Welcome!
Continuing Education is committed to providing quality programs that pique your personal and professional interest. In order to keep our students and instructors 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

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.

Find Your Class:
Arts & Culture 3
Business 5
Computers & Technology 7
Health & Human Services 9

Register Online!
minneapolis.edu/continuinged

Class Locations
Most of Spring 2021 classes will meet online. Classes with the location code “MPLS” meet at Minneapolis College.

Questions?
continuing.education@minneapolis.edu

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.

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 Painting
$275  |  Susan Shields
176868  M 6–8pm  3/22–5/17  Online

COMMUNICATION
Art During Times of Change
$295  |  Stevie Klaark
177918  Tu 6–9pm  4/6–5/11  Online

Drawing
$275  |  Susan Shields
176865  M 6–8pm  1/11–3/15*  Online
*No class on Mon 2/15.

Flip Books: The Every Day
$295  |  Stevie Klaark
177909  Th 6–9pm  2/11–3/18  Online

LANGUAGES
Figure Drawing/Portraiture
$275  |  Susan Shields
176871  Tu 6–8pm  1/5–3/9  Online

Brazilian Portuguese
$170  |  Marco Rocha
176790  Tu 7–9pm  2/2–3/9  Online
Brazilian Portuguese 2
176793  Tu 7–9pm  3/23–4/27  Online

American Sign Language
$145  |  Susan Hagel
American Sign Language 1
176823  M 6–8:30pm  2/1–3/1*  Online
*No class on Mon 2/15.
American Sign Language 2
176832  M 6–8:30pm  3/8–3/29  Online
French
$170 | Sarah Jones-Boardman
French 1 176802 Th 6:30–8:30pm 1/21–2/25 Online
French 2 176805 Th 6:30–8:30pm 3/11–4/15 Online

Italian
$170 | Daniela McArthur
Italian 1 176682 Tu 6:30–8:30pm 1/12–2/16 Online
Italian 2 176685 Tu 6:30–8:30pm 3/9–4/13 Online

Japanese
$170 | Kuniko Voeller
Japanese for Busy People - Part 3 176775 WTh 6:30–8pm 1/13–2/11 Online
Japanese for Busy People - Part 4 176784 WTh 6:30–8pm 2/17–3/18 Online
Japanese Kanji for Reading & Writing 1 176946 WTh 6:30–8pm 3/24–4/22 Online

Spanish
$170 | Bertha Bonequi Olvera
Spanish 1 175881 Tu 6:30–8:30pm 1/12–2/16 Online
Spanish 2 176670 Tu 6:30–8:30pm 2/23–3/30 Online

MUSIC & PERFORMANCE

College Choir
$35 | Elizabeth Pauly 176712 MW noon–1:15pm 1/11–4/28 Online

Jazz Ensemble
$35 | Joel Sundseth 176715 TuTh 5:30–7pm 2/9–5/6 Online
Coaching Certification

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

Earn this certification by completing the listed courses.

- Power of Possibility (prerequisite)
- Classes: Design a Creative Environment, Honor Your Interior Self, Integrate Creative Expression, and Source Gifts & Talents
- Learning Labs: Coaching Models, Discovery Session, Ethics, and Tools & Competencies
- Mentor Coaching
- One-On-One Coaching
- 3 Network Sessions
- 4 Book Reviews
- Written and Oral Exam
- Coursework Outside of Class Time

WIOA-CERTIFIED TRAINING PROGRAM
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

**MANAGEMENT & LEADERSHIP**

**Change Management**
$239 | Wanda Walker
177153 F 8:30am–3:30pm 3/26 Online

**Coaching Fundamentals**
$239 | Karin Goettsch
177051 M 8:30am–4:30pm 4/5 Online

**Developing Positive Relationships**
$239 | Wanda Walker
177156 F 8:30am–3:30pm 5/14 Online

**Leadership Fundamentals**
$439 | Karin Goettsch
177054 ThF 8:30am–4:30pm 2/4–2/5 Online

**Project Management Fundamentals**
$425 | Michael Siegler
177087 Sa 8:30am–5pm 2/6 Online

**Project Management: Problem Solving & Critical Thinking**
$425 | Michael Siegler
177075 Sa 8:30am–5pm 2/20 Online
Project Management: Results-Oriented Meetings
$325 | Michael Siegler
177090  Sa  8:30am - 2:30pm 3/6  Online

Strategic Planning
$239 | Wanda Walker
177147  F  8:30am – 3:30pm 2/19  Online

The Intersection of Culture, Generation & Communication
$239 | Karin Goettsch
177060  W  8:30am - 4:30pm 5/12  Online

The Keys to Successful Remote Work
$239 | Karin Goettsch
177063  Th  8:30am–4:30pm 3/11  Online

MARKETING & COMMUNICATIONS

Building Customer-Focused Social Media Content
$148 | Jane Neumiller-Bustad
177933  Th  9am–noon 4/15  Online

Choosing Social Media Tools to Deliver Results
$148 | Jane Neumiller-Bustad
177936  Th  9am–noon 4/29  Online

Designing a Compelling Social Media Game Plan
$148 | Jane Neumiller-Bustad
177930  Th  9am–noon 4/1  Online

Strategic Planning for Social Media Success
$148 | Jane Neumiller-Bustad
177927  Th  9am–noon 3/18  Online

Check out our Microsoft Applications courses on our website!

GRAPHIC DESIGN

Design Principles
$285 | TBD
177306  MW  6–9pm 3/29–4/14  Online

Illustrator 1
$215 | William Reynolds
177285  TuTh  6–9pm 1/12–1/14  Online

Illustrator 2
$215 | William Reynolds
177288  TuTh  6–9pm 1/19–1/21  Online

InDesign 1
$215 | TBD
177294  TuTh  6–9pm 3/2–3/4  Online

InDesign 2
$215 | TBD
177300  TuTh  6–9pm 3/9–3/11  Online

InDesign 3
$215 | TBD
177303  TuTh  6–9pm 3/16–3/18  Online
## Technology CERTIFICATES

Earn these certificates by completing the listed courses.

### 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

## WEB DESIGN & DEVELOPMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Price</th>
<th>TuTh Time</th>
<th>Dates</th>
<th>Location</th>
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<td>HTML &amp; CSS 1</td>
<td>Sharyn Morrow</td>
<td>$305</td>
<td>6-7:30pm</td>
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<td>6-9pm</td>
<td>2/2-2/4</td>
<td>Online</td>
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<td>Photoshop 2</td>
<td>William Reynolds</td>
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<td>2/9-2/11</td>
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<tr>
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<td>William Reynolds</td>
<td>$215</td>
<td>6-9pm</td>
<td>2/16-2/18</td>
<td>Online</td>
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</table>
CPR & FIRST AID

BLS CPR for Healthcare Providers
$139 | Paul Asted
177096 F 8am–4pm 2/19 MPLS
177099 F 8am–4pm 3/12 MPLS
177102 F 8am–4pm 6/4 MPLS

BLS CPR for Healthcare Providers Refresher
$99 | Paul Asted
177105 F noon–4pm 4/23 MPLS

MENTAL HEALTH & COUNSELING

Motivational Interviewing - Introductory
$315 | Reginald Prince
178413 MTuW 8am–noon 2/8–2/10 Online
178416 WThF 8am–noon 3/10–3/12 Online
178419 MTuW 8am–noon 5/3–5/5 Online

Motivational Interviewing - Intermediate
$359 | Reginald Prince
178410 MTuW 8am–noon 4/5–4/7 Online

Motivational Interviewing Learning Lab - Introductory
$300 | Reginald Prince
179004 Schedule with instructor 2/10 Online
179007 Schedule with instructor 3/12 Online
179010 Schedule with instructor 5/5 Online

Motivational Interviewing Learning Lab - Intermediate
$300 | Reginald Prince
179001 Schedule with instructor 4/7 Online

Understanding Trauma
$70 | Brittany Miskowiec
177828 W 10am–noon 2/17 Online
177843 Tu 6:30–8:30pm 3/16 Online
177849 Sa 9–11am 4/10 Online

Health & Human Services

Motivational Interviewing CERTIFICATE NEW

This 2-part Motivational Interviewing Certificate is designed for the human services, education or healthcare professional who wants to gain full understanding of motivational interviewing concepts and principles and become proficient in motivational interviewing techniques.

Earn this certification by completing the listed courses.

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

WIOA-CERTIFIED TRAINING PROGRAMS

SPRING 2021 | minneapolis.edu/continuinged | 612-659-6500
Mental Health First Aid CERTIFICATION

Mental Health First Aid is an 8-hour national certification course designed to teach the skills to recognize the signs of mental health or substance abuse disorder crisis, identify community resources, and link individuals in need of treatment and support to the proper resources.

Visit our website to learn more about how you can arrange this valuable training for your organization: minneapolis.edu/continuing-education/customized-training-workforce-development.

NURSING ASSISTANT

Nursing Assistant Test Out (NATO) Skills Review
$129 | TBD
177447 Tu 4:30–8:30pm 2/16
177453 Tu 4:30–8:30pm 4/13
177459 Tu 4:30–8:30pm 6/8
177465 Tu 4:30–8:30pm 8/3
All sessions: MPLS / $129

Train the Trainer for Nursing Assistant Instructors
$619 | Pat Reinhart
177441 ThF 10am–4:30pm 3/11–3/12 Online
177444 WTh 10am–4:30pm 5/19–5/20 Online

NURSING ASSISTANT TEST OUT

The nursing assistant test out is offered to candidates seeking placement on the Minnesota Department of Health Registry which is required for employment in most nursing homes, hospitals, and other care facilities. The exam includes two parts (written and skills) and will be administered on the same day. You must pass both parts in order to be certified and listed on the Minnesota Nursing Assistant Registry.

Pre-registration is required and is on a first-come, first-served basis.

Two ways to register:
Phone: Call 612-659-6500
Online: Visit our website for registration details.

Bring these items on test day:
- Two forms of signature-bearing identification, one must have a picture.
- Social Security Number
- A pencil
- A watch with a second hand
- An application (if recently completed a training course): Testers who have completed an NA or NA/HHA class within the last two years must bring an application with section 4 or sections 4 and 5 completed by a training instructor from your school.

Full Test
$205 | MPLS
Sessions meet Thursday at 7:30am:
174762 1/7 174780 4/1 174804 6/24
174765 1/21 179178 4/8 174807 7/8
174768 2/4 174789 4/15 174810 7/22
174771 2/18 174791 4/29 174813 8/5
174774 3/4 174795 5/13 174816 8/19
174777 3/18 174801 6/10

Retake
$94 | Retake WRITTEN Test
$151 | Retake SKILLS Test
$205 | Retake BOTH Tests
Continuing Education and Workforce Development can provide training solutions to meet the specific needs of your organization in healthcare, human services, professional skills, manufacturing, industrial, and more!

Our knowledgeable instructors with years of industry experience can train jobseekers for a new career or sharpen the skills of existing employees at your site or ours.

**WHY CHOOSE US?**

- **Creative** | Get a full spectrum of programs designed to enhance your business.
- **Flexible** | We can adapt any class to fit your needs.
- **Effective** | For over 20 years, we have helped advance careers and reduce turnover.
- **Convenient** | Our campus is easily accessible by car or public transportation.
- **Competitive** | We offer high quality training at a competitive price.

**FOR MORE INFORMATION**
customized.training@minneapolis.edu
612-659-6500
minneapolis.edu/ct