

CONTINUING EDUCATION

September - December 2020



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

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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 **NEW**

\$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 **NEW**

\$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

*No class on Wed 11/11, 11/25, Thu 11/26.

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

\$325 | **Instructor:** Michael Siegler

Course Number: 158226 **Course Day & Time:** Saturday from 8:30 am – 5:00 pm **Course Dates:** 10/17 **Course Format:** Online

Strategic Planning

\$239 | **Instructor:** Wanda Walker

Course Number: 159300 **Course Day & Time:** Friday from 8:30 am – 3:30 pm **Course Dates:** 12/11 **Course Format:** Online

Intersection of Culture, Generation & Communication

\$295 | **Instructor:** Karin Goettsch

Course Number: 158634 **Course Day & Time:** Wednesday from 8:30 AM– 4:30 PM **Course Dates:** 10/21 **Course Format:** Online

The Keys to Successful Remote Work NEW

\$239 | **Instructor:** Karin Goettsch

Course Number: 158637 **Course Day & Time:** Wednesday from 8:30 AM– 4:30 PM **Course Dates:** 11/5 **Course Format:** Online

Marketing & Communications

Building Customer Focused Social Media Content

\$148 | **Instructor:** Jane Neumiller – Bustad

Course Number: 158340 **Course Day & Time:** Thursday from 9 – Noon **Course Dates:** 10/15 **Course Format:** Online

Choosing Social Media Tools to Deliver Results

\$148 | **Instructor:** Jane Neumiller – Bustad

Course Number: 158343 **Course Day & Time:** Thursday from 9 – Noon **Course Dates:** 10/29 **Course Format:** Online

Designing a Compelling Social Media Game Plan

\$148 | **Instructor:** Jane Neumiller – Bustad

Course Number: 158361 **Course Day & Time:** Thursday from 9 – Noon **Course Dates:** 10/1 **Course Format:** Online

Strategic Planning for Social Media Success

\$148 | **Instructor:** Jane Neumiller – Bustad

Course Number: 158628 **Course Day & Time:** Thursday from 9 – Noon **Course Dates:** 9/17 **Course Format:** Online

Finance

Accounting 1

\$239 | **Instructor:** Susan Iverson

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

Accounting 2

\$239 | **Instructor:** Susan Iverson

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

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

\$139 | **Instructor:** Paul Asted

Course Number: 159303	Course Day & Time: Friday from 8am - 4pm	Course Dates: 9/11	Course Format: MPLS
Course Number: 159306	Course Day & Time: Friday from 8am - 4pm	Course Dates: 11/20	Course Format: MPLS
Course Number: 159309	Course Day & Time: Friday from 8am - 4pm	Course Dates: 12/11	Course Format: MPLS

BLS for Healthcare Providers Refresher

\$99 | **Instructor:** Paul Asted

Course Number: 159312	Course Day & Time: Friday from 8am - 4pm	Course Dates: 10/23	Course Format: MPLS
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Health and Wellness

ABC's of Essential Oils

\$115 | **Instructor:** Denise Joswiak

Course Number: 157614	Course Day & Time: Wednesday from 6 - 8pm	Course Dates: 9/16	Course Format: Online
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Aromatherapy Certification*

\$2,100 | **Instructor:** Denise Joswiak

Course Number: 158328	Course Day & Time: Saturday 8am - 4:30pm	Course Dates: 9/19 - 12/12*	Course Format: Hybrid
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*Check website for in-person class dates.

Introduction to Clinical Aromatherapy

\$165 | **Instructor:** Denise Joswiak

Course Number: 157683	Course Day & Time: Wednesday from 5 - 9pm	Course Dates: 11/4	Course Format: Online
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Life Mapping

\$95 | **Instructor:** Wanda Walker

Course Number: 159315	Course Day & Time: Saturday from 9am - 2pm	Course Dates: 10/24	Course Format: Online
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Mental Health & Counseling

Motivational Interviewing - Introductory*

\$315 | **Instructor:** Reginald Prince

Course Number: 158619	Course Day & Time: Mon, Tues, Wed from 8am - Noon	Course Dates: 10/21-10/23	Course Format: Online
Course Number: 158616	Course Day & Time: Mon, Tues, Wed from 8am - Noon	Course Dates: 9/21-9/23	Course Format: Online
Course Number: 158622	Course Day & Time: Mon, Tues, Wed from 8am - Noon	Course Dates: 12/7-12/9	Course Format: Online

*WIOA-Certified Training Program

Motivational Interviewing - Intermediate*

\$359 | **Instructor:** Reginald Prince

Course Number: 158613	Course Day & Time: Mon, Tues, Wed from 8am - Noon	Course Dates: 11/16-11/18	Course Format: Online
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*WIOA-Certified Training Program

Mental Health First Aid

\$149 | **Instructor:** Samantha Vitiello

Course Number: 160338	Course Day & Time: Tuesday from 8am - Noon	Course Dates: 9/29	Course Format: Online
Course Number: 160341	Course Day & Time: Thursday from 8am - Noon	Course Dates: 11/17	Course Format: Online

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 Reinhard, 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

CUSTOMIZED TRAINING

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