

# CONTINUING EDUCATION

September - December 2022

Find Your Class:

**Arts & Culture 2**

**Business &  
Leadership 4**

**Computers  
& Technology 9**

**Health &  
Human Services 12**



**MINNEAPOLIS**  
COMMUNITY & TECHNICAL  
**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. 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

#### Image, Text & Behavior

NEW

How do the images and language we choose lead the viewer to understand meaning? During a time in which we absorb so much information through the visual world — in what ways can we begin to be more intentional 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 nonprofits, corporate environments, and spaces that may resist branding.

\$295 | Stevie Klaark

[244676](#) WTh 7–9pm 10/19 - 11/3 ONL



#### 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

[244670](#) Tu 7–9pm 10/4 - 11/15\* ONL  
\*No class on Tue 11/8.

#### 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. Learn the camera's controls needed to achieve proper exposure, color, and using flash. Using the Photographic Image Formula, you will learn how to prepare for capturing images from pre-visualizing your image to presentation. This class will include a Sunday off-campus photography expedition.

\$150 | David Johnson

[243251](#) M 6:30–9pm 9/12 - 10/3 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

[243380](#) Tu 7–9pm 11/15 - 12/20 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

[246095](#) Tu 6:30–8pm 10/4 - 11/15\* MPLS  
\*No class on Tue 11/8.



## 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 people who are deaf or 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 Hagele

#### American Sign Language 1

[243386](#) M 6-8:30pm 9/12 - 10/3 SLP

#### American Sign Language 2

[243389](#) M 6-8:30pm 10/10 - 10/31 SLP

### Japanese

Have fun while learning basic business-oriented Japanese. This course series introduces the fundamentals of spoken Japanese. Using one-on-one practice and audio/visual aids, you will become familiar and comfortable with the elementary structures of Japanese. Also introduced are the basics of the writing system (Hiragana and Katakana) and insights into the nuances of Japanese culture. This 3-part series is structured around the textbook "Japanese for Busy People". Each course will focus on a set of chapters from the text.

\$170 | Kuniko Voeller

#### Japanese for Busy People - Part 1

[244595](#) WTh 6:30-8pm 9/14 - 10/6 ONL

#### Japanese for Busy People - Part 2

[244598](#) WTh 6:30-8pm 10/12 - 11/3 ONL

#### Japanese for Busy People - Part 3

[244601](#) WTh 6:30-8pm 11/9 - 12/7\* ONL

\*No class on Thu 11/24.

### 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

[244079](#) M 6:30-8:30pm 9/26 - 10/31 SPC

#### Spanish 2

[244082](#) M 6:30-8:30pm 11/7 - 12/12 SPC

#### Spanish 5

[244073](#) Th 6:30-8:30pm 9/22 - 10/27 SLP

#### Spanish 6

[244076](#) Th 6:30-8:30pm 11/3 - 12/15\* SLP

\*No class on Thu 11/24.

### Brazilian Portuguese 1

Brazil is one of the world's ten largest economies and the US is among its top sources of imports. Whether you are pursuing business or other interests in this vibrant country, our Brazilian Portuguese series will provide you with a working knowledge of grammar and vocabulary, as well as business and cultural practices. You will gain skills in understanding, speaking, reading, and writing Portuguese as we cover both formal and informal conversation. We will also explore the history of Portuguese speaking people and the relationship between Brazil and the US, with a primary focus on creating a cross-cultural awareness.

\$170 | Marco Rocha

[244652](#) Tu 7-9pm 9/20 - 10/25 MPLS

### French 1

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

[243392](#) W 6:30-8:30pm 9/28 - 11/2 SLP



## French 2

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

[243395](#) W 6:30–8:30pm 11/9 - 12/14 SLP

## Russian 1

NEW

Learn the basics of the Russian language in this course series. 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

[243401](#) Tu 6–8pm 10/4 - 11/15\* ONL  
\*No class on Tue 11/8.

## 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

[243398](#) MW noon–1:15pm 8/22 - 12/7 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

[244976](#) Tu 6–8pm 10/11 - 11/1 MPLS

## Jazz Ensemble

Ensemble repertoire will include jazz standards from different eras, and Latin music. Extensively notated charts will be balanced with plenty of opportunity for improvisation. The ensemble will rehearse at Minneapolis College from 8/23/22–11/1/22 and will perform on 11/4/22. 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

[243992](#) Tu 6:30–8:20pm 8/23 - 11/1 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

[245012](#) MW 6–7pm 9/12 - 10/19 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.

\$325 | Jake Pederson

[245015](#) MW 6–7pm 10/31 - 12/7 MPLS



## BUSINESS RESOURCES

### HIRED-Cut Your Career Search Time in Half

This course is designed for individuals in transition or planning a future career transition. Learn steps to develop an effective job transition strategy. Create a personal value proposition, road map for networking, and personalized tool to prepare for successful interviews.

\$149 | George Murray

[246278](#) Tu 6:30–9pm 9/20 ONL

[246290](#) Sa 9–11:30am 10/1 ONL

NEW

## Business Analytics

### CERTIFICATE

Businesses across all industries are using data and analytics to improve their decision-making process and create forward looking strategies using fact-based insights. Our new Business Analytics Certificate is designed to provide an understanding of the fundamentals of working with data, how to leverage basic tools to tell a story, and create analytical insights that will drive value for your organization.

**Earn the certificate, expand your understanding, or jump start a career in analytics by completing the following classes:**

- Business Analytics – Foundations
- Business Analytics – Advanced

## MANAGEMENT & LEADERSHIP

### Change Management

Does your job involve change management? By completing this class, you will understand how change works at all levels, learn a straightforward model to organize change management activities, and clarify what really needs to change in order to achieve results. This course will help you reduce resistance, identify how to gain leadership support, and engage stakeholders.

\$239 | Wanda Walker

[243842](#) MTu 6–9pm 10/3 - 10/4 ONL

### Leadership Fundamentals

Being a successful leader takes commitment and practice. In this class we will discuss effective and ineffective leadership characteristics. You will learn how to communicate confidently and respectfully, demonstrate positive and constructive feedback, use coaching skills to develop your team, and communicate unpopular or difficult messages empathetically and effectively.

\$239 | Jana Fischer

[245363](#) MTu 6–9pm 11/14 - 11/15 ONL

### The Intersection of Culture, Generation & Communication

Feeling frustrated communicating with people who are different from you? From generational gaps to culture clashes, messages can get lost and easily misunderstood. In this course, you'll learn how age, culture, and life experience impact how we see the world and interact with those around us, cultivate understanding, and explore strategies and best practices for working with others more effectively.

\$239 | Jana Fischer

[245366](#) MTu 6–9pm 11/21 - 11/22 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

### Coaching Fundamentals

Successful coaching in the workplace builds trust, increases engagement and productivity, and develops talent, among many other benefits. It also requires an understanding of a coaching mindset as a collaborative process with employees. Whether you supervise direct reports, manage project teams or influence key people in other ways, you can play a role in building a coaching culture in your own work and your organization. In this course, you will learn essential skills and prioritize strategies to integrate coaching into your leadership toolkit.

\$239 | George Murray

[246080](#) MTu 6-9pm 10/31 - 11/1 ONL

### Human Resources Rules & Regulations

The nature of work is reflected in the country's shift from an agricultural, then industrial, to an information focused society. With this dramatic shift, the employer-employee relationship has evolved to become more complex. Leaders are not only responsible for managing people and processes, and maximizing productivity and profit, but for minimizing risk and maintaining compliance with government 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.

\$239 | Bunny Robinson

[243839](#) MTu 6-9pm 10/17 - 10/18 ONL

### 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. Regular use of social media tools means creating lots and lots of content. 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 | Instructor TBD

[245381](#) W 9am-noon 11/16 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 | Instructor TBD

[245375](#) W 9am–noon 11/2 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 marketing plan. In this class, you'll learn to identify marketing tools and platforms best suited to reach your specific customers and how to integrate your social media content with your website and other multi-channel marketing tools.

\$155 | Instructor TBD

[245384](#) W 9am–noon 11/23 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 | Instructor TBD

[245378](#) W 9am–noon 11/9 ONL



## PROJECT MANAGEMENT

### 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

[243845](#) Sa 8:30am–5pm 10/1 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

[243854](#) Sa 8:30am–5pm 10/15 MPLS

### 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

[243851](#) Sa 8:30am–5pm 9/17 MPLS





# Coaching Certification

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

Check website for upcoming dates.

## PREREQUISITE

### Power of Possibility - Coaching Fundamentals

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

\$900 | Jennie Antolak

<a href="#">244739</a>	TuWTh*	7/12 - 7/14	ONL
<a href="#">244745</a>	TuWTh*	8/9 - 8/11	ONL
<a href="#">244748</a>	TuWTh*	9/13 - 9/15	ONL
<a href="#">244754</a>	TuWTh*	10/11 - 10/13	ONL
<a href="#">244760</a>	TuWTh*	11/8 - 11/10	ONL
<a href="#">244763</a>	TuWTh*	12/13 - 12/15	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 will teach you how to effectively coach a group and what skills, tools and competencies are necessary to develop and utilize when group coaching.

[244778](#) \$900 | Jennie Antolak

### 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.

[244781](#) \$900 | Jennie Antolak

### Integrate Creative Expression

Learn how to integrate creativity at different levels in the coaching process to expand perspective and design more desirable results.

[244787](#) \$900 | Jennie Antolak

### Source Gifts & Talents

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

[244790](#) \$900 | Jennie Antolak

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





## 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.

[244769](#) \$1,470 | Jennie Antolak

### Mentor Coaching Sessions

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

[244772](#) \$600 | Jennie Antolak

### One-on-One Coaching Sessions

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

[244775](#) \$300 | Jennie Antolak

# 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

[243596](#) MW 6–9pm 9/19 - 9/21 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.

\$215 | William Reynolds

[243602](#) MW 6–9pm 9/26 - 9/28 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.

\$215 | William Reynolds

[243620](#) MW 6–9pm 10/3 - 10/5 MPLS



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## 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

[243722](#) MW 6–9pm 10/10 - 10/12 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

[243728](#) MW 6–9pm 10/17 - 10/19 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

[243737](#) Sa 9am–3:30pm 11/5 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

[243749](#) Sa 9am–3:30pm 11/12 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

## 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). Print design is increasingly part of a complete media package that includes Web components. InDesign now features both creation of Web documents and conversion features that turn a print document into a Web document.

\$215 | Dodi Vessels

[243758](#) Sa 9am–3:30pm 11/19 MPLS

## Design Principles

In this comprehensive course, you'll learn about the design process, layout structure, and color usage. You will also explore concept development techniques using Adobe Photoshop, Illustrator, and InDesign to create a logo for use on promotional materials such as a business card, letterhead, brochure, or postcard. Prerequisite: Photoshop II, InDesign II, Illustrator II or equivalent experience.

\$285 | Paul Howlett

[243764](#) MW 6–9pm 11/21 - 11/28 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

[243809](#) MW 6-9pm 10/3 - 10/10 ONL

### HTML & CSS 2

For those with a basic familiarity of HTML and CSS, this course introduces more involved concepts of web site design and page layout. You'll learn about the CSS box model, basic fluid/responsive page layout techniques, and navigation menus. We'll also cover the Document Object Model (DOM) in order to begin using JavaScript and jQuery (JavaScript framework) to add some front-end functionality to your webpages and how to set up an organized clean site structure. Prerequisite: HTML & CSS I or basic understanding of HTML & CSS.

\$415 | Bob Pfeffer

[243812](#) MW 6-9pm 10/12 - 10/24 ONL

### Javascript for the Web

In this class, you'll be introduced to web applications using a combination of HTML, CSS and JavaScript (JS). You'll learn the basics of JavaScript syntax and common programming concepts including strings, arrays, loops, conditional statements and boolean logic. Through hands-on coding you will create your own examples of simple programs to run on your own website. After a thorough grounding in "vanilla" JavaScript, you will learn about using JS libraries, and code your own simple application using the popular jQuery library.

\$595 | Bob Pfeffer

[243815](#) MW 6-9pm 10/31 - 11/16 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 | Sharyn Morrow

[243818](#) MW 6-9pm 11/28 - 12/14 ONL

# HEALTH & HUMAN SERVICES



## CPR & FIRST AID

### 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

<a href="#">243512</a>	Sa 8am-4pm	9/24	MPLS
<a href="#">243518</a>	F 8am-4pm	10/28	MPLS
<a href="#">243521</a>	F 8am-4pm	12/2	MPLS

### 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

<a href="#">243524</a>	Sa 8am-noon	9/24	MPLS
<a href="#">243578</a>	F 8am-noon	10/28	MPLS
<a href="#">243581</a>	F 8am-noon	12/2	MPLS

## 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 (MPLS)  
Mary Vukelich (ONL)

<a href="#">245702</a>	M 8:30am-5pm	10/17	MPLS
<a href="#">245705</a>	M 8:30am-5pm	11/14	MPLS
<a href="#">246074</a>	WTh 9am-noon	12/14 - 12/15	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. Add the Motivational Interviewing Introductory Learning Lab to this class and earn the Motivational Interviewing Introductory Certificate.

\$359 | Reginald Prince

<a href="#">245390</a>	TuWTh 8am-noon	9/13 - 9/15	ONL
<a href="#">245393</a>	MWF 8am-noon	10/24 - 10/28	ONL
<a href="#">245396</a>	MTuW 8am-noon	12/5 - 12/7	ONL

### 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

<a href="#">24399</a>	TuWTh 8am-noon	11/8 - 11/10	ONL
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## HEALTH & WELLNESS

### Introduction to Clinical Aromatherapy

Clinical Aromatherapy research shows decreases in patients' pain, nausea, and anxiety. A foundation in clinical aromatherapy is crucial when using essential oils in a clinical setting. Explore essential oil use from a scientific perspective, including botany, chemistry, safety, and evidence-based therapeutic properties. Study essential oil blending and create two unique products often used in healthcare settings.

\$199 | Denise Joswiak

[243878](#)

W 6-8pm

9/7

MPLS

### Aromatherapy Certification Program

Whether you're looking to use aromatherapy personally, professionally, or in a clinical setting, this program provides the knowledge, confidence, and credibility to achieve your goals as a Certified Aromatherapist. Explore the science behind essential oils through a comprehensive curriculum including interactive exercises and twenty hands-on blending activities. Certification lays the groundwork for learners to provide aromatherapy through their own business or in a clinical setting. This certification program is endorsed by the American Holistic Nurses Association (AHNA) offering continuing education hours (CEU/CNE) for nurses and approved by NCBTMB offering contact hours for massage therapists and bodyworkers.

\$2,250 | Denise Joswiak

[243887](#)

W 8am-4:30pm

9/14 - 12/14

Hybrid

### Guided Introspection & Wellness

NEW

More than ever, we face extraordinary challenges to our health and well-being. Putting on a brave face is no longer enough. This course is dedicated to helping you discover, learn, and practice the psychological skills necessary to regain a sense of effectiveness, increase happiness, bolster resilience, and maintain psychological health. Objectives: Understand your brain's "default" (automatic or habitual) way of processing information and how that can leave you frustrated, unhappy, and ineffective.

\$255 | Troy Dvorak

[246092](#)

ThF 8:30am-noon 9/22 - 9/23

MPLS

## 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](http://minneapolis.edu/continuing-education/customized-training-workforce-development).

#### Train the Trainer for Nursing Assistant Instructors

##### Newly Designed Course

Required for registered nurses seeking Minnesota Department of Health (MDH) approval to teach Nursing Assistant classes.

Visit [minneapolis.edu/continuinged](http://minneapolis.edu/continuinged) for course details, schedule, and pricing.

#### Holistic Self Care for the Healthcare Professional

Stress affects our resilience in personal and professional life, but in many situations we can control how we react to stressors. Holistic self-care techniques can assist in feeling calm, balanced and joyful. Through fun, short, interactive exercises, learn effective and evidence-based ways to decrease stress and increase your overall well-being. Create one custom aromatherapy product that can help with one or more of the following: energy, relaxation, sleep, sore muscles, or colds/flu symptoms.

\$199 | Denise Joswiak

[243902](#)

W 6-8pm

11/9

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

[245009](#) WF 6-9pm 9/21 - 9/30 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.

See testing dates on page 15.

## 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

[245723](#) 9/15 - 12/30 Hybrid

#### Nursing Assistant with BLS CPR for Healthcare Providers

\$1,800 | Instructor TBD

[245726](#) 9/15 - 12/30 Hybrid

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

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

## NURSING ASSISTANT TEST OUT

### NATO Knowledge & Skills Test

\$225 | Mary Turcotte | MPLS

#### Thursdays, 7:30 – 9:30am:

<a href="#">245165</a>	9/1	<a href="#">245573</a>	10/6	<a href="#">245588</a>	11/17
<a href="#">245168</a>	9/8	<a href="#">245576</a>	10/20	<a href="#">245594</a>	12/1
<a href="#">245171</a>	9/15	<a href="#">245579</a>	10/27	<a href="#">245597</a>	12/8
<a href="#">245177</a>	9/22	<a href="#">245582</a>	11/3	<a href="#">245600</a>	12/15
<a href="#">245180</a>	9/29	<a href="#">245585</a>	11/10		

#### Thursdays, 11:30am – 3:30pm:

<a href="#">245183</a>	9/1	<a href="#">245606</a>	10/6	<a href="#">245627</a>	11/17
<a href="#">245186</a>	9/8	<a href="#">245609</a>	10/20	<a href="#">245630</a>	12/1
<a href="#">245189</a>	9/15	<a href="#">245618</a>	10/27	<a href="#">245633</a>	12/8
<a href="#">245192</a>	9/22	<a href="#">245621</a>	11/3	<a href="#">245636</a>	12/15
<a href="#">245195</a>	9/29	<a href="#">245624</a>	11/10		

#### Thursdays, 2:30 – 6:30pm:

<a href="#">245183</a>	9/1	<a href="#">245606</a>	10/6	<a href="#">245627</a>	11/17
<a href="#">245186</a>	9/8	<a href="#">245609</a>	10/20	<a href="#">245630</a>	12/1
<a href="#">245189</a>	9/15	<a href="#">245618</a>	10/27	<a href="#">245633</a>	12/8
<a href="#">245192</a>	9/22	<a href="#">245621</a>	11/3	<a href="#">245636</a>	12/15
<a href="#">245195</a>	9/29	<a href="#">245624</a>	11/10		

### NATO Knowledge Test

\$115 | Mary Turcotte | MPLS

#### Thursdays, 7:30 – 9:30am:

<a href="#">245309</a>	9/1	<a href="#">245468</a>	10/6	<a href="#">245504</a>	11/17
<a href="#">245318</a>	9/8	<a href="#">245471</a>	10/20	<a href="#">245540</a>	12/1
<a href="#">245327</a>	9/15	<a href="#">245474</a>	10/27	<a href="#">245549</a>	12/8
<a href="#">245366</a>	9/22	<a href="#">245498</a>	11/3	<a href="#">245552</a>	12/15
<a href="#">245345</a>	9/29	<a href="#">245501</a>	11/10		

#### Thursdays, 11:30am – 1:30pm:

<a href="#">245312</a>	9/1	<a href="#">245477</a>	10/6	<a href="#">245513</a>	11/17
<a href="#">245321</a>	9/8	<a href="#">245480</a>	10/20	<a href="#">245555</a>	12/1
<a href="#">245330</a>	9/15	<a href="#">245483</a>	10/27	<a href="#">245558</a>	12/8
<a href="#">245339</a>	9/22	<a href="#">245507</a>	11/3	<a href="#">245561</a>	12/15
<a href="#">245348</a>	9/29	<a href="#">245510</a>	11/10		

#### Thursdays, 2:30 – 4:30pm:

<a href="#">245315</a>	9/1	<a href="#">245486</a>	10/6	<a href="#">245531</a>	11/17
<a href="#">245324</a>	9/8	<a href="#">245489</a>	10/20	<a href="#">245666</a>	12/1
<a href="#">245333</a>	9/15	<a href="#">245492</a>	10/27	<a href="#">245567</a>	12/8
<a href="#">245342</a>	9/22	<a href="#">245516</a>	11/3	<a href="#">245570</a>	12/15
<a href="#">245331</a>	9/29	<a href="#">245519</a>	11/10		

### NATO Skills Test

\$175 | Mary Turcotte | MPLS

#### Thursdays, 7:30 – 9:30am:

<a href="#">245294</a>	9/1	<a href="#">245414</a>	10/6	<a href="#">245438</a>	11/17
<a href="#">245297</a>	9/8	<a href="#">245426</a>	10/20	<a href="#">245447</a>	12/1
<a href="#">245300</a>	9/15	<a href="#">245429</a>	10/27	<a href="#">245250</a>	12/8
<a href="#">245303</a>	9/22	<a href="#">245435</a>	11/3	<a href="#">245456</a>	12/15
<a href="#">245306</a>	9/29	<a href="#">245441</a>	11/10		

## REGISTER ONLINE!

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

### Class Location Codes

<b>SLP</b>	St. Louis Park / Lenox Community Center
<b>SPC</b>	Saint Paul College
<b>MPLS</b>	Minneapolis College
<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.

### 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 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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## NEW CLASSES

**Image, Text, and Behavior 2**

**Creative Non-Fiction:  
From Prose Poetry to Grocery  
Lists - Write YOUR Story 2**

**Russian Language 1 4**

**Business Analytics -  
Foundations 4**

**Business Analytics -  
Advanced 4**

**Guided Introspection  
and Wellness 13**

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