

# CONTINUING EDUCATION

September - December 2024

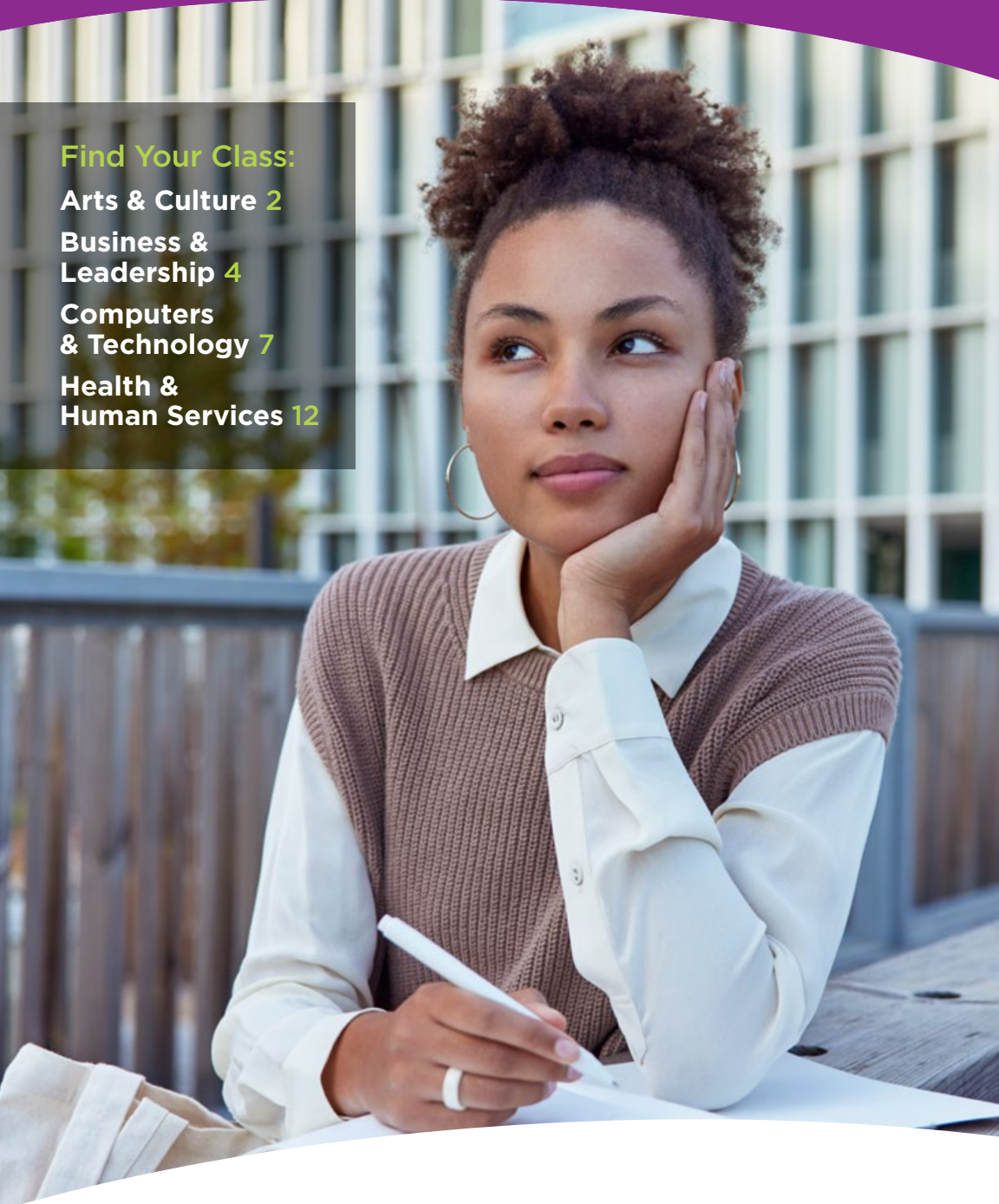
## Find Your Class:

Arts & Culture 2

Business &  
Leadership 4

Computers  
& Technology 7

Health &  
Human Services 12



**MINNEAPOLIS  
COLLEGE®**

Professional Development  
and Lifelong Learning

[minneapolis.edu/continuinged](https://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



### ARTS

#### 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. You'll learn about the safe use of materials as well as pigments, different watercolor papers, and brushes.

\$225 | Stephen Nesser

[287164](#) Tu 7–9pm 9/24 - 10/29 MPLS

#### Watercolor Painting 2

Building on the lessons from Watercolor Painting 1, this class teaches the fundamentals of composition, advanced color theory, use of symbolism and narrative in paintings, and how to use pen and ink with watercolor. Significant painting time will be provided in each class to apply the class lesson.

\$225 | Stephen Nesser

[287165](#) Tu 7–9pm 11/12 - 12/17 MPLS

## LANGUAGES

### Conversational American Sign Language

Did you know that American Sign Language is the third most used language in America? A vital tool if you interact with individuals who are deaf and hard of hearing, signing has an expressive beauty all its own. This class is also great for anyone regularly interacting with the general public.

\$165 | Susan Hagel

#### Conversational ASL 1

[287161](#) M 6–8:30pm 9/16 - 10/7 SLP

#### Conversational ASL 2

[287162](#) M 6–8:30pm 10/21 - 11/18\* SLP

\*No class on Mon 11/11.

### 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.

\$185 | Sarah Jones-Boardman

#### French 1

[287939](#) Tu 6:30–8:30pm 9/24 - 10/29 MPLS

#### French 2

[287990](#) Tu 6:30–8:30pm 11/12 - 12/17 MPLS



## 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.

\$185 | \*Patricia Stoppa | \*\*Tyrel Nelson

### Spanish 1

[287533](#) M 6:30–8:30pm 9/16 - 10/21\* ONL

[287056](#) W 6:30–8:30pm 11/13 - 12/18\*\* SLP

### Spanish 2

[287536](#) M 6:30–8:30pm 11/4 - 12/16\* ONL

\*No class on Mon 11/11.

## Chinese 1

NEW

Unlock the essentials of Mandarin Chinese with this introductory course. We will focus on practical communication skills, including speaking and listening. We will tailor content to meet your needs, such as an introduction to characters and vocabulary for specific contexts and interests. In this class, you'll engage in everyday conversations, and learn how to navigate social etiquette and interpersonal communication in a Chinese-speaking environment.

\$185 | Miranda Miskowiec

[288561](#) Th 6–8pm 10/17 - 11/21 MPLS

## 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. The College Choir is open to all who enjoy singing. No previous musical background is required.

\$35 | Elizabeth Pauly

[287015](#) MW noon–1:15pm 8/26 - 12/18\* MPLS

\*No class on Mon 9/2, Mon 11/11.

### 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.

\$165 | Leah Isaacson

[288440](#) Tu 6–8pm 10/8 - 10/29 MPLS



### Instant Guitar for Busy People

NEW

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment — and you won't have to take private lessons to do it. This crash course will teach you basic chords and get you playing along with your favorite songs right away.

\$99 | Craig Coffman

[288617](#) W 6:30–9pm 10/9 ONL

### Instant Piano for Busy People

NEW

Did you know that there is a MUCH easier way to learn the piano than the note reading method that is normally taught? Note reading is for classical music. Modern music (rock, pop, country, blues, jazz) is ALWAYS played using the chord method and the chord method is 100 times easier to learn than note reading — and a lot of fun! Take our live online class and start playing piano now.

\$99 | Craig Coffman

[288616](#) M 6:30–9:30pm 10/7 ONL

### 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.

\$35 | Joel Sundseth

[288009](#) Tu 6–8:20pm 8/27 - 11/19\* MPLS

\*No class on Tue 11/5.



# BUSINESS

## MANAGEMENT & LEADERSHIP

### AI Workplace Productivity NEW

Discover how to use AI tools and easy-to-learn methods to increase your productivity, save time, and improve your work and life. Explore the rapidly advancing field of generative AI and how it can be applied to the workplace. Enhance personal productivity and work performance by leveraging AI tools, and discover effective techniques and strategies for using AI in various scenarios.

\$75 | Instructor TBD

[289297](#) Th 1-3pm 9/12 ONL



### Discover Your Strengths

Can you name your top strengths? What is it you do exceedingly well with very little effort? The CliftonStrengths assessment offers a unique perspective on your natural talents and how they play out in your life. In this 2-session class you will identify your own strengths and the contributions that you bring to the table, learn what you need from those around you, and discover how to find wellbeing in your work and life.

\$425 | Beth Johnson

[288618](#) TuTh 1-3:30pm 9/24 - 9/26 MPLS

### Introduction to Organizational Change Management

In an ever-evolving world, the ability to navigate change effectively is a critical skill. This introduction to change management will present a set of tools relevant to professionals across industries—and frankly to anyone who faces change in or out of the workplace. Through a combination of discussions, case studies, and practical exercises, participants will gain a deep understanding of the principles and best practices of change management.

\$325 | Jonathan Monson

[289109](#) Tu 6:45-8:45pm 11/12 - 11/26 MPLS

# LEADERSHIP

## CERTIFICATE PROGRAM

**Are you new as a leader, shift manager or supervisor and want to enhance your skills?**

**Or already in a leading role and want to advance your career?**

**This certificate program is designed for leaders like you.**

The **Leadership Certification Program** at Minneapolis College offers comprehensive training in core leadership competencies to help you become a more effective and confident leader.

Learn from seasoned professionals in the field and benefit from the opportunity to network with other like-minded individuals.

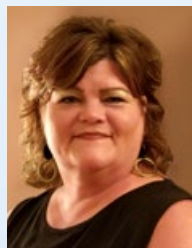
\$1,275 | Jana Fischer, Bunny Robinson

[288901](#) Th\* 9/26 - 12/19 ONL

\*Times vary. See schedules on opposite page.

### MEET OUR TRAINERS

**Jana Fischer** | A seasoned leader who has served in a variety of organization and educational settings, Jana is the founder and CEO of Fischer ReEntry Consulting. She teaches at several Minn State College & University campuses.



**Bunny Robinson** | Bunny is an accomplished HR leader and the lead principal of Robinson-Robinson & Associates, an executive search firm specializing in inclusive recruitment. She also currently serves as a contract mediator for the Minnesota Department of Education. Bunny earned her Master's degree in Organizational Leadership from St. Catherine University.



## REQUIRED CORE COURSES

### Leadership Skills

Are you interested in becoming a more effective leader? In this course you will identify leadership opportunities in everyday life, understand the differences in power vs. influence, learn about differing leadership styles, identify the seven skills of effective leaders and implement strategies to build resilience as a leader.

Th 1-5pm 9/26 Fischer ONL

### Art of Effective Communication

Do you wonder why you get frustrated when communicating with others; you don't feel heard or you feel misunderstood? In this course you will learn the communication feedback process model, understand what makes communication ineffective, learn about how different styles of communication impacts your communication with others and establish an individual plan for effective communication.

Th 8am-noon 10/10 Fischer ONL

### Performance Management & Coaching

Learn how to better manage your team's performance, day-to-day, monthly and annually by utilizing a process with easy steps to follow. In this class you will learn ways to motivate, encourage, develop and better support your direct reports. You will learn the feedback process model and how to utilize a performance improvement plan and gain valuable practice in an engaging and safe learning environment.

Th 8am-noon 10/17 Fischer ONL

### Introduction to Human Resources Laws

The employer-employee relationship is complex. Leaders are not only responsible for managing people and processes, and maximizing productivity and profit, but for minimizing risk and maintaining compliance with government rules and regulations as well. This session will provide an overview of the top 20-25 laws (federal and state) pertaining to Human Resources—covering areas such as recruitment, wages, benefits, safety, medical leave, harassment, discrimination, discipline, and termination.

Th 1-5pm 11/7 Robinson ONL

Choose your own certificate program entry point by enrolling in any of the courses listed.

To earn the certificate you are required to complete all four Core Courses, and complete two of the three Elective Courses.

Wherever you begin, simply follow the course schedule to program completion.

## ELECTIVE COURSES

### Cultural Responsiveness

Diversity awareness and learning how to appreciate the differences that each team member brings is key to being a team player. In this course you will, define diversity and know the different ways we are diverse, understand the main cultural groups represented in the United States and in our workforce, recognize and understand how attitudes towards differences influence interactions with others and implement ways to work cohesively with a diverse population.

Th 1-5pm 11/21 Fischer ONL

### Conflict Management Resolution

Learn what creates conflict and how to overcome it using your conflict management style. In this course you will learn the five conflict management modes, understand how conflict impedes effective teamwork, identify your conflict management style and develop a plan of action to implement healthy methods to resolve disputes.

Th 8am-noon 12/5 Fischer ONL

### Introduction to Project Management

This course will help you understand the steps and strategies to successfully manage projects. You will learn to discern the differences between project vs process, gain and understanding of the project life cycle, and learn to effectively utilize the 5 project management phases.

Th 8am-noon 12/19 Fischer ONL

**Your future as a successful leader starts here.**

# 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

[288120](#) TuWTh\* 9/10 - 9/12 ONL

[288122](#) TuWTh\* 11/12 - 11/14 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.

[288123](#) \$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.

[288124](#) \$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.

[288125](#) \$900 | Jennie Antolak ONL

WIOA-CERTIFIED TRAINING PROGRAM

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.

[288131](#) \$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.

[288126](#) \$1,470 | Jennie Antolak ONL

### **Mentor Coaching Sessions**

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

[288127](#) \$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.

[288128](#) \$300 | Jennie Antolak ONL

### **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**

# COMPUTERS & TECHNOLOGY

## LIVE ONLINE COURSES

NEW

### Microsoft Excel Training: Levels 1 & 2

Register for both the Level 1 and Level 2 morning and afternoon sessions and save yourself \$50.

\$210 | Bob Bruce

All classes meet ONLINE on Thursdays.

**Level 1:** 8am–12pm / **Level 2:** 1pm–5pm

[288312](#) 8/29      [288323](#) 11/21

[288317](#) 9/26      [288326](#) 12/19

[288320](#) 10/31

**BUNDLE + SAVE \$50!**

### Microsoft Excel Level 1: Fundamentals

Gain the foundational knowledge you need to start using Microsoft Excel in this 4-hour live online workshop. Learn how to effectively navigate and utilize Excel to set up a worksheet and use formulas. Practice various tools and functions and receive a comprehensive guide with step-by-step instructions, shortcuts, and tips for everything you learn in this class.

\$130 | Bob Bruce    Th 8am–noon | ONL

[288314](#) 8/29      [288324](#) 11/21

[288318](#) 9/26      [288327](#) 12/19

[288321](#) 10/31

### Microsoft Excel Level 2: Working with Data

Learn advanced functions and formulas in Microsoft Excel. After this 4-hour live online workshop, you'll be able to organize and analyze data more efficiently and effectively to make informed business decisions. Follow along with the instructor as you practice various tools and functions using the downloadable exercise files provided. You'll also receive a comprehensive guide with step-by-step instructions, shortcuts, and tips for everything you learn in this class.

\$130 | Bob Bruce    Th 1–5pm | ONL

[288316](#) 8/29      [288325](#) 11/21

[288319](#) 9/26      [288328](#) 12/19

[288322](#) 10/31

## GRAPHIC DESIGN

**Designed to fit your schedule:**

Attend classes online via Zoom or in-person at Minneapolis College.

### Photoshop 1

Become familiar with the Photoshop desktop and tool palettes. In this class, you will learn how to navigate the Photoshop desktop and 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.

\$225 | William Reynolds

[287636](#) MW 6–9pm    9/30 - 10/2    Hybrid

### 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 1 or equivalent experience.

\$225 | William Reynolds

[287637](#) MW 6–9pm    10/7 - 10/9    Hybrid

### 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 2 or equivalent experience.

\$225 | William Reynolds

[287638](#) MW 6–9pm    10/14 - 10/16    Hybrid

### 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.

\$225 | William Reynolds

[287639](#) MW 6–9pm    10/21 - 10/23    Hybrid

# ED2GO Partner Programs | ONLINE

## BUSINESS

### Certified Social Media Manager

This course provides comprehensive training and certification in social media management, equipping you with the necessary skills to effectively manage and optimize social media campaigns for businesses and organizations. Through this course, you can gain expertise in social media strategy, analytics, content creation, and community management.

\$2,595 | 240 course hours

### Project Manager with CAPM and PMP Prep

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

\$2,575 | 250 course hours

### Certified Administrative Professional (CAP)

Prepare for the 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 needed 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

## LOGISTICS

### 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 (CSCP) + Freight Broker/Agent

This course bundle covers all facets of supply chain management, prepares you for the CSCP exam, and also teaches you how to start your own freight broker business or become a freight agent. Prepare to enter the freight/logistics industry!

\$3,795 | 220 course hours | ONL

## EDUCATION

### Teacher's Aide with Parapro Prep

Learn how to assist in the classroom 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

This intensive overview teaches the skills needed to work as an electrical technician — math, safety, quality, electrical systems, automation, motor controls, and assembly.

\$2,260 | 120 course hours | ONL

**Minneapolis College Continuing Education partners with Ed2Go to offer online certificate programs.**

- Self-paced, online format
- Register any time during fall 2024
- Payment plans available

[minneapolis.edu/continuinged](https://minneapolis.edu/continuinged)



**GRAPHIC DESIGN – continued****Illustrator 2**

Take your Illustrator skills to the next level. Using a series of exciting real-life exercises such as logo design as vehicles, students will 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.

\$225 | William Reynolds

[287641](#) MW 6-9pm 10/28 - 10/30 Hybrid

**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.

\$225 | Dodi Vessels

[287756](#) Sa 9am-3:30pm 11/9 Hybrid

**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 1 or equivalent experience.

\$225 | Dodi Vessels

[287760](#) Sa 9am-3:30pm 11/16 Hybrid

**InDesign 3**

This session is for InDesign users who regularly produce many large documents. Streamline the production process by learning how to understand and manage font usage, manage graphic placement and update links, prepare large documents for output, modify style sheets and apply changes across products, turn reader spreads into printer spreads, as well as the process of pre-flighting (prepress or make-ready). Prerequisite: InDesign 1 and 2.

\$225 | Dodi Vessels

[287761](#) Sa 9am-3:30pm 11/23 Hybrid

**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**

Designed to fit your schedule. Choose to attend classes online via Zoom or in-person at Minneapolis College.

- 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

**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 2, InDesign 2, Illustrator 2 or equivalent experience.

\$325 | Paul Howlett

[287745](#) M 6-9pm 12/2 - 12/16 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.

\$500 | Karen LaPlant

[288643](#)

7/1 - 12/27

ONL

## Google IT CERTIFICATE

NEW

**Technology Employment & Training Program**

Want to pursue a technology career and earn a higher wage?

Minneapolis College will PAY for your training to complete a fast-track, self-paced Google IT Support Certificate.

**Complete 5 courses  
in 20 weeks and pave the  
way to a lucrative career in IT.**

**Contact us for details:**

Interested participants should email [Addriana.her@minneapolis.edu](mailto:Addriana.her@minneapolis.edu) to schedule an in-person or virtual appointment to check eligibility.

**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

[287633](#)

TuTh 6-9pm

10/1 - 10/8

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 1 or equivalent experience.

\$420 | Bob Pfeffer

[287634](#)

TuTh 6-9pm

10/10 - 10/24\*

ONL

\*No class on Thu 10/17.

**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.

\$630 | Bob Pfeffer

[287635](#)

TuTh 6-9pm

10/29 - 11/19\*

ONL

\*No class on Tue 11/5.

# 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  
COLLEGE®**

**FOR MORE INFORMATION**

[customized.training@minneapolis.edu](mailto:customized.training@minneapolis.edu)

612-659-6500 [minneapolis.edu/ct](http://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. The training will also include use of an automated external defibrillator (AED) and relief of a foreign-body airway obstruction (FBAO).

\$159 | Paul Asted

<a href="#">288012</a>	F 8am - 4pm	9/27	MPLS
<a href="#">288014</a>	F 8am - 4pm	12/6	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

<a href="#">288013</a>	F 12:30 - 4pm	9/27	MPLS
<a href="#">288015</a>	F 12:30 - 4pm	12/6	MPLS

## 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

<a href="#">288547</a>	8/12 - 9/25	<i>Class times vary.</i>	HYBD
<a href="#">288549</a>	9/23 - 10/30	<i>Class times vary.</i>	HYBD

## MENTAL HEALTH & COUNSELING

### Mental Health First Aid

Learn how to identify, understand and respond to signs of mental illnesses and substance use disorders. Gain the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. Participants must be 18 years or older per Mental Health First Aid guidelines.

\$195 | Sarah Behrens

<a href="#">288271</a>	WTh 9am - 12pm	8/14 - 8/15	ONL
<a href="#">288272</a>	TuTh 9am - 12pm	9/24 - 9/26	ONL
<a href="#">288273</a>	ThF 9am - 12pm	10/31 - 11/1	ONL
<a href="#">288275</a>	WF 9am - 12pm	12/11 - 12/13	ONL

### Youth Mental Health First Aid

For teachers, coaches, parents, adults who work with youth, youth group leaders, camp counselors and school staff. Youth Mental Health First Aid (YMHFA) teaches adults how to identify, understand and respond to signs of mental health and substance use challenges among children and adolescents ages 12-18. This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. YMHFA meets the requirements for suicide prevention training for professional teacher licensing in Minnesota.

\$195 | Sarah Behrens

<a href="#">289121</a>	TuTh 2pm - 5pm	12/17 - 12/19	ONL
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# 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 among the top 5 most in demand jobs in Minnesota and does not 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](http://minneapolis.edu/ct).

### 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

[288393](#) TuWTh 8am-noon 10/15 - 10/17 ONL

[288395](#) TuWTh 8am-noon 12/17 - 12/19 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.

\$359 | Reginald Prince

[288398](#) 10/17 - 11/17\* OFF

[288399](#) 12/19 - 1/19\* OFF

\*Day and time arranged with instructor.

## NURSING

### Legacy Train the Trainer for Nursing Assistant Instructors

This course is designed for nursing assistant instructors, utilizing the Minnesota State Nurse Aide Curriculum, who completed the Train the Trainer Nursing Assistant Instructor certification prior to September 2022. Gain a full understanding of changes in training program curriculum and the instructor role in nursing assistant testing in Minnesota. Explore best practices in teaching, identify ways to support multilingual students, and learn student-centered learning techniques to develop effective lesson plans and provide constructive feedback that maximizes student outcomes. Obtain an introduction to the latest online teaching tools to enhance your teaching practice and create instructional efficiencies.

\$575 | Diane Andersen-Sibley

[288193](#) Self-paced 7/1 - 12/27 ONL

### Train the Trainer for Nursing Assistant Instructors

This Train the Trainer course is required for registered nurses who intend to teach the Minnesota State Nurse Aide Curriculum. 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. Participants will learn about effective course design in the delivery of the curriculum.

\$700 | Diane Andersen-Sibley

[288194](#) Self-paced 7/1 - 12/27 ONL



## NURSING ASSISTANT COURSE

This comprehensive program covers essential concepts of basic human needs and the health/illness continuum, alongside fundamental nursing skills tailored for long-term care and home care settings. Through hands-on training in our simulated lab, you'll engage in demonstrations and role-playing to master practical skills.

Our program schedule is tailored for your convenience, offering classes exclusively on weekends (Fridays and Saturdays), allowing you to balance your education with personal commitments. This is a hybrid program which includes both online and in-person coursework.

\$1,500 | Staff

[288973](#)

9/13 - 11/16

Hybrid

**This course meets the objectives** of the Federal Omnibus Budget Reconciliation Act (OBRA) and Minnesota Department of Health Requirements as detailed for educating the nursing assistant.

Upon completion, you'll be eligible for the Minnesota Department of Health Nursing Assistant Registry exam.

### Tuition covers a full suite of learning resources, including:

- Hands-on training to hone your practical skills.
- A dynamic environment that simulates real-world clinical scenarios.
- Comprehensive class materials for in-depth study.
- All necessary lab supplies for your practical sessions.
- A professional set of scrubs to get you started on the right foot.
- Complimentary access to our on-campus parking ramp.
- One final exam, encompassing both skills and knowledge assessments, at no extra charge.

**As a dual training and testing site**, we ensure all your learning and examination needs are met in-house. Plus, our unique Employer Connections program offers two specialized sessions for career preparation, including a career readiness workshop and an "Employer Day" event to network with local healthcare providers seeking skilled nursing assistants.

**Join us to take the first step towards a fulfilling career in healthcare, where every day you can make a real difference for the people in your care.**

## 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)

\$265 | Mary Turcotte

### NATO Knowledge Test (Part 1)

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

\$115 | Mary Turcotte

### NATO Skills Test (Part 2)

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

\$175 | Mary Turcotte

## 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.

Scan code to register today!



## REGISTER ONLINE!

[minneapolis.edu/continuinged](https://minneapolis.edu/continuinged)

### Class Location Codes

<b>MPLS</b>	Minneapolis College
<b>SLP</b>	St. Louis Park / Lenox Community Center
<b>ONL</b>	Online Course
<b>HYBD</b>	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](mailto:accessibility@minneapolis.edu). For additional information, visit [www.minneapolis.edu/AccessibilityResources](http://www.minneapolis.edu/AccessibilityResources). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the course. Only accommodations approved by the Accessibility Resource Center will be provided.



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](mailto:accessibility@minneapolis.edu).

## FEATURED CLASSES



FALL  
2024

Piano for Busy People 3

Guitar for Busy People 3

Discover Your Strengths 4

Introduction to  
Organizational Change 4

Nursing Assistant 14



Nonprofit Org  
US Postage  
PAID  
TWIN CITIES MN  
Permit No 29965



ECRWSS  
Residential Postal Patron

Please recycle.  
To receive the catalog via email contact us  
at [continuing@minneapolis.edu](mailto:continuing@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



MINNEAPOLIS  
COLLEGE®

**Creative. Flexible. Effective.**

FOR MORE INFORMATION

[minneapolis.edu/continuing](http://minneapolis.edu/continuing)