CONTINUING EDUCATION
September – December 2023

Find Your Class:
Arts & Culture 2
Business & Leadership 4
Computers & Technology 8
Health & Human Services 10

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

274860 M 6 – 9pm 9/18 - 10/2 MPLS

Photographic Safari
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 learning on the photos we take later in the day.

$150 | David Johnson

275198 Tu 6pm – 8pm 10/3 Sa 9am – 4pm 10/7 HYBD

FINE ARTS

The Secret to Drawing
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).

$185 | Stephen Nesser

269445 Tu 7 – 9pm 10/3 - 10/31 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

269446 Tu 7 – 9pm 11/14 - 12/19 MPLS

BUNDLE + SAVE!

Digital Photography 1 & Photographic Safari
Register for the bundle and save $60!

$240 | David Johnson

275207 M 6pm – 9pm 9/18 - 10/2 MPLS

Sa 9am – 4pm 10/7
COMMUNICATION

Image, Text & Behavior
How do images, language and the words we choose lead the viewer or audience to understand meaning? During a time in which we see and absorb so much information through the visual world – in what ways can we begin to be more intentional and thoughtful when building our own relationship to image and text? In this course, we will read and look at ways that artists, writers, and creatives have used image and text to create narrative and meaning in many contexts and settings including non-profit and corporate environments. By the end of this course participants will understand more fully, through image and text, how to create more intentional impact, devise more engaging messaging, and move toward inventive ways of pairing images and text.

$99 | Stevie Klaark
274870 Th 8 – 9am 10/26 ONL
274871 W noon – 1pm 11/8 ONL
274872 W 4 – 5pm 12/6 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
Conversational ASL 1
274767 M 6 – 8:30pm 9/18 - 10/9 SLP
Conversational ASL 2
274768 M 6 – 8:30pm 10/23 - 11/13 SLP

Chinese
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 Miskowiec
274998 W 4 – 6pm 11/8 - 12/13 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
274861 M 6:30 - 8:30pm 9/18 - 10/23 MPLS
French 2
274862 M 6:30 - 8:30pm 11/6 - 12/11 MPLS

Japanese
Have fun while learning basic business-oriented Japanese. This course series introduces the fundamentals of spoken Japanese. Using one-on-one practice and audio/visual aids, you will become familiar and comfortable with the elementary structures of Japanese. Also introduced are the basics of the writing system (Hiragana and Katakana) and insights into the nuances of Japanese culture. This 3-part series is structured around the textbook “Japanese for Busy People.” Each course will focus on a set of chapters from the text.

$170 | Kuniko Voeller
Japanese for Busy People - Part 1
274863 WTh 6:30 – 8pm 9/13 - 10/5 ONL
Japanese for Busy People - Part 2
274864 WTh 6:30 – 8pm 10/11 - 11/2 ONL
Japanese for Busy People - Part 3
274865 WTh 6:30 – 8pm 11/8 - 12/6* ONL
*No class on Thu 11/23.

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 | Instructor TBD
Spanish 1
274769 Tu 6:30 – 8:30pm 9/12 - 10/17 SLP
274866 W 4 – 6pm 9/13 - 10/18 MTKA
Spanish 2
274770 Tu 6:30 – 8:30pm 10/31 - 12/12* SLP
*No class on Tue 11/7.
Spanish 3
274771 Th 6:30 – 8:30pm 9/14 - 10/19 SLP
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
274868 MW noon–1:15pm  8/21 - 12/6* MPLS
*No class on Mon 9/4.

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
274869 Tu  6– 8pm  10/10 - 10/31 MPLS

Jazz Ensemble
Ensemble repertoire includes jazz standards from different eras. Notated charts are used as a basis for improvisation. The ensemble will rehearse at Minneapolis College during the fall semester and will set a date to perform. You must be able to read music at an intermediate level or better and provide your own instrument (with the exception of keyboard, drums, and amplification).

$35  |  Joel Sundseth
275473 Tu  6– 8:20pm  8/22 - 11/7* MPLS
*No class on Tue 11/7.

Latin American Music Ensemble
Ensemble repertoire will include selections from various Latin American traditional and popular styles. The ensemble will rehearse at Minneapolis College during the fall semester and will set a date to perform. You must be able to read music at an intermediate level or better and provide your own instrument (with the exception of keyboard, drums, and amplification).

$35  |  Joel Sundseth
260849 Th  6 – 8:20pm  8/24 - 11/16 MPLS

BUSINESS & LEADERSHIP

BUSINESS ANALYTICS

Business Analytics - Foundations
Large amounts of unstructured data can be daunting to review or even understand which can lead to poor insight generation and even worse decision making. In this course, you’ll learn how to set up an analytics project for success. This will include learning about various types of data and their uses, data collection methodology, and how to properly clean data for efficient use.

$325 |  Jake Pederson
274835 W  6– 8pm  9/20 - 10/25 MPLS

Business Analytics - Advanced
Learn how to analyze data for recommendations, create actionable insights, and tell your story in an effective way that will drive positive change for your organization. Pre-requisite: Business Analytics - Foundations.

$325 |  Jake Pederson
274836 W  6– 8pm  11/8 - 12/13 MPLS

Business Analytics CERTIFICATE

Businesses across all industries are using data and analytics to improve their decision-making process and create forward looking strategies using fact-based insights. Our new Business Analytics Certificate is designed to provide an understanding of the fundamentals of working with data, how to leverage basic tools to tell a story, and create analytical insights that will drive value for your organization.

Earn the certificate, expand your understanding, or jump start a career in analytics by completing the following classes:

• Business Analytics – Foundations
• Business Analytics – Advanced
MANAGEMENT & LEADERSHIP

Developing Positive Relationships
The art of building and maintaining positive relationships can be learned, allowing you to get things done faster and more efficiently. This course will increase your knowledge and ability to build trust, model the positive relationship behaviors you seek in others, manage relationships, and set boundaries.

$239  |  Jana Fischer
274837  MTu  6– 9pm  10/23 - 10/24 ONL

Effective Leadership Skills
In this course, you will learn about different leadership styles to become a more effective leader, as well as how to motivate your team with vision and enthusiasm. You will learn the 7 characteristics to being a fundamentally sound leader. Upon successful completion, you will know the differences between influence vs. power, understand the phases in negotiating and the steps of delegation, develop skills in being a trauma informed leader, understand the keys to being a health promoting leader, and implement strategies to build resilience as a leader.

$239  |  Jana Fischer
274839  WTh  6–9pm  11/8 - 11/9 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

Social Media Marketing
• Creating Compelling Content to Reach, Engage, & Connect with Your Customers
• Designing Marketing Strategy for Maximum Impact
• Select the Right Marketing Tools to Deliver Great Results
• The Power of Targeted Marketing Messages to Connect with Your Customers

WIOA-CERTIFIED TRAINING PROGRAMS
Organize. Manage. Adapt.  
Put project management best practices to work at your organization.

The Applied Project Management certificate provides support, guidance, and skills for any professional looking to develop themselves and gain a deeper understanding of project management. Learn how you can leverage tools that project management leaders use to help them excel in day-to-day operations.

Upon completion, you will receive a non-credit certificate in addition to a Digital Badge that can be added to your resume, website, social media page, or LinkedIn profile to verify your skills and credentials.

Why Now?
As businesses continue to develop and change, individuals with a variety of titles, not just “Project Manager” are tasked with managing projects. If you manage people, products, or plans, it is important to have a toolbox of skills and assets to help you navigate a variety of workplace scenarios. Take action today and gain the knowledge needed to successfully lead projects.

SCHEDULE OF SESSIONS
- Aug 22  Introduction & Project Delivery Methodology
- Aug 29  Project Planning & Organization
- Sept 12 Project Teams & Team Dynamics
- Sept 19 Resource Management & Project Governance
- Oct 3  Stakeholder Management & Risk Mitigation
- Oct 10 Expectation Management & Difficult Conversations

$395  |  Frank Pullia

#LVON-1114  Tu 6–7:30pm
8/22 - 10/10  ONL

Introduction to Human Resources Laws
The nature of work is reflected in the country’s shift from an agricultural, then industrial, to an information focused society. With this dramatic shift, the employer-employee relationship has evolved to become more 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 laws 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.

$239  |  Bunny Robinson

274834  MTu 6–9pm  10/16 - 10/17 ONL

The Intersection of Culture, Generation & Communication
Feeling frustrated communicating with people who are different from you? From generational gaps to culture clashes, messages can get lost and easily misunderstood. In this course, you’ll learn how age, culture, and life experience impact how we see the world and interact with those around us, cultivate understanding, and explore strategies and best practices for working with others more effectively.

$239  |  Jana Fischer

274840  MTu 6–9pm  12/4 - 12/5 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
261662 TuWTh* | 9/12 - 9/14 ONL
261665 TuWTh* | 11/7 - 11/9 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.

273439 | $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.

273438 | $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.

273440 | $900 | Jennie Antolak | ONL

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.

273437 | $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.

273442 | $1,470 | Jennie Antolak | ONL

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

273445 | $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.

273444 | $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

612-659-6500 | minneapolis.edu/continuinged
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!

FOR MORE INFORMATION
customized.training@minneapolis.edu
612-659-6500 minneapolis.edu/ct
MINNEAPOLIS COLLEGE CONTINUING EDUCATION

COMPUTERS & TECHNOLOGY

GRAPHIC DESIGN

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.

$215 | William Reynolds
274843 MW 6–9pm 9/18 - 9/20 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
274844 MW 6–9pm 9/25 - 9/27 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
274846 MW 6–9pm 10/2 - 10/4 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.

$215 | William Reynolds
274847 MW 6–9pm 10/9 - 10/11 MPLS

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 / Front-End Web Design

Web Development
HTML & CSS / JavaScript for the Web

WIOA-CERTIFIED TRAINING PROGRAMS

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.

$215 | William Reynolds
274848 MW 6–9pm 10/16 - 10/18 MPLS

FALL 2023 | minneapolis.edu/continuinged | 612-659-6500
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
274851 Sa 9am–3:30pm 11/4 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
274853 Sa 9am–3:30pm 11/11 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
274855 Sa 9am–3:30pm 11/18 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 | Paul Howlett
274842 MW 6–9pm 11/20 - 11/27 ONL

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 Pfefer
274856 TuTh 6–9pm 10/3 - 10/10 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 Pfefer
274857 TuTh 6–9pm 10/12 - 10/24 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

Front-End Website Design

With the Internet being served up on everything from hand-held devices to widescreen 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 | Instructor TBD

Google IT Support CERTIFICATE

Industry Recognized Certification

Complete the 5 required courses.

• Technical Support Fundamentals
• The Bits and Bytes of Computer Networking
• Operating Systems and You: Becoming a Power User
• System Administration and IT Infrastructure Services
• IT Security: Defense Against the Digital Dark Arts

Contact us for details:
continuing.education@minneapolis.edu or 612-659-6500

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

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
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
274833 WF 6 - 9pm 9/20 - 9/29 ONL

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**
274583 ThF 1 - 4pm 9/28 - 9/29* ONL
273840 WTh 4 - 8pm 10/25 - 10/26** MTKA
274587 WF 9am - noon 12/13 - 12/15* ONL

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
275040 TuWTh 8am - noon 9/12 - 9/14 ONL
275041 MTuW 8am - noon 10/9 - 10/11 ONL
275042 MTuW 8am - noon 12/4 - 12/6 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
275043 9/15 - 10/6* ONL
275044 10/12 - 11/3* ONL
275045 12/7 - 12/22* 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  
275046  |  MTuW 8am–noon 11/6 - 11/8  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  
275047  |  11/9 - 12/1*  ONL

*Day and time arranged with instructor.

**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  
274825  |  Self-paced 7/3 - 12/29  ONL

**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.

**NEWS: Next Generation Nursing Assistant**

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

FOR PROGRAM DETAILS:  
Contact us at 612-659-6500 or continuing.education@minneapolis.edu
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  |  Instructor TBD
274821   7/3 - 12/29  HYBD

Nursing Assistant with AHA BLS Provider CPR-AED
$1,800  |  Instructor TBD
274822   7/3 - 12/29  HYBD

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

With several 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.

NATO Knowledge & Skills Test
The nursing assistant test is offered to candidates seeking placement on the Minnesota Department of Health (MDH) Registry. This is required for employment in most nursing homes, hospitals, and other care facilities. The nursing assistant test 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.

$250  |  Mary Turcotte  | MPLS

Thursdays, 7:30am – Noon:
272034  8/31  272132  10/12  272200  12/7
272057  9/7  272140  10/19  272209  12/14
272111  9/14  272149  11/2  272217  12/21
272118  9/21  272156  11/9
272125  10/5  272187  11/16

Thursdays, 11:30am – 3:30pm:
272035  8/31  272133  10/12  272201  12/7
272058  9/7  272141  10/19  272210  12/14
272112  9/14  272150  11/2  272218  12/21
272119  9/21  272157  11/9
272126  10/5  272188  11/16

Thursdays, 2:00 – 6:00pm:
272037  8/31  272134  10/12  272203  12/7
272106  9/7  272142  10/19  272211  12/14
272113  9/14  272151  11/2  272219  12/21
272120  9/21  272158  11/9
272127  10/5  272189  11/16
Nursing Assistant Knowledge Test
The nursing assistant test is offered to candidates seeking placement on the Minnesota Department of Health (MDH) Registry. This is required for employment in most nursing homes, hospitals, and other care facilities. The Nursing Assistant Knowledge Test is 1 part of the 2-part nursing assistant test. You must pass both parts of the nursing assistant test to be certified and placed on the Minnesota Nursing Assistant Registry.

$115 | Mary Turcotte | MPLS

Thursdays, 7:30 – 10:00am:
272041 8/31 272143 10/9 272204 12/7
272107 9/7 272114 9/14 272121 9/21 272128 10/5
272135 10/12 272212 12/14 272220 12/21 272159 11/9

Thursdays, 11:30am – 2:00pm:
272043 8/31 272136 10/12 272205 12/7
272108 9/7 272144 10/9 272214 12/14
272115 9/14 272153 11/2 272221 12/21
272122 9/21 272160 11/9
272129 10/5 272194 11/16

Thursdays, 2:00 – 4:30pm:
272042 8/31 272138 10/12 272207 12/7
272109 9/7 272146 10/9 272215 12/14
272116 9/14 272154 11/2 272222 12/21
272123 9/21 272162 11/9
272130 10/5 272195 11/16

Nursing Assistant Skills Test
The nursing assistant test is offered to candidates seeking placement on the Minnesota Department of Health (MDH) Registry. This is required for employment in most nursing homes, hospitals, and other care facilities. The Nursing Assistant Skills Test is 1 part of the 2-part nursing assistant test. You must pass both parts of the nursing assistant test to be certified and placed on the Minnesota Nursing Assistant Registry.

$175 | Mary Turcotte | MPLS

Thursdays, 7:30 – 9:30am:
272050 8/31 272139 10/12 272208 12/7
272110 9/7 272147 10/19 272216 12/14
272117 9/14 272155 11/2 272223 12/21
272124 9/21 272163 11/9
272131 10/5 272196 11/16

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minneapolis.edu/continuinged

Class Location Codes
MPLS  Minneapolis College
MTKA  Minnetonka Comm. Ed. Center
SLP  St. Louis Park / Lenox Community Center
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 are 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.

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FEATURED CLASSES

Photographic Safari 2
Chinese 3
Business Analytics: Foundations & Advanced 4
Applied Project Management Certificate 6
Google IT Support Certificate 9

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

Creative. Flexible. Effective.
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