

CONTINUING EDUCATION

January - August 2024

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& Technology 6

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Human Services 11



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

minneapolis.edu/continuinged

WELCOME! Looking to learn a new job skill or explore a personal interest?

Minneapolis College Continuing Education has got you covered. Whether you want to get into the healthcare field, learn skills in web development or graphic design, or simply strengthen your leadership abilities – whatever your motivation, we have something for you. Minneapolis College offers classes in-person, online and in hybrid formats, during the day, in the evening and on weekends to help fit into your busy schedule. Stay informed by visiting our website, following us on Facebook and LinkedIn, or by joining our email list. We look forward to seeing you in a Continuing Education class soon.

ARTS & CULTURE

DIGITAL PHOTOGRAPHY

Digital Photography 1

This class is designed to help you capture consistently pleasing images with your digital camera by focusing on the fundamentals of photography and composition. You will learn the camera controls needed to achieve proper exposure, color, and use of flash. Using the Photographic Image Formula, you will learn how to prepare to capture images from pre-visualization to presentation.

\$150 | David Johnson

[279391](#) M 6–9pm 6/3 - 6/17 MPLS

Photographic Safari

NEW

This class is an adventure in capturing images at two to three locations in the Minneapolis-Saint Paul area. At each location we use creative depth of field, motion techniques, close-ups, and learn more about improving our composition skills. Day 1 will be a two-hour Zoom class for photography review and a discussion on our locations and goals. On Day 2 we will capture images at our determined locations and review those photos “just in time” to gain immediate feedback, so we can implement our learnings on the photos we take later in the day.

\$150 | David Johnson

[279392](#) Tu 6pm – 8pm 6/18
Sa 9am – 4pm 6/22 HYBD

BUNDLE + SAVE!

Digital Photography 1 & Photographic Safari

NEW

Register for the bundle and save \$60!

\$240 | David Johnson | MPLS

[279393](#) M 6pm – 9pm 6/3 - 6/17
Sa 9am – 4pm 6/22



FINE ARTS

The Secrets of Drawing

NEW

Do you want to draw but think it's a skill limited to people born with artistic ability? Here's a secret: ANYONE can learn to draw accurately. Let us show you how. In five weeks you will learn to accurately render a line drawing, draw with one-point and two-point perspective, and do value studies (shading).

\$215 | Stephen Nesser

[279395](#) Th 7–9pm 2/8 - 3/14 MPLS

Watercolor Painting 1

Designed for beginning watercolorists. In this class you will learn the three brushwork methods, the secret of seeing, painting undertones, and how to correct mistakes. Learn how to capture the sparkle of sunlight on water, paint a face so that eyes look alive, and create paintings that will endure for centuries. You'll learn about the safe use of materials as well as pigments, different watercolor papers, and brushes.

\$185 | Stephen Nesser

[279396](#) Tu 7–9pm 1/23 - 2/27 MPLS

COMMUNICATION

Image, Text & Behavior

How do images and the words we choose lead the audience to understand meaning? During a time in which we absorb so much information through the visual world – how can we be more intentional when working with images and text? In this seminar, we will look at ways people use image and text to create narrative and meaning in many contexts and settings, including non-profit and corporate environments. By the end of this seminar participants will understand, through image and text, how to create more intentional impact, devise more engaging messaging, discover inventive ways of pairing images and text, and question why during the advent of advancing AI tools and social media censorship it is even more important to consider the impacts of visual literacy.

\$99 | Stevie Klaark

[279394](#) W noon-1pm 4/17 ONL

LANGUAGES

American Sign Language

Did you know that American Sign Language is the third most used language in America? A vital tool for those who interact with the deaf and hard of hearing, signing has an expressive beauty all its own. In each course in the series, you'll learn approximately 200 new signs. With fun games and lots of emphasis on practice, you will be well on your way to conversing with signs. This class is also great for anyone regularly interacting with the general public.

\$150 | *Susan Hagel | **Holly Baker

Conversational ASL 1

[278955](#) M 6-8:30pm 4/1 - 4/22* SLP

[279455](#) Th 6-8:30pm 4/4 - 4/25** MPLS

Conversational ASL 2

[278956](#) M 6-8:30pm 4/29 - 5/20* SLP

[279456](#) Th 6-8:30pm 5/9 - 5/30** MPLS

Chinese 1

NEW

Mandarin Chinese is a popular language for business, science and cultural appreciation. This course will guide you through a series of lessons to help you give basic introductions, talk about family and share your preferences in Mandarin Chinese. You will learn listening, speaking and intercultural communication skills for interacting with Chinese speakers in daily life.

\$170 | Miranda Miskowicz

[278963](#) W 4-6pm 4/3 - 5/8 MTKA

French

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

\$170 | Sarah Jones-Boardman

French 1

[279397](#) M 6:30-8:30pm 2/26 - 4/1 MPLS

French 2

[279398](#) M 6:30-8:30pm 4/15 - 5/20 MPLS

Italian

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

\$170 | Daniela McArthur

Italian 1

[279399](#) Tu 6:30-8:30pm 1/9 - 2/13 SPC

Italian 2

[279400](#) Tu 6:30-8:30pm 2/27 - 4/2 SPC

Spanish

¿Quieres hablar español? These courses, designed to be taken sequentially, provide a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Conversational practice and other exercises are led in a fun, no-pressure atmosphere during class.

\$170 | Staff

Spanish 1

[278957](#) Th 6:30-8:30pm 2/22 - 3/28 SLP

[278964](#) W 5-7pm 2/28 - 4/3 MTKA

Spanish 2

[278958](#) Th 6:30-8:30pm 4/11 - 5/16 SLP

[278965](#) W 5-7pm 4/17 - 5/22 MTKA

MUSIC & PERFORMANCE

College Choir

The Minneapolis College Choir is a non-auditioned choir designed to be a creative musical opportunity in an atmosphere that is enjoyable and noncompetitive. You will prepare music spanning a wide range of styles from classical to world music. College Choir is open to all who enjoy singing. No previous musical background is required.

\$35 | Elizabeth Pauly

[279401](#) MW noon–1:15pm 1/8 - 5/8* MPLS
*No class on M 1/15, 2/19, 3/4, W 3/6.

Improv 101

Discover the basics of improvisation and acquire skills that will benefit you in your everyday life. Scared? Don't be. No experience required. Gain confidence, learn how to fail easier—it's inevitable—and think on your toes faster by acquiring the “yes, and” skill.

\$150 | Leah Isaacson

[279402](#) Tu 6–8pm 4/23 - 5/14 MPLS

Jazz Ensemble

Is your axe getting rusty? Polish it up and come out to play with the Minneapolis College Jazz Ensemble! In this class you will develop your improv chops in one of our small combos and create your own renditions of some of the great standards from the jazz tradition. Some reading ability and proficiency on your instrument is required. The ensemble will rehearse at Minneapolis College during the spring semester and will perform on April 2. You must provide your own instrument (with the exception of keyboard, drums, and amplification).

\$35 | Joel Sundseth

[279457](#) Tu 6–8:20pm 1/9 - 4/2* MPLS
*No class on Tu 3/5.

Latin American Music Ensemble

NEW

Join us for a journey through the music of South America, Central America, and the Caribbean! This class is for anyone who wants to experience the subtle rhythms, energetic grooves, and beautiful melodies of some of our closest neighbors. Some previous instrumental proficiency is preferred, but be prepared to jump in on a hand drum as well. The ensemble will rehearse at Minneapolis College during the spring semester and will perform on Apr. 5.

\$35 | Joel Sundseth

[279462](#) Th 6–8:20pm 1/11 - 4/4* MPLS
*No class on Th 3/7, 3/28.



BUSINESS & LEADERSHIP

BUSINESS RESOURCES

Customer Service

Each and every one of us serves customers, whether we realize it or not. This workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. By the end of this workshop, you will be equipped to state what customer service means in relation to your internal and external customers, use outstanding customer service to generate return business, and effectively deal with difficult customer situations.

\$159 | Wanda Walker

[279468](#) Tu 1–5pm 2/6 ONL

Managing Conflict & Difficult People

Wherever two or more people come together, there is the possibility of conflict. This course will give you a six-step process that you can use to modify and resolve conflicts of any size. You will also learn crucial conflict resolution skills, including dealing with anger and using the Agreement Frame. At the end of this workshop, you will be equipped to understand what conflict and conflict resolution mean, understand all six phases of the conflict resolution process, understand the five main styles of conflict resolution, be able to adapt the process for all types of conflicts, be able to break out parts of the process and use those tools to prevent conflict, be able to use basic communication tools, such as the Agreement Frame and open questions and be able to use basic anger and stress management techniques.

\$159 | Jana Fischer

[279405](#) MW 6–8pm 3/25 - 3/27 ONL

Coaching Certification

PREREQUISITE

Power of Possibility - Coaching Fundamentals

Coaching skills are essential in assisting others to achieve personal aspirations, business objectives and health goals. Coaching is a partner relationship that allows individuals to uncover effective methods for achieving goals without providing advice or telling clients what they should or shouldn't do. It's a proven approach that builds self-efficacy, expands possibility and sustains change. The Power of Possibility is one of the most fascinating and challenging courses you will ever take.

\$900 | Jennie Antolak

279481	TuWTh*	1/16 - 1/18	ONL
279482	TuWTh*	3/12 - 3/14	ONL
279483	TuWTh*	5/7 - 5/9	ONL
279484	TuWTh*	7/16 - 7/18	ONL

*Class times vary.

CERTIFICATION CLASSES

Classes are arranged with the instructor and can be taken in any order.

Design a Creative Environment

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

[279471](#) \$900 | Jennie Antolak ONL

Honor Your Interior Self

In this class, you will learn how to help clients align their inner visions, values and beliefs with the exterior world.

[279472](#) \$900 | Jennie Antolak ONL

Integrate Creative Expression

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

[279473](#) \$900 | Jennie Antolak ONL

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

Source Gifts & Talents

Discover how to tap into clients' discarded, unused or underused talents. Learn unique tools and techniques to assist clients in seeing that there is not a giant leap between where they are and what they want.

[279480](#) \$900 | Jennie Antolak ONL

LEARNING LABS & COACHING SESSIONS

Meetings are arranged with the instructor.

Learning Labs

In these hands-on labs, you will deepen your learning within the core courses by focusing on and applying coaching techniques in each important element of the coaching process.

[279475](#) \$1,470 | Jennie Antolak ONL

Mentor Coaching Sessions

Receive feedback on areas of strength and opportunities of enhancement in these mentor coaching sessions.

[279477](#) \$600 | Jennie Antolak ONL

One-on-One Coaching Sessions

Receive personalized coaching for personal and professional development in sessions guided by a MCC credentialed coach.

[279479](#) \$300 | Jennie Antolak ONL

The certification program includes:

Power of Possibility class, 4 additional classes, 7 learning labs, mentor coaching, one-on-one coaching, 3 network sessions, book reviews, a written and oral exam, and coursework outside of class time.

164 hours total

WIOA-CERTIFIED TRAINING PROGRAM

Time Management

Time is a great asset, and a valuable resource. Most of us would like to have more of it. But this precious commodity is also perishable! So why let it go to waste? This class will help you learn ways to manage your time to increase productivity, accomplish goals, and achieve a healthy balance for work and leisure. Topics will include learning: the psychology of time management; how to develop written plans, how to prioritize tasks; the internal and external time wasters; and how to overcome procrastination.

\$159 | Bunny Robinson

[279469](#) MTu 6-8pm 3/11 - 3/12 ONL

Business Management

CERTIFICATES

Earn these certificates by completing the listed courses.

Business Analytics

- Business Analytics - Foundations
- Business Analytics - Advanced

Business Professional

- Customer Service
- Managing Conflict & Difficult People
- Teamwork
- Time Management
- Business Writing for Busy Professionals

Leadership

- Change Management
- Coaching Fundamentals
- Developing Positive Relationships
- Effective Leadership Skills
- Introduction to Human Resources Laws
- Strategic Planning
- The Intersection of Culture, Generation & Communication

WIOA-CERTIFIED TRAINING PROGRAMS

COMPUTERS & TECHNOLOGY

GRAPHIC DESIGN

Photoshop 1

Become familiar with the Photoshop desktop and tool palettes. In this class, you will gain an understanding of image size and resolution, cropping and selection tools, copying and pasting selections, creating layers, photo retouching, and simple compositing. Prerequisite: Familiarity with computers, Mac or PC operating system.

\$215 | William Reynolds

[279439](#) MW 6-9pm 3/11 - 3/13 MPLS

Photoshop 2

Build upon skills gained through participation in Photoshop 1 or your previous experience with Photoshop. Learn about Paint Brush, gradient tools, color management, type, layer effects, paths and filter effects. Prerequisite: Photoshop I or equivalent experience.

\$215 | William Reynolds

[279440](#) MW 6-9pm 3/18 - 3/20 MPLS

Photoshop 3

Delve deeper into the Photoshop desktop tool. In this course you will gain a deeper understanding of the relationship between layers and alpha channels, compositing techniques, layer masking, filter effects, and vector graphics, as well as special effects like displacement maps and pixel blending. Prerequisite: Photoshop II or equivalent experience.

\$215 | William Reynolds

[279442](#) MW 6-9pm 3/25 - 3/27 MPLS

Illustrator 1

Learn the basic skills to leverage Illustrator's powerful object-based tools and vector-style graphics to create attractive illustrations. Designed for individuals with little or no Illustrator experience, students will engage in a series of creative exercises utilizing a variety of selection, pen and shape tools. Projects include a postage stamp and character design. Gradients, live paint bucket and image trace techniques will be explored. Prerequisite: Familiarity with computers, Mac or PC operating system.

\$215 | William Reynolds

[279444](#) MW 6-9pm 4/1 - 4/3 MPLS



Illustrator 2

Take your Illustrator skills to the next level. Learn how to create and organize layers, manage print specific colors and apply numerous keyboard commands and short cuts. Topics include designing with type, working with brushes, painting with custom brushes and creating clipping masks. Prerequisite: Illustrator 1 or equivalent experience.

\$215 | William Reynolds

[279445](#) MW 6-9pm 4/8 - 4/10 MPLS

InDesign 1

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

\$215 | Dodi Vessels

[279446](#) Sa 9am-3:30pm 4/13 MPLS

InDesign 2

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

\$215 | Dodi Vessels

[279447](#) Sa 9am-3:30pm 4/20 MPLS

InDesign 3

This session is for InDesign users who regularly produce large documents. Streamline the production process by learning how to understand and manage font usage, manage graphic placement and update links, prepare large documents for output, modify style sheets and apply changes across products, turn reader spreads into printer spreads, as well as the process of pre-flighting (prepress or make-ready). Prerequisite: InDesign I and II.

\$215 | Dodi Vessels

[279448](#) Sa 9am-3:30pm 4/27 MPLS

Design Principles

In this comprehensive course, you'll learn about the design process, layout structure, and color usage. You will also explore concept development techniques using Adobe Photoshop, Illustrator, and InDesign to create a logo for use on promotional materials such as a business card, letterhead, brochure, or postcard. Prerequisite: Photoshop II, InDesign II, Illustrator II or equivalent experience.

\$285 | Staff

[279449](#) MW 6-9pm 5/6 - 5/13 ONL

INFORMATION TECHNOLOGY

Google IT Support Certificate

Prepare for a career in the high-growth field of IT; no experience or degree required. Develop in-demand skills and prepare for an entry-level job in IT Support. Apply your skills with hands-on projects and build a portfolio that showcases your job readiness to potential employers. This certificate program includes 5 online courses that are instructor-facilitated and self-paced.

\$450 | Karen LaPlant

[279454](#) 1/2 - 6/28 ONL

ED2GO Partner Programs | ONLINE

Minneapolis College Continuing Education is partnering with Ed2Go to offer these professional certification and certificate programs.

BUSINESS

Certified Administrative Professional

Prepare for the Certified Administrative Professional (CAP) exams offered by the International Associate of Administrative Professionals (IAAP) and develop a broad range of essential skills and knowledge to work effectively as an administrative assistance in fields including education, technology, government, and medicine.

\$1,795 | 100 course hours | ONL

Certified Bookkeeper

Are you a bookkeeper wanting to formalize your education by earning an industry recognized certification? This class will provide a high-level review of basic accounting concepts to prepare you to sit for, and pass, all four exams for the AIPB Certified Bookkeeper certification.

\$2,195 | 140 course hours | ONL

Professional Bookkeeping with QuickBooks

Acquire the skills you need to make the most of QuickBooks online. Gain an understanding of how to get your business finances in order and save time with this powerful tool. This course also serves as preparation for the QuickBooks Certified User exam.

\$2,375 | 100 course hours | ONL

Freight Broker/Agent Training

Learn the skills you need to be a successful freight broker or freight agent. This online course provides you with detailed information about the freight broker sector of the transportation industry and about the brokerage process from start to finish.

\$1,895 | 100 course hours | ONL

Certified Supply Chain Professional + Freight Broker/Agent

Train to become a Certified Supply Chain Professional (CSCP) in this comprehensive course bundle as you cover all facets of supply chain management and prepare for the CSCP exam. This course will also prepare you to enter the freight/logistics industry and teach you how to start your own freight broker business or become a freight agent.

\$3,795 | 220 course hours | ONL

EDUCATION

Teacher's Aide with Parapro Prep

Learn how to assist with classroom instruction and develop strategies to support students of differing learning abilities in reading, writing, and math while preparing for the ETS ParaPro Assessment exam and Praxis exam required to work as a teacher's aide.

\$1,695 | 130 course hours | ONL

SKILLED TRADES

Electrical Technician

Review an intensive overview of electrical maintenance. Learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly.

\$2,260 | 120 course hours | ONL

Ed2Go Certifications

- Programs are self-paced and delivered in an online format.
- Rolling admission: Register at any time during spring 2024.
- Student payment plan options may be available to you.



To register or find more details:

email continuing.education@minneapolis.edu

call 612-659-6500

visit minneapolis.edu/continuinged

WEB DESIGN & DEVELOPMENT

HTML & CSS 1

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

\$315 | Bob Pfeffer

[279450](#) TuTh 6-9pm 2/27 - 3/5 ONL

HTML & 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.

\$415 | Bob Pfeffer

[279451](#) TuTh 6-9pm 3/7 - 3/19 ONL

Javascript for the Web

In this class, you'll be introduced to web applications using a combination of HTML, CSS and JavaScript (JS). You'll learn the basics of JavaScript syntax and common programming concepts including strings, arrays, loops, conditional statements and boolean logic. Through hands-on coding you will create your own examples of simple programs to run on your own website. After a thorough grounding in "vanilla" JavaScript, you will learn about using JS libraries, and code your own simple application using the popular jQuery library.

\$595 | Bob Pfeffer

[279452](#) TuTh 6-9pm 3/26 - 4/11 ONL

Technology

CERTIFICATES

Earn these certificates by completing the listed courses.

Google IT Support

Tech Support Fundamentals
Computer Networking
Operating Systems
System Admin and IT Infrastructure
IT Security

Graphic Design

Illustrator / InDesign / Photoshop /
Design Principles

Web Design

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

Web Development

HTML & CSS 1 & 2 / JavaScript for the Web

WIOA-CERTIFIED TRAINING PROGRAMS

Front-End Website Design

With the Internet being served up on everything from hand-held devices to wide-screen TVs, building websites has become an increasingly challenging and complex process. This course will introduce the fundamentals of visual and experience design. Students will design and style a basic website. We will use responsive web design techniques so that the site works across multiple devices and screen resolutions.

\$595 | Staff

[279453](#) TuTh 6-9pm 4/16 - 5/2 ONL



CUSTOMIZED TRAINING

Classes Designed to Meet Your Training Needs

Affordable Employee Training Solutions.



MINNEAPOLIS COLLEGE offers customized training solutions at competitive prices — on-site at your business, online or at our campus.

We work with you to determine what your specific business needs are and design training to meet them. We have experience providing workforce development in a wide range of industries for public, private, and nonprofit clients.

Professional development training can combat employee burnout and increase morale. Studies have shown that ongoing employee training and development leads to higher employee engagement and retention, and higher employee productivity.

We can help you invest in your team to grow your business and achieve your desired results.

Contact us to learn more about training your workforce in a variety of areas such as:

- Mental Health First Aid
- Motivational Interviewing
- Trauma Informed Service
- Nursing Assistant (NA)
- NA Registry Testing
- Dental Assistant Professional Development
- Healthcare Core Topics
- English for Industry
- Information Technology
- Data Analysis
- PowerBI
- Google IT Certificates
- OSHA 10 and OSHA 30
- First Aid, CPR and AED
- Business Writing
- Leadership Training

And many more possibilities!



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

FOR MORE INFORMATION

customized.training@minneapolis.edu
612-659-6500 minneapolis.edu/ct

HEALTH & HUMAN SERVICES

CPR & FIRST AID

AHA BLS Provider CPR-AED

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

\$159 | Paul Asted

[279421](#) Sa 8am-4pm 1/20 MPLS

[279423](#) F 8am-4pm 3/15 MPLS

AHA BLS Provider CPR-AED Refresher

If your basic life support/CPR certification for healthcare providers has expired or is about to expire, and you need to be re-certified, this class is for you. This course follows American Heart Association standards. Prerequisite: Current CPR/BLS certification (or within one month of expiration).

\$99 | Paul Asted

[279422](#) Sa noon-4pm 1/20 MPLS

[279424](#) F noon-4pm 3/15 MPLS

MEDICAL OFFICE

Effective Communication for Healthcare Workers

There is growing awareness that communication is inextricably intertwined with issues of health and medicine. This is true on a personal and intimate level in the way patients and caregivers interact in the examination and hospital room. People who understand communication are in an important place to help, and their services are increasingly in demand. In this class you will strengthen your understanding of the factors affecting health communication and healthcare and how you can contribute to improved practice and outcomes.

\$225 | Semira Salihovic

[279425](#) M 6-9pm 3/11 - 4/1 ONL



MEDICATION ADMINISTRATION

Minnesota State Medication Aide Training

Minnesota State provides the required training to work as a Medication Aide in a skilled nursing facility. A wide variety of exercises and activities let students apply their knowledge to healthcare settings. The training will also prepare participants for written and skills exams by building knowledge and developing skills competency. This class includes both online and in-person course work.

\$775 | Staff

[279412](#) 1/22 - 3/2 *Class times vary.* HYBD

[279413](#) 3/11 - 4/20 *Class times vary.* HYBD

MENTAL HEALTH & COUNSELING

Mental Health First Aid

Mental Health First Aid is an 8-hour national certification course that is designed to teach the skills to recognize the signs of a mental health or substance use disorder crisis, identify community resources, and link individuals in need of treatment and support to the proper resources. Students will learn a 5-step action plan that can be used to help those in need.

\$195 | *Sarah Behrens | **Mark Wick

[274598](#) Sa 9am-3:30pm 1/27* ONL

[278962](#) WTh 4-7:30pm 2/28 - 2/29** MTKA

[274599](#) TuW 4-7pm 3/26 - 3/27* ONL

[279430](#) Th 8:30am-4:30pm 4/18** MPLS

[278961](#) TuW 5-8:30pm 6/4 - 6/5** SLP

MOTIVATIONAL INTERVIEWING

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.

\$359 | Reginald Prince

[279431](#) MWF 8am-noon 2/26 - 3/1 ONL

[279433](#) MWF 8am-noon 3/25 - 3/29 ONL

[279437](#) MWTh 8am-noon 6/3 - 6/6 ONL

Motivational Interviewing Learning Lab - Introductory

This learning lab is designed for the student who has completed the Motivational Interviewing - Introductory class. Students will record a session with a client demonstrating the application of core motivational interviewing principles and techniques taught within the Motivational Interviewing - Introductory class. Students will receive personalized feedback about strengths and challenge areas within their Motivational Interviewing practice and gain assistance in goal setting to grow expertise.

\$300 | Reginald Prince

[279432](#) 3/1 - 3/29* ONL

[279434](#) 3/29 - 4/26* ONL

[279438](#) 6/6 - 7/5* ONL

*Day and time arranged with instructor.

Motivational Interviewing - Intermediate

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

\$359 | Reginald Prince

[279435](#) MTuW 8am-noon 4/22 - 4/24 ONL

Motivational Interviewing Learning Lab - Intermediate

This learning lab is designed for the student who has completed the Motivational Interviewing - Intermediate class. Students will record a session with a client demonstrating the application of core motivational interviewing principles and techniques taught within the Motivational Interviewing - Intermediate class. Students will receive personalized feedback about strengths and challenge areas within their Motivational Interviewing practice and gain assistance in goal setting to grow expertise.

\$300 | Reginald Prince

[279436](#) 4/24 - 5/22 ONL

*Day and time arranged with instructor.

MANUFACTURING & SKILLED TRADES



Basic Home Repair

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

\$250 | Michael Polifka

[279420](#) Sa 8am-noon 2/3 - 2/17 MPLS



Health & Human Services

CERTIFICATES

Earn these certificates by completing the relevant courses.

Mental Health First Aid

An 8-hour national certification course offered online, in person at Minneapolis College or delivered directly at your workplace.

Motivational Interviewing

Complete all four of these courses to earn this certification.

- Motivational Interviewing - Introductory
- Introductory Learning Lab
- Motivational Interviewing - Intermediate
- Intermediate Learning Lab

Nursing Assistant

Nursing Assistant is the #1 most in-demand job in the listing of the Top 30 Jobs in Demand in Minnesota, June 2023, that don't require a college degree.

- Nursing Assistant
- Nursing Assistant with AHA BLS Provider CPR-AED

Learn more about how you can arrange this valuable training for your organization at minneapolis.edu/ct.

NURSING

Train the Trainer for Nursing Assistant Instructors

This Train the Trainer course is required for registered nurses who intend to teach the Minnesota Department of Health approved Minnesota State Long Term Care Nursing Assistant and Home Health Aide Curriculum. This online asynchronous course is self-paced and provides information about the requirements to become a certified nursing assistant in Minnesota. Participants will gain the knowledge and skills needed to teach prospective nursing assistants. Current best practices in teaching and learning will be provided, as well as information on inclusive teaching methods.

\$675 | Diane Andersen Sibley

[279417](#) Self-paced 1/2 - 6/28 ONL

NURSING ASSISTANT

Nursing Assistant

Developed for individuals seeking entry into a dynamic career, our courses introduce the concepts of basic human needs, health/illness continuum and basic nursing skills in long term care and the home care environment. Students completing the course will be eligible to take the examination for placement on the Minnesota Department of Health Nursing Assistant Registry. Students who successfully complete the AHA BLS Provider CPR-AED offering will be CPR certified by the American Heart Association.

\$1,675 | Staff

[279418](#) 1/2 - 6/28 HYBD

Nursing Assistant with AHA BLS Provider CPR-AED

\$1,800 | Staff

[279419](#) 1/2 - 6/28 HYBD

NEWS: Next Generation Nursing Assistant

The Next Generation Nursing Assistant training program, originally launched in December of 2021, has been extended.

FOR PROGRAM DETAILS VISIT:

www.minnstate.edu/CNAtraintestwork



Minneapolis College is Your Destination for Nursing Assistant Test Out (NATO)

With many testing dates to choose from, including single-day testing options, Minneapolis College is the first choice for NA testing.

Savings + Convenience!

Save when you take both the knowledge test and the skills test with just one visit to campus.

NURSING ASSISTANT TEST OUT (NATO)

NATO is offered to candidates seeking placement on the Minnesota Department of Health (MDH) Registry.

Placement on the registry is required for employment in most nursing homes, hospitals, and other facilities.

NATO is a 2-part test that includes a knowledge test and skills test.

You must pass both parts to be certified and placed on the Minnesota Nursing Assistant Registry.

NATO Knowledge & Skills Test (Parts 1 & 2)

\$250 | Mary Turcotte

Thursdays, 7:30am – Noon:

279039 1/4	279508 4/4	279585 6/27
279046 1/18	279519 4/11	279593 7/11
279058 1/25	279527 4/18	279628 7/18
279063 2/8	279540 5/2	279636 7/25
279073 2/15	279550 5/9	279643 8/8
279328 2/22	279557 5/23	279650 8/15
279335 3/7	279564 5/30	279712 8/22
279343 3/14	279571 6/13	
279352 3/21	279578 6/20	

Thursdays, 10:30am – 3:30pm:

279040 1/4	279509 4/4	279586 6/27
279051 1/18	279521 4/11	279594 7/11
279059 1/25	279528 4/18	279629 7/18
279067 2/8	279543 5/2	279637 7/25
279074 2/15	279551 5/9	279644 8/8
279329 2/22	279558 5/23	279651 8/15
279336 3/7	279565 5/30	279714 8/22
279344 3/14	279572 6/13	
279353 3/21	279579 6/20	

Thursdays, 2:00 – 6:00pm:

279041 1/4	279511 4/4	279587 6/27
279053 1/18	279522 4/11	279595 7/11
279060 1/25	279530 4/18	279631 7/18
279068 2/8	279545 5/2	279638 7/25
279075 2/15	279552 5/9	279645 8/8
279330 2/22	279559 5/23	279653 8/15
279337 3/7	279566 5/30	279715 8/22
279345 3/14	279573 6/13	
279502 3/21	279580 6/20	

REGISTER ONLINE!

minneapolis.edu/continuinged

NATO Knowledge Test (Part 1)

The Nursing Assistant Knowledge Test is 1 part of the 2-part nursing assistant test.

\$115 | Mary Turcotte

Thursdays, 7:30 - 10:00am:

279042	1/4	279512	4/4	279588	6/27
279054	1/18	279523	4/11	279624	7/11
279061	1/25	279531	4/18	279632	7/18
279069	2/8	279546	5/2	279639	7/25
279324	2/15	279553	5/9	279646	8/8
279331	2/22	279560	5/23	279654	8/15
279338	3/7	279567	5/30	279716	8/22
279346	3/14	279574	6/13		
279503	3/21	279581	6/20		

Thursdays, 10:30am - 2:00pm:

279043	1/4	279516	4/4	279589	6/27
279055	1/18	279524	4/11	279625	7/11
279064	1/25	279532	4/18	279633	7/18
279070	2/8	279547	5/2	279640	7/25
279325	2/15	279554	5/9	279647	8/8
279332	2/22	279561	5/23	279655	8/15
279339	3/7	279568	5/30	279717	8/22
279347	3/14	279575	6/13		
279504	3/21	279582	6/20		

Thursdays, 2:00 - 4:30pm:

279044	1/4	279517	4/4	279590	6/27
279056	1/18	279525	4/11	279626	7/11
279065	1/25	279533	4/18	279634	7/18
279071	2/8	279548	5/2	279641	7/25
279326	2/15	279555	5/9	279648	8/8
279333	2/22	279562	5/23	279656	8/15
279340	3/7	279569	5/30	279718	8/22
279348	3/14	279576	6/13		
279505	3/21	279583	6/20		

NATO Skills Test (Part 2)

The Nursing Assistant Skills Test is 1 part of the 2-part nursing assistant test.

\$175 | Mary Turcotte

Thursdays, 7:30 - 9:30am:

279045	1/4	279518	4/4	279591	6/27
279057	1/18	279526	4/11	279627	7/11
279066	1/25	279534	4/18	279635	7/18
279072	2/8	279549	5/2	279642	7/25
279327	2/15	279556	5/9	279649	8/8
279334	2/22	279563	5/23	279657	8/15
279341	3/7	279570	5/30	279719	8/22
279350	3/14	279577	6/13		
279506	3/21	279584	6/20		

Class Location Codes

MPLS	Minneapolis College
MTKA	Minnetonka Comm. Ed. Center
SLP	St. Louis Park / Lenox Community Center
SPC	St. Paul College
ONL	Online Course
HYBD	Hybrid Course

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

Email Confirmation

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

Class Cancellations or Changes

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

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. Administrative fees may apply.

Accessibility Statement

Minneapolis Community and Technical College is committed to providing equal access to education for all students. Students who have a disability or believe they might be invited to contact the Accessibility Resource Center to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact the Accessibility Resource Center at 612-659-6730 or accessibility@minneapolis.edu. 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. Only accommodations approved by the Accessibility Resource Center will be provided.



MINNESOTA STATE

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

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SPRING 2024 FEATURED CLASSES

Photographic Safari 2

Chinese I 3

**Google IT Support
Certificate 7**

**Minnesota State
Medication Aide Training 11**

Basic Home Repair 12

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at continuinged@minneapolis.edu.

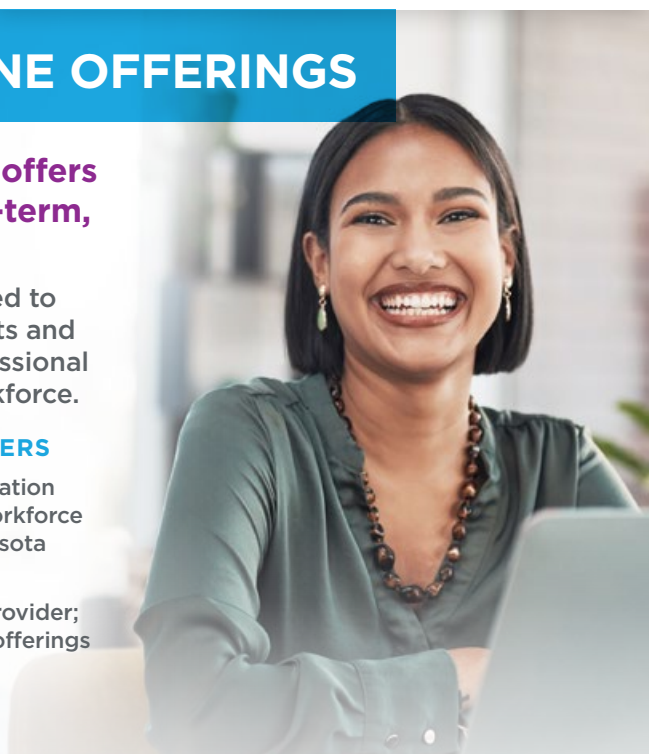
EXPANDED ONLINE OFFERINGS

Minneapolis College now offers a greater variety of short-term, virtual training classes.

These online classes are designed to meet the needs of working adults and employers supporting the professional development goals of their workforce.

ONLINE PROGRAMMING PARTNERS

- **LIVE ONLINE:** A statewide collaboration of the Continuing Education and Workforce Development departments of Minnesota State Colleges and Universities
- **Ed2Go:** A national online training provider; see page 8 for current certification offerings



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FOR MORE INFORMATION

minneapolis.edu/continuinged