

CONTINUING EDUCATION

January - August 2022

Find Your Class:

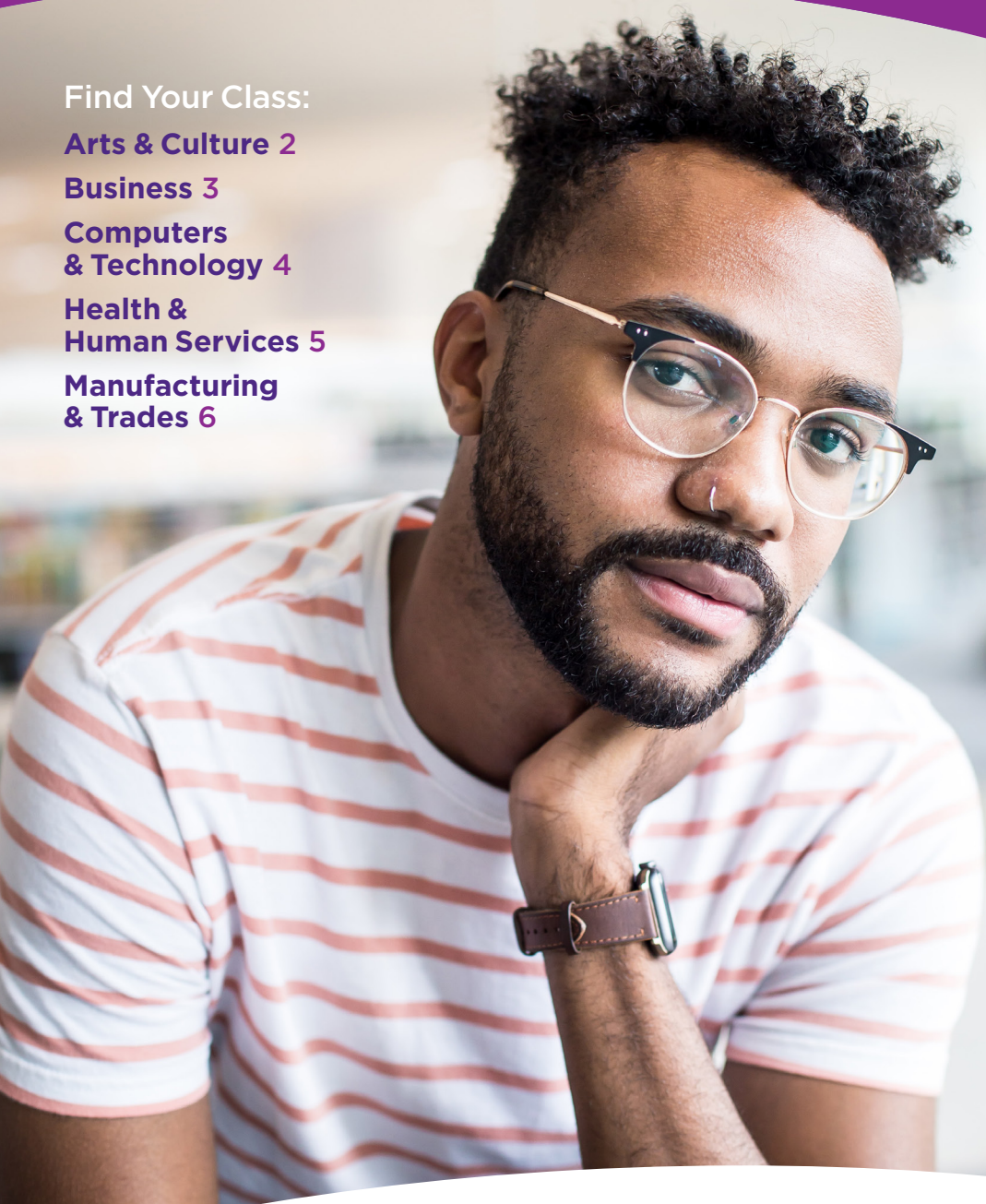
Arts & Culture 2

Business 3

**Computers
& Technology 4**

**Health &
Human Services 5**

**Manufacturing
& Trades 6**



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Professional Development
and Lifelong Learning

minneapolis.edu/continuing

WELCOME!

Looking to learn a new job skill or explore a personal interest? Minneapolis College Continuing Education has got you covered. Whether you are wanting 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.

ARTS, CULTURE & SELF IMPROVEMENT

ARTS

Digital Photography 1

\$149 | David Johnson

215124 Mon 6:30pm – 9pm 4/18, 4/25, 5/9
Sun 6:30pm – 9pm 5/1 MPLS

Watercolor Painting 1

\$185 | Stephen Nesser

213462 Tu 7–9pm 3/29 - 5/3 MPLS

LANGUAGES

American Sign Language

\$150 | Holly Baker (MPLS)
Susan Hagel (SLP)

American Sign Language 1

215964 Th 6–8pm 2/3 - 3/3 MPLS

216702 M 6–8:30pm 4/4 - 4/25 SLP

American Sign Language 2

215991 Th 6–8pm 3/10 - 4/7 MPLS

216705 M 6–8:30pm 5/2 - 5/23 SLP

Brazilian Portuguese

\$170 | Marco Rocha

Brazilian Portuguese 1

215268 Tu 7–9pm 1/25 - 3/1 MPLS

Brazilian Portuguese 2

215274 Tu 7–9pm 3/8 - 4/12 MPLS

French

\$170 | Sarah Jones-Boardman

French 1

215994 M 6:30–8:30pm 1/24 - 3/7* MPLS
*No class on 2/21.

216681 Tu 6:30–8:30pm 3/1 - 4/5 SLP

French 2

215997 M 6:30–8:30pm 3/14 - 4/18 MPLS

216687 Tu 6:30–8:30pm 4/12 - 5/17 SLP

Japanese

\$170 | Kuniko Voeller

Japanese for Busy People - Part 1

215241 WTh 6:30–8pm 4/13 - 4/28 ONL

Japanese for Busy People - Part 2

215247 WTh 6:30–8pm 5/11 - 5/26 ONL

Spanish

\$170 | Bertha Bonequi Olvera (ONL)
Tyrel Nelson (SLP)

Spanish 1

215286 Tu 6:30–8:30pm 1/25 - 3/1 ONL

216663 Th 6:30–8:30pm 3/3 - 4/7 SLP

Spanish 2

215301 Tu 6:30–8:30pm 3/8 - 4/12 ONL

216666 Th 6:30–8:30pm 4/14 - 5/19 SLP

Arabic 1

NEW

\$170 | Sidow Mohammed

216699 Th 6:30–8:30pm 2/10 - 3/17 MPLS

Italian 1

\$170 | Daniela McArthur

216708 Tu 6:30–8:30pm 1/18 - 2/22 MPLS

Somali 1

NEW

\$170 | Omar Ali

216798 W 6:30–8:30pm 2/2 - 3/9 MPLS

MUSIC & PERFORMANCE

College Choir

\$35 | Elizabeth Pauly

213474 MW noon–1:15pm 1/10 - 5/4* MPLS
*No class on 1/17, 2/21.

Jazz Ensemble

\$35 | Joel Sundseth

213468 TuTh 5:30–7pm 3/29 - 5/5 MPLS



Business Management

CERTIFICATES

Earn these certificates by completing the listed courses.

BUSINESS

BUSINESS RESOURCES

Business Writing for Busy Professionals

\$239 | Wanda Walker

216354 MTu 5-9pm 4/25 - 4/26 ONL

HIRED-Cut Your Career Search Time in Half

\$99 | George Murray

215205 Th 6:30-9pm 2/24 ONL

215214 Sa 9-11:30am 3/26 ONL

Introduction to Professional Sales

\$199 | John Rinaldi

214785 TuTh 6-8pm 4/26 - 5/12 MPLS

NEW

Teamwork

\$239 | Karin Goettsch

214788 M 8:30am-4:30pm 3/14 ONL

Time Management

\$139 | Karin Goettsch

214812 M 8am-noon 4/4 ONL

MANAGEMENT & LEADERSHIP

Project Management - Fundamentals

\$425 | Michael Siegler

216867 Sa 8:30am-5pm 2/19 MPLS

Project Management - Problem Solving & Critical Thinking

\$425 | Michael Siegler

216864 Sa 8:30am-5pm 2/5 MPLS

Project Management - Results-Oriented Meetings

\$425 | Michael Siegler

216870 Sa 8:30am-5pm 3/5 MPLS

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

Power of Possibility: Coaching Fundamentals

\$900 | Jennie Antolak

213495	TuWTh*	1/11 - 1/13	ONL
213498	TuWTh*	2/8 - 2/10	ONL
213501	TuWTh*	3/8 - 3/10	ONL
213504	TuWTh*	4/12 - 4/14	ONL
213510	TuWTh*	5/10 - 5/12	ONL
213513	TuWTh*	6/7 - 6/9	ONL
215439	TuWTh*	7/12 - 7/14	ONL

*All classes meet for three sessions on Tuesday at 12:30–8pm, Wednesday at 8:30am–4:30pm, and Thursday at 8:30am–12:30pm.

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
- 3 Mentor Coaching Sessions
- 3 One-On-One Coaching
- 3 Network Sessions
- 4 Book Reviews
- Written and Oral Exam
- Coursework Outside of Class Time

Visit minneapolis.edu/continued to review program details.

WIOA-CERTIFIED TRAINING PROGRAM

MARKETING & COMMUNICATIONS

Creating Compelling Content to Reach, Engage, & Connect with Your Customers

\$149 | Jane Neumiller-Bustad

216903	Th 9am–noon	3/17	ONL
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Designing Marketing Strategy for Maximum Impact

\$149 | Jane Neumiller-Bustad

216897	Th 9am–noon	2/17	ONL
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Select the Right Marketing Tools to Deliver Great Results

\$149 | Jane Neumiller-Bustad

216906	Th 9am–noon	3/31	ONL
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The Power of Targeted Marketing Messages to Connect with Your Customers

\$149 | Jane Neumiller-Bustad

216900	Th 9am–noon	3/3	ONL
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COMPUTERS & TECHNOLOGY

GRAPHIC DESIGN

Photoshop 1

\$215 | William Reynolds

214104	TuTh 6–9pm	1/11 - 1/13	MPLS
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Photoshop 2

\$215 | William Reynolds

214140	TuTh 6–9pm	1/18 - 1/20	MPLS
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Photoshop 3

\$215 | William Reynolds

214143	TuTh 6–9pm	1/25 - 1/27	MPLS
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Illustrator 1

\$215 | William Reynolds

214152	TuTh 6–9pm	2/1 - 2/3	MPLS
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Illustrator 2

\$215 | William Reynolds

214155	TuTh 6–9pm	2/8 - 2/10	MPLS
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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 1

\$215 | Dodi Vessels
216285 TuTh 6-9pm 2/15 - 2/17 ONL

InDesign 2

\$215 | Dodi Vessels
216297 TuTh 6-9pm 2/22 - 2/24 ONL

InDesign 3

\$215 | Dodi Vessels
216306 TuTh 6-9pm 3/1 - 3/3 ONL

Design Principles

\$285 | Instructor TBD
216252 TuTh 6-9pm 3/8 - 3/15 MPLS

WEB DESIGN & DEVELOPMENT

HTML & CSS 1

\$305 | Bob Pfeffer
213549 TuTh 6-9pm 3/22 - 3/29 ONL

HTML & CSS 2

\$405 | Bob Pfeffer
213555 TuTh 6am-9pm 3/31 - 4/12 ONL

Javascript for the Web

\$589 | Instructor TBD
214779 TuTh 6-9pm 4/14 - 5/3 ONL

Front-End Website Design

\$589 | Instructor TBD
214776 TuTh 6-9pm 5/5 - 5/24 ONL



HEALTH & HUMAN SERVICES

CPR & FIRST AID

BLS CPR for Healthcare Providers

\$159 | Paul Asted
214083 F 8am-4pm 2/18 MPLS

BLS CPR for Healthcare Providers Refresher

\$99 | Paul Asted
214092 F 8am-noon 4/22 MPLS

HEALTH & WELLNESS

Aromatherapy Certification Program

\$2,250 | Denise Joswiak
216810 M 8am - 4:30pm 2/7, 4/11, 5/9 Hybrid

Building a Resilient Workforce: From Practice to Policy

NEW

\$149 | Lindsay Walz
215235 W 9am-1pm 2/16 MPLS
215238 M 5-9pm 4/18 MPLS

Holistic Self Care for the Healthcare Professional

\$175 | Denise Joswiak
215199 Tu 6-8pm 1/18 MPLS

Introduction to Clinical Aromatherapy

\$199 | Denise Joswiak
215202 Th 6-8pm 4/7 MPLS

Resilience for Our Racial Reckoning

NEW

\$149 | Lindsay Walz
215220 M 6-9pm 1/24 MPLS
215232 F 9am-noon 3/18 MPLS

MENTAL HEALTH & COUNSELING

Motivational Interviewing - Introductory

\$359 | Reginald Prince

216000 MTuW 1-5pm 1/24 - 1/26 ONL

216003 TuW 8:30am-4:30pm 3/8 - 3/9 MPLS

Motivational Interviewing Learning Lab - Introductory

\$300 | Reginald Prince

216018 Instructor Arranged 1/26 - 2/2 ONL

216024 Instructor Arranged 3/9 - 3/16 ONL

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.

Nursing Assistant

CERTIFICATION

Certified Nursing Assistant is the 2nd most in-demand job in Minnesota's listing of the Top 30 Jobs in Demand in Minnesota, February 2021.

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.

Visit our website to learn more about how you can arrange this valuable training for your organization: minneapolis.edu/ct

Motivational Interviewing - Intermediate

\$359 | Reginald Prince

216006 MTuW 8am-noon 5/16 - 5/18 ONL

Motivational Interviewing Learning Lab - Intermediate

\$300 | Reginald Prince

216012 Instructor Arranged 5/18 - 5/25 ONL

Culturally Relevant Client Service

NEW

\$299 | Nanette Missaghi

216807 W 10am-noon 2/23 - 3/30 ONL

Mental Health First Aid

\$149 | Mark Wick (MPLS)
Brittany Miskewiec (ONL)

216891 Th 8am-4:30pm 1/20 MPLS

216873 TuW 10am-1pm 2/15 - 2/16 ONL

216894 Tu 8am-4:30pm 3/8 MPLS

216876 TuW 9am-noon 4/5 - 4/6 ONL

216879 ThF 9am-noon 5/12 - 5/13 ONL

MANUFACTURING & SKILLED TRADES

HOME IMPROVEMENT & MAINTENANCE

Basic Home Repair | \$250 | Michael Polifka

214782 Sa 8am-noon 2/5 - 2/19 MPLS

NEW

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 for course details, schedule, and pricing.

NURSING ASSISTANT

Nursing Assistant

NEW

\$1,675 | Instructor TBD

216852 MTh 8am-4pm 1/3 - 6/30 Hybrid

Nursing Assistant with BLS CPR for Healthcare Providers

NEW

\$1,800 | Instructor TBD

216828 MTh 8am-4pm 1/3 - 6/30 Hybrid

NURSING ASSISTANT TEST OUT

Nursing Assistant Test Out (NATO) Skills Review

\$129 | Susan Johnson | MPLS

213477 Tu 4:30-8:30pm 2/1

213480 Tu 4:30-8:30pm 4/5

214098 Tu 4:30-8:30pm 6/7

214101 Tu 4:30-8:30pm 8/2

Full Test \$205 | MPLS

Sessions meet Thursday at 7:30am.

214269 1/6 214311 4/7 214344 6/30

214278 1/20 214317 4/14 214347 7/7

214980 1/27 214320 4/21 214350 7/14

214287 2/3 214323 5/5 214353 7/28

214290 2/10 214716 5/12 214359 8/4

214293 2/17 214326 5/19 214362 8/11

214299 3/10 214329 6/2 214365 8/25

214302 3/17 214335 6/9

214308 3/24 214338 6/16

Retake \$94 | Retake WRITTEN Test

\$151 | Retake SKILLS Test

\$205 | Retake BOTH Tests

REGISTER ONLINE!

minneapolis.edu/continuinged

Class Location Codes

SLP St. Louis Park / Lenox
Community Center

MPLS Minneapolis College

ONL Online Course

HYBD 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. 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

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NEW CLASSES

Somali Language 2

Arabic Language 2

**Introduction
to Professional Sales 3**

**Resilience for
our Racial Reckoning 5**

**Building a Resilient Workforce:
From Practice to Policy 5**

**Culturally Relevant
Client Service 6**

Basic Home Repair 6

Certified Nursing Assistant 7

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