

# CONTINUING EDUCATION

January - August 2025

## FIND YOUR CLASS

Arts &  
Culture 2

Business &  
Leadership 4

Computers &  
Technology 7

Health  
& Human  
Services 10



**MINNEAPOLIS**  
**COLLEGE®**

Professional Development  
and Lifelong Learning

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

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

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

## ARTS & CULTURE

### ARTS

#### The Secrets of Drawing 1

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). Materials and supplies list will be provided before the class start date.

\$215 | Stephen Nesser

293230 Tu 7-9pm 2/11 - 3/18 MPLS

#### The Secrets of Drawing 2

Continue to grow your artistic ability and build upon drawing concepts learned in the previous class. Prerequisite: The Secrets of Drawing 1

\$215 | Stephen Nesser

293231 Tu 7-9pm 4/1 - 4/29 MPLS

### LANGUAGES

#### Spanish

¿Quieres hablar español?

These courses, designed to be taken sequentially, provide a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Conversational practice and other exercises are led in a fun, no-pressure atmosphere during class.

\$185

**Spanish 1** | Alejandra Anderson-Cufre

292850 M 6-8pm 2/3 - 3/17\* SLP

\*No class on Mon 2/17.

**Spanish 2** | Tyrel Nelson

287070 Th 6:30-8:30pm 2/6 - 3/13 SLP

**Spanish 2** | Alejandra Anderson-Cufre

292851 M 6-8pm 3/31 - 5/5 SLP



## Conversational American Sign Language

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

\$165 | Susan Hagel

### Conversational ASL 1

292839 M 6-8:30pm 3/24 - 4/14 SLP

### Conversational ASL 2

292840 M 6-8:30pm 4/28 - 5/19 SLP

## Chinese 1

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

\$185 | Miranda Miskowiec

293251 Th 6-8pm 2/13 - 3/20 ONL

## 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

293229 MW noon-1:50pm 1/13 - 5/14\* MPLS

\*No class on Mon 1/20, 2/17, 3/10, and Wed 3/12.

### Instant Guitar for Busy People

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

\$99 | Craig Coffman

292073 Tu 6:30-9pm 2/4 ONL



### Instant Piano for Busy People

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

\$99 | Craig Coffman

292072 M 6:30-9:30pm 2/3 ONL

### Jazz Ensemble

Is your axe getting rusty? Polish it up and come out to play with the Minneapolis College Jazz Ensemble! In this class you will develop your improv chops in one of our small combos and create your own renditions of some of the great standards from the jazz tradition. Some reading ability and proficiency on your instrument is required.

\$35 | Joel Sundseth

293228 Tu 6-8:20pm 1/14 - 4/15 MPLS

### Latin Ensemble

Join the Latin Music Ensemble at Minneapolis College and focus on salsa, classic tunes and new arrangements, with an option to expand our repertoire to related styles. Percussion instruments and keyboards available.

\$35 | Joel Sundseth

293719 Th 6-8:30pm 1/16 - 4/17 MPLS



# LEADERSHIP

## CERTIFICATE PROGRAM

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

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

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

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

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

\$1,275 | Jana Fischer, Bunny Robinson  
293446 Th\* 2/20 - 5/15 ONL

\*Times vary. See schedules on opposite page.

### MEET OUR TRAINERS

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



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



## BUSINESS

### MANAGEMENT & LEADERSHIP

#### Discover Your Strengths

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

\$425 | Beth Johnson

292074 Th 1-3:30pm 2/20 - 2/27 MPLS

#### Introduction to Organizational Change Management

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

\$325 | Jonathan Monson

293038 Tu 6:45-8:45pm 4/8 - 4/22 MPLS

## REQUIRED CORE COURSES

### Leadership Skills

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

Th 8am–noon 2/20 Fischer ONL

### Art of Effective Communication

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

Th 8am–noon 3/13 Fischer ONL

### Introduction to

### Human Resources Laws

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

Th 1–5pm 3/20 Robinson ONL

### Performance Management & Coaching

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

Th 8am–noon 4/10 Fischer ONL

## ELECTIVE COURSES

### Introduction to Project Management

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

Th 8am–noon 4/24 Fischer ONL

### Conflict Management Resolution

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

Th 8am–noon 5/8 Fischer ONL

### Cultural Responsiveness

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

Th 8am–noon 5/15 Fischer ONL

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

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

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

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

# Coaching Certification

## PREREQUISITE

### **Power of Possibility - Coaching Fundamentals**

Coaching skills are essential in assisting others to achieve personal aspirations, business objectives and health goals. Coaching is a partner relationship that allows individuals to uncover effective methods for achieving goals without providing advice or telling clients what they should or shouldn't do. It's a proven approach that builds self-efficacy, expands possibility and sustains change. The Power of Possibility is one of the most fascinating and challenging courses you will ever take.

\$1,500 | Jennie Antolak

293259	TuWTh*	1/14 - 1/16	ONL
293262	TuWTh*	3/11 - 3/13	ONL
293265	TuWTh*	5/13 - 5/15	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.

293260 \$1,100 | 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.

293257 \$1,100 | 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.

293261 \$1,100 | Jennie Antolak ONL

WIOA-CERTIFIED TRAINING PROGRAM

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

### **Source Gifts & Talents**

Discover how to tap into clients' discarded, unused or underused talents. Learn unique tools and techniques to assist clients in seeing that there is not a giant leap between where they are and what they want.

293263 \$1,100 | 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.

293266 \$1,975 | Jennie Antolak ONL

### **Mentor Coaching Sessions**

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

293267 \$800 | Jennie Antolak ONL

### **One-on-One Coaching Sessions**

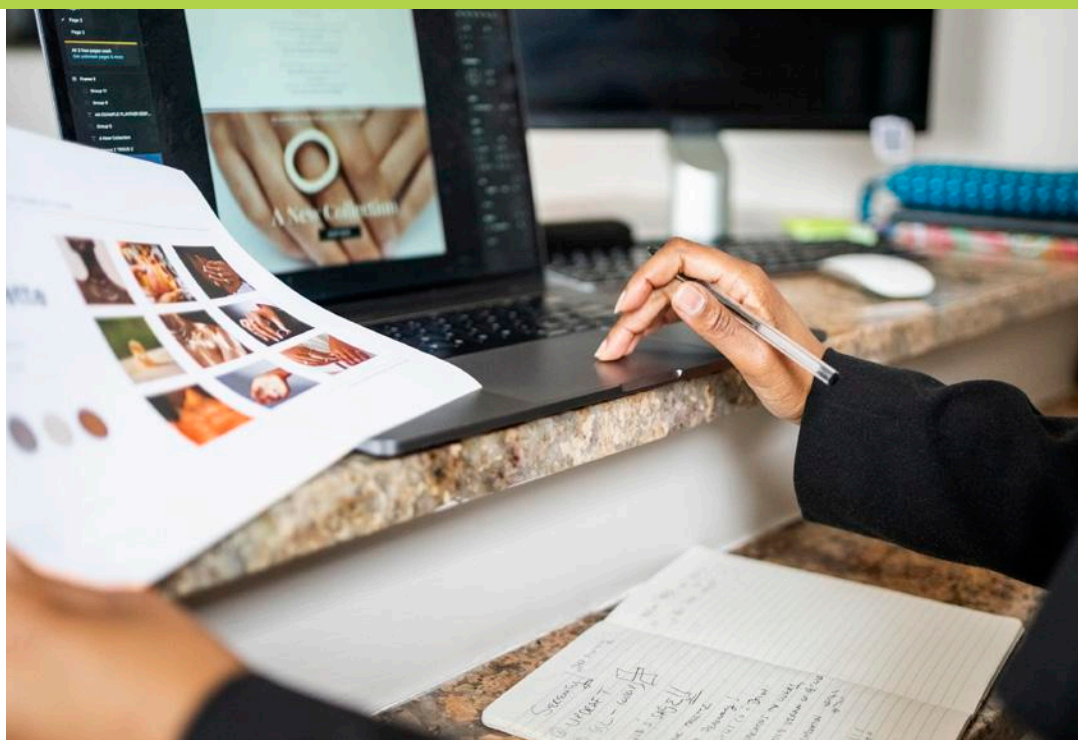
Receive personalized coaching for personal and professional development in sessions guided by a MCC credentialed coach.

293268 \$450 | Jennie Antolak ONL

### **Certification program includes:**

Power of Possibility class, 4 additional classes, 7 learning labs, mentor coaching, one-on-one coaching, 3 network sessions, book reviews, a written and oral exam, and coursework outside of class time.

**164 hours total**



## COMPUTERS & TECHNOLOGY

### GRAPHIC DESIGN

#### Designed to fit your schedule:

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

#### Photoshop 1

Become familiar with the Photoshop desktop and tool palettes. In this class, you will learn how to navigate the Photoshop desktop and gain an understanding of image size and resolution, cropping and selection tools, copying and pasting selections, creating layers, photo retouching, and simple compositing. Prerequisite: Familiarity with computers, Mac or PC operating system.

\$225 | William Reynolds

293441 MW 6-9pm 3/17 - 3/19 HYBD

#### 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.

\$225 | William Reynolds

293442 MW 6-9pm 3/24 - 3/26 HYBD

#### 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.

\$225 | William Reynolds

293443 MW 6-9pm 3/31 - 4/2 HYBD

#### Illustrator 1

Learn the basic skills to leverage Illustrator's powerful object-based tools and vector-style graphics to create attractive illustrations. Designed for individuals with little or no Illustrator experience, students will engage in a series of creative exercises utilizing a variety of selection, pen and shape tools. Projects include a postage stamp and character design. Gradients, live paint bucket and image trace techniques will be explored.

\$225 | William Reynolds

293444 MW 6-9pm 4/7 - 4/9 HYBD

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

Take your Illustrator skills to the next level. Using a series of exciting real-life exercises such as logo design as vehicles, students will learn how to create and organize layers, manage print specific colors and apply numerous keyboard commands and short cuts. Topics include designing with type, working with brushes, painting with custom brushes and creating clipping masks.

\$225 | William Reynolds

293445 MW 6–9pm 4/14 - 4/16 HYBD

## Technology

### CERTIFICATES

Earn these certificates by completing the listed courses.

**Google IT Support**

- Tech Support Fundamentals
- Computer Networking
- Operating Systems
- System Admin and IT Infrastructure
- IT Security

**Graphic Design**

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

- Illustrator
- Photoshop
- InDesign
- Design Principles

**Web Design**

- HTML & CSS 1 & 2
- Front-End Web Design

**Web Development**

- HTML & CSS 1 & 2
- JavaScript for the Web

**WIOA-CERTIFIED TRAINING PROGRAMS****InDesign 1**

This class introduces the basic concepts of page layout in Adobe InDesign and includes a number of instructor-led, hands-on exercises. You will learn how to create documents, place or import text, edit and style text, and format tabs and margins. Prerequisite: Knowledge of Mac or PC operating system and file management. Knowledge of Photoshop or Illustrator is helpful, but not necessary.

\$225 | Dodi Vessels

293582 Sa 9am–3:30pm 4/26 HYBD

**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.

\$225 | Dodi Vessels

293583 Sa 9am–3:30pm 5/3 HYBD

**InDesign 3**

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

\$225 | Dodi Vessels

293584 Sa 9am–3:30pm 5/10 HYBD

**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.

\$325 | Paul Howlett

294049 MW 6–9pm 5/12 - 5/21\* ONL

\*No class on Wed 5/14.



# CUSTOMIZED TRAINING

Classes Designed to Meet Your Training Needs

## Affordable Employee Training Solutions.



**MINNEAPOLIS COLLEGE** offers customized training solutions at competitive prices — on-site at your business, online or at our campus.

We work with you to determine what your specific business needs are and design training to meet them. We have experience providing workforce development in a wide range of industries for public, private, and nonprofit clients.

Professional development training can combat employee burnout and increase morale. Studies have shown that ongoing employee training and development leads to higher employee engagement and retention, and higher employee productivity.

**We can help you invest in your team to grow your business and achieve your desired results.**

**Contact us to learn more about training your workforce in a variety of areas such as:**

- Mental Health First Aid
- Motivational Interviewing
- Trauma Informed Service
- Nursing Assistant (NA)
- NA Registry Testing
- Dental Assistant Professional Development
- Healthcare Core Topics
- English for Industry
- Information Technology
- Data Analysis
- PowerBI
- Google IT Certificates
- OSHA 10 and OSHA 30
- First Aid, CPR and AED
- Business Writing
- Leadership Training

**And many more possibilities!**



**MINNEAPOLIS  
COLLEGE®**

**FOR MORE INFORMATION**

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

612-659-6500 [minneapolis.edu/ct](http://minneapolis.edu/ct)





## HEALTH & HUMAN SERVICES

### CPR & FIRST AID

#### AHA BLS Provider CPR-AED

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

\$159 | Paul Asted

293726	F	8am-4pm	2/7	MPLS
293734	F	8am-4pm	4/4	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

293732	F	12:30-4pm	2/7	MPLS
293737	F	12:30-4pm	4/4	MPLS

### MENTAL HEALTH & COUNSELING

#### Mental Health First Aid

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

\$195 | Sarah Behrens

288277	WF	9am-noon	2/19 - 2/21	ONL
288279	TW	9am-noon	5/20 - 5/21	ONL

#### 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

294061	TuWF	8am-noon	3/18 - 3/21	ONL
294063	MTuW	8am-noon	4/14 - 4/16	ONL

#### Motivational Interviewing Learning Lab - Introductory

This learning lab is designed for the student who has completed the Motivational Interviewing - Introductory class. Students will record a session with a client demonstrating the application of core motivational interviewing principles and techniques taught within the Motivational Interviewing - Introductory class. Students will receive personalized feedback about strengths and challenge areas within their Motivational Interviewing practice and gain assistance in goal setting to grow expertise.

\$359 | Reginald Prince

294062			3/22 - 4/18	OFF
294064			4/17 - 5/16*	OFF

\*Day and time arranged with instructor.

## Motivational Interviewing - Intermediate

Take your practice to the next level. Focus on the advanced concepts around Motivational Interviewing (MI). Learn about recent MI developments and effective learning models; approaching patients/clients with a spirit of empowerment, empathy, and evocation; adherence to MI in responses to sustain talk and discord; evoking and selectively reinforcing change talk, confidence talk, and commitment language; moving forward with goal-setting; and development of client action plans. Prerequisite: Motivational Interviewing: Introductory

\$359 | Reginald Prince

294067 MTuW 8am-noon 2/3 - 2/5 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.

\$359 | Reginald Prince

294069 2/6 - 3/5 ONL

\*Day and time arranged with instructor.

## MEDICATION ADMINISTRATION FOR UNLICENSED PERSONNEL

### Minnesota State Medication Aide Training - Hybrid (Minneapolis)

Minnesota State provides the required training to work as a Medication Aide in a skilled nursing facility. A wide variety of exercises and activities let students apply their knowledge to healthcare settings. The training will also prepare participants for written and skills exams by building knowledge and developing skills competency. This class includes both online and in-person course work.

\$775 | Staff

293276	1/21 - 2/24	Class times vary.	HYBD
293277	3/3 - 4/8	Class times vary.	HYBD
293278	4/7 - 5/19	Class times vary.	HYBD
293287	6/2 - 7/7	Class times vary.	HYBD

## Health & Human Services

### CERTIFICATES

Earn these certificates by completing the relevant courses.

### Mental Health First Aid

An 8-hour national certification course offered online, in person at Minneapolis College or delivered directly at your workplace.

### Motivational Interviewing

Complete all four of these courses to earn this certification.

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

### Nursing Assistant

Nursing Assistant is among the top 5 most in demand jobs in Minnesota and does not require a college degree.

- Nursing Assistant
- Nursing Assistant with AHA BLS Provider CPR-AED

Learn more about how you can arrange this valuable training for your organization at [minneapolis.edu/ct](http://minneapolis.edu/ct).

## NURSING

### Train the Trainer for Nursing Assistant Instructors

This Train the Trainer course is required for registered nurses who intend to teach the Minnesota State Nurse Aide Curriculum. 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.

\$700 | Diane Andersen-Sibley

293608 Self-paced 1/2 - 6/30 ONL



## NURSING ASSISTANT COURSE

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

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

\$1,500 | Staff

293846

3/14 - 5/24

HYBD

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

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

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

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

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

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

# NURSING ASSISTANT TEST OUT (NATO)

NATO is offered to candidates seeking placement on the Minnesota Department of Health (MDH) Registry.

Placement on the registry is required for employment in most nursing homes, hospitals, and other facilities.

NATO is a 2-part test that includes a knowledge test and a skills test.

You must pass both parts to be certified and placed on the Minnesota Nursing Assistant Registry.

## **NATO Knowledge & Skills Test – Parts 1 & 2**

\$265 | Mary Turcotte

## **NATO Knowledge Test – Part 1**

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

\$115 | Mary Turcotte

## **NATO Skills Test – Part 2**

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

\$175 | Mary Turcotte

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

With many testing dates to choose from, including single-day testing options, Minneapolis College is the first choice for NA testing.

### **Savings + Convenience!**

Save when you take both the knowledge and skills tests with just one visit to campus.

Scan code to register today!



## **MANUFACTURING & SKILLED TRADES**

### **Basic Home Repair**

Learn the basic components of your house. In this class you will learn to identify and make small repairs on the 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 and plan future upgrades, enhancing safety and resale value.

\$250 | Michael Polifka

293606 Sa 8am-noon 2/8 - 2/22 MPLS



## HEALTHCARE

### Medical Billing and Coding

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course. Includes a voucher for the professional medical billing and coding certification exam.

\$2,995 | 370 course hours | ONL

### Certified Medical Administrative Assistant (CMAA)

Learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings. You will also be prepared for the Certificated Medical Administrative Assistant (CMAA) exam. Test voucher included in course fee.

\$1,895 | 160 course hours | ONL

## LOGISTICS

### Freight Broker/Agent Training

Learn the skills you need to be a successful freight broker or freight agent. This online course provides you with detailed information about the freight broker sector of the transportation industry and about the brokerage process from start to finish.

\$1,895 | 100 course hours | ONL

### Certified Supply Chain Professional (CSCP) + Freight Broker/Agent

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

\$3,795 | 220 course hours | ONL

## BUSINESS

### Certified Social Media Manager

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

\$2,595 | 240 course hours

### Project Manager with CAPM® and PMP® Prep

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

\$2,575 | 250 course hours

### Certified Administrative Professional (CAP)

Prepare for the CAP exams offered by the International Associate of Administrative Professionals (IAAP) and develop a broad range of essential skills and knowledge to work effectively as an administrative assistance in fields including education, technology, government, and medicine.

\$1,795 | 100 course hours | ONL

### Certified Bookkeeper

Are you a bookkeeper wanting to formalize your education by earning an industry recognized certification? This class will provide a high-level review of basic accounting concepts to prepare you to sit for, and pass, all four exams for the AIPB Certified Bookkeeper certification.

\$2,195 | 140 course hours | ONL

### Professional Bookkeeping with QuickBooks

Acquire the skills needed to make the most of QuickBooks online. Gain an understanding of how to get your business finances in order and save time with this powerful tool. This course also serves as preparation for the QuickBooks Certified User exam.

\$2,375 | 100 course hours | ONL

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

- Self-paced, online format
- Register any time during the upcoming term: Spring 2025
- Payment plans available

## EDUCATION

### Teacher's Aide with Parapro Prep

Learn how to assist in the classroom and develop strategies to support students of differing learning abilities in reading, writing, and math while preparing for the ETS ParaPro Assessment exam and Praxis exam required to work as a teacher's aide.

\$1,695 | 130 course hours | ONL

## SKILLED TRADES

### Electrical Technician

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

\$2,260 | 120 course hours | ONL

### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes.

\$129 | 3 months access | ONL

### Manufacturing Applications

Apply the principles and concepts of manufacturing. Learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management.

\$129 | 3 months access | ONL



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## REGISTER ONLINE!

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### Class Location Codes

<b>MPLS</b>	Minneapolis College
<b>SLP</b>	St. Louis Park / Lenox Community Center
<b>ONL</b>	Online Course
<b>HYBD</b>	Hybrid Course

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

### Email Confirmation

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

### Class Cancellations or Changes

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

### Refunds

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

### Accessibility Statement

Minneapolis College is committed to providing equal access to education for all students. Students who have a disability or believe they might be invited to contact the Accessibility Resource Center to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact the Accessibility Resource Center at 612-659-6730 or [accessibility@minneapolis.edu](mailto:accessibility@minneapolis.edu). For additional information, visit [www.minneapolis.edu/AccessibilityResources](http://www.minneapolis.edu/AccessibilityResources). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the course. Only accommodations approved by the Accessibility Resource Center will be provided.



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Minneapolis College is an equal opportunity employer and educator.

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FEATURED  
CLASSES

SPRING  
2025



- Piano for Busy People 3
- Guitar for Busy People 3
- Discover Your Strengths 4
- Introduction to Organizational Change 4
- Nursing Assistant 12



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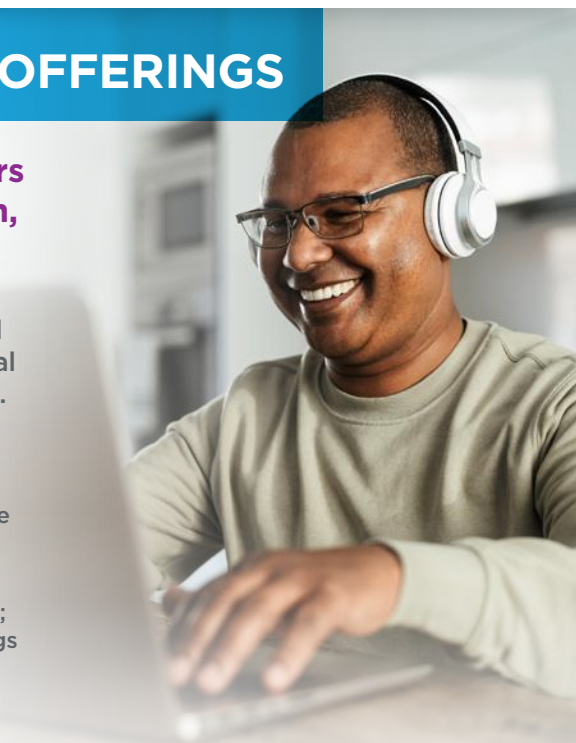
## EXPANDED ONLINE OFFERINGS

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

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

### ONLINE PROGRAMMING PARTNERS

- **LIVE ONLINE:** A statewide collaboration of the Continuing Education and Workforce Development departments of Minnesota State Colleges and Universities
- **Ed2Go:** A national online training provider; see page 8 for current certification offerings



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