

CONTINUING EDUCATION

January - August 2021



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

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. 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.



MINNEAPOLIS
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COLLEGE™

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.

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 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. 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.



MINNESOTA STATE

Arts & Culture



ARTS

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.*

Figure Drawing/Portraiture

NEW

\$275 | Susan Shields

[176871](#) Tu 6-8pm 1/5-3/9 Online

Painting

\$275 | Susan Shields

[176868](#) M 6-8pm 3/22-5/17 Online

COMMUNICATION

Flip Books: The Every Day

\$295 | Stevie Klaark

[177909](#) Th 6-9pm 2/11-3/18 Online

LANGUAGES

Brazilian Portuguese

\$170 | Marco Rocha

Brazilian Portuguese 1

[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





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

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



Business



ACCOUNTING

Accounting 1

\$239 | Susan Iverson

[177129](#) Th 1-4pm 3/4 Online
F 10am-2pm 3/5 Online

Accounting 2

\$239 | Susan Iverson

[177138](#) Th 1-4pm 3/18 Online
F 10am-2pm 3/19 Online

BUSINESS RESOURCES

Customer Service

\$139 | Wanda Walker

[177150](#) W 1-4pm 3/17 Online

Managing Conflict & Difficult People

\$139 | Jeannette Grace

[177042](#) W 8am-noon 4/28 Online

Teamwork

\$239 | Karin Goetsch

[177057](#) Tu 8:30am-4:30pm 1/26 Online

Winning at Writing for Business

\$239 | Jeannette Grace

[177045](#) W 8am-noon 4/7-4/21* Online
*No class on Wed 4/14.

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!

Computers & Technology



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

[WIOA-CERTIFIED TRAINING PROGRAMS](#)

Photoshop 1

\$215 | William Reynolds

[177345](#) TuTh 6-9pm 2/2-2/4 Online

Photoshop 2

\$215 | William Reynolds

[177351](#) TuTh 6-9pm 2/9-2/11 Online

Photoshop 3

\$215 | William Reynolds

[177354](#) TuTh 6-9pm 2/16-2/18 Online

WEB DESIGN & DEVELOPMENT

Front-End Website Design

\$589 | Sharyn Morrow

[177333](#) TuTh 6-7:30pm 3/9-4/15 Online

HTML & CSS 1

\$305 | Sharyn Morrow

[177336](#) TuTh 6-7:30pm 1/19-2/4 Online

HTML & CSS 2

\$405 | Sharyn Morrow

[177339](#) TuTh 6-7:30pm 2/9-3/4 Online

Javascript for the Web

\$589 | Sharyn Morrow

[177342](#) TuTh 6-7:30pm 4/20-5/27 Online

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
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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
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Motivational Interviewing Learning Lab - Introductory NEW

\$300 | Reginald Prince

179004	<i>Schedule with instructor</i>	2/10	Online
179007	<i>Schedule with instructor</i>	3/12	Online
179010	<i>Schedule with instructor</i>	5/5	Online

Motivational Interviewing Learning Lab - Intermediate NEW

\$300 | Reginald Prince

179001	<i>Schedule with instructor</i>	4/7	Online
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Understanding Trauma NEW

\$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

NEW

CERTIFICATE

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

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 | [174786](#) 4/15 | [174810](#) 7/22

[174771](#) 2/18 | [174789](#) 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

CUSTOMIZED TRAINING



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.

Let us focus on what we do best,
so you can focus on what you do best!

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.



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