Welcome!

A new year will arrive soon. Even if you decided years ago to stop making “New Year’s resolutions,” this is a natural time for all of us to pause and consider where we are going in our professional and personal lives and how we intend to get there.

What do you envision for yourself – personally and professionally – in 2017?

If your vision includes either personal growth or professional development, our Winter/Spring 2017 Continuing Education course catalog has something for you. Keep reading! Inside you’ll find courses that will engage you and help you reach your goals. Whether it’s been years since you completed a class of any kind, or whether lifelong learning is a routine part of your life, the start of a new year is an ideal time to continue your education. Acquire new skills and meet new people! Discover new interests! Try something that you’ve promised yourself in the last few “new years” but postponed because the timing never seemed exactly right. Now is the time to enjoy the MCTC campus and the charm of the Loring Park neighborhood. Let us be your college this winter and spring.

In Continuing Education and Workforce Development at MCTC, our vision for 2017 is to be your first choice for continuing education and training by bringing all of the College’s resources – its faculty, its facilities, and its mission – to you, the members of our community. Whether you are an individual learner, an employer seeking customized skill development for your team, or a community organization whose mission includes employment training, we are here to serve you.

At this time when all of us are naturally inclined to look to the new year ahead with hope, optimism, and – dare I say it – resolve, I invite you to register for one or more of our upcoming Continuing Education courses. Thank you for choosing MCTC – your community college – as your continuing education provider.

Vincent A. Thomas, J.D.
Dean for Continuing Education and Workforce Development and
Dean, School of Business

Vincent.Thomas@minneapolis.edu
612-659-6438

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

Minneapolis Community and Technical College is an equal opportunity employer and educator and member of the Minnesota State Colleges and Universities system.
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 a focus 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!

Victoria Lauing, Continuing Education Program Coordinator
Victoria.Lauing@minneapolis.edu
612-659-6509
Customized Training

We Optimize The Talent You Hire

You can rely on MCTC’s customized training services to provide affordable training that meets your specific needs. We have experience in a wide range of industries and we have worked with organizations of all sizes. Online, on-site, on-campus or hybrid training options are available. Whether your employees need a refresher on a certain skill set or training on a new process, we work with you to deliver a tailor-made solution.

Organizations count on us for:

▶ Innovative training solutions to answer 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
▶ Qualified, knowledgeable instructors with years of hands-on experience

You hired the best and the brightest. We can help you maximize their potential.

Reach us at 612-659-6500 or continuinged@minneapolis.edu

Motivational Interviewing

Customized for Your Team!

Over the past 15 years, MCTC has become a premier provider of Motivational Interviewing training throughout the state of Minnesota. Motivational Interviewing is a client-centered and directive method of communication that increases client engagement in the change processes, reinforces self-motivation, improves completion rates and contributes to better outcomes.

This evidence-based technique is used successfully by human services, education and healthcare professionals; chemical and mental health care providers; social workers; wellness coaches; and probation and child protection workers.

We offer Motivational Interviewing courses regularly on our campus and can also bring them to your organization, tailored to meet your specific needs in working with clients.

Contact us today for more information: Cheryl.Norman@minneapolis.edu

“This was probably the best training I have ever attended. Thank you for making it entertaining and pertinent.” – Customized Motivational Interviewing student

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 may have a disability, are invited to contact the Accessibility Resource Center as soon as possible 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, accessibility@minneapolis.edu, or stop by T.2400 to request reasonable accommodations.

For additional information, visit 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. Additionally, only accommodations approved by the Accessibility Resource Center will be provided.
World Languages

Arabic

Our Arabic series introduces the basics of the Arabic language. The focus will be on learning the fundamentals of classical Arabic and on 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 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 K-12 public schools in Minnesota in 1997. Antoine also started the first Arabic program offered at Macalester College, served on the board for Concordia Language Villages that created the 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.

Arabic 1
38418 Thu 6:30–8:30 pm Rm K.2400 Jan 26–Mar 2 $145 / 1.2 CEUs

Arabic 2
38419 Thu 6:30–8:30 pm Rm K.2400 Mar 9–Apr 13 $145 / 1.2 CEUs

Arabic 3
38420 Thu 6:30–8:30 pm Rm K.2400 Apr 27–Jun 1 $145 / 1.2 CEUs

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.

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

Join us to learn:

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

We also offer affordable customized classes for groups and businesses to learn languages and cultural competency at your site, on our campus or online. Contact Victoria.Lauling@minneapolis.edu or call 612-659-6509 for more information.

Save! Register (at the same time) for two six-week World Language classes for $240.
Afaan Oromo 1

The Oromo Nation, its land known as Oromia, is located in the Horn of Africa, sharing borders with Sudan, South Sudan, Kenya, Somalia and other nations in Ethiopia. Oromia has a rich cultural heritage and great political, military and economical significance due to its sheer population size, natural wealth, and geographic location. It is considered to be the bread basket of Ethiopia and the Horn of Africa. One of the Cushitic languages of the Horn, Afaan Oromo (or Oromiffaa) is spoken by more than 50 million people on the Horn of Africa and is the second most widely spoken language in Sub-Saharan Africa. This introductory course series will teach you how to read, write and speak the Oromo language as well as master Qubee Afaan Oromoo (the Oromo alphabet). Course content consists of: Qubee Affaan Oromoo and adoption of Latin letters for its writing, pronunciation of Oromo words, 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 has taught Afaan Oromo in Oromiya, Europe and the US for several years. He holds a MA in management from St. Mary’s University of MN, a BA from Addis Ababa University and a B.Ed. from Indira Gandhi National Open University. Known as the “nomadic educator,” Mathias has worked extensively on mobile education projects, teachers’ training, and emergency education rehabilitation. He is an Employment Guidance Counselor in Ramsey County and is fluent in English, Afaan Oromo, Amharic and intermediate Norwegian.

Brazillian Portuguese

Brazil has become the world’s fourth largest economy and the US is its top source 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 needed phonetic practice, and the instructor will also direct you to resources for advancing your skills outside of class.

Instructor: 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.

Brazillian Portuguese 1

38421  Tue 7–9 pm  Jan 31–Mar 7  $145 / 1.2 CEUs
Rm L.3400

Brazillian Portuguese 2

38422  Tue 7–9 pm  Mar 14–Apr 18  $145 / 1.2 CEUs
Rm L.3400

Brazillian Portuguese 3

38423  Tue 7–9 pm  May 2–Jun 6  $145 / 1.2 CEUs
Rm L.3400

Brazillian Portuguese 4

38424  Tue 7–9 pm  Jun 13–Jul 25*  $145 / 1.2 CEUs
Rm L.3400
*No class on Jul 4.

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 Victoria.Lauing@minneapolis.edu.
Chinese

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

Instructor: Sumika Chai 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.

French

Bonjour! Our series of French courses introduces the grammar and vocabulary used in a variety of situations. In an engaging and no-pressure atmosphere, you’ll learn to greet others and present yourself, give and ask for information used in daily life conversations, 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, 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.

Chinese 1

38573 Mon 6:30–8:30 pm Rm L 3400
Jan 30–Mar 13*
$145 / 1.2 CEUs

*No class on Feb 20.

French 1

38425 Tue 6:30–8:30 pm Rm K.2400
Jan 31–Mar 7
$145 / 1.2 CEUs

38569 Wed 6:30–8:30 pm SLP Lenox Ctr Rm
Feb 1–Mar 8
$145 / 1.2 CEUs

French 2

38426 Tue 6:30–8:30 pm Rm K.2400
Mar 14–Apr 18
$145 / 1.2 CEUs

38570 Wed 6:30–8:30 pm SLP Lenox Ctr Rm
Mar 15–Apr 19
$145 / 1.2 CEUs

French 3

38427 Tue 6:30–8:30 pm Rm K.2400
May 2–Jun 6
$145 / 1.2 CEUs

38571 Wed 6:30–8:30 pm SLP Lenox Ctr Rm
May 3–Jun 7
$145 / 1.2 CEUs

French 4

38428 Tue 6:30–8:30 pm Rm K.2400
Jun 13–Jul 25*
$145 / 1.2 CEUs

38572 Wed 6:30–8:30 pm SLP Lenox Ctr Rm
Jun 14–Jul 19
$145 / 1.2 CEUs
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 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.

**German 1**

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**German 2**

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<td>Apr 13</td>
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Swedish Language and Culture

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

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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 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.

**Italian 1**

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**Italian 2**

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<tr>
<td>Tue 6:30–8:30 pm</td>
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<td>St Paul College</td>
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<td>Apr 18</td>
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Japanese for Busy People

Have fun 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. The instructor incorporates one-on-one practice and audio/visual aids to make the elementary structures of Japanese become comfortable and familiar. 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 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.

Japanese for Busy People - Beginning (Part 3)
38400 Thu 6:30–8:30 pm Jan 19–Feb 23
Rm S.2420 $145 / 1.2 CEUs

Japanese for Busy People - Beginning (Part 4)
38402 Thu 6:30–8:30 pm Mar 2–Apr 6
Rm S.2420 $145 / 1.2 CEUs

Japanese for Busy People - Intermediate (Part 1)
38414 Thu 6:30–8:30 pm Apr 20–May 25
Rm S.2420 $145 / 1.2 CEUs

Japanese for Busy People - Intermediate (Part 2)
38415 Thu 6:30–8:30 pm Jun 1–Jul 6
Rm S.2420 $145 / 1.2 CEUs

Japanese Kanji for Reading and Writing 2

In this continuing course you will learn additional Kanji characters that provide the foundation for the 2,136 Jyoyo Kanji, the Kanji that provide competence in reading and writing for daily life. The course is appropriate for intermediate level Japanese-language students who have familiarity with the basic 500 Kanji. You will need to provide your own textbook, “Basic Kanji Book 500,” (2015 edition, Bonjinsha Books), which is widely used at national institutions in Japan for students from non-Kanji countries.

Instructor: Kuniko Voeller

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 was born and educated in Japan. She worked as a software programmer in both Japan and Australia before furthering her career in teaching Japanese language and culture in private and public schools and colleges across the Twin Cities.

Japanese Kanji for Reading and Writing 2
38557 Tue 6:30–8:30 pm Jan 17–Feb 21
Rm S.2420 $135 / 1.2 CEUs

Japanese Language Proficiency Test Preparation
38539 Tue 6–9 pm Apr 4–Apr 25
Rm S.2420 $135 / 1.2 CEUs

What Our Students Are Saying

“This was an excellent class. I had the opportunity to practice my Japanese with a native speaker who made the class enjoyable. Kuniko Voeller was a pleasure to work with.” – Jeremy Parks, Japanese for Busy People student
Somali

This series introduces the basics of Somali language and culture for use in daily situations. Commonly used vocabulary, phrases and conversations will be taught with the 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.

Instructors: Abdullahi Aden (MCTC classes) 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.

A native of Somalia, Ali Warsame (SPC classes) settled in Minneapolis in 1993 and since then has served a number of nonprofit organizations, including Somali Family Services, Neighborhood & Community Engagement Commission, and West Bank Community Coalition. 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.

Bertha Bonequi Olivera, Spanish Instructor

Born and raised in Mexico, and 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 Olvera (MCTC classes), see bio in sidebar.

Tyrel Nelson (SLP and SPC classes) 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.

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<th>Spanish 1</th>
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| SLP Lenox Center     | SLP Lenox Center     | St Paul College      | SLP Lenox Center     |
| Feb 28–Apr 4         | Feb 28–Apr 4         | May 8–Jun 19*        | May 23–Jun 27        |
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| 38542 Tue 6:30–8:30 pm  | 38543 Tue 6:30–8:30 pm  | 38567 Tue 6:30–8:30 pm  | 38568 Tue 6:30–8:30 pm  |
| Rm K.2200            | Rm K.2200            | St Paul College      | SLP Lenox Center     |
| Apr 11–May 16        | May 23–Jun 27        | May 23–Jun 27        | Jul 11–Aug 15        |
| $145 / 1.2 CEUs       | $145 / 1.2 CEUs       | $145 / 1.2 CEUs       | $145 / 1.2 CEUs       |

Russian

Learn the basics of the Russian language in this series. After completion of the first course, you will be able to read and write words and short sentences using the Cyrillic alphabet. You’ll also build a vocabulary of 100 essential words which will enable you to introduce yourself, greet people, describe objects and ask for directions. In the subsequent course, you’ll enlarge your vocabulary on a variety of topics and enhance your listening comprehension skills while learning to discuss your family, leisure activities and daily routines. Cultural material incorporated into language learning will help you better understand Russian people and their culture.

Instructor: Nadiya Rapp is a native Russian language speaker with a BA in Foreign Language Instruction and an MA in English as a Foreign Language. She has taught English and German in a secondary school in Kazakhstan.

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American Sign Language
Did you know that American Sign Language is the third most used language in America? A vital tool for those who deal 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 dealing with the general public.

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

Conversational American Sign Language 1
38371 Mon 6–8:30 pm Feb 27–Mar 20
SLP Lenox Ctr Rm 115 $115 / 1 CEUs

Conversational American Sign Language 2
38372 Mon 6–8:30 pm Apr 3–Apr 24
SLP Lenox Ctr Rm 115 $115 / 1 CEUs

Save! Sign up for both levels of ASL for $210.

Illustration
This course introduces the field of illustration as an art form and a profession. We will explore ways to unite traditional media with digital techniques. You will be introduced to many different platforms and applications in the expanding field of Illustration. Visual concept development and communication of ideas through narratives and metaphor will be explored. In-class projects will help you to develop illustration skills and methods of various media. Subjects range from editorial, character design, and short GIF animations, to more personal and exploratory work. The industry of professional illustration is completely dependent on the internet for self-promotion, portfolio sites as well as sending the images, so even if you plan to work 100% traditionally, which presents many challenges in the high paced world of commercial art, you will need to know digital media.

Instructor: Naomi Jean Bush is a versatile freelance graphic designer and illustrator. Naomi studied design at The Art Institutes International Minnesota and received her Bachelor’s in Graphic Design in 2016. She has done freelance work for local Minnesota companies and worked for the Minnesota Zoo on the marketing team as a design intern. She also is a Minnesota Zoo photographer.

38380 Mon 6:30–9:30 pm Jan 30–Mar 27*
Rm M.3000 $275 / 2.4 CEUs
*No class on Feb 20.

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 Victoria.Lauing@minneapolis.edu.
**Drawing for Illustration**

This course provides opportunities to learn and apply drawing techniques utilized in the field of illustration. We will explore the classic methods of drawing starting with perspective drawings and moving into a focus on figure drawing. At the same time, homework assignments will help to develop personal style. Various media, such as charcoal, pencil, ink and pastel will be introduced. Examples of illustrators who have mastered the art of drawing will be presented and discussed.

**Instructor:** Jacob Yeates attended the University of Iowa, where he received his BFA in Drawing and a minor in English in 2013. During his time at Iowa, he began his practice in freelance illustration, working for Iowa City’s alternative journal, Little Village Magazine, creating images for interviews, editorials, reviews, and covers. He moved to the Twin Cities area in 2015, where he now resides, and is currently pursuing his MFA at Minneapolis College of Art and Design with an emphasis in illustration. His work has been featured in Creative Quarterly, Illozine, and various exhibitions.

**Certificate in Illustration**

Do you have a passion for drawing, sketching and communicating ideas visually? Considering a career as an illustrator? The Certificate in Illustration will provide you with practical insight into and overall understanding of many important facets of illustration, expose you to the business aspects of the field, and give you a solid foundation from which to build a career.

The certificate program also enables you to work effectively with illustrators if you are an art director or designer.

The program consists of three courses which can typically be completed in one year and are scheduled in the order in which they should be taken. You may take the courses individually or register for the entire certificate series at a discounted price. Upon completion of the certificate, you’ll be prepared to pursue a career in a variety of areas, including commercial, editorial or book illustration.

Required courses include:

- Drawing for Illustration
- Digital Illustration
- Illustration Capstone: Build Your Digital Portfolio

**Save! Register for the Illustration Certificate for $640.**
Illustration Capstone: Build Your Digital Portfolio

This capstone class will build on the conceptual and technical strategies of visual communication introduced in Drawing for Illustration and Digital Illustration. It will offer possibilities for refining graphic, aesthetic and conceptual abilities, with a focus on developing a digital portfolio site to use for self-promotion in the illustration or fine art fields. At the conclusion of the course, you will have a better understanding of how to promote yourself as an artist and illustrator, and will be able to use this knowledge to further develop your work and practice in the years to come. You may work in pen and ink, acrylics, pastels, watercolors, digital, or any medium you prefer, but all work must go through a computer in order to be displayed digitally, so Photoshop/Adobe skills are needed. In addition to in-class sessions, you’ll participate in a series of one-hour meetings with the instructor, to be scheduled. Prerequisite: Drawing for Illustration and Digital Illustration, or equivalent experience.

Instructor: Ryan Peltier (RPEDI) is an artist and illustrator based in Minneapolis. He has taught at many local colleges including MCAD and the College of Visual Art. His freelance illustration practice spans many publications and platforms including the New York Times, The Believer and The New Yorker as well as some character design for Laika Animation Company. His work has been featured in Beautiful Decay, American Illustration, 3x3 and Print Magazine and he has received awards from the Society of Illustration Los Angeles. See his work at www.rpeli.com.

Art & Design

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 $3 is payable to the instructor in class and covers all required supplies. Just bring yourself and your desire to learn!

Instructor: An MCAD Continuing Studies Faculty member for more than 10 years, Susan Shields received a BFA with emphasis in life drawing and art anatomy, studying at 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Mon 6 – 9 pm</th>
<th>Jan 30 – Mar 13*</th>
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<tbody>
<tr>
<td>38560</td>
<td>Rm F.2100</td>
<td>$189 / 1.8 CEUs</td>
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*No class 2/20.

Save! Register for Beginning and Intermediate Drawing for $340.
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, conte, erasers, whatever you already have), and the instructor will provide individualized lists of any additional materials which might be needed.

Instructor: Susan Shields

38561  Mon 6–9 pm  Mar 20–Apr 24
Rm F.2100  $189 / 1.8 CEUs

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 how to correct mistakes, the secret of seeing, painting undertones, and the three brushwork methods. You’ll also learn about the safe use of materials, as well as pigments, different watercolor papers and brushes. Required materials list available online.

Instructor: 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.

38393  Wed 7–9 pm  Feb 1–Mar 8
Rm F.2100  $129 / 1.2 CEUs

38394  Wed 7–9 pm  Mar 15–Apr 19
Rm F.2100  $129 / 1.2 CEUs

Save! Sign up for both levels of Secrets of Watercolor for $230.

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-level watercolor painting course provides instruction in advanced color theory and composition, how to use art history to make your paintings better, advanced brush work, and provides lots of in-class painting to improve skills such as how to master complex patterns, hair, and evocative mood. Required materials list available online.

Instructor: Stephen Nesser

What Our Students Are Saying

“What Stephen’s teaching/coaching style is passionate and non threatening. I’d love to take more beginning level studio classes from him.” – Secret of Watercolor Painting student
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 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.

38635 Sat 2–5 pm Feb 11–Apr 1
Rm T.0800 $235 / 2.4 CEUs

Ceramics: Potter’s Wheel

This course offers you a chance to give the potter’s wheel a spin. Designed for beginners and those who want to refresh their skills, in this class you will learn the basics of throwing and hand-building to create bowls and cups using low-fire red clay. We will use brightly colored, low-fire glazes that are food and dishwasher safe. You will be provided with 25 pounds of clay, tools and glazes. Remember to bring an apron or overshirt and a one-gallon bucket to class with you.

Instructor: 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.

38391 Sat 1–4 pm Feb 4–Apr 8
Rm T.0800 $295 / 3 CEUs

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 assembles 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 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.

38373 Wed 6:30–9 pm Feb 8–Mar 22
Rm S.2420 $595 / 1.8 CEUs
**Introductory to Neon 1**

The first commercial neon sign was lit in 1910. More than 100 years later, neon tubes have largely been replaced by LED lighting, particularly in outdoor commercial applications. Still, neon remains a mesmerizing art form of sculpture made from light. In this introductory class, you’ll explore the history of neon, gain an understanding of safety protocols and the technical aspects of neon tubing, before moving on to practice bending and assembly techniques. Like playing an instrument, bending neon tubing takes consistent practice, so we recommend that you attend all class sessions. In one of the final class sessions, you’ll take a field trip to the instructor’s neon studio to pump, fill, seal, and electrify your neon tube, so you can take home a finished piece. All materials and components are included.

**Metal Clay Exploration**

In this class, you will learn the sculpting and forming techniques used to create pendants, beads, and rings out of silver metal clay. You will also learn about firing and finishing the pure silver objects you make. Once the basic skills are covered, we will move on to advanced hollow forms and setting synthetic and natural stones into the pieces you create. This class is designed for anyone who has an interest in creating pure silver jewelry or works of art. No experience needed. Course fee includes 1/2 ounce of metal clay. Additional clay can be purchased from the instructor. Offered in partnership with the Chicago Avenue Fire Arts Center.

**Repoussé and Chasing Basics**

Repoussé and chasing are ancient techniques that use the natural qualities of non-ferrous metals to create beautiful art and utilitarian objects. Repoussé is the process of creating a raised design from the backside of a piece of malleable metal, while chasing is the opposite process of refining the design by pushing the metal from the front. Relatively simple, usually handmade tools are used to push and form cold metal into forms that are not possible using any other technique. In this starter class we will be using lightweight hammers and small chisels to work 4-inch copper tiles in a pitch bowl. The selection of projects is up to you; we’ll have an assortment of patterns and forms to choose from or you can bring your own ideas and sketches. When you start class you’ll be assigned a toolbox with everything you need to start chasing copper. Please provide your own hearing protection (ear plugs) and safety glasses and wear clothing appropriate for a shop environment.

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**Chicago Avenue Fire Arts Center Classes**

We offer these classes in partnership with the Chicago Avenue Fire Arts Center (CAFAC) at 3749 Chicago Ave. S., Minneapolis.

Attendance is required on the first day of class, when safety protocol, including proper tool and equipment use, is covered. Check the online course schedule for any required clothing and protective equipment.

Please register for these classes with CAFAC at [www.cafac.org](http://www.cafac.org) or by calling 612-294-0400.
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. The course will expose you to SMAW (stick welding), GMAW/MIG (metal inert gas), GTAW/TIG (gas tungsten arc welding), and oxy-fuel welding and cutting. 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. Welding materials are provided, but you are required to supply your own personal protection equipment: welding helmet/shield, goggles for gas cutting, leather welding gloves with extended sleeve, leather shoes (steel toe recommended), heavy welding cape/jacket.

Instructor: Al Cornelius has been a member of the Ironworkers 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 previously was at Lake Superior College. Al has been a certified welder for more than 30 years.

38610 Sat 9 am–3:30 pm Feb 3–25 Rm T.0200 $450 / 2.4 CEUs

Save! Register for both levels of Welding for Homeowners & Professionals for $800.

Welding for Professionals & Homeowners 2
In this continuing course you will weld in the flat and horizontal positions with various types of electrode using the SMAW process. You’ll advance your previous SMAW skills and weld using the GTAW/TIG process. All welding will be done on mild steel. By the end of this course you should be able to understand safety hazards associated with arc welding, understand and properly utilize power-sources, machine controls and equipment for SMAW and GTAW, and gain advanced practice in SMAW and GTAW welding processes. This course is intended for students who have completed our beginning course or have welding experience. Welding materials are provided, but you are required to supply your own personal protection equipment: welding helmet with a #9 or 10 shaded lens, welding jacket, safety glasses, TIG welding gloves, SMAW welding gloves (thicker glove with long gauntlets).

Instructor: Alan Cornelius

38611 Sat 9 am–3:30 pm Mar 17–Apr 8 Rm T.0200 $450 / 2.4 CEUs

What Our Students Are Saying
“Instructor was knowledgeable, friendly, and helpful. I would recommend this class to others.” – Welding for Professionals & Homeowners student
Photography

Humans Connecting: Capturing a Stranger's Story

We stay “connected” via our digital devices, yet sometimes the real world can feel like a very disconnected place. In this workshop, led by Stephanie Glaros, photographer/editor of humansofminneapolis.tumblr.com, we will discuss the challenges and rewards of interacting with people you don’t know in order to create genuine human connections. Each participant will have the opportunity to capture a stranger’s story using any media (photo, video, audio, text). The goal is to purposefully engage with someone you normally wouldn’t. First, we will discuss the challenges and rewards of stepping out of your comfort zone in order to interact with strangers. We will discuss best practices for approaching people we don’t know for portraits. Then we will venture outside (either alone or in pairs) to practice our new skills by photographing and interviewing at least one person we don’t know. Afterwards, we will regroup to share our experiences. Open to anyone 18 and up with an interest in photography (all levels welcome) and a desire to connect with others. Bring a camera that you know how to use (see online course listing for a list of what to bring to class).

Instructor: Stephanie Glaros is a teaching artist, author, and speaker based in Minneapolis, Minnesota. 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 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.

Digital Photography Certificate

This comprehensive certificate is designed for amateur photographers looking to take their skills to the next level. In a hands-on setting, you’ll learn how to:

► Compose consistently pleasing images
► Fully utilize the functions and features of your camera
► Use flash photography
► Enhance images using Photoshop tools

Throughout the series, you’ll participate in at least two location shoots, giving you the opportunity to put your knowledge and skills into practice, as well as participate in peer review.

Required courses include:

► Digital Photography 1
► Digital Photography 2
► A Photographic Safari

Digital Photography 1: The Basics

This class is designed to help you to capture consistently pleasing images with your digital camera by focusing on the fundamentals of good photography. You’ll be learning about the functions and features of your camera that you should use to achieve consistent images, such as using the exposure controls, white balance, image size, JPG compression, and image composition. The class will touch on image digital workflow, color management and image manipulation using Photoshop Elements. Bring your own camera.

Instructor: 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.

38629 Tue 6:30–9:30 pm  Feb 7–Feb 21
$2,400  $99 / 0.9 CEUs

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. You will develop an understanding of the process to achieve consistent images in different shooting environments. We will cover the functions and features of your camera system, including shutter speed, f-stops, white balance, exposure controls, lens selection, and image composition. Flash photography, using portable and studio lighting to capture pleasing indoor portraits, will be covered, and you’ll have the opportunity to experiment with Cokin Creative Filters. 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 on the safari and some image manipulation using Photoshop Elements. Bring your own camera for this hands-on class and a tripod for the Sunday session.

Instructor: David Johnson

38630 Tue 6:30–9:30 pm  Feb 28, Mar 7 & 21 and Sunday, 2/12, time and location TBD
$2,400  $145 / 1.4 CEUs

Photographic Safari 2

Venture farther afield in this an extension of the Photographic Safari course! If you enjoy capturing images and would appreciate having a group to go on shoots with as you continue to hone your skills and photographic eye, this photography adventure is for you. In our first class session we’ll determine meeting dates (either a Saturday or Sunday) for capturing images at Como Zoo as well as night images at St. Paul’s High Bridge (with dinner at Cossetta’s between). We’ll also visit Taylor Falls State Park for nature photography, and Stillwater for some street photography. As we progress, you’ll share your images via web for feedback. Please note that parking fees may be incurred - carpooling will be encouraged!

Instructor: David Johnson

38641 Mon 6:30–9 pm  Apr 24
(plus three dates TBD)
$2,400  $175 / 1.75 CEUs

Save! Register for both Photographic Safari courses for $270.
Dance

Brazilian Body Sculpting Dance  NEW!
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
38586  Thu 6–7 pm  Mar 16–Apr 20
Dance Room  $49 / 0.6 CEUs

Forró: Brazilian Ballroom Dance  NEW!
Brazilian music and dance are magical, inclusive forces that bring all ages together. Forró (pronounced fo-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 the people that 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
38584  Thu 6–7 pm  Feb 2–Mar 9
Dance Room  $49 / 0.6 CEUs

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.”
Argentine Tango Dance

Argentine tango is different than 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 is not essential in this introductory course. Bring dry, smooth-bottomed shoes for dancing.

Instructor: 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 presentation qualities to his excellent dancing. Bruce makes learning Argentine Tango, a complex and challenging dance, fun!

38395 Tue 7–8 pm Four Seasons Dance Feb 7–Mar 7 $40 / 0.5 CEUs
38397 Tue 7–8 pm Four Seasons Dance Mar 7–Apr 4 $40 / 0.5 CEUs
38398 Tue 7–8 pm Four Seasons Dance Apr 4–May 2 $40 / 0.5 CEUs

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: 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.

38401 Thu 7–8 pm Four Seasons Dance Mar 2–Mar 30 $40 / 0.5 CEUs
38403 Thu 7–8 pm Four Seasons Dance Apr 6–May 4 $40 / 0.5 CEUs

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 the 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

38402 Mon 7–8 pm Four Seasons Dance Feb 6–Mar 6 $40 / 0.5 CEUs
38405 Mon 7–8 pm Four Seasons Dance Mar 6–Apr 3 $40 / 0.5 CEUs
38406 Mon 7–8 pm Four Seasons Dance Apr 3–May 1 $40 / 0.5 CEUs
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 Trost Abas

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<th>Fee</th>
<th>CEUs</th>
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<td>Feb 1–Mar 1</td>
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<td>38408</td>
<td>Wed 6–7 pm</td>
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<td>Wed 6–7 pm</td>
<td>Apr 5–May 3</td>
<td>$40 / 0.5 CEUs</td>
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A One-on-One 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 and empowering 90-minute introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. Your instructor will coach you in this one-on-one video chat setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. After class you will have the knowledge necessary to help you decide if this is something you’d like to pursue. Check out the video at [http://www.voicesforall.com/ooo](http://www.voicesforall.com/ooo) to get a better sense of how the class works. For ages 18 and over. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Once you’ve registered, you will schedule your one-time 90-minute one-on-one session sometime during the current semester by contacting Voices for All at info@voicesforall.com. You must have Internet access and video chatting capabilities using either of the following free methods: Skype (for PC users) or iChat (for Mac users). We can also offer this class via telephone if webcam is not available.

Instructor: This class is taught by a professional voice actor from the voice acting training company, Voices For All.

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<th>Course</th>
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<tr>
<td>38389</td>
<td>Online</td>
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Music

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 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.

38575 Thu 7–8 pm  
Rm L.3400  
Feb 2–Mar 23  
$89 / 0.8 CEUs

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

38576 Thu 7–8 pm  
Rm L.3400  
Mar 30–May 18  
$89 / 0.8 CEUs

Save! Register for both levels of 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 to George Harrison 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

38577 Thu 8–9 pm  
Rm L.3400  
Feb 2–Mar 23  
$89 / 0.8 CEUs

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

38578 Thu 8–9 pm  
Rm L.3400  
Mar 30–May 18  
$89 / 0.8 CEUs

Save! Register for both levels of Group Ukulele for $160.

What Our Students Are Saying
“Really enjoyed class and song choices. I liked that you went off syllabus and sometimes to show us blues songs and other finger picking songs.”  
– Beginning Group Guitar student
MCTC Music Ensembles

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

College Choir

This group is a nonauditioned 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: 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 VocalEssence. 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.

38385  Mon, Wed, Fri 10:10–11 am  Jan 9–May 12*  Rm F.2600  $25 / 3.2 CEUs  
*No class on Jan 16, Feb 20, Mar 6–10.

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. To arrange an audition, contact the director, Dr. Elizabeth Pauly, at 612-659-4098.

Instructor: 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 VocalEssence. 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.

38386  Mon, Wed 11:15 am–12:30 pm  Jan 9–May 10*  Rm F.2700  $25 / 3.2 CEUs  
*No class on Jan 16, Feb 20, Mar 6–8.

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. You must be able to read music at an intermediate level 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.

Instructor: 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.

38387  Tue 5:30–7:30 pm  Jan 10–May 9*  Rm F.2600  $25 / 1.6 CEUs  
*No class on Mar 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 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.

38388  Mon 5:30–7:30 pm  Jan 9–May 8*  Rm F.2600  $25 / 3.2 CEUs  
*No class on Jan 16, Feb 20, Mar 6.
Employees don’t disengage for no reason, and they don’t want to work in an environment that fails to inspire and develop its people. To create a workplace where employees have a stake in the success of the company, it is important to first understand what causes disengagement. Once you have identified what is causing disengagement, you can begin to do something about it and raise the performance levels of the people in your organization! Learning objectives include:

- detecting signs of disengagement based on employee statements and behaviors
- learning the five causes of disengagement
- overcoming the causes of disengagement
- identifying current levels of engagement of your team members
- developing a plan of action to improve engagement
- creating an environment that taps into exceptional performance triggers

Instructor: Jeannette Grace is a dynamic trainer with over 15 years experience in business and training and development. She is described as a master relationship builder who is creative, energetic, and dedicated. Jeannette is 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 MA and a BA in Communication.

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

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:

- identifying your communication style
- understanding the four communication styles
- reacting appropriately when under stress
- flexing communication style to improve interactions
- improving interpersonal interactions

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
Managing Conflict, Difficult People, and Compromising Situations

Having co-workers who don’t always see eye-to-eye is a normal, but often difficult, situation. Differences in work styles and personalities can bring on conflict, miscommunication and power struggles amongst team members. Surprisingly, the best supervisors do not always mediate. Instead, they guide team members in seeking understanding and creating solutions. In this course, you will learn how to help your employees get along with you and with their co-workers. 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
▶ using language that promotes respect and understanding

Instructor: Jeannette Grace

38625 Thu 8:30 am–12 pm Mar 2
Rm S.2420 $99 / 0.35 CEUs

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.”
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.

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

- Engaging Your Team
- Interpersonal Communication Styles
- Managing Conflict, Difficult People, and Compromising Situations
- Growing Your Grammar Confidence
- Winning at Writing for Business
- Effective Sales Negotiations
- Coaching for Sales Excellence
- Value-Added Sales Skills
- Project Management Fundamentals
- Project Management Essentials: Problem Solving and Critical Thinking
- Project Management Essentials: Results-Oriented Meetings

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

Winning at Writing for Business

Strong business writing skills enable you to communicate clearly and effectively. To achieve this means knowing how to analyze your audience, getting organized and practicing your skills. In this class, you will learn these skills, 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

38563 Wed 8:30 am–12 pm
Rm S.2420
Mar 22–Mar 29
$199 / 0.7 CEUs

Marketing

Digital Marketing Campaigns and Strategies

One of the biggest challenges for business owners and marketers today is creating transaction-driving actions from digital marketing initiatives on a consistent basis. This online course will explore strategies for utilizing digital marketing channels to create new online connections and client actions for business or professional brands. Topics covered will include website marketing, search engine optimization, social media strategies, email marketing and many other opportunities. At the end of the course you’ll have gained a strong understanding for the potential benefits in using different digital marketing channels as well as strategies to start in creating your own successes. All levels of internet and marketing background are welcome.

Instructor: Todd Hedberg, MBA, has more than 10 years of experience providing marketing consultation to both corporate entities and small business owners. In his current role as the Digital Marketing Manager for Starkey Hearing Technologies, he actively works to drive new retail opportunities through online channels such as local search, social media and websites. He holds a B.A. degree from Gustavus Adolphus College and an MBA from the University of St. Thomas.

38623 Online
Mar 16–Apr 6
$249 / 1.2 CEUs
Strategic Planning for Social Media Success

Social media has become a key component in the marketing strategy for every organization. Customers, employees, and prospects all have an impact on your marketing activities. With all of these different voices and the wealth of social media tools available, your success requires a plan. You need to know how to find the time, develop the knowledge, and tie your social media to traditional marketing activities. When your marketing efforts are spontaneous, uncoordinated, or ineffective, money is wasted and clients are lost. 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 more effective marketing and social media decisions; develop a consistent social media strategy that includes multiple customer contact points; and assess the potential negative impacts of social media and how to handle problems before they escalate.

Instructor: Marketing and communications strategist, Jane Neumiller-Bustad loves helping clients look good in writing. She has more than 20 years 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.

Social Media 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 and marketing within their organizations. Our small class sizes allow you to get answers to your specific questions about the use of social media for your business. Our courses cover planning, content strategy, search engine optimization and analytics.

Earn the certificate by completing the following courses:

- 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 entire certificate for $460. Or register three or more team members in a class for $115 each (please register by phone for group pricing).
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. There’s plenty of content out there, but that’s no reason to stay silent – customers want to interact with your organization. Creating great content doesn’t happen in a vacuum or by accident. Since content marketing is a key driver of social media engagement and success, you need a plan and 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 curation; create brand-specific content that’s accurate, well-written, and entertaining; deploy content strategically on websites, via social media and on other customer-focused platforms; and identify ways to measure customer engagement and conversion.

Instructor: Jane Neumiller-Bustad

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

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 wisely spent 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.

Instructor: Jane Neumiller-Bustad

What Our Students Are Saying

“Now I feel confident using social media to reach current and prospective customers. The classes ensured I could ask as many questions as I needed!”
— Small Business Owner in Social Media Series
Administrative Professional Certificate

Today’s administrative professionals are leading workplace teams and organizing meetings and conferences. As a result, employers are requiring skills in management functions and technology, 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

The Administrative Professional Certificate positions you as a partner in your organization’s success. We will help you customize a program to meet your needs!

To earn the Administrative Professional Certificate, simply complete six courses based on the following requirements. Individual classes are discounted when you register for the certificate!

Complete two or three Microsoft Applications classes ($135 each):
- Access 1, 2, 3
- Excel 1, 2, 3
- PowerPoint 1, 2
- Word 1, 2, 3
- SharePoint
- OneNote

Complete at least two Business Management (prices vary) or Social Media Certificate ($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
- 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

Save! Special certificate price: $630 - $770, depending on classes selected.
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 utilizing project management techniques. This course will provide you with the opportunity to learn and apply basic project management principles and tools 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. Upon conclusion of the course, you’ll be familiar with project management terminology, skills, techniques, and tools; be prepared for industry project management courses; and have new skills for your everyday work.

Instructor: 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, Bermai, 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.

38450 Sat 8:30 am–5 pm
Feb 11
Rm S.3500
$399 / 0.8 CEUs

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 the following courses:

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

Save! Register for the entire certificate for $887.
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 a 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

38454 Sat 8:30 am–5 pm
Rm S.3500
Feb 25
$149 / 0.3 CEUs

Management Essentials: Problem Solving and Critical Thinking

All projects will run into issues and roadblocks along the way. Essential skills for effective project management include 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’ll 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 implementation plan and plan for successful change management

Instructor: Michael Siegler

38455 Wed 6–9 pm
Mar 8–22
Rm S.3500
$449 / 0.9 CEUs

Customize It!

We can customize any course to teach skills your employees need. Hold our affordable customized classes in our state-of-the-art computer labs or at your site!

For more information, email Vincent.Thomas@minneapolis.edu.
Value-Added Sales Skills

Increasing sales is not just a matter of raising quotas, adding new products or redefining territories. A sales team needs to have the skills of how to sell and ultimately close more sales. This workshop teaches a process that provides a salesperson with a logical sequence to follow in order to increase sales and ensure those sales meet customer needs more effectively. The course uses case studies and directed discussion combined with individual and team exercises to demonstrate and give you interactive experience in value-added selling. Designed for newer salespeople, it’s also an excellent refresher for experienced pros as well as sales team managers. By the end of the course, you’ll know:

- the three most important selling variables
- how to differentiate your product or service from the competition
- which questions will get you the information needed to best serve your customer’s needs
- how to create value throughout your customer’s buying process
- how to build effective business relationships that will result in long-term customer loyalty

Leave this workshop, led by a professional facilitator with extensive sales and training experience, with a range of new skills you can apply immediately! You’ll also receive a 75-page reference handbook.

Instructor: 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.

Effective Sales Negotiations

All of us are negotiators, whether we are purchasing a car, deciding who’ll do the dishes this evening, or determining the best way to sell our products and services to customers. If we can learn the techniques of effective negotiators, we’ll increase our success in being able to close deals that are mutually beneficial for ourselves and our customers. This workshop is designed for you to learn and practice the skills of effective sales negotiation. Through role-playing exercises, you’ll learn that truly successful negotiating involves being able to see issues from all sides of the table, with a goal reaching collaborative solutions. You’ll take a Negotiating Style Profile during the workshop to give you a complete view of your negotiating style. Expect to leave the workshop understanding the three Ps of negotiation:

- Planning: everything you do prior to starting negotiations.
- People: understanding the personal side of the equation.
- Process: negotiation strategies and tactics.

Leave this workshop, led by a professional facilitator with extensive sales and training experience, with a range of new skills you can apply immediately! You’ll also receive a 75-page reference handbook.

Instructor: Art Shore

38607 Fri 9 am–5 pm Mar 3
Rm S.2420 $199 / 0.8 CEUs
Coaching for Sales Excellence

This highly interactive workshop is designed to give sales managers, supervisors, and sales team leaders the skills they need to increase their employees’ performance through coaching, feedback, and problem-solving. You’ll learn what sales staff expect from their company and its leaders, forming the basis for a discussion about behaviors that encourage clear communication of goals and expectations while mitigating performance issues. We’ll explore a simple but highly effective coaching model by explaining, demonstrating, and practicing it, enabling you to link business needs to performance requirements and identifying why salespeople might not be performing as expected. After attending this workshop, you’ll be able to:

► plan for coaching meetings with your team
dev elop sales performers to the best of their abilities
► provide effective feedback that resolves performance issues with a problem-solving approach
► return to work with a coaching plan of action

Leave this workshop, led by a professional facilitator with extensive sales and training experience, with a range of new skills you can apply immediately! You’ll also receive a reference handbook and up to five Coaching Style Profiles.

Instructor: Art Shore

38606 Fri 9 am–5 pm Mar 10
Rm S.2420 $199 / 0.8 CEUs

Sales Excellence Certificate

Increasing sales is not just a matter of raising quotas, adding new products or redefining territories. A sales team also needs to develop specific skills to close more sales. By following a logical sequence, you can increase sales and ensure those sales meet customer needs more effectively. Completing this certificate will provide you with a thorough understanding of how to plan for and add value to your sales, how to effectively negotiate to ensure mutual needs are met, and how to coach others on your sales team to reach established goals.

Earn the certificate by completing the following courses:

► Value-Added Sales Skills
► Effective Sales Negotiations
► Coaching for Sales Excellence

Save! Register for the entire certificate for $717.
**Finance**

**AFP Certified Treasury Professional (CTP) Certification Preparation**

Treasury and finance professionals face more public and regulatory scrutiny than ever before. They must know how to optimize cash resources, maintain liquidity, ensure access to short-term and long-term financing, judge capital investment decisions and control exposure to financial risk. 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®, Fifth Edition, the official body of knowledge tested on the CTP exam (text and online component included in course fee). We offer a structured classroom environment that keeps you on track, experienced instructors guiding you towards your goal and the opportunity to learn from and network with your peers. The course also helps you in everyday work practice. Prerequisite: Two years of experience in a full-time cash management-related position, or the equivalent educational or teaching background. 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.

Instructor: 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.

**Save!**

**Government and Non-Profit Finance Certificate**

Register for all three classes for $512, or both Governmental Accounting classes for $323.

**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 for those 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
- the basis of accounting

Instructor: Sue Iverson is currently the Director of Finance and Administrative Services for the City of Arden Hills and Adjunct Faculty at Minnesota State University in the Urban Studies Masters Program. She has an extensive background in a variety of finance roles in both the public and private sectors, holds a Masters Degree in Public and Non-Profit Administration from Metropolitan State University, and is working on a Doctorate in Public Administration from Hamline University. Sue frequently teaches and trains on Beginning, Intermediate, and Advanced Governmental Accounting, Budgeting and various other topics.

**38580 Thu 9 am–4 pm Mar 2**
Rm H.2200
$159 / 0.6 CEUs

**38579 Tue 5:30–8:30 pm Mar 7–May 23**
Rm S.3420
$1399 / 3.6 CEUs
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

38581 Fri 8 am–4:30 pm Mar 3
Rm K 2420 $199 / 0.8 CEUs

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 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
- features of a good budget

Instructor: Sue Iverson

38582 Fri 8 am–5 pm Mar 10
Rm K 2420 $209 / 0.85 CEUs

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. Discover how to save money on taxes, manage investment risks and protect your assets from potential long-term healthcare 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 has been in the financial services industry for more than 30 years as a financial advisor and educator, specializing in retirement and estate planning.

38638 Sat 9 am–12 pm Feb 18–Feb 25
Rm S 3420 $49 / 0.6 CEUs

38639 Tue 6:30–9:30 pm Feb 21–Feb 28
Rm S 3420 $49 / 0.6 CEUs

Save! Bring one guest at no charge.

What Our Students Are Saying

“This class really clarified certain accounting aspects for me. The instructor knows how to relate information to the average person.” – Anna Carlson, Beginning Governmental and Non-Profit Accounting student
Architectural Technology

Revit Architecture 1
This course provides 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. The tools will be presented as they relate to architectural subjects. You will learn the integrated model-building process in Revit. Plans, elevations and sections will be developed in one model file. Topics will be covered that relate 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. Prerequisite: Architectural background/experience.

Instructor: 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 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.

38583 Tue 5:30–9:30 pm Jan 24–Feb 28
Rm T.4830 $699 / 2.4 CEUs

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

38585 Tue 5:30–9:30 pm Mar 7–Apr 11
Rm T.4830 $699 / 2.4 CEUs

Laura Dyer, CID, IIDA
Continuing Education student

Laura has had her own interior design firm for more than 10 years, focusing on custom residential and small commercial projects. “Having worked for larger architectural firms, I know how competitive it is out there, and knew that I needed to upgrade my business software from AutoCAD to Revit,” said Laura. “I first enrolled in Revit 1 as refresher and then continued with Revit 2. I really appreciated the small class size and the instructor was extremely patient and available for questions.”

Laura learned about MCTC through her brother, who is a former student of MCTC’s Architectural Technology Program. “The 3D perspective and photo realistic rendering allows me to show clients what a space looks like, even if they can’t read plans,” explains Laura. “I would definitely recommend MCTC. In fact took my last class with a friend!”

Laura Dyer, CID, IIDA
Continuing Education student

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Graphic Design

Illustrator 1
Learn the basic skills to leverage Illustrator’s powerful object-based tools and vector-style graphics to create attractive illustrations. Designed for individuals with little or no Illustrator experience, this course will cover points, segments, paths, and a variety of tools such as the pen, object transforming, painting, and typography/type transformation tools. You will also learn to export and save files. Prerequisite: Familiarity with computers, MAC or PC operating system.

Instructor: 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.

38532 Sat 9 am–4 pm Mar 25
Rm T.4520 $189 / 0.6 CEUs

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: 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.

38537 Sat 9 am–4 pm Apr 22
Rm T.4520 $189 / 0.6 CEUs

Barb Lyman, Graphic Design Instructor
Barb Lyman has run her own design firm, serving as graphic designer, illustrator, writer, and campaign strategist, since 1982. With a focus on nonprofits and small businesses, she brings clients’ ideas to life with projects including identity development, logos, annual reports, capability brochures, newsletters, fund raising campaigns, web sites, business cards and billboards. Barb has taught for MCTC, through its graphic design degree program and in continuing education, since 1992. Her teaching philosophy focuses on understanding how people learn differently. In the classroom, she uses visual, audio, and experiential and experimental instruction, based on the premise that by combining seeing, hearing, doing and exploring we learn faster and remember more. Barb says, “My call to teaching was inspired by wonderful mentors over the years, and my wish to share my enthusiasm for design.”
InDesign 1

This full-day session introduces the basic concepts of page layout in Adobe InDesign and includes a number of instructor-led, hands-on exercises. You will learn to create documents, place or import text, edit and style text, and format tabs and margins. Prerequisite: Knowledge of Mac or PC operating system and file management. Knowledge of Photoshop or Illustrator is helpful, but not necessary.

Instructor: 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.

38529 Sat 9 am–4 pm Mar 4
Rm T.4520 $189 / 0.6 CEUs

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; understand page-numbering options; and understand image formats, resolution, and frequency. Prerequisite: InDesign 1 or equivalent experience.

Instructor: Barbara Lyman

38530 Sat 9 am–4 pm Mar 18
Rm T.4520 $189 / 0.6 CEUs

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, pre-flighting (pre-press or make-ready). Print design is more and more often 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 1 and 2 and some knowledge of HTML or equivalent experience.

Instructor: Barbara Lyman

38531 Sat 9 am–4 pm Apr 8
Rm T.4520 $189 / 0.6 CEUs
Photoshop 1
This course is designed for individuals with little or no Photoshop experience and 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: 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-touch 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.

38533 Sat 9 am–4 pm Jan 21
Rm T.4530 $189 / 0.6 CEUs

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

38534 Sat 9 am–4 pm Feb 4
Rm T.4530 $189 / 0.6 CEUs

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 Mac, using the latest version of the Adobe Creative Cloud suite.

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

For the certificate, successfully complete the following courses:

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

Save! Special Certificate Price: $1599
Photoshop 3
This course is designed to build on the topics covered in Photoshop 1 and 2. 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 2 or equivalent experience.

Instructor: Thomas Morris
38535 Sat 9 am–4 pm
             Feb 18
             $189 / 0.6 CEUs

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, Adobe Illustrator, and InDesign to create a logo for use on promotional materials such as a business card, letterhead, brochure, or postcard. Prerequisite: Photoshop 2, InDesign 2, Illustrator 2 or equivalent experience.

Instructor: Thomas Morris
38536 Sat 9 am–12 pm
             Apr 1, 15 & 29
             $259 / 0.9 CEUs

Web Design & Development
Creating Elements for the Web and Mobile Devices
This class is designed to give you a basic understanding of the graphic elements used on today’s web and mobile devices. Speedier web downloads with slices and optimizing web color will be discussed with respect to the web browser. Motion graphics like animated GIFs, Quicktime movies and limited video editing will also be explored. This is not a “code” class. All work will be completed in Adobe Photoshop CC. Prerequisites: Basic computer skills including understanding of Mac or PC operating systems. Basic understanding of Photoshop will be helpful but not required.

Instructor: Thomas Morris
38609 Sat 9 am–4 pm
             Feb 11
             Rm T.4530
             $189 / 0.6 CEUs

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 2 or strong working knowledge of HTML/ CSS and some JavaScript.

Instructor: Bob Cahill is an Executive Producer of Cahill Integrated Media, Inc. His 10-year 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.

38618 Wed 6–9 pm
             Mar 15–Apr 19
             Rm M.3000
             $559 / 1.8 CEUs
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, how to create semantic and search engine friendly markup, how to apply basic styles using CSS, how to link style sheets and how to 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

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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

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Web Design Professional Certificate
Successfully complete the following courses:
- HTML & CSS 1
- HTML & CSS 2
- Creating Elements for the Web: Animation, Video Editing & Images
- Front-End Website Design

Save! Special certificate price: $1299

Web Development Professional Certificate
Successfully complete the following courses:
- HTML & CSS 1
- HTML & CSS 2
- JavaScript
- Web Applications & Databases

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

Save! Special certificate price: $1129
Computers & Technology

JavaScript
This class is an introduction to using JavaScript and jQuery to build client-side website logic. You will learn basic programming principles: 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 2 or equivalent

Instructor: Robert Cahill

Web Application and Database Design
Learn to plan and design relational databases for use in dynamic Web applications. Topics include database planning, ODBC and Structured Query Language (SQL). You will create websites with Content Management Systems (CMS), using both ColdFusion and PHP. MYSQL will be used as the database. Prerequisite: HTML, JavaScript 2 and Intro to Server-Side Scripting or equivalent experience.

Instructor: Robert Cahill

Information Technology Courses
We’re pleased to offer the following courses, which are part of MCTC’s Information Technology program. This opportunity is 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 credit courses or degrees offered by MCTC’s Information Technology program? Find complete information at www.minneapolis.edu and then contact MCTC Admissions at 612.659.6200 or email admissions.office@minneapolis.edu.

Computer Support & Networking
Cisco Network Administration
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 you will also understand 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. Prerequisite: MS Windows Operating Systems, IT Concepts and Skills, and Basic Programming or equivalent knowledge.

Instructor: Steven Frich is a member of the Information Technology faculty at MCTC.

Customize It!
We can customize any course to teach skills your employees need. Hold our affordable customized classes in our state-of-the-art computer labs or at your site!

For more information, email Victoria.Lauing@minneapolis.edu.

44 minneapolis.edu/continuinged | 612-659-6500
Firewall Implementation and Management
This course provides the knowledge and skills needed to describe, configure, verify and manage various firewall products. You will develop understanding 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. If entering this course, 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 is a member of MCTC’s Information Technology program faculty.

38524 Wed 5–9:10 pm Jan 11–May 10*
Rm T.3080 $859 / 7 CEUs
*No class on Feb 22, Mar 8.

Software Development

Apple Mobile Programming
This course is hands-on and task-oriented, covering the use of the Apple iPhone and iPad mobile device platform to implement market-driven, device-based applications. You will learn several skills: creating and running common types of mobile programs; building user interfaces and navigation applets; constructing transitions, multi-touch events, networks and audio programs; using data and control structures; building modular applications, classes and scripts; developing multithreading applications; programming drag-and-drop mechanisms; and developing security models. You will design and implement your own mobile applications for evaluation and learn how to implement the advanced features and libraries of iPhone applications. Note: This is a blended/hybrid course which means you will not be required to attend all class sessions. Prerequisite: object-oriented programming experience.

Instructor: Andy Chrastek is a member of MCTC’s Information Technology program faculty.

38526 Tue 5–9:10 pm Jan 10–May 9*
Rm T.3040 $1289 / 11.2 CEUs
*No class on Mar 7.

Java Programming
This hands-on task-oriented course will teach you how to utilize the Java platform to implement market driven, Web-based applications. You will learn how to create and run three common types of Java programs (applications, applets and servlets). You will learn how applications, applets, and servlets are similar and/or different; how to build a basic user interface that handles simple end-user input; how to read data from and write data to files and databases; and how to send and receive data over the network. This course takes you through the more common programming features available in the Java platform. You will submit your own design and implementation of Java programs for evaluation. You should have some experience with other computer languages and be familiar with common programming concepts such as displaying text or graphics or performing simple calculations. The course also explores the design of the Java collections framework and shows how to use the fundamental data structures that the standard Java library supplies.

Instructor: Clara James is a member of MCTC’s Information Technology program faculty.

38527 Wed 5–9:10 pm Jan 11–May 10*
Rm T.3010 $1289 / 9.6 CEUs
*No class on Mar 8.
Microsoft Applications

Microsoft Access 1
Learn the basic skills and concepts to use Microsoft Access 2013 productively and efficiently. After an introduction to database concepts and the Access environment, you will learn how to design and create databases. Then you will work with tables, fields and records; sort and filter data; and set field properties and data entry rules. You will also learn to create queries, forms, and reports.

Instructor: Deb Lehr has over eighteen 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.

38597 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

Microsoft Access 2
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; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Instructor: Deb Lehr

38598 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

Microsoft Access 3
Develop advanced Access skills as you will 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; create hyperlink fields; optimize, split and back up databases; password-protect and encrypt databases; and set Access options and properties.

Instructor: Deb Lehr

38599 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

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: Deb Lehr

38588 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

38587 Sat 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

Microsoft Excel 2
Learn to work efficiently with large and multiple worksheets. 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. In addition, you will learn sharing, tracking changes, error checking, protection and merging workbooks.

Instructor: Deb Lehr

38591 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

38590 Sat 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

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. Apply advanced formatting options to create more complex charts and work with PivotTables and PivotCharts, export/import data, and query external databases. You will also cover Goal Seek, scenarios, macros, and VBA code.

Instructor: Deb Lehr

38593 Tue 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs

38592 Sat 8:30 am–4 pm
Rm M.3000
$169 / 0.7 CEUs
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 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: Deb Lehr

38600 Tue 8:30 am–4 pm May 30
Rm M.3000 $169 / 0.7 CEUs

Microsoft PowerPoint 2

Build your PowerPoint skills as you learn about slide masters and effects such as transitions and timings. You’ll learn how to include media files, animation, and a photo album in a presentation. Explore advanced tools for SmartArt, tables, and charts, and then learn how to create action buttons and equations. You will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, you’ll insert review comments, apply password protection, and prepare a presentation for delivery. Finally, you’ll customize application settings and toolbars, and create and apply custom themes.

Instructor: Deb Lehr

38601 Tue 8:30 am–4 pm Jun 6
Rm M.3000 $169 / 0.7 CEUs

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
- Excel 1, 2, 3
- Access 1, 2, 3
- PowerPoint 1, 2
- SharePoint
- OneNote

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 Outlook 2013 (77-423)
- MOS for Access 2013 (77-424)
- MOS for Excel 2013 (77-420)
- MOS Expert for Excel 2013 (77-421)
- MOS for PowerPoint 2013 (77-422)
- MOS for Word 2013 (77-418)
- MOS Expert for Word 2013 (77-419)

To learn more, visit www.microsoft.com/en-us/learning/office-certification.aspx
**Microsoft OneNote**

OneNote is a digital notebook for capturing, storing, and sharing all kinds of information. It allows for attachment of files, creation of Excel files, or even importing of Excel and Visio. In this class, you’ll learn to:

- collaborate with others and authenticate other authors with integrated identity profiles
- search for notebook changes and revisions by authors’ names
- view all recent edits when you return to a shared notebook
- join online meetings
- share your notes from any supported device, even if Office isn’t installed

The benefits of turning your notes digital are endless - attend this class and discover how!

*Instructor: Donna Seys has over 10,000 hours of classroom training experience which makes for a skilled presenter. As a seasoned veteran, she makes the learning experience a delight for each of her students. Her specific talents include explaining technical and high-level concepts in a patient, relaxed-learning style. It’s been said that “she doesn’t quit until you learn something!” which speaks to her high level of student commitment.*

38637 Thu 8:30 am–4 pm Mar 16
Rm M.3000 $169 / 0.6 CEUs

**Microsoft SharePoint**

SharePoint allows you to share documents and other information with colleagues, manage projects with partners, and publish information to customers. Essentially, it provides organizations and users tools to support work in a collaborative environment. In this class, you’ll learn to:

- manage content and documents from start to finish by utilizing the Library feature
- keep track of documents and changes by having documents checked in and out
- easily publish reports to help everyone make better business decisions
- keep track of calendars, announcements, blogs, and more
- integrate seamlessly with Outlook
- set different permission levels

*Instructor: Donna Seys*

38636 Thu 8:30 am–4 pm Mar 2
Rm M.3000 $169 / 0.6 CEUs

**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 create tables, adjust page layout, work with graphics, use styles and outlines, proof and print documents.

*Instructor: Deb Lehr*

38594 Tue 8:30 am–4 pm Jan 24
Rm M.3000 $169 / 0.7 CEUs

**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 2
Learn advanced skills and concepts in Microsoft Word 2013. You will 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. You will use Track Changes and 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 subdocuments.

Instructor: Deb Lehr
38595 Tue 8:30 am–4 pm Feb 28
Rm M 3000 $169 / 0.7 CEUs

Microsoft Word 3
Learn advanced skills and concepts in Microsoft Word 2013. You will 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. You will use Track Changes and 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 subdocuments.

Instructor: Deb Lehr
38596 Tue 8:30 am–4 pm Apr 4
Rm M 3000 $169 / 0.7 CEUs

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.”
Nursing Refresher for RNs and LPNs

This course is designed to meet the Minnesota Board of Nursing requirements for the theory portion of a nursing refresher program. It is also open to all currently licensed nurses who would like to update their nursing skills. The course is delivered primarily online, with two in-person meeting dates (at the beginning and end of the course). The last in-person date will include a clinical skills review day. The focus of the course is to expand the nurse’s knowledge and skills by applying information related to new technology, equipment, current nursing trends, and legal requirements to previously acquired formal education and skills competency. It will cover the Nurse Practice Act, a review of the clinical problem solving process, pharmacology and medication administration review, and documentation and legal implications for nursing practice.

The Minnesota Board of Nursing requires an RN-supervised clinical component for any nursing refresher course. The Clinical Practicum component of this course is designed to meet this requirement and will be done following the theory portion of course (schedule and location to be determined).

Clinical eligibility requirements:

- Current license (if necessary, contact the Minnesota Board of Nursing prior to class to request a temporary license)
- Proof of a Mantoux Test within the past year or a chest x-ray stating you are disease free
- Proof of MMR and chickenpox vaccinations or titer positive for immunity (born after 1956)
- Current CPR
- Basic computer skills (word processing, email)

Required textbook (not included in course fee): Fundamentals of Nursing, The Art and Science of Person-Centered Nursing Care, 8th Edition by RN Ph.D. Carol Taylor and RN Carol Lillis and RN Pamela Lynn and RN Priscilla LeMone.

Instructor: Catherine Graeve is a nursing instructor at MCTC and St Catherine’s University. She has hospital experience as a nurse in oncology and bone marrow transplant, and currently works as a hospice nurse for Allina Health. She has a Bachelor’s of Science in Nursing and a MPH and PhD in Environmental and Occupational Health Nursing. She serves on many committees that advocate for public health, including a state chemotherapy safety workgroup, the Minnesota Public Health Association, the Minnesota Cancer Alliance and the Minnesotans for Healthy Kids Coalition.

38556  Classroom dates:  
Mon, Feb 6, 2–3:30 pm, and  
Tue, Apr 4, 12–4 pm  
Rm T.5920  
$1350 / 16.8 CEUs  

Clinical dates, times, location TBD.
Perioperative Nursing

The course is designed to provide nurses with an understanding of the perioperative environment and the responsibilities of the perioperative registered nurse. You will learn theory, principles and skills necessary for an entry-level position in the operating room, including safe patient care and positive outcomes for your patients. Topics include aseptic practice, equipment and product safety, patient and worker safety, patient care, and sterilization and disinfection, following evidence-based practices as specified in the 2015 AORN Guidelines for Perioperative Practice. You will spend three days in the classroom and one day of hands on learning in a hospital operating room. A textbook is included in the course fee and this student resource will be used for group discussion and a limited take-home project.

Eligibility requirements:

- Current MN R.N. licensure
- Operating room nurses in need of a refresher or second year nursing students with a strong academic background

Instructor: Mary Mirick, MSN, RN, CNOR, has been an operating room nurse for more than 35 years. She has worked in hospitals around the Twin Cities including the ambulatory setting. Her work experience includes staff nursing as a circulating nurse and education coordinator for Ridgeview Medical Center. She is currently employed at TRIA Orthopedic Center.

Denise Edelman, BSN, CNOR, Staff Nurse in Surgery with Park Nicollet Methodist Hospital where she has worked since 1996. Denise specializes in Neuro/Spine and functions in Ortho/CV and General Surgery. She is a Clinical Resource Mentor for new staff and a Clinical Resource for Infection Control. Her prior experience includes Charge and Staff Nurse on an Ortho/Neuro unit and in Med/Surg/ICU/ER/Peds/OB and Dialysis.

38544 Fri, Sat 8 am–4:30 pm
Mar 10–Mar 18
Rm T.5930
$799 / 3.2 CEUs

Pat Reinhart, RN, Allied Health Instructor

Pat Reinhart’s four decades of nursing experience includes labor and delivery, post-partum 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?”
Allied Health

Train the Trainer for Nursing Assistant Instructors

This course is designed 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 provides a general overview of principles and methods of teaching that will encourage effective student learning. It focuses on the process needed to become an approved NA instructor with the MDH. 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 the Minnesota Department of Health, and it utilizes the curriculum approved in 2010. This 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 LPN 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 a lunch voucher for use in MCTC’s cafeteria.

Instructor: 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.

38605 Thu, Fri 10 am–4:30 pm 38523 Tue 5–9 pm
Rm L.3100/L.3400 Rm T.5930
Mar 23–Mar 24 Jan 17–Feb 28*
$595 / 1.2 CEUs $595 / 4.8 CEUs

*No class on Feb 14.

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

TMAA: Trained Medication Administration Assistant

Administering medication as a nursing assistant requires additional training. This challenging course will prepare you with 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. All materials are included in the course fee. To maximize your success, it is strongly recommended you have current or prior work experience in a healthcare setting. 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. 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.

Instructor: Pat Reinhart, RN

38523 Tue 5–9 pm Jan 17–Feb 28*
Thu 5–9 pm Mar 16–30
Rm T.5930
$595 / 4.8 CEUs

*No class on Feb 14.
Nursing Assistant (CNA) Test Out

Nursing Assistant Test Out (NATO)
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, you can be evaluated for competency to be placed on the Minnesota state registry. Pre-registration is required in person in our offices and 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
- If you have taken training within the last two years, bring the signed application and course completion form

Note: If you are retaking a test, you must bring the paperwork from the previous test. Please call before you come to our office to register to determine the retake fee. You must arrive at the testing location with your paperwork by 7:30 a.m.

38486 Thu 7:30 am–12 pm Jan 12
38487 Thu 7:30 am–12 pm Jan 26
38488 Thu 7:30 am–12 pm Feb 9
38489 Thu 7:30 am–12 pm Feb 23
38490 Thu 7:30 am–12 pm Mar 9
38491 Thu 7:30 am–12 pm Mar 23
38492 Thu 7:30 am–12 pm Apr 13
38493 Thu 7:30 am–12 pm Apr 27
38494 Thu 7:30 am–12 pm May 11
38495 Thu 7:30 am–12 pm May 25
38496 Thu 7:30 am–12 pm Jun 8
38497 Thu 7:30 am–12 pm Jun 22
38498 Thu 7:30 am–12 pm Jul 6
38499 Thu 7:30 am–12 pm Jul 20
38500 Thu 7:30 am–12 pm Aug 3
38501 Thu 7:30 am–12 pm Aug 17

All sessions: Rm T.5800 / $195 / 0 CEUs

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.

Fee for retake of the written test: $84
Fee for retake of the skills test: $141
Fee for both: $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 in 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
- An October 2014 MN Nursing Assistant/Home Health Aide Candidate Handbook
- Note-taking materials

Instructor: 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.

38545 Mon 4:30–8 pm Feb 6
38546 Mon 4:30–8 pm Apr 10
38547 Mon 4:30–8 pm Jun 12
38548 Mon 4:30–8 pm Jul 24

All sessions: Rm T.5407 / $89 / 0.3 CEUs
Basic Life Support/CPR

American Heart BLS for Healthcare Providers
This course is designed for healthcare providers, allied health personnel, police officers, day care providers, business or industry. Successful completion will satisfy the current requirements for healthcare providers’ CPR. 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. Also included is use of an automated external defibrillator (AED) and relief of a foreign-body airway obstruction (FBAO).

Instructor: Paul Asted, M.Ed., B.S., has been a certified Emergency Medical Technician (EMT) for 30 years. He owned his own emergency training company for 12 years and spent nearly a decade as a paramedic. He is a certified faculty member for the MnSCU Fire/EMS/Safety Center.

38502 Sat 8 am–4 pm Jan 28
38503 Sat 8 am–4 pm Feb 25
38504 Fri 8 am–4 pm Apr 7
38505 Sat 8 am–4 pm May 20
38506 Fri 8 am–4 pm Jun 30
38507 Sat 8 am–4 pm Aug 12
All sessions: Rm L.3400 / $89 / 0.8 CEUs

American Heart BLS for Healthcare Providers Refresher
This course will recertify you in healthcare provider BLS/CPR, following American Heart Association standards. Note: In order to receive certification, you must arrive on time for this class. Prerequisite: Current CPR/BLS certification (or within one month of expiration)

Instructor: Paul Asted

38508 Fri 8 am–12 pm Feb 10
38509 Fri 8 am–12 pm Mar 17
38510 Sat 8 am–12 pm Apr 29
38511 Sat 8 am–12 pm Jun 10
38512 Fri 8 am–12 pm Jul 21
38513 Sat 8 am–12 pm Aug 26
All sessions: Rm L.3400 / $55 / 0.45 CEUs

Holistic Health & Healing

Nutritional Therapy Practitioner (NTP) Program
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 a Nutritional Therapy Practitioner™ (NTP). 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).

The NTP program consists of nine months of training with the flexiblity of self-paced study, online access to materials, teleconference calls and three separate multiple-day, instructor-led workshops during the fifteen-module course. For complete details and registration, please visit nutritionaltherapy.com.

38602 Fri–Sun 9 am–6 pm May 5–7
Thu–Sun 9 am–6 pm Aug 3–6
Fri–Sun 9 am–6 pm Nov 3–5
Rm S.1120/S.1130 $5400

All sessions: Rm L.3400 / $89 / 0.8 CEUs

Holistic Health & Healing
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Fri–Sun 9 am–6 pm Nov 3–5
Rm S.1120/S.1130 $5400

All sessions: Rm L.3400 / $89 / 0.8 CEUs

Instructor: Paul Asted

38608 Fri 8 am–12 pm Feb 10
38609 Fri 8 am–12 pm Mar 17
38610 Sat 8 am–12 pm Apr 29
38611 Sat 8 am–12 pm Jun 10
38612 Fri 8 am–12 pm Jul 21
38613 Sat 8 am–12 pm Aug 26
All sessions: Rm L.3400 / $55 / 0.45 CEUs

Instructor: Paul Asted

38602 Fri–Sun 9 am–6 pm May 5–7
Thu–Sun 9 am–6 pm Aug 3–6
Fri–Sun 9 am–6 pm Nov 3–5
Rm S.1120/S.1130 $5400

All sessions: Rm L.3400 / $89 / 0.8 CEUs

Instructor: Paul Asted

38608 Fri 8 am–12 pm Feb 10
38609 Fri 8 am–12 pm Mar 17
38610 Sat 8 am–12 pm Apr 29
38611 Sat 8 am–12 pm Jun 10
38612 Fri 8 am–12 pm Jul 21
38613 Sat 8 am–12 pm Aug 26
All sessions: Rm L.3400 / $55 / 0.45 CEUs

Instructor: Paul Asted
Reiki: First Degree

Reiki (Ray-Key) is a Japanese word for Universal Life energy. Reiki is a gentle, non-invasive, hands-on energy transfer technique. Reiki emphasizes self-care as well as helping others lower stress while increasing relaxation and spiritual growth. It uses specific hand positions to promote relaxation, calmness of the mind, health and healing, and increased energy. 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. Wear comfortable clothes to the class. There will be two short breaks and a lunch break (lunch is on your own). Fee includes instructor’s Reiki first-degree handbook.

Instructor: 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.

38519 Sat 9:30 am–5 pm Rm T.5500 $145 / 1.4 CEUs
38520 Sat 9:30 am–5 pm Rm T.5500 $145 / 1.4 CEUs
38521 Sat 9:30 am–5 pm Rm T.5500 $145 / 1.4 CEUs

Reiki: Second Degree

Reiki rebalances, charges, and realigns human energy fields creating positive conditions for body’s natural healing system. Reiki emphasizes self-care and as well as helping others. In this class, you will learn the techniques and symbols to expand your Reiki healing, and Reiki channeling power will be increased during your Reiki session. You will learn: mental/emotional technique, and how to give the distance treatments. You will receive two more meditative attunements that will open you to the additional energies needed for Reiki second degree healing. Upon successful completion of the course, you will receive Reiki second-degree certificate from your instructor. Learning Reiki requires limited physical contact. Wear comfortable clothes to class. There will be two short breaks and a lunch break (bring your lunch). Class fee includes instructor’s Reiki second-degree handbook. Pre-requisite: Reiki: First Degree, and two to three months of practice.

Instructor: Leelatai Ugargol

38522 Sat 9:30 am–5 pm May 6–May 13 Rm T.5500 $165 / 1.4 CEUs

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.

Instructor: Daniel Hertz (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.

38370 Tue 5:30–7 pm Apr 11–Apr 18 Rm L.3100 $45 / 0.45 CEUs
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 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.

38551 Mon, Tue 8:30 am–4:30 pm Rm H.0300 Feb 6–7 $299 / 1.4 CEUs
38552 Mon, Tue 8:30 am–4:30 pm Rm H.0300 Apr 17–18 $299 / 1.4 CEUs
38553 Mon, Tue 8:30 am–4:30 pm Rm H.0200 Jun 26–27 $299 / 1.4 CEUs

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
► 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

38554 Mon, Tue 8:30 am–4:30 pm Rm H.0300 Mar 27–28 $319 / 1.4 CEUs

We Can Bring Training to You!
Motivational Interviewing, along with many other courses we offer, can be tailored to your organization’s needs and delivered at your site.

For more information, email Cheryl.Norman@minneapolis.edu.

What Our Students Are Saying
“It was a fantastic class! I had a great time and learned so much. Your exercises are so helpful for struggling through this new skill-building. Also, he was super funny!”

– Motivational Interviewing Introductory student
Fitness

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 a national fitness trainers average $34 an hour. In this online orientation, delivered via WebEx you’ll have the opportunity to meet one of our veteran teachers who will paint 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.

38603 Wed 11 am–12 pm Feb 1
Online via WebEx
To register for this webinar, please go to: tinyurl.com/fitnessorientation217

38604 Wed 3–4 pm Mar 1
Online via WebEx
To register for this webinar, please go to: tinyurl.com/fitnessorientation317

Personal Trainer Certification

Get all the information needed to start an exciting fitness career by becoming a certified personal trainer. Whether for a career move or for your own personal knowledge, this certification program is unique in the industry because it combines face-to-face lecture with extensive hands-on practice. The challenging course is taught over an eight-week period for better retention and skill competency, with the optional national exam held on the ninth week. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, along with 16 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in the course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams offered in the ninth week. You can begin work right after passing the exams with proof of CPR/AED which awards your Level 1 Certified Personal Trainer credential. As a special bonus, you can also complete a 30-hour employer internship to receive our advanced Level 2 Certified Personal Trainer credential at no additional cost!


Instructor: Taught by a professional certified personal trainer from our partner WITS.

38538 Tue, Thu 7–9 pm Apr 4–Jun 1
Rm K.1200/Weight Rm $649 / 3.6 CEUs
Online
On our website, select Course Schedule, 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 Management Education Center, 3rd floor (corner of Harmon Place and 13th Street).
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. 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.
Registration Form

The following information is required to register for courses or certificate series. Please complete this form legibly and return with your full payment via mail or fax.

Name/Title __________________________________________________________

Address _____________________________________________________________________

City/State/Zip ___________________________________________________________________

This is my ☐ home or ☐ work address.

Phone (Day) ___________________________ (Eve) ____________________________

Email Address ___________________________________________________________________

Email is our primary method of communication for confirmations, cancellations and other important information about your classes. If you choose not to provide a current email address those communications may be delayed. Please be sure the email address you provide is correct.

Would you like to receive occasional emails about our course offerings? ☐ Yes ☐ No

Birth Date ____________________________ Your birth date is used to prevent duplicate records.

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Discount Code: ____________________________ Discount Amount: ____________________________

Fee Total: ____________________________

Payment Method

☐ Check or money order payable to MCTC Continuing Education

Please note some classes offered by partners require payment and registration be sent to them. See class descriptions for details.

☐ Cash (please do not mail) ☐ Visa ☐ MasterCard ☐ Discover

Card # ____________________________ Exp. ____________________________ CVV ______________

Signature ___________________________________________________________________

☐ Invoice (please attach purchase order or payment authorization)

Request for Information

Providing the following information is voluntary. This information will assist MCTC and Minnesota State Colleges and Universities in evaluating recruitment and retention policies; it will not be used as a basis for admission.

Gender: ☐ Male ☐ Female ☐ Other Birth Year: ______________

Education Level: ☐ HS ☐ AA/AS/Certificate ☐ Some College ☐ BA/BS ☐ MA/MS ☐ Ph.D.  

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)? ☐ Yes ☐ No

Race and ethnic background (select any that apply):

☐ American Indian or Alaskan Native ☐ Native Hawaiian or other Pacific Islander

☐ Asian ☐ White

☐ Black or African American
Register today for classes starting in January!

⇒ New courses in project management and sales
⇒ Courses for counseling, healthcare and marketing professionals
⇒ Certificates in business, graphic and web design and nonprofit finance
⇒ Lifelong learning in languages, photography and the arts

minneapolis.edu/continuinged