

CONTINUING EDUCATION

September - December 2018



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

minneapolis.edu/continuinged

CONTINUING EDUCATION

Professional Development and Lifelong Learning

Welcome!

New season. New look.

Our new nickname, “Minneapolis College,” says what we are: a place where education meets real life. Our new colors and logo represent our diversity and our proximity to the green space that is Loring Park.

Change is in the air, but our focus remains the same — providing you with great content and instructors.

Look inside to find professional certificates in Leadership, Small Business, and Social Media Marketing. You will also find new courses in Mental Health, Improv, Native American Studies, and TEAS Test preparation.

Join other learners in registering for one or more of our 2018 Fall 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

Arts & Culture 3

Business & Leadership 9

Computers & Technology 19

Trades & Industry 29

Health & Human Services 30

Registration Information 39

NEW

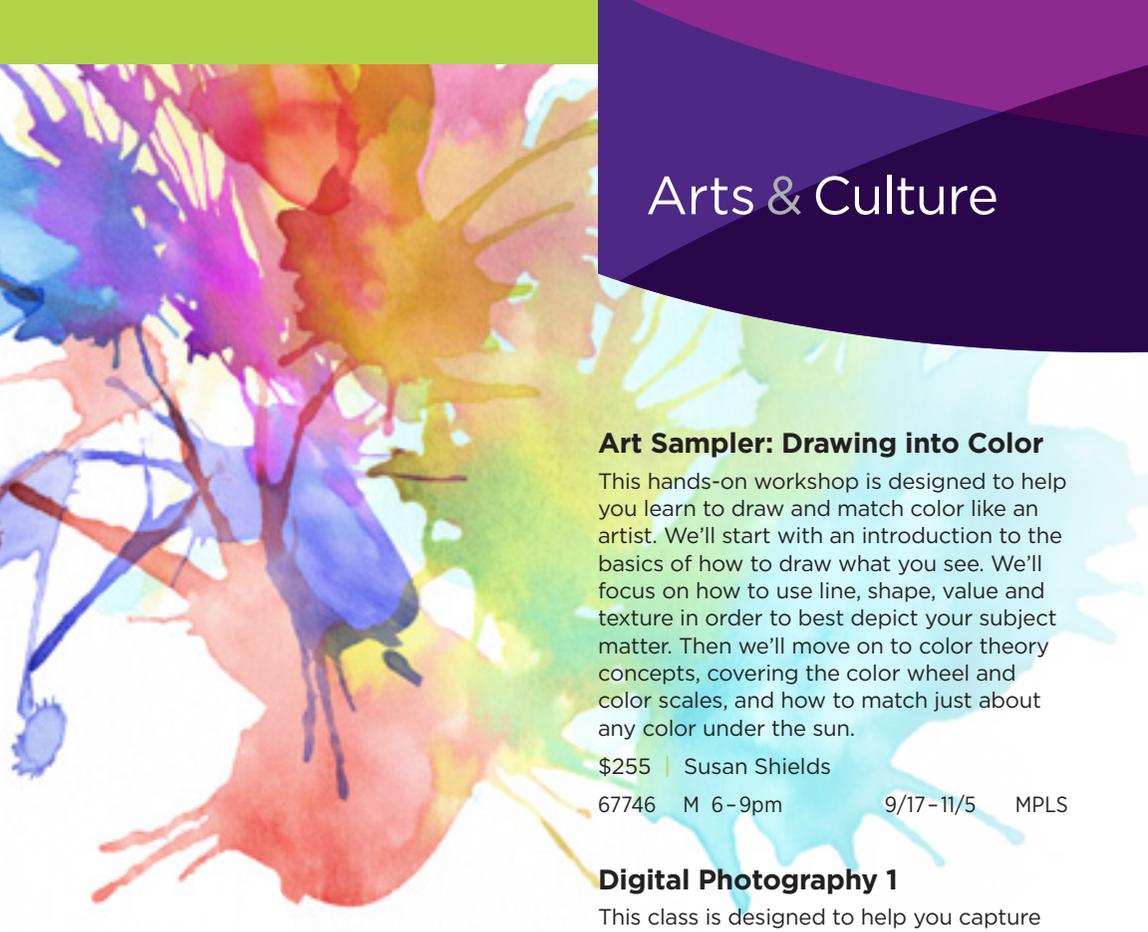
New classes added often!
Visit our website for details!

\$

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.



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™



Arts & Culture

ART & DESIGN

Hand-Building 1: The Basics NEW

You will learn basic hand-building techniques, including pinch pots, slab-building, and coil-building. You will combine these techniques to build and create anything from bowls to small sculptures. This class will be guided by the students dependent on interest and we will spend more time building some skills than others.

\$375 | Lauren Buchanan

69596 MW 6-9pm 9/17-10/24 MPLS

Hand-Building 2: Dinnerware NEW

Have you always wanted to create your own ceramic dishware? Building off the techniques learned in Hand-Building 1, you will learn to make plates, bowls, cups, and teapots using hand-building techniques. Our goal will be to create the dish set of your choosing, be it place settings, cups, or teapots and teacups.

\$375 | Lauren Buchanan

69598 MW 6-9pm 10/29-12/10* MPLS
*No class on Mon 11/12.

Art Sampler: Drawing into Color

This hands-on workshop is designed to help you learn to draw and match color like an artist. We'll start with an introduction to the basics of how to draw what you see. We'll focus on how to use line, shape, value and texture in order to best depict your subject matter. Then we'll move on to color theory concepts, covering the color wheel and color scales, and how to match just about any color under the sun.

\$255 | Susan Shields

67746 M 6-9pm 9/17-11/5 MPLS

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 J Johnson

64226 M 6:30pm - 9:30pm 9/24, 10/1, 10/15
Su 6:30pm - 9:30pm 10/7 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. Required materials list available online.

\$129 | Stephen Nesser

64404 Tu 7-9pm 9/25-10/30 MPLS



LANGUAGE & CULTURE

Native America

NEW

This class focuses on the historical and contemporary cultures and issues of American Indians on this continent with special focus on Minnesota. You will learn about the earliest cultures in America, treaties, boarding schools, resistance movements, legislation and policies. There will be special emphasis on the Ojibwe and Dakota nations in Minnesota. You will also learn about cultural contributions such as music, literature, and art.

\$150 | Patricia Amo

68639 Th 5:30-7:30pm 9/6-10/11 MPLS

Native American Art & Art History

NEW

The course will introduce you to the arts and cultures of North America before and after the arrival of Europeans. You will review the evolution and complexity of Native cultures and discuss the contributions and achievements of the first peoples of North America. You will explore the ways in which historical events influenced traditional forms and how they, in turn, continue to influence modern contemporary Native American art forms.

\$225 | Jeffrey Chapman

68630 Th 6-9pm 10/25-12/6* MPLS
*No class on 11/22.

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

American Sign Language 1

64217 M 6-8:30pm 10/1-10/22 SLP

American Sign Language 2

64218 M 6-8:30pm 10/29-11/26* SLP

*No class on Mon 11/12.

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

64172 Th 6:30-8:30pm 9/27-11/1 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

64189 Tu 7-9pm 9/18-10/23 MPLS

Brazilian Portuguese 2

64192 Tu 7-9pm 11/6-12/11 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

64236 Tu 6:30-8:30pm 9/11-10/16 MPLS

64234 Th 6:30-8:30pm 9/20-10/25 SLP

French 2

64238 Tu 6:30-8:30pm 10/30-12/4 MPLS

64237 Th 6:30-8:30pm 11/8-12/20* SLP
**No class on 11/22.*

Language

SERIES

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.

World language courses available in:

- 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.

Italian 1

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 Chiarelli McArthur

64266 Tu 6:30-8:30pm 10/16-11/27* SPC
**No class on 11/6.*

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 - Beginning (Part 1)

64272 W 6:30–8:30pm 9/19–10/24 MPLS

Japanese - Beginning (Part 2)

64274 W 6:30–8:30pm 11/7–12/19* MPLS

*No class on 11/21.

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.

\$150  | Kuniko Voeller

Japanese Kanji - 4

66433 Th 6:30–8:30pm 9/20–10/25 MPLS

Japanese Kanji - 5

66439 Th 6:30–8:30pm 11/8–12/20* MPLS

*No class on 11/22.

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 the Somali alphabet, numbers, vocabulary, phrases, and daily conversations, with an emphasis on the workplace. No prior knowledge of the language is required.

\$150  | Abdullahi Aden

Somali 1

65668 Th 6–7:30pm 9/20–10/25 MPLS

Somali 2

65669 Th 6–7:30pm 11/1–12/13* MPLS

*No class on 11/22.

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

64392 Tu 6:30–8:30pm 9/18–10/23 MPLS

64388 Th 6:30–8:30pm 9/20–10/25 SLP

64671 M 6:30–8:30pm 9/24–10/29 SPC

Spanish 2

64393 Tu 6:30–8:30pm 10/30–12/4 MPLS

65673 Th 6:30–8:30pm 11/1–12/13*

*No class on 11/22.

65676 M 6:30–8:30pm 11/5–12/17*

*No class on 11/12.

MUSIC & PERFORMANCE

Improv 101

NEW

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. 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

68627 Tu 6–8pm 10/2–10/23 MPLS

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 | Ben Abrahamson

64179 Th 7–8pm 9/27–11/15 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 | Ben Abrahamson

64181 Th 8-9pm 9/27-11/15 MPLS

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. Important note: please call the Director, Yolanda Williams, at 612-200-5398 if you're interested in playing in the rhythm section. Registrations will be accepted through the 4th week of the semester: please register by phone or in person once the semester has begun.

\$25 | Yolanda Williams

64282 Tu 5:30-7:15pm 8/28-12/18 MPLS

Vocal Ensemble

The Vocal Ensemble is an auditioned choir comprised of Minneapolis College 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. Note: To arrange an audition, contact the director, Dr. Elizabeth Pauly, at 612-659-4098.

\$25 | Elizabeth Pauly

64416 MW 11:15am-12:30pm 8/27-12/19* MPLS

**No class on Mon 11/12.*

Salsa Dance 1

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

70693 M 6-7pm 9/10-10/29 FSDS



Swing Dance

NEW

The easiest way to start swinging is to find out about the basic steps, rhythms, and turn variations of the East Coast Swing. This beginning-level class will have you on the dance floor in no time! Please wear clean, dry shoes for dancing.

\$99 | Rebecca Abas

Swing Dance 1

70695 Th 7-8pm 9/6-10/25 FSDS

Swing Dance 2

70696 M 7-8pm 9/10-10/29 FSDS

Ballroom Dance 1

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

70689 Th 6-7pm 9/6-10/25 FSDS

COMMUNICATION

Creative Writing

Is there a story inside you calling to get out? Many of us have a desire to write fiction, but find it difficult to get started. Or we get started only to stall or find the words aren't coming out as we imagined the story in our head. In this class, we will take you from ideas on starting the creative process—where writers come up with ideas—through building vivid characters and settings, to methods of organizing and planning a novel, research, and editing.

\$205 | Laura Vosika

64433 Tu 7-9pm 9/18-10/23 MPLS

Writing Your Memoir

We all have a story to tell. But as clear as the scenes of our life may be in our head, getting it out on paper is sometimes not easy. Writing Your Memoir will help you do that. We'll talk about ways to get started, writing exercises and prompts, and ways of focusing and organizing a memoir.

\$205 | Laura Vosika

64438 Tu 7-9pm 10/30-12/4 MPLS

BUSINESS MANAGEMENT

Email Etiquette

NEW

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

66881 W 8:30am-12:30pm 10/31 MPLS

Entrepreneurship

NEW

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.

\$319  | Jennifer Malarski

65865 Th 9am-4pm 9/20-9/27 MPLS

Negotiation Skills

NEW

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

66886 F 8:30am-12:30pm 10/26 MPLS

Business & Leadership



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:

- Entrepreneurship
- Small Business Management
- Principles of Marketing

Special series price: \$861

WIOA-CERTIFIED TRAINING PROGRAM

Business Professional CERTIFICATE

Being successful in today's fast-paced business climate comes down to mastering the fundamentals of business. Our Business Professional Certificate will help you gain fundamentals, so you manage time effectively, meet customer needs, solve problems, work on team projects, understand differences among people, and diffuse difficult situations.

Earn the certificate by completing:

- Critical Thinking & Problem Solving
- Customer Service
- Diversity Awareness
- Managing Conflict & Difficult People
- Teamwork
- Time Management
- Winning at Writing for Business

Special series price: \$1,055

WIOA-CERTIFIED TRAINING PROGRAM

Small Business Management NEW

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

65861 Th 9am-4pm 10/11-10/18 MPLS

Public Speaking NEW

It is said that people fear public speaking more than death. The ability to overcome nerves and deliver messages to a variety of audiences is crucial in today's competitive business environment. You will learn how to analyze and connect with your audience, capture attention with an opening, organize your thoughts and write a powerful closing.

\$219 | Jeannette Grace

66889 Tu 8:30am-4:30pm 9/25 MPLS

Customer Service NEW

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

67053 Th 8:30am-12:30pm 10/18 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

64231 F 8:30am-12:30pm 9/28 MPLS



Teamwork

NEW

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.

\$219  | Jeannette Grace

66894 W 8:30am-4:30pm 10/3 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

64286 W 8:30am-12:30pm 11/7 MPLS

Time Management

NEW

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

67056 Tu 8:30am-12:30pm 11/13 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

64401 F 8:30am-4:30pm 10/12 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 MPLS
64420 W 8:30am-4:30pm 12/5

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 MPLS
66841 F 8:30am-4:30pm 12/14

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  | Kelly Weiley MPLS
66843 M 8:30am-4:30pm 10/15

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 MPLS
66876 F 8:30am-4:30pm 11/16

Human Resource Rules & Regulations

NEW

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  | Cindy O'Donovan

68581 F 8:30am-4:30pm 11/2 MPLS

Leadership Fundamentals

NEW

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

66885 WTh 8:30am-4:30pm 9/12-9/13 MPLS

Strategic Planning

NEW

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 their 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

66893 F 8:30am-4:30pm 11/30 MPLS

Leadership

CERTIFICATE

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

The Intersection of Culture, Generation & Communication

NEW

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.

\$219  | Kelly Weiley

66845 M 8:30am-4:30pm 9/24 MPLS

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

65710	Tu 12:30 - 8:00pm	9/18
	W 8:30am - 4:30pm	9/19
	Th 8:30am - 12:30pm	9/20
65713	Tu 12:30 - 8:00pm	10/23
	W 8:30am - 4:30pm	10/24
	Th 8:30am - 12:30pm	10/25
65719	Tu 12:30 - 8:00pm	11/27
	W 8:30am - 4:30pm	11/28
	Th 8:30am - 12:30pm	11/29
65722	Tu 12:30 - 8:00pm	12/18
	W 8:30am - 4:30pm	12/19
	Th 8:30am - 12:30pm	12/20

Location for classes and labs:

The Reserve
724 Bielenberg Dr.
Woodbury, MN

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

65824	W 12:30 - 8:30pm	10/3
	Th 8:30am - 4:30pm	10/4

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

65821	W 12:30 - 8:30pm	9/5
	Th 8:30am - 4:30pm	9/6

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



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

65827	W 12:30 – 8:30pm	11/7
	Th 8:30am – 4:30pm	11/8

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

64207	W 12:30 – 8:30pm	12/5
	Th 8:30am – 4:30pm	12/6

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

65828	W 4:30–8:30pm	11/28
-------	---------------	-------

Discovery Session

68576	W 4:30–8:30pm	9/26
-------	---------------	------

Ethics

64203	W 4:30–8:30pm	10/24
-------	---------------	-------

Tools & Competencies

64208	W 4:30–8:30pm	8/29
-------	---------------	------

65829	W 4:30–8:30pm	12/19
-------	---------------	-------

Regenerative Design for Business

What is regenerative design and what is its importance in our current business world? This course will explore the intersection of business and sustainability by integrating the techniques, principles, and ethics of designers, scientists, engineers, entrepreneurs, artists, psychologists, and educators. You will examine inspiring case studies, practice design thinking, storytelling lateral thinking, prototyping, and mapping.

\$149 | Cody Mastel

66781 Tu 6-9pm 11/6-11/20 MPLS

FINANCE

Financial Planning Basics

NEW

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

67669 Tu 6-8:30pm 10/23 MPLS

Retirement Today

Due to recent tax law changes, an uncertain future for Social Security, and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. This class explains time-tested strategies that help you to make informed financial decisions. Learn about ways to save for retirement, and the advantages and disadvantages of each method. Discover how to save money on taxes, manage investment risks, and protect your assets from potential long-term healthcare expenses.

\$49  | Steve Kattke

68549 Tu 6:30-9:30pm 10/16-10/23 MPLS

68548 Sa 9am-noon 10/20-10/27 MPLS



MARKETING

Principles of Marketing

NEW

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

65869 Th 9am-4pm 11/1-11/8 MPLS

Compelling Content for Engaging Social Media

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

64214 Th 9am-noon 10/4 MPLS

Creating Great Social Media Content

Once you have a social media content plan, you can use a wide range of online and off-line 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
64220 Th 9am-noon 10/18 MPLS

Choosing the Best Social Media Tools

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
64197 Th 9am-noon 11/1 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
64396 Th 9am-noon 9/20 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:

- Choosing the Best Social Media Tools
- Compelling Content for Engaging Social Media
- Creating Great Social Media Content
- Strategic Planning for Social Media Success

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
64414 Th 9am-noon 11/15 MPLS

Project Management

CERTIFICATE

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

WIOA-CERTIFIED TRAINING PROGRAM



PROJECT MANAGEMENT

Project Management Fundamentals

Project management methodologies and tools are increasingly utilized to ensure that critical work efforts are carried out successfully. In this course, you will learn basic project management 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. Though not intended as a study course for the PMP exam, upon its conclusion you'll be familiar with project management terminology, skills, techniques, and tools; prepared for industry project management courses; and equipped with new skills for your everyday work.

\$399  | Michael Siegler

64355 Sa 8:30am-5pm 10/6 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

64348 Sa 8:30am-5pm 11/3 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

64353 Sa 8:30am-2:30pm 10/20 MPLS

Computers & Technology



ARCHITECTURAL TECHNOLOGY

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

64363 Tu 5:30-9:30pm 9/18-10/23 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

64364 Tu 5:30-9:30pm 11/6-12/11 MPLS

GRAPHIC DESIGN

Typography

NEW

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

69984 W 6-9pm 11/7-11/14 MPLS

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

64221 Sa 9am - 12pm 11/17, 12/1, 12/15 MPLS

Graphic Design

CERTIFICATE

A graphic design professional is competent in print design and production and can demonstrate expertise in Adobe Photoshop, Illustrator, and InDesign. You will learn basic skills in Adobe Creative Cloud suite and apply design principles to produce a comprehensive project which can later be printed and become a portfolio piece.

Earn the certificate by completing:

- Adobe Illustrator 1, 2
- Adobe InDesign 1, 2, 3
- Adobe Photoshop 1, 2, 3
- Design Principles

Special series price: \$1,639

WIOA-CERTIFIED TRAINING PROGRAM

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. You will also learn to export and save files. Prerequisite: Familiarity with computers, MAC or PC operating system.

\$195  | see below

64250*	M 6–9pm	9/17–9/24	MPLS
69830**	Sa 9am–4pm	10/27	MPLS

*Barbara Lyman **John Finkler

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.

\$195  | see below

64253*	M 6–9pm	10/1–10/8	MPLS
69831**	Sa 9am–4pm	11/10	MPLS

*Barbara Lyman **John Finkler

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

64256	Sa 9am–4pm	10/6	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

64261	Sa 9am–4pm	10/20	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

64262 Sa 9am-4pm 11/3 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

69832* Sa 9am-4pm 9/15 MPLS

64342** M 6-9pm 10/15-10/22 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

69833* Sa 9am-4pm 9/29 MPLS

64343** M 6-9pm 10/29-11/5 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

69836* Sa 9am-4pm 10/13 MPLS

64344** M 6-9pm 11/26-12/3 MPLS

*William Reynolds ** Barbara Lyman



CUSTOMIZED TRAINING

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



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™



Meet Our CT Representatives

Claudine Cooper

612-659-6502

Claudine Cooper is our Customized Training Representative in the Business and Technology industries. She has more than nine years of experience in educational leadership, teaching, curriculum development, instructional design, assessment, and E-Learning. She has taught at the University of Pittsburgh, Arkansas State University Mid-South, University of South Florida, Normandale Community College and St. Petersburg College and served on several advisory boards for business and hospitality. She has a BA with a focus in Quality Assurance, a MS in Hospitality Management, and QM Certified in Higher Ed. She also served three years in the British Army and was selected and assigned to special operations.



Elaine Vandenburg

612-659-6504

Elaine Vandenburg is our Customized Training Representative in the Health and Human Services industry. She brings experience from admissions, classroom instruction, faculty training, customized training, workforce development, and career services. She has helped businesses train current employees as well as partnered with the community and nonprofits on workforce development initiatives to help the under-employed and unemployed. She has a Bachelor of Arts in Philosophy and Spanish from the University of Minnesota.



Creative. Flexible. Effective.

minneapolis.edu/ct



MICROSOFT APPLICATIONS

Introduction to Computers NEW

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

67691 M 8:30am-4pm 9/10 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 S | Debra Lehr

64289 M 8:30am-4pm 10/22 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 S | Debra Lehr

64292 M 8:30am-4pm 11/5 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 S | Debra Lehr

64295 M 8:30am-4pm 11/19 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 and print documents. Then you will learn how to format text and paragraphs including tabs, bulleted and numbered lists, and borders and shading. You will also learn how to sort and format lists, insert and work with tables, insert symbols and images, apply page borders and color, add headers and footers, control page layout, add a watermark, check spelling and grammar, use research tools, and save a document as a PDF.

\$175  | Debra Lehr

64317 M 8:30am-4pm 9/17 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

64319 M 8:30am-4pm 9/24 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

64322 M 8:30am-4pm 10/8 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
- Sharepoint

Special series price: \$785

[WIOA-CERTIFIED TRAINING PROGRAM](#)





Microsoft Excel 1

Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment. Learn the terminology and fundamental concepts while exploring the basics of entering, editing 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

64298 Tu 8:30am-4pm 10/2 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

64301 Tu 8:30am-4pm 10/16 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

64303 Tu 8:30am-4pm 10/30 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

64306 Tu 8:30am-4pm 12/4 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

64308 Tu 8:30am-4pm 12/18 MPLS

Microsoft Sharepoint

SharePoint is a collaborative workspace environment. In this class, you'll learn to: manage content and documents from start to finish by utilizing the Library feature, keep track of documents and document changes by having documents checked in and out, and easily publish reports to help everyone make better business decisions.

\$175  | Donna Seys

67094 Th 8:30am-4pm 11/8 MPLS

WEB DESIGN & DEVELOPMENT

Front-End Website Design

With the Internet being served up on everything from mobile to widescreen monitors, building websites has become an increasingly challenging and complex process. In this course, you will build and style a basic website using responsive web design techniques so the site works across multiple devices and screen resolutions. We'll also discuss when a separate mobile website makes sense, the pros and cons of using a fluid/responsive framework, and adding advanced functionality to your site using jQuery (JavaScript framework). Prerequisite: HTML & CSS II or strong working knowledge of HTML/CSS and some JavaScript.

\$569  | Kjrsten Holt

64240 Tu 6-9pm 11/13-12/18 MPLS



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

64245 Th 6-9pm 9/6-9/20 MPLS

65361 Tu 6-9pm 9/11-9/25 MPLS

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](#)

Web Development CERTIFICATE

Web developers design, code, and modify websites and apps with engaging visuals and user-friendly designs. The Web Development Certificate enhances your technical knowledge and skills in multiple programming languages to address client needs with creative solutions.

Earn the certificate by completing:

- HTML/CSS 1
- HTML/CSS 2
- JavaScript for the Web

Special series price: \$1,114

WIOA-CERTIFIED TRAINING PROGRAM

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

64247 Th 6-9pm 10/4-10/25 MPLS

65363 Tu 6-9pm 10/9-10/30 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

67757 Th 6-9pm 11/8-12/20* MPLS

*No class on Thu 11/22.

INFORMATION SECURITY

Open Source Investigations

There are over 3 billion registered internet users worldwide. Every 60 seconds: 600,000 people log-in to their Facebook account 433,00 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 legal and ethical considerations and the 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

65851 F 8am-5pm 11/9 MPLS





Trades & Industry

BICYCLE MAINTENANCE

Bicycle Basics

NEW

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

70593 W 7-8pm 9/12 MPLS

Emergency Road Side Bike Repair

NEW

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 break-downs to keep you and yours happily riding. Individuals of all backgrounds and skill levels welcome.

\$105 | Cali Jirsa

70597 Sa 1-4pm 10/6 MPLS

Winter Bicycle Riding Info Session

NEW

Winter bicycle riding will be demystified during this discussion and Q&A session. Learn what facets make a great winter bike and how to buy or modify a current bicycle for optimal riding. You will learn pre-season, routine, and follow-up maintenance to provide the best riding experience and how to be prepared for weather conditions in terms of clothing, emergency mechanical situations, and riding pointers. This course will give you confidence to keep the fun and convenience of riding going all year round.

\$70 | Cali Jirsa

70603 W 6:30-8:30pm 11/14 MPLS

WELDING

Welding for Professionals & Homeowners 1

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). 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. Note: Welding materials are provided, but you are required to supply your own personal protection equipment including a welding helmet/shield, clear safety glasses, leather welding gloves with extended sleeve, leather shoes (steel toe recommended), and welding jacket.

\$450  | Alan Cornelius

Welding 1

64419 Sa 9am-3:30pm 9/22-10/13 MPLS

Welding 2

66286 Sa 9am-3:30pm 10/20-11/10 MPLS

Health & Human Services



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

HEALTH & WELLNESS

Healthy Eating & Restful Sleep

NEW

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

67664 Tu 6-8:30pm 10/2 MPLS

Managing Stress & Anxiety

NEW

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

67668 Tu 6-8:30pm 10/16 MPLS

Financial Planning Basics

NEW

For course description, see page 16.

\$49  | Andrew Thelander

67669 Tu 6-8:30pm 10/23 MPLS

Life Mapping

NEW

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

67671 Tu 6-8:30pm 10/30 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

64358 Sa 8:30am-5pm 9/15 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

64360 Sa 8:30am-5pm 11/10 MPLS

Yoga: Be a Warrior not a Worrier

Begin your journey to peace and happiness through yoga. Yoga is rooted in traditional and evolving practices. The course will cover yoga postures (asanas), breath, movement, and meditation to gain strength, flexibility, balance and confidence in mind, body and spirit. This course is designed for students of all levels, who want to either start or deepen their yoga practice.

\$75 | Alejandro Aguilera Duarte

68188 W 6-7:30pm 9/19-10/31 MPLS

Personal Trainer**CERTIFICATION**

The Personal Trainer Certification is offered in partnership with World Instructor Training Schools (WITS). The course is 15 hours of lecture on topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, along with 15 hours of hands-on labs on assessing clients, programming, performing proper exercises, presentation skills, and more. Included in the course is a 200-page workbook, access to online study tools, and test vouchers to take the Certified Personal Trainer exams offered in the final class session. You can begin work as a Level 1 Certified Personal Trainer right after passing the exams, with proof of CPR/AED.

\$649 | WITS Instructor

67152 TuTh 6-9pm 10/2-11/15* MPLS
*No class on Tue 11/6, Thu 11/8**WIOA-CERTIFIED TRAINING PROGRAM****BASIC LIFE SUPPORT/CPR****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).

\$89 | Paul Asted

43980 Sa 8am-4pm 8/11 MPLS

64169 Sa 8am-4pm 10/27 MPLS

66233 F 8am-4pm 12/14 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.

\$55 | Paul Asted

43986	Sa 8am-noon	8/25	MPLS
64171	Sa noon-4pm	9/29	MPLS
66236	F noon-4pm	11/30	MPLS

COUNSELING & SOCIAL WORK

Mental Health First Aid

NEW

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

66225	Tu 8am-4:30pm	9/25	MPLS
66224	Tu 8am-4:30pm	11/27	MPLS

De-escalation of a Crisis

NEW

Crisis Intervention and De-escalation training saves countless lives. Life can be over-whelming. Sometimes we need someone to help us through our tough times—be that someone. Whether at work or private life, your ability to mitigate a mental health crisis or conflict is vital to your safety and anyone around.

\$125 | Tyrone Barze

68431 W 8am-4:30pm 10/20 MPLS

Mental Health Crisis Response

NEW

Attention Law Enforcement Officers! Beginning July 1st, Minnesota State Law is mandating Crisis Response training. This course will cover the challenges of mental illnesses, self-care for the responder, response to and managing situations in the field, and more topics. This course will meet the required learning objectives selected by the MN POST Board and you will learn from a cop with practical experience on the street answering calls, and serving as a supervisor.

\$125 | Tyrone Barze

68428 Sa 8am-4:30pm 10/13 MPLS

Treatment Coordinator Certificate

NEW

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

69619 MTuWTh 8am-5pm 11/5-11/8 MPLS

Art of Conflict for Individuals & Couples

Learn new, forward-thinking skills about how to deal with conflict. You will leave each session with new skills to practice that will help you to engage in productive ways when in difficult conversations and conflicts. Learn how to open up conversations and navigate in conflict with intelligence and heart. These tools are useful for individuals, couples and anyone who wants to feel more confident about dealing with conflict.

\$95 | Janet Rowles

67123 Sa 9:30am-noon 11/3-11/10 MPLS

What people are **saying**



about our **instructors...**

Helpful.

Very knowledgeable.

Relevant and effective.

Fun.

Would recommend to everyone.

Answered all my questions.

Excellent!



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

64255 F 9:30am-noon 10/12-10/19 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

67126 F 9am-1pm 11/2 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

67488 MTu 8:30am-4:30pm 9/24-9/25 MPLS

71272 WTh 8:30am-4:30pm 10/24-10/25 MPLS

64326 MTu 8:30am-4:30pm 12/10-12/11 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

67492 MTu 8:30am - 4:30pm 11/5 - 11/6 MPLS

NURSING

Test of Essential Academic Skills (TEAS) Preparation

The ATI TEAS is required for admission to Minneapolis Community and Technical College's Nursing program. This intensive course will provide "brush-up" instruction in the four areas that the test covers: 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).

\$175 | Traci Krause

68703 Th 6-10pm 11/1-11/15 MPLS

69595 Tu 6-10pm 12/4-12/18 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.

Eligibility requirements:

- Current MN R.N. licensure.
- Two years licensed nursing experience in the U.S., which can include L.P.N. experience.
- One year nursing experience in the provision of long-term care facility services in the U.S.
- To teach home health aides, an additional year of experience as a registered nurse in home healthcare in the U.S. is required.

Course fee includes all materials and lunches.

\$595 | Pat Reinhart

64409 ThF 10am-4:30pm 10/4-10/5 MPLS

64411 TuW 10am-4:30pm 12/11-12/12 MPLS

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 and standards of this course follow guidelines of the Minnesota Board of Nursing, OBRA regulations and the Minnesota Board of Health. A passing score of 90 percent is required to take the practicum. All materials are included in the course fee.

Prerequisites: Competency in written and oral skills, successful completion of a Minnesota Department of Health (MDH)-approved 75-hour Nursing Assistant (NA) course and listing on the Minnesota Nursing Assistant (NA) Registry. To maximize your success, it is strongly recommended you have current or prior work experience in a healthcare setting.

\$595 | Pat Reinhart

64412 TuTh 5:30pm - 9pm 9/18-11/1* MPLS
*No class on Thu 10/11 and Thu 10/18.

NURSING ASSISTANT TEST OUT (NATO)

Full Test

If you are a Nursing Assistant/Home Health Aide candidate who has successfully completed a state approved 75-hour training program in Minnesota or if you are a NAR candidate, this exam is required to evaluate your competency and eligibility to be placed on the Minnesota state registry.

- You must pre-register in-person at the Continuing Education office during business hours. Registration is on a first-come, first served basis.
- To register, you must bring: Two forms of signature-bearing identification (one must be a photo ID), payment or payment authorization, and if you completed training within the last 2 years, bring the signed application and course completion form.

\$195 | Renee Rathell | MPLS

All sessions meet Thursday 7:30am - noon.

42197	8/16	65569	10/18
42600	8/23	65572	11/1
65371	9/6	65574	11/15
65566	9/20	65577	12/6
65567	10/4	65580	12/20

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

64331 M 4:30-8:30pm 9/17

64334 M 4:30-8:30pm 10/15

Retake

You may retake either or both sections of the Nursing Assistant Test Out on any of the regularly scheduled test dates. You may make a total of three attempts at the test within two years from the date you completed training or first attempted the test.

You must bring your paperwork from your previous test in order to register.

\$89 | Retake WRITTEN Test

\$141 | Retake SKILLS Test

\$195 | Retake BOTH Tests





EMPLOYMENT RESOURCES

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.

These programs are
Workforce Innovation
and Opportunity Act
(WIOA)-certified:

- Coach Practitioner Certification, ACTP
- Trained Medication Administration Assistant (TMAA)
- Business Professional Certificate
- Graphic Design Certificate
- Leadership Certificate
- Microsoft Applications Certificate
- Motivational Interviewing
- Project Management Certificate
- Small Business Certificate
- Social Media Marketing Certificate
- Web Design and Web Development Certificates

Ask your local
WorkForce Center
about funding!

Find a Workforce Center near you.

mn.gov/deed/job-seekers/workforce-centers

COMING IN SPRING 2019



Krav Maga



Somali Culture



Building Science

PMP Test Prep



User Experience Design



Japanese Culture



Herbalism

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.



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Registration Information



Getting Here Is Easy!

Find directions, parking information, and maps at www.minneapolis.edu/Contact-Us.

Class Location Codes

FSDS	Four Seasons Dance Studio*
SPC	Saint Paul College
SLP	St Louis Park / Lenox Community Center
MPLS	Minneapolis College
OFF	Off Campus Site*

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

Minneapolis Community and Technical College is an equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu.



MINNESOTA STATE



NEW

Hand-Building Pottery 3

Native American Art 4

Public Speaking 10

Typography 19

Bicycle Maintenance 29

Nonprofit Org
US Postage
PAID
TWIN CITIES MN
Permit No 29965

MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™



1501 Hennepin Ave.
Minneapolis, MN 55403

Please recycle.
To receive the catalog via email contact us
at continuing@minneapolis.edu.

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



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

CREATIVE. FLEXIBLE. EFFECTIVE.

minneapolis.edu/ct