

CONTINUING EDUCATION

September - December 2019



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

minneapolis.edu/continuinged

CONTINUING EDUCATION

Professional Development and Lifelong Learning

Welcome!

Minneapolis College provides a transformative learning experience at a convenient downtown location. Discover a new culture by taking one of our 8 language courses or develop skills in graphic or web design.

We offer a wide variety of classes and add new ones often so check our website for new learning opportunities like fiber optics, infection control, storytelling, TOEFL prep, aromatherapy, and more!

Whether you're expanding your personal horizons or fine-tuning business skills—Minneapolis College has a continuing education class for you!

— Continuing Education Team

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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.

Getting Here Is Easy!

Find maps and more information at www.minneapolis.edu/Contact-Us.

NEW

**14 NEW classes this Fall
— and more to be added!**

Visit our website for details and the most up-to-date class info!



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Arts & Culture



ART & DESIGN

Digital Photography 1

This class is designed to help you capture consistently pleasing images with your digital camera. 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 pre-visualizing your image to presentation. We will put to use the tools we have learned in class with a photography expedition.

\$130 | David Johnson

109353 M 6:30–9:30pm 9/23–10/14 MPLS

Drawing 1

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. You 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. A materials fee of \$3 is payable to the instructor in class and covers all required supplies.

\$255 | Susan Shields

108558 M 6–9pm 9/16–11/4 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.

\$129 | Stephen Nesser

107100 Tu 7–9pm 9/10–10/15 MPLS

COMMUNICATION

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

107079 Tu 7–9pm 10/22–12/3* MPLS

**No class on Tue 11/05.*



LANGUAGE & CULTURE

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

109386 Tu 6:30–8:30pm 9/10–10/15 MPLS
109389 Th 6:30–8:30pm 9/19–10/24 SLP

French 2

109392 Tu 6:30–8:30pm 10/29–12/10* MPLS
*No class on 11/5.
109395 Th 6:30–8:30pm 11/7–12/19* SLP
*No class on 11/28.

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)
Rubem Lima (OFF)
Tyrel Nelson (SPC & SLP)

Spanish 1

108921 Tu 6:30–8:30pm 9/17–10/22 MPLS
108927 W 6:30–8:30pm 9/18–10/23 OFF
108930 M 6:30–8:30pm 9/23–10/28 SPC
108936 Th 6:30–8:30pm 9/26–10/31 SLP

Spanish 2

108939 Tu 6:30–8:30pm 10/29–12/3 MPLS
108942 W 6:30–8:30pm 10/30–12/4 OFF
108945 M 6:30–8:30pm 11/4–12/16* SPC
*No class on 11/11.
108948 Th 6:30–8:30pm 11/7–12/19* SLP
*No class on 11/28.

Spanish 5

111279 Tu 6:30–8:30pm 9/24–10/29 SPC

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)

108891 W 6:30-8:30pm 9/18-10/23 MPLS

Japanese - Beginning (Part 2)

108897 W 6:30-8:30pm 11/6-12/18* MPLS
*No class on 11/27.

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 4

108903 Th 6:30-8:30pm 9/19-10/24 MPLS

Japanese Kanji for Reading and Writing 5

108912 Th 6:30-8:30pm 11/7-12/19* MPLS
*No class on 11/28.

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

108072 Th 6-7:30pm 9/19-10/24 MPLS

Somali 2

108075 Th 6-7:30pm 10/31-12/12* MPLS
*No class on Thu 11/28.

Language

SERIES

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
- Brazilian Portuguese
- Chinese
- French
- Italian
- Japanese
- Somali
- Spanish

Language classes added often.
Visit our website for details.

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

106689 M 6-8:30pm 9/30-10/21 SLP

American Sign Language 2

106701 M 6-8:30pm 10/28-11/25* SLP
*No class on Mon 11/11.

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

109341 W 6:30–8:30pm 9/18–12/4 MPLS

TOEFL Test Prep

NEW

Planning to take the TOEFL? This test prep course is designed to prepare non-native speakers of English with intermediate to advanced English skills for the internet-based Test of English as a Foreign Language (TOEFL iBT). Classes will focus on strengthening the four assessed skills: speaking, reading, listening, and writing. In addition, students will expand their grammar and vocabulary knowledge, take practice tests, explore common question types, and discover useful test-taking strategies.

\$300 | Janet Stewart

109800 M 6:30–8:30pm 9/23–12/16* MPLS
*No class on Mon 11/11.

MUSIC & PERFORMANCE

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.

\$99 | Bruce Abas

107958 Tu 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

106638 Th 7–8pm 9/5–10/24 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

108915 Th 7–8pm 9/26–11/14 MPLS



Are you interested in participating in a musical performance?

Minneapolis College has Vocal, Chamber and Jazz Ensemble, and College Choir.

Check our website for details.
minneapolis.edu/continuinged



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

108918 Th 8-9pm 9/26-11/14 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.

\$105 | Leah Isaacson

108504 Tu 6-8pm 9/17-10/15 MPLS

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.

\$99 | Bruce Abas

108462 M 6-7pm 9/9-10/28 FSDS

Swing Dance 1

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

108516 Th 6-7pm 9/5-10/24 FSDS



Business & Leadership



Leadership CERTIFICATE

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

WIOA-CERTIFIED TRAINING PROGRAM

BUSINESS MANAGEMENT

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

106755 M 8:30am-4:30pm 10/14 MPLS

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

109962 Th 8:30am-12:30pm 10/17 MPLS

Change Management

Does your job involve change management? By completing this class, you will understand how change works at all levels, learn a straightforward model to organize change management activities, and clarify what really needs to change in order to achieve results. This course will help you reduce resistance, identify how to gain leadership support and engage stakeholders.

\$219 | Wanda Walker

106842 F 8:30am-4:30pm 12/13 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

109347 F 8:30am-4:30pm 11/15 MPLS

Introduction to Instructional Design

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

108795 MW 6-8pm 9/30-10/23 MPLS

Leadership Fundamentals

Being a successful leader takes commitment and practice. In this class we will discuss effective and ineffective leadership characteristics. 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

109608 WTh 8:30am-4:30pm 9/11-9/12 MPLS

Business Professional

CERTIFICATE

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
- Managing Conflict & Difficult People
- Teamwork
- Time Management
- Winning at Writing for Business

WIOA-CERTIFIED TRAINING PROGRAM

Making Fire: The Power of Storytelling

NEW

You will gain valuable insights and methods for the various elements of digital storytelling. Through exploring this form of creative expression, you will understand the impact that it has on individuals as well as communities engaged in service. This course will develop skills for engaging audiences and inspiring action - "making fire".

\$95 | Ernest Comer III

110112 Tu 6-9pm 10/8 MPLS

Managing Conflict & Difficult People

Having co-workers who don't always see eye-to-eye is 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.

\$129 | Jeannette Grace

109965 W 8:30am-12:30pm 11/6 MPLS

Negotiation Skills

This training course is developed for anyone who wants to get the most out of using negotiating skills in business or day to day situations. 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

108696 F 8:30am-12:30pm 10/25 MPLS

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.

\$219 | Jeannette Grace

109611 W 8:30am-4:30pm 10/2 MPLS

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.

\$219 | Karin Goetsch

107160 M 8:30am-4:30pm 9/23 MPLS

Time Management

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

109968 Tu 8:30am-12:30pm 11/12 MPLS



NEW

Technical & Business Writing

Technical writing requires accuracy, understandability, and quality prose. The same holds true for business writing, be it a report, a proposal, or an e-mail. In this course, you will complete exercises to improve accuracy, clarity, and understandability in technical and business writing. Bring a flash drive, perhaps a writing assignment you might have at work or school, and be prepared to write!

\$129 | Dennis Wilcox

110100 Th 10am-3pm 9/26 MPLS



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
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Creative. Flexible. Effective.

minneapolis.edu/ct

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

107157 MW 6-8pm 10/28-11/25* MPLS
*No class on Mon 11/11.

Winning at Writing for Business

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

109332 W 8:30am-4:30pm 12/4 MPLS

You, Others & Their Real Colors

NEW

At one time or another, everyone has reached a point where they can only shake their head and wonder, "Why do people do the things they do?". The answer may surprise you! Fact is, everyone has a distinct temperament spectrum comprised of four colors: Blue, Gold, Orange and Green. Learn to identify a person's Real Colors®, and you'll gain insight into the things most important to them, discover the secret of what motivates them and much more.

\$129 | Wanda Walker

110109 F 8:30am-12:30pm 10/11 MPLS

PROJECT MANAGEMENT

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

108609 Sa 8:30am-5pm 10/19 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

108618 Sa 8:30am-5pm 11/16 MPLS

PMP Test Preparation

The PMP Exam Preparation course offered by Minneapolis College will provide the test-taker with everything needed to pass this challenging test! Included during the five-day "boot camp" will be a thorough review of the contents of the Project Management Body of Knowledge (PMBOK) Guide* and the Role Delineation Study (RDS), sample exam questions, test-preparation and test-taking guidance and strategies, concepts "derived from" PMBOK that have appeared on the test, and much more.

\$1,750 | Peter Heinlen

108513 Sa 8am-4pm
9/21-10/19 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

108633 Sa 8:30am-2:30pm 11/2 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 including hiring and firing decisions, FLSA misclassifications, wages and benefits employment laws, and 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

107166 F 8:30am-4:30pm 11/1 MPLS

Project Management CERTIFICATE

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

WIOA-CERTIFIED TRAINING PROGRAM

Coaching Certification

In partnership with Learning Journeys, the International Center for Coaching which is ACTP Accredited by the International Coach Federation.

Check website for upcoming dates.

PREREQUISITE

Power of Possibility: Coaching Fundamentals

Coaching skills are essential in assisting others to achieve personal aspirations, business objectives and health goals. 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 TWTh:

- Tuesday, 12:30 – 8:00pm
- Wednesday, 8:30am – 4:30pm
- Thursday, 8:30am – 12:30pm

CERTIFICATION CLASSES

Classes can be taken in any order.

All sessions meet:

- Wednesday, 12:30 – 8:30pm
- Thursday, 8:30am – 4:30pm

Design a Creative Environment

Learn how to effectively coach a group and what skills, tools and competencies are necessary to develop and utilize when group coaching.

\$900 | Jennie Antolak

Honor Your Interior Self

Explore how to help clients align their inner visions, values and beliefs with the exterior world.

\$900 | Jennie Antolak

Integrate Creative Expression

Learn how to integrate creativity at different levels in the process to expand perspective and design more desirable results.

\$900 | Jennie Antolak

Source Gifts & Talents

Understand how to tap into clients' discarded, unused or underused talents.

\$900 | Jennie Antolak

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

WIOA-CERTIFIED TRAINING PROGRAM



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

All sessions meet:
Wednesday, 4:30 – 8:30pm

Coaching Models

Discovery Session

Ethics

Tools & Competencies

Location for classes and labs:

The Reserve
724 Bielenberg Dr.
Woodbury, MN

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. 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

107169 F 8:30am–4:30pm 9/27 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, and more. 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

107172 F 8:30am–4:30pm 10/11 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 work through a step-by-step process for hiring in an efficient and legal manner that will result in attracting and selecting quality candidates. We will also address orientation and onboarding - essential to employee engagement and development, and leading to retention and guiding succession planning.

\$219 | Cynthia O’Donovan

108471 F 8:30am–4:30pm 10/25 MPLS





FINANCE

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.

\$219 | Sue Iverson

109971 F 8am-5pm 10/18 MPLS

Accounting 2

This class is geared towards individuals who have an understanding of basic accounting or some accounting training, and builds on Accounting 1. The class will cover GAAP, financial statements, capital assets, basics of accounting, budgetary accounting, and financial reporting. This course will expand your accounting knowledge and give you the tools to support your business.

\$219 | Sue Iverson

109974 F 8am-5pm 11/1 MPLS

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

108078 Tu 6-8:30pm 10/22 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.

\$49 | Andrew Thelander

108081 Tu 6-9pm 9/24 MPLS

MARKETING

Building Customer-Focused 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
106818 Th 9am-noon 10/17 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. In this hands-on session, you'll learn how to: identify the marketing tools needed to reach your customers, including which of the "big 4" social media tools are best for your needs; integrate social media content with your website; tap into the power of local search and online listings; and drive customer engagement with search engine optimization (SEO).

\$135 | Jane Neumiller-Bustad
106821 Th 9am-noon 10/31 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, but creating great content doesn't happen by accident. 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
108501 Th 9am-noon 10/3 MPLS

Social Media Marketing CERTIFICATE

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

WIOA-CERTIFIED TRAINING PROGRAM

Strategic Planning for Social Media Success

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
106836 Th 9am-noon 9/19 MPLS

Computers & Technology

GRAPHIC DESIGN

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

109539* M 6-9pm 9/16-9/23 MPLS

109542** Sa 9am-4pm 10/26 MPLS

*Barbara Lyman **John Finkler

Illustrator 2

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

109548* M 6-9pm 9/30-10/7 MPLS

109551** Sa 9am-4pm 11/9 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 how 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

109554 Sa 9am-4pm 10/5 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

109557 Sa 9am-4pm 10/19 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). Prerequisite: InDesign I and II and some knowledge of HTML or equivalent experience.

\$195 | Barbara Lyman

109560 Sa 9am-4pm 11/2 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

109578* Sa 9am-4pm 9/14 MPLS

109593** M 6-9pm 10/14-10/21 MPLS

*William Reynolds **Barbara Lyman



Graphic Design

CERTIFICATE

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

WIOA-CERTIFIED TRAINING PROGRAM

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

109584*	Sa	9am-4pm	9/28	MPLS
109599**	M	6-9pm	10/28-11/4	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

109590*	Sa	9am-4pm	10/12	MPLS
109602**	M	6-9pm	11/25-12/2	MPLS

*William Reynolds **Barbara Lyman

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

109563	Sa	9am-noon	11/16-12/7*	MPLS
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*No class on 11/30.

ARCHITECTURAL TECHNOLOGY

Revit Architecture 1

Revit I offers an introduction to Autodesk Revit - allowing you to work the way architects think about buildings. The course will begin with an introduction to basic 3D concepts, 3D navigation, and 3D modeling. Massing objects and parametric components will be covered. You will learn the integrated model-building process in Revit; plans, elevations, and sections will be developed in one model file.

\$699 | Jonathon Jacobs

108591 Tu 5:30-9:30pm 9/17-10/22 MPLS



INFORMATION SECURITY

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 Beniak

108084 Sa 9am-noon 11/2 MPLS

Web Design

CERTIFICATE

Learn how to combine the skills from graphic design and computer programming to create websites that are easy to use and aesthetically appealing.

Earn the certificate by completing:

- HTML/CSS 1
- HTML/CSS 2
- Front-End Web Design

WIOA-CERTIFIED TRAINING PROGRAM

WEB DESIGN & DEVELOPMENT

Front-End Website Design

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. Prerequisite: HTML & CSS II or strong working knowledge of HTML/CSS and some JavaScript.

\$569 | Sharyn Morrow

109431 Tu 6-9pm 11/12-12/17 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 | Sharyn Morrow

109410 Tu 6-9pm 9/10-9/24 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 | Sharyn Morrow

109413 Tu 6-9pm 10/8-10/29 MPLS

Javascript for the Web

In this class, you'll be introduced to web applications using a combination of HTML, CSS and JavaScript (JS). You'll learn the basics of JavaScript syntax and common programming concepts including strings, arrays, loops, conditional statements and boolean logic. Through hands-on coding you will create your own examples of simple programs to run on your own website. Prerequisite: HTML & CSS II or equivalent.

\$569 | Sharyn Morrow

109422 Th 6-9pm 11/7-12/19* MPLS
*No class on 11/28.

Web Development

CERTIFICATE

Design, code, and modify websites and apps with engaging visuals and user-friendly designs using multiple programming languages.

Earn the certificate by completing:

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

[WIOA-CERTIFIED TRAINING PROGRAM](#)

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 Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

\$175 | Debra Lehr

109362 M 8:30am-4pm 9/23 MPLS

Microsoft Access 1

Learn the basic skills and concepts to use Microsoft Access productively and efficiently. After an introduction to database concepts and the Access environment, you will learn how to design and create databases. In this class, you will learn how to work with tables, fields and records; sort and filter data; and set field properties and data entry rules. You will also learn how to create queries, forms and reports.

\$175 | Debra Lehr

109374 Tu 8:30am-4pm 11/12 MPLS

**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

109365 Tu 8:30am-4pm 10/1 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

109368 Tu 8:30am-4pm 10/15 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

109371 Tu 8:30am-4pm 10/29 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

109383 Tu 8:30am-4pm 12/10 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

109380 M 8:30am-4pm 11/25 MPLS



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:

- Certified Fiber Optics Technician
- Coach Practitioner Certification, ACTP
- Business Professional Certificate
- Graphic Design Certificate
- Leadership Certificate
- Motivational Interviewing
- Nursing Assistant
- Project Management 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

Health & Human Services



HEALTH & WELLNESS

ABC's of Essential Oils

NEW

Aromatherapy is a wonderful way to promote health of our body, mind, emotions and spirit. In this fun, interactive course we will explore the therapeutic, emotional, and energetic properties of 10 essential oils. You will create two unique products to take with you so you can experience the benefits.

\$79 | Denise Joswiak

111153 Tu 6-8pm 9/17 MPLS

Introduction to Clinical Aromatherapy

NEW

Aromatherapy has been proven to reduce pain, nausea, and anxiety. In addition, many essential oils are antiviral, antibacterial and antifungal. This course will look at why, scientifically, essential oils create wonderful outcomes like relaxation, better sleep and improved health. We will discuss how to safely use essential oils at home and in a healthcare setting.

\$150 | Denise Joswiak

111159 W 5-9pm 11/6 MPLS

NEW

Aromatherapy Certification

The Aromatherapy Certification Program (ACP) provides deeper levels of information about natural products and essential oils, including detailed science and hours of blending. Throughout the program, you will gain the confidence to use aromatherapy safely and effectively. The Aromatherapy Certification Program has been approved by the National Association for Holistic Aromatherapy and offers NCBTMB contact hours for massage therapists and body workers, as well as ANCC contact hours for nurses.

\$2,800 | Denise Joswiak

111156 Tu 8am-4:30pm
9/3-12/17* MPLS
**No class on 9/10.*

Food Allergies

NEW

This 3 hour course will provide an overview of food allergies and how to reduce risk in the home or at work. We will cover the 8 major allergens including how to read food labels to identify potential risks. The course will also look at ways to prep food using preventative measures to prevent cross contamination and protect your family, customers, or patients.

\$99 | Claudine Cooper

114816 Sa 10am-1pm 10/5 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.

\$49 | Wanda Walker

108780 Tu 6-8:30pm 10/29 MPLS

Reiki: Level 1

Reiki, pronounced "Ray-Key", is a Japanese word for Universal Life energy. It is a gentle, non-invasive hands-on energy transfer technique to promote relaxation, calmness of the mind, health and healing. In this class, you will learn the definition, history and five principals of Reiki, review some of the research conducted with Reiki, learn the proper hand placements of administering Reiki to yourself and others, and receive four meditative attunements. At the successful completion of class you will receive your Level I Reiki certification.

\$175 | Julie Katseres

110094 Sa 9am-3pm 10/5-10/12 MPLS



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

106725 Sa 8am-4pm 9/14 MPLS

106728 Sa 8am-4pm 10/26 MPLS

106731 F 8am-4pm 12/13 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 re-certified, 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

106344 Sa 8am-noon 8/24 MPLS

106713 F noon-4pm 11/22 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

108522 Tu 8am-4:30pm 11/19 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

109407 MTu 8:30am - 4:30pm 11/18 - 11/19 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

108594 F 9am-1pm 11/1 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

109398 MTu 8:30am-4:30pm 9/23-9/24 MPLS

109401 WTh 8:30am-4:30pm 10/23-10/24 MPLS

109404 MTu 8:30am-4:30pm 12/9-12/10 MPLS

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

108507 MW 4 - 9:30 pm 9/16 - 10/30 MPLS

MW Clinicals* 11/4-11/18

*Arranged by instructor

* WIOA-CERTIFIED TRAINING PROGRAM



NEW

Infectious Diseases & Infection Control Certificate

Developing an infection prevention and control program can be challenging and time consuming. In this certificate course we will discuss the components of an effective infection control program including basic infection control principles and resources, regulation and policy development, common infections in long term care, outbreaks and vaccine preventable illnesses, as well as infection control surveillance and antibiotic stewardship.

\$250 | Marilyn DuBay

109977 W 6-9pm 10/23-11/13 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

107127 ThF 10am-4:30pm 10/3-10/4 MPLS

107133 TuW 10am-4:30pm 12/10-12/11 MPLS

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

107118 TuTh 5:30-9pm 10/22-10/24 MPLS



**ONLINE REGISTRATION
NOW AVAILABLE!**

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.

110115	9/5	110124	10/17	110136	12/5
110118	9/19	110127	10/31	110139	12/19
110121	10/3	110133	11/14		

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

108642 Tu 4:30–8:30pm 9/17

108648 Tu 4:30–8:30pm 10/15

Trades & Industry

WELDING

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).

\$450 | Alan Cornelius

109329 Sa 9am-3:30pm 9/21-10/12 MPLS



HOME IMPROVEMENT & MAINTENANCE

Basic Home Repair

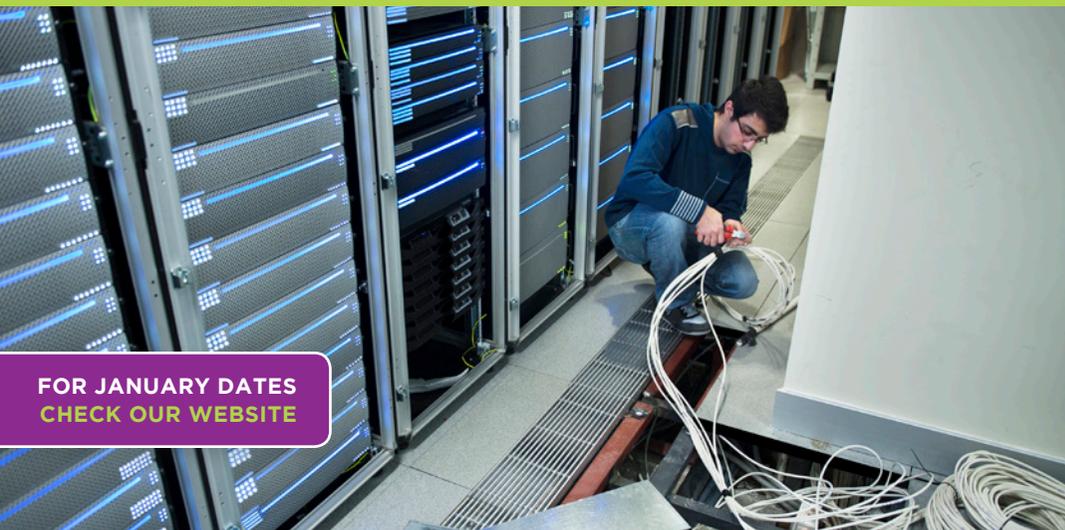
NEW

This class is designed to help you learn the basic components of your house. You will be taught how to identify and make small repairs on the electrical and plumbing systems, as well as fixing holes in your walls and installing safety devices. Understanding and maintaining your house will help you troubleshoot issues that need repair and plan future upgrades, enhancing safety and resale value.

\$250 | Mike Polifka

114810 Sa 8am-noon 10/19-11/2 MPLS





FOR JANUARY DATES
CHECK OUR WEBSITE

FIBER OPTICS

Certified Fiber Optics Technician (CFOT)*

NEW

This introductory 3-day course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. You will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and basic testing and troubleshooting.

\$1,250 | TBD

109314 MTuW 8am-5pm 8/12-8/14 MPLS

Certified Fiber Optics Specialist in Testing & Maintenance (CFOS/T)*

NEW

This 2-day, 16-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. You will explore the overall spectrum of testing and maintenance of singlemode fiber optics networks and view demonstration of various pieces of equipment used in testing and maintenance.

\$1,100 | TBD

109320 ThF 8am-5pm 8/15-8/16 MPLS

Certified Fiber Optics Specialist in Splicing (CFOS/S)*

NEW

This 2-day, 16-hour Splicing Specialist Training includes hands-on classroom activities that will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor's discretion during these hands-on sessions along with fiber optics enclosures and splice trays. In addition to the basic splicing activities, you will be required to correctly and efficiently install spliced fibers into splice trays and enclosures and to achieve a splice loss of less than 0.15 dB.

\$1,100 | TBD

109323 SuSa 8am-5pm 8/17-8/18 MPLS

Certified Fiber Optic Specialist Outside Plant (CFOS/O)*

NEW

This 2-day, 16 hour fiber optic specialist course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. This course introduces you to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable - used in the Outside Plant Rugged Environment. You will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards.

\$1,350 | TBD

109326 MTu 8am-5pm 8/19-8/20 MPLS

* WIOA-CERTIFIED TRAINING PROGRAM

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-information.

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.

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MINNESOTA STATE



NEW

- Aromatherapy 24**
- TOEFL Prep 6**
- Storytelling 9**
- Infection Control 27**
- Fiber Optics 30**

Nonprofit Org
 US Postage
 PAID
 TWIN CITIES MN
 Permit No 29965

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 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?

- **Creative** | Get a full spectrum of programs designed to enhance your business.
- **Flexible** | We can adapt any class to fit your needs.
- **Effective** | For over 20 years, we have helped advance careers and reduce turnover.
- **Convenient** | Our campus is easily accessible by car or public transportation.
- **Competitive** | We offer high quality training at a competitive price.



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