



# Continuing Education

January – August 2018



**Professional  
Development  
and Lifelong  
Learning**



## Welcome!

Millennial (noun): a person born in the 1980s or 1990s.

Minneapolis voters elected the city's first millennial Mayor, Jacob Frey, on Election Day 2017. Earlier in 2017, my millennial daughter graduated from college and started at her new job. In 2016, millennials overtook "baby boomers" as America's largest generation.

Fittingly, our 2018 Spring Continuing Education

Course Catalog highlights courses in three areas linked to opportunities created by the millennials' ascension: Coaching, Communications, and Languages.

**Coaching:** We've partnered with Learning Journeys to offer Coaching Certification courses for the first time. Coaching courses teach senior members of an organization how to pass along their knowledge and expertise to younger organization members, while positioning senior members for success in consulting roles.

**Communications:** Our 2018 Spring Catalog includes 11 communication courses, including 6 new communication courses. With all but the youngest millennials having now started their adult lives, we now interact with individuals from at least four different generations at work, in our volunteer organizations or social clubs, and our neighborhoods. Our ability to communicate effectively with others from generations not our own will greatly impact our success and happiness.

**Languages:** In a 2015 survey published in The Atlantic magazine, 83% of millennials stated that "knowing a foreign language" is one of the ten skills necessary to have a successful career. Our 2018 Spring Catalog continues our commitment to excellence in continuing education language instruction with courses in 11 languages.

Whether you are a millennial, a baby boomer, or a proud member of "Gen X" or "The Greatest Generation," I invite you to join other lifelong learners from our wonderfully diverse and ever-changing Minneapolis area community by registering for one or more of our 2018 Spring Continuing Education courses. Thank you for choosing MCTC-your community college-as your continuing education provider.

Vincent A. Thomas, J.D. | Dean

Continuing Education and Workforce Development

School of Business and Economics

School of Trade Technologies

Minneapolis Community and Technical College is an equal opportunity employer and educator  
A member of Minnesota State

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We can help you optimize the talent you hired with training tailored to your organizational needs, delivered when and where you need it.

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Management, Administrative Professional, Finance, Marketing, Project Management, Sales

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## Meet you at MCTC!

Start with an unbeatable location on the edge of downtown Minneapolis, overlooking Loring Park and surrounded by restaurants, shops, museums, and businesses large and small. Add a vibrant college campus, home to one of the most diverse student bodies in the state and equipped with top-notch, high-tech amenities for teaching and learning. In the midst of this you'll find MCTC's Continuing Education department, offering a range of classes designed to enhance your experience and broaden your perspective. Whether you're seeking specific new tools for the next step in your career or just looking to indulge your love of learning, we're here to welcome you to MCTC.

Please take a moment to check out what we've planned for the upcoming term. You'll find an array of fast, flexible and focused classes, with an emphasis on quality, relevance and innovation. Registration is easy and we're happy to answer any questions – just give us a call. We're looking forward to meeting you at MCTC!

**Deanna Koenig**

**Director of Continuing Education  
& Workforce Development**

**[Deanna.Koenig@minneapolis.edu](mailto:Deanna.Koenig@minneapolis.edu)**

**612-659-6509**

# Customized Training

## Your People Deserve the Best!

- Does your team need training in basic or advanced computer technology?
- Could your team benefit from on-site project management training?
- Would motivational interviewing skills help your staff engage more effectively with your clients?

MCTC Workforce Development can provide training for all of these things, and much more! We can customize any continuing education class to suit your needs. We can train at your location or ours. Our qualified instructors propel your workforce to the next level.



## Why Our Clients Choose Us:

- Innovative training solutions that respond to your business challenges.
- Tailored programs that meet training needs of employees at all levels and from all backgrounds.
- Industry expertise in a variety of sectors from healthcare to information technology.
- Elite instructors with years of hands-on experience.



## Creative. Flexible. Effective.

MCTC Workforce Development has a strong record of working with non-profit and government agencies to train people to become job ready. And we have a history of working with dozens of businesses to successfully sharpen the skills of existing employees.

Thumb through the catalog a few times. Show it to the people in your life. Consider MCTC as your company, agency or organization training partner. You hire the best and brightest – let us help maximize their potential!



FOR MORE INFORMATION

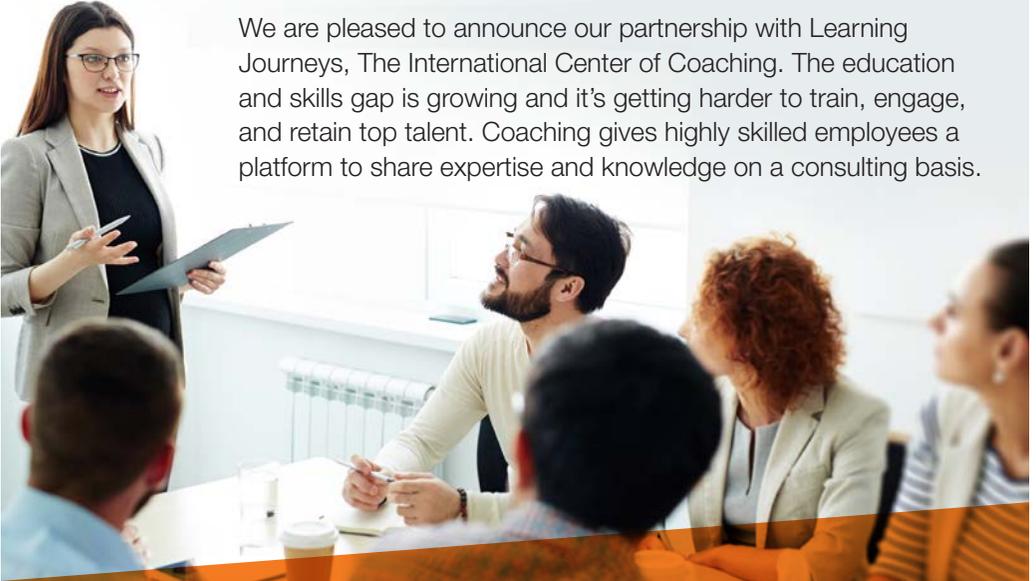
Deanna.Koenig@minneapolis.edu

612-659-6509

## Featured Program

### Coaching Certification **NEW!**

We are pleased to announce our partnership with Learning Journeys, The International Center of Coaching. The education and skills gap is growing and it's getting harder to train, engage, and retain top talent. Coaching gives highly skilled employees a platform to share expertise and knowledge on a consulting basis.



**How can coaching help you and your organization? See page 22.**

## MCTC Certificates

Obtain a valuable certificate in one the following areas:

- **Business Excellence 21**
- **Social Media Marketing 27**
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## Over 20 NEW Classes!

Find new class offerings throughout the catalog in these areas:

- **Arts & Culture 7, 8, 10**
- **Business / Marketing 20, 28**
- **Health / Wellness 43-48**
- **Trades & Industry 50**

Look inside for details.

## Special Pricing

**SAVE!** Find special pricing and discounts throughout the catalog.

## Art & Design

### Ceramics: Handbuilding

This fun and creative handbuilding course will introduce you to the magic of clay. Whether you're a practicing potter, a clay beginner, or seeking a refresher, you'll enjoy designing and creating plates, bowls, cups and more with the use of a low fire white clay. You will learn the basic techniques of handbuilding using pinch, slab, and coil construction, as well as various forms of decoration, glazing, and firing. You will be provided with 25 pounds of clay, tools and glazes. Remember to dress comfortably. No experience needed.

*Instructor: Kizzy Carter*

**44191 Sat 2–5 pm  
T.0800**

**Feb 10–Mar 31  
\$235**

### Build Your Own 3D Printer

The explosion of interest in 3D printing has now made this technology easily within reach of anyone with moderate mechanical aptitude. This class is your opportunity to build your own 3D printer to take home! You'll start with an introduction to current 3D printing technology covering hardware, software, and consumables. You'll learn about 3D printer architecture, including stepper motors, controllers, drivers, firmware and 3D part design. Then, you'll assemble your own fully-functioning 3D FDM (fused deposition modeling, an additive manufacturing technology) printer, and learn how to configure, troubleshoot, and maintain it. Once your printer is built, you'll move onto turning your ideas for 3D printed items into reality. You'll learn basic 3D design skills using OnShape 3D CAD software and practice printing your designs. All materials and components are supplied, along with a free membership in the Twin Cities 3D Printing Alliance.

*Instructor: Rick Beddoe*

**44126 Wed 6:30–9 pm  
S.2420**

**Feb 7–Mar 21  
\$595**

### Beginning Drawing

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

*Instructor: Susan Shields*

**42124 Mon 6–9 pm  
F.2100**

**Jan 22–Mar 5\*  
\$189**

**\*No class 2/19.**

### Intermediate Drawing

Are you ready for a new way to approach your drawing style and process? Intended for artists who have gone beyond the first steps in drawing what they see, this class will engage your hand, eye and mind in new and exciting ways. We will work in various media, as we explore which ones speak to you the most. Bring your own supplies to the first class (papers, charcoal, contes, erasers, whatever you already have), and the instructor will provide individualized lists of any additional materials which might be needed.

*Instructor: Susan Shields*

**44197 Mon 6–9 pm  
F.2100**

**Mar 19–Apr 23  
\$189**

**SAVE!** Register for Beginning and Intermediate Drawing for \$340.



## Communications

### Taking the Leap into Creative Writing **NEW!**

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. Taking the Leap into Writing 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.

*Instructor: Laura Vosika*

42767 Tue 10 am–noon  
S.2420

Feb 6–Mar 27  
\$275

### Writing Your Memoir **NEW!**

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. We'll talk about the elements that bring a story to life on the page. Each class will include writing time and critiquing time for those who wish to read and get feedback.

*Instructor: Laura Vosika*

42768 Tue 12:30–2:30 pm  
S.2420

Mar 6–Apr 24  
\$275

### Poetry for Writers of Prose **NEW!**

As writers, we too often stick with the study of our own particular craft. Studying writing outside our own niche, however, has a great deal to teach us about the use of language. In this course, we'll study rhythm, meter, traditional forms of poetry, the sounds of language, word choice, and tone, and how working within the structure of poetry can improve our prose and fiction writing.

*Instructor: Laura Vosika*

42771 Tue 10 am–noon  
S.2420

Apr 3–May 22  
\$275

### The Secret of Watercolor Painting 1

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. Designed for beginning watercolorists, in this class you will learn special skills such as the three brushwork methods, the secret of seeing, painting undertones, and how to correct mistakes. You'll learn about the safe use of materials as well as pigments, different watercolor papers, and brushes. Required materials list available online. Class is held in the Whitney Fine Arts building.

*Instructor: Stephen Nesser*

42128 Wed 7–9 pm  
F.2100

Jan 31–Mar 7  
\$129

### The Secret of Watercolor Painting 2

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

*Instructor: Stephen Nesser*

42134 Wed 7–9 pm  
F.2100

Mar 14–Apr 18  
\$129

# Arts & Culture

## Publishing & Marketing

**NEW!**

Your book is written! Now what? Publishing and Marketing will take you through today's options for publishing—either traditional or independent—and how to accomplish either. Sales depend on marketing and you will learn a number of ways to promote your book, once it is published.

*Instructor: Laura Vosika*

**42773 Tue 12:30–2:30 pm** **May 8–Jun 26**  
**S.2420** **\$275**

## Mindful Empathy: The Art of Human Connection

A community engagement workshop with Stephanie Glaros, Teaching Artist and blog author of Humans of Minneapolis. We stay “connected” via our digital devices, yet sometimes the real world can feel like a very disconnected place. In this workshop, we will learn how to open our hearts and minds to the experiences of others and make compassion an intentional practice. First, we'll discuss what empathy is and why it's important. We'll learn practical tips to better understand the people around us by engaging in active listening and resisting judgment. Then we'll venture outside to explore the MCTC campus area (Loring Park, Walker Sculpture Garden) where we'll put what we've learned into practice. You can choose to stay with the group or practice on your own – the goal is to connect with people you don't know while building your own self-confidence. You'll also have the optional opportunity to document a stranger's story using any media (photo, video, audio, text). Afterwards, we will regroup and share our experiences.

*Instructor: Stephanie Glaros*

**44257 Sat 1–4 pm** **May 12**  
**S.2420** **\$59**



## Dance

### Argentine Tango Dance

Argentine tango is different from any other dance. It's a dance of communication between partners as they move gracefully together to the winding music. Starting with the basic elements of walks, posture, and rhythm, each class will build on the previous one to develop a vocabulary of Argentine tango moves. You will use this information to learn step combinations, improvisation, and lead/follow skills. The class is one hour of instruction followed by a half-hour of guided practice. A partner is recommended but not essential for this introductory course. Bring dry, smooth-bottomed shoes for dancing.

*Instructor: Bruce Abas*

**40751 Tue 7–8 pm** **Feb 6–Mar 6**  
**Four Seasons** **\$40**

**40759 Tue 7–8 pm** **Mar 13–Apr 10**  
**Four Seasons** **\$40**

**40760 Tue 7–8 pm** **May 1–29**  
**Four Seasons** **\$40**

### Four Seasons Dance Studio Classes

We are pleased to offer our dance classes in partnership with Four Seasons Dance Studio, located at 1637 Hennepin Avenue (on Loring Park) in Minneapolis.

## Ballroom Dance

Learn the time-honored classics of partner dance: foxtrot, waltz, and quickstep. You will study step patterns, lead/follow, and techniques necessary to float across the floor to your favorite Frank Sinatra songs. Please wear clean, dry shoes for dancing.

*Instructor: Rebecca Abas*

- |       |                            |                       |
|-------|----------------------------|-----------------------|
| 40761 | Thu 7–8 pm<br>Four Seasons | Feb 1–Mar 1<br>\$40   |
| 40763 | Thu 7–8 pm<br>Four Seasons | Mar 8–Apr 5<br>\$40   |
| 40766 | Thu 7–8 pm<br>Four Seasons | Apr 12–May 10<br>\$40 |

## Brazilian Body Sculpting Dance

Learn samba, axé, lambada, and other Brazilian dances that happily, naturally work the muscles that sculpt your unique body into its strongest, most beautiful form. No repetitive isolations: instead, jump into Brazilian rhythms that inspire the moves that will boost and trim your body in just the right places. This isn't Zumba; it's real Brazilian dance.

*Instructor: Ginga Dos Santos*

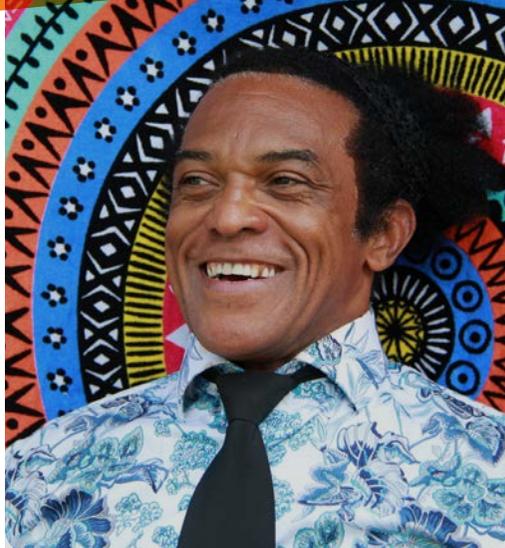
- |       |                                 |                       |
|-------|---------------------------------|-----------------------|
| 42140 | Thu 6–7 pm<br>B.Dance Rm/B.1200 | Mar 15–Apr 19<br>\$49 |
|-------|---------------------------------|-----------------------|

## Forró: Brazilian Ballroom Dance

Brazilian music and dance are magical, inclusive forces that bring all ages together. Forró (pronounced foh-ho) is rooted in the Juninha festival of rural areas in Northeast Brazil. In the dance, partners dance together spinning in a close embrace, easily invited to move by the playful rhythms of the music. The light, sensual quality of the dance has made it extremely popular in European cities and throughout Brazil. In three basic steps you can feel the pleasure of dancing, creating friendship, exercising the body and mind, and releasing stress. It's said that 99% of people who start learning forró forget all their stress and feel very happy! Come enjoy, bring a partner of any gender or meet many partners at class, and wear clothes and shoes you can move in.

*Instructor: Ginga Dos Santos*

- |       |                                 |                     |
|-------|---------------------------------|---------------------|
| 42141 | Thu 6–7 pm<br>B.1200/B.Dance Rm | Feb 1–Mar 8<br>\$49 |
|-------|---------------------------------|---------------------|



## Ginga Dos Santos

### BRAZILIAN DANCE INSTRUCTOR

With 27 years' experience as a dance educator, Ginga Dos Santos has taught dance and performance in a wide variety of venues in NYC and Brazil. He has taught all age levels, everything from ballet to samba, capoeira to dance improvisation. Ginga is constantly studying and expanding into new techniques and styles like hip hop, West African, and flamenco. He teaches dance to share the happiness he feels with others. His methodology is to create the environment where people can develop their bodies, minds, and emotions, into movements to connect with others.

Newly transplanted to Minnesota, Ginga views his classes as a culture exchange, and continues to build connections with students by participating in events in the city. His classes are a unique opportunity to learn aspects of Afro Brazilian culture through the physical language of dance and enter into conversation with the innovators of Afro Brazilian culture.

Ginga says, "I dance because being involved in music, dance, and song is an integral part of Afro Brazilian culture and education. I dance because dance is the manifestation of body and soul, the divine language, starting in the womb, moving everyone and nature. I dance because nobody can dance for me."

## Latin Fusion Social Dance

**NEW!**

Join the fun and learn “user friendly” and exciting social dances such as the Salsa, Bachata and Merengue! Easily gain confidence for your next social dancing event - whether it be a New Year’s party, a wedding event, club dancing, on the beach barefoot, or in your own living room! We learn footwork, steps and patterns in each dance such as the Cha Cha, Samba and Rhumba, and you will also learn great habits for leading and following a partner. We explore a variety of Latin based music tempos and rhythms so you can easily identify which dance goes with which music! Wear comfortable clothes, non-slip shoes and be prepared to have a blast!

*Instructor: Julia Leigh McCreight*

**46642 Tue 7–8 pm** **Feb 13–Mar 20**  
**B.Dance Rm** **\$59**

## Salsa Dance

Compared to typical ballroom dances, Latin dances are generally faster-paced, more sensual and more rhythmic in expression. Dance music may be Latin American music or contemporary popular music. With influences from many Cuban dances such as mambo, rumba and cha-cha, salsa dance is characterized by many turn combinations. Please wear clean, dry shoes for dancing in this beginning-level class.

*Instructor: Bruce Abas*

**41701 Mon 7–8 pm** **Feb 5–Mar 5**  
**Four Seasons** **\$40**

**41705 Mon 7–8 pm** **Mar 5–Apr 2**  
**Four Seasons** **\$40**

**41709 Mon 7–8 pm** **Apr 9–May 7**  
**Four Seasons** **\$40**



## Swing Dance

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.

*Instructor: Rebecca Abas*

**41726 Thu 6–7 pm** **Feb 1–Mar 1**  
**Four Seasons** **\$40**

**41728 Thu 6–7 pm** **Mar 1–29**  
**Four Seasons** **\$40**

**41730 Thu 6–7 pm** **Mar 29–Apr 26**  
**Four Seasons** **\$40**

## Performance

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### An Introduction to Voiceovers

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, 'I could do that'? This fun two-hour introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. You'll be coached as you perform a real voiceover script and be recorded so that you can receive a professional voiceover evaluation later. After class you will have the knowledge necessary to help you decide if this is something you'd like to pursue. This class is taught by a professional voice actor from the voice acting training company, Voices For All. Our coaches have many years of experience in the voiceover industry and are masters at teaching voice acting.

*Instructor: Voices for All*

44504 Online \$49

## Music

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### Beginning Group Guitar

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! Put down that guitar game controller and pick up the real deal. You will need to bring your own guitar.

*Instructor: Ben Abrahamson*

43680 Thu 7-8 pm Feb 1-Mar 22  
S.3420 \$89

### Continuing Group Guitar

Whether you recently discovered the joy of guitar or seek to revisit the playing you did eons ago, you've come to the right place. We'll polish our strumming and fingerpicking skills as we learn popular songs and arrangements fit for the campfire. Designed for students who have completed Beginning Group Guitar or who have some guitar experience. You must supply your own guitar and are encouraged to bring a folder for handouts.

*Instructor: Ben Abrahamson*

43683 Thu 7-8 pm Apr 5-May 24  
S.3420 \$89

**SAVE!** Register for Beginning and Continuing Group Guitar for \$160.

### Beginning Group Ukulele

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. You will need to bring your own ukulele.

*Instructor: Ben Abrahamson*

43681 Thu 8-9 pm Feb 1-Mar 22  
S.3420 \$89

### Continuing Group Ukulele

If you've got the ukulele bug and want to continue learning and practicing - or if you're looking to brush up your rusty skills - you'll want to join this class. Designed for students who have completed Beginning Group Ukulele or who have some experience, you'll continue to build your repertoire of techniques, chords, and popular songs. You will need to bring your own ukulele.

*Instructor: Ben Abrahamson*

43690 Thu 8-9 pm Apr 5-May 24  
S.3420 \$89

**SAVE!** Register for Beginning and Continuing Group Ukulele for \$160.

## MCTC Music Ensembles

Come sing or play with us! Part of MCTC's Music department, these classes are open to interested community members.

### Vocal Ensemble

The Vocal Ensemble is an auditioned choir comprised of MCTC students and community members with some previous choral experience. Music covers a wide range of styles, mostly unaccompanied. The ensemble provides a performing opportunity for those interested in a challenging and stimulating vocal repertoire. Note: To arrange an audition, contact the director, Dr. Elizabeth Pauly, at 612-659-4098.

*Instructor: Elizabeth Pauly*

**44010 Mon, Wed 11:15 am–12:30 pm**  
**Jan 8–May 9\***  
**F.2700 \$25**

**\*No class 1/15, 2/19, 3/5, 3/7.**

### 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. The focus is on arrangements for a small jazz combo rather than big band. The ensemble performs at least once per semester on campus, with additional performances as availability permits. You must be able to read music at an intermediate level or better and provide your own instrument (with the exception of piano). Important note: please call the Director, Yolanda Williams, at 612-659-4442 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.

*Instructor: Yolanda Williams*

**44514 Mon 5:30–7:30 pm** **Jan 8–May 7\***  
**F.2600 \$25**

**\*No class 1/15, 2/19, 3/5.**

### Chamber Ensemble

As a member of this instrumental group you will prepare chamber works in the European art form for recital. In addition to working as a large ensemble, you'll also work in smaller groups to learn repertoire. The ensemble performs at least once per semester on campus, with additional performances as availability permits. Prerequisite: Intermediate music reading level is necessary and you must provide your own instrument, with the exception of the piano.

Note: If interested in playing in the rhythm section, call the music director, Yolanda Williams, at 612-659-4442.

*Instructor: Yolanda Williams*

**44510 Tue 7–9 pm** **Jan 9–May 8\***  
**F.2600 \$25**

**\*No class 1/30, 3/6.**



### College Choir

This group is a non-auditioned choir designed to be a creative musical opportunity in an atmosphere that is enjoyable and noncompetitive. You will prepare music spanning a wide range of styles from classical to world music. The College Choir is open to all who enjoy singing: no previous musical background is required. You will perform publicly at least once each semester.

*Instructor: Elizabeth Pauly*

**44008 Mon, Wed 12:45–2 pm** **Jan 8–May 9\***  
**F.2600 \$25**

**\*No class 1/15, 2/19, 3/5, 3/7.**

## Photography

### A Photographic Safari

This 'learn and shoot' class is designed for DSLR photographers who want to expand their photographic experiences and knowledge through hands-on learning and critique. We will have several photo assignments, capturing images as we tour a number of metro area locations. Topics will include macro, night, and dedicated flash photography. Our first class is dedicated to the Photographic Image Formula - the process of capturing images with impact - and discussing our locations and shooting themes. In our last class session we will discuss our images and some Photoshop enhancements. Improve your photographic eye, skills, and image composition.

*Instructor: David Johnson*

**44678 Mon 6:30–9:30 pm**      **Apr 16, plus  
3 dates TBD**  
**\$3400**                              **\$125**

### Digital Photography 1: The Basics

This class is designed to help you capture consistently pleasing images with your digital camera by focusing on the fundamentals of good photography. You will learn which of your camera's controls will achieve proper exposure, how to change your white balance and use color presets, and when and how to control your flash. We'll also discuss how to prepare for successful images through previsualizing your image and composition. This class will touch on image digital workflow, color management, and image manipulation using Photoshop Elements. Bring your own camera.

*Instructor: David Johnson*

**44674 Mon 6:30–9:30 pm**      **Jan 29–Feb 26**  
**\$3400**                              **\$99**

**SAVE!** Register for Digital Photography  
1 & 2 for a discounted price of \$220.



### Digital Photography 2: Beyond the Basics

This class is for the photographer who has a digital SLR or more sophisticated (full control) point-and-shoot digital camera and desires to expand their imaging potential and achieve consistent images in different shooting environments. We will cover the functions and features of your camera system including how shutter speed, f-stops, and lens selection influence your image. Flash photography using portable and studio lighting to capture indoor or outdoor portraits will be covered. To expand your imaging creativity, we will also discuss HDR (High Dynamic Range), panoramic photography, and night photography. The Sunday session will consist of an afternoon and evening of capturing images, applying the concepts you've learned. Your final session will cover digital workflow, color management, a review of the images that you captured, and some image manipulation using Photoshop Elements. Bring your own camera and a tripod for the Sunday session. Digital Photography 1: The Basics is not a prerequisite, but will be helpful for this class.

*Instructor: David Johnson*

**44676 Mon 6:30–9:30 pm**      **Mar 5–26**  
**and Sun Mar 18 (time/location TBD)**  
**\$3400**                              **\$145**

## World Languages

### Afaan Oromo

The Oromo people are the largest ethnic group in Ethiopia and the wider Horn of Africa, with considerable populations in neighboring Kenya and Somalia. The Oromo language, Afaan Oromo (or Oromiffaa), is one of the Cushitic languages of the Horn of Africa and is spoken by more than 25 million people in the region today. This introductory course teaches you how to read, write and speak the language as well as master Qubee Afaan Oromoo (the Oromo alphabet). Course content consists of: Qubee Afaan Oromoo and adoption of Latin letters for writing, pronunciation, grammar and verb conjugations, sentence structures, and basic conversations. You'll be able to assess your learning based on class activities, weekly quizzes, a video project, and a final test.

*Instructor: Mathias Gudina*

#### Afaan Oromo 1

44630 Thu 6–8 pm  
K.2430 Jan 18–Feb 22  
\$145

### Arabic

Our Arabic series introduces the basics of the Arabic language, focusing on the fundamentals of classical Arabic and practicing conversational Arabic. You will learn both written and spoken Arabic at the beginning level. In addition to learning the Arabic language, the alphabet letters, commonly used vocabulary, phrases and greetings, you will also be introduced to Arab culture. Explore the mutually influential relationship between Arabic language and culture in a fun and engaging environment.

*Instructor: Antoine Mefleh*

#### Arabic 1

42142 Thu 6:30–8:30 pm  
K.2400 Jan 25–Mar 1  
\$145

#### Arabic 2

42144 Thu 6:30–8:30 pm  
K.2400 Mar 8–Apr 12  
\$145

#### Arabic 3

42147 Thu 6:30–8:30 pm  
K.2400 Apr 26–May 31  
\$145

### 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. Fluent Spanish speakers may find the first level of the series quite basic due to the similar vocabulary, but starting your studies at this elementary level will give you necessary phonetic practice, and the instructor will also direct you to resources for advancing your skills outside of class.

*Instructor: Marco Rocha*

#### Brazilian Portuguese 1

42475 Tue 7–9 pm  
K.2200 Jan 30–Mar 6  
\$145

#### Brazilian Portuguese 2

42480 Tue 7–9 pm  
K.2200 Mar 13–Apr 17  
\$145

#### Brazilian Portuguese 3

42488 Tue 7–9 pm  
K.2200 May 8–Jun 12  
\$145

#### Brazilian Portuguese 4

42489 Tue 7–9 pm  
K.2200 Jun 19–Jul 24  
\$145

### Customize It!

We can customize any course to teach the skills your employees need. Our affordable customized classes can be delivered on our campus, online or at your site!

For more information, email  
[Deanna.Koenig@minneapolis.edu](mailto:Deanna.Koenig@minneapolis.edu).

## Chinese

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

*Instructor: Sumika Chai Brown*

### Chinese 1

44344 Mon 6:30–8:30 pm Jan 29–Mar 12\*  
S.2420 \$145

\*No class 2/19.

## German

Learning German provides deeper insights into a region that plays a vital role in Central Europe's intellectual and economic life as well as its cultural history. This series of courses will introduce you to the German language using a variety of methods including speaking, reading, role-playing, listening, and singing. Built on a foundation of practical vocabulary and grammar, each course will introduce topics to prepare you for travel to a German-speaking country, further study in conversational German, or just serve as a refresher of your previous German studies.

*Instructor: Lotte Seidler*

### German 1

42572 Thu 6:30–8:30 pm Jan 25–Mar 1  
K.2420 \$145

### German 2

42575 Thu 6:30–8:30 pm Mar 8–Apr 12  
K.2420 \$145

## MCTC Language Learning Center

The reasons for studying a foreign language are nearly as numerous as the languages spoken across the globe—from work, to travel, to increasing your cultural understanding. In our increasingly diverse metropolitan area, chances are you regularly come in contact with people from all over the world.

MCTC's Language Learning Center offers a wide array of language classes open to anyone with an interest. Our classes combine a solid academic approach with an easy-going, engaging environment, taught by fluent instructors passionate about sharing their love of language learning.

### Join us to learn:

- ASL
- Afaan Oromo
- Arabic
- Brazilian Portuguese
- Chinese
- French
- German
- Italian
- Japanese
- Russian
- Somali
- Spanish
- Swedish

### Convenient Locations:

We offer classes at three convenient locations: on our downtown campus, at St Paul College and at the St. Louis Park Lenox Community Center. Please note that not all languages are offered at all sites, nor are all languages offered every semester.

### Customized Learning:

We also offer affordable customized classes for groups and businesses to learn languages and cultural competency at your site, on our campus or online.

### FOR MORE INFORMATION

Continuing.Education@minneapolis.edu  
612-659-6500

**SAVE!** Register for two World Language classes for a discounted price of \$240.

# Arts & 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.

*Instructor: James Long (MCTC)  
and Sarah Jones-Boardman (SLP)*

### French 1

42535 Tue 6:30–8:30 pm Jan 30–Mar 6  
S.3420 \$145

42548 Wed 6:30–8:30 pm Jan 31–Mar 7  
SLP Lenox Center \$145

### French 2

42550 Tue 6:30–8:30 pm Mar 13–Apr 17  
S.3420 \$145

42551 Wed 6:30–8:30 pm Mar 14–Apr 18  
SLP Lenox Center \$145

### French 3

42559 Tue 6:30–8:30 pm May 1–Jun 5  
S.3420 \$145

42560 Wed 6:30–8:30 pm May 2–Jun 6  
SLP Lenox Center \$145

### French 4

42565 Tue 6:30–8:30 pm Jun 12–Jul 17  
S.3420 \$145

42568 Wed 6:30–8:30 pm Jun 13–Jul 18  
SLP Lenox Center \$145

## Italian

Whether you're planning a trip to Italy for business or pleasure, this series will introduce you to the basic vocabulary and grammar used in daily situations. You'll learn vocabulary related to greetings, directions, money, time, food, and shopping. Grammar studies will cover the basic verbs and verb tenses; nouns, adjectives and articles; and sentence formation. 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.

*Instructor: Daniela Chiarelli McArthur*

### Italian 1

42579 Tue 6:30–8:30 pm Jan 30–Mar 6  
St Paul College \$145

### Italian 2

42580 Tue 6:30–8:30 pm Mar 13–Apr 17  
St Paul College \$145

## Swedish

Whether you plan to visit Sweden, want to brush up on the Swedish you learned from your grandparents, or Swedish is a completely new language for you, join us for this exploration of Swedish language and life. In this beginning course, you will develop a basic understanding of Swedish grammar and vocabulary through a variety of interactive learning exercises. As a backdrop to our language learning, we will also discuss the past and present of this land in the north—sometimes called 'the people's home'—which has now had peace for 200 years.

*Instructor: Lotte Seidler*

### Swedish Language and Culture 1

42491 Tue 6:30–8:30 pm Jan 30–Mar 6  
K.2420 \$145

**SAVE!** Register for two World Language classes for a discounted price of \$240.



## 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 students 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.

*Instructor: Kuniko Voeller*

### Japanese Kanji for Reading and Writing 1

<b>43707</b>	<b>Tue 6:30–8:30 pm</b>	<b>Jan 16–Feb 20</b>
	<b>S.2420</b>	<b>\$135</b>

### Japanese Kanji for Reading and Writing 2

<b>43708</b>	<b>Wed 6:30–8:30 pm</b>	<b>Mar 7–Apr 11</b>
	<b>S.3420</b>	<b>\$135</b>

## Japanese Language Proficiency Test Preparation

For students of Japanese, this class offers a thorough brush-up and new learning opportunity by focusing on the Japanese Language Proficiency Test (JLPT), the largest Japanese language test in the world for non-native speakers. The test is held every December in Chicago. There are five levels of the JLPT, with Level 1 being the most difficult, and this course will prepare you for Levels 3,4 or 5, depending on how much Japanese study you have completed. The tests require knowledge of vocabulary, grammar, Kanji and expression. This class is designed to be a very learning intensive preparation for the JLPT, utilizing self-study, game-style and out-of-class work. Passing the JLPT is a great resume builder and evidence of the many hours of study you’ve devoted to the Japanese language.

*Instructor: Fusako Muro*

<b>43713</b>	<b>Tue 6–9 pm</b>	<b>Apr 3–24</b>
	<b>S.1130</b>	<b>\$135</b>

## Japanese

Have fun while learning basic business-oriented Japanese. Our program introduces the fundamentals of spoken Japanese so that you can use basic Japanese words and sentences without overwhelming effort. 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. The series is structured around the textbook “Japanese for Busy People” (included in the course fee). Each course will focus on a set of chapters from the text. The courses in our Japanese series do not need to be taken sequentially, but by completing all of them, you will cover all topics included in the book.

*Instructor: Kuniko Voeller*

### Japanese for Busy People - Beginning (Part 3)

<b>43697</b>	<b>Thu 6:30–8:30 pm</b>	<b>Jan 18–Feb 22</b>
	<b>S.2420</b>	<b>\$145</b>

### Japanese for Busy People - Beginning (Part 4)

<b>43699</b>	<b>Thu 6:30–8:30 pm</b>	<b>Mar 1–Apr 5</b>
	<b>S.2420</b>	<b>\$145</b>

### Japanese for Busy People - Intermediate (Part 1)

<b>43702</b>	<b>Thu 6:30–8:30 pm</b>	<b>Apr 19–May 24</b>
	<b>S.2420</b>	<b>\$145</b>

### Japanese for Busy People - Intermediate (Part 2)

<b>43705</b>	<b>Thu 6:30–8:30 pm</b>	<b>May 31–Jul 5</b>
	<b>S.2420</b>	<b>\$145</b>



## Bertha Bonequi Olivera

### SPANISH INSTRUCTOR

Born and raised in Mexico with a BS in computer science from the Universidad La Salle in Mexico, Bertha has been teaching for more than two decades – both in computer science and in Spanish.

Bertha has taught Spanish for the past 11 years to a wide variety of audiences, from elementary school to adults, and strives to use creativity and real-world examples in the learning process.

“My background in technology is somewhat unique in this field, but is useful in integrating language with the importance of technology,” says Bertha. “I know the English language well, so I can easily help students compare the ‘why’ of language to make it easier to understand. I teach at MCTC because it has a friendly environment, filled with people who are eager to learn.”

## Spanish

Quieres hablar Español? This series provides a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. 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.

*Instructor: Bertha Bonequi Olivera (MCTC) and Tyrel Nelson (SPC and SLP)*

### Spanish 1

- |       |                                      |                         |
|-------|--------------------------------------|-------------------------|
| 44583 | Tue 6:30–8:30 pm<br>SLP Lenox Center | Jan 23–Feb 27<br>\$145  |
| 44581 | Mon 6:30–8:30 pm<br>St Paul College  | Jan 29–Mar 12*<br>\$145 |
- \*No class 2/19.

- |       |                            |                        |
|-------|----------------------------|------------------------|
| 44028 | Tue 6:30–8:30 pm<br>K.2410 | Apr 10–May 15<br>\$145 |
|-------|----------------------------|------------------------|

### Spanish 2

- |       |                                      |                        |
|-------|--------------------------------------|------------------------|
| 44588 | Tue 6:30–8:30 pm<br>SLP Lenox Center | Mar 6–Apr 10<br>\$145  |
| 44586 | Mon 6:30–8:30 pm<br>St Paul College  | Mar 19–Apr 23<br>\$145 |
| 44029 | Tue 6:30–8:30 pm<br>K.2410           | May 22–Jun 26<br>\$145 |

### Spanish 3

- |       |                                      |                         |
|-------|--------------------------------------|-------------------------|
| 44025 | Tue 6:30–8:30 pm<br>K.2410           | Jan 16–Feb 20<br>\$145  |
| 44594 | Thu 6:30–8:30 pm<br>St Paul College  | Jan 25–Mar 1<br>\$145   |
| 44592 | Tue 6:30–8:30 pm<br>SLP Lenox Center | Apr 24–May 29<br>\$145  |
| 44591 | Mon 6:30–8:30 pm<br>St Paul College  | Apr 30–Jun 11*<br>\$145 |
- \*No class 5/28.

**SAVE!** Register for two World Language classes for a discounted price of \$240.

## Spanish 4

44026	Tue 6:30–8:30 pm K.2410	Feb 27–Apr 3 \$145
44595	Thu 6:30–8:30 pm St Paul College	Mar 8–Apr 12 \$145
44598	Tue 6:30–8:30 pm SLP Lenox Center	Jun 5–Jul 10 \$145
44597	Mon 6:30–8:30 pm St Paul College	Jun 18–Jul 23 \$145

## Somali

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

*Instructor: Abdullahi Aden (MCTC)  
and Ali Warsame (SPC)*

### Somali 1

44306	Tue 6:30–8:30 pm T.3910	Jan 23–Feb 27 \$145
44310	Mon 6:30–8:30 pm St Paul College	Jan 29–Mar 12* \$145

\*No class 2/19.

### Somali 2

44308	Tue 6:30–8:30 pm T.3910	Mar 6–Apr 10 \$145
44314	Mon 6:30–8:30 pm St Paul College	Mar 19–Apr 23 \$145



## American Sign Language

### Conversational 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 hearing impaired, signing has an expressive beauty all its own. In this series of courses, you'll begin with a vocabulary of 200 signs. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. With fun games and lots of emphasis on practice, you will be well on your way to conversing with signs. This class is also great for anyone regularly interacting with the general public.

*Instructor: Susan Hagel*

### Conversational Sign Language 1

42150	Mon 6–8:30 pm SLP Lenox Center	Feb 26–Mar 19 \$115
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### Conversational Sign Language 2

42153	Mon 6–8:30 pm SLP Lenox Center	Apr 2–23 \$115
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## “ WHAT OUR STUDENTS SAY:

Great course! Well worth my time! As a police officer, I will be able to build rapport and communicate with my community.

— Somali Language student

**SAVE!** Register for Conversational Sign Language 1 & 2 for a discounted price of \$210.

## Business Management

### Avoiding the Horror of Bad PowerPoint

You've seen it. You've lived it. Heck, you may have even caused it. What is it? Death By PowerPoint! You frighten people out of the room with bullet list after bullet list and wonder why no one remembers anything from your presentation. Why waste people's time when you CAN improve? Help is available! In this class, you'll learn how to improve your group presentations, communicate your message more effectively, manage your time more efficiently, design slides to enhance your message, and leverage your current skills.

*Instructor: Art Shore*

47537 Fri 8:30 am–noon  
S.2420 Apr 13  
\$99

### Diversity Awareness: Fostering a Climate of Inclusion, Sensitivity, and Respect in the Workplace

**NEW!**

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 arise from a host of other traits as well, including age, sexual orientation, religious beliefs, physical abilities, educational background, whether someone has children, 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.

*Instructor: Wanda Walker*

43380 Fri 9 am–1:30 pm  
K.2200 Jan 12  
\$99

### Systems Thinking: How to Solve Problems So They Stay Solved

**NEW!**

Organizations are made up of a series of interconnected parts. While each function may appear to operate efficiently on its own, a change in just one cog can throw the whole system out of whack, creating a continuous chain reaction of problems. Systems thinking is a proactive problem-solving approach that examines the relationships between various 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.

*Instructor: Wanda Walker*

44342 Fri 9 am–3:30 pm  
K.2420 Jan 26  
\$129

### Interpersonal Communication Styles

How does it feel when someone really listens? What is it like when someone understands you? When we communicate effectively with other people we increase our value and their value, too. Learn how to improve interactions and effectively manage issues by first understanding the four communication styles and then giving others what they need to be understood. Learning objectives include: understanding the four communication styles, identifying your own communication style, reacting appropriately when under stress, flexing communication style to improve interactions, and improving interpersonal interactions overall. The textbook, “People Styles at Work and Beyond: Making Bad Relationships Good and Good Relationships Better,” is included in the course fee.

*Instructor: Jeannette Grace*

44319 Mon 8:30 am–4:30 pm  
S.2420 Feb 12  
\$219

## Managing Conflict, Difficult People, and Compromising Situations

Having co-workers who don't always see eye-to-eye is a completely normal, but often difficult, situation. Differences in work styles and personalities can bring on conflict, miscommunication, and power struggles among team members. Surprisingly, the best supervisors do not always mediate themselves; instead, they guide team members in seeking understanding and creating solutions on their own. 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.

*Instructor: Jeannette Grace*

**41731** Wed 8:30 am–noon Feb 28  
S.2420 \$99

## Millennials vs The World: Making the Most of your Workforce **NEW!**

Are young staff too entitled to get the job done? As the younger generation pours into the workforce, new issues are coming up regarding professionalism, flexibility, work ethic, technology, decision-making, and many more areas. But the question shouldn't be whether Millennials are entitled, but rather: How do we use generational difference to strengthen our companies? This class will touch on the 5 most common struggles employers have with young employees. We will separate fact from fiction to land on real solutions for harnessing young talent and minimizing generational tension in the workplace.

*Instructor: Lanet Hane*

**44357** Fri 9 am–noon Mar 2  
K.2200 \$55



## Business Excellence Certificate

Organizations that are aligned to a fundamental set of proven practices and guiding principles are more likely to achieve excellent results and maintain satisfied employees and customers.

Our Business Excellence Certificate allows you to choose the learning that will best help you differentiate yourself and gain competitive advantage by acquiring the right skills for your workplace.

### Build your own certificate:

To tailor a Business Excellence Certificate to your particular needs, choose any five of the following classes:

- Avoiding the Horror of Bad PowerPoint
- Diversity Awareness
- Engaging Your Team
- Interpersonal Communication Styles
- Managing Conflict, Difficult People, and Compromising Situations
- Growing Your Grammar Confidence
- Winning at Writing for Business
- Project Management Fundamentals
- Project Management Essentials: Problem Solving and Critical Thinking
- Project Management Essentials: Results-Oriented Meetings
- Systems Thinking

**SAVE!** Take advantage of discount pricing when you create your own Business Excellence Certificate.

## Coaching Certification with Jennie Antolak, MA, MCC

### NEW!

MCTC Continuing Education is pleased to announce our partnership with Learning Journeys, The International Center of 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.

### Can coaching help you and your organization?

The education and skills gap is growing and it's getting harder to train, engage, and retain top talent. To add to the education and skills gap, many senior level employees are retiring taking their expertise and knowledge with them. Innovative companies turn to coaching for a solution!

Coaching gives senior level employees a way to pass on this expertise and knowledge and a platform to return on a consulting basis.

Organizations that invest in a coaching program for new employees will not only equip their people with the resources to solve their own problems but it also results in better trained and a more engaged workforce! Because of coaching's positive employee outcomes, many companies will offer tuition reimbursement for this program!

### 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. It's a proven approach that builds self-efficacy, expands possibility and sustains change.

The Power of Possibility is one of the most fascinating and challenging courses you will ever take. 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.

The course is designed for: individuals pursuing their coach certification, coaches wanting to earn continuing education, leaders and health care providers seeking tools and techniques to trigger desire and motivation, organizations desiring a culture shift, and people in transition.

Offered in partnership with Learning Journeys, this three-day intensive workshop is a prerequisite to Coach Practitioner Certification. Comprehensive materials to start you on your journey as a coach are included.

34360	Tue 12:30–8:30 pm	Feb 20
	Wed 8:30 am–4:30 pm	Feb 21
	Thu 8:30 am–12:30 pm	Feb 22
	L.3100	\$900

#### The certification program includes:

Power of Possibility, 4 additional classes, 4 learning labs, mentor coaching, one-on-one coaching, 3 network sessions, 4 book reviews, and a written and oral exam.

This program includes coursework outside of class time and is at least 164 hours total.

## COURSES

The classes and labs can be taken in any order. Each class is offered every 4 months so if you miss it once you will have 3 other opportunities to enroll in it within the year.

**NOTE: All courses meet on Wed 12:30–8:30 pm and Thu 8:30 am–4:30 pm.**

### 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.

45323 Jan 10 & 11 S.2420 \$900

47004 May 2 & 3 S.2420 \$900

### 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.

45327 Feb 7 & 8 S.3420 \$900

47000 Jun 6 & 7 S.2420 \$900

### 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.

47006 Mar 7 & 8 T.1500 \$900

### 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.

47009 Apr 4 & 5 S.2420/S.3420 \$900



## 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.

**NOTE: All labs meet on Wed 4:30–8:30 pm.**

### Discovery Session | LEARNING LAB

45324 Jan 31 S.2420 \$210

46975 May 30 S.2420 \$210

### Ethics | LEARNING LAB

46982 Feb 28 S.3420 \$210

### Coaching Models | LEARNING LAB

46974 Mar 28 S.2420 \$210

### Tools & Competencies | LEARNING LAB

46987 Apr 25 S.2420 \$210

For more details, visit our website.  
[minneapolis.edu/continuing](https://minneapolis.edu/continuing)



## Jeannette Grace

### BUSINESS & LEADERSHIP INSTRUCTOR

Jeannette Grace is described by her peers as creative, energetic and dedicated. With 17 years of experience in corporate training and higher education, working with clients from Medtronic to the Carlson School of Management, Jeannette understands the challenges businesses face as well as the needs of adult learners—and translates them into valuable classroom learning. Having earned a degree in Sales and Management and an MA in Communications, she also knows what it is like to be a student.

As an instructor, Jeannette enjoys the diverse students of MCTC, who she says bring richness to the classroom and along with MCTC's location, makes it the perfect learning resource for downtown Minneapolis businesses and their employees.

"Companies are ramping up their investment in employee professional development," says Jeannette when referring to today's job market. "Offering professional development is a great strategy to increase employee retention and commitment... not to mention the benefits of increasing talent."

## Growing Your Grammar Confidence

Correct and effective sentences are essential for good writing. In this course, you will increase your communication skills by reviewing and practicing grammar basics, eliminating common spelling errors, and understanding the use of punctuation. More importantly, you will develop strategies for writing correct and effective sentences. This course utilizes real-life examples for the development of practical writing skills that are necessary in professional, technical, and business environments.

*Instructor: Jeannette Grace*

**44326 Tue 8:30 am–noon Mar 6**  
**S.3420 \$99**

## 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. You'll also evaluate a personal writing sample and explore proposal writing.

*Instructor: Jeannette Grace*

**44331 Wed 8:30 am–4:30 pm Mar 21**  
**S.2420 \$199**

## Engaging Your Team

Employees disengage for a reason, and they want to work in an environment that inspires and develops its people. In this class, you will learn how to identify current levels of engagement and detect signs of disengagement based on employee statements and behaviors. This class will cover the five main causes of disengagement and how to overcome them, developing a plan of action to improve engagement, and tips for creating an environment that inspires exceptional performance.

*Instructor: Jeannette Grace*

**44333 Wed 8:30 am–noon Apr 11**  
**S.2420 \$99**



ASSOCIATION FOR  
FINANCIAL  
PROFESSIONALS

## Finance

### Beginning Governmental and Non-Profit Accounting

This class is designed to provide the basics of governmental and non-profit 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.

*Instructor: Sue Iverson*

**43386** Thu 9 am–4 pm      Mar 1  
K.2420                              \$159

### Intermediate Governmental and Non-Profit Accounting

This class is geared towards individuals who have an understanding of basic governmental accounting or some accounting training, and builds on the previous class. The class will cover GAAP, fund accounting, capital assets, basis of accounting, budgetary accounting, and financial reporting. The conversion of fund financial statements to government-wide financial statements and fund balance designations will also be discussed.

*Instructor: Sue Iverson*

**43387** Fri 8 am–4:30 pm      Mar 2  
K.2420                              \$199

**SAVE!** Register for any two Governmental and Non-Profit Finance classes for a discounted price!

Call us for details or visit our website.

## AFP Certified Treasury Professional (CTP) Certification Preparation

The CTP certification sets the standard in the treasury field. Sponsored by the Association for Financial Professionals (AFP), the CTP credential signifies that you have demonstrated the knowledge and skills required to effectively execute critical functions related to corporate liquidity, capital, and risk management.

This program follows the AFP Treasury Learning System, a comprehensive professional development and exam preparation program based on Essentials of Treasury Management, the official body of knowledge tested on the CTP exam (text and online supplement are included in the course fee).

The program is designed for individuals seeking to broaden their skills in the area of treasury and cash management and those who want to prepare for the CTP certification exam.

### Some learning objectives are:

- Monitor and control corporate exposure to financial and operational risks.
- Manage cross-border funds movement and utilize international trade financing methods.
- Exhibit appropriate ethical behaviors expected in business activities.
- Recognize corporate governance issues that arise from the separation of corporate ownership and control.

*Instructor: Lisa Broom, Jeanne Hilpisch*

**44013** Tue 5:30–8:30 pm      Feb 27–May 15  
S.2420                              \$1,399

## Governmental and Non-Profit Budgeting 101

This class is designed to provide the basics of governmental and non-profit budgeting to individuals who have little or no governmental or non-profit budgeting training. It is an ideal opportunity for anyone who has limited exposure to governmental or non-profit budgeting and needs or wants more understanding, including management, department heads, other staff or current students who wish to work in government or non-profit finance. Topics covered include: what is a budget, the mission of the budget, functions of the budget, the budget process, and features of a good budget.

*Instructor: Sue Iverson*

**43389** Fri 8 am–5 pm  
K.2420

**Mar 9**  
**\$209**

**SAVE!** Register for any two  
Governmental and Non-Profit Finance  
classes for a discounted price!

Call us for details or visit our website.

## Retirement Planning 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 health-care expenses. This class will show you how to assess your financial situation and develop a personalized plan to achieve your retirement goals with confidence.

*Instructor: Steve Kattke*

**42500** Sat 9 am–noon  
S.3400

**Feb 17–Feb 24**  
**\$49**

**42501** Tue 6:30–9:30 pm  
S.3500

**Feb 20–Feb 27**  
**\$49**

## Marketing

### Strategic Planning for Social Media Success

Social media has become a key component in the marketing strategy for every organization. With customers, employees, and prospects all weighing in, and so many social media tools to choose from, your success requires a plan. When your marketing efforts are spontaneous, uncoordinated, or ineffective, money is wasted and clients are lost. In order to be successful, you need to know how to find the time, develop the knowledge, and tie your social media to traditional marketing activities. 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. You'll also learn how to assess the potential negative impacts of social media and handle problems before they escalate.

*Instructor: Jane Neumiller-Bustad*

**44016** Thu 9 am–noon  
S.2420

**Feb 15**  
**\$129**

### Customize It!

We can customize any course to teach the skills your employees need. Our affordable customized classes can be delivered on our campus, online or at your site!

For more information, email  
[Deanna.Koenig@minneapolis.edu](mailto:Deanna.Koenig@minneapolis.edu).

## Compelling Content for an Engaging Social Media Presence

Regular use of social media tools means creating lots of content. Blog posts, videos, contests, podcasts, website text... the list goes on. 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, a voice to connect with customers and prospects. Great brands are using social media to tell stories, celebrate, and have fun with their content development. You can, too! In this hands-on, interactive session, you'll learn how to: generate plenty of creative content ideas for use across multiple channels, develop a plan to sustain long-term content generation, and create brand-specific content that's engaging and relevant. This class explains how to deploy content strategically on websites, via social media, and on other customer-focused platforms as well as how to identify ways to measure customer engagement and conversion.

*Instructor: Jane Neumiller-Bustad*

**44018 Thu 9 am–noon Mar 1**  
**S.3420 \$129**

## Creating Great Content: Hands-On Practice

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, interactive 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. Prerequisite: Compelling Content for an Engaging Social Media Presence.

*Instructor: Jane Neumiller-Bustad*

**44020 Thu 9 am–noon Mar 15**  
**S.2420 \$129**



## Social Media Marketing Certificate

In just a few short years, social media has fundamentally changed the marketing landscape. Companies, non-profits, and organizations large and small are using social media marketing to connect with prospects, customers, vendors, employees, and fans. These classes give 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 your investment. You can put into practice tomorrow what you learn in class today!

Our social media classes are relevant for small business owners, managers, communications professionals, and others who are responsible for social media marketing within their organizations. Small class sizes allow you to get answers to your specific questions about using social media for your business. We cover planning, content strategy, search engine optimization and analytics.

### Earn the certificate by completing:

- Strategic Planning for Social Media Success
- Compelling Content for an Engaging Social Media Presence
- Creating Great Content: Hands-On Practice
- Choosing the Best Social Media Tools to Deliver Great Results

**SAVE!** Register for the certificate for \$460.



## Choosing the Best Social Media Tools to Deliver Great Results

So many social media tools... so little time! Once you have a clear focus on your ideal customer and the marketing messages needed to reach them, the real work starts. You need to make sure your marketing dollars are spent wisely and that you're using the right social media tools to reach your target audiences. Social media is particularly powerful when partnered with more traditional marketing tools. With the right approach, you can build a strong social network that integrates customers, prospects, and employees. In this hands-on, interactive 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).

*Instructor: Jane Neumiller-Bustad*

**44022 Thu 9 am–noon** **Mar 29**  
**S.2420** **\$129**

## Check Your Employee Benefits!

Don't forget to check with your supervisor or HR department to see if you are eligible for continuing education benefits to pay for your classes!

## Using Photography Effectively in Small Business Marketing

**NEW!**

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 with your smart phone – but taking the picture is often the easiest 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, in this class you'll find tips and ideas for using your photos in marketing and social media settings. Course topics include: tools and options for managing, backing up, and storing your photos efficiently; simple techniques for taking better photos; and using your photos in marketing and social media settings. This is a general overview class – we will not focus on using specific cameras, camera settings, or software.

*Instructor: Jane Neumiller-Bustad*

**44023 Thu 9 am–noon** **May 17**  
**S.2420** **\$129**

## 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. 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.

*Instructor: Michael Siegler*

**43384 Sat 8:30 am–5 pm** **Feb 10**  
**S.3500** **\$399**



## Project Management Essentials: 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 and should be, and acquire new skills, techniques, and tools to better facilitate, drive, and participate in meetings. We'll cover how to prepare for, host, and follow-up on meetings of any kind and for any environment. Gather a host of new tools to help build structure, efficiency, and confidence in making the most of everyone's valuable time and deliver exceptional results from meetings that people will want to attend.

*Instructor: Michael Siegler*

**43383** Sat 8 am–2:30 pm **Feb 24**  
S.3500 **\$299**

## Project Management Essentials: Problem Solving and Critical Thinking

All projects will run into issues and roadblocks along the way. Effective project management requires the ability to apply problem solving techniques to those issues in order to keep projects on track and teams engaged. In this course, you'll learn structured problem solving techniques using critical thinking practices. We'll cover terminology and tools and you'll practice applying them to everyday work. You will learn how to: define a problem and build a structured method for finding the root cause, gather and analyze data using industry standard tools and statistical analysis, build solution options and assess risk and impact, drive your implementation plan, and prepare for successful change management.

*Instructor: Michael Siegler*

**43381** Sat 8:30 am–5 pm **Mar 10**  
S.3500 **\$399**

## Project Management Certificate

Project management (PM) 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 utilizing project management techniques.

This series is designed to provide an understanding of fundamental PM concepts, introduce a variety of tools to assist in carrying out successful projects, and teach reliable problem-solving techniques. If you engage in project-based work, whether as a manager or project team member, you'll find valuable resources to plan, implement and close your next project.

### Earn the certificate by completing:

- Project Management Fundamentals
- Project Management Essentials: Problem Solving and Critical Thinking
- Project Management Essentials: Results-Oriented Meetings

**SAVE!** Register for the certificate for \$990.

# Computers & Technology

## Microsoft Applications

**SAVE!** Take any Microsoft class for \$135.  
See pages 31 and 33 for details.

### 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, and navigate documents. Then you will edit, copy and paste, and find and replace text. You will also learn how to enhance the appearance of a document by using various formatting options. In addition, you will learn how to create tables, adjust page layout, work with graphics, use styles and outlines, proof and print documents.

*Instructor: Debra Lehr*

**44548** Tue 8:30 am–4 pm      Jan 16  
T.4910      \$169

### Microsoft Word 2

Learn how to work with fields and perform a mail merge, insert SmartArt diagrams, work with shapes, and format text graphically. You will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, you will learn how to use document references such as citations, indexes, and tables of contents, track changes, and how to prepare documents for sharing and exporting. Finally, you will add interactive elements such as forms and content from other applications, and you will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting sub-documents.

*Instructor: Debra Lehr*

**44560** Tue 8:30 am–4 pm      Feb 27  
T.4910      \$169

## Check Your Employee Benefits!

Don't forget to check with your supervisor or HR department to see if you are eligible for continuing education benefits to pay for your classes!

### Microsoft Word 3

This class will cover mail merges, working with diagrams, shapes, and formatting text graphically. In addition you will learn how to create sections breaks, format sections, set up newspaper columns, create tables of contents, insert captions, and generate indexes, bibliographies and footnotes. You will also learn how to set up document properties, track changes and finalize documents, create forms, insert Excel objects and charts, customize the ribbon and record a macro.

*Instructor: Debra Lehr*

**44571** Tue 8:30 am–4 pm      Apr 3  
T.4910      \$169



### WHAT OUR STUDENTS SAY:

This was an excellent course.  
The instructor was phenomenal.

— Excel student

### Microsoft Excel 1

Learn spreadsheet terminology and the 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, ranges, rows, and columns. You will also use simple functions and apply formatting to data. Finally, you will work with charts and graphics, modify page setup, print and save.

*Instructor: Debra Lehr*

**44557** Tue 8:30 am–4 pm      Feb 20  
T.4910      \$169

**45010** Sat 8:30 am–4 pm      Feb 24  
T.4910      \$169



## Microsoft Excel 2

Take your Excel skills to the next level as you learn how to work efficiently with large and multiple worksheets. In this class you will learn advanced formatting techniques including special number formats, workbook styles, backgrounds, and watermarks. Learn how to create outlines, subtotals, cell names, data sorting/filtering, and tables. You will create hyperlinks and save your file as a Web page. This class also covers sharing, tracking changes, error checking, protection, and merging workbooks.

*Instructor: Debra Lehr*

**44563** Tue 8:30 am–4 pm Mar 20  
T.4910 \$169

**44565** Sat 8:30 am–4 pm Mar 24  
T.4910 \$169

## Microsoft Excel 3

Develop advanced Excel skills as you work with advanced functions and formulas such as VLOOKUP, MATCH, and INDEX. You will learn about data validation and advanced data filtering. Course topics include how to apply advanced formatting options to create more complex charts and work with PivotTables and PivotCharts, export/import data, and query external databases. This class also covers Goal Seek, scenarios, macros, and VBA code.

*Instructor: Debra Lehr*

**44573** Tue 8:30 am–4 pm Apr 24  
T.4910 \$169

**44575** Sat 8:30 am–4 pm Apr 28  
T.4910 \$169

## 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.

*Instructor: Debra Lehr*

**44551** Tue 8:30 am–4 pm Feb 6  
T.4910 \$169

## Microsoft Applications Certificate

Differentiate yourself in today's competitive job market, advance your career, increase your earning potential and improve your level of job satisfaction.

Employers who invest in Microsoft Office training experience a quick return on their investment through improved employee confidence, morale and productivity.

### Complete five of the following courses:

- Word 1, 2, 3
- Excel 1, 2, 3
- Access 1, 2, 3
- PowerPoint 1, 2

**SAVE!** Special Certificate Price: \$675

All courses are taught using Microsoft-approved courseware for the Microsoft Office Specialist (MOS) and include the text and the exam prep software as a download.

The MOS courses prepare you for the Microsoft Office Specialist exams, including:

- MOS for Access 2016 (77-730)
- MOS for Excel 2016 Core (77-727)
- MOS for PowerPoint 2016 (77-729)
- MOS for Word 2016 Core (77-725)

To learn more, visit [www.microsoft.com/en-us/learning/mos-certification.aspx](http://www.microsoft.com/en-us/learning/mos-certification.aspx)



## Deb Lehr

### MICROSOFT APPLICATIONS INSTRUCTOR

Deb Lehr brings more than 18 years of training experience in Microsoft Applications. She's trained all skill levels, in organizations large and small. "MCTC is a great place for adults to learn important applications in a small classroom setting," says Deb. "Classes are limited to 12 students and the curriculum is designed so students can go back over step-by-step exercises as many times as they would like."

Deb's experience includes on-site training for corporations, one-on-one coaching, dislocated worker training and training for new immigrants.

"When I'm in the classroom, I never forget how I felt when I turned on a computer for the first time. In my class, I go beyond what the manual covers and offer additional helpful tips and information." As far as trends, Deb says, "We have so much information available to us with the internet and social media outlets. Increasingly, we need a way of gathering, analyzing and organizing data in a meaningful way."

### Microsoft Access 2

This course is for Access users who would like to build on basic skills. You will learn how to normalize data, manage table relationships, and enforce referential integrity; work with lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; and print reports and labels. You will also learn how to create and modify charts and use PivotTables and PivotCharts.

*Instructor: Debra Lehr*

**44568** Tue 8:30 am–4 pm  
T.4910 Mar 27  
\$169

### Microsoft Access 3

Develop advanced Access skills in this course as you learn how to query with SQL and create crosstab, parameter, and action queries; create macros; import, export and link database objects; interact with XML documents; and create hyperlink fields. This course also covers how to optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

*Instructor: Debra Lehr*

**44578** Tue 8:30 am–4 pm  
T.4910 May 8  
\$169

### Microsoft PowerPoint 1

Learn basic functions and features of PowerPoint. After an introduction to window components, you will open and run a presentation and switch between views. You will learn how to create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, you'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, you'll learn how to proof a presentation, create speaker notes, and present and share your presentation.

*Instructor: Debra Lehr*

**44580** Tue 8:30 am–4 pm  
T.4910 May 29  
\$169

**SAVE!** Take any Microsoft class for \$135.  
See pages 31 and 33 for details.

# Administrative Professional Certificate

Administrative professionals are increasingly called on to perform more complex duties, from leading workplace teams to organizing events. The Administrative Professional Certificate positions you as a partner in your organization's success.

Employers today are looking for technical, managerial, and interpersonal skills to accomplish a range of objectives, including:

- Customer service, public relations and supervisory skills
- Project management, organization and scheduling
- Integrated computer software applications
- Internet and intranet communications
- Document preparation, storage and retrieval
- Research and electronic record keeping



## Complete six courses based on these requirements:

Complete at least two Business Management (prices vary) or Social Media Marketing (\$115 each) classes:

- Avoiding the Horror of Bad PowerPoint
- Engaging Your Team
- Growing Your Grammar Confidence
- Interpersonal Communication Styles
- Managing Conflict, Difficult People, and Compromising Situations
- Winning at Writing for Business
- Diversity Awareness
- Systems Thinking
- Strategic Planning for Social Media Success
- Compelling Content for an Engaging Social Media Presence
- Creating Great Content: Hands-On Practice
- Choose the Best Social Media Tools to Deliver Great Results

Complete two or three Microsoft Applications classes (\$135 each):

- Access 1, 2, 3
- Excel 1, 2, 3
- PowerPoint 1, 2
- Word 1, 2, 3

**We will help you customize a program to meet your needs!**

**SAVE!** Special certificate price: \$630 - \$1013, depending on classes selected. Individual classes are discounted when you register for the certificate!

FOR MORE INFORMATION [Continuing.Education@minneapolis.edu](mailto:Continuing.Education@minneapolis.edu) / 612-659-6500

## Graphic Design

### 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.

*Instructor: Thomas Morris*

44525 Sat 9 am–4 pm Jan 20  
T.4530 \$189

### 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.

*Instructor: Thomas Morris*

44526 Sat 9 am–4 pm Feb 3  
T.4530 \$189



## “WHAT OUR STUDENTS SAY:

I really enjoyed the graphics design training. It has helped me transition to a marketing career. Great instructors and training.

— Graphic Design Certificate student

### 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.

*Instructor: Thomas Morris*

44527 Sat 9 am–4 pm Feb 17  
T.4530 \$189

### 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.

*Instructor: Barbara Lyman*

44529 Sat 9 am–4 pm Mar 3  
T.4530 \$189

44532 Sat 9 am–4 pm Mar 10  
T.4530 \$189

## 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.

*Instructor: Barbara Lyman*

**44535 Sat 9 am–4 pm**  
**T.4530**

**Mar 17**  
**\$189**

## 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. InDesign now features both creation of Web documents and conversion features that turn a print document into a Web document. This class will introduce these very versatile features for print designers. Prerequisite: InDesign I and II and some knowledge of HTML or equivalent experience.

*Instructor: Barbara Lyman*

**44541 Sat 9 am–4 pm**  
**T.4530**

**Apr 7**  
**\$189**



## Graphic Design Professional Certificate

A graphic design professional is competent in print graphic design and production and can demonstrate expertise in Adobe Photoshop, Illustrator and InDesign.

The capstone course in this program combines design principles (color theory implementation, creative typography and conceptual skills).

All courses are taught on Macintosh machines, using the latest version of the Adobe Creative Cloud suite.

*Please bring a USB drive to all Graphic Design classes to save your files.*

### Earn the certificate by completing:

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

**SAVE!** Special Certificate Price: \$1,599

# Computers & Technology

## 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.

*Instructor: Barbara Lyman*

**44538 Sat 9 am–4 pm**  
**T.4530** **Mar 24**  
**\$189**

## Illustrator 2

Take your Illustrator skills to the next level. Using a simple package design as a vehicle, you will learn how to create and manage layers, explore sophisticated transformation techniques, and manage print specific colors as well as many applicable short cuts and tips. Topics include automated copy and move commands, clipping masks, custom palettes and Pantone colors, shape and object manipulation, imbedding vs. linking files, and prepress considerations for your Illustrator files. Prerequisite: Illustrator I or equivalent experience.

*Instructor: Thomas Morris*

**44542 Sat 9 am–4 pm**  
**T.4530** **Apr 21**  
**\$189**

## 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.

*Instructor: Thomas Morris*

**44685 Sat 9 am–noon**  
**T.4530** **Mar 31, Apr 14 & 28**  
**\$259**

## Web Design & Development

### 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.

*Instructor: Robert Cahill*

**44995 Tue 6–9 pm**  
**T.4910** **Jan 9–23**  
**\$279**

**44997 Thu 6–9 pm**  
**T.4910** **Jan 11–25**  
**\$279**

### 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.

*Instructor: Robert Cahill*

**44999 Tue 6–9 pm**  
**T.4910** **Jan 30–Feb 20**  
**\$379**

**45002 Thu 6–9 pm**  
**T.4910** **Feb 1–Feb 22**  
**\$379**

**SAVE!** Take Graphic Design classes for a discounted price. See page 35 for details.

## JavaScript

This class is an introduction to using JavaScript and jQuery to build client-side website logic. You will learn basic programming principles, including how to use the Document Object Model (DOM) to modify HTML5 documents, how to use AJAX to communicate with web servers, how to persist data across multiple website pages, and how to use JavaScript events on user interaction. Prerequisite: HTML & CSS II or equivalent.

*Instructor: Robert Cahill*

**45004 Thu 6–9 pm** **Mar 1–8**  
**T.4910** **\$189**

## Web Applications and Databases

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.

*Instructor: Robert Cahill*

**45006 Thu 6–9 pm** **Mar 15–Apr 5**  
**T.4910** **\$379**

## 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.

*Instructor: Robert Cahill*

**44983 Tue 6–9 pm** **Feb 27–Apr 3**  
**T.4910** **\$559**



## Web Development Professional Certificate

Web developers design, code, and modify websites and apps with engaging visuals and user-friendly designs.

The Web Development Professional 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
- Web Applications & Databases

*Please bring a USB drive to all Web Development classes to save your files. Courses are taught in a PC lab.*

**SAVE!** Special certificate price: \$1,129

# Computers & Technology



## Computer Support & Networking

### Cisco Network Management

This course provides you with the skills to manage Cisco LAN/WAN devices and environments through lectures, demonstrations, discussions, and hands-on labs. You will learn the OSI Reference Model, Cisco IOS commands, routing protocols such as RIP and IGRP, TCP/IP configuration and subnetting, router setup and configuration, network-switching concepts and configuration, and WAN configuration and services. In addition to learning through lectures, demonstrations, and discussions, you will be using router simulator software and actual Cisco routers and switches during hands-on labs. Required Prerequisite: MS Windows Operating Systems, IT Concepts and Skills, and Basic Programming or equivalent knowledge.

*Instructor: Steven Frich*

41732 Mon 5–9:10 pm  
T.3080

Jan 8–May 7\*  
\$749

\*No class 1/15, 2/19, 3/5.

### Information Technology Courses

We're pleased to offer the following courses as part of MCTC's Information Technology program.

These courses are designed for IT professionals looking to acquire additional skills but not seeking college credit.

No application or program admission is required, though you should ensure that you meet the prerequisites.

### Interested in earning credits towards a degree at MCTC's IT program?

It may be possible to receive college credit for these classes after completion, for an additional fee, but if you know you'd like to receive credit for a course, you should apply to the college instead. Find complete information at [minneapolis.edu](http://minneapolis.edu) and then contact MCTC Admissions at 612.659.6200 or [admissions.office@minneapolis.edu](mailto:admissions.office@minneapolis.edu).

### Firewall Implementation and Management

In this course, you will learn how to describe, configure, verify, and manage various firewall products. You will develop knowledge and skills related to the configuration of inbound and outbound translations and connections, filtering, intrusion detection, failover handling, and the implementation of a virtual private network between sites. Required Prerequisites: You are expected to have a working knowledge of network administration and a solid grasp of TCP/IP and fundamental security concepts. This course is a dual credit/non credit offering.

*Instructor: Justin Opatrny*

45264 Wed 5–9:10 pm  
T.3080

Jan 10–May 9\*  
\$849

\*No class 3/7.

### Check Your Employee Benefits!

Don't forget to check with your supervisor or HR department to see if you are eligible for continuing education benefits to pay for your classes!



## 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. This class will cover topics related to each phase of the design process. 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. Prerequisite: Architectural background/experience.

*Instructor: Jonathon Jacobs*

**44521 Tue 5:30–9:30 pm**      **Jan 23–Feb 27**  
**T.4830**      **\$699**

**SAVE!** Register for Revit 1 & 2  
for a discounted price of \$1,258.

### Revit Architecture 2

This class builds upon the principles learned in Revit Architecture I. The class explores Revit Families as well as 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.

*Instructor: Jonathon Jacobs*

**44524 Tue 5:30–9:30 pm**      **Mar 6–Apr 10**  
**T.4830**      **\$699**

## Nursing Assistance Test Out

### 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 CNA candidate, this exam is required to evaluate your competency and eligibility to be placed on the Minnesota state registry.

Requirements:

- You must pre-register in-person at the Continuing Education & Customized Training 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.
- If you are retaking a test, the original test scores are required at the time of registration.

Instructor: *Mary Burnes*

All exams are held on Thursday mornings, 7:30 am–noon in room T.5800.

Select an exam date:

42161	Jan 4	42186	May 31
42168	Jan 18	42190	Jun 14
42172	Feb 1	42194	Jun 28
42173	Feb 15	42183	Jul 12
42175	Mar 1	42196	Jul 26
42176	Mar 15	42191	Aug 9
42177	Apr 12	42197	Aug 16
42178	Apr 26	42600	Aug 23
42181	May 17		

All sessions: \$195



### Nursing Assistant Test Out (NATO) 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.

Prerequisite: Successful completion of a MN approved NA/HHA training program within the last 6 years.

Bring the following items to class:

- Your signed NA/HHA application and course completion form/Performance Record (dated within the last 6 years) from a MN-approved NA/HHA training program
- July 2017 MN Nursing Assistant/Home Health Aide Candidate Handbook
- Note-taking materials

Instructor: *Richard Gabatino*

43410	Mon 4:30–8 pm	Feb 5
43411	Mon 4:30–8 pm	Apr 9
43412	Mon 4:30–8 pm	Jun 11
43413	Mon 4:30–8 pm	Jul 23

All sessions: T.5407 / \$89

### NATO Retakes

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.

Retake WRITTEN test: \$84 / Retake SKILLS test: \$141 / Retake BOTH tests: \$195

## Allied Health

### 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.

In addition to classroom time, there are 6 hours independent study and 3 hours individually scheduled practicum for a total of 48 hours.

*Instructor: Pat Reinhart*

**44893 Thu 5–9 pm  
T.5920**

**Feb 22–May 10  
\$595**



### Pat Reinhart, RN

#### ALLIED HEALTH INSTRUCTOR

Pat Reinhart's four decades of nursing experience includes labor and delivery, postpartum and newborn nursery, emergency, community health, OB-GYN and serving as nursing director at a skilled care facility. "All these experiences allow me to bring a strong knowledge base into the classroom," says Pat. On healthcare trends, Pat notes that more individuals prefer to stay in their home environment as long as possible, and there is an ever-increasing acuity level in hospitals. "We will continue to see the need for healthcare professionals with advanced practice, and information technology is certainly here to stay," says Pat.

Pat says she teaches at MCTC because she loves the environment and how the students bring their rich diversity into the classroom including age, demographics and culture. "I continue learning from students and they continue to energize me! I feel I am respected and valued, and some of my co-workers are like family. What else could I ask for?"

### Customize It!

We can customize any course to teach the skills your employees need. Our affordable customized classes can be delivered on our campus, online or at your site!

**For more information, email  
Deanna.Koenig@minneapolis.edu.**

## 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.

*Instructor: Pat Reinhart, Bonnie Wendt*

43392	Tue, Wed 10 am–4:30 pm T.5930	Feb 27–28 \$595
43395	Tue, Wed 10 am–4:30 pm T.5930	May 22–23 \$595
43398	Wed, Thu 10 am–4:30 pm T.5930	Jul 18–19 \$595

## “ WHAT OUR STUDENTS SAY:

I think this class provided us with the background and tools necessary to be an NA instructor.

— Train the Trainer student



## Basic Life Support/CPR

### American Heart BLS for Healthcare Providers

This course is designed for healthcare providers, allied health personnel, 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). Note: In order to receive certification, you must register in advance and arrive on time for this class.

*Instructor: Paul Asted*

40767	Sat 8 am–4 pm	Jan 13
40778	Sat 8 am–4 pm	Feb 24
40784	Fri 8 am–4 pm	Apr 6
41378	Fri 8 am–4 pm	May 25
43977	Fri 8 am–4 pm	Jun 29
43980	Sat 8 am–4 pm	Aug 11
All sessions: L.3400 / \$89		

## American Heart 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.

*Instructor: Paul Asted*

40770	Fri 8 am–noon	Feb 9
40771	Fri 8 am–noon	Mar 16
40773	Sat 8 am–noon	Apr 28
43982	Sat 8 am–noon	Jun 9
43985	Fri 8 am–noon	Jul 20
43986	Sat 8 am–noon	Aug 25

All sessions: L.3400 / \$55

## Counseling & Social Work

### 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.

*Instructor: Reginald Prince*

43403	Mon, Tue 8:30 am–4:30 pm L.3100	Feb 5–6 \$299
43406	Mon, Tue 8:30 am–4:30 pm L.3100	Apr 16–17 \$299
43408	Mon, Tue 8:30 am–4:30 pm L.3100	Jun 25–26 \$299

### 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. Topics include: recent MI developments and effective learning models; approaching patients/clients with a spirit of empowerment, empathy, and evocation; adherence to MI in responses to sustain talk and discord; evoking and selectively reinforcing change talk, confidence talk, and commitment language; moving forward with goal-setting; and development of client action plans. Prerequisite: Motivational Interviewing: Introductory training or equivalent (two-three days of MI clinical skills training with practice).

*Instructor: Reginald Prince*

43400	Mon, Tue 8:30 am–4:30 pm L.3100	May 21–22 \$345
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### Art of Conflict for Individuals & Couples

**NEW!**

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 truly welcome conflict with intelligence and heart. These tools are useful for individuals, couples and anyone who wants to feel more confident about dealing with conflict.

*Instructor: Janet Rowles*

43988	Sat 9:30 am–4:30 pm K.2200	Feb 10 \$95
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# Health & Human Services

## Dealing with High Conflict for Helping Professionals

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

*Instructor: Janet Rowles*

43995 Sat 9 am–4 pm  
K.2200 Feb 24  
\$120

## Inclusivity in Group Facilitations

**NEW!**

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, welcome difficult discussions and conflict, and have integrity. As a previous workshop participant and college instructor explained, “Janet Rowles... employed circles as the tool of teaching us how to conduct circles, was attentive to our needs and concerns, especially how the role of the circle might differ in a semester or year-long course, than in a circle that met periodically. Doing this work within the circle further demonstrated the possibilities for how this form of work could be effective in the classroom.” CEUs for most professions are available for this workshop.

*Instructor: Janet Rowles*

43990 Fri 9 am–4 pm  
K.2200 Jan 26  
\$120

43992 Fri 9 am–4 pm  
K.2200 Jun 15  
\$120

## Strengths-Based Case Management **NEW!**

Strengths-based practice is a collaborative process between the person supported by services and those supporting them, allowing them to work together to determine an outcome that draws on the person’s strengths and assets. 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.

*Instructor: Wanda Walker*

44341 Fri 9 am–1 pm  
K.2400 Mar 2  
\$99

## Fitness

### Basic Self Defense: Situational Awareness and Response

**NEW!**

Master Jeff Larson brings 30 years of teaching, training, and competition to teach safety, connection, and power generation. Master Jeff trained with the last disciple of Bruce Lee’s teacher, Ip Man. This class is different than other self-defense classes because it uses fundamental powerful foot and body connection applied in a variety of motions. This allows participants to learn and apply techniques quickly. Protect yourself and your family and walk away unharmed.

*Instructor: Jeffery Larson*

44601 Wed 6–7 pm  
S.1140 Jan 24–Feb 28  
\$69



### WHAT OUR STUDENTS SAY:

Janet did a great job facilitating and was incredibly welcoming and knowledgeable on the course topic. I would recommend this course.

– Inclusivity in Group Facilitations student



## Personal Trainer Certification

Start an exciting fitness career as a Certified Personal Trainer. Whether looking for a career move or for your own personal knowledge, this certification program will set you up for success as a personal trainer. Partnering with World Instructor Training Schools (W.I.T.S.), this NCCA-accredited Certified Personal Training program demonstrates entry-level fitness competency and safety for clients ranging in age, health, and fitness level. Our personal trainer course is a great way to prepare for the on-campus national exam and live your dream of a successful personal trainer career in a field you love.

This challenging course is for candidates wanting live instruction with in-depth, hands-on practice to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, along with 15 hours of hands-on practical training labs on assessing clients, programming, performing proper exercises, presentation skills, and more.

Included in the course is a 200-page student workbook, access to online student study tools, and test vouchers to take the Certified Personal Trainer – Level 1 exams offered in the final class session. Begin working as a Level 1 Certified Personal Trainer right after passing the exams, with proof of CPR/AED.

As a special bonus, complete a 30-hour employer internship to receive the advanced Level 2 Certified Personal Trainer credential at no additional cost!

Based on enrollment, the lecture portion of this course may be delivered online, with practical training labs in person.

### Personal Trainer Certification: Online Information Session

Get comprehensive information on one of the hottest jobs in the U.S from the comfort of your home. Fortune magazine and ABC News have targeted this industry as one to thrive in. The pay for national fitness trainers averages \$34 an hour.

In this online orientation delivered via WebEx, you'll have the opportunity to meet one of our veteran teachers who will give you a clear picture of what to expect in the course and what great rewards await you. You will also be able to ask questions and participate in a live chat with our instructor.

**44065 Online: Thu 3–4 pm Mar 1**

**44060 Tue, Thu 7–9 pm Apr 3–May 31  
B.Weight Rm/K.2800 \$649**

## Holistic Health & Wellness

### Beat the Blues:

#### Health Techniques for Depression

**NEW!**

Energize your brain and body. In this course, you will learn ways to activate and stimulate your nervous system. Course uses lecture and hands on practice of using holistic mind and body techniques. In this class, you will identify your own relationship with depression, demonstrate activities to awaken and energize yourself, and understand the integrated techniques that you can use with your depression.

*Instructor: Monica Peterson*

44658 Thu 6–8 pm  
K.2200

Jan 25  
\$25

### Food as Medicine:

#### Your Food and Mood Connection

**NEW!**

You are what you eat. Learn about foods that impact your anxiety, depression, stress, and inflammation as well as principles for healthier eating using a lecture format. Take control of your health and be able to make food choices to help balance your mood. In this class, you will describe how food affects your mental health, understand how to eat foods to balance your mood, identify your own food rules, and gain understanding about how stress and inflammation affect your body.

*Instructor: Monica Peterson*

44628 Thu 6–8 pm  
K.2200

Feb 8  
\$25



### Natural Sleep Strategies:

#### Beauty Rest for All

**NEW!**

Does a good night's sleep seem like a dream to you? Are you waking up feeling like a beast instead of a beauty? Insomnia, middle of the night awakening, and poor sleep quality affect our overall health. In this information-packed class, you'll learn about sleep hygiene and the steps you can take to get natural, restful sleep. We'll also practice holistic mind and body techniques that can help you get the rest you need.

*Instructor: Monica Peterson*

44620 Thu 6–8 pm  
K.2200

Feb 22  
\$25

### Stress Less:

#### Holistic Skills for Everyday

#### Stress Management for Everyone

**NEW!**

Stress is the reason why zebras don't get ulcers and humans do. Stress affects your entire body from head to toe. In this class, you'll learn about the interactions between the brain, body, immune system and human stress response cycle. We'll also cover the practice of holistic strategies for stress management at home, school, or work. At the end of the class, you'll be able to define psychoneuroimmunology, describe the relationship between the brain, body, and the immune system, and explain how the body's stress response works.

*Instructor: Monica Peterson*

44614 Thu 6–8 pm  
K.2200

Mar 8  
\$25

## Customize It!

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For more information, email  
[Deanna.Koenig@minneapolis.edu](mailto:Deanna.Koenig@minneapolis.edu).

## Worry Busters:

### Alternative Approaches for Anxiety **NEW!**

Calm your body, mind, and spirit from anxiety and fears. In this course, you will learn ways to calm the mind and body. Course uses lecture and hands on practice of using holistic mind and body techniques. In this class, you will identify your own anxieties and stressors, gain understanding about your body's stress responses, explain how your breathing rates impact your anxiety, and choose holistic techniques for your own use.

*Instructor: Monica Peterson*

**44661 Mon 6–8 pm  
K.2200**

**Jan 22  
\$25**

## Himalayan Meditation

Learn a gentle, joyful, step-by-step process for establishing a regular meditation practice. The Himalayan system of meditation includes breath awareness, mantra repetition, and point of focus. In each class, the instructor will lead you through gentle stretching, breathing exercises, and guided relaxation. You'll practice seated meditation, both guided and silent, and receive detailed instruction in diaphragmatic breathing, different rates and types of breathing, and posture. In addition to using meditation as a tool for relaxation and stress management, we'll also explore strategies for overcoming obstacles and cultivating gratitude, joy, forgiveness, and compassion. No experience necessary, but please bring a towel, blanket, or yoga mat for lying on the floor.

*Instructor: Daniel Hertz*

**44605 Thu 5:30–7 pm  
L.3100**

**Jan 18–25  
\$30**

**44608 Thu 5:30–7 pm  
L.3100**

**Apr 26–May 3  
\$30**



## Nutritional Therapy Practitioner (NTP) Certification

The Nutritional Therapy Practitioner (NTP) Program teaches you to address nutrition from a holistic perspective. In this comprehensive program, you will learn specific tools for assessing the body's nutritional deficiencies and addressing them through diet, supplementation, and lifestyle changes. Upon completion of the NTP program you will graduate with a certification from the Nutritional Therapy Association and the designation of Nutritional Therapy Practitioner.

The NTP program is recommended by the National Association of Nutrition Professionals (NANP) and NTP graduates are qualified to sit for the national board exam administered by the Holistic Nutrition Credentialing Board (HNCB).

### 2016 Program Information:

The 2016 NTP program consists of nine months of training with the flexibility of self-paced study, online access to materials, teleconference calls and three separate multiple-day, instructor-led workshops during the fifteen-module course.

Complete details and registration is available at [nutritiontherapy.com/ntp-programs/ntp-classes/](http://nutritiontherapy.com/ntp-programs/ntp-classes/).

<b>40251</b>	<b>Fri–Sun 8 am–6 pm</b>	<b>Apr 20–22</b>
	<b>Thu–Sun 8 am–6 pm</b>	<b>Jul 12–15</b>
	<b>Fri–Sun 8 am–6 pm</b>	<b>Oct 19–21</b>
	<b>L.3000</b>	<b>\$3,900</b>

## Tai Chi

Tai Chi is a moving form of Qigong that can be done as a martial art or self-defense skill, as well as for health benefits. This course focuses on Chen Style Tai Chi, a highly effective, practical martial art and health system. Chen Style Tai Chi combines soft and hard with fast and slow actions, in a balanced and natural way that adheres to the philosophical Taoist principles of yin and yang. In this beginning course, you'll warm up and do focused stretching, basic tai chi stances, bare hand movement and Chen Style Tai Chi (18 forms).

*Instructor: Ningsheng Huang*

**44611 Thu 5–7 pm**

**Jan 25–Mar 1  
\$119**

## Floating Monk Qigong

Experience the movements of Floating Monk Qigong, a program designed to enhance and move Chi energy throughout your body. Good health, a clear mind and long life are the objectives of this ancient practice. In this class, the teacher and students together will take deep, gentle breaths as they move through a series of subtle, energizing movements. These intriguing motions are like words of an ancient language dating back to the Yellow Emperor and the formalizing of China's Healing Arts. Qigong is a healing art with no belief system required. It can be performed by anyone at any age and is helpful for people with mobility or medical issues. Great for theatrical performers, dancers, artists, students, wellness seekers, and senior citizens. Written materials will be provided, covering insight into the history and practice of Qigong as well as a step-by-step guide to the Floating Monk Qigong program. Come and experience your energy in motion.

*Instructor: Jeffery Larson*

**44602 Tue 6–7 pm  
L.3100**

**Mar 6–Apr 10  
\$95**

## Yoga: Be a Warrior not a Worrier

**NEW!**

Begin your journey to a better new year with peace and happiness through yoga. Yoga is rooted in traditional practices and is constantly evolving. Science is proving what this ancient practice knew all along: there are real benefits to the pursuit of mindfulness through yoga. 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 – from the novice to the lifetime yogi – who want to either start or deepen their yoga practice and broaden their encounter with the yoga way of life. Emphasis will be on bringing mindfulness into your day through movement, breath, sound and silence.

*Instructor: Alejandro Aguilera*

**44365 Wed 5:30–7 pm  
B.Danc**

**Jan 10–Feb 14  
\$75**

**45153 Wed 5:30–7 pm  
B.Danc**

**Mar 21–Apr 25  
\$75**





### Reiki: First Degree

Reiki (pronounced “Ray-Key”) is a Japanese word for Universal Life energy. Brought to the U.S. via Hawaii by Rev. Hawayo Takata, 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. It can help to reduce stress and increase your energy. Reiki emphasizes self-care as well as helping others, and practiced regularly it can help you on physical, emotional, mental and spiritual levels. In this class, you will learn the history of how Reiki came to the west and proper hand placements for administering Reiki to yourself and others. You will receive four attunements and experience the Reiki energy. Upon successful completion of the course, you will receive a first-degree certificate. Learning Reiki requires limited physical contact.

*Instructor: Leelatai Ugargol*

<b>44226</b>	<b>Sat 9:30 am–5 pm</b> <b>T.5400</b>	<b>Mar 24–31</b> <b>\$145</b>
<b>44229</b>	<b>Sat 9:30 am–5 pm</b> <b>T.5400</b>	<b>Apr 21–28</b> <b>\$145</b>

### Reiki: Second Degree

Reiki is believed to rebalance, recharge and realign human energy fields, creating positive conditions for the body’s natural healing system. In this class, you will learn techniques and symbols to expand your Reiki healing. You will learn the opening and closing spirals that prepare the client to receive more Reiki energies and retain them for their healing process. You will also learn how to help clients with mental and emotional issues and do distance treatments. You will receive two meditative attunements for second-degree Reiki healing. Reiki requires some physical contact, so please wear comfortable clothes. There will be two short breaks and a lunch break (bring your lunch). Prerequisite: Reiki: First Degree and two to three months of practice.

*Instructor: Leelatai Ugargol*

<b>44297</b>	<b>Sat 9:30 am–5 pm</b> <b>T.5400</b>	<b>Feb 24–Mar 3</b> <b>\$165</b>
<b>44301</b>	<b>Sat 9:30 am–5 pm</b> <b>T.5400</b>	<b>May 12–19</b> <b>\$165</b>

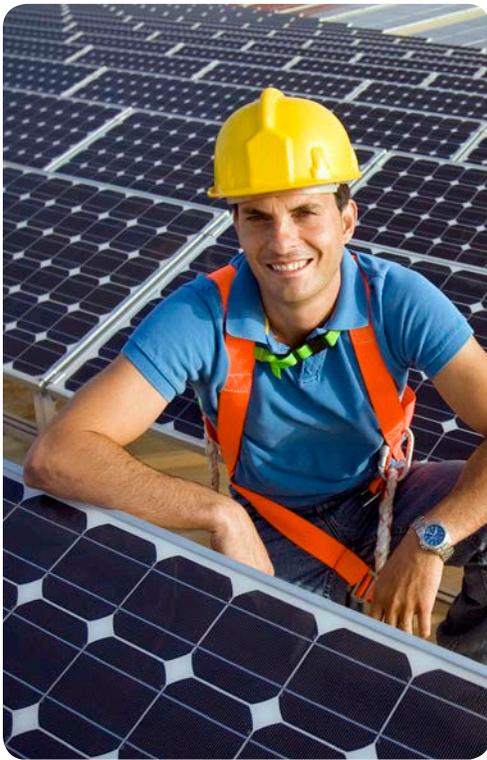
## HVAC & Solar Technologies

### Solar Energy Careers in Minnesota **NEW!**

As solar technology continues to improve, the cost of solar energy becomes more affordable and available for a range of applications. Along with this is an increasing demand for workers to join the solar industry. Over the course of this class, you'll gain a non-technical understanding of what solar-powered systems do and the variety of ways that those systems are set up. We'll also explore in-depth the jobs involved in getting solar energy systems designed, built, marketed and financed.

*Instructor: Ralph Jacobson*

**44887** Wed 7:30–9:30 pm  
S.1101 **Mar 7–28**  
**\$75**



## Manufacturing

### Quality Practices **NEW!**

This WIOA certified course covers continuous improvement concepts and how they relate to a quality management system. You will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product.

This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system. The curriculum is based upon federally-endorsed national standards for production workers and is one of four courses leading to the Certified Production Technician certification.

The required textbook is not included in the course fee: *Quality Management Demystified*, Sid Kemp, McGraw Hill, 2006. You may purchase the textbook new, used, or in eBook format.

*Instructor: Michael White*

**32964** Mon, Wed 4–7 pm  
T.2160 **Jan 8–Feb 12**  
**\$350**

### Safety Awareness **NEW!**

This WIOA certified course introduces OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces, and others. This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system. The curriculum is based upon federally-endorsed national standards for production workers and is one of four courses leading to the Certified Production Technician certification. The required textbook is not included in the course fee: *J.J. Keller's OSHA Safety Training Handbook*, 7th Edition, J.J. Keller & Associates, 2012. You may purchase the textbook new, used, or in eBook format. (ISBN: 9781680085358)

*Instructor: Michael White*

**44993** Mon, Wed 4–7 pm  
T.0400 / T.3910 **Feb 26–Mar 28**  
**\$350**



## 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), which is covered in more depth in Welding for Professionals & Homeowners 2.

*Instructor: Alan Cornelius*

**SAVE!** Register for Welding 1 & 2 for a discounted price of \$800.

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.

#### Welding 1

42496 Sat 9 am–3:30 pm  
T.0200

Feb 3–Feb 24  
\$450

#### Welding 2

42498 Sat 9 am–3:30 pm  
T.0200

Mar 17–Apr 7  
\$450

# Instructor Biographies

## Our Instructors

Continuing Education instructors are drawn from MCTC faculty as well as the wider community and are experts in their fields with a passion for sharing their knowledge.

### Interested in teaching for us?

We welcome course proposals on an ongoing basis. Visit our website and click on Teaching for Us.

**Bruce Abas** has traveled to Argentina to study Tango and has worked with Salsa teachers from Cuba and Puerto Rico. He is a seasoned theatre actor and brings his presentational qualities to his excellent dancing. Bruce makes learning Argentine Tango, a complex and challenging dance, fun!

A truly seasoned dance professional, **Rebecca Trost Abas** has over ten years of experience in partner dance instruction. She has a depth of knowledge in a variety of styles of swing, Latin and ballroom dances. Rebecca has studied and worked with several dance masters in Argentina, Cuba and the United States and teaches bilingually.

**Ben Abrahamson** is an active guitarist, composer, and improviser based in the Twin Cities. He has performed professionally since age 12, studied flamenco guitar under Juan Ramon Caro in Barcelona and has shared the stage with many flamenco guitarists. Ben graduated with a B.A. in Music from Macalester College. He is a faculty member at St. Joseph's School of Music and a guitar instructor at the Linden Hills House of Music and The Podium.

**Abdullahi Aden** is a graduate of MCTC and works as a bilingual program assistant at Armatage Elementary school as well as for the MCTC Public Safety department. He is the founder of East African Education, Inc., an organization that assists middle and high school students with career and college readiness. Abdullahi is currently pursuing his Master's in Education (School Counseling) at UW-River Falls.

**Jennie Antolak, MA, MCC**, is co-founder and President of Learning Journeys, where she has developed practitioner (ACTP approved) and mastery level coaching certification, as well as a narrative certification. Jennie holds a master's degree in Organizational Leadership from St. Catherine's University and is a Master Certified Coach through the International Coach Federation. She has taught for the past 17 years and is known for her creative way of weaving stories throughout her teaching so the coursework comes alive and is engaging each and every time.

**Paul Asted**, M.Ed., B.S., has been a certified Emergency Medical Technician (EMT) for 30 years. He owned and operated his own emergency training company for 12 years and spent nearly a decade as a nationally certified Paramedic. He is certified as a training center faculty member for the Minnesota State Colleges and University Fire/EMS/Safety Center.

**Rick Beddoe** is a mechanical engineer by trade with more than 20 years of engineering and design experience in various industries. He currently works in IT while doing freelance design work (with a focus on sailing yachts) and is a certified SolidWorks trainer.

Born and raised in Mexico, and with a BS in computer science from the Universidad LaSalle in Mexico, **Bertha Bonequi Olvera** has been teaching for more than two decades, both in computer science and in Spanish. Bertha has taught Spanish for the past 11 years to a wide variety of audiences, from elementary school to adults, and strives to use creativity and real-world examples in the learning process.

**Sumika Chai Brown** has been teaching Chinese since 1992. She's passionate about learning and teaching, and enjoys working with students from multiple backgrounds and discussing various topics. After working in various different roles in the IT industry for 15 years, Sumika decided to focus on teaching Chinese and Chinese culture. She is the founder of Brown Chai LLC, a company that focuses on Chinese and Chinese culture education.

**Robert Cahill** is an Executive Producer of Cahill Integrated Media, Inc. His ten years of experience producing and executing animation and digital media projects for advertising agencies and direct clients in the Twin Cities have given him a solid background in 3D animation. He also has taught digital animation at the college level for four years.

**Kizzy Carter** is a Caribbean-born artist who has participated in art all her life. She minored in Art History at Queens College, CUNY, and enjoyed learning ceramic techniques from the creative minds at the Choplet and Potter's Wheel studio in NYC, creating a wide range of work including sculpture. She enjoys teaching people of all ages and her work has been featured in the CaFA Fair in Barbados and other exhibitions.

**Andy Chrastek** is a member of the Information Technology faculty at MCTC.

**Al Cornelius** has been a member of the Iron-workers Local 512 for nearly 40 years, working on major projects from buildings to stadiums across the country. He currently teaches in MCTC's Welding program and has been a certified welder for more than 30 years.

With 27 years of experience as a dance educator, **Irenio Ginga Dos Santos** has taught dance and performance in public schools, private dance centers, community center, and facilitated workshops in universities in NYC and Brazil. He has taught everything from ballet to samba, capoeira to dance improvisation, and is constantly studying and expanding into new techniques and styles like hip hop, West African, and flamenco.

**Tracy Ericksen** is CEO of Kiwi Group Inc, a CRM and marketing automation consulting firm. She has over 20 years of professional experience in sales and client retention across multiple industries. As the President and Owner of Kiwi Group Inc., she is a nationally recognized CRM expert that specializes in the business of helping organizations make money and build positive, results-driven customer relationships. Tracy has worked as an architect, designer and administrator on many Salesforce CRM implementations.

**Richard Gabatino**, BA, BS, LPN, has worked at MCTC for more than 20 years and is currently a Tutor and Logistics Coordinator for the Nursing and Allied Health programs. Great teachers shaped his life and he enjoys returning the favor to his students.



**Stephanie Glaros**

**Stephanie Glaros** is a teaching artist, author, and speaker based in Minneapolis. She was the art director for Utne Reader magazine for many years and received recognition from Communication Arts, Society of Illustrators, Print, and 3x3. She has a BA in women's studies from the University of Montana, and an AAS in graphic design from Minneapolis Community and Technical College (MCTC). She now teaches at MCTC and for the Twin Cities Media Alliance. She also leads independent workshops that focus on empathy and connection. In addition to her blog, Humans of Minneapolis, she has completed community engagement projects for the City of Minneapolis and the Minneapolis Parks Foundation.

**Jeannette Grace** is a dynamic trainer with over 15 years of experience in business and training and development. She is described as a master relationship builder who is creative, energetic, and dedicated. Jeannette is an expert at producing desired outcomes using design and facilitation to address specific needs of a company, project, or participant. Fully skilled in adult learning styles, curriculum development, interpersonal communication, and leading with positive influence on new initiatives. Jeannette is an adjunct faculty for MCTC, Century and Normandale colleges. She has an M.A. and a BA in Communication.

**Susan Hagel**, M.S., is a certified therapeutic recreation specialist and has taught American Sign Language for more than 35 years.

**Jeanne Hilpisch** holds a B.A. in Economics from University of Minnesota, a MBA in Finance from the U of M Carlson School and a Master's of Public Policy from the University of Michigan. With more than 20 years of professional experience, she has held positions at Wells Fargo including Treasury Sales Consulting and Product Management and also has a corporate background in treasury and operations. Currently, she is at Associated Bank in Treasury Management. She holds a CTP and regularly participates in industry conferences and events. She has taught the AFP-certified CTP course for four years and has held faculty positions at the U of M.

**Daniel Hertz**, MS, (E-RYT 500) is an award-winning teacher and counselor in the Minneapolis Public Schools and is on the faculty of The Meditation Center in Minneapolis. He has been giving yoga and meditation classes in the U.S., India, and Panama since 1995. Daniel is the author of two yoga/meditation-related books which benefit SRIVERM, a school in the remote Himalayas. For more information, see [DanielHertzBooks.wordpress.com](http://DanielHertzBooks.wordpress.com).

**Ningsheng Huang**, originally from Beijing, used to work in national physics labs in China and Germany as a researcher. He has two M.S. degrees in physics and computer science from Minnesota State University, Mankato. He teaches math and physics at MCTC, and has taught Chinese language for several years. Ningsheng Huang has studied Chen Style Tai Chi for several years, including time in China with Zhang Zhi-Juen and Chen Zhengli, internationally recognized as the highest level masters within the martial art. Ningsheng has also studied Shaolin under Shi Yan Gao, the 34th generation orthodox disciple of the Shaolin Temple.

**John Hutchinson** is a member of the Information Technology faculty at MCTC.

**Yohan Jacob**, MBA, has over 25 years of experience in the retail industry. He has been both a retail manufacturer as well as a large retail buyer with such national retailers as Sears Holdings and Office Max. At Retailbound ([www.retailbound.com](http://www.retailbound.com)), Mr. Jacob and his team provide retail consulting, coaching, and channel marketing expertise to retail-oriented product manufacturers. Since 2008, Mr. Jacob has helped over 3000 entrepreneurs and product manufacturers learn how to sell and market their products to retailers of all shapes and sizes. Mr. Jacob holds a B.S. and a MBA from DePaul University.

**Jonathon Jacobs** is a Twin Cities native who graduated with a Bachelors of Design in Architecture (B.D.A) and a Master of Architecture (M.Arch) from the University of Minnesota's School of Architecture. He is a Project Designer at a local architecture firm and has experience working on a variety of project types throughout Minnesota. In his six years of experience, he has participated in all phases of the design process. He uses Revit comprehensively to develop, refine, and visualize designs.

**Clara James** is a member of MCTC's Information Technology program faculty.

**Dave Johnson** has taught photography courses at MCTC and other colleges for more than 15 years. He holds a Craftsman Photographer and a Master's degree from the Professional Photographers Association of America (PPA), and is PPA-certified Professional Photographer. Dave is also a Certified Photographic Counselor by the Photo Marketing Association.

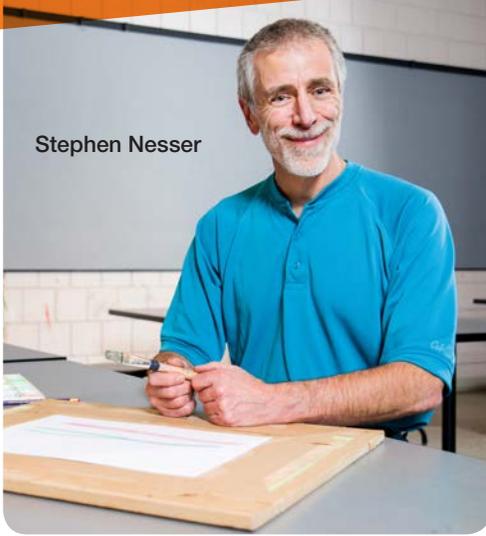
**Sarah Jones-Boardman**, PhD, has been teaching French for over a decade, including classes of all levels (beginning language through literary analysis) at the University of Minnesota. Before beginning her Master's degree, she lived in France where she taught at primary and secondary schools and before beginning her PhD, moved back to France to teach for a year at a French university.

Master/Sifu **Jeff Larson** is an Enter the Gate disciple of Grand master Henry Poo Yee. Sifu Jeff has been teaching individuals, groups, organizations and future instructors for over 20 years. His focus has always been to help those interested to learn and experience the benefits of Qigong.

**Deb Lehr** has over 18 years of experience in the computer software training field. She has extensive experience training in a wide variety of software applications at all skill levels on-site for companies, custom corporate software applications, calendar classes for various technical and community colleges, and community education programs. Deb also trained individuals in a Welfare to Work program and has done extensive training for various State agencies.

**James Long**, Ph.D., has been teaching French for two decades, working with learners from middle school to university students and adults. Having lived and studied extensively in France, led groups abroad, tutored families preparing to relocate to French-speaking countries, and served as voice talent for many French textbook publishers, he has worked with numerous private and commercial clients.

**Barbara Lyman** holds a BFA in Journalism: Advertising Campaign Planning and Graphic Design and is a creative professional with more than 30 years of industry experience. An expert with InDesign, Adobe Photoshop and Illustrator, she offers practical and proven solutions to a wide variety of communication challenges through real-world experiences, samples and problem-solving strategies.



**Stephen Nesser**

**Daniela Chiarelli McArthur** was born in Padova, Italy, and attended the University of Padova in their department of Italian and French. She moved to the U.S. 21 years ago and has been teaching, tutoring and translating Italian for various organizations ever since. Daniela is a versatile and creative educator with experience and knowledge in diverse central and southern European cultures.

**Julia Leigh McCreight** is a Latin dance professional who has created and taught dance programs for the Guthrie Theater and other studios in the Minneapolis area. After studying and performing ballet, Julia completed a B.A. at Columbia University. She has trained, performed, and choreographed Latin and Ballroom dance here and nationally and she loves to spread the joy of dancing.

**Antoine Mefleh** has been a language teacher for more than 25 years and currently teaches at Sanford Middle School. He started the first Arabic language programs in public schools in Minnesota in 1997 and was one of the first teachers in Minnesota to be licensed as a K-12 teacher of Arabic. Antoine also started the first Arabic program offered at Macalester College, served on the original board for Concordia Language villages that created the Al Waha Arabic language camp, and established the long-running community education course for adults at MIZNA, an Arab-American organization for arts and literature in Minneapolis.

**Tom Morris** has been working with the Adobe Creative Suite for over 15 years, starting as a self-taught teenager eager to understand how comic books were made. He went on to attain a degree in Graphic Design from MCTC and in Advertising from Metropolitan State. He has worked in several design positions and as a professional re-toucher and photo compositor on several major monthly magazines. Tom's approach is to make design less abstract and teach the process from conceptualization, to gathering the elements needed to create a design, to final layout and output.

**Tyrel Nelson** studied in Venezuela and Spain while attending the University of Minnesota. After graduating with a B.A. in Journalism and Spanish Studies, he spent a couple of years working with Habitat for Humanity. Tyrel subsequently moved to Ecuador to teach English for twelve months. A versatile educator, the Twin Cities native has worked as a cognitive skills trainer, has taught carpentry to at-risk youth, and has conducted OSHA construction safety courses. He has also participated in many volunteer building projects in Latin America, primarily serving as a leader and/or interpreter.

**Stephen Nesser** holds a Masters of Fine Arts. His watercolors are in the collections of museums in America and Europe, including the Smithsonian Institution and the Minnesota Historical Society. He has won best of show and ribbons in national and regional competitions and a Governor's commendation.

Marketing and communications strategist **Jane Neumiller-Bustad** loves helping clients look good in writing. She has more than 20 years of experience teaching and helping people to communicate their messages more effectively, whether it's online, on paper, or in the classroom. She is the president of Creative Mind Consulting, a marketing strategy and content development company. Jane works with small businesses who create tangible outcomes for their customers - like beautiful lawns, nutritious catered meals, successful lawsuits and clean teeth. Since moving to Minnesota 15 years ago, she has become a passionate hockey fan.

**Justin Opatrny** is a member of MCTC's Information Technology program faculty.

**Dr. Elizabeth Pauly** has been on the music faculty at MCTC since 1997. She has sung and recorded with the Dale Warland Singers, the Oregon Bach Festival, and the Ensemble Singers of Vocal Essence. She currently sings with the Minnesota Chorale, serves as cantor at the Cathedral of St. Paul, and is also on the faculty at the College of St. Catherine.

**Monica Peterson** is a Licensed Independent Clinical Social Worker (LICSW). She has been working in the social services, mental health, and substance abuse fields for more than 10 years, and is currently at the MN Department of Human Services coordinating the implementation of the First Episode Psychosis pilot project in the Twin Cities. Monica's education includes a B.A. from the U of M-Morris, an MSW for St. Catherine University and University of St. Thomas, and an M.A. in Holistic Health Studies from St. Catherine University. Her passion is integrating mental health and holistic health to address a person's overall well-being.

**Reginald Prince** is a member of the Motivational Interviewing Network of Trainers (MINT). He has trained professionals in healthcare, social services, chemical dependency, SPMI and corrections in MI and other evidence based practices.

**Pat Reinhart**, RN, currently coordinates NA/HHA and HCCC programs at MCTC. Pat also teaches Train the Trainer for Nursing Assistant Instructors, Acute Care Nursing and TMAA courses. Previously, Pat taught in the Practical Nursing program. She has more than 44 years of nursing experience in Geriatrics, Home Care, Emergency Nursing, Obstetrics, Community Health and as Director of Nursing. Pat has been with MCTC for more than 23 years.

**Marco Rocha** is a native Brazilian who's lived in Minnesota for more than 20 years. He holds a B.A. in International Relations from the U of M. Marco's professional background includes export management, international sales, and small business ownership, as well as teaching and tutoring students and corporate clients in Brazilian Portuguese.

**Janet Rowles** is a mediator specializing in high conflict and emotionally-difficult situations. In addition to doing divorce, post-divorce, and all types of family mediations, Janet does small and large group work including circle-keeping in the Minneapolis Public Schools and facilitating non-profit board decision-making. Janet has a Certificate in Dispute Resolution from Hamline School of Law Alternative Dispute Resolution Institute. In 2013, Janet received a Peacemaker of the Year Award from the Minneapolis Public Schools.

**Lotte Seidler** is a native Austrian who has taught and/or tutored German all her life. She developed a German language program for children at the Department of Radio and Television of the University of Minnesota. To keep her German up-to-date, she enjoys meeting with fellow Germans and Austrians, reading German books and magazines, and visiting Germany and Austria whenever she can.

An MCAD Continuing Studies Faculty member for more than 10 years, **Susan Shields** carries an MFA from the Academy of Arts University and a BFA with emphasis in life drawing and art anatomy, from the Studio Art Centers, International, in Florence. She has been an Artist in Residence at Banfill-Locke Art Center, and has been teaching at schools, colleges, and local art centers since 1990. She takes portrait commissions, illustrates medical textbooks and scientific journals, and has served as the Exhibition Chair of the Women's Art Registry of MN. Susan's students praise her encouraging teaching style and her ability to clearly convey techniques.

**Art Shore** has more than 30 years of training and presentation experience. He has sat through thousands of boring and dull presentations and knows the difference between good and bad presentations. And he can help you! Art's background has included leading the training and development function of three multi-national organizations as well as starting and running a training and presentation consultancy. His clients have included AT&T, Hewlett Packard, Union Pacific Railroad, General Mills, Landscape Structures, Capital One, Time Warner, Novartis Pharmaceuticals, among many others.

**Mike Siegler**, MS MoT, is a subject matter expert in project management, product development, systems engineering, technology feasibility, regulatory requirements, and building high performing teams in private industry. He is currently the Vice President of Development & Support at Ecessa Corporation. Mike has a Bachelor of Arts in Mathematics, a Bachelor of Science in Electrical Engineering and a Master of Science in the Management of Technology (MoT). He has spent the last 17 years at firms such as Seagate Technology, Medtronic, General Electric, United Technologies, Cardiac Science, Bernai, Digi International, Etherios, and now at Ecessa. Mike also provides consulting to private parties and has a passion for teaching and helping others avoid the common pitfalls of working in teams.

**Seng Singnolay** has spent 15 years working in the software development lifecycle and aiding Fortune 500 companies to implement Agile transformation. He is a Certified Scrum Master and Agile Coach.



Wanda N. Walker

**Leela Ugargol** is a Traditional Usui Reiki Master Teacher. She received part of her Reiki training from John Gray and Lourdes Gray. John Gray was one of the original 22 masters taught by Rev. Hawayo Takata. Her Reiki training is also from Donis Boss, a traditional Usui Reiki master teacher. Leela has deep knowledge and experience of working with various healing energy systems for more than fifteen years. She is intuitive and shares that healing gift along with others with her students. She has a healing practice in St. Paul.

**Kuniko Voeller** started teaching Japanese language at the pioneer Naganuma School of Japanese language in Tokyo in the 70s. In the States, she continued to teach Japanese language at MCTC and in public schools until she retired two years ago. Since then, she has lived in Qatar where she tutored an employee of Qatar Petroleum, and returned to the Twin Cities in the fall of 2012.

**Wanda N. Walker's** heart pumps passion and produces positive change with a highly engaging, interactive training approach that is truly transformative. She builds a fire under the seat of every audience member to promote change within nonprofits, businesses, groups and individuals. With more than 25 years of non-profit management experience, she has a broad work history with program design, program development, evaluation and process improvement. She has taught countless leadership and management classes, led team building and strategic planning retreats. Wanda demonstrates how taking personal responsibility makes it possible to achieve new levels of performance. She is the founder of Uniquely Yours Consulting & More, LLC where she works with individuals, teams, and organizations to achieve their goals.

A native of Somalia, **Ali Warsame** settled in Minneapolis in 1993 and since then has worked for and served as a board member for a variety of nonprofit organizations, including Somali Family Services, Neighborhood & Community Engagement Commission, and West Bank Community Coalition. He is currently with Ramsey County Department of Human Services as a Planning Analyst. Ali earned his bachelor's degree in Political Science from Metropolitan State University and is currently pursuing his Master's in Public Policy at Walden University. Having assisted the Somali government in various capacities including constitution building and reconciliation as well as publishing papers on the Somalia situation, Ali brings to his language class a particular focus on Somali culture.

**Michael White** is a Quality Assurance Technical Lead who works with manufacturing industry to ensure quality products delivered to the United States Department of Defense. After spending 22 years with the US Air Force utilizing the wide range of products developed for the military, he understands how important quality is and how one's life can depend on it. Michael has worked with Fortune 500 companies in areas from electronics to welding as a Quality Technician and Quality Auditor, certified by American Society for Quality. Michael holds a B.S. in Professional Aeronautics from Embry Riddle University and a Master of Business Administration from University of Phoenix.

**Yolanda Williams** is a vocalist, actor, and keyboard player. She performs a variety of styles from Blues to Art Song, Gospel to Oratorio. Yolanda is a member of the Music faculty at MCTC and in the U of M African American/African Studies department.

**Lucy Yogerst** has maintained a ceramics studio in the Twin Cities since 1979. She has taught classes to children and adults at the Walker Art Center, Minneapolis College of Art & Design, and Northern Clay Center

## Accessibility Statement

Minneapolis Community and Technical College is committed to providing equal access to education for all students. Students who have a disability or believe they might are invited to contact the Accessibility Resource Center to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact the Accessibility Resource Center at 612-659-6730 or [accessibility@minneapolis.edu](mailto:accessibility@minneapolis.edu). For additional information, visit [www.minneapolis.edu/AccessibilityResources](http://www.minneapolis.edu/AccessibilityResources).

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the course. Only accommodations approved by the Accessibility Resource Center will be provided.

# Registration Information



## Online

On our website, select Browse Current Courses, add courses to your cart and check out to make your credit card payment and confirm your registration.

## By Mail or Fax

Complete registration form and send to: Continuing Education, Minneapolis Community & Technical College, 1501 Hennepin Avenue, Minneapolis, MN 55403. Or fax the form to 612-659-6505.

## By Phone

Register by phone with a Visa, MasterCard or Discover card by calling 612-659-6500.

## In Person

Register in person at our office, located in the Technical Building, suite T.4900.

In-person registration is available only during office hours. Please visit our website or call 612-659-6500 for current hours.

## Email Confirmation

You will receive an email confirmation after you successfully register for a class. If you do not receive an email confirmation, or if you do not provide an email address, you are welcome to call us to confirm your registration and other class details.

## Class Cancellations or Changes

**Class dates, times and locations are subject to change.** We will attempt to notify you by email and/or phone of any changes at least 24 hours before the class starts. You may call 612-659-6500 or check our website to confirm class details.

If your class is cancelled we will notify you by email or phone at least 24 hours before it starts, so that you may transfer to another class or request a refund. In the event of inclement weather, please stay tuned to WCCO radio for school cancellation notices.

## 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, or if it is necessary for us to cancel your class. You **must call** us to cancel or transfer your registration.

## Discounts

Look for special savings throughout our catalog! Call if you have trouble applying a discount online. Discounts for taking multiple classes are only applicable when you register for all classes simultaneously.

**Seniors** (age 62 and over) may register for classes at the discounted rate of \$45 plus the cost of any course materials, provided the class is not online or offered by a partner provider. In order to receive the senior discount, you may register no sooner than three business days before the class starts, by phone with a credit card, or in person.

## Getting to MCTC is easy!

Driving directions and campus maps are available at [www.minneapolis.edu/Contact-Us/Directions](http://www.minneapolis.edu/Contact-Us/Directions). Bus routes 4, 6 and 12 stop at MCTC on Hennepin Avenue. MCTC is within the MetroTransit downtown discount zone.

## Parking

You can park in MCTC's parking ramp on Hennepin Avenue for \$5. The auto-cashier accepts cash, Visa or MasterCard. Parking vouchers are \$2.50 at the MCTC Bookstore or Helland Center C-store. Tell the cashier you are a Continuing Education student.

A permit is required to park in the ramp before 5 p.m. on weekdays. The permit is sent in your email confirmation, or you can request one on your first day in the parking ramp office.

## Off Campus Sites

As noted, some classes are held off-site. Please check your confirmation email or call our office for more details.





## Register today for classes starting in January!

- ④ New courses in business, leadership and human services
- ④ Courses for counseling, healthcare and marketing professionals
- ④ Certificates in business, graphic and web design and nonprofit finance
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