Association for Financial Professionals (AFP), the CTP credential signifies that you have demonstrated the knowledge and skills required to effectively execute critical functions related to corporate liquidity, capital, and risk management.

$1,450 | Lisa Broom/Jeanne Hilpisch
78261 Tu 5:30–9pm 2/26–5/14 MPLS
These programs are Workforce Innovation and Opportunity Act (WIOA)-certified:

- AFP Certified Treasury Professional (CTP) Certification Preparation
- Coach Practitioner Certification, ACTP
- Trained Medication Administration Assistant (TMAA)
- Business Professional Certificate
- Graphic Design Certificate
- Leadership Certificate
- Microsoft Applications Certificate
- Motivational Interviewing
- Nutritional Therapy Practitioner
- Project Management Certificate
- Small Business Certificate
- Social Media Marketing Certificate
- Treatment Coordinator Certificate
- Web Design and Web Development Certificates

The State of Minnesota has many resources and services available to help you with searching for a job, planning your career, and getting training on new skills. Some of their programs will even help you pay for your classes. Minnesota WorkForce Centers and Employment Training Programs can help you figure out the next step in your career.

Find a Workforce Center near you.
mn.gov/deed/job-seekers/workforce-centers
Financial Planning Basics
No matter what your age, life changes happen and require making major financial decisions. Do you purchase a home or rent? Are you getting married or divorced? Are you simply trying to better manage your day-to-day finances? This course will focus on maximizing the things you can control within your financial life, including spending and saving, managing debt, planning for life changes, protecting you and your family, and planning for retirement income.
$49 Andrew Thelander
76504 Tu 6–8:30pm 4/23 MPLS

Retirement Planning Basics
You are ready to retire or at least start thinking about retirement. What should you do? Retirement is not a “one size fits all” proposition and can be a challenge without the proper planning. This course will focus around maximizing the things you can control and understanding the implications of what you cannot as you near retirement, including: planning for retirement income; spending in retirement; managing your retirement nest egg; protecting your plan; and how to manage it all.
$59 Andrew Thelander
78056 Tu 6–9pm 2/12 MPLS

Understanding Compensation & Benefit Plans
Whether you are starting your first job or looking for a new one, it is very important to understand your new benefits plans and how they work. You as an employee are responsible for reading and understanding your benefits plans and the goal of this course will be to help you learn to more clearly review different benefit plan options and better understand the benefits that are most beneficial to you and your family. We will focus primarily on pay and hours, health insurance plans, employer retirement savings plan and matching, defined benefit pension plan, short- and long-term disability, paid time off, and employee development including tuition reimbursement.
$59 Andrew Thelander
78062 Tu 6–9pm 3/19 MPLS

HUMAN RESOURCES

Human Resource Rules & Regulations
In addition to managing people, processes and productivity, leaders are responsible for minimizing risk and maintaining compliance with constantly changing rules and regulations. Hiring and firing decisions, FLSA misclassifications, wages and benefits involve a range of employment laws, as well as actions including harassment and discrimination. This session will include background information, current events, resources, interactive discussion, and simple tools to assess, analyze and develop practical solutions they can use to maintain compliance with HR rules and regulations.
$219 Cynthia O’Donovan
77356 F 8:30am–4:30pm 3/1 MPLS

Human Resources: Compensation and Benefits
The topics of compensation and benefits continue to be debated as companies look to balancing budget dollars with “total rewards” to compete for talent, retention and employee satisfaction. Demands for a new minimum wage rate and consideration of “livable wages” combined with the realities of a smaller pool of job applicants are driving conversations and decisions about compensation. The increasing costs and confusion involved with providing company-sponsored benefits have employers taking a new look at benefits. In this session, we will discuss trends, creative options and best practices in designing, managing, and assessing effectiveness of compensation and benefit strategies and programs, against the backdrop of changing workforce needs and legislation.
$219 Cynthia O’Donovan
79974 F 8:30am–4:30pm 3/15 MPLS
Risk Management in Human Resources
Minimize risk and increase efficiency with simple proven processes that work as we explore risks and trends in managing the human resources aspects of your business. Topics include: workplace health, safety and security concerns and requirements, workers compensation and return-to-work programs, business continuity and disaster recovery, emergency response planning, types of liability insurance, and creating and maintaining a respectful workplace. You’ll leave this session with easy-to-use tools, sample policies, and ideas to manage compliance with risk management responsibilities while improving your workplace.

$219 | Cynthia O’Donovan
79977  F  8:30am –  4:30pm  4/19 MPLS

Talent Recruitment, Selection & Retention
Hiring the right people is the most important thing you can do for your business. Changing expectations of employers and the workforce, technology, and increased competition have heightened the challenge of finding, keeping, and engaging employees. In this session, we will use a variety of tools and templates. Participants will use playing cards and exercises designed by expert recruiters to walk through realistic scenarios that occur in the hiring process, make multiple decisions and understand the implications of these decisions.

$219 | Cynthia O’Donovan
79980  F  8:30am –  4:30pm  5/10 MPLS

Building Customer-Focused Social Media Content
Once you have a social media content plan, you can use a wide range of online and offline tools to tell your story. This hands-on session, gives you a chance to experiment with content creation. You’ll work on developing brand-specific content that’s accurate, well-written, and entertaining. We’ll work on audio and video content as well! With this opportunity for intensive practice, you’ll walk away with your first piece of fresh, new content to share via social media.

$135 | Jane Neumiller-Bustad
78253  Th  9am – noon  2/28 MPLS

Choosing Social Media Tools to Deliver Results
So many social media tools, so little time! Once you have a clear focus on your target market and the messages needed to reach them, the real work starts. With the right approach, you can build a strong social network that integrates customers, prospects, and employees. In this hands-on session, you’ll learn how to: identify the marketing tools needed to reach your specific customers, including which of the “big 4” social media tools are best for your needs; integrate social media content with your website and other multi-channel marketing tools; tap into the power of local search and online listings; and drive customer engagement with search engine optimization (SEO).

$135 | Jane Neumiller-Bustad
78247  Th  9am – noon  3/28 MPLS
Designing a Compelling Social Media Game Plan
Blog posts, videos, contests, podcasts, website text, etc. Customers want to interact with your organization and content marketing is a key driver of social media engagement and success, but creating great content doesn’t happen by accident: you need a plan and a voice to connect with customers and prospects. In this hands-on session, you’ll learn how to: generate creative content ideas for use across multiple channels, develop a plan to sustain long-term content generation, and create engaging, brand-specific content. This class explains how to deploy content strategically on websites, via social media, and on other customer-focused platforms, as well as, how to measure customer engagement and conversion.

$135 | Jane Neumiller-Bustad
78250  Th 9am–noon  3/14  MPLS

Strategic Planning for Social Media Success
Social media is a key component in the marketing strategy for every organization. With so many social media tools to choose from, your success requires a plan. A strategic plan for marketing and social media ensures your efforts are effectively synchronized. In this hands-on, interactive session, you’ll learn how to: identify and analyze your organization’s ideal customer; craft compelling messages to cut through the overwhelming clutter of today’s marketing environment, make smarter, more effective marketing and social media decisions, and develop a consistent social media strategy that includes multiple customer contact points.

$135 | Jane Neumiller-Bustad
78255  Th 9am–noon  2/14  MPLS

Marketing Your Business
You will explore each of the elements of marketing mix, including product development, pricing strategies, channels of distribution, promotion and buyer behavior. This course will prepare you to analyze the marketing environment and develop a basic marketing strategy. You will also demonstrate your understanding of these marketing elements by analyzing and creating a marketing plan.

$319 | Jennifer Malarski
76506  Th 9am–4pm  3/21–3/28  MPLS

Social Media Marketing CERTIFICATE
In just a few short years, social media has fundamentally changed the marketing landscape. This certificate gives you an opportunity to take a strategic look at your marketing efforts while giving you specific, practical and hard hitting tools to improve your business and the return on investment (ROI).

Earn the certificate by completing:
• Strategic Planning for Social Media Success
• Building Customer-Focused Social Media Content
• Designing a Compelling Social Media Game Plan
• Choosing Social Media Tools to Deliver Results

Special series price: $488
WIOA-CERTIFIED TRAINING PROGRAM

Using Photography Effectively in Small Business Marketing
With the rise of digital and social media, photos and videos have become one of the primary content tools used in marketing today. You have tremendous photo power at your fingertips – but taking the picture is often the easy part! How do you manage, back up, and store your photos? Edit them for maximum interest? Use them effectively and legally with social media? Whether you use a smart phone, a “point and shoot” or a full DSLR camera, this class will review tips and ideas for using your photos in marketing and social media settings.

$135 | Jane Neumiller-Bustad
78257  Th 9am–noon  4/11  MPLS
Organizations large and small are using project management (PM) methodologies and tools to establish a vision, collaborate, manage resources, and ensure results to meet business goals. This certificate is designed to provide fundamental PM concepts, introduce tools for implementation, and teach reliable problem-solving techniques.

**Earn the certificate by completing:**
- Project Management Fundamentals
- Project Management: Problem Solving and Critical Thinking
- Project Management: Results-Oriented Meetings

**Special series price: $990**

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### Project Management Fundamentals

Project management methodology and tools are increasingly being utilized in a variety of settings and industry sectors to ensure that critical work efforts are carried out effectively and successfully. Projects large and small can benefit from project management techniques. In this course, you will learn basic project management principles and tools and how to apply them to your next project. You’ll learn about the components of project management, practice those skills, and begin to implement them in real work situations.

**$399** | Michael Siegler

76900  Sa  8:30am – 5pm  2/9 MPLS

### Project Management: Problem Solving and Critical Thinking

All projects run into issues and roadblocks along the way. Effective project management requires the ability to apply problem solving techniques in order to keep projects on track. In this course, you’ll learn structured problem solving techniques using critical thinking practices.

**$399** | Michael Siegler

76902  Sa  8:30am – 5pm  2/23 MPLS

### Project Management: Results-Oriented Meetings

With projects come meetings and we’ve all spent hours in meetings that lacked focus or effectiveness. In order to keep projects on track and your team engaged, it’s essential that meetings produce results. In this course, you’ll learn what efficient meetings can be and acquire new skills, techniques, and tools to better facilitate, drive, and participate in meetings.

**$299** | Michael Siegler

76903  Sa  8:30am – 2:30pm  3/9 MPLS
All sectors of the business world are rapidly changing. In order to stay competitive and cutting edge in the marketplace, customized training is the solution.

At Minneapolis College we provide consulting solutions through a needs assessment and customized training to meet the needs of the individual organization. Our qualified instructors train either onsite or at our campus in downtown Minneapolis.

FOR MORE INFORMATION
customized.training@minneapolis.edu
612-659-6500
ARCHITECTURAL TECHNOLOGY

Building Sciences
This building science course provides a framework for understanding the exterior enclosure construction of residential and commercial buildings. Learn about the forces and factors that govern thermal, air, water and vapor flow affecting building enclosures, different climate zones in North America and their effect on managing thermal, air, water and vapor flow and best practices for building design.

$175  |  Doug Danks
78154  M 6–8pm  4/15–4/29 MPLS

Revit Architecture 1
Revit I offers an introduction to Autodesk Revit. The course begins with an introduction to basic 3D concepts, 3D navigation, and 3D modeling. You will learn the integrated model-building process in Revit; plans, elevations, and sections will be developed in one model file. By the end of the class, you will be able to demonstrate knowledge of Revit’s graphic user interface, parametric modeling, building information, modeling, views, constructs, and schedule creation.

$699  |  Jonathon Jacobs
78064  Tu 5:30–9:30pm  1/22–2/26 MPLS

Revit Architecture 2
This class builds upon the principles learned in Revit Architecture I. The class explores Revit Families and other advanced features such as site plans, area analysis, massing models, and basic rendering. Learn how to leverage these features and others to take full advantage of this exciting new technology. Prerequisite: Revit Architecture I or equivalent and an understanding of Architectural concepts.

$699  |  Jonathon Jacobs
78067  Tu 5:30–9:30pm  3/5–4/9 MPLS

Virtual Reality for Architecture
Virtual Reality (VR) is being used to help clients, designers, and contractors to better visualize the planning, design, and construction of structures. In this class, you will define the difference between VR and Virtual Tour (VT) and identify the types of software, hardware and equipment required for each. You will discover the differences between Immersive and Non-Immersive VR, define and establish pros and cons for the three main types of VR interaction methods (360 panorama, navigable, full body), and generate a basic VR experience using Revit and/or Sketchup and Architectural VR software.

$115  |  Nathan Johnson
78097  Th 1–5pm  5/9 MPLS
GRAPHIC DESIGN

Design Principles
In this comprehensive course, you'll learn about the design process, layout structure, and color usage. You will also explore concept development techniques using Adobe Photoshop, Illustrator, and InDesign to create a logo for use on promotional materials such as a business card, letterhead, brochure, or postcard.
Prerequisite: Photoshop II, InDesign II, Illustrator II or equivalent experience.
$259 | John Finkler
76548  Sa  9am–noon  4/20–5/18* MPLS
*No class on 4/27, 5/11.

Typography
Investigate the relationship between and among letterforms while utilizing tools and processes to effectively arrange both text and display type. Typographic attributes and nuances will be explored in an effort to enhance the readability, appropriateness and aesthetics of typographic application. History of typography, letterform anatomy and font classification will be covered. Participants will concurrently gain knowledge and skills specific to Adobe Illustrator and InDesign in this class.
$195 | William Reynolds
76545  Sa  9am–4pm  5/11 MPLS

Illustrator 1
Learn the basic skills to leverage Illustrator’s powerful object-based tools and vector-style graphics to create attractive illustrations. Designed for individuals with little or no Illustrator experience, this course will cover points, segments, paths, and a variety of tools such as the pen, object transforming, painting, and typography/type transformation tools.
Prerequisite: Familiarity with computers, MAC or PC operating system.
$195 | see below
76534*  M  6–9pm  1/28–2/4  MPLS
76537**  Sa  9am–4pm  3/2  MPLS
*John Finkler  **Barbara Lyman

Illustrator 2
Take your Illustrator skills to the next level. Using a simple package design as a vehicle, you will learn how to create and manage layers, explore sophisticated transformation techniques, and manage print specific colors as well as many applicable short cuts and tips. Topics include automated copy and move commands, clipping masks, custom palettes and Pantone colors, shape and object manipulation, imbedding vs. linking files, and prepress considerations for your Illustrator files.
Prerequisite: Illustrator I or equivalent experience.
$195 | see below
76536*  M  6–9pm  2/11–2/25*  MPLS
*No class on 2/18.
76539**  Sa  9am–4pm  3/16  MPLS
*John Finkler  **Barbara Lyman
InDesign 1
This full-day session introduces the basic concepts of page layout in Adobe InDesign and includes a number of instructor-led, hands-on exercises. You will learn to create documents, place or import text, edit and style text, and format tabs and margins. Prerequisite: Knowledge of Mac or PC operating system and file management. Knowledge of Photoshop or Illustrator is helpful, but not necessary.
$195 | Barbara Lyman
76540 Sa 9am–4pm 3/30 MPLS

InDesign 2
Going beyond the basics of page layout in InDesign, this full-day session will focus on assembling multiple-page documents for print production. Through instructor-led, hands-on exercises, you will learn how to: organize documents with multiple master pages; create and use style sheets for consistent text formatting and editing; control page appearance with margins, tabs, and unique InDesign features; manage page-numbering options; and understand image formats, resolution, and frequency. Prerequisite: InDesign I or equivalent experience.
$195 | Barbara Lyman
76541 Sa 9am–4pm 4/13 MPLS

InDesign 3
This session is for InDesign users who regularly produce many large documents. Streamline the production process by learning how to: understand and manage font usage, manage graphic placement and update links, prepare large documents for output, modify style sheets and apply changes across products, turn reader spreads into printer spreads, as well as the process of pre-flighting (prepress or make-ready). Print design is increasingly part of a complete media package that includes Web components. Prerequisite: InDesign I and II and some knowledge of HTML or equivalent experience.
$195 | Barbara Lyman
76543 Sa 9am–4pm 4/27 MPLS

Photoshop 1
This course is designed for individuals with little or no Photoshop experience who want to become familiar with the Photoshop desktop and tool palettes. Topics include navigating Photoshop desktop, image size and resolution, cropping and selection tools, copying and pasting selections, creating layers, image transformations, and simple compositing. Prerequisite: Familiarity with computers, Mac or PC operating system.
$195 | see below
76519* Sa 9am–4pm 1/19 MPLS
76521 M 6–9pm 3/4–3/11 MPLS
*William Reynolds **Barbara Lyman

Photoshop 2
This course will build on the skills taught in Photoshop I. Topics include: Paint Brush, gradient tools, color management, type, layer effects, paths and filter effects. Prerequisite: Photoshop I or equivalent experience.
$195 | see below
76523 Sa 9am–4pm 2/2 MPLS
76525 M 6–9pm 3/18–3/25 MPLS
*William Reynolds **Barbara Lyman

Photoshop 3
This course is designed to build on the topics covered in Photoshop I and II. Topics include a deeper understanding of the relationship between layers and alpha channels, compositing techniques, layer masking, filter effects and vector graphics, as well as special effects like displacement maps and pixel blending. Prerequisite: Photoshop II or equivalent experience.
$195 | see below
76530 Sa 9am–4pm 2/16 MPLS
76531 M 6–9pm 4/1–4/8 MPLS
*William Reynolds **Barbara Lyman
Web Design

CERTIFICATE

Web designers use skills from graphic design and computer programming to create websites that are easy to use and aesthetically appealing. Whether you are new to web design, brushing up on your skills, or gaining the knowledge for personal interest, this certificate will help you create compelling and functional websites.

Earn the certificate by completing:
• HTML/CSS 1
• HTML/CSS 2
• Front-End Web Design

Special series price: $1,114
WIOA-CERTIFIED TRAINING PROGRAM

HTML and CSS 1

This course introduces you to the building blocks of website design: HTML and Cascading Style Sheets (CSS). You will learn the structure of an HTML page as well as how to create semantic and search engine friendly markup, apply basic styles using CSS, link style sheets, and add web fonts to your site. By the end of the course, you’ll understand how HTML (site content structure) and CSS (styling) work together when creating web pages.
Prerequisite: Familiarity with computers, Mac or PC operating systems.

$285 | Kjrsten Holt
77395 Th 6–9pm 1/10–1/24 MPLS
77398 Th 6–9pm 2/28–3/14 MPLS

HTML and CSS 2

For those with a basic familiarity of HTML and CSS, this course introduces more involved concepts of web site design and page layout. You’ll learn about the CSS box model, basic fluid/responsive page layout techniques, and navigation menus. We’ll also cover the Document Object Model (DOM) in order to begin using JavaScript and jQuery (JavaScript framework) to add some front-end functionality to your web-pages and how to set up an organized clean site structure.
Prerequisite: HTML & CSS I or basic understanding of HTML & CSS.

$385 | Kjrsten Holt
77399 Th 6–9pm 1/31–2/21 MPLS
77401 Th 6–9pm 3/21–4/11 MPLS

WEB DESIGN & DEVELOPMENT

Web Design CERTIFICATE

Introduction to User Experience (UX)

User Experience, or UX, “encompasses all aspects of the end-user’s interaction with the company, its services, and its products,” according to the Nielsen Norman Group. Most commonly, UX professionals are employed to research, plan and design websites or apps (mobile and otherwise). This course will cover the fundamentals of design thinking, user research, information architecture, interface design and prototyping. Exploration of career paths and further learning will be discussed.

$279 | Kjrsten Holt
78164 Th 6–9pm 7/25–8/8 MPLS
Front-End Website Design
With the Internet being served up on everything from hand-held devices to widescreen TV’s, building websites has become an increasingly challenging and complex process. This course will introduce the fundamentals of visual and experience design, and you will design and style a basic website. We will use responsive web design techniques, so that the site works across multiple devices and screen resolutions. We’ll also discuss the pros and cons of using a content management system (such as Wordpress), and adding advanced functionality to your site using jQuery (a common JavaScript library).
Prerequisite: HTML & CSS II or strong working knowledge of HTML/CSS and some JavaScript.
$569 | Kjrsten Holt
77404 Th 6–9pm 4/18–5/23 MPLS

Javascript for the Web
In this class, you’ll be introduced to web applications using a combination of HTML5, CSS, JavaScript, PHP and MySQL. You’ll learn how to construct a simple content management system using front-end, back-end, and database technologies. By the end of the course, you’ll be able to take away a working example of a website with a custom content management system using modern web standards.
Prerequisite: HTML & CSS II and JavaScript or equivalent.
$569 | Kjrsten Holt
77407 Th 6–9pm 6/6–7/18* MPLS
*No class on 7/4.

Information Security Awareness
In a world of constant change, protecting your information is more important than ever. Additionally, with an increasing amount of regulations and laws, it can be difficult to navigate how to implement an effective information security program for your small business or non-profit. In this three-hour workshop, you will learn the basics of what you need to implement and manage your information security for your organization. This includes an overview of compliance, policy creation, training and awareness, and a set of easy-to-implement best practices.
$95 | Brittany Schatz
81378 Sa 9am–noon 3/9 MPLS

Open Source Investigations
There are over 3 billion registered internet users worldwide. Every 60 seconds:
600,000 people log-in to their Facebook account
433,000 tweets are sent
67,000 photos are uploaded to Instagram
In this full day course, you will learn how to lay the groundwork for successful internet investigations by reviewing of the history, definitions and types of social media investigations. You will review the ethical considerations and legal elements of online investigations including case law, trends and more. You will discuss evidence collection and best practices for collecting and retaining online evidence including file storage, tools and techniques.
$250 | Matthew Logan
77392 F 8am–5pm 3/8 MPLS
COMPUTERS & TECHNOLOGY

MICROSOFT APPLICATIONS

Introduction to Computers
Whether you’re new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and familiarize you with the user interface and its basic capabilities. In this course, you will learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

$175 | Debra Lehr
78068 M 8:30am–4pm 1/14 MPLS

Microsoft Access 1
Gain the basic skills and concepts used in Microsoft Access. After an introduction to database concepts and the Access environment, you will learn how to create a simple database. In this class, you will learn how to work with tables, fields and records; sort and filter data; and learn how to create basic queries, forms and reports.

$175 | Debra Lehr
78079 Tu 8:30am–4pm 4/9 MPLS

Microsoft Access 2
This course is designed to build on the skills learned in Access 1. You will learn the basics of relational database design, create table relationships, and enforce referential integrity. Also included are working with sub-datasheets; creating query joins, field and record validation; creating parameter queries, summarizing data in queries, action queries, unmatched and duplicate queries, creating a junction table, control formatting in a report, adding a calculated field to a report, and adding a subreport to an existing report.

$175 | Debra Lehr
78089 Tu 8:30am–4pm 4/23 MPLS

Microsoft Access 3
Develop advanced Access skills as you learn how to add controls, enhance and apply conditional formatting to forms. You will learn how to import/export data, create linked tables, mail merge, create macros, and write VBA code and much more.

$175 | Debra Lehr
78091 Tu 8:30am–4pm 5/14 MPLS

Microsoft Applications CERTIFICATE
Differentiate yourself in today’s job market, advance your career, and increase your earning potential. This certificate offers you the flexibility to choose which Microsoft Office programs you want to learn and includes the same Microsoft-approved courseware used for the industry-recognized Microsoft Office Specialist Certification.

Complete five of these courses:
• Word 1, 2, 3
• Excel 1, 2, 3
• Access 1, 2, 3
• PowerPoint 1, 2

Special series price: $785
WIOA-CERTIFIED TRAINING PROGRAM
Microsoft Excel 1
Learn spreadsheet terminology and fundamental Microsoft Excel concepts, including identifying Excel window components, navigation, and downloading templates. Explore the basics of entering, editing, and copying text, values, and formulas. Learn about absolute and relative references, how to insert or delete ranges, rows, and columns. You will use simple functions and apply formatting and conditional formatting to data.

$175 | Debra Lehr
78269 M 8:30am–4pm 3/4 MPLS

Microsoft Excel 2
Take your Excel skills to the next level by learning to create range names, use several logical, date/time and text functions. You will also sort, filter, use database functions, outline and subtotal, create and modify tables, apply intermediate and advanced conditional formatting, create and modify charts, and create PivotTables and PivotCharts.

$175 | Debra Lehr
78082 M 8:30am–4pm 3/18 MPLS

Microsoft Excel 3
Develop advanced Excel skills as you learn internal and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. You will learn about comparing and merging workbooks, data validation, recording a macro. This class also covers creating Sparklines, mapping data, one and two variable data tables, goal seek, scenarios, and one-click forecasting.

$175 | Debra Lehr
78085 Tu 8:30am–4pm 4/2 MPLS

Microsoft PowerPoint 1
Learn basic functions and features of PowerPoint. Learn how to create a basic presentation, add content; arrange and apply design themes, apply transition effects, print and deliver your presentation.

$175 | Debra Lehr
78092 Tu 8:30am–4pm 5/21 MPLS

Microsoft PowerPoint 2
Build your PowerPoint skills by working with the Slide Master, adding headers/footers, and modifying the Notes Master and Handout Master. Learn how to create a custom show with audio/video files, hyperlinks and action buttons.

$175 | Debra Lehr
78095 Tu 8:30am–4pm 6/4 MPLS

Microsoft Word 1
Learn the basic skills and concepts to use Microsoft Word productively and efficiently. After an introduction to Word’s window components, you will learn how to create, save, edit, navigate, preview, print documents, and more.

$175 | Debra Lehr
78072 Tu 8:30am–4pm 1/29 MPLS

Microsoft Word 2
Learn how to organize content using tables and charts, create and modify text styles, list and table styles, and apply document themes. You’ll learn how to create, insert, and modify Building Blocks, create and modify a template, control paragraph flow, insert section breaks, insert columns, link text boxes, and insert blank and cover pages. In addition, you will learn how to use document references such as citations, indexes, and tables of contents. Finally, you will learn how to use Mail Merge to create letters, envelopes and labels.

$175 | Debra Lehr
78074 Tu 8:30am–4pm 2/12 MPLS

Microsoft Word 3
This class will cover working with manipulating images and other media elements, text boxes, pull quotes, WordArt, and SmartArt. In addition you will learn how to track changes, review, merge changes, and finalize documents. You’ll add document references and links including captions, cross-references, bookmarks, hyperlinks, footnotes and endnotes, citations and a bibliography. Finally, you’ll set up formatting and editing restrictions, create and modify forms, and record macros.

$175 | Debra Lehr
78077 Tu 8:30am–4pm 2/26 MPLS
MANUFACTURING

OSHA 30 General Industry  NEW
The 30-hour General Industry OSHA Outreach Training Program is a course authorized by OSHA to provide safety training to manufacturing employees with some safety responsibility. This can include safety supervisors and leads and other management personnel who have some involvement with safety or who want to become more familiar with it. Training emphasizes building or rebuilding safety cultures to better recognize, control, and eliminate job-related safety and health hazards, not OSHA standards. Attendance and punctuality for all classes is mandatory in order to be eligible for an OSHA 30 card.

$650 | Dennis Wilcox
79965 | TuW 8am–4:30pm 4/16–4/24 MPLS

Welding for Professionals & Homeowners
This course provides basic and advanced welding skills for professionals and homeowners who are looking to develop and advance their welding skills for home, construction sites, structural welding situations, or in a related industry. This course will cover oxy-acetylene welding and cutting, SMAW (stick welding), and GMAW/MIG (metal inert gas). Once you have an introduction to each process, you'll pick one or two to focus on for skill development based on your needs and interests. You will also get a limited introduction to GTAW/TIG (gas tungsten inert gas), which is covered in more depth in Welding for Professionals & Homeowners 2.

$450 | Alan Cornelius
78158 | Sa 9am–3:30pm 2/2–2/23 MPLS
Welding 1
78161 | Sa 9am–3:30pm 3/16–4/6 MPLS
Welding 2

BICYCLE MAINTENANCE

Bicycle Basics
In this friendly and informative setting, we will discuss bicycle styles, materials, and benefits. You will learn about sizing, different shopping avenues, and bicycle condition and value. We will discuss routine maintenance, safety checks, and parts identification. This is your chance to get an answer to all the questions you have and to get you in the know about bicycles.

$35 | Cali Jirsa
77457 | Tu 7–8pm 4/23 MPLS

Bicycle Fitting Overview
Increase your riding comfort and performance through this hands-on course by learning ways to optimize your bicycle fit. Learn tenants of bicycle fitting and the benefits of different styles of professional bicycle fitting. Bring your own bicycle for assessments, minor adjustments, and recommendations so you can be even more in tune with your bike.

$70 | Cali Jirsa
78163 | Tu 6:30–8:30pm 6/11 MPLS

Emergency Road Side Bike Repair
When riding longer distances or just from point A to point B, you can carry the knowledge of what it takes to handle any unforeseen problems that may happen out on the road. While working on your own bicycle, we will tackle flat causes and solutions, braking and shifting troubles, chain repair, spoke replacement, and more. By knowing the best tools and techniques you will learn how to address all likely facets that cause noises, inconveniences, and breakdowns to keep you and yours happily riding. Individuals of all backgrounds and skill levels welcome.

$105 | Cali Jirsa
77458 | Tu 6–9pm 5/14 MPLS

TRADES & INDUSTRY
Aromatics
Many plants are rich with essential oils, most of these plants we already enjoy the taste of in our food. Come learn the medicinal properties of our spices and how to use the herbs in teas and food to fight off colds and balance the body.
$59 | Erica Fargione
78214  Th  6 – 8pm 2/7 MPLS

Growing an Herbal Apothecary Garden
This class will meet off campus at Peace Haven garden located just out of downtown. Learn how to grow your medicinal plants and ask any gardening questions you would like. You will receive a plant to take home with you.
$59 | Erica Fargione
78219  Sa 10am – noon 5/18 OFF

Healthy Eating & Restful Sleep
Food and sleep are the primary factors affecting your health. In this class, you will learn how to eat foods to balance your mood and identify techniques you can use to get better rest. You will discover which foods impact your anxiety, depression, stress, and inflammation and understand the principles for healthier eating. You will practice hands on holistic mind and body techniques to improve insomnia, middle of the night awakening, and poor sleep quality.
$49 | Monica Peterson
78207  Tu 6 – 8:30pm 4/2 MPLS

Herbal First Aid
Creating a first aid apothecary for the home is easy and will be there when you need it. Come learn the most indispensable herbs for first aid care to easily address life’s accidents. Learning the preparation and techniques of how to use them will give you the tools you need to address injuries when they happen.
$59 | Erica Fargione
78212  Th 6 – 8pm 1/24 MPLS
HEALTH & HUMAN SERVICES

Herbal Tonic Teas
There are many gentle restorative herbs for whole body health that we can use to build and restore strength within our nervous system, skin, bones, and overall health. Tonic herbs are best used as teas or foods and you will have the techniques to utilize the mineral richness of the tonic plants.

$59 | Erica Fargione
78217 | Th 6 – 8pm | 3/7 | MPLS

Life Mapping
Use a life map to look at your whole life—past, present and future—to better understand where you’ve been, where you are now and to create a vision of your future with clarity and intention. You will reflect on what gives your life purpose and explore your priorities for the rest of your life. Through examination of areas such as family, friends, education, work, service and play, you will be able to compile it into 10-year and whole life maps. If time allows, you can start creating a vision board to help you to get to where you want to be.

$49 | Wanda Walker
78211 | Tu 6 – 8:30pm | 4/30 | MPLS

Managing Stress & Anxiety
Stress is the reason why zebras don’t get ulcers and humans do. Stress and anxiety affect our entire body from head to toe. In this course, you will learn ways to calm your mind and body and you will practice hands on holistic mind and body techniques. You will understand the relationship between your brain, body, and your immune system, explain how your body’s stress response works, and choose holistic techniques for your own use.

$49 | Monica Peterson
78229 | Tu 6 – 8:30pm | 4/9 | MPLS

Nervines
Herbs that help relax the mind are some of the most well-known herbal medicines. Come learn the benefits of nervine herbs for relaxation, digestion and as antispasmodics. Having these herbs in the home helps everyone find peace when they need it most.

$59 | Erica Fargione
78215 | Th 6 – 8pm | 2/21 | MPLS

Wellness SERIES
Wellness is often defined as having emotional, financial, physical, social, and spiritual balance. In this series, you will examine how food and sleep affect your body, learn to manage stress and anxiety, take control of your finances, and create a plan for your future.

Series includes:
• Healthy Eating and Restful Sleep
• Managing Stress and Anxiety
• Financial Planning Basics
• Life Mapping

Special series price: $176
WIOA-CERTIFIED TRAINING PROGRAM

Financial Planning Basics
For course description, see page 16.

$49 | Andrew Thelander
67669 | Tu 6 – 8:30pm | 10/23 | MPLS

Reiki: First Degree
Reiki pronounced ‘Ray-Key’ is a Japanese word for Universal Life energy. Rev. Hawayo Takata via Hawaii brought it to the United States. Reiki is a gentle, non-invasive, hands-on energy transfer technique. It uses specific hand positions to promote relaxation, calmness of the mind, health and healing. Learn the techniques and symbols to expand your Reiki healing power.

$135 | Leelatai Ugargol
78204 | Sa 8:30am – 5pm | 3/23 | MPLS

Reiki: Second Degree
We will go deeper into the meditative attunements that will open you to the additional energies needed for Reiki healing. Prerequisite: Reiki: First Degree and two to three months of practice.

$145 | Leelatai Ugargol
78205 | Sa 8:30am – 5pm | 4/13 | MPLS
HEALTH & HUMAN SERVICES

**Nutritional Therapy Practitioner (NTP) Certification**

The Nutritional Therapy Practitioner (NTP) Program teaches you how to address nutritional imbalances and deficiencies in the body using nutritional therapy. In this comprehensive program, you will learn specific tools for assessing nutritional deficiencies and addressing them through diet, supplementation, and lifestyle changes, and also learn clinical level nutritional therapy skills. You will also learn the skillset for the NTA’s unique and proprietary hands-on Functional Evaluation and Lingual-Neuro testing techniques for advanced client support. This program is ideal for those wanting to work with clients in person, using clinical assessments and a comprehensive understanding of nutritional therapy to identify nutritional imbalances and deficiencies and make tailored nutritional and lifestyle recommendations.

$5,400

All sessions meet 8am – 6pm.

Location for all classes: MPLS

77656 FSaSu 4/26 – 4/28

77656 ThFsSaSu 7/25 – 7/28

77656 FSaSu 10/25 – 10/27

**Krav Maga: Basic Self Defense**

During the 8-week course, you will learn ways to avoid a threat including timelines and environmental awareness. Jeff Garland brings over 20 years of Self Defense Training to both civilians and Police Officers for this self-defense class. Krav Maga originated on the battle fields in Israel and the moves are based on the body’s natural reaction to a threat. This makes learning and retaining the movements easy to learn.

$199 | Jeff Garland

78233 W 6 – 7:30pm 3/6 – 4/24 MPLS

**Krav Maga: One-Day Self Defense**

Join this one-day self-defense class with a mix of lecture and active participation. Krav Maga originated with the Israeli Military and was modified for civilian use. Topics covered include environmental dangers and ways to avoid a confrontation before an attack. If an attack should occur, participants will receive instruction on the body’s natural defensive reaction, which makes learning and retaining the movements much easier.

$75 | Jeff Garland

78236 Sa 8:30am – noon 2/9 MPLS

**BLS for Healthcare Providers**

This course is designed for healthcare providers, dental workers, day care providers, police officers, and individuals in business or industry. Successful completion of this course satisfies current CPR certification requirements for healthcare providers. We will review the revised 2010 guidelines of the American Heart Association and practice providing ventilation using a barrier device, a bag-mask device, and oxygen. The training will also include use of an automated external defibrillator (AED) and relief of a foreign-body airway obstruction (FBAO).

$99 | Paul Asted

78175 Sa 8am – 4pm 1/26 MPLS

78178 F 8am – 4pm 3/1 MPLS

78179 W 8am – 4pm 7/17 MPLS
BLS for Healthcare Providers Refresher

If your basic life support/CPR certification for healthcare providers is about to expire and you need to be recertified, this class is for you. This course follows American Heart Association standards. Prerequisite: Current CPR/BLS certification (or within one month of expiration). Note: In order to receive certification, you must register in advance and arrive on time for this class.

$65  |  Paul Asted
78170  F  8am–noon  2/15  MPLS
78173  F  8am–noon  5/24  MPLS

COUNSELING & SOCIAL WORK

Mental Health First Aid

Mental Health First Aid is an 8 hour national certification course that is designed to teach the skills to recognize the signs of a mental health or substance use disorder crisis, identify community resources, and link individuals in need of treatment and support to the proper resources. You will learn a 5 step action plan that can be used to help those in need. **Upon completion of the course, each participant will leave with a mental health first aid ‘e-card’ and the mental health first aid participant manual.**

$117  |  Samantha Vitiello
78181  Tu  8am–4:30pm  1/22  MPLS
78190  Tu  8am–4:30pm  3/19  MPLS
78197  Tu  8am–4:30pm  5/14  MPLS

Dealing with High Conflict for Helping Professionals

Earn CEUs for social workers, human resources personnel, integrative health professionals, and other third party helpers. In this workshop, you will learn new, forward-thinking methods for dealing with high conflict and emotionally difficult situations including anger, hostility, sadness, repetitiveness, and bullying tactics. Learn practical skills to help you become comfortable around and more helpful to people who are really upset. This session includes skill-building exercises and role-plays to ensure you leave with useable skills for your practice.

$95  |  Janet Rowles
78338  Sa  9:30am–noon  2/23–3/2  MPLS

Community Health Workers

Community health workers teach the basics of good health and link people to health care and social service systems. Upon completion of Minneapolis College’s Community Health Worker (CMHW) certificate, you’ll be able to help improve health care access for underrepresented groups, the elderly and the chronically ill. You’ll gain exposure to the health perspectives and needs of immigrant and minority populations through hands-on learning opportunities. Participants who successfully complete the courses through the Continuing Education office will NOT receive college credit, and instead receive Continuing Education Units also known as CEU’s.

See website for requirements, schedule and pricing.

Inclusivity in Group Facilitations

Be a leader in your organization by learning to be inclusive in your methods of facilitating groups of any size. Learn to use the elements of circle-keeping to help your organization, classroom or board have discussions that are open, encourage creative thinking and welcome difficult discussions with integrity.

$95  |  Janet Rowles
78192  Tu  6–8:30pm  4/9–4/16  MPLS
Motivational Interviewing: Introductory*
This training session will focus on clinical interviewing skills. Topics will include: unique listening and interviewing skills, how to identify and explore client ambivalence, how to respond to resistance, and how to identify and respond to client change-talk. Participants will also develop practice and learning strategies to further develop Motivational Interviewing skills.

$299 | Reginald Prince
78183 MTu 8:30am–4:30pm 3/11–3/12 MPLS
78194 MTu 8:30am–4:30pm 4/29–4/30 MPLS
78201 MTu 8:30am–4:30pm 6/24–6/25 MPLS

Motivational Interviewing: Intermediate*
This course is designed to help human services, education and healthcare professionals become more proficient and natural at Motivational Interviewing (MI) and is based on the new MI processes introduced in 2012. We will focus on the advanced concepts around MI spirit and principles, complex reflections, better responses, elicitation of change, and confidence talk and practice with timing and testing the waters for commitment and case planning. Prerequisite: Motivational Interviewing: Introductory training or equivalent (two-three days of MI clinical skills training with practice).

$345 | Reginald Prince
78199 MTu 8:30am–4:30pm 5/20–5/21 MPLS

Strengths-Based Case Management
Strengths-based practice is a collaborative process between the person supported by services and those supporting them. This course will help you better understand the principles and practices important to strengths-based case management and how to improve your client relationships for better outcomes by using strength-based techniques. We’ll incorporate practice scenarios and discuss implementation issues for your particular setting to solidify your learning.

$99 | Wanda Walker
78189 F 9am–1pm 3/1 MPLS

Treatment Coordinator Certificate
This course fulfills the requirements for 245G.07 of Minnesota Statutes for treatment services. You will cover fundamental tenets including Minnesota Matrix, case management, and basic signs and symptoms. You will learn service coordination topics such as understanding and building community resources, referrals, advocacy, and cultural components.

$350 | Samantha Vitiello
78186 MTuWTh 8am–5pm 2/11–2/14 MPLS
HEALTH & HUMAN SERVICES

NURSING

Nursing Assistant

This course introduces concepts of basic human needs, health/illness continuum and basic nursing skills in long term care and the home care environment. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, the student will participate in 24 hours of supervised clinical experience in a long-term care facility. This course meets the objectives of the Federal Omnibus Budget Reconciliation Act (OBRA) and Minnesota Department of Health Requirements as detailed for educating the nursing assistant.

$1,500 | Pat Reinhart
81942 MW 10:30am - 4pm 3/4 - 4/17
MW Clinicals* 4/22 – 5/1
*Arranged by instructor

Test of Essential Academic Skills (TEAS) Preparation

The ATI TEAS is required for admission to Minneapolis College’s Nursing program. This course will provide “brush-up” instruction in the four test areas: reading comprehension, English (grammar, sentence structure and vocabulary), mathematics (operations, percent and fractions, measurement, the metric system, graphing and algebra) and science (scientific reasoning, human body science, life science and physical science).

Note: Minneapolis College is offering TEAS testing. Check the website for details.

$175 | Traci Krause
78222 Th 6 - 10pm 3/7 - 3/28* MPLS
*No class on 3/14.

Trained Medication Administration Assistant (TMAA)

Administering medication as a nursing assistant requires additional training. This challenging course will teach you the skills to administer medications under the direction and supervision of a licensed nurse. The course will cover legal and ethical issues related to medication administration, principles of medication administration, body systems and medications for each system, and medication administration of nonparenteral medications. The curriculum of this course follow guidelines of the Minnesota Board of Nursing, OBRA regulations and the Minnesota Board of Health.

$595 | Pat Reinhart
78169 Th 5 – 9pm 2/21 – 5/9 MPLS

Train the Trainer for Nursing Assistant Instructors

This course is required for registered nurses who intend to teach the Minnesota Department of Health (MDH)-approved Nursing Assistant (NA) Curriculum to individuals who desire employment in long-term care. It focuses on the process needed to become an approved NA instructor with the MDH, and provides a general overview of principles and methods of teaching that will encourage effective student learning. The workshop is designed to fulfill the requirements of the 1987 Omnibus Reconciliation Act and program standards determined by the Minnesota Board of Nursing and MDH, utilizing the curriculum approved in 2010. The course will not review the detailed curriculum; instructors are expected to study the curriculum independently to prepare to teach an approved training program.

$595 | Pat Reinhart, Bonnie Wendt
78166 TuW 10am – 4:30pm 2/26 – 2/27 MPLS
78167 TuW 10am – 4:30pm 5/21 – 5/22 MPLS
78168 WTh 10am – 4:30pm 7/17 – 7/18 OFF

Trauma Informed Care

If you work in health or human services, you are likely to encounter patients and clients that have past or current trauma that affects their health and interactions with others. This class will help you understand the types, prevalence and impacts of trauma; reframe emotions and stress responses; and develop strategies that reduce chances of re-traumatizing while maintaining a safe environment. You will learn how to analyze each situation and approach care from a trauma-informed lens that supports recovery.

$165 | Pat Reinhart
81939 TuTh 5:30 – 9pm 5/14 – 5/16 MPLS
HEALTH & HUMAN SERVICES

NURSING ASSISTANT TEST OUT (NATO)

The nursing assistant test out is offered to candidates seeking placement on the Minnesota Department of Health Registry which is required for employment in most nursing homes, hospitals, and other care facilities. The exam includes two parts (written and skills) and will be administered on the same day. You must pass both parts in order to be certified and listed on the Minnesota Nursing Assistant Registry. Pre-registration is required and is on a first-come, first serve basis.

Three ways to register:
In-Person: Visit the Continuing Education office during business hours.
By Phone: Call 612-659-6500
Online: Visit our website for registration details.

Bring these items on test day:
• Two forms of signature-bearing identification, one must have a picture.
• Social Security Number
• A pencil
• A watch with a second hand
• An application (if recently completed a training course): Testers who have completed an NA or NA/HHA class within the last two years must bring an application with section 4 or sections 4 and 5 completed by a training instructor from your school.

Full Test
$205 | Renee Rathell | MPLS
All sessions meet Thursday 7:30am – 2pm.
80553 1/17 80571 4/11 80589 7/11
80556 1/31 80574 4/25 80592 7/25
80559 2/14 80577 5/16 80595 8/8
80562 2/28 80580 5/30 80598 8/15
80565 3/14 80583 6/13 80601 8/22
80568 3/28 80586 6/27

Retake
$94 | Retake WRITTEN Test
$151 | Retake SKILLS Test
$205 | Retake BOTH Tests

Skills Review
This course is designed to help you prepare for the state Nursing Assistant Test Out (NATO) exam. You will review the 21 skills tested on the exam according to the state standards of testing. Completion of this course does not guarantee passage of the NATO exam. This course is NOT a Minnesota-approved nursing assistant training program and you will not receive credit for the course on the Minnesota Nursing Assistant Registry.

$89 | Richard Gabatino | MPLS
78306 M 4:30–8pm 4/8
78309 M 4:30–8pm 6/10

ONLINE REGISTRATION NOW AVAILABLE!
Three Ways to Register

ONLINE
minneapolis.edu/continuinged

PHONE
612-659-6500

IN PERSON
T.4900 (Technical Building)
Office hours are posted on our website.

Email Confirmation
You will receive an email confirmation after you successfully complete the registration process. If you do not receive an email confirmation, you can call us to confirm registration and class details.

Class Cancellations or Changes
Class dates, times and locations are subject to change. If your class is cancelled or changed, we will attempt to notify you by email and/or phone at least 24 hours prior to the start date. In the event of inclement weather, tune to WCCO radio for cancellation notices. If you have questions, call 612-659-6500.

Refunds
Refunds or transfers to another class are granted when you cancel your registration at least three full business days before the first class session. You must call 612-659-6500 to cancel or change your registration.

Getting Here Is Easy!
Find directions, parking information, and maps at www.minneapolis.edu/Contact-Us.

Class Location Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>FSDS</td>
<td>Four Seasons Dance Studio*</td>
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<tr>
<td>SPC</td>
<td>Saint Paul College*</td>
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<tr>
<td>SLP</td>
<td>St Louis Park / Lenox Community Center*</td>
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<tr>
<td>MPLS</td>
<td>Minneapolis College</td>
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<tr>
<td>OFF</td>
<td>Off Campus Site*</td>
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*For off-site location details, view classes online, check your confirmation email, or call our office for more information.
NEW

Somali Culture 8
Intaglio Printmaking 4
Building Sciences 24
Herbal First Aid 32
Krav Maga 34

CUSTOMIZED TRAINING

Let us focus on what we do best, so you can focus on what you do best!

WHY CHOOSE US?

• Proven Training | with programs and classes that are ready to customize
• Industry Experts | in a variety of sectors from healthcare to information technology
• Knowledgeable Instructors | with years of hands-on experience
• Strong Record | of working with non-profit, government agencies, and businesses

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