

CONTINUING EDUCATION

September - December 2021



Find Your Class:

Arts & Culture 2

Business 3

Computers
& Technology 4

Manufacturing
& Trades 5

Health &
Human Services 6



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

minneapolis.edu/continuinged

Minneapolis College Continuing Education | Fall 2021

We are pleased to be returning to in-person classes at the Minneapolis College campus and other partner locations in September 2021. As always, we are committed to providing quality programs that pique your personal and professional interest.

ARTS & CULTURE

ARTS

Art During Times of Change

\$295 | Stevie Klaark

[195273](#) W 6-9pm 11/3 - 12/8 ONL

Digital Photography 1

\$149 | David Johnson

195264 Mon 6:30 - 9pm 9/20 - 10/11 MPLS

*No class Mon 10/4; alternate class date Su 10/3.

Drawing

\$275 | Susan Shields

[195276](#) M 6-9pm 9/20 - 10/25 MPLS

Introduction to Animation & Film: Flipbooks

NEW

\$295 | Stevie Klaark

[195270](#) M 6-9pm 9/20 - 10/25 MPLS

Painting

\$275 | Susan Shields

[195279](#) Tu 6-9pm 9/21 - 10/26 MPLS

Watercolor Painting 1

\$185 | Stephen Nesser

[195267](#) Tu 7-9pm 10/5 - 11/16* MPLS

*No class on Tue 11/2.

LANGUAGES

American Sign Language

\$150 | Susan Hagel

American Sign Language 1

[195354](#) M 6-8:30pm 9/13 - 10/4 SLP

[195339](#) M 6-8:30pm 11/8 - 11/29 ONL

American Sign Language 2

[195357](#) M 6-8:30pm 10/11 - 11/1 SLP

[195348](#) M 6-8:30pm 12/6 - 12/27 ONL

French

\$170 | Sarah Jones-Boardman

French 1

[195372](#) Tu 6:30-8:30pm 9/21 - 10/26 MPLS

[195381](#) W 6:30-8:30pm 9/22 - 10/27 SLP

French 2

[195378](#) Tu 6:30-8:30pm 11/9 - 12/14 MPLS

[195384](#) W 6:30-8:30pm 11/10 - 12/15 SLP

Italian

\$170 | Daniela McArthur

Italian 1

[195390](#) Tu 6:30-8:30pm 9/21 - 10/26 SPC

Italian 2

[195393](#) Tu 6:30-8:30pm 11/9 - 12/14 SPC

Japanese

\$170 | Kuniko Voeller

Japanese for Busy People - Part 1

[195396](#) WTh 6:30-8pm 9/15 - 10/14 ONL

Japanese for Busy People - Part 2

[195399](#) WTh 6:30-8pm 10/27 - 12/2* ONL

*No class on Thu 11/11, Thu 11/25.

Spanish

\$170 | Bertha Bonequi Olvera (MPLS)

Tyrel Nelson (SPC & SLP)

Spanish 1

[195405](#) Tu 6:30-8:30pm 9/14 - 10/19 MPLS

[195423](#) Th 6:30-8:30pm 9/16 - 10/21 SLP

[195417](#) M 6:30-8:30pm 9/20 - 10/25 SPC

Spanish 2

[195411](#) Tu 6:30-8:30pm 10/26 - 12/7* MPLS

*No class on Tue 11/2.

[195426](#) Th 6:30-8:30pm 10/28 - 12/16* SLP

*No class on Thu 11/11, Thu 11/25.

[195420](#) M 6:30-8:30pm 11/1 - 12/6 SPC

Arabic 1

\$170 | Sidow Mohammed

[195366](#) Th 6:30-8:30pm 9/23 - 10/28 MPLS

Somali 1

\$170 | Omar Ali

[195402](#) W 6:30-8:30pm 9/22 - 10/27 MPLS

TOEFL Test Prep

\$325 | Janet Stewart
[195315](#) M 6:30-8:30pm 9/20 - 12/6 ONL

NEW

MUSIC & PERFORMANCE

College Choir

\$35 | Elizabeth Pauly
[197448](#) MW noon-1:15pm 8/23 - 12/8* ONL
**No class on Mon 9/6.*

Improv 101

\$145 | Leah Isaacson
[197667](#) Tu 6-8pm 10/5 - 10/26 MPLS

Jazz Ensemble

\$35 | Joel Sundseth
[197475](#) Tu 5:30pm - 7pm 8/24 - 11/12 Hybrid

BUSINESS

BUSINESS RESOURCES

HIRED-Cut Your Career Search Time in Half

\$149 | George Murray
[196488](#) Tu 6:30-9pm 9/28 ONL
[196491](#) Sa 9-11:30am 10/9 ONL

NEW

Introduction to Professional Sales

\$199 | John Rinaldi
[196485](#) TuTh 6-8pm 9/14 - 9/30 MPLS

NEW

MANAGEMENT & LEADERSHIP

Change Management

\$239 | Wanda Walker
[196440](#) MTu 6-9pm 9/20 - 9/21 ONL

Coaching Fundamentals

\$239 | Karin Goettsch
[196443](#) MTu 6-9pm 10/4 - 10/5 ONL

Human Resource Rules & Regulations

\$239 | Bunny Robinson
[196446](#) MTu 6-9pm 10/18 - 10/19 ONL

Leadership Fundamentals

\$239 | Karin Goettsch
[196452](#) MTu 6-9pm 11/8 - 11/9 ONL

Business Management

CERTIFICATES

Earn these certificates by completing the listed courses.

Leadership

- Change Management
- Coaching Fundamentals
- Developing Positive Relationships
- Human Resource Rules & Regulations
- Leadership Fundamentals
- Strategic Planning
- The Intersection of Culture, Generation & Communication

Project Management

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

Social Media Marketing

- Strategic Planning for Social Media Success
- Building Customer-Focused Social Media Content
- Designing a Compelling Social Media Game Plan
- Choosing Social Media Tools to Deliver Results

WIOA-CERTIFIED TRAINING PROGRAMS

Strategic Planning

\$239 | Wanda Walker
[196458](#) MTu 6-8pm 11/22 - 11/29 ONL

The Intersection of Culture, Generation & Communication

\$239 | Karin Goettsch
[196464](#) MTu 6-9pm 12/13 - 12/14 ONL

Project Management Fundamentals

\$425 | Michael Siegler
[196467](#) Sa 8:30am-5pm 10/2 MPLS

Project Management: Problem Solving & Critical Thinking

\$425 | Michael Siegler
[196479](#) Sa 8:30am-5pm 10/30 MPLS

Project Management: Results-Oriented Meetings

\$425 | Michael Siegler
[196476](#) Sa 8:30am-5pm 10/16 MPLS

MARKETING & COMMUNICATIONS**Building Customer-Focused Social Media Content**

\$148 | Jane Neumiller-Bustad
[196386](#) Th 9am-noon 10/14 MPLS

Choosing Social Media Tools to Deliver Results

\$148 | Jane Neumiller-Bustad
[196395](#) Th 9am-noon 10/28 MPLS

Designing a Compelling Social Media Game Plan

\$148 | Jane Neumiller-Bustad
[196389](#) Th 9am-noon 10/21 MPLS

Strategic Planning for Social Media Success

\$148 | Jane Neumiller-Bustad
[196380](#) Th 9am-noon 10/7 MPLS

Coaching Certification

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

Visit minneapolis.edu/continuinged to review program details.

WIOA-CERTIFIED TRAINING PROGRAM

COMPUTERS & TECHNOLOGY**GRAPHIC DESIGN****Illustrator 1**

\$215 | William Reynolds
[195579](#) MW 6-9pm 10/11 - 10/13 MPLS
[195606*](#) Sa 9am-4pm 10/16 MPLS

Illustrator 2

\$215 | William Reynolds
[195600](#) MW 6-9pm 10/18 - 10/20 MPLS
[195612*](#) Sa 9am-4pm 10/23 MPLS

InDesign 1

\$215 | Instructor TBD
[195615](#) MW 6-9pm 10/25 - 10/27 ONL
[195636](#) Sa 9am-4pm 10/30 MPLS

InDesign 2

\$215 | Instructor TBD
[195618](#) MW 6-9pm 11/1 - 11/3 ONL
[195645](#) Sa 9am-4pm 11/6 MPLS

InDesign 3

\$215 | Instructor TBD
[195621](#) MW 6-9pm 11/8 - 11/10 ONL
[195654](#) Sa 9am-4pm 11/13 MPLS

Photoshop 1

\$215 | William Reynolds
[195558](#) MW 6-9pm 9/20 - 9/22 MPLS
[195567*](#) Sa 9am-4pm 9/25 MPLS

Photoshop 2

\$215 | William Reynolds
[195561](#) MW 6-9pm 9/27 - 9/29 MPLS
[195573*](#) Sa 9am-4pm 10/2 MPLS

Photoshop 3

\$215 | William Reynolds
[195564](#) MW 6-9pm 10/4 - 10/6 MPLS
[195576*](#) Sa 9am-4pm 10/9 MPLS

*Instructor TBD

Design Principles

\$285 | John Finkler
[195657](#) MW 6-9pm 11/15 - 11/22 MPLS
[195660](#) Sa 9am-noon 12/4 - 12/18 MPLS

MICROSOFT APPLICATIONS

Microsoft Excel 1

Formula & Functions

\$99 | Debra Lehr
[196137](#) M 10–11:30am 9/20 ONL

Foundations

\$99 | Debra Lehr
[196134](#) M 8–9:30am 9/20 ONL

Formatting

\$99 | Debra Lehr
[196140](#) Tu 8–9:30am 9/28 ONL

Workbooks

\$99 | Debra Lehr
[196143](#) Tu 10–11:30am 9/28 ONL

Microsoft Excel 2

Charts

\$99 | Debra Lehr
[196146](#) W 12:30–2pm 10/6 ONL

Lists & Tables

\$99 | Debra Lehr
[196149](#) W 2:30–4pm 10/6 ONL

Formulas & Functions 2

\$99 | Debra Lehr
[196155](#) Tu 2:30–4pm 10/12 ONL

Shortcuts

\$99 | Debra Lehr
[196152](#) Tu 12:30–2pm 10/12 ONL

Microsoft Excel 3

Pivot Tables

\$99 | Debra Lehr
[196161](#) W 10–11:30am 11/3 ONL

Recording Macros

\$99 | Debra Lehr
[196158](#) W 8–9:30am 11/3 ONL

Data Analysis

\$99 | Debra Lehr
[196164](#) Tu 8–9:30am 11/9 ONL

Formulas & Functions

\$99 | Debra Lehr
[196167](#) Tu 10–11:30am 11/9 ONL

Technology

CERTIFICATES

Earn these certificates by completing the listed courses.

Graphic Design

Illustrator / InDesign / Photoshop Design Principles

Web Design

HTML & CSS / Front-End Web Design

Web Development

HTML & CSS / JavaScript for the Web

WIOA-CERTIFIED TRAINING PROGRAMS

WEB DESIGN & DEVELOPMENT

Front-End Website Design

\$589 | Instructor TBD
[195798](#) TuTh 6–9pm 10/14 - 11/4* MPLS
**No class on Tue 11/2.*

HTML and CSS 1

\$305 | Bob Pfeffer
[195807](#) Sa 9am–noon 9/18 - 10/2 ONL
[195777*](#) TuTh 6–9pm 9/21 - 9/28 MPLS

HTML and CSS 2

\$405 | Bob Pfeffer
[195795*](#) TuTh 6–9pm 9/30 - 10/12 MPLS
[195810](#) Sa 9am–noon 10/9 - 10/30 ONL
*Instructor TBD

Javascript for the Web

\$589 | Instructor TBD
[195813](#) Sa 9am–noon 11/6 - 12/18* ONL
**No class on Sat 11/27.*
[195801](#) TuTh 6–9pm 11/9 - 12/2* MPLS
**No class on Thu 11/11, Thu 11/25.*

MANUFACTURING & SKILLED TRADES

Welding for Professionals & Homeowners

\$450 | Cory Gabrielle
[197292](#) Sa 9am–3:30pm 11/20 - 12/18* MPLS **No class on Sat 11/27.*

HEALTH & HUMAN SERVICES

CPR & FIRST AID

BLS for Healthcare Providers

\$159 Paul Asted			
196989	Sa 8am-4pm	9/25	MPLS
197004	F 8am-4pm	10/29	MPLS
197007	F 8am-4pm	12/3	MPLS

BLS for Healthcare Providers Refresher

\$99 Paul Asted			
197010	F 8am-noon	10/8	MPLS
197013	Sa 8am-noon	12/11	MPLS

NURSING

Test of Essential Academic Skills (TEAS) Preparation

\$179 Traci Krause			
197205	Th 6-10pm	9/16 - 9/30	MPLS

UNDER CONSTRUCTION:

Train the Trainer for Nursing Assistant Instructors

Look for our newly designed Train the Trainer for Nursing Assistant Instructor course in the fall of 2021.

This course is required for registered nurses seeking Minnesota Department of Health (MDH) approval to teach Nursing Assistant classes. Participants will learn how to use the Minnesota State Long Term Care Nursing Assistant and Home Health Aide curriculum effectively and will learn how to develop engaging classroom experiences to meet the diverse needs of students. See website for course details, schedule and pricing.

Nursing Assistant

CERTIFICATION

Certified Nursing Assistant is the 2nd most in-demand job in Minnesota's listing of the Top 30 Jobs in Demand in Minnesota, February 2021.

Developed for individuals seeking entry into a dynamic career, our course introduces the concepts of basic human needs, health/illness continuum and basic nursing skills needed in long term care and the home care environment. The course includes Nursing Assistant Test Out (NATO) registration. Successful candidates are placed on the Minnesota Department of Health Nursing Assistant Registry.

Visit our website to learn more about how you can arrange this valuable training for your organization: minneapolis.edu/ct

NURSING ASSISTANT

Nursing Assistant

NEW

\$1,675 Instructor TBD			
198072	M-Th 8am-4:30pm	9/27 - 11/22	HYBD

Nursing Assistant with BLS CPR for Healthcare Providers

NEW

\$1,800 Instructor TBD			
198078	M-Th 8am - 4:30pm	9/27 - 11/22	Hybrid

NURSING ASSISTANT TEST OUT

Nursing Assistant Test Out (NATO) Skills Review

\$129 Kimberly Drechsel			
196125	Tu 4:30-8:30pm	9/7	MPLS
196128	Tu 4:30-8:30pm	10/12	MPLS
196131	Tu 4:30-8:30pm	11/30	MPLS

Full Test \$205 | MPLS

Sessions meet Thursday at 7:30am:

194487	9/2	194514	10/14	194526	11/18
194502	9/9	194517	10/21	194529	12/2
194508	9/16	194520	10/28	194532	12/9
194511	9/30	194523	11/4	194535	2/16

Retake	\$94 Retake WRITTEN Test
	\$151 Retake SKILLS Test
	\$205 Retake BOTH Tests

MENTAL HEALTH & COUNSELING

Mental Health First Aid

\$149 | Brittany Miskowiec

[197217](#) MTu 9am-noon 10/11 - 10/12 ONL

[197241](#) F 8am-4:30pm 12/3 MPLS

Understanding Trauma

\$90 | Brittany Miskowiec

[197244](#) W 6-8pm 11/10 ONL

Motivational Interviewing - Introductory

\$359 | Reginald Prince

[197022](#) WThF 8am-noon 9/15 - 9/17 ONL

[197025](#) MTuW 8am-noon 10/18 - 10/20 ONL

[197172](#) WTh 8:30am-4:30pm 11/17 - 11/18 MPLS

Motivational Interviewing - Intermediate

\$359 | Reginald Prince

[197187](#) MTu 8:30am-4:30pm 12/6 - 12/7 MPLS

Look for the associated lab courses to earn a Motivational Interviewing Certificate.

HEALTH & WELLNESS

Aromatherapy Certification

\$2,250 | Denise Joswiak

[197247](#) M 8am - 4:30pm 9/13 HYBD

Sat 8am - 4:30pm 9/25, 10/30, 12/18

Holistic Self Care for the Healthcare Professional

\$175 | Denise Joswiak

[197259](#) Tu 6-8pm 10/5 MPLS

Introduction to Clinical Aromatherapy

\$199 | Denise Joswiak

[197265](#) Th 6-8pm 10/28 MPLS

Remembering Resilience: Releasing the Hold of Whiteness

\$149 | Lindsay Walz

[198153](#) M 1-4pm 10/4 MPLS

[198156](#) F 9am-noon 10/22 MPLS

Trauma-Responsive Care: From Practice to Policy

\$149 | Lindsay Walz

[198147](#) W noon-4pm 9/22 MPLS

[198150](#) M 5-9pm 11/8 MPLS

REGISTER ONLINE!

minneapolis.edu/continuinged

Class Location Codes

SPC Saint Paul College

SLP St. Louis Park / Lenox Community Center

MPLS Minneapolis 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.

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

NEW CLASSES

**Introduction to Animation
& Film: Flipbooks 2**

TOEFL Test Prep 3

**HIRED - Cut Your Career
Search Time in Half 3**

**Introduction to
Professional Sales 3**

Nursing Assistant 6

**Holistic Self Care for the
Healthcare Professional 7**

**Introduction to
Clinical Aromatherapy 7**

**Remembering Resilience:
Releasing the Hold
of Whiteness 7**

**Trauma-Responsive Care:
From Practice to Policy 7**

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