CONTINUING EDUCATION
September – December 2021

Find Your Class:
Arts & Culture 2
Business 3
Computers & Technology 4
Manufacturing & Trades 5
Health & Human Services 6

Professional Development and Lifelong Learning
minneapolis.edu/continuinged
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.

Painting
$275  |  Susan Shields
195276  M  6 – 9pm  9/20 - 10/25  MPLS

Introduction to Animation & Film: Flipbooks
$295  |  Stevie Klaark
195270  M  6 – 9pm  9/20 - 10/25  MPLS

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
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Fee</th>
<th>Meeting Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Test Prep</td>
<td>Janet Stewart</td>
<td>$325</td>
<td>M 6:30–8:30pm</td>
<td>9/20 - 12/6</td>
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<tr>
<td>College Choir</td>
<td>Elizabeth Pauly</td>
<td>$35</td>
<td>MW noon–1:15pm</td>
<td>8/23 - 12/8*</td>
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<tr>
<td>Improv 101</td>
<td>Leah Isaacson</td>
<td>$145</td>
<td>Tu 6–8pm</td>
<td>10/5 - 10/26</td>
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<tr>
<td>Jazz Ensemble</td>
<td>Joel Sundseth</td>
<td>$35</td>
<td>Tu 5:30pm – 7pm</td>
<td>8/24 - 11/12 Hybrid</td>
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<tr>
<td>HIRED-Cut Your Career Search Time in Half</td>
<td>George Murray</td>
<td>$149</td>
<td>Tu 6:30–9pm</td>
<td>9/28 ONL</td>
</tr>
<tr>
<td>Introduction to Professional Sales</td>
<td>John Rinaldi</td>
<td>$199</td>
<td>TuTh 6 – 8pm</td>
<td>9/14 - 9/30 MPLS</td>
</tr>
<tr>
<td>Change Management</td>
<td>Wanda Walker</td>
<td>$239</td>
<td>MTu 6 - 9pm</td>
<td>9/20 - 9/21</td>
</tr>
<tr>
<td>Coaching Fundamentals</td>
<td>Karin Goetttsch</td>
<td>$239</td>
<td>MTu 6 – 9pm</td>
<td>10/4 - 10/5</td>
</tr>
<tr>
<td>Human Resource Rules &amp; Regulations</td>
<td>Bunny Robinson</td>
<td>$239</td>
<td>MTu 6 – 9pm</td>
<td>10/18 - 10/19</td>
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<tr>
<td>Strategic Planning</td>
<td>Wanda Walker</td>
<td>$239</td>
<td>MTu 6 - 8pm</td>
<td>11/22 - 11/29</td>
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<tr>
<td>The Intersection of Culture, Generation &amp; Communication</td>
<td>Karin Goetttsch</td>
<td>$239</td>
<td>MTu 6 – 9pm</td>
<td>12/13 - 12/14</td>
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<tr>
<td>Project Management Fundamentals</td>
<td>Michael Siegler</td>
<td>$425</td>
<td>Sa 8:30am–5pm</td>
<td>10/2 MPLS</td>
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</tbody>
</table>

**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
- The Intersection of Culture, Generation & Communication
- Project Management Fundamentals
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
195643 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
    - *Instructor TBD

### 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

## 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
196999 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

NURSING ASSISTANT

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

Nursing Assistant with BLS CPR for Healthcare Providers
$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 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.

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.

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CLASSES

Introduction to Animation & Film: Flipbooks

TOEFL Test Prep

HIRED – Cut Your Career Search Time in Half

Introduction to Professional Sales

Nursing Assistant

Holistic Self Care for the Healthcare Professional

Introduction to Clinical Aromatherapy

Remembering Resilience: Releasing the Hold of Whiteness

Trauma-Responsive Care: From Practice to Policy

CUSTOMIZED TRAINING

Let us focus on what we do best, so you can focus on what you do best!

WHY CHOOSE US?

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

CREATIVE. FLEXIBLE. EFFECTIVE.

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