Hennepin Technical College℠

CUSTOMIZED TRAINING SERVICES



Continuing Education Fall 2017

HennepinTech.edu/ce

Hennepin Technical College℠

CUSTOMIZED TRAINING SERVICES

Bring Your Team to the Next Level

In today's competitive economy businesses and individuals need a perceptive resource and partner they can turn to.

Whether you are an individual looking for the skills to accelerate your career, or a business that knows that investing in the skills and ability of their workforce is the highest return on investment in the marketplace, you've found that partner.

At Customized Training Services we specialize in identifying, developing, and delivering comprehensive training solutions that exceed expectations.

Contact us today!



HennepinTech.edu/cts
952.995.1330

WE DELIVER TRAINING.

- Business & Management
- Certifications & Credentialing
- Community Paramedic
- Computers & Technology
- Diversity, Culture & Language
- EMS, LAW & FIRE
- Healthcare & Human Services
- Manufacturing & Trades
- Motorcycle Safety Training
- Occupational English
- Online Learning
- Phlebotomy Technician
- Pilot/Escort Driver Certification
- Professional Development
- Quality & Continuous Improvement
- Transportation
- UAS/Drone Remote Pilot Training
- Workplace Safety and more!

On Site | Online | On Campus

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If you have questions or need assistance with registering for a Continuing Education course, please contact us at 952.995.1330 or ctsregistration@hennepintech.edu.

LOCATIONS

- BPC – HTC Brooklyn Park Campus
- EPC – HTC Eden Prairie Campus
- LECJEC – HTC Law Enforcement & Criminal Justice Education Center
- Off Site location

DAYS

M – Monday
Tu – Tuesday
W – Wednesday
Th – Thursday
F – Friday
Sa – Saturday
N – Sunday

CEUs

Continuing Education Units (CEUs) are units of measurement of instruction. One CEU is equal to ten hours of instruction. CEUs are used for courses that stand alone and are not part of a diploma or degree program.

BUSINESS & MANAGEMENT



Leadership

NEW! Jumpstart for Emerging Leaders

Are you responsible for project coordination, team leadership or supervision? This program will provide new and aspiring leaders with the skills and perception to be a success!

In this 20 hour hybrid course you will get applicable insights into your own leadership style while learning the relevant tools for communication, conflict management and intercultural behaviors that are necessary in today's workplace.

Don't miss this opportunity to engage in interactive content and presentations, participate in experiential exercises and network with other emerging leaders! 2.0 CEU

- $500 / 3 sessions
  October 27 - November 3, 2017
  F / 8 am - 4:30 pm
  Stuart / Brooklyn Park

NEW! Young Professionals Leadership Development Series

The lecture series focuses on developing leaders for tomorrow. Course topics include: Developing Cultural Competence; Resolving Conflicts in Work and Life; Decision Making – Bias and Preferences; Growing Your Leadership; and Coaching and Mentoring. Meets the second Wednesday of each month. 0.4 CEU

- $99 / 4 sessions
  September 13, October 11, November 8 & December 13, 2017
  W / 7:30 am - 8:30 am
  Stuart / Eden Prairie

Mindful Managers vs. Biased Bosses

How aware are you of your decision making in leading or supervising others? Research shows that to some extent we are all influenced by our unconscious biases. Case studies and interactive exercises will be used to highlight how we tend to operate and ways to become more mindful. If you have taken the Line to Leadership course, this class is a great supplement to add to your professional skill set. 0.2 CEU

- $99 / 1 session
  November 9, 2017
  Th / 6:30 pm - 8:30 pm
  Stuart / Brooklyn Park

▶ For more information contact Jonathan Stuart at 763.488.2734 or jonathan.stuart@hennepintech.edu



From Line to Leadership

This class is tailored for new supervisors and those thinking of taking their career to the next level. Built on solid leadership practices, the session focuses on personal influence, avoiding common pitfalls, and identifying ways to make the most of a leadership role. The open discussion format and problem-solving exercises are an excellent way to prepare leaders for their new responsibilities. Topics include:

- Leadership Best Practices and how to avoid the most common pitfalls
- Situation-specific training and problem-solving exercises
- Small class size and an interactive format

▶ Check our website for complete course information at HennepinTech.edu/ce. Click on "Register Today" and search keyword "Leadership"

Accounting

Basic Small Business Accounting

Are you an entrepreneur planning to start, or have already started a business and need a basic understanding of accounting procedures? You do not need prior accounting knowledge to attend this course. Topics include business formation, payroll, taxes, recording transactions, financial statements and accounting software. Get your business started today! 1.2 CEU

- $185 / 3 sessions
  September 8 - 22, 2017
  F / 8 am - 12:00 pm
  Anderson / Brooklyn Park

- $185 / 3 sessions
  February 9 - 23, 2018
  F / 8 am - 12:00 pm
  Anderson / Brooklyn Park

Basic QuickBooks

In this class you'll practice fundamental accounting activities using QuickBooks software. No prior training in QuickBooks is needed, although basic computer experience is necessary. The training includes "setting-up the books", recording basic purchase and sales transactions, creating financial statements, bank reconciliations, and keeping track of payables and receivables. 0.8 CEU

- $85 / 2 sessions
  October 6 - 13, 2017
  F / 8 am - 12:00 pm
  Anderson / Brooklyn Park

- $85 / 2 sessions
  April 6 - 13, 2018
  F / 8 am - 12:00 pm
  Anderson / Brooklyn Park



▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Business, Management & Language" and choose "Accounting".

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

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BOGO Buy One, Get One Free!

Passport To Retirement

No matter how near or far from retirement you may be, it's never too late to plan for your future. This course is packed with the information you need to assess retirement costs, determine your sources of retirement income, improve your investment potential and help preserve your estate for your heirs. Find out how you can fight inflation, avoid unnecessary taxes, and position yourself from the potentially devastating costs of long-term care. 0.5 CEU

Instructor: Troy A. Gourde, CRPC,® Chartered Retirement Planning Counselor™

▶ At no additional cost, you may bring a guest to this seminar. Please call 952-995-1330 to register your guest.

- $49 / 2 sessions
  September 26 - October 3
  Tu / 6:30 pm - 9:00 pm
  Gourde / Brooklyn Park

- $49 / 2 sessions
  September 28 - October 5
  Th / 6:30 pm - 9:00 pm
  Gourde / Eden Prairie

- $49 / 2 sessions
  October 10 - October 17
  Tu / 6:30 pm - 9:00 pm
  Gourde / Eden Prairie

- $49 / 2 sessions
  October 12 - October 19
  Th / 6:30 pm - 9:00 pm
  Gourde / Brooklyn Park

- $49 / 2 sessions
  November 21 - November 28
  Tu / 6:30 pm - 9:00 pm
  Gourde / North Hennepin Community College

- $49 / 2 sessions
  December 7 - December 14
  Th / 6:30 pm - 9:00 pm
  Gourde / North Hennepin Community College

▶ North Hennepin Community College
7411 85th Ave N
Brooklyn Park, MN 55445



▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Business, Management & Language" and choose "Passport to Retirement".

DIVERSITY, CULTURE & LANGUAGE



Intercultural Exchange Workshop

The Intercultural Exchange Workshop (IEW), provides a unique opportunity for au pairs and students from other countries to enhance their cultural understanding of the U.S., its history and society, improve their language skills, and broaden their knowledge of intercultural topics.

Intercultural Exchange Workshop I

In two Saturday sessions, students will receive instruction in English to improve their intercultural understanding and interpersonal skills; complete assignments to learn more about culture and life in the Midwest; present about the culture of their home country; and exchange ideas with other students from around the world. There are two unique workshops held every year - each Fall & Spring. 2.0 CEU

- $250 / 2 sessions
  October 28 & November 11, 2017
  Sa / 8 am - 3 pm
  Abdelaal & Stuart / Eden Prairie

▶ All participants must be able to attend both Saturdays to receive credit for the workshop. Lunch is provided.

Fall Session: IEW I

- Introduction to Culture & Dimensions of Culture
- American Culture & Customs
- Intercultural Theories & Communication

Spring Session: IEW II

- Intercultural Conflict Resolution
- D.I.E. Model: Strategies for Mediation & Problem Solving
- Dimensions of Relational Communication

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Business, Management & Language" and choose "Diversity, Culture & Language".

Experience Minnesota - Saturday Seminars

Looking for an interesting way to learn outside of the classroom? Curious about the culture, history and touristic sights of Minnesota? Join one of our "Experience Minnesota" Saturday events to learn hands-on about Minnesota.

Experience Minnesota - Origins of Minneapolis

On October 7, Meet at Old St Anthony near downtown Minneapolis to learn about the Mississippi and the making of Minneapolis. 0.5 CEU

- $50 / 1 session
  October 7, 2017
  Sa / 8 am - 3 pm
  Abdelaal / Off- Site

Experience Minnesota - Immigration

On December 2, meet at the Midtown Global Market in South Minneapolis to learn more about Minnesota immigrant history. 0.5 CEU

- $50 / 1 session
  December 2, 2017
  Sa / 8 am - 3 pm
  Abdelaal / Off- Site

▶ Prior to the class, you will be emailed the preparation material to read and complete before the activity.

▶ Please note that you will meet on location for the event, not at the college campus.

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

Cultural Competence Certificate

Register for all three of the following courses to receive a certificate that will set you apart in today's workplace and corporate environment.



This certificate is designed to assist you in gaining confidence and competence when dealing with questions that managers/supervisors face on a daily basis. These courses provide a practical approach to understanding and working with diversity in both professional and personal settings.

All courses can be customized and brought in-house to your company or organization. To learn more, call 952.995.1330.

Resolving Conflict in Work & Life

Do you experience personal or workplace conflict? What is your individual conflict resolution style? Would you like to improve your interaction with people from different backgrounds?

This workshop will give you a reliable assessment of your own conflict resolution skills and then present a framework for resolving disagreements concerning yourself and in helping others.

The material will be presented through role plays and interactive case studies, plus each participant will take the Intercultural Conflict Style Inventory (a $20 value).

The skills learned in this course will assist you in interacting with those from other cultures, negotiating and mediating creative solutions, and identifying strategies to deal with issues of internal inconsistencies.

The instructor is a qualified neutral through the State of Minnesota and practices community and workplace alternative dispute resolution. 0.3 CEU

- $135 / 1 session
  October 24, 2017
  Tu / 5:30 pm - 8:30 pm
  Stuart / Brooklyn Park

Developing Cultural Competence in the Workplace

Do you serve, teach or manage people from different cultures? Would you like to improve your understanding and interaction with culturally diverse people?

This two part, six hour, workshop first gives you a reliable assessment of your own cultural competence and then presents a framework for you to improve your social interaction with those from different cultures.

We will look at the topic of culture particularly related to race and ethnic identity and each participant will take the Intercultural Development Inventory tool (a $50 value).

Identifying your own competence will assist you in teaching, managing, or providing service for people from other cultures, doing business overseas, and developing organization wide structures that support intercultural development. 0.6 CEU

- $165 / 2 sessions
  October 26 & November 2, 2017
  Th / 5:30 pm - 8:30 pm
  Stuart / Brooklyn Park

Working in Diverse Settings

No matter where you work the chances are that it is becoming more diverse.

Our co-workers, customers, clients, and classrooms include people who we must learn to tailor ourselves toward.

This course explores how to provide leadership, customer service, and professional communication in diverse settings. It builds upon the foundations of the cultural competence and conflict resolution courses to broaden participants application skills. 0.3 CEU

- $135 / 1 session
  November 7, 2017
  Tu / 5:30 pm - 8:30 pm
  Stuart / Brooklyn Park



Customize it!

All of our courses can be customized to fit your companies training needs. Call 952.995.1330 today to learn more!

▶ For more information contact Jonathan Stuart at 763.488.2734 or jonathan.stuart@hennepintech.edu

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Business, Management & Language" and choose "Diversity, Culture & Language".

SPEAKING & WRITING



NEW! Review of Basic English Grammar

This class will help students review, learn and practice the basics of American English grammar. Topics include verb tenses, verb forms, questions, sentence structure, word order, prepositions, etc. Through their homework assignments, students will be able to develop an understanding of the areas of English grammar that are difficult for them. 3.0 CEU

- $300 / 20 sessions
  September 7 - November 16, 2017
  Tu/Th, 6:00 – 7:30 pm
  Abdelaal / Eden Prairie

▶ No class on October 17 or October 19

NEW! Accent Reduction I: American English Pronunciation

Do you need more confidence in speaking English? Are there American English sounds that are difficult for you to say? In this class, you will learn and practice the basics of American English pronunciation: consonant and vowel sounds, endings, contractions and reductions. Also, you will learn the rhythm of English, like syllable stress, pausing and linking. You will develop your own accent inventory by discovering the English sounds that are most difficult for you. 3.0 CEU

- $ 300 / 20 sessions
  September 7 - November 16, 2017
  Tu/Th, 7:30 pm - 9 pm
  Abdelaal / Eden Prairie

▶ No class on October 17 or October 19, 2017

English as a Second Language (ESL) - Improving Writing Skills

In this class you will learn to be a better writer by improving your understanding of common English grammar mistakes and English sentence style. By writing weekly assignments, you can learn to be a self-editor and find the consistent errors in your writing. Some of the specific writing issues that will be addressed in the course include: sentence structure, punctuation, verb tenses, subject/verb agreement, and pronoun usage. 2.0 CEU's

- $ 200 / 10 sessions
  September 13- October 16, 2017
  M/W, 9:30 am - 11;30 am
  Abdelaal / Eden Prairie

Everyday English Speaking Skills

This 4-session workshop focuses on developing speaking skills for au pairs in three major areas: talking with children, participating in conversations and communicating problems and plans.

Other related topics include appropriate vocabulary, i.e. "baby" vs. adult talk; informal language, ie. formality vs. informality or slang vs. standard usage; and situational language, i.e. discussing problems, giving opinions, etc. Au pairs will develop new vocabulary, practice it in classroom simulations, and have a better understanding of the appropriateness of word usage. 2.0 CEU

- $ 200 / 8 sessions
  November 28 - December 21, 2017
  Tu/Th, 6 pm - 8:30 pm
  Abdelaal / Eden Prairie

NEW! Accent Modification for Advanced Speakers

Would you like to continue to improve your comprehensibility in English?

This course is especially for advanced speakers of English who are interested in gaining awareness of their own accent and learning how to modify any interference with speaking English. It includes both in-class instruction and one-on-one tutoring. The instructor has 25 years of experience in teaching English pronunciation and working to help speakers reduce their accents. Required: Previous pronunciation instruction (Accent Reduction), five years of residence in the U.S. or instructor's approval. 1.6 CEU

- $250 / 8 sessions
  October 25 - December 20, 2017
  W / 6:30 pm - 8:30 pm
  Abdelaal / Eden Prairie

▶ No class on October 17 or October 19, 2017

TOEFL PREP Class

The TOEFL iBT is the Test of English as a Foreign Language. It is an English proficiency test that measures the ability of non-native speakers of English to use and understand the English language as it is spoken, written, and heard in the university classroom. Over 6,000 universities in 130 different countries accept the TOEFL test as part of their admissions criteria. In this preparation class, you will learn test-taking skills for the computer TOEFL, review English grammar and usage, and practice TOEFL test questions. 2.0 CEU

- $250 / 5 sessions
  September 9 - October 14, 2017
  Sa / 8 am - 12:00 pm
  Abdelaal / Eden Prairie

▶ No class on October 7

▶ To register visit HennepinTech.edu/ce and choose "Register Today".
Click on "Business, Management & Language" and choose "Speaking & Writing".

Occupational English (OE)

OE is job-specific English language and skill building training for organizations and is designed to increase overall communication and improve job performance for employees whose first language is not English. It focuses on the English language skills and the American workplace culture people need to succeed at work. It approaches the English language as a technical skill necessary for job performance.

Some attributes and benefits of OE include:

- ▶ Industry specific instruction focused on employees' job responsibilities or their understanding of the company's HR policies and benefits.
- ▶ Increases English learners' ability to communicate at work.
- ▶ Classroom training delivered on site during employee's regular working hours & reinforced throughout the rest of the workweek.
- ▶ Measurable gains evaluated through pre and post-tests.

Customized training services specializes in creating OE programs to:

- ▶ Provide you with tangible solutions for your multicultural workplace.
- ▶ Increase your communication skill set when speaking with a non-native speaker.
- ▶ Give you a clearer cultural understanding of employees or customers being served.
- ▶ Increase your English language ability and skills surrounding work duties.
- ▶ Present you with a better understanding of U.S. workplace culture, company goals and performance measures.

What's the Difference between English as a second language (ESL) and Occupational English (OE)?

ESL :

- ▶ Life Skills
- ▶ Education Focus
- ▶ Subjective Results
- ▶ Open Ended

OE:

- ▶ Work Skills
- ▶ Training Focus
- ▶ Tangible results
- ▶ Accountable/Targeted

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

COMPUTERS & TECHNOLOGY



NEW! Instructor-Supported Computer Applications

- **All training will be scheduled on Thursdays between the hours of 8:30 am and 3:30 pm.**
- **Please call 952-995-1330 to register and arrange your first session.**
- **Subsequent sessions will be set up with the instructor on mutually agreed upon times.**

Basic Computer Application Training: 10 hours
This 10 hour computer applications course includes a customized computer applications assessment and training plan. The training plan will address Microsoft Office (Word, Excel, PowerPoint, Access or Outlook) areas in need of development or improvement. The course is scheduled in five 2-hr session blocks.

- $267 / 10-hrs (Five sessions, each session is 2-hrs)

Basic Computer Application Training: 30 hours
This 30 hour comprehensive computer applications course includes a customized computer applications assessment and training plan. The training plan will address Microsoft Office (Word, Excel, PowerPoint, Access or Outlook) areas in need of development or improvement.

- $575 / 30-hrs (Ten sessions, each session is 3-hrs)

Advanced Computer Application Training: 2 hour session
The 2 hour course will focus on more advanced skills like Formulas & Functions, Pivot Tables and Charts, Charts and Graphs, Mail Merge and Labels, PPT Animations and Transitions, or Outlook Calendar and Scheduling. Each 2 hour session will focus on one of the advanced topics. The course is scheduled in five 3-hr session blocks.

- $105 / 2-hr session

Advanced Computer Application Training: 4 hour session
The 4 hour course will focus on more advanced skills like Formulas & Functions, Pivot tables and Charts and Graphs, Mail Merge and Labels, PPT Animations and Transitions, or Outlook Calendar and Scheduling. Each 4 hour session will focus on two of the advanced topics.

- $145 / 4-hr session

New! Customized Computer Assessment
Not sure about your current skill level? This computer assessment will determine your skill-level and help you to understand the areas you need to focus on to improve your Microsoft Office knowledge.

All training will be scheduled on Thursdays between the hours of 8:30 AM and 3:30 PM. Please call 952-995-1330 to register and arrange your session. 0.10 CEU

- $50 / 1 session

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Computers & Technology" and choose "Computer Applications - Instructor Led".

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

Graphic Design

Photo Editing with Camera RAW

This course gets you to work with and understand Camera Raw and Adobe products that professionals and home users rely on. Hands-on use in our state of the art facility you will edit in a software that allows you to fix one image and then easily fix them all! Bad exposure, too dark, too light, change color, sharpen in a way that you will be able to batch fix your images from 2-900 images, no problem! 0.6 CEU

- $149 / 1 session (6 hrs)
  July 10, 2017
  M / 9 am - 3 pm
  Howlett, Brooklyn Park

Photoshop Editing - Advanced

This course allows the experienced user to take their skills to the next level and dive deeper into Photoshop's newest capabilities. Become more efficient in photo editing by learning a variety of easy to learn advanced techniques. Boost your workflow and productivity while gaining a stronger understanding of camera raw (from your phone to a DSLR with Raw settings) non-destructive file management, shortcuts, actions and overall best practices. You will gain a solid understanding of Photoshop's capabilities and the skills to master photo editing, manipulation, correction and workflow. Prerequisite: Suggested basic photo editing with camera & working Photoshop knowledge. 0.8 CEU

- $199 / 2 sessions (8 hrs)
  July 24 & July 26, 2017
  M & W / 5 pm - 9 pm
  Howlett, Brooklyn Park

NEW! Ultimate Adobe 3 Day Workshop

This workshop takes Illustrator, Photoshop & InDesign, three powerhouse Adobe applications, and wraps them into a project that the students complete from start to finish!)

This hands-on experience allows the student to experience the strengths of each application in a workflow that builds a final project that will be printed and posted online. In today's fast paced world using the best parts of each of these softwares allows the user to work in a nondestructive and efficient manner. Pre Req: Familiarity and working knowledge of each of the softwares-does not need to be latest version. 1.2 CEU

- $249 / 3 sessions (12 hrs)
  August 8, 9 & 15, 2017
  Tu & W / 5 pm - 9 pm
  Howlett, Brooklyn Park

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Computers & Technology" and choose "Graphic Design".

▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

Digital Photography

Take your photography to the next level with our digital photography courses!

Intro to Digital Photography Concepts

Learn the techniques that will help you strengthen your image quality and create professional looking photos. Topics covered include lens types and use, depth of field, understanding properties of light and their impact on the photo, qualities of digital photos, proper exposure techniques, composition rules and lighting set ups.

DSLR Essentials

This in-depth class is tailored to DSLR beginners who want to tame their cameras and learn how to take better photos. Students will become familiar with the basics of their digital cameras and get comfortable with the most important functions.

Fundamentals of Image Editing and Post-Processing

This course will teach you how to take your images to a whole new level. By becoming familiar with the basics of two powerful tools, Lightroom and Photoshop, you will learn the workflow of processing RAW files, organizing and editing your files, image optimization, manipulation and enhancing, color correction, retouching, and finally, digital image output.

- $299 each
  Check website for dates & times or call 952.995.1330.

▶ For more information contact Matt Leaf at 952.995.1345 or matt.leaf@hennepintech.edu

ONLINE LEARNING



INSTRUCTOR-LED
ONLINE COURSES

ed2go

We offer a wide variety of highly interactive training courses that you can take entirely online in a convenient six-week format.

Courses include:

NEW! Adobe Value Suite — $265

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software

NEW! Project Management — $174

In this group of project management online classes, you'll be introduced to the fundamentals of project management, tools for success, and high speed management tactics.

NEW! Introduction to SQL — $115

Gain a solid working knowledge of the most powerful and widely used database programming language.

SELF-PACED
CAREER TRAINING PROGRAMS

We offer 3 to 6 month online programs designed to provide you with the workforce skills necessary to enter a new field or advance your current career.

Programs include:

NEW! CBCS Medical Billing & Coding — $2295

Nationally recognized program! Combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

NEW! Lean Six Sigma Green Belt — $1695

This program will fully prepare you to sit for the Lean Six Sigma Green Belt certification exam. All exam fees are included.

www.ed2go.com/hennepintech

LEARN FROM THE COMFORT OF HOME!

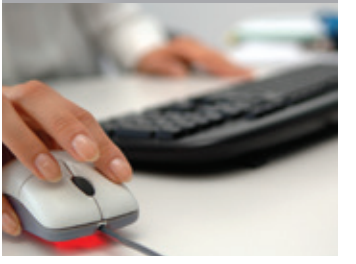
24-Hour Access

Discussion Areas

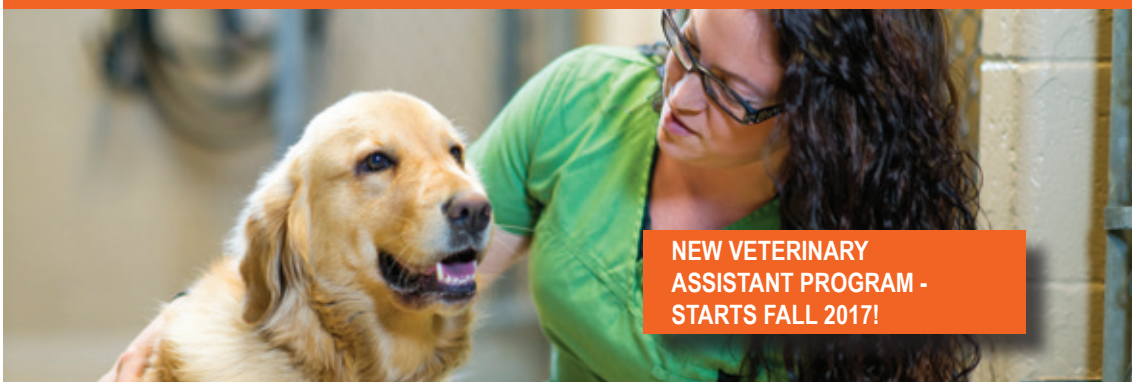
Interactive Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Prices start as low as **$115**



HEALTHCARE & HUMAN SERVICES



NEW! Veterinary Assistant Program

If you love animals and are looking to start a career in caring for them, this is where to begin! Our new Veterinary Assistant program will provide you with the skills, knowledge and experience to begin your new career. Training includes 25 hours classroom, 25 hours of blended learning and 40 hours internship. 9.0 CEU

- $1,150 / 10 sessions (does not include online hours)
  September 9 - November 18, 2017
  Sa/ 10:00 am -12:30 pm (Note: Internship times are arranged)
  Sprangers / Brooklyn Park

▶ Students must be at least 17 or be a Junior in High School

▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

Nursing

Nursing Assistant Skills Review

This 8-hour course is an intense review of the NAHA skills portion of the MN Nursing Assistant/Home Health Aide. It is appropriate for current CNA/NA-R/HHA's or for those whose registry may have lapsed and need refreshing. All skills will be reviewed and practiced among participants. This course does not include test out. 0.8 CEU

- $159 / Dates Vary

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Healthcare & Human Services" and choose "Nursing".

CPR & First Aid

CPR - Healthcare Provider Refresher

Designed for persons needing recertification for (Infant/Child CPR), (Adult, Child & Infant) or Health Care Provider CPR by the American Heart Association (AHA). Prerequisite: Must have CPR training within the last two years. Current Red Cross CPR for the Professional Rescuer cards are also acceptable. 0.4 CEU

- $85 / 1 session
  September 22, 2017
  F / 8 am - 12:00 pm
  Yetzer / Eden Prairie

- $85 / 1 session
  October 13, 2017
  F / 8 am - 12:00 pm
  Yetzer / Eden Prairie

Phlebotomy

Phlebotomy Technician

This class is intended for those who have no experience and want to become employed as a Phlebotomy Technician in a clinical laboratory, medical clinic or public health department setting. The course includes 48-hrs of classroom training and 60-100 hrs arranged clinical externship to provide you with a complete learning experience, and 8-hrs CPR & First Aid for Healthcare.

Topics covered are phlebotomy equipment and procedures, blood collection by venipuncture and capillary punctures, basic anatomy as it relates to blood collection, safety procedures and professional ethics and liability.

To learn more visit HennepinTech.edu/phlebotomy

Location: Brooklyn Park

Clinicals: Twin Cities Metro Area

CEUs: 5.6 -15.6 CEU

Cost: $1,398

Dates: Check website for dates

Registration: If you wish to be notified when the course is open for registration, please call 952.995.1330 to be added to the Notification list.

▶ For more information on any Healthcare & Human Services course, please contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

EMS, LAW & FIRE



Emergency Medical Services

EMT Refresher

This course is designed for currently working EMT's who wish to renew their certification in a new format. Topics will be reviewed with skills practice following. Practical skills will be tested with use of medical or trauma scenarios. Use of high fidelity simulation manikins (SimMan & SimBaby) are used to make the patients cases more realistic. CPR Recertification is included in class. Meets MN EMSRB & NREMT requirements.
2.4 CEU - 24 hrs CME

- Call 952.995.1330 for dates & times

Law Enforcement

Online Spanish for First Responders

As a first responder, or public safety professional it's crucial to speak and understand basic Spanish words and phrases. These courses give you the knowledge you need to perform your job effectively to ensure public safety.

All courses delivered online, self paced, with 24/7 access. Courses include: Law Enforcement, Corrections, 9-1-1 Dispatch, Park Rangers & Wildlife Officers and EMS & Firefighters.

▶ ONLINE, $89

To register visit languageauthority.com/hennepintech

MN POST Exam Prep Course

POST Exam Preparation Course is designed to assist students in preparing to take the Minnesota Peace Officer Standards Training (POST) exam.

The instructor will review all categories of the POST Learning Objectives, such as practical applications and techniques, civil and criminal law, community policing, victims and victims' rights, and many others.

This course will provide students with a 1-day review of coursework provided during their law enforcement program. Study materials will be provided to students.

- $110, LECJEC, Please call for dates & times

▶ For more information contact Deb Hannsen at 763.657.3707 or debora.hannsen@hennepintech.edu

Fire Protection

We specialize in delivering customized Fire Protection training, based on your department's unique training goals and requirements.

It's as easy as 1-2-3

1. Choose Your Topic:

- ❑ Ladder Drills
- ❑ Auto Extrication
- ❑ Live Burns
- ❑ Search & Rescue
- ❑ Incident Management
- ❑ SCBA/Air Management
- ❑ and many more

2. Define Your Training Requirements/Objectives:

- ❑ Degree of Difficulty
- ❑ Location & Duration
- ❑ Props & Equipment
- ❑ Goals & Outcomes

3. Receive a Customized Training Plan:

- ❑ Meet your department's training goals
- ❑ Achieve industry standard results



▶ For more information contact Dan Roeglin at 952.995.1310 or dan.roeglin hennepintech.edu

Community Paramedic

Are you a paramedic with at least two years of experience who would like to expand and enhance your career opportunities? Our innovative Community Paramedic program trains and certifies paramedics to help fill the ever-widening gaps in the health care delivery system by expanding access to health care for under-served groups in Minnesota.

To learn more visit HennepinTech.edu/community-paramedic

▶ For more information contact Kai Hjermstad at kai.hjermstad@hennepintech.edu, or call 952.995.1330.

SAVE THE DATE
Community Paramedicine Conference
February 15 & 16, 2018
Visit HennepinTech.edu/cpc to learn more!

Location: Eden Prairie Campus
Blended Course Delivery: Online and in-classroom

72 hours: classroom instruction (in-person or ITV)

72 hours: online format/D2L

196 hours: Clinical training, set-up in your area

Credits: 14 college credits

Cost: Please visit our website for current pricing and fees.

M-POWERED PROGRAM



Learn More. Earn More. M-Powered.

Fast-track career training for lifelong learners

- Do you have an interest in manufacturing?
- Do you need updated technical skills to move your career forward?
- Do you want to be part of a growing industry in Minnesota?

M-Powered provides fast-track, industry standard training for individuals looking for an exciting career in manufacturing. Choose from two career tracks:

- CNC Machine Operator
- Precision Metalforming Technician

Apply Today! HennepinTech.edu/mpowered

▶ Visit HennepinTech.edu/mpowered to learn more and see program start dates.

▶ For more information contact Rich Kelly at 763.488.2728 or rich.kelly@hennepintech.edu

TRADES & INDUSTRY



NEW! Automotive Electrical Training

Basic Automotive Electrical

This course will introduce the students to the basic concepts of automotive electricity. Students will learn the proper use of the DVOM (Digital Volt Ohm Meter), electrical troubleshooting, and electrical concepts through a series of hands-on lab-based experiments. 1.6 CEU

- $279 / 4 sessions
  June 19 - June 27, 2017
  M & Tu / 4 pm - 8 pm
  Rudolph / Brooklyn Park

Intermediate Automotive Electrical

This course will expand student's knowledge of automotive electricity. Students will learn the proper use of the DVOM (Digital Volt Ohm Meter), electrical troubleshooting, and electrical concepts through a series of hands-on lab-based experiments. Students need to complete the basic course or have prior approval from the instructor to start this class. 1.6 CEU

- $279 / 4 sessions
  July 13, 17, 24 and 25, 2017
  4 pm - 8 pm
  Rudolph / Brooklyn Park

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Trades & Industry" and choose "Automotive Electrical ".

Customize it!

Hennepin Technical College features State-of-the-Art labs at both of our campuses!

Our capabilities range from basic mechanical maintenance to advanced diagnostics.

We have extensive lab space available for on-site trainings or we can send our expert instructors to your shop!

▶ For more information contact Matt Leaf at 952.995.1345 or matt.leaf@hennepintech.edu

Leadership

From Line to Leadership

This class is tailored for new supervisors and those thinking of taking their career to the next level. Built on solid leadership practices, the session focuses on personal influence, avoiding common pitfalls, and identifying ways to make the most of a leadership role. The open discussion format and problem-solving exercises are an excellent way to prepare leaders for their new responsibilities. Topics include:

- Leadership Best Practices and how to avoid common pitfalls
- Situation-specific training and problem-solving exercises
- Small class size and an interactive format

▶ Visit HennepinTech.edu/cts/programs for course information & dates.

▶ For more information contact Katherine Stanley at 952.995.1343 or katherine.stanley@hennepintech.edu

Building Contractors Continuing Education

We offer continuing education for current Licensed Builders. Students attend a one-day session to satisfy seven-hours of required instruction. 0.7 CEU

- $129, Spring 2018

▶ Visit hennepintech.edu/cts/programs for course information & dates.



Quality & Continuous Improvement



Register two and save!

ISO 9001: 2015 Internal Auditor

This course is designed to prepare and train Internal Auditors to assess the effectiveness of the organizations compliance to the requirements put forth in the NEW ANSI/ISO/ASQ-Q9001:2015* standard.

Internal auditing is the basis for the continuous improvement cycle and is stipulated in the international standard. The goal is the development of a Quality Management System (QMS) that provides for continual improvement, emphasizing defect prevention and the reduction of variation and waste. This system will create an improvement tool by which the organization utilizes higher levels of effectiveness and profitability.

The Standards promote the adoption of a process approach when developing, implementing and improving the effectiveness and efficiency of a Quality Management System. For an organization to function effectively and efficiently, it has to identify and manage numerous linked activities.

Our training also provides the essential team development skills to create dynamic and productive teams. This is often missing in audit and problem solving teams. This course also instructs Lead Auditors in the "How To" of conducting audit meetings, determining "objective evidence", writing findings and audit reporting. Knowledge in any previous version of ISO 9001 is not necessary. 1.6 CEU

- $669 / 2 sessions
  September 26 - September 27
  Tu & W / 8 am - 4 pm
  Humphreys / Eden Prairie

▶ To register visit HennepinTech.edu/ce and choose "Register Today". Click on "Trades & Industry" and choose "Quality & Continuous Improvement".

▶ For more information contact Katherine Stanley at 952.995.1434 or katherine.stanley@hennepintech.edu

NEW! Manufacturing - Online Learning

Online Manufacturing - LearnMate

LearnMate is an advanced tool that delivers curriculum using multiple instructional strategies in a responsive and proactive environment for differentiated instruction. Virtual courses consist of 100% on-line, on-demand e-learning with interactive simulations that deliver relevant skills for students. Lab courses feature on-line curriculum and robust hardware for the ultimate hybrid learning experience! Categories include:

- Foundational Skills
- STEM: Engineering
- Advanced Manufacturing
- Desktop CNC Content
- Mechatronics
- Pneumatics Technology
- CAD Programming
- Plastics Technology
- Science, Math & more!

▶ ONLINE, $149

▶ To register visit HennepinTech.edu/cts/programs and choose "Manufacturing & Trades". Click on "Manufacturing - Online Training".

▶ For more information contact Katherine Stanley at 952.995.1343 or katherine.stanley@hennepintech.edu

WORKPLACE SAFETY



Safety Training. Delivered.

Safety is an important issue for every organization. We offer workplace safety and environmental compliance training to general industry, public works groups, the construction industry, educational institutions and government agencies. All of our instructors have real-world experience, as well as substantial education and professional qualifications.

Safety Leadership Training for Supervisors & Managers

This course provides an introduction to the concept of safety culture and tools for effective safety leadership. The overall goal is to foster leadership skills that help create and support a positive safety culture.

DOT Awareness Level Training

This training meets the requirements of the Hazardous Materials Regulations for hazmat employees who are involved in basic shipping and receiving functions.

NEW! Development Courses for EHS Professionals

Gain essential skills & key knowledge to help you grow in your role as an EHS manager or coordinator.

- ❏ ISO 14001 – Introduction to Environmental Management Systems
- ❏ Laboratory Safety / Chemical Hygiene
- ❏ Laser Safety
- ❏ Radiation Safety (industrial, non-medical)

Safety Compliance Training

- ❏ OSHA 10-hour for Construction or General Industry
- ❏ OSHA 30-hour for Construction or General Industry
- ❏ 8-hour HAZWOPER Annual Refresher
- ❏ 24-hour HAZWOPER Emergency Response Initial Training
- ❏ 40-hour HAZWOPER Waste Site Worker Initial Training
- ❏ MSHA Part 46 New Miner or Annual Refresher Training
- ❏ MSHA Part 48 New Miner or Annual Refresher Training

To learn more visit HennepinTech.edu/safety

▶ For more information contact Carolyn Sampson at 763.488.2726 or carolyn.sampson@hennepintech.edu



Customize it!

All of our courses can be customized to fit your companies training needs. Call 952.995.1330 today to learn more!

NEW! Scissor Lift Training

Students will understand OSHA industrial power trucks standard, pre-trip inspections, safe loading & travel, route inspections, and emergency procedures when using a scissors lift. Lecture will be the first two hours, followed by hands-on scissors lift. Lecture will be the first two hours, followed by hands-on scissor lift application. 0.4 CEU

- $130, Call 952.995.1330 for course dates & times

NEW! Boom Lift Training

Students will understand OSHA industrial power trucks standard, pre-trip inspections, safe loading & travel, route inspections, and emergency procedures when using a scissors lift. Lecture will be the first two hours, followed by hands-on scissors lift. Lecture will be the first two hours, followed by hands-on scissor lift application. 0.4 CEU

- $130, Call 952.995.1330 for course dates & times



▶ For more information contact Katherine Stanley at 952.995.1343 or katherine.stanley@hennepintech.edu

Transportation Safety

Construction Truck Operator Training (CTOT)

Hennepin Technical College is proud to partner with the Minnesota Department of Transportation, the Minnesota State Patrol and construction industry leaders to promote the safe, legal and professional operation of construction trucks by providing high quality training. Topics include:

- ❑ Collision Avoidance
- ❑ Driver Wellness
- ❑ Hazardous Materials Transportation
- ❑ Flagging & Work Zone Safety
- ❑ Hours of Service
- ❑ Load Securement
- ❑ New Rules - Are You Ready?
- ❑ Roadside Inspection

To learn more visit HennepinTech.edu/safety



▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

TRANSPORTATION

Commercial Vehicle

MN Commercial Vehicle Inspector Re-Certification

Provides certified Minnesota Commercial Vehicle Inspectors with the required two year recertification training and test. Designed for those who perform required safety inspections of commercial vehicles. The instructor is certified by the Minnesota State Patrol. 0.7 CEU

- $100 / 1 session
  Offered monthly
  Tu / 8 am - 3 pm,
  Amundson, Brooklyn Park

▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

▶ To register visit HennepinTech.edu/ce and choose "Transportation". Click on "Commercial Vehicle".

DAYS

M - Monday
Tu - Tuesday
W - Wednesday
Th - Thursday
F - Friday
Sa - Saturday
N - Sunday

CEUs

Continuing Education Units (CEUs) are units of measurement of instruction. One CEU is equal to ten hours of instruction. CEUs are used for courses that stand alone and are not part of a diploma or degree program.

LOCATIONS

- BPC - HTC Brooklyn Park Campus
- EPC - HTC Eden Prairie Campus
- LECJEC - HTC Law Enforcement & Criminal Justice Education Center
- Off Site location

TRANSPORTATION



Drone (UAS) Safety Training

Unmanned Aircraft System (UAS) Ground School

UAS (also known as “drones”) come in a variety of shapes and sizes. They are found in diverse industries with multiple purposes.

The Federal Aviation Administration (FAA) is taking an incremental approach to safe UAS integration as they have become increasingly utilized across the nation.

This “Ground School” course was developed to prepare UAS operators for the proposed FAA written examination through a 18-hour classroom training program and an optional 3-hour flight skills demonstration lab lesson. 1.8 CEU

Please monitor our website to see updates and links to learn more about UAS, the FAA and the proposed rules.



For more information visit HennepinTech.edu/drone

- $399 / 5 sessions
  August 2 - August 16, 2017
  M & W / 6 pm - 10 pm
  Lindstrom, Brooklyn Park

▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

Pilot/Escort Driver Certification



Pilot/Escort Driver Certification (8-hr)

The course consists of eight-hours of instruction on the state law and rules governing pilot/escort activities, provides training on pilot/escorting best practices and finishes with an exam attendees are required to pass in order to obtain their state certification. 0.8 CEU

- $180 / 1 session
  M / 8 am – 4 pm
  First Monday each month
  Staff / Eden Prairie

Pilot/Escort Driver Recertification (4-hr Refresher)

Minnesota pilot car/escort car drivers are required to recertify every four years. Successful completion of the recertification course will provide another four-year certification. Prerequisite: Successful completion of the Minnesota Pilot Car/Escort Car Driver Initial Certification. 0.4 CEU

- $90 / 1 session
  M / 8 am – 12:00 pm
  Second Monday each month
  Staff / Eden Prairie

▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu

For more information visit HennepinTech.edu/pilot-escort

Motorcycle Safety

We offer Motorcycle Safety courses at two locations; Eden Prairie and Brooklyn Park at the Law Enforcement & Criminal Justice Education Center.

The Motorcycle Safety Foundation (MSF) supplies our curriculum, materials and our instructors are MSF-certified. Classes run from April through mid-October.



Motorcycle Safety Basic Rider Course (BRC)

The Basic Rider Course is designed with the beginner in mind, but is a challenge even to experienced riders.

The course includes both classroom learning and 10 hours of practice riding. We also provide the motorcycle, free of charge! Riders 18 and older can earn their motorcycle license by successfully completing the course.

You must bring the required protective gear and a D.O.T. approved helmet. Parent/guardian signature is required for participants under 18 years of age.

Please review the handbook prior to coming to class. You can view the handbook online at http://msf-usa.org/downloads/BRCHandbook.pdf. You will receive a hard copy of the handbook in class.

The handbook is also available in Spanish by going to http://msf-usa.org/downloads/BRCHandbook_Spanish.pdf.

- $180 / 3 sessions / 1.45 CEU / Dates Vary - Check Website
- $180 / 3 sessions / 1.45 CEU / Dates Vary - Check Website

Additional Courses:
See website for complete descriptions and eligibility requirements. Classes are held at both Eden Prairie and Brooklyn Park locations.

Intermediate Rider
$55 / 1 session / 0.5 CEU

Advanced Rider
$75 / 1 session / 0.8 CEU

Expert Rider
$75 / 1 session / 0.8 CEU

Moped
$35 / 1 session / 0.45 CEU

▶ Check our website for complete course information at HennepinTech.edu/ce. Click on "Register Today" and search keyword "Motorcycle"

▶ For more information contact Peggy Anderson at 763.657.3705 or peggy.anderson@hennepintech.edu

Taxi Cab

Courtesy Cab Training

This 15 hour comprehensive class is mandatory for individuals who wish to obtain a license to operate a taxi at the Minneapolis/St Paul Airport (licensed issued by the Metropolitan Airports Commission - MAC). The training is voluntary for the City of St Paul or City of Minneapolis, but does meet the mandatory training requirements for those cities.

This course provides the student with information on taxi cab operation, and provides an overview of ordinances from MAC and multiple cities. Students will learn safe driving techniques, cultural competency, personal safety awareness, geography, and professional behavior.

Some homework is required between class sessions and attendance is mandatory at all sessions for successful completion of the course.

Location:
Brooklyn Park Campus

Dates:
Every other month

Time:
10 am - 1pm

Instructor: Morgan

Cost: 5 sessions, $180

CEUs: 1.5

▶ Check our website for complete course information at HennepinTech.edu/ce. Click on "Register Today" and search keyword "Taxi"

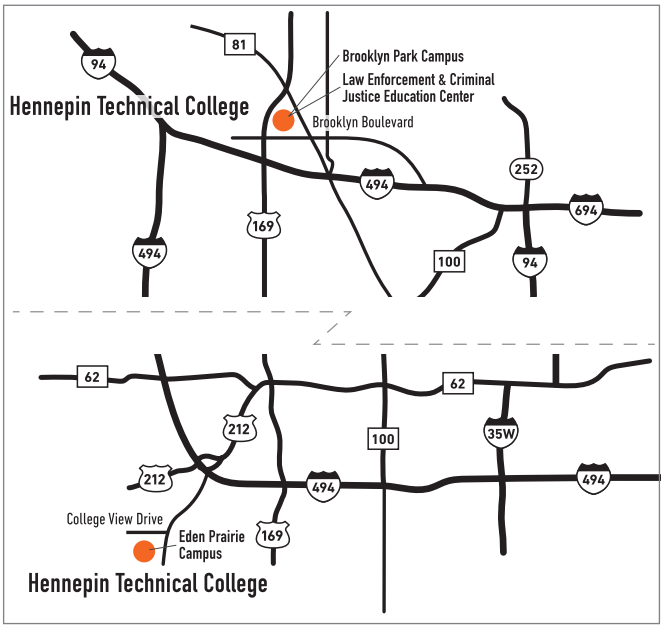
▶ For more information contact Vanessa Roman at 763.488.2732 or vanessa.roman@hennepintech.edu.

LOCATIONS

BROOKLYN PARK CAMPUS
9000 Brooklyn Boulevard, G201
Brooklyn Park, MN 55445
Office: 763.488.2721

EDEN PRAIRIE CAMPUS
13100 College View Drive, H150
Eden Prairie, MN 55347
Office: 952.995.1330

LAW ENFORCEMENT & CRIMINAL JUSTICE EDUCATION CENTER
9110 Brooklyn Boulevard
Brooklyn Park, MN 55445
Office: 763.657.3700



Hennepin Technical College℠

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HOW TO REGISTER

ONLINE
HennepinTech.edu/ce,
and choose "Register Today"

FAX
Brooklyn Park: 763.488.2723
Eden Prairie: 952.995.1331

BY MAIL
Hennepin Technical College
Customized Training Services
9000 Brooklyn Boulevard, G201
Brooklyn Park, MN 55445

ON CAMPUS
Hennepin Technical College
9000 Brooklyn Boulevard, G201
Brooklyn Park, MN 55445

Hennepin Technical College
13100 College View Drive, H150
Eden Prairie, MN 55347

CONTACT US

CALL
952.995.1330

EMAIL
ctsregistration@hennepintech.edu

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CEUs
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- EPC – HTC Eden Prairie Campus
- LECJEC – HTC Law Enforcement & Criminal Justice Education Center
- Off Site location

REGISTRATION FORM

Hennepin Technical College™
CUSTOMIZED TRAINING SERVICES

Registrations are accepted online, by mail, fax, or in person.

- Payment or a purchase order (PO) number must accompany registration.
- Student Tech ID or Social Security Numbers are used for student identification purposes on student records. The registration form will be processed whether or not the social security number is provided.

Please print your name as it appears on your drivers license or ID.

First Name_____ Last Name_____

Company _____ Title_____

Student Tech ID or Social Security Number _____

Street Address
❑ Home ❑ Business_____ Apartment or Suite # _____

City_____ State_____ Zip_____

Phone (work)_____ (home) _____ (fax) _____

Phone (cell) _____ Email _____

How did you learn about our Continuing Ed courses? _____

Course Name	Class Dates	Fee / Tuition
	Fee / Tuition Total	

Birth Date: ❑ Male ❑ Female

Ethnic Origin: ❑ Caucasian (3) ❑ African American (1) ❑ Asian or Pacific Islander (2) ❑ Hispanic (5) ❑ American Indian or Alaskan Native (6)

The information requested is needed for reporting and research purposes. It will be kept confidential and will not be used as a basis for enrollment or in a discriminatory manner. The information will be used for summary reports required by federal and state laws and regulations to support institution action. Summary reports do not identify individuals. Completion of the confidential information section is voluntary. Refusal to provide any of the requested information will not affect your enrollment. Students with disabilities are encouraged to contact the Support Service Manager on campus to arrange appropriate support services.

Confirmation: If you provide us with your email address, you will receive a confirmation email. We will contact you by email or telephone if your course is canceled or if there are no openings available.

Cancellations/Changes: You will be notified if your course is rescheduled, extended, filled or canceled. Each course has a minimum and maximum number of participants. Information presented in this publication should not be considered as an irrevocable contract.

▶ **Refund Policy: (Also applies to purchase orders) Full refunds will be given to any student/company canceling 3 business days prior to the first session. Student and/or companies will incur all charges with no refund if student does not drop the course 3 business days prior to the first session.**

▶ **I have read and understand the college refund policy** _____
Signature Required

BILLING INFORMATION

For PO or Credit Card payments, please complete all the billing information below.

❑ Check/money order # _____ payable to: Hennepin Technical College.

❑ Invoice company - PO # _____ Attn: (Billing Person/Dept) _____

Bill to Address (Company): _____

Email (Billing Contact): _____ Phone (Billing Contact):_____

Credit Card # ❑ VISA ❑ MasterCard ❑ DISCOVER

_____ Exp. Date _____
Month/Year

Name on Card (please print) _____

Cardholder's Signature _____

All faxed registrations must include a credit card number and cardholder's signature.



New!
Veterinary Assistant Program
Page 11



New!
Jumpstart for Emerging Leaders
Page 2



UAS/Drone Remote Pilot Ground School
Page 18



New!
Automotive Electrical Training
Page 14

Register now for Continuing Education courses at HennepinTech.edu/ce

Hennepin Technical College℠

CUSTOMIZED TRAINING SERVICES

Customize our courses to provide the training you need for your group or organization

ON SITE | ONLINE | ON CAMPUS

HennepinTech.edu/ce 952.995.1330

A member of Minnesota State

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Brooklyn Park, MN 55445

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