# CONTINUING EDUCATION

September – December 2023

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**MINNEAPOLIS**
COMMUNITY & TECHNICAL
**COLLEGE**™

Professional Development and Lifelong Learning

minneapolis.edu/continuinged

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

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

# ARTS & CULTURE

## DIGITAL PHOTOGRAPHY

### Digital Photography 1

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

$150 | David Johnson

| 274860 | M 6–9pm | 9/18 - 10/2 | MPLS |

### Photographic Safari `NEW`

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

### BUNDLE + SAVE!

**Digital Photography 1 & Photographic Safari** `NEW`

Register for the bundle and save $60!

$240 | David Johnson | MPLS

| 275207 | M 6pm – 9pm | 9/18 - 10/2 |
| | Sa 9am – 4pm | 10/7 |

## FINE ARTS

### The Secret to Drawing `NEW`

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

$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 |

## 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                                    NEW

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

$170  |  Miranda 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
**NEW**

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

**NEW**

### 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**

# Applied Project Management CERTIFICATE

**NEW**

## 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

> **WIOA-CERTIFIED TRAINING PROGRAM**

### 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 pesonal 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**

# CUSTOMIZED TRAINING

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

# 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 is 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

## 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 Pfeffer

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 webpages and how to set up an organized clean site structure. Prerequisite: HTML & CSS I or basic understanding of HTML & CSS.

$415 | Bob Pfeffer

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

274858  TuTh  6–9pm        10/31 - 11/21*    ONL
            *No class on Tue 11/7.

## 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

274859  TuTh  6–9pm        11/28 - 12/14    ONL

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**NEW**

## 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

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# HEALTH & HUMAN SERVICES

## CPR & FIRST AID

### AHA BLS Provider CPR-AED

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

$159  |  Paul Asted

| | | | |
|---|---|---|---|
| 274827 | F  8am–4pm | 9/22 | MPLS |
| 274829 | F  8am–4pm | 10/27 | MPLS |
| 274831 | F  8am–4pm | 12/1 | 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

| | | | |
|---|---|---|---|
| 274828 | F  12:30–4pm | 9/22 | MPLS |
| 274830 | F  12:30–4pm | 10/27 | MPLS |
| 274832 | F  12:30–4pm | 12/1 | MPLS |

## MEDICAL OFFICE

### Effective Communication for Healthcare Workers

There is growing awareness that communication is inextricably intertwined with issues of health and medicine. This is true on a personal and intimate level in the way patients and caregivers interact in the examination and hospital room. People who understand communication are in an important place to help, and their services are increasingly in demand. In this class you will strenghthen 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

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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 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.**

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## 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

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## 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.

## NURSING ASSISTANT TEST OUT

### 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

### 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 succesfully 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 |

## 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 | 272135 | 10/12 | 272204 | 12/7 |
| 272107 | 9/7 | 272143 | 10/19 | 272212 | 12/14 |
| 272114 | 9/14 | 272152 | 11/2 | 272220 | 12/21 |
| 272121 | 9/21 | 272159 | 11/9 | | |
| 272128 | 10/5 | 272191 | 11/16 | | |

### Thursdays, 11:30am – 2:00pm:

| | | | | | |
|---|---|---|---|---|---|
| 272043 | 8/31 | 272136 | 10/12 | 272205 | 12/7 |
| 272108 | 9/7 | 272144 | 10/19 | 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:

| | | | | | |
|---|---|---|---|---|---|
| 272047 | 8/31 | 272138 | 10/12 | 272207 | 12/7 |
| 272109 | 9/7 | 272146 | 10/19 | 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 | | |

### 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.

# FEATURED CLASSES

**Photographic Safari  2**

**Chinese  3**

**Business Analytics:
Foundations & Advanced  4**

**Applied Project
Management Certificate  6**

**Google IT Support
Certificate  9**

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COMMUNITY & TECHNICAL
**COLLEGE™**

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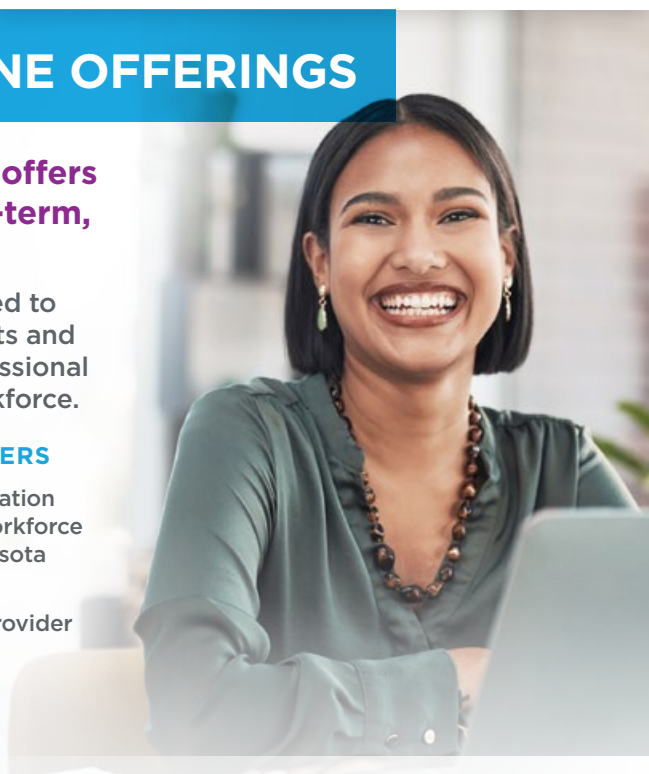at continuinged@minneapolis.edu.

# EXPANDED ONLINE OFFERINGS

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

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

### ONLINE PROGRAMMING PARTNERS

• **LIVE ONLINE:** A statewide collaboration of the Continuing Education and Workforce Development departments of Minnesota State Colleges and Universities

• **Ed2Go:** A national online training provider

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COMMUNITY & TECHNICAL
**COLLEGE™**

## Creative. Flexible. Effective.

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minneapolis.edu/continuinged