

CONTINUING EDUCATION

January - August 2023

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& Skilled Trades 10**

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& Human
Services 12**



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. 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

Art During Times of Change

When social and political upheavals arise, what markers of change are signified by the visual culture around us? In this course we will look at what Contemporary Art (1900-present) has shown us about how humans create and react to social conditions. No prior knowledge of art history is required, just a curiosity and interest in visual culture and the human condition.

\$295 | Stevie Klaark

[259718](#) Tu 7-9pm 3/7 - 4/11 ONL

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

[259799](#) M 6:30-9:30pm 4/3 - 4/24 MPLS

Image, Text & Behavior

NEW

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.

\$295 | Stevie Klaark

[259721](#) M 7-9pm 4/17 - 5/22 ONL

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 six weeks you will learn to accurately render a line drawing, draw with one-point and two-point perspective, and do value studies (shading).

\$215 | Stephen Nesser

[263417](#) Th 7-9pm 1/12 - 2/16 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

[262643](#) Tu 7-9pm 1/10 - 2/14 MPLS



COMMUNICATION

Creative NonFiction: From Prose Poetry to Grocery Lists - Writing YOUR Story

NEW

In this class we'll read published works of creative nonfiction – from the esoteric wanderings of prose poetry to the concrete, very short flash CNF, examining them to discover their successes (and failures). We'll write, draft, and workshop our own work, whether you're writing about your life or writing for publication, and we'll talk all-things-writing and use roundtable discussion and writing prompts and exercises to hone our craft.

\$195 | Damian Johansson

[262688](#) Tu 6-8pm 2/7 - 3/7 MPLS

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 this series of courses, you'll begin with a vocabulary of 200 signs. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. 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/SLP, Holly Baker/MPLS

American Sign Language 1

[259790](#) M 6-8:30pm 4/3 - 4/24 SLP

[261668](#) Th 6-8:30pm 4/6 - 4/27 MPLS

American Sign Language 2

[259793](#) M 6-8:30pm 5/1 - 5/22 SLP

[261671](#) Th 6-8:30pm 6/8 - 6/29 MPLS

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. Courses are designed to be taken sequentially, with subsequent classes reviewing and reinforcing your previous learning.

\$170 | Sarah Jones-Boardman

French 1

[260870](#) M 6:30-8:30pm 2/27 - 4/3 MPLS

French 2

[260882](#) M 6:30-8:30pm 4/10 - 5/15 SLP

Italian

Whether you're planning a trip to Italy for business or pleasure, this series will introduce you to the basic vocabulary and grammar used in daily situations. You'll learn vocabulary related to greetings, directions, money, time, food, and shopping. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. You'll acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture. Italian 1 and 2 class levels are available.

\$170 | Daniela McArthur

Italian 1

[257765](#) Tu 6:30-8:30pm 1/10 - 2/14 SPC

Italian 2

[257768](#) Tu 6:30-8:30pm 2/28 - 4/4 SPC

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. A series of four six-week classes is approximately equivalent to one year of high school or one semester of college Spanish.

\$170 | Tyrel Nelson

Spanish 1

[260711](#) Tu 6:30-8:30pm 1/31 - 3/7 SPC

[260705](#) Th 6:30-8:30pm 2/23 - 3/30 SLP

Spanish 2

[260714](#) Tu 6:30-8:30pm 3/14 - 4/18 SPC

[260708](#) Th 6:30-8:30pm 4/6 - 5/11 SLP

Russian 1

Learn the basics of the Russian language. After completing this course, you will be able to read and write words and short sentences using the Cyrillic alphabet. You'll build a vocabulary of 100 essential words which will enable you to introduce yourself, greet people, describe objects, and ask for directions. In subsequent courses, you'll enlarge your vocabulary on a variety of topics and enhance your listening comprehension skills while learning to discuss your family, daily routines, and leisure activities.

\$170 | Nadiya Rapp

[260717](#) Tu 6–8pm 3/7 - 4/18* ONL
*No class on Tue 4/4.

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

[260132](#) MW noon–1:15pm 1/9 - 5/10 MPLS

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

[260894](#) Tu 6–8pm 4/25 - 5/16 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 from 1/17/23–4/4/23 and will perform on 4/11/23. 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](#) Tu 6–8:20pm 1/17 - 4/11 MPLS

BUSINESS & LEADERSHIP

BUSINESS ANALYTICS

Business Analytics - Foundations

NEW

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

[262652](#) MW 6–7pm 2/6 - 3/15 MPLS

Business Analytics - Advanced

NEW

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

[262655](#) MW 6–7pm 3/27 - 5/3 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



BUSINESS RESOURCES

Customer Service

Each and every one of us serves customers, whether we realize it or not. This workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. By the end of this workshop, you will be equipped to state what customer service means in relation to your internal and external customers, use outstanding customer service to generate return business, and effectively deal with difficult customer situations.

\$159 | Wanda Walker

[262646](#) M 1–5pm 2/6 ONL

Teamwork

When a team works together the results can be incredible. When a team doesn't, the results can be devastating for the company. Give your team members the skills and knowledge to be their best so they can increase respect, communication, and success. This course will prepare you to communicate respectfully, manage conflict effectively, use creative brainstorming techniques, and incorporate the five languages of appreciation.

\$239 | Jana Fischer

[262685](#) MTu 5:30–9pm 2/27–2/28 ONL

Time Management

Time is a great asset, and a valuable resource. Most of us would like to have more of it. But this precious commodity is also perishable! So why let it go to waste? This class will help you learn ways to manage your time to increase productivity, accomplish goals, and achieve a healthy balance for work and leisure. Topics will include learning the psychology of time management; how to develop written plans, how to prioritize tasks; the internal and external time wasters; and how to overcome procrastination.

\$159 | Bunny Robinson

[263345](#) MTu 6–8pm 3/13–3/14 MPLS

Managing Conflict & Difficult People

Wherever two or more people come together, there is the possibility of conflict. This course will give you a six-step process that you can use to modify and resolve conflicts of any size. You will also learn crucial conflict resolution skills, including dealing with anger and using the Agreement Frame. At the end of this workshop, you will be equipped to understand what conflict and conflict resolution mean, understand all six phases of the conflict resolution process, understand the five main styles of conflict resolution, be able to adapt the process for all types of conflicts, be able to break out parts of the process and use those tools to prevent conflict, be able to use basic communication tools, such as the agreement frame and open questions and be able to use basic anger and stress management techniques.

\$159 | Jana Fischer

[262691](#) MW 6–8pm 3/27 & 3/29 ONL

Business Writing for Busy Professionals

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll be able to write effective emails, informative memos, persuasive letters and form letters. This course provides a quick grammar review to help you create professional correspondence that will contribute to the success of any company or organization.

\$239 | Instructor TBD

[262694](#) Tu 12:30pm–4:30pm 4/11
W 8:30am–12:30pm 4/12 ONL

Business Management

CERTIFICATES

Earn these certificates by completing the listed courses.

Business Professional

- Customer Service
- Managing Conflict & Difficult People
- Teamwork
- Time Management
- Business Writing for Busy Professionals

Leadership

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

Project Management

- Project Management - Fundamentals
- Project Management - Problem Solving & Critical Thinking
- Project Management - Results-Oriented Meetings

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

MANAGEMENT & LEADERSHIP



Project Management Fundamentals

Project management methodology and tools are increasingly being utilized in a variety of settings and industry sectors to ensure that critical work efforts are carried out effectively and successfully. Projects large and small can benefit from project management techniques. In this course, you will learn basic project management principles and tools and how to apply them to your next project. You'll learn about the components of project management, practice those skills, and begin to implement them in real work situations.

\$425 | Michael Siegler

[260840](#) Sa 8:30am-5pm 3/4 MPLS

Project Management - Problem Solving & Critical Thinking

All projects run into issues and roadblocks along the way. Effective project management requires the ability to apply problem solving techniques in order to keep projects on track. In this course, you'll learn structured problem solving techniques using critical thinking practices.

\$425 | Michael Siegler

[260843](#) Sa 8:30am-5pm 3/18 MPLS

Project Management - Results-Oriented Meetings

With projects come meetings and we've all spent hours in meetings that lacked focus or effectiveness. In order to keep projects on track and your team engaged, it's essential that meetings produce results. In this course, you'll learn what efficient meetings can be and acquire new skills, techniques, and tools to better facilitate, drive, and participate in meetings.

\$425 | Michael Siegler

[260846](#) Sa 8:30am-5pm 4/1 MPLS

Coaching Certification

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

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 partnership 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

261647	TuWTh*	1/10 - 1/12	ONL
261653	TuWTh*	3/7 - 3/9	ONL
261656	TuWTh*	5/9 - 5/11	ONL
261659	TuWTh*	7/11 - 7/13	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.

[262661](#) \$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.

[262664](#) \$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.

[262667](#) \$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.

[262682](#) \$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.

[262670](#) \$1,470 | Jennie Antolak ONL

Mentor Coaching Sessions

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

[262676](#) \$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.

[262679](#) \$300 | Jennie Antolak ONL

WIOA-CERTIFIED TRAINING PROGRAM

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

Check website for upcoming dates.

612-659-6500 | minneapolis.edu/continuinged
SPRING 2023 | minneapolis.edu/continuinged | 612-659-6500

MARKETING & COMMUNICATIONS

Creating Compelling Content to Reach, Engage, & Connect with Your Customers

Content development is a marketing strategy designed to attract, engage, and retain your customers. Learn how to generate creative content for use across multiple marketing channels, develop a plan to sustain long-term content generation and curation, and create brand-specific content to tell stories, inform, educate, and entertain.

\$155 | Mary Jane Neumiller-Bustad

[262064](#) W 9am–noon 4/19 ONL

Designing Marketing Strategy for Maximum Impact

While social media has certainly changed the marketing landscape for small businesses, some things remain the same. You need a plan. With limited time, money, and resources, you need to know your marketing efforts are as targeted and specific as possible. In this class you'll identify the ideal customers for your products or services and build a marketing framework to help you connect with their needs, wants, and goals.

\$155 | Mary Jane Neumiller-Bustad

[262049](#) W 9am–noon 4/5 ONL

Select the Right Marketing Tools to Deliver Great Results

Social media platforms grow and evolve, continuing to be a key element of any small business's marketing plan. In this class you'll learn how to identify marketing tools and platforms best suited to reach your specific customers and how to integrate social media content with your website and other multi-channel marketing tools.

\$155 | Mary Jane Neumiller-Bustad

[262067](#) W 9am–noon 4/26 ONL

The Power of Targeted Marketing Messages to Connect with Your Customers

Customers today see and hear thousands of marketing messages every day. Part of your challenge as a small business owner is developing messages to speak specifically to their needs and concerns. This class will help you create powerful messaging, generate an emotional connection between your brand and your customers, and develop a reliable messaging strategy.

\$155 | Mary Jane Neumiller-Bustad

[262058](#) W 9am–noon 4/12 ONL

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

[259724](#) MW 6–9pm 3/6 - 3/8 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

[259727](#) MW 6–9pm 3/13 - 3/15 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

[259730](#) MW 6–9pm 3/20 - 3/22 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

[259733](#) MW 6–9pm 3/27 - 3/29 MPLS

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

[259736](#) MW 6-9pm 4/3 - 4/5 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

[259844](#) Sa 9am-3:30pm 4/15 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

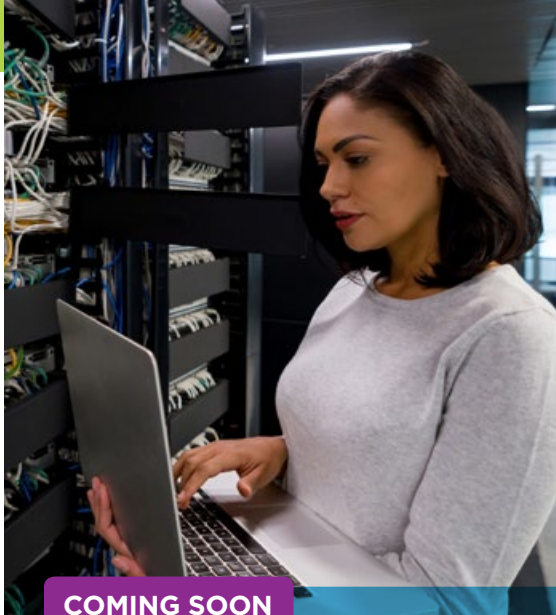
[259847](#) Sa 9am-3:30pm 4/22 MPLS

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-flight-ing (prepress or make-ready).

\$215 | Dodi Vessels

[259850](#) Sa 9am-3:30pm 4/29 MPLS



COMING SOON

Google IT Support CERTIFICATE

Industry Recognized Certification
Instructor Supported
Discounted Certification Exam

16 weeks, 5 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:

Suzanne.ciebiera@minneapolis.edu
or 612-659-6504

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 | Instructor TBD

[259853](#) MW 6-9pm 5/8 - 5/15 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

[259706](#) TuTh 6-9pm 1/17 - 1/24 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 Pfeffer

[259709](#) TuTh 6-9pm 1/26 - 2/7 ONL

MANUFACTURING & SKILLED TRADES

HOME IMPROVEMENT & MAINTENANCE

Basic Home Repair

This class is designed to help you learn the basic components of your house. You will be taught how to identify and make small repairs on electrical and plumbing systems, fix holes in your walls and install safety devices. Understanding and maintaining your house will help you troubleshoot issues that need repair, plan future upgrades, and enhance safety and resale value.

\$250 | Michael Polifka

[260780](#) Sa 8am-noon 2/4 - 2/18 MPLS

Technology

CERTIFICATES

Earn these certificates by completing the listed courses.

Graphic Design

Illustrator / InDesign / Photoshop
Design Principles

Web Design

HTML & CSS / Front-End Web Design

Web Development

HTML & CSS / JavaScript for the Web

WIOA-CERTIFIED TRAINING PROGRAMS

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

[259712](#) TuTh 6-9pm 2/14 - 3/2 ONL

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

[259715](#) TuTh 6-9pm 3/7 - 3/23 ONL

CUSTOMIZED TRAINING

Classes Designed to Meet Your Training Needs

Bring College to Your Business.



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.



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™



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

HEALTH & HUMAN SERVICES

CPR & FIRST AID

AHA BLS CPR for Healthcare Providers

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

[260144](#) Sa 8am–4pm 1/28 MPLS

[260141](#) F 8am–4pm 3/17 MPLS



AHA BLS for Healthcare Providers 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

[260147](#) Sa 8am–noon 1/28 MPLS

MEDICAL OFFICE

Effective Communication for Healthcare Workers

NEW

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

[257792](#) M 6–9pm 3/13 - 4/3 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 | Mark Wick

[263405](#) Th 8:30am–4:30pm 4/13 MPLS

[263408](#) TuW 5–8:30 pm 6/6 & 6/7 SLP

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

[261068](#) MTuW 8am–noon 4/24 - 4/26 ONL



Health & Human Services

CERTIFICATES

Earn these certificates by completing the relevant courses.

Motivational Interviewing

- Motivational Interviewing - Introductory
- Introductory Learning Lab
- Motivational Interviewing - Intermediate
- Intermediate Learning Lab

Mental Health First Aid

Expanded Offerings

An 8-hour national certification course offered online, in person at Minneapolis College or delivered directly at your workplace. Learn more about how you can arrange this valuable training for your organization at minneapolis.edu/continuing-education/customized-training-workforce-development.

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

[261059](#) MWF 8am-noon 2/27 - 3/3 ONL

[261065](#) MWF 8am-noon 3/27 - 3/31 ONL

[261071](#) MTuW 8am-noon 5/29 - 5/31 ONL

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.

Testing Dates: [pages 14 & 15](#)

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 | Traci Krause

[260789](#) *Self-paced* 1/2 - 6/30 ONL



NURSING ASSISTANT TEST OUT

NATO Knowledge & Skills Test

\$250 | Mary Turcotte | MPLS

Thursdays, 7:30am – Noon:

262697 1/5	262769 3/30	263213 6/8
262706 1/19	263108 4/13	263219 6/22
262715 1/26	263126 4/20	263252 7/13
262724 2/2	263141 4/27	263261 7/20
262733 2/16	263156 5/4	263273 7/27
262742 2/23	263168 5/11	263282 8/3
262751 3/2	263180 5/18	263291 8/10
262760 3/16	263201 6/1	263300 8/17

Thursdays, 11:30am – 3:30pm:

262700 1/5	262772 3/30	263216 6/8
262709 1/19	263114 4/13	263240 6/22
262718 1/26	263132 4/20	263255 7/13
262727 2/2	263147 4/27	263264 7/20
262736 2/16	263159 5/4	263276 7/27
262745 2/23	263171 5/11	263285 8/3
262754 3/2	263189 5/18	263294 8/10
262763 3/16	263204 6/1	263303 8/17

Thursdays, 2:00 – 6:00pm:

262703 1/5	262775 3/30	263237 6/8
262712 1/19	263120 4/13	263243 6/22
262721 1/26	263135 4/20	263258 7/13
262730 2/2	263150 4/27	263270 7/20
262739 2/16	263165 5/4	263279 7/27
262748 2/23	263177 5/11	263288 8/3
262757 3/2	263198 5/18	263297 8/10
262766 3/16	263207 6/1	263306 8/17

Nursing Assistant CERTIFICATION

Certified Nursing Assistant is the 4th most in-demand job in the listing of the Top 30 Jobs in Demand in Minnesota, July 2022.

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

Current open enrollment classes:

Nursing Assistant

\$1,675 | Instructor TBD

[260774](#) 1/2 - 6/30 Hybrid

Nursing Assistant with BLS CPR for Healthcare Providers

\$1,800 | Instructor TBD

[260777](#) 1/2 - 6/30 Hybrid

Visit our website to learn more about how you can arrange this valuable training for your organization:

minneapolis.edu/ct

NATO Knowledge Test

\$115 | Mary Turcotte | MPLS

Thursdays, 7:30 – 10:30am:

263486	1/5	263573	4/13	263828	6/22
263498	1/19	263582	4/20	263837	7/13
263513	1/26	263591	4/27	263846	7/20
263528	2/2	263600	5/4	263855	7/27
263537	2/16	263609	5/11	263864	8/3
263546	2/23	263618	5/18	263873	8/10
263555	3/2	263810	6/1	263882	8/17
263564	3/30	263819	6/8		

Thursdays, 11:30am – 2:00pm:

263492	1/5	263576	4/13	263831	6/22
263501	1/19	263585	4/20	263840	7/13
263516	1/26	263594	4/27	263849	7/20
263531	2/2	263603	5/4	263858	7/27
263540	2/16	263612	5/11	263867	8/3
263549	2/23	263621	5/18	263876	8/10
263558	3/2	263813	6/1	263885	8/17
263567	3/30	263822	6/8		

Thursdays, 2:00 – 4:30pm:

263495	1/5	263579	4/13	263834	6/22
263507	1/19	263588	4/20	263852	7/20
263519	1/26	263597	4/27	263861	7/27
263534	2/2	263606	5/4	263870	8/3
263543	2/16	263615	5/11	263879	8/10
263552	2/23	263624	5/18	263888	8/17
263561	3/2	263816	6/1		
263570	3/30	263825	6/8		

NATO Skills Test

\$175 | Mary Turcotte | MPLS

Thursdays, 7:30 – 9:30am:

263891	1/5	263915	3/30	263939	6/8
263894	1/19	263918	4/13	263942	6/22
263897	1/26	263921	4/20	263945	7/13
263900	2/2	263924	4/27	263948	7/20
263903	2/16	263927	5/4	263951	7/27
263906	2/23	263930	5/11	263954	8/3
263909	3/2	263933	5/18	263957	8/10
263912	3/16	263936	6/1	263960	8/17

REGISTER ONLINE!

minneapolis.edu/continuinged

Class Location Codes

SLP St. Louis Park / Lenox Community Center

SPC Saint Paul College

MPLS Minneapolis College

ONL Online Course

HYBD Hybrid Course

For off-site location details, view classes online, check your confirmation email, or call our office.

Email Confirmation

You will receive an email confirmation after you successfully complete the registration process. If you do not receive an email confirmation, you can contact us to confirm registration and class details.

Class Cancellations or Changes

Class dates, times and locations are subject to change. If your class is cancelled or changed, we will attempt to notify you by email and/or phone at least 24 hours prior to the start date. In the event of inclement weather, tune to WCCO radio for cancellation notices. If you have questions, contact us.

Refunds

Refunds or transfers to another class are granted when you cancel your registration at least three full business days before the first class session.

Accessibility Statement

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MINNESOTA STATE

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