Professional Development
and Lifelong Learning
minneapolis.edu/continuinged
CONTINUING EDUCATION
Professional Development and Lifelong Learning

Welcome!
Continuing Education is committed to providing quality programs that pique your personal and professional interest this fall. In order to keep our students safe, many of our courses are available in an online format. Check our website for more information and stay updated by following us on Facebook and LinkedIn, or by joining our email list!
— Continuing Education Team

Register Online! minneapolis.edu/continuinged

Class Locations
Most of Fall 2020 classes will meet online. Classes with the location code “MPLS” meet at Minneapolis College.

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. You must email continuing.education@minneapolis.edu to cancel or change your registration.

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.

Questions? continuing.education@minneapolis.edu

Minneapolis Community and Technical College is an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu.
Arts

Art During Times of Change

$295 | Instructor: Stevie Klaark
Course Number: 158937  Course Day & Time: Tuesdays from 6 – 9pm  Course Dates: 11/3 – 12/15*  Course Format: Online
*No class on Tue 11/24.

Flip Books: The Every Day

$295 | Instructor: Stevie Klaark
Course Number: 158850  Course Day & Time: Thursdays from 6 – 9pm  Course Dates: 9/24 – 10/29  Course Format: Online

Drawing One

$275 | Instructor: Susan Shields
Course Number: 162696  Course Day & Time: Mondays from 6 – 9pm  Course Dates: 9/21 – 11/29  Course Format: Online

Languages

American Sign Language

$145 | Instructor: Susan Hagel
American Sign Language 1
Course Number: 162342  Course Day & Time: Mondays from 6 – 8:30 pm  Course Dates: 9/28 – 10/19  Course Format: Online
American Sign Language 2
Course Number: 162345  Course Day & Time: Mondays from 6 – 8:30 pm  Course Dates: 11/2 – 11/23  Course Format: Online

French

$170 | Instructor: Sarah Jones-Boardman
French 1
Course Number: 162333  Course Day & Time: Thursdays from 6:30 – 8:30 pm  Course Dates: 9/17 – 10/22  Course Format: Online
French 2
Course Number: 162339  Course Day & Time: Mondays from 6:30 – 8:30 pm  Course Dates: 11/5 – 12/17*  Course Format: Online
*No class on Thursday 11/26.

Japanese - Beginning

$170 | Instructor: Kuniko Voeller
Japanese for Busy People – Part 1
Course Number: 157698  Course Day & Time: Wed. and Thurs. from 6:30 – 8 pm  Course Dates: 9/23 – 10/22  Course Format: Online
Japanese for Busy People – Part 2
Course Number: 157707  Course Day & Time: Wed. and Thurs. from 6:30 – 8 pm  Course Dates: 10/28 – 12/9*  Course Format: Online

Spanish

$170 | Instructor: Bertha Bonequi Olvera
Spanish 1
Course Number: 158229  Course Day & Time: Tuesdays from 6:30 – 8:30 pm  Course Dates: 9/15 – 10/20  Course Format: Online
Spanish 2
Course Number: 158232  Course Day & Time: Mondays from 6:30 – 8:30 pm  Course Dates: 10/27 – 12/1  Course Format: Online
Business Resources

Customer Service
$139 | Instructor: Wanda Walker
Course Number: 159291 Course Day & Time: Wednesday from 1 – 4pm  Course Dates: 9/16  Course Format: Online

Managing Conflict & Difficult People
$139 | Instructor: Jeannette Grace
Course Number: 157713 Course Day & Time: Wednesday from 8am – Noon  Course Dates: 10/28  Course Format: Online

Teamwork
$239 | Instructor: Karin Goettsch
Course Number: 158631 Course Day & Time: Wednesday from 8:30 AM– 4:30 PM  Course Dates: 12/9  Course Format: Online

Time Management
$139 | Instructor: Jeannette Grace
Course Number: 157935 Course Day & Time: Wednesday from 8am – Noon  Course Dates: 10/14  Course Format: Online

Management and Leadership
Becoming a Project Management Change Warrior NEW
$325 | Instructor: Laura Martin
Course Number: 162510 Course Day & Time: Friday from 8:30 am – 2:30 pm  Course Dates: 11/20  Course Format: Online

Change Management
$239 | Instructor: Wanda Walker
Course Number: 159294 Course Day & Time: Friday from 8:30 am – 3:30 pm  Course Dates: 9/25  Course Format: Online

Coaching Fundamentals
$239 | Instructor: Karin Goettsch
Course Number: 158346 Course Day & Time: Monday from 8:30 am – 4:30 pm  Course Dates: 10/5  Course Format: Online

Coaching Certification
WIOA-Certified Training Program – Check website for details.

Developing Positive Relationships
$239 | Instructor: Wanda Walker
Course Number: 159297 Course Day & Time: Friday from 8:30 am – 3:30 pm  Course Dates: 11/13  Course Format: Online

Introduction to Agile NEW
$325 | Instructor: Laura Martin
Course Number: 162219 Course Day & Time: Friday from 8:30 am – 2:30 pm  Course Dates: 11/6  Course Format: Online

Leadership Fundamentals
$439 | Instructor: Karin Goettsch
Course Number: 158457 Course Day & Time: Mon./Tues. from 8:30 am – 4:30 pm  Course Dates: 11/16-11/17  Course Format: Online

Project Management – Problem Solving and Critical Thinking
$425 | Instructor: Michael Siegler
Course Number: 158223 Course Day & Time: Saturday from 8:30 am – 5:00 pm  Course Dates: 10/31  Course Format: Online

Project Management Fundamentals
$425 | Instructor: Michael Siegler
Course Number: 158214 Course Day & Time: Saturday from 8:30 am – 5:00 pm  Course Dates: 10/3  Course Format: Online
### Management and Leadership continued

#### Project Management: Results – Oriented Meetings
- **Course Number:** 158226  
  **Course Day & Time:** Saturday from 8:30 am – 5:00 pm  
  **Course Dates:** 10/17  
  **Course Format:** Online

- **Instructor:** Michael Siegler

#### Strategic Planning
- **Course Number:** 159300  
  **Course Day & Time:** Friday from 8:30 am – 3:30 pm  
  **Course Dates:** 12/11

- **Instructor:** Wanda Walker

#### Intersection of Culture, Generation & Communication
- **Course Number:** 158634  
  **Course Day & Time:** Wednesday from 8:30 AM– 4:30 PM  
  **Course Dates:** 10/21

- **Instructor:** Karin Goettsch

#### The Keys to Successful Remote Work **NEW**
- **Course Number:** 158637  
  **Course Day & Time:** Wednesday from 8:30 AM– 4:30 PM  
  **Course Dates:** 11/5

- **Instructor:** Karin Goettsch

### Marketing & Communications

#### Building Customer Focused Social Media Content
- **Course Number:** 158340  
  **Course Day & Time:** Thursday from 9 – Noon  
  **Course Dates:** 10/15

- **Instructor:** Jane Neumiller – Bustad

#### Choosing Social Media Tools to Deliver Results
- **Course Number:** 158343  
  **Course Day & Time:** Thursday from 9 – Noon  
  **Course Dates:** 10/29

- **Instructor:** Jane Neumiller – Bustad

#### Designing a Compelling Social Media Game Plan
- **Course Number:** 158361  
  **Course Day & Time:** Thursday from 9 – Noon  
  **Course Dates:** 10/1

- **Instructor:** Jane Neumiller – Bustad

#### Strategic Planning for Social Media Success
- **Course Number:** 158628  
  **Course Day & Time:** Thursday from 9 – Noon  
  **Course Dates:** 9/17

- **Instructor:** Jane Neumiller – Bustad

### Finance

#### Accounting 1
- **Course Number:** 157617  
  **Course Day & Time:** Thursday 1-4pm; Friday 8am-Noon  
  **Course Dates:** 10/8 – 10/9  
  **Course Format:** Online

- **Instructor:** Susan Iverson

#### Accounting 2
- **Course Number:** 157620  
  **Course Day & Time:** Thursday 1-4pm; Friday 8am-Noon  
  **Course Dates:** 10/22 -10/23  
  **Course Format:** Online

- **Instructor:** Susan Iverson
Business Management - CERTIFICATES
Earn these certificates by completing the listed courses.

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

Business Professional
- Customer Service
- Managing Conflict & Difficult People
- Teamwork
- Time Management
- Winning at Writing for Business

Project Management
- Project Management Fundamentals
- Project Management: Problem Solving and Critical Thinking
- Project Management: Results-Oriented Meetings

Social Media Marketing
- Strategic Planning for Social Media Success
- Building Customer-Focused Social Media Content
- Designing a Compelling Social Media Game Plan
- Choosing Social Media Tools to Deliver Results

WIOA-CERTIFIED TRAINING PROGRAMS

Graphic Design

Design Principles
$285 | Instructor: John Finkler
Course Number: 157638  Course Day & Time: Tuesdays & Thursdays from 6 – 9pm  Course Dates: 11/10– 12/3*  Course Format: Online
*No class on Tuesday 11/24, Thursday 11/26.

Illustrator 1
$215 | Instructor: Barbara Lyman
Course Number: 157662  Course Day & Time: Tuesday & Thursday from 6 – 9pm  Course Dates: 10/6 – 10/8  Course Format: Online

Illustrator 2
$215 | Instructor: Barbara Lyman
Course Number: 157665  Course Day & Time: Tuesday & Thursday from 6 – 9pm  Course Dates: 10/13 – 10/15  Course Format: Online
Graphic Design continued

InDesign 1
$215 | Instructor: Barbara Lyman
Course Number: 157668  Course Day & Time: Tuesday & Thursday from 6 – 9pm  Course Dates: 10/20 – 10/22  Course Format: Online

InDesign 2
$215 | Instructor: Barbara Lyman
Course Number: 157671  Course Day & Time: Tuesday & Thursday from 6 – 9pm  Course Dates: 10/27 – 10/29  Course Format: Online

InDesign 3
$215 | Instructor: Barbara Lyman
Course Number: 157674  Course Day & Time: Tuesday & Thursday from 6 – 9pm  Course Dates: 11/3 - 11/5  Course Format: Online

Photoshop 1
$215 | Instructor: William Reynolds
Course Number: 157878  Course Day & Time: Monday & Wednesday from 6 – 9pm  Course Dates: 9/14 – 9/16  Course Format: Online

Photoshop 2
$215 | Instructor: William Reynolds
Course Number: 157893  Course Day & Time: Monday & Wednesday from 6 – 9pm  Course Dates: 9/21 – 9/23  Course Format: Online

Photoshop 3
$215 | Instructor: William Reynolds
Course Number: 157914  Course Day & Time: Monday & Wednesday from 6 – 9pm  Course Dates: 9/28 – 9/30  Course Format: Online

Web Design & Development

HTML and CSS 1
$305 | Instructor: Sharon Morrow
Course Number: 162351  Course Day & Time: Tuesday & Thursday from 6 – 7:30pm  Course Dates: 9/15 – 10/1  Course Format: Online

HTML and CSS 2
$405 | Instructor: Sharon Morrow
Course Number: 162360  Course Day & Time: Tuesday & Thursday from 6 – 7:30pm  Course Dates: 10/6 – 10/29  Course Format: Online

Javascript for the Web
$589 | Instructor: Sharon Morrow
Course Number: 162363  Course Day & Time: Tuesday & Thursday from 6 – 7:30pm  Course Dates: 11/3 – 12/17*  Course Format: Online
*No class on Tuesday 11/24, Thursday 11/26.

Technology Certificates
Earn these certificates by completing the listed courses. WIOA Certified Training Programs

Graphic Design
- Adobe Illustrator 1, 2
- Adobe InDesign 1, 2, 3
- Adobe Photoshop 1, 2, 3
- Design Principles

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

Web Development
- HTML & CSS 1
- HTML & CSS 2
- JavaScript for the Web
## CPR & First Aid

### BLS for Healthcare Providers

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Day &amp; Time</th>
<th>Course Dates</th>
<th>Course Format</th>
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<tbody>
<tr>
<td>159303</td>
<td>Friday from 8am - 4pm</td>
<td>9/11</td>
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<tr>
<td>159306</td>
<td>Friday from 8am - 4pm</td>
<td>11/20</td>
<td>MPLS</td>
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<tr>
<td>159309</td>
<td>Friday from 8am - 4pm</td>
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### BLS for Healthcare Providers Refresher

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<tr>
<td>159312</td>
<td>Friday from 8am - 4pm</td>
<td>10/23</td>
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## Health and Wellness

### ABC’s of Essential Oils

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<tbody>
<tr>
<td>157614</td>
<td>Wednesday from 6 – 8pm</td>
<td>9/16</td>
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### Aromatherapy Certification*

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<tr>
<td>158328</td>
<td>Saturday 8am – 4:30pm</td>
<td>9/19 – 12/12*</td>
<td>Hybrid</td>
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*Check website for in-person class dates.

### Introduction to Clinical Aromatherapy

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<th>Course Format</th>
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<tbody>
<tr>
<td>157683</td>
<td>Wednesday from 5 – 9pm</td>
<td>11/4</td>
<td>Online</td>
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### Life Mapping

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<th>Course Format</th>
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<tr>
<td>159315</td>
<td>Saturday from 9am – 2pm</td>
<td>10/24</td>
<td>Online</td>
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## Mental Health & Counseling

### Motivational Interviewing – Introductory*

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<th>Course Format</th>
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<tr>
<td>158619</td>
<td>Mon, Tues, Wed from 8am – Noon</td>
<td>10/21-10/23</td>
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<td>158616</td>
<td>Mon, Tues, Wed from 8am – Noon</td>
<td>9/21-9/23</td>
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<tr>
<td>158622</td>
<td>Mon, Tues, Wed from 8am – Noon</td>
<td>12/7-12/9</td>
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</table>

*WIOA-Certified Training Program

### Motivational Interviewing – Intermediate*

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<tbody>
<tr>
<td>158613</td>
<td>Mon, Tues, Wed from 8am – Noon</td>
<td>11/16-11/18</td>
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</tbody>
</table>

*WIOA-Certified Training Program

### Mental Health First Aid

<table>
<thead>
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<th>Course Format</th>
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<tr>
<td>160338</td>
<td>Tuesday from 8am – Noon</td>
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<tr>
<td>160341</td>
<td>Thursday from 8am – Noon</td>
<td>11/17</td>
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</table>
Health and Human Services continued

Mental Health & Counseling continued

Strengths-Based Case Management
$99 | Instructor: Wanda Waller
Course Number: 159345  Course Day & Time: Friday from 9am – 1pm  Course Dates: 10/30  Course Format: Online

Nursing

Train the Trainer for Nursing Assistant Instructors
$619 | Instructor: Pat Reinhart, Bonnie Wendt
Course Number: 158619  Course Day & Time: Wednesday, Thursday from 10am – 4:30pm  Course Dates: 8/19-8/20  Course Format: Online
Course Number: 158616  Course Day & Time: Thursday, Friday from 10am – 4:30pm  Course Dates: 10/1-10/2  Course Format: Online
Course Number: 158622  Course Day & Time: Tuesday, Wednesday from 10am – 4:30pm  Course Dates: 12/8-12/9  Course Format: Online

Nursing Assistant

Nursing Assistant Test Out (NATO) Skills Review
$129 | Instructor: Richard Gabatino
Course Number: 159348  Course Day & Time: Tuesdays from 4:30 – 8:30pm  Course Dates: 9/15  Course Format: MPLS
Course Number: 159351  Course Day & Time: Tuesdays from 4:30 – 8:30pm  Course Dates: 10/13  Course Format: MPLS
All Sessions:  MPLS / $129

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