

COURSE SCHEDULE

FALL 2012



Professional & Workforce Training



Register Today!

ProWorkTraining.com
763-433-1200



Anoka Technical College



CC

Anoka-Ramsey Community College
(Cambridge)



ATC

CR

Anoka-Ramsey Community College
(Coon Rapids)

Professional & Workforce Training



Professional & Workforce Training, offered by Anoka Technical College and Anoka-Ramsey Community College, aligns the best of technical training and liberal arts education to provide a wide range of non-credit courses, workforce development programs for individuals and customized training for employers.

Whether your goal is a career change, upgraded technical skills, creative development or to enhance your employees' potential, you'll find learning opportunities at Professional & Workforce Training.

Non-Credit Courses

Taking a non-credit course is easy. No admission to the college is required. Simply select the course(s) or program and register via phone, mail or online where you just browse the online course schedule, find what you're looking for, drop it in your cart to register and pay. There is also a growing number of online courses.

You'll find a variety of certificate programs in our offerings, many providing in-demand industry-approved credentials. Some consist of a single course while others require several courses. All certificate programs are designed to be academically rigorous yet accessible and affordable.

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Compliance/OSHA

OSHA

OSHA 10-Hour General Industry Outreach Course

Variety of training on general industry safety and health topics for entry-level workers. Emphasizes hazard identification, avoidance, control and prevention. Topics:

- Electrical Safety
- Ergonomics
- Exit Routes/Emergency Plans/Fire Prevention Plans and Fire Protection
- Introduction to Industrial Hygiene/ Bloodborne Pathogens
- Introduction to OSHA
- MN Right-to-Know
- Personal Protective Equipment
- Walking/Working Surfaces
- Safety & Health Programs (AWAIR)

10 hours, \$195

Day	Date	Time	Site
T/Th	8/7 - 8/14	6 to 9:30 pm	ATC

OSHA 30-Hour General Industry Outreach Course

Variety of training on general industry safety and health topics for entry-level workers. Emphasizes hazard identification, avoidance, control and prevention. Topics: See above. Same as 10-Hour Course

30 hours OSHA Certification: \$795 includes breaks, lunch and materials
 Dates: TBD
 For more information, call: 763-576-4948



OSHA HAZWOPER Refresher 8-hour

Explanation of various hazards associated with working around chemicals, including terminology and exposure routes, classes of hazardous chemicals, physical forms of chemicals and toxicity ratings.

8 hours OSHA Certification: \$250 includes breaks, lunch and materials
 Dates: TBD

OSHA HAZWOPER Technician 24-hour

Explanation of various hazards associated with working around chemicals, including terminology and exposure routes, classes of hazardous chemicals, physical forms of chemicals and toxicity ratings.

24 hours OSHA Certification: \$795 includes breaks, lunch and materials
 Dates: TBD

For more information, call 763-576-4948.

OSHA Trenching and Excavation Safety / Competent Person

Understand dangers of cave-in hazards, low-oxygen levels in a confined space, inhaling toxic fumes, drowning, electrocution, and explosions when working in this environment. Other pertinent hazards are also addressed. After successful course completion, you are certified as a “competent person” to identify and remedy trenching hazards at their worksite.

6 hours OSHA Certification: \$99 includes breaks, lunch and materials
 Dates: TBD

For more information, call 763-576-4948.

OSHA Confined Space Entry Awareness – Rescue

- Respiratory Protection
- Air Monitoring
- Combustible Atmosphere
- Harnesses

4 hours OSHA Certification: \$79

Dates: TBD

For more information, call 763-576-4948.

OSHA Incident Commander

- Regulations Overview
- Elements Of A Site Safety Plan
- Using Reference Materials
- Hazard Assessment
- OSHA Standard 1910.146
- Medical Monitoring
- Personal Protective Equipment
- Site Control Procedures
- Decontamination Techniques
- Company Specific Program Review
- Course Review
- Final Test

Prerequisite: HAZWOPER 24-hour

8 hours OSHA Certification: \$219

Dates: TBD

For more information, call 763-576-4948.

Environmental Protection Agency (EPA)

EPA Section 608 Technician Certification and Exam

Review refrigeration industry standards on recovery and recycling of refrigerants. Designed to assist in preparation for the EPA Section 608 Technician Exams (Type I, II, III or Universal). Test given at end of class. Course materials (textbook and DVD) are mailed prior to class. For best exam results, review materials prior to class.

8 hours, \$195

Day	Date	Time	Site
S	9/8	7:30 am to 3 pm	ATC
	11/10	7:30 am to 3 pm	ATC

MN Food Safety

MN Food Safety Manager Certification, ServSafe Review and Test

Four-hour course includes review of food safety and sanitation principles. Course required to meet the Minnesota Department of Health Food Manager Certification maintenance requirements. To maintain certification, refresher training is required during the three-year period in which you hold Food Manager Certification.

Day	Date	Time	Site
S	7/21	8 am to 4:30 pm	ATC
S	8/18	8 am to 4:30 pm	ATC
S	9/22	8 am to 4:30 pm	ATC
S	10/20	8 am to 4:30 pm	ATC
S	11/17	8 am to 4:30 pm	ATC
S	12/15	8 am to 4:30 pm	ATC

MN Food Manager Recertification Online

Four-hour self-guided online course includes review of food safety and sanitation principles. Course required to meet the Minnesota Department of Health Food Manager Certification maintenance requirements. To maintain certification, refresher training is required during the five-year period in which you hold Food Manager Certification.

4 hours, \$85

Visit our Web site for more information.



Health & Wellness

Dislocated Workers Grant

Dislocated workers interested in health care training, a certificate or a degree that leads to job advancement, may be eligible for additional services through a new grant at Anoka-Ramsey Community College called Health Professional Pathways (H2P).

Anoka-Ramsey offers training in these health care career options:

- **Certified Nursing Assistant**
- **Emergency Medical Technician**
- **Licensed Practical Nurse to Associate Degree**
- **Nursing (associate and bachelor degrees)**
- **Pharmacy Technician**
- **Phlebotomist**
- **Physical Therapist Assistant**
- **Trained Medication Aide**

Call 763-433-1468 to learn more about these programs or to reserve your spot at the next H2P Orientation Session.

More About this Grant

This project was funded in part by a grant awarded under the President's American Recovery and Reinvestment Act Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

For more information about health care careers, and job placement opportunities visit: vcn-h2p.org

SUPPORT SERVICES AVAILABLE

Anoka-Ramsey Community College

- Accuplacer preparation
- Tutoring
- Retention coach who works with and for you from the beginning to the completion of your program
- Career and job placement assistance
- Connection to resources to help you be successful

Anoka County Job Training Center

- Possible funding for dislocated workers
- Interest assessments
- Job placement assistance
- Resume development
- Vocational counseling
- FREE Adult Basic Education (ABE) and literacy training
- Developmental education courses for health care
- Referrals to support services



BLS for Healthcare Providers

Follows American Heart Association guidelines and designated to teach skills of Cardiopulmonary Resuscitation (CPR) for victims of all ages. Includes ventilation with barrier device, bag-mask device, use of oxygen, Automated External Defibrillation (AED) and relief of foreign-body airway obstruction.

8 hours, \$85

Day	Date	Time	Site
T/Th	8/28 & 8/30	6 to 10 pm	ATC
S	10/6	8 am to 4:30 pm	ATC
T/Th	10/30 & 11/1	6 to 10 pm	CS
T/Th	11/27 & 11/29	6 to 10 pm	ATC

First Aid - Basic

Designed to cover emergency action principles, initial assessment of adults and children, traumatic injury and sudden illness, recognition and management of emergencies, prevention and safety issues involving children (like Shaken Baby). Heartsaver Cardiopulmonary Resuscitation (CPR), relief of foreign-body airway obstruction (choking) and importance of early Automated External Defibrillation (AED) for all lay rescuers.

8 hours, \$115

Day	Date	Time	Site
M/W	9/10 & 9/12	6 to 10 pm	ATC
S	11/3	8 am to 4:30 pm	ATC

First Responder

First Responder – Initial

Provides First Responders with knowledge and skills to manage patient care at trauma scene or medical emergency until advanced medical personnel arrive. Blend of online learning and classroom skill demonstration. Meets requirements established by Minnesota EMS Regulatory Board (MN EMSRB).

40 hours, \$499

Online course with arranged classroom dates, ATC

First Responder – Refresher

Mandatory refresher training required every two years to maintain knowledge and skills necessary to manage patient care at trauma scene or medical emergency until advanced medical personnel arrive. Blend of online learning and classroom skill demonstration. Meets requirements established by the Minnesota EMS Regulatory Board (MN EMSRB).

16 hours, \$179

Online with arranged classroom dates, ATC

CPR

CPR Renewal

Meets American Heart Association guidelines for renewal of BLS for Healthcare Providers and Heartsaver CPR. Review CPR standards and demonstrate skills. Must bring current CPR card to class.

4 hours, \$65

Day	Date	Time	Site
Th	8/23	6 to 10 pm	ATC
Th	10/4	6 to 10 pm	ATC
W	10/24	6 to 10 pm	CS
T	11/20	6 to 10 pm	ATC

CPR Heartsaver

Teaches Cardiopulmonary Resuscitation (CPR) and relief of foreign-body airway obstruction (choking) to all lay rescuers, particularly those who respond to emergencies in workplace. Includes treatment for adults, children and infants. Importance of early Automated External Defibrillation (AED) also covered.

6 hours, \$75

Day	Date	Time	Site
T/Th	8/28 & 8/30	6 to 9 pm	ATC
S	10/6	8 am to 2:30 pm	ATC
T/Th	10/30 & 11/1	6 to 9 pm	CS
T/Th	11/27 & 11/29	6 to 9 pm	ATC

Certified Nursing Assistant (CNA)/Home Health Aide (HHA)

Gain new skills for a challenging healthcare career that helps others and receive a CNA/HHA certificate of completion.

By enrolling in this state approved program, you will:

- learn basic nursing skills, including how to read and record a client's vital signs and how to care for individuals in nursing homes, hospices, rehabilitation facilities, convalescent homes, hospitals and private homes.
- be supervised and guided by a registered nurse while practicing in the laboratory and clinical settings.
- be prepared to take the state nursing assistant/home health aide test required for employment in long-term care facilities throughout Minnesota. After passing the test, you will be registered on the Minnesota CNA State Registry.

Cost: \$745 includes materials and background check.

Students are required to provide documentation of tuberculosis (TB) test by the first class. **Please attend an orientation session prior to your course to complete your background check. Register early!**



Orientation Dates

Day	Date	Time	Site
T	9/4	5 to 7 pm	CS
Th	9/6	5 to 7 pm	CR
Th	9/13	5 to 7 pm	CR
S	9/15	noon to 2 pm	CS
T	10/16	5 to 7 pm	CR
Th	11/1	5 to 7 pm	CR
Th	11/15	5 to 7 pm	CS

REGISTER ONLINE for Competency Exam!

Nursing Assistant/Home Health Aide Competency Exam Certification is obtained through successful completion of the written and skills examinations. Placement on Minnesota's Nursing Assistant Registry after successful test completion. \$180

Call 763-576-4800 or see Web site for dates and times at Anoka Technical College and Anoka-Ramsey Cambridge Campus.

Cambridge Courthouse Square (CS) Courses

	Day	Date	Time
Class	T/Th	9/11 - 10/16	4:30 to 9:30 pm
Clinicals	T - F	10/23 - 10/26	3 to 9:30 pm
Class	S	9/22 - 11/3	8 am to 4 pm
Clinicals	T - F	11/6 - 11/9	7 am to 1:30 pm
Class	S	11/17 - 1/5 (no class 11/24)	8 am to 4 pm
Clinicals	T - F	1/8 - 1/11	7 am to 1:30 pm

Anoka-Ramsey Coon Rapids Campus (CR) Courses

	Day	Date	Time
Class	S	9/8 - 10/27 (no class 10/20)	7:30 am to 3:30 pm
Clinicals	T - F	10/30 - 11/2	7 am to 1:30 pm
Class	T - Th	9/18 - 10/10	4 to 9 pm
Clinicals	T - F	10/16 - 10/19	3 to 9:30 pm
Class	T/Th	10/23 - 11/29 (no class 11/22)	4 to 9 pm
Clinicals	T - F	12/4 - 12/7	3 to 9:30 pm
Class	S	11/3 - 12/29 (no class 11/10 or 11/24)	7:30 am to 3:30 pm
Clinicals	T-F	1/8 - 1/11	7 am to 1:30 pm



Trained Medication Aide

Certified Nursing Assistants can earn a Trained Medication Aide certificate. Covers 10 major body systems and how they are involved in the pharmacology of drug, legal requirements concerning medication administration, general information and administration skills of oral, rectal and topical routes.

48 hours, \$450
 Instructor: **Dussault**

Day	Date	Time	Site
M/W	9/10 - 10/17	5 to 9 pm	CS

Emergency Medical Technician (EMT) – Basic

Covers lecture, lab and online instruction approved through State of Minnesota Emergency Medical Services Regulatory Board (EMSRB). Clinical/patient experience scheduled with a hospital and other emergency health care service. Upon successful completion, eligible to take the National Registry of Emergency Medical Technicians (NREMT) skill and written exams (additional fee for exams). After NREMT exams, receive National Registration and State of Minnesota EMT certification. Background study and tuberculosis screening required for class.

Prerequisite: Current BLS for Healthcare Providers certification.

170 hours, \$1,115
 Instructor: **Schulte**

Day	Date	Time	Site
Tu/Th	9/4 - 11/29 (no class 10/18 and 11/22)	5 to 10 pm	CS

Visit our Web site for classes at ATC.

Nursing

Charge Nurse Leadership

Designed for nurses to practice leadership styles, situational leadership, critical thinking and problem solving for key challenges faced to provide positive leadership at the bedside.

.96 CEU, \$325
 Instructor: **Larson**
 Coming Soon!

LPN/RN Refresher

Provides practical and registered nurses a review of nursing theory and clinical skills to enhance their practice after a lapse in licensure or an extended time out of practice. Independently study modules in an online format and complete an eight-hour hands-on clinical skills lab.

80 hours, \$850
 Instructor: **Stiles**

Day	Date	Time	Site
T	9/11	5 to 7 pm	ATC
	10/6	8 am to 4 pm	





NEW! Central Service Technician (Sterile Processing)

Lecture, lab instruction and a clinical experience prepares you to work in hospitals and surgery centers to clean, decontaminate, disinfect, sterilize, and distribute medical and surgical instruments and equipment.

144 hours, \$1200

Day	Date	Time	Site
M/Th	9/10 - 12/17	6 to 9 pm	ATC 215

Clinical dates, times, and location to be arranged.

Phlebotomy

Provides 40 hours of classroom instruction and 100 hours of clinical practice in phlebotomy techniques. Topics include equipment and procedures for blood collection by venipuncture and capillary punctures. Learn basic anatomy and physiology of the circulatory system, specimen handling, clinical relevance of laboratory tests, safety, liability, and professional ethics.

Requirements:

- Accuplacer Reading Comprehension Test or College GPA above 2.0
- Must be at least 18 years of age with a high school diploma or GED
- Proof of Immunization required
- Mandatory clinical rotations are during day hours and require standing for 8 hours at a time

Background check required.

140 hours, \$1,050

Instructor: **Prepodnik**

	Day	Date	Time	Site
Class	M/W	9/5 - 10/29	6 to 9 pm	CS
Clinicals	M/F	10/23 - 12/20		

Clinical dates, times, and locations arranged.

Limited Scope X-Ray Operator

Prepares healthcare providers to take the American Registry of Radiologic Technologists (ARRT) examination for Limited Scope X-ray Operator certification in Minnesota. Topics include radiation safety, X-ray positioning, and equipment operation. Knowledge of medical terminology and human anatomy highly recommended.

54 hours, \$499

Day	Date	Time	Site
T/W/Th	9/11 - 10/18	6 to 9 pm	ATC 152

Herbal Therapies

Comprehensive Certificate in Herbal Therapy

Learn to treat an array of conditions with herbal therapy, one of the oldest and most widespread forms of healing, supports overall health and well-being.

2.7 CEU \$334 (price includes textbook), \$329 (without textbook)

Day	Date	Time	Site
W	9/5 - 10/31	6:30 to 9 pm	CR D100

Development, Forms and Energetics of Herbal Therapy

Learn about energetic aspects of herbs and how they impact different people and conditions. Common assessment techniques of herbalists covered.

.3 CEU, \$42

Day	Date	Time	Site
W	9/5	6:30 to 9 pm	CR D100

Constituents and Properties of Herbs

Learn about nutrient content of herbs, therapeutic constituents and how these chemicals impact human physiology and when/when not to use particular herbs.

.3 CEU, \$42

Day	Date	Time	Site
W	9/12	6:30 to 9 pm	CR D100



Herbs for Mind, Spirit, Emotions and Neuromuscular Systems

Learn the most appropriate herbs that can impact the mind, spirit and neuromuscular system, and how various herbs can significantly affect the nervous system.

.3 CEU, \$42

Day	Date	Time	Site
W	9/19	6:30 to 9 pm	CR D100

Herbs for Immune and Endocrine Systems

Explore how herbs affect immune and endocrine systems and conditions of compromised immunity, including cancer, AIDS, allergies and other auto-immune disorders.

.3 CEU, \$42

Day	Date	Time	Site
W	9/26	6:30 to 9:00 pm	CR D100

Herbs for Digestion and Elimination

Learn how herbs stimulate or reduce gastric juice and bile and normalize digestive system.

.3 CEU, \$42

Day	Date	Time	Site
W	10/3	6:30 to 9 pm	CR D100

Herbs for Cardiovascular System

Learn herbs that support a healthy body, and why do arteriosclerosis, high blood pressure, high cholesterol levels, anemia and dizziness and heart attacks affect so many.

.3 CEU, \$42

Day	Date	Time	Site
W	10/10	6:30 to 9 pm	CR D100

Herbs for Liver and Gallbladder

Focus on herbs that enhance the vital functions of liver and gallbladder.

.3 CEU, \$42

Day	Date	Time	Site
W	10/17	6:30 to 9 pm	CR D100

Herbs for Lymphatic and Urinary Systems

Learn which herbs enhance the function of the lymph nodes and kidneys that allow the lymphatic and urinary systems to work in tandem to rid the body of wastes.

.3 CEU, \$42

Day	Date	Time	Site
W	10/24	6:30 to 9 pm	CR D100

Herbs for Respiratory System

Discover herbs that support respiratory system, including plants that help to relieve congestion, soothe and astringe sore mucus membranes.

.3 CEU, \$42

Day	Date	Time	Site
W	10/31	6:30 to 9 pm	CR D100



Healing Touch Certification Program

A certificate of completion in Healing Touch is sequenced in six levels allowing participants to move from beginner to advanced practitioner, expert and instructor. Certification as Healing Touch Practitioner and Instructor is available by applying to Healing Touch International, Inc. following completion of course work and requirements. The American Holistic Nurse's Association and Healing Touch International endorse the Healing Touch educational program.

Healing Touch Level I

Develop concepts and skills in energy-based therapy. A strong commitment to personal growth is required. You will:

- Describe the energy system relationship to physical, mental, emotional and spiritual health.
- Discuss basic energy principles
- Assess the energy field and energy centers.
- Identify a basic Healing Touch sequence.
- Demonstrate specific intervention techniques.
- Discuss applications of Healing Touch in personal and professional practice.
- Discuss expected ethical conduct and standards of practice.

2.16 CEU, \$325
Instructor: **Mielke**

Day	Date	Time	Site
F/S	9/7 & 9/8	8:30 am to 6 pm	CR D100

Healing Touch Level II

Learn how to complete an intake interview, back and neck techniques and a one-hour healing sequence. Develop healing sequences for specific client needs. You will:

- Share the experience of practicing Level I techniques.
- Develop interviewing and additional assessment skills.
- Document clinical work.
- Describe specific techniques in addressing client health issues.
- Describe application of HTI's Standards of Practice/Code of Ethics.

Prerequisite: Healing Touch Level I

2.16 CEU, \$325

Instructor: **Mielke**

Day	Date	Time	Site
F/S	10/26 & 10/27	8:30 am to 6 pm	CR D100

Healing Touch Level III

Development of Higher Sense Perception (HSP), sequencing of healing techniques, working with guidance, self-healing and self-development. You will:

- Discuss advanced development of the healer.
- Experience healing from three roles: practitioner, client, and observer/coach.
- Practice hara alignment, expansion of the core star.
- Demonstrate a full healing sequence using chelation, spinal cleansing, healing 5th, 6th, and 7th levels of the subtle body.
- Practice healing techniques of Etheric Template Clearing and Lymphatic Drain.
- Recognize the implications for ethical conduct and adherence to HTI's Standards of Practice within a Healing Touch session

Prerequisite: HealthTouch Levels I and II
CEU, \$325

Instructor: **Mielke**

Day	Date	Time	Site
W/ Th/F	8/22	6 to 9 pm	CR D100
	8/23	8:30 am to 6 pm	
	8/24	8:30 am to 5 pm	

Living Your Medicine: Integrative Medicine and Beyond

with **Connie Grauds**, author, healer, spiritual mentor

Join Connie Grauds, a registered pharmacist, natural medicine specialist, shamana of the Amazon tradition, spiritual mentor and healer to the healers, for a day of learning and healing.

As an initiated healer and spiritual mentor, Grauds has changed the lives of many by helping them to heal in body, mind, meaning and purpose.

As Director for the Spirited Medicine Alliance, a nonprofit with global outreach, Grauds works to unite the science of the western world with the spirit of the indigenous world to create health and wellness for people and the planet.

Thursday, October 18, 2012

8:30 am to 3:30 pm

Anoka-Ramsey Community College

11200 Mississippi Blvd, NW, Coon Rapids, MN

Legacy Room

8:30 to 9 am: Check-In

9 to 10:30 am: Jungle Medicine...from Medicine to Magic

A dramatic Amazon slide show with spirited tales of Grauds's 18 years of apprenticeship in Amazonian shamanism in the jungles of Peru—from medicine to magic.

10:30 – 10:45 am: Self-Care Break

10:45 am to 12:15 pm: The Science and Spirit of How Nature Heals

Learn how indigenous wisdom and science explains how the interconnectedness of all forms of nature nurture our own sense of well-being.

12:15 to 1:15 pm: Lunch

1:15 to 3:30 pm: The Energy Prescription

Surveys show that "lack of energy" is the number one complaint in physicians' offices today. Lack of energy is the number one indicator of potential disease. From a shamanic and ecological medicine perspective, this experiential workshop reaches beyond the body and into the realms of nature and spirit for the only cure for energy depletion—spirited energy.

Register Today!

Call 763-433-1200

or visit <http://AnokaRamsey.augusoft.net>.

All 3 sessions: \$129 includes lunch

Individual sessions: \$59



Manufacturing Technology & Industrial Engineering

Manufacturing Technology

Introduction to SolidWorks

This 50-hour, 10-week introduction is for those interested in manufacturing and want a better understanding of how to create drawings, designs and blueprints using SolidWorks. Covers basics of solid modeling to convey design concepts by using the sketch mode and assembly modeling. Hands-on experience in drawing and sketching prints, manufacturing and computer basics. Structured weekly with one night main classroom session and the other lab work and coaching.

50 hours, \$1,500

Instructor: **Staples**

Day	Date	Time	Site
M	9/10 - 11/19	5 to 7:30 pm	ATC

Advanced SolidWorks

Create a complete set of document templates for parts, assemblies and drawings; multi-body parts using multi-body modeling techniques; exploded assemblies; 3D sketches and weldments utilizing the weldment toolbar and library profiles. Utilize lofted and swept commands, basic and advanced assembly techniques.

Prerequisite: Introduction to SolidWorks and signed off by instructor. Ability to read and create part drawings within SolidWorks.

Textbook included. No hazardous materials are used in class.

60 hours, \$1,500

Instructor: **Utecht**

Day	Date	Time	Site
T - M	9/11 - 9/20	6 to 9 pm	ATC



LabVIEW Core I & II

LabVIEW Core I introduces LabVIEW environment, features and dataflow programming. Create applications that acquire, process, display and store real-world data. Excellent course for getting up to speed with **LabVIEW**. Course format enables you to immediately apply programming concepts with its hands-on approach to learning.

LabVIEW Core II teaches design complete, stand-alone applications with LabVIEW graphical development environment.

Introduces common techniques for successfully implementing and distributing LabVIEW applications for research, engineering, and testing environments. Topics include:

- Develop PC-based data acquisitions, analysis, and display applications
- Create user interfaces with strip charts, graphs, and buttons
- Acquire analog waveforms using a data acquired board
- Design and implement stand-alone applications using LabVIEW
- Create logical, reusable applications that conform to programming design standards
- Improve the execution speed of your application

42 hours, \$1,999

Day	Date	Time	Site
T/Th	7/10 - 8/23	6 to 9:30 pm	ATC 313
T/Th	Sept Dates TBD	6 to 9:30 pm	ATC 313
T/Th	Nov Dates TBD	6 to 9:30 pm	ATC 313

Fundamentals of Metrology

Learn fundamental measurement practices of traceability, specification, calibration of primary 1D, 2D and 3D measurement tools and address practical aspects of selecting the right tools. Concepts of measurement system validation are introduced. Learn to document measurement system requirements including the acceptance criteria during installation.

12 hours, \$259

Day	Date	Time	Site
T/Th	9/11 - 9/220	6 to 9 pm	ATC

Precision Sheet Metal II

Learn advanced operations, program editing, set-up and problem-solving on turret punch press, laser cutting machine and press brake. Cover shop safety and tools, machine maintenance, set-up and operation, work area organization/flow, material types and parts and safe handling, conceptualizing 3-D prints to 2-D parts. Practice “guesstimating.” PPE required. Bring or purchase approved set.

10 Hours, \$2,550

Starts September. For more information, visit our Web site or call 763-576-4788.

Statistical Process Control (SPC) - Basic

Learn practical applications of control charts to improve quality, reduce costs and emphasize the continuous improvement of processes in manufacturing and administration, basic calculation skills, power and limitations of SPC, how to apply and implement SPC to a process. Topics covered:

- Prevention vs. inspection
- Nature of variation
- Histograms
- Average, range, median and standard deviation
- Variable control charting
- Attributes control charting
- Control chart examples and applications
- Process capability analysis (Cpk)

1.44 CEU, \$445

Coming fall 2012 to CR! Visit our Web site for more information or call 763-433-1200.

Women in Manufacturing

Coming soon!

For more information, visit Web site or call

763-576-4788

Statistical Process Control (SPC) and Quality Engineering - Advanced

Use statistical tools to understand variation quantitatively and how to control it. Make decisions based on fact. With basic math skills, become adept with statistical tools for data-based decisions for continuous quality improvement. Designed for managers, supervisors, engineers and production workers in manufacturing companies. Particularly suited for product engineers and designers. Topics covered:

- Short run SPC
- Narrow limit gauging & ZCC
- Process capability analysis (Cpk)
- Correlation and scatter plots
- Test planning and design
- Hypothesis testing (tests of significance)
- Basics of Design Of Experiments

Prerequisite: Basic SPC
2.88 CEU, \$845

Coming fall 2012 to CR!

Visit our Web site for more information or call 763-433-1200.

Lean Processes

Lean Manufacturing Certificate

Lean is an organizational model that incorporates improved quality and productivity, increased profit and better customer service while creating an employee-empowered, continually improving culture. Learn:

- the basic principles of 5S as it applies to lean manufacturing
- the value of standard work
- the process of creating standard work in the classroom and on the shop floor
- the process of creating effective set-up reduction systems
- Total Productive Maintenance - the proactive approach that aims to prevent any kind of slack before occurrence.
- The 3P's: Product, Process and Preparation, needed to meet customer requirements with a clean product development slate.

4.8 CEU, \$1475

Instructor: **Barrett**

Day	Date	Time	Site
M - F	10/22 - 10/26	8:30 am to 4:30 pm	CR D100

Building Maintenance Facilities Technician Program

The following nine courses can be taken individually or as part of the Building Maintenance Facilities Technician program. Courses are designed for people in building maintenance and those with limited knowledge seeking to upgrade their skills. The cost of materials and textbook is included in course fees.

Electrical Systems for Facilities Maintenance Personnel

40-hour hand-on course provides detailed overview of facility electrical equipment and systems, testing, maintenance and troubleshooting skills for maintenance personnel on a commercial job site. Designed for operations, maintenance engineers and anyone involved with electrical maintenance and troubleshooting. Novices gain valuable insight into electrical installation and maintenance for a safer workplace.

40 hours, \$475

Day	Date	Time	Site
T/Th	12/18 - 1/24	6 to 10 pm	ATC

Forklift Operator Training

Hands-on skills training and classroom instruction are conducted indoors in a climate-controlled environment, compliant with OSHA regulations (29 CFR 1910.178). Learn: OSHA requirements, fork truck inspection, safe operation, loading, traveling, high rack storage and more.

4 hours, \$235

Day	Date	Time	Site
Th	7/19	5 to 9 pm	ATC
Th	8/16	5 to 9 pm	ATC
Th	9/20	5 to 9 pm	ATC
Th	10/18	5 to 9 pm	ATC
Th	11/15	5 to 9 pm	ATC
Th	12/20	5 to 9 pm	ATC

Essentials of Commercial & Industrial Plumbing

Individuals seeking employment in maintenance technician field learn basic plumbing procedures and repairs,; how to sweat, solder and thread pip; and proper usage of various fittings.

40 hours, \$475

Day	Date	Time	Site
T/Th	1/29 - 2/28	6 to 10 pm	ATC

First Aid - Basic

Learn emergency action principles, initial adults and children assessment, traumatic injury and sudden illness, emergency recognition and management, prevention and safety issues involving children. Heartsaver Cardiopulmonary Resuscitation (CPR), relief of foreign-body airway obstruction (choking) and importance of early Automated External Defibrillation (AED).

8 hours, \$79

Day	Date	Time	Site
T/Th	8/21 & 8/23	6 to 10 pm	ATC

EPA Section 608 Technician Certification and Exam

Review refrigeration industry standards on recovery and recycling of refrigerants. Prepare for EPA Section 608 Technician Exams (Type I, II, III or Universal). Test given at end of class. Course materials (textbook and DVD) are mailed prior to class. For best exam results, review materials prior to class.

8 hours, \$195

Day	Date	Time	Site
S	9/8	7:30 am to 3 pm	ATC
S	11/10	7:30 am to 3 pm	ATC

Gas Piping and Venting

Designed to assist in performing venting and ventilation of gas appliances, and residential and light commercial HVAC. Topics: ICC codes applicable to State of Minnesota, fundamentals of combustion, and chimney and gas pipe sizing.

44 hours, \$650

Day	Date	Time	Site
T/Th	TBD	6 to 10 pm	ATC

HVAC for Commercial and Residential Systems

This introduction to the basic types of HVAC systems with emphasis on refrigeration includes: theory, troubleshooting, operations & maintenance, electrical components, commercial applications, controls and motors. Prerequisite: familiarity with a volt-ohm meter.

80 hours, \$795

Day	Date	Time	Site
T/Th	8/21 - 11/1	6 to 10 pm	ATC

Low Pressure Boiler Test Preparation

This course is designed to prepare you to pass State of Minnesota low pressure boiler exams. Concepts include: low pressure boiler operation and critical safety information and steam and hot water boiler operation.

40 hours, \$475

Starts 11/6- 12/13, ATC

Visit our Web site for details.

Fundamentals of Blueprint Reading

Learn basic interpreting and drawing of 2D Engineering drawing principles. Topics include one, two and three-view drawings, dimensioning, tolerance, symbols, sketching, incline surfaces, circular features, sectional view, surface texture, and auxiliary views. Includes standards of graphics communication of engineering drawing principles, instruction on orthographic projections, dimensioning, tolerancing, section views, extensive use of modern software to create engineering drawings and solid modeling.

12 hours, \$299

Day	Date	Time	Site
M	9/10 - 9/24	6 to 9 pm	ATC

Electrical

16-Hour NEC Code Update

Meets requirement for 16 hours of Minnesota State Board of Electricity approved continuing education for renewal of all electrician licenses. Topics: wire size and load, boxes, lighting and motor requirements, and hazardous locations-- according to State Board's interpretation of 2011 code. Bring 2011 code book to class.

16 hours \$250
Instructor: **Fedie**

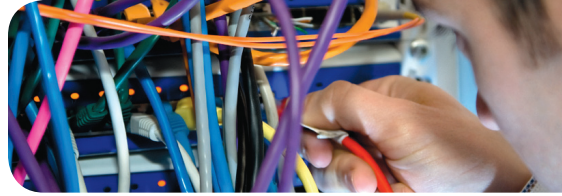
Day	Date	Time	Site
M/T	7/23 & 7/24	8 am to 5 pm	ATC 163
Th/F	8/23 & 8/24	8 am to 5 pm	ATC 163
M/T	9/24 & 9/25	8 am to 5 pm	ATC 163
M/W	10/15 & 10/17	8 am to 5 pm	ATC 163
M/T	11/26 & 11/27	8 am to 5 pm	ATC 163
M/T	12/17 & 12/18	8 am to 5 pm	ATC 163
Th/F	1 /24 & 1/25	8 am to 5 pm	ATC 163
M/T	2/25 & 2/26	8 am to 5 pm	ATC 163

8-Hour NEC Code Update

Meets requirement for eight hours of Minnesota State Board of Electricity approved continuing education. Bring 2011 code book to use as a guideline for emphasizing topics of field interest.

8 hours, \$125
Instructor: **Fedie**

Day	Date	Time	Site
M	7/23	8 am to 5 pm	ATC 163
Th	8/23	8 am to 5 pm	ATC 163
M	9/24	8 am to 5 pm	ATC 163
M	10/15	8 am to 5 pm	ATC 163
M	11/26	8 am to 5 pm	ATC 163
M	12/17	8 am to 5 pm	ATC 163
Th	1 /24	8 am to 5 pm	ATC 163
M	2/25	8 am to 5 pm	ATC 163



Low Voltage /Power Limited Continuing Education

Meets requirements for 16 hours of Minnesota State Board of Electricity approved continuing education for renewal of all Low Voltage/Power Limited licenses. Bring 2011 code book to use as a guideline.

16 hours, \$250
Instructor: **Fedie**

Day	Date	Time	Site
M/T	7/23 & 7/24	8 am to 5 pm	ATC 163
Th/F	8/23 & 8/24	8 am to 5 pm	ATC 163
M/T	9/24 & 9/25	8 am to 5 pm	ATC 163
M/W	10/15 & 10/17	8 am to 5 pm	ATC 163
M/T	11/26 & 11/27	8 am to 5 pm	ATC 163
M/T	12/17 & 12/18	8 am to 5 pm	ATC 163
Th/F	1 /24 & 1/25	8 am to 5 pm	ATC 163
M/T	2/25 & 2/26	8 am to 5 pm	ATC 163

Two-Hour NEC Code Update

Meets requirement for two hours of Minnesota State Board of Electricity approved continuing education for renewal of all registered unlicensed Electrical Workers, licensed by the Electrical Licensing and Inspection Unit. Emphasizes topics of field interest according to State Board's interpretation of 2011 code.

2 hours, \$50
Instructor: **Fedie**

Day	Date	Time	Site
M	7/23	5 to 7 pm	ATC 163
Th	8/23	5 to 7 pm	ATC 163
M	9/24	5 to 7 pm	ATC 163
M	10/15	5 to 7 pm	ATC 163
M	11/26	5 to 7 pm	ATC 163
M	12/17	5 to 7 pm	ATC 163
Th	1 /24	5 to 7 pm	ATC 163

RPZ (Reduced Pressure Zone) Cross Connection Control and Backflow Prevention

Get hands-on experience in testing, troubleshooting, and repairing backflow prevention assemblies. Provides training necessary to qualify for Backflow Prevention Tester registration in Minnesota. Licensed plumbers, also qualify for Minnesota Backflow Prevention Rebuilder Registration. Upon successfully course completion, apply for Backflow Prevention Tester registration in 2012, good for two years, and be eligible for registration renewal by taking a one-day update course and test. Backflow prevention assemblies installed in building plumbing system protect potable water from being contaminated by water from building drains, process equipment and other sources of contamination. Annual testing of backflow prevention assemblies is required. Don't wait. In 2013, proposed state rules will require five years of experience in plumbing or a related industry to qualify for RPZ registration.

40 Hours, \$895

Day	Date	Time	Site
M-F	8/13 - 8/17	7:30 am to 5 pm (Monday class starts at 8 am)	ATC

Fundamentals – “I Want to Be a Welder”

Designed to assist in passing a welding certification test. Choose which process and code to test on, and upon successful completion of the weld test, be awarded a document prepared by a CWI certifying you have passed.

PPE Required, \$275 Begins September 2012!

Weekend Welding

Designed to assist in passing a welding certification test. Choose which process and code to test on, and upon successful completion of the weld test, be awarded a document prepared by a CWI certifying you have passed.

PPE Required \$275

Day	Date	Time	Site
S	9/8 - 10/27	7 to 9 am	ATC



OSHA 10-Hour General Industry Outreach Course

Variety of training on general industry safety and health topics for entry-level workers. Emphasizes hazard identification, avoidance, control and prevention. Topics:

- Electrical Safety
- Ergonomics
- Exit Routes/Emergency Plans/Fire Prevention Plans and Fire Protection
- Introduction to Industrial Hygiene/ Bloodborne Pathogens
- Introduction to OSHA
- MN Right-to-Know
- Personal Protective Equipment
- Walking/Working Surfaces
- Safety & Health Programs (AWAIR)

10 hours, \$195

Day	Date	Time	Site
T/Th	8/7 - 8/14	6 to 9:30 pm	ATC

Medical Device/Biomedical Technology

Process and Equipment Validation for Medical Device Industry

Intensive covers key aspects of an essential part of medical device manufacturing and the validation of processes and equipment. Covers key terms and steps in process validation and verification, including qualification steps (IQ,PQ,OQ, etc.), protocol definitions, GHTF guidelines, and selected tools and techniques.

2.40 CEU, \$995

Call 763-433-1200 for more information.

Medical Device Essentials Certificate

New employees or people exploring new careers in this industry can receive this certificate by completing all three courses. 2.88 CEU, \$775 (Save \$52)

Fundamentals of Medical Device Industry

Minnesota is one of the top three locations in the world for development and manufacturing of medical devices. Learn range of devices including origins, essentials and future of this highly-regulated industry.

.96 CEU, \$279
Instructor: **Kravik**

Day	Date	Time	Site
M	9/24	8 am to 4:30 pm	CR D100

Working in a Regulated Environment

Understand key regulations (both US and EU) impacting medical device companies and how they affect your daily work. Learn how ISO 13485 and Medical Device Directives requirements shape QSR's and product development.

.96 CEU, \$279
Instructor: **Buchholz**

Day	Date	Time	Site
T	9/25	8 am to 4:30 pm	CR D100

Technical Writing for Results in Biomedical Industry

Workshop for technicians, engineers, staff and managers who write or supervise the writing of technical papers and reports. Learn writing principles and techniques to present messages effectively, save time and improve writing quality.

.96 CEU, \$279
Instructor: **Zvan**

Day	Date	Time	Site
W	9/26	8 am to 4:30 pm	CR D100

Advanced Medical Device Certificate

Take Principles of cGMP, Creativity and Innovation and Cardiovascular Physiology for \$775 (Save \$62)

Principles of cGMP for Biomedical Operations

Learn how Quality Systems must be designed to prevent FDA citations and improve total operations. Includes styles and formats, document review, team building and analysis of manufacturing procedures.

.96 CEU, \$279
Instructor: **Buchholz**

Day	Date	Time	Site
M	10/1	8 am to 4:30 pm	CR D100

Creativity and Innovation for Life Sciences/Medical Device Industry

Learn processes and tools needed for technological convergence across life sciences sectors and approaches to product development; and techniques to balance industry constraints while encouraging breakthrough creativity.

.96 CEU, \$279
Instructor: **Dowd**

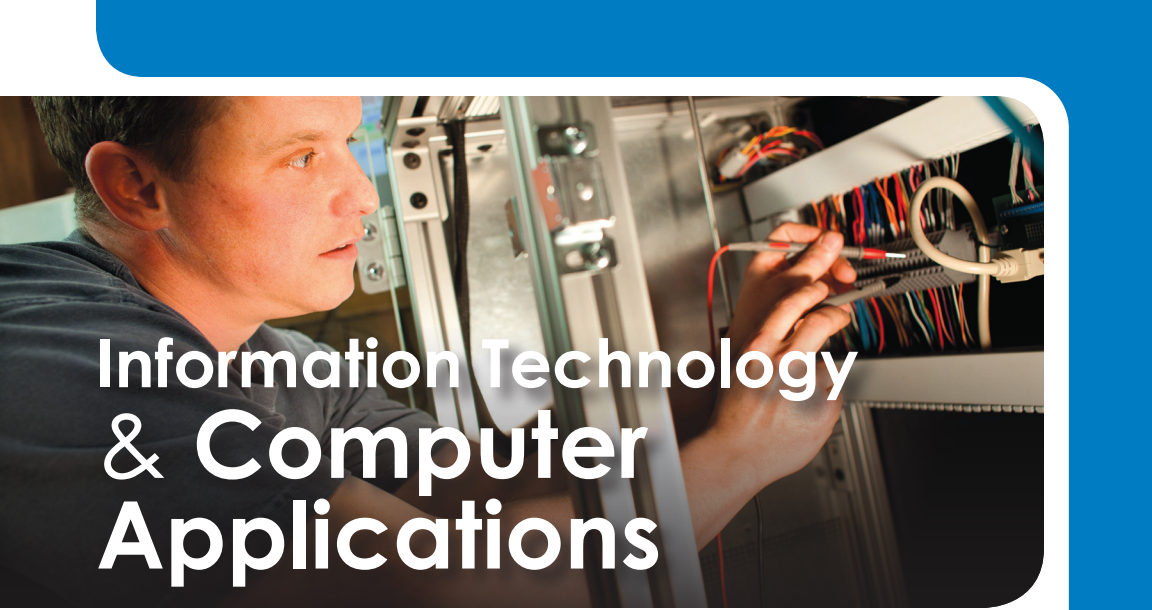
Day	Date	Time	Site
T	10/2	8 am to 4:30 pm	CR D100

Cardiovascular Physiologic and Related Medical Devices

Detailed overview of anatomy and physiology of the heart and blood vessels; review common pathological conditions that are diagnosed and treated. Learn role of devices such as pacemakers, defibrillators, heart valves, catheters, stents and other diagnostic tools.

.96 CEU, \$279
Instructor: **Dowd**

Day	Date	Time	Site
W	10/3	8 am to 4:30 pm	CR D100



Information Technology & Computer Applications

Information Technology

Cisco Certified Network Associate

Install, configure and operate LAN and WAN services for networks, including IP, EIGRP, OSPF, Frame Relay, RIPv2, VLAN, IRP and Ethernet protocols. Focus on practical, real-world exercises and applications, CCNA exam preparation, and implementing Cisco technologies in the workplace. Classes are in a state-of-the-art lab by Cisco-certified industry experts.

11.52 CEU, \$2,850
Instructor: **Blommel**

Day	Date	Time	Site
W/S	9/19 - 12/19 (no class 11/10 & 11/21)	WED 5:30 to 9:30 pm	CR D102
		SAT 8:30 am to 12:30 pm	CR D102

CompTIA A+ Certification

Get the latest skills needed by computer support professionals. This international, vendor-neutral certification is recognized by major hardware and software vendors, distributors and resellers, and confirms technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.

3.84 CEU, \$1,795
Instructor: **Favilla**

Day	Date	Time	Site
T	9/25 - 11/13	5:30 to 9:30 pm	CR D103

Comp TIA Network+

Get the latest skills needed for networking administration and support. Certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support.

3.84 CEU, \$1,795
Instructor: **Favilla**

Day	Date	Time	Site
T	11/20 - 1/22	5:30 to 9:30 pm	CR D103

No class 12/25 and 1/1/13

CompTIA Security+

Gain knowledge of systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. At least two years of on-the-job technical networking experience with an emphasis on security is recommended. CompTIA Network+ certification also recommended.

3.84 CEU, \$1,795
Instructor: **Lucero**

Day	Date	Time	Site
Th	10/11 - 12/6 4/26 - 5/31	5:30 to 9:30 pm	CR D103

Web Design and Development

Web Development Certificate

Develop the visual graphic and design skills required to create compelling Web sites for \$1,450. Web Development Certificate includes:

HTML

Understand internet language and build a Web page with text and links. Learn basic HTML including tags, links, images, tables, forms and page layout.

.96 CEU, \$299

Day	Date	Time	Site
W	9/19 & 9/26	8:30 am to 4:30 pm	CR D103

Dreamweaver I

Industry-standard, Web development and editing tool. Format pages, create tables and insert images. Use tools, menus and palettes.

Prerequisite: HTML or equivalent.
.96 CEU, \$199

Day	Date	Time	Site
W	10/3	8:30 am to 4:30 pm	CR D103

Dreamweaver II

Integrate Dreamweaver with other Web technologies. Use libraries, cascading style sheets, and timelines.

Prerequisite: Dreamweaver I or equivalent.
.96 CEU, \$199

Day	Date	Time	Site
W	10/10	8:30 am to 4:30 pm	CR D103

Dreamweaver III

Integrate and use JavaScripts and Dreamweaver behaviors. Create CSS layers. Add multimedia. Trace layouts and images.

.96 CEU, \$199

Day	Date	Time	Site
W	10/17	8:30 am to 4:30 pm	CR D103

Web Graphics

Enhance Web site with photo editing tools, including image correction, resolution, size, distortion, restoration, design and exportation, and production. Emphasizes technique and aesthetics for Web and non-Web.

.96 CEU, \$199

Day	Date	Time	Site
W	10/24	8:30 am to 4:30 pm	CR D103

HTML 5

Learn new tags in HTML 5 and how to streamline and simplify coding efforts.

.96 CEU, \$199

Day	Date	Time	Site
W	10/31	8:30 to 4:30 pm	CR D103

Web Marketing and Search Engine Optimization

Learn basics of social media, online advertising and Web analytics to make site search engine ready. Emphasis on hands-on application and development of Web site plan.

.96 CEU, \$199

Day	Date	Time	Site
W	11/7	8:30 am to 4:30 pm	CR D103

Create a Web Site with WordPress

Create professional, expandable Web site to support business or personal initiatives. Set up account, launch sites, insert images/media, install plug-ins, create custom themes and navigation menus.

6 hours, \$175

Coming Soon!

Mobile Web Design & Development Fundamentals How to Build an App Part 1

Explore mobile context and unique coding requirements, and interface design techniques to enhance sites for mobile viewing. Learn to design Web systems for mobile devices and optimize them for smaller screens and finger-based interaction. Technologies utilized include HTML5, CSS3 and JavaScript.

12 hours, \$450

Coming Fall 2012!

Computer Applications

Microsoft Office Master Certificate

Gain the knowledge needed to pass Microsoft Office Specialist exams. Certificate requires two levels of Word, Excel and Access, one level of PowerPoint and three elective courses in one year.
\$1,400

Word – Basic

Create and edit documents. Explore tools and menus. Select and edit text, copy and paste. Use Office clipboard and proofing tools. Work with margins and page layout. Create headers, footers and tables.

Prerequisite: Windows Basic or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
T	9/18	8:30 am to 4:30 pm	CR D103
M/W	9/24 & 9/26	5:30 to 9:30 pm	CR D103
T	11/6	8:30 am to 4:30 pm	CR D103

Word – Intermediate

Format and position WordArt and graphics. Create and format Web pages, form letters, labels and other mail merge documents. Create styles and templates, develop multi-page documents. Track, edit and merge changes. compare documents.

Prerequisite: Word Basic or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
Th	10/4	8:30 am to 4:30 pm	CR D103
M/W	10/22 & 10/24	5:30 to 9:30 pm	CR D103
T	11/27	8:30 am to 4:30 pm	CR D103

Word – Advanced

Import and link data. Create, modify forms, charts and diagrams. Create, run macros. Explore XML, graphic and collaboration tools. Customize menu.

Prerequisite: Word Intermediate or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
Th	11/1	8:30 am to 4:30 pm	CR D103
W	12/19	8:30 am to 4:30 pm	CR D103

Access – Basic

Use database tools and menus. Enter and edit records. Create and modify tables, make simple queries, reports and forms. Explore and modify field types.

Prerequisite: Windows, Word Basic or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
T	9/25	8:30 am to 4:30 pm	CR D103
M/W	10/15 & 10/17	5:30 to 9:30 pm	CR D103
M	11/19	8:30 am to 4:30 pm	CR D103

Access – Intermediate

Create multiple tables, sub-forms, forms, reports and queries. Share information with other Office programs. Create and use Data Access Pages.

Prerequisite: Access Basic or equivalent.
.96 CEU, \$169

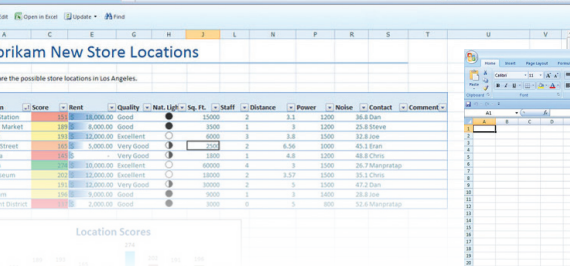
Day	Date	Time	Site
T	10/23	8:30 am to 4:30 pm	CR D103
M/W	11/26 & 11/28	5:30 to 9:30 pm	CR D103
Th	12/6	8:30 am to 4:30 pm	CR D103

Access – Advanced

Use advanced functions and features: check boxes, toggle buttons and conditional formatting. Create custom Help and switchboards. Manage objects. Use macros and modules, understand database documentation options. Explore encryption, startup options, passwords, performance analyzing, replication and splitting options.

Prerequisite: Access Intermediate or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
T	12/11	8:30 am to 4:30 pm	CR D103



Excel – Basic

Create, format and edit worksheets and workbooks for a variety of business functions. Explore tools and menus. Move and copy data. Use formulas and functions. Chart basics and print options.

Prerequisite: Windows Basic or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
Th	9/20	8:30 am to 4:30 pm	CR D103
M/W	10/1 & 10/3	5:30 to 9:30 pm	CR D103
Th	11/8	8:30 am to 4:30 pm	CR D103

Excel – Intermediate

Customize options, toolbars and menus. Work with multiple worksheets and workbooks. Link worksheets. Edit display options, filter and sort lists. Explore advanced charting and formatting options. Use comments and documenting/auditing options. Create and manage templates.

Prerequisite: Excel Basic or equivalent.
.96 CEU, \$169

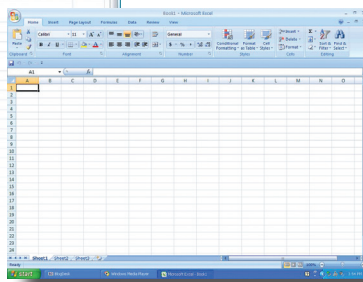
Day	Date	Time	Site
Th	10/11	8:30 am to 4:30 pm	CR D103
M/W	11/5 & 11/7	5:30 to 9:30 pm	CR D103
Th	11/29	8:30 am to 4:30 pm	CR D103

Excel – Advanced

Use text and information functions. Create array functions and custom charts and lists. Use advanced editing and formatting features. Share and protect information. Analyze data using add-ins, reports and statistical analysis tools.

Prerequisite: Excel Intermediate or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
F	11/16	8:30 am to 4:30 pm	CR D103
M	12/17	8:30 am to 4:30 pm	CR D103



OneNote

Manage, organize and share data quickly and efficiently. Write down notes, thoughts, minutes and reminders in this free-form electronic notebook. Unlike a paper notebook, add, move or delete anything from any source on pages. Drag text, graphics and images of any file type onto the open canvas. Investigate uses and never write a sticky note or use a notebook again!

3 hours, \$65

Coming Soon!

Outlook

Create, format and send messages with attachments and signatures. Organize and store messages. Schedule appointments, meetings and events. Print calendars. Create and organize contact lists and tasks. Share information; work offline and customize options.

Prerequisite: Working knowledge of Windows.
.96 CEU, \$189

Day	Date	Time	Site
Th	10/18	8:30 am to 4:30 pm	CR D103

PowerPoint – Basic

Create, edit and view presentations. Use AutoContent wizard and PowerPoint masters. Add slide headers and footers. Draw, modify, align and group objects. Enhance presentations with charts, graphics and automation.

Prerequisite: Windows experience.
.96 CEU, \$169

Day	Date	Time	Site
Th	9/27	8:30 am to 4:30 pm	CR D103
M/W	10/8 & 10/10	5:30 to 9:30 pm	CR D103
T	11/13	8:30 am to 4:30 pm	CR D103

PowerPoint – Intermediate

Edit and format charts. Add sound, pictures, animation and hyperlinks to create custom show. Link and embed Word and Excel objects. Use Meeting Minder and Pack and Go Wizard.

Prerequisite: PowerPoint Basic or equivalent.
.96 CEU, \$169

Day	Date	Time	Site
T	10/16	8:30 am to 4:30 pm	CR D103
M/W	11/19 & 11/21	5:30 to 9:30 pm	CR D103
T	12/4	8:30 am to 4:30 pm	CR D103

More dates coming soon!

Publisher

Create publications using text boxes, ruler guides, pictures, objects and master pages. Insert, delete and proof pages. Format text and paragraph flow. Modify, save and prepare publications.

.96 CEU, \$189

Day	Date	Time	Site
T	10/9	8:30 am to 4:30 pm	CR D103
M/W	12/3 & 12/5	5:30 to 9:30 pm	CR D103

Project

Create, edit, format and print project plans. Manage task lists. Set up and assign resources. Track task progress. Fine-tune project plans and details, view and report project status, share information with other programs. Customize Project options.

.96 CEU, \$359

Day	Date	Time	Site
W/Th	9/12 & 9/13	8:30 am to 4:30 pm	CR D103

Visio

Use stencils, objects, and master shapes to create flow charts, organizational charts, or room diagrams.

Prerequisite: Working knowledge of Windows.

.96 CEU, \$189

Day	Date	Time	Site
W	11/21	8:30 am to 4:30 pm	CR D103

SharePoint

Discover SharePoint interface, how to navigate SharePoint site, lists and libraries, upload and add content, version control, edit pages, create views and custom navigation.

1.92 CEU, \$359

Day	Date	Time	Site
W/Th	11/14 & 15	8:30 am to 4:30 pm	CR D103

Print Design

Desktop Publishing

Use InDesign and Publisher to design and create newsletters, brochures, business and personal documents and flyers. Topics include graphics, page layout, publication design and text. Basic computer skills required, but no prior knowledge of Publisher or InDesign.

6 hours, \$175

Coming Soon!

Acrobat Professional

Deliver professional documents. Apply permission and passwords to sensitive documents. Manage interactive document review. Create and manage forms.

.96 CEU, \$199

Coming Soon!

Photoshop

Learn basic Photoshop techniques for creating and optimizing images for Web. Learn about layers and text, retouching and fixing images, and collage techniques. Concepts learned apply to other imaging tools as well (including Photoshop Elements, with a similar user interface and features).

6 hours, \$160

Coming Soon!

Photoshop Extended

Explore approaches to creating special effects. Use special features: creating composite images, layer masks, layer styles, adjustment layers, vector shapes, blending modes and clipping masks, creating animated GIFs, feathering selections and saving in Web-friendly formats.

6 hours, \$160

Coming Soon!



Quickbooks and Business Accounting Series

Bolster your understanding of business accounting principles while learning how to manage your financial transactions with Quickbooks. Choose from individual courses or take all four sessions for only \$550.

Instructor: Wise

Day	Date	Time	Site
F	10/5 - 10/26	8:30 to 11:30 am	CR D103

Introduction to QuickBooks

Manage small business accounting. Understand QuickBooks tools and functions, set up QuickBooks, create a company, create a chart of accounts, enter opening balances and set up company lists.

.36 CEU, \$149

Instructor: Wise

Day	Date	Time	Site
F	10/5	8:30 to 11:30 am	CR D103

Entering Sales Receipts and Invoices

Learn how to manage receivable functions with QuickBooks: explore sales forms and templates, customize forms, create and record sales data.

.36 CEU, \$149

Instructor: Wise

Day	Date	Time	Site
F	10/12	8:30 to 11:30 am	CR D103

Handling Bills and Expenses

Learn expense-handling tools and options in QuickBooks. Topics include: bill-handling techniques, writing automated and manual checks, managing accounts payable and reconciling checking accounts.

.36 CEU, \$149

Instructor: Wise

Day	Date	Time	Site
F	10/19	8:30 to 11:30 am	CR D103

Working with Other Accounts and Sales Tax

Learn to use QuickBooks to manage and reconcile credit card transactions, handle pre-paid expenses, organize fixed assets, enter depreciation, record loan payments, and set up, track and pay sales taxes.

.36 CEU, \$149

Instructor: Wise

Day	Date	Time	Site
F	10/26	8:30 to 11:30 am	CR D103

Add QuickBooks Payroll to the series for a total of \$750 (Save \$95)

QuickBooks Payroll

Use QuickBooks to effectively manage your payroll. This two-session course includes: setting up payroll accounts and items, creating employee templates, and payroll forms (941, W2 and W3), paying salaries, wages and taxes/liabilities, reviewing and correcting payroll checks, and troubleshooting and customizing payroll functions.

.72 CEU, \$249

Instructor: Wise

Day	Date	Time	Site
F	11/2 & 11/9	8:30 to 11:30 am	CR D103

Photo: Shawn Wallace



Personal Interest



Motorcycle & Moped Training

Basic Rider Course (BRC)

Designed for beginner but suitable for motorcycle riders of all skill levels. Motorcycle Safety Foundation (MSF) supplies curriculum and materials. Instructors are MSF-certified. Includes classroom and on-cycle instruction; personalized coaching; and several hours of practice riding. Motorcycles are provided free of charge! Riders 18 years and older can earn motorcycle license endorsement.

17.5 hours, \$160

NEW! to Anoka-Ramsey Cambridge Campus! Classes are Wednesday evenings with Saturday and Sunday training morning and afternoon options at **Cambridge Campus** and **Anoka Technical College** Campus. Visit Web site for dates: AnokaRamsey.augusoft.net or call 763-433-1200.

Basic Rider Course (BRC) 2

Consists of only riding exercises to reinforce basic skills on your own motorcycle. Passengers permitted with a licensed operator on a personal motorcycle. Students cannot earn motorcycle endorsement through this course.

5 hours, \$55

Day	Date	Time	Site
W	8/22	3:30 to 8:30 pm	ATC

Basic Motorcycle Maintenance

Hands-on course designed for new riders or people who want to know basic motorcycle maintenance. Learn techniques from pre-ride inspection on the road to winterizing your motorcycle. Topics include basic adjustments, oil changing, clutch adjustment, belt/chain adjustment, brake inspection and adjustment and general bike problem solving. (ATC policy does not permit instructors to adjust or repair student's bikes.) Bring your bike manual and any tools supplied with your bike to class.

4 hours, \$65

Day	Date	Time	Site
S	8/25	8 am to noon	ATC
M	9/24	6 to 10 pm	ATC
S	10/13	8 am to noon	ATC

Moped Course

Offered during classroom portion of BRC with additional handouts. Required for anyone who wishes to obtain a motorized bicycle operator's instruction permit. To ride safely, moped riders need same mental strategies as a motorcyclist. Benefits anyone who wants to ride on two wheels.

4.5 hours, \$35

Visit online course schedule for dates through October. For classes at ATC visit: <http://anokatech.augusoft.net> or call 763-576-4800 For classes at CC visit: AnokaRamsey.augusoft.net or call 763-433-1200.

Languages

Spanish Basics I

Provides opportunity to learn the basics of Spanish language including pronunciation, grammatical forms, rules, common phrases, vocabulary and new confidence.

1.44 CEU, \$89

Day	Date	Time	Site
Th	10/11 - 11/15	6:30 to 8:30 pm	CR D100

Publishing

How to Publish Your Book Without Going Broke

Demystify the process of publishing with step-by-step advice on how to publish your books independently, for a fraction of the cost charged by self-publishers, allowing you to maximize your profit selling them. Get instructions about publishing electronically and suggestions for marketing and distributing your book. Instructor is an independent publisher with her own publishing business and books listed on Kindle as well.

.36 CEU, \$49

Instructor: **Anderson**

Day	Date	Time	Site
W	9/19	1 to 4 pm	CR D100

Retirement Planning

Retirement Planning Today

Discover five strategies to manage investments, 11 ways to save money on taxes and questions to ask before buying insurance. Learn how to save for your retirement.

.72 CEU, \$49

Instructor: **Pace**

Day	Date	Time	Site
Th	9/27 & 10/4	6:30 to 9:30 pm	CR D100
T	10/2 & 10/9	6:30 to 9:30 pm	CR D100

Looking for More?

Professional and Workforce Training through Anoka Technical College and Anoka-Ramsey Community College is always looking for ways to better serve you.

Please watch for more personal interest courses, such as art, more languages, retirement planning and more, in the future.

If you have suggestions for courses that you would like to see offered, please contact us. We strive to be your partner in education!

Businesses Looking for More?

Our program directors work with businesses and organizations to customize program and courses.

We provide quality customer training with comprehensive solutions and results that matter.

Contact us today at
763-433-1200



Professional & Organizational Development

Essential Business Skills

Anger Management

Learn to reduce both your emotional feelings and physiological arousal that anger causes. You can't get rid of things or people that enrage you, nor can you change them, but you can learn to control your reactions. Strategies for controlling anger so it does not control you.

.96 CEU, \$219
Instructor: **Welchlin**

Day	Date	Time	Site
Th	10/4	8:30 am to 4:30 pm	CR

Instructor: **Welchlin**

F	2/1	8:30 am to 4:30 pm	CR
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Business Writing

Learn to write emails and letters that are clear, concise and persuasive that are necessary to good business writing in fast-paced, information-overloaded workplaces.

.96 CEU, \$219
Instructor: **Zvan**

Day	Date	Time	Site
W	9/19	8:30 am to 4:30 pm	CR
W	2/20	8:30 am to 4:30 pm	CR

Customer Service

Learn tips and techniques to make the most of business contacts, essential phone etiquette and email skills to provide excellent customer service.

.96 CEU, \$219
Instructor: **Bower**

Day	Date	Time	Site
Th	10/25	8 am to 4 pm	CR

Work Life Balance/Stress Management

Develop understanding, skills and confidence to put your personal and organizational strategies into action. Learn stress, change and time management techniques, specifically related to you.

.96 CEU, \$219
Instructor: **Bower**

Day	Date	Time	Site
Th	9/27	8 am to 4 pm	CR
Th	1/24	8 am to 4 pm	CR





Career Development

Transitions

Should I stay or should I go? Look for a new job or stay in your current job? Learn the answers to these questions as you learn techniques to help evaluate your current situation before moving on.

\$89

Instructor: **Kronholm**

Day	Date	Time	Site
W	9/27	5:30 to 8:30 pm	CR

Finding Your Direction – Getting Your Career Started for 20+ College Grads

Perfect for recent graduates transitioning into the workforce. Learn to identify what you bring to a job, how to effectively network and how to market yourself to stand out from the crowd.

1.08 CEU, \$219

Instructor: **Kronholm**

Day	Date	Time	Site
T	4/16, 4/23 & 4/30	5:30 to 8:30 pm	CR

New Directions – Classes/Program for 40+ Career Changers

Examine your next stage of life, discover a new purposeful direction and plan for a career/life work transition.

\$349

Instructor: **Kronholm**

Day	Date	Time	Site
Th	1/17, 1/24, 1/31 & 2/7	5:30 to 8:30 pm	CR

Franchising As A Career Alternative

Learn about how to start run your own business. Opening a franchise could be your best opportunity for success. Provides information needed to begin taking steps to control your own destiny. Topics:

- Franchise opportunities including industry categories and investment levels.
- Assessment strategies to determine if franchising is right for you.
- Common franchising myths and misconceptions.
- Understanding the pros and cons of owning a business.
- How to find a franchise that is recession resistant.
- Understanding financing options.
- Legal regulations that protect the buyer.

.24 CEU, \$25

Instructor: **Hartzell**

Day	Date	Time	Site
T	9/18	6:30 to 8:30 pm	CR

Leadership & Supervisory Management

Business Partners Group (BPG)

Unique professional business education and networking experience for business professionals, managers, leader, business owners, or if you work for public, private or non-profit organization. The 1.5 hour meeting is packed with education, round table discussions and networking not found anywhere else!

BPG Benefits:

- Flexibility – designed to fit your schedule and professional development needs
- Education relevant to business professionals
- Reasonably priced–no annual membership fees or referral obligations
- Meet new business professionals each month

Registration begins at 7:15 am
\$25 (includes breakfast and education)

Day	Date	Time	Site
TH	9/13, 10/11, 11/8, 1/10, 2/21, 3/21, & 4/18	7:30 to 9 am	CR

Coaching & Mentoring for Managers

Learn the art and practices of coaching and mentoring. These critical skills help all supervisors and managers inspire individual employee performance, promote maximum profitability and reduced turnover. .

.96 CEU, \$219

Instructor: **Brynteson**

Day	Date	Time	Site
Th	11/15	8 am to 4:30 pm	CR
T	1/22	8 am to 4:30 pm	CR

Developing Emerging Leaders – The Brand of You (Juniors, Seniors, PSEO Students)

High school or PSEO students discover your personal brand. Focus on how you want to “show up” in the world and discover the unique gifts and talents you bring to relationships in class and with employers. Understand the outward experience of their brand, and reflect inwardly on the purpose, vision and values that drive you to achieve your goals and take action for your future.

Upon the conclusion of the class, a certificate of completion will be mailed to you.

Learn

- Influential ways in your professional and personal life to cultivate the leader within
- Define what you believe in and stand for as you prepare for the next stage in life
- Define what you want to create for your professional life that is alignment with your personal values.

.36 CEU, \$89

Call for pricing 763-576-4775

Instructor: **McNally**

Day	Date	Time	Site
W	10/24	5 to 8 pm	CR

Employee Engagement

Leaders at all levels benefit from learning how to energize the people in their organization to achieve extraordinary results. Learn key factors that directly contribute to employee engagement, recognize how to engage specific groups and individuals, and implement a process for increasing engagement within your team.

.48 CEU, \$99

Instructor: **Brynteson**

Day	Date	Time	Site
W	10/17	8 am to noon	CR
M	3/18	8 am to noon	CR

Generations at Work

Designed to provide employees the knowledge to understand new workplace diversity. Provides important skills to successfully participate on a productive team that spans generational boundaries. Examines reality of multi-generational workforce; methods of assessing generational friendliness in the organization and how to create a welcoming environment. Learn creative strategies to diffuse generational tensions between Veterans, Boomers, Xers and Generation Y and how to retain workers across the age span. Examine how continuous learning provides the key to satisfied and productive workers.

.36 CEU, \$89

Instructor: **Plachecki**

Day	Date	Time	Site
Th	10/25	6 to 9 pm	CR

Managing Change

Understand and respond to change in the workplace, effectively lead others through the process, and make the transition of “becoming different” a little easier. Change, at an individual or organizational level, is simply the process of becoming different. Change is neither good nor bad, but it invokes emotional and stress-related responses that may negatively impact morale and productivity.

.96 CEU, \$219

Instructor: **Welchlin**

Day	Date	Time	Site
Th	11/1	8:30 am to 4:30 pm	CR
Th	3/7	8:30 am to 4:30 pm	CR

Leadership & Management

Management Mastery: Hands-on Leadership Skills

Designed to develop new managers, or for current managers who want to enhance team performance. Using six stackable training modules, the accelerated learning techniques maximize performance by providing critical skills that create tangible business results. Sessions build on each other, bringing prior topics into the curriculum. Provides opportunities for growth based on eight universal competencies of management and leadership.

Produce organizational results by:

- Increasing awareness of generational diversity
- Increasing employee retention
- Increasing team productivity
- Increasing manager's capacity to be effective with direct reports
- Decreasing turnover and "sick" days
- Attracting best talent to your organization

Tuition: \$1,995 (Early registration discounts are available)

Day	Date	Time	Site
T	9/11 - 11/13	9 am to 4 pm	ATC Rm 163

Session 1 Leader vs. Manager: 9/11, 2012

Session 2 Cross-Generational Management: 9/25, 2012

Session 3 Coaching/Mentoring: 10/9, 2012

Session 4 Task Management: 10/23, 2012

Session 5 Engaged Employees: 11/6, 2012

Session 6 Team Building 101: 11/13, 2012

Leadership Academy 2013

Designed specifically for emerging and talented leaders in business, organizations and government agencies to enhance critical thinking, problem-solving and ethical decision making skills, knowledge and understanding about local issues, and the political process and best leadership practices in business and government.

Over a five-month period, attend six full-day sessions to examine who you are now and where you want to be as a leader. All course materials and meals are included. Graduate from the Leadership Academy with a certificate of completion, new ideas and greater skills.

5.76 CEU, \$1,500.

Day	Date	Time	Site
Th	2/14, 3/14, 4/11, 5/2, 5/23 & 6/6	8:30 am to 4 pm	CR

Sustainable Leadership

The chicken or the egg? A sustainable leader or a sustainable workplace? We can't have one without the other. How do we adapt our leadership strategies to meet the challenges of an evolving global environment and the values of a changing workforce?

A sustainable organization understands how to minimize risk and find opportunities, and has a thorough understanding of the changing attitudes of today's generation of workers. These ideas are integrated into the traditional leadership areas of problem solving, decision making, conflict resolution and coaching.

Learn:

- A practical framework for sustainable leadership
- A process for problem solving, conflict resolution and coaching
- How to manage people through the change process

.96 CEU, \$349

Instructor: **Fernandez**

Day	Date	Time	Site
W	10/24	8 am - 4 pm	CR

Online Learning



Attend classes from anywhere at anytime. Maybe your company needs to provide your employees with the same consistent training on a new product or service. Or maybe you want traditional face-to-face instruction with an online component that your staff can access long after the course is over. Browse our online courses.

Whatever your situation, Professional and Workforce Training can provide an online training solution to fit your needs. AnokaRamsey.augusoft.net

Individual Short-Term Courses

Accounting

- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to Crystal Reports
- Introduction to Crystal Reports 10
- Introduction to Peachtree Accounting 2009
- Introduction to Peachtree Accounting 2012
- Introduction to QuickBooks 2009
- Introduction to QuickBooks 2010
- Introduction to QuickBooks 2011
- Introduction to QuickBooks 2012
- Performing Payroll in QuickBooks 2009
- Performing Payroll in QuickBooks 2010
- Performing Payroll in QuickBooks 2011
- Performing Payroll in QuickBooks 2012
- QuickBooks 2009 for Contractors
- QuickBooks 2010 for Contractors
- QuickBooks 2011 for Contractors
- QuickBooks 2012 for Contractors

Business Communication and Leadership

- Achieving Success with Difficult People
- Building Teams That Work
- Effective Business Writing
- Individual Excellence
- Interpersonal Communication
- Keys to Effective Communication
- Leadership
- Mastering Public Speaking
- Writing Essentials

Business Fundamentals

- Employment Law Fundamentals
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Fundamentals of Technical Writing
- Mastery of Business Fundamentals
- Six Sigma: Total Quality Applications
- Total Quality Fundamentals

Business Software

- Introduction to Adobe Acrobat 9
- Introduction to Adobe Acrobat X
- Introduction to Microsoft Project 2007

General Business and Management

- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Business Finance for Non-Finance Personnel
- Creating a Successful Business Plan
- Distribution and Logistics Management
- Going Green at the Workplace
- Help for the Helpdesk
- Introduction to Business Analysis
- Managing Customer Service
- Manufacturing Applications
- Manufacturing Fundamentals
- Nonprofit Fundraising Essentials
- Purchasing Fundamentals
- Supply Chain Management Fundamentals
- Understanding the Human Resources Function

Project Management

- High Speed Project Management
- Introduction to Microsoft Project 2010
- PMP® Certification Prep 1
- PMP® Certification Prep 2
- Project Management Applications
- Project Management Fundamentals
- Six Sigma: Total Quality Applications
- Total Quality Fundamentals

Classroom Computing

- Creating a Classroom Web Site
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft Excel 2010 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft PowerPoint 2010 in the Classroom
- Microsoft Word 2007 in the Classroom
- Microsoft Word 2010 in the Classroom
- Teaching Smarter With SMART Boards
- The Classroom Computer
- Using the Internet in the Classroom
- Web 2.0: Blogs, Wikis, and Podcasts

Languages

- Introduction to Teaching ESL/EFL
- Enhancing Language Development in Childhood
- Grammar for ESL
- Practical Ideas for Adult ESL/EFL Classroom
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Teaching ESL/EFL Grammar
- Teaching ESL/EFL Vocabulary
- Writing for ESL

Mathematics

- Introduction to Algebra
- Math Refresher
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Teaching Math: Grades 4-6

Reading and Writing

- Creating K-12 Learning Materials
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Teaching ESL/EFL Reading
- Teaching Writing: Grades 4-6

Science

- Teaching Science: Grades 4-6

Tools for Teachers

- A to Z Grant Writing
- Advanced Web Pages
- Creating Classroom Centers
- Creating the Inclusive Classroom: Strategies for Success
- Creating Web Pages
- Differentiated Instruction in the Classroom
- Differentiating K-12 Assessments
- Empowering Students With Disabilities
- Get Assertive!
- Grammar Refresher
- Handling Medical Emergencies
- Homeschool With Success
- Leadership
- Praxis I Preparation
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Smarter With SMART Boards
- Teaching Students With ADHD
- Teaching Students With Autism: Strategies for Success
- Teaching Students With Learning Disabilities
- The Creative Classroom
- The Differentiated Instruction and Response to Intervention Connection
- Understanding Adolescents
- Writing Essentials

Law and Legal

- Employment Law Fundamentals
- Introduction to Criminal Law
- Legal Nurse Consulting
- Spanish for Law Enforcement
- Workers' Compensation

Paralegal

- Explore a Career as a Paralegal
- Real Estate Law

Test Preparation

- LSAT Preparation - Part 1
- LSAT Preparation - Part 2

Sales and Marketing

- Achieving Top Search Engine Positions
- Business and Marketing Writing
- Designing Effective Websites
- Effective Business Writing
- Effective Selling
- Help for the Helpdesk
- Interpersonal Communication
- Keys to Effective Communication
- Leadership
- Marketing Your Business on the Internet
- Mastering Public Speaking
- Professional Sales Skills

Start Your Own Business

- Creating a Successful Business Plan
- Get Paid to Travel
- Growing Plants for Fun and Profit
- Introduction to Interior Design
- Introduction to Internet Writing Markets
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Real Estate Investing
- Real Estate Investing II: Financing Your Property
- Secrets of Better Photography
- Secrets of the Caterer
- Small Business Marketing on a Shoestring
- Start a Pet Sitting Business
- Start and Operate Your Own Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Start Your Own Small Business
- Starting a Consulting Practice
- Travel Photography for the Digital Photographer
- Wow, What a Great Event!
- Writing and Selling Self-Help Books

Arts

- Drawing for the Absolute Beginner
- Introduction to Digital Scrapbooking
- Introduction to Guitar
- Music Made Easy
- Pleasures of Poetry

Family

- Assisting Aging Parents
- Genealogy Basics
- Managing Life as a Single Parent

Learn a New Skill

- Empowering Students With Disabilities
- Going Green at Home
- Going Green at the Workplace
- Grammar Refresher
- Handling Medical Emergencies
- Help for the Helpdesk
- Homeschool With Success
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Algebra
- Introduction to Chemistry
- Introduction to Interior Design
- Introduction to Natural Health and Healing
- Math Refresher
- Merrill Ream Speed Reading
- Start Your Own Edible Garden
- Start Your Own Gift Basket Business
- Wow, What a Great Event!

Personal Excellence

- Achieving Success with Difficult People
- Get Assertive!
- Get Funny!
- Get Paid to Travel
- Individual Excellence

- Interpersonal Communication
- Introduction to Biology
- Keys to Effective Communication
- Leadership
- Listen to Your Heart, and Success Will Follow
- Lose Weight and Keep It Off
- Mastering Public Speaking
- Skills for Making Great Decisions
- Twelve Steps to a Successful Job Search

Writing

- Introduction to Journaling
- Resume Writing Workshop
- Write and Publish Your Nonfiction Book
- Write Your Life Story

Career Training Certificates

Business and Professional

- Certified Alternative Dispute Resolution Specialist: 240 hrs
- Certified Bookkeeper: 120 hrs
- Certified Global Business Professional: 400 hrs
- Certified Mediator: 20 hours
- Certified National Pharmaceutical Representative: 120 hrs
- Chartered Tax Professional: 180 hrs
- Entrepreneurship: Start-Up and Business Owner Management: 360 hrs
- Grant Writing: 300 hrs
- Legal Secretary: 350 hrs
- Marketing Design Certificate: 420 hrs
- Non-Profit Management: 300 hrs
- Paralegal: 300 hrs
- Pay Per Click Marketing: 150 hrs
- Payroll Practice and Management: 80 hrs
- Purchasing and Supply Chain Management: 300 hrs
- Records Management Certificate: 180 hrs
- Search Engine Marketing: 250 hrs
- Search Engine Optimization: 150 hrs
- Technical Writing: 80 hrs

Health Care and Fitness

- Administrative Dental Assistant: 150 hrs
- Administrative Medical Specialist with Medical Billing and Coding: 300 hrs
- Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology: 360 hrs
- Advanced Coding for the Physician's Office: 80 hrs
- Advanced Hospital Coding and CCS Prep: 80 hrs
- Advanced Personal Fitness Trainer: 400 hrs
- Clinical Dental Assistant: 240 hrs
- Emergency Management Training for First Responders: 300 hrs
- Fitness Business Management: 200 hrs

Health and Fitness cont.

- ICD-10 Medical Coding: Preparation and Instruction for Implementation: 200 hrs
- Medical Billing and Coding: 240 hrs
- Medical Billing and Coding + Medical Terminology: 300 hrs
- Medical Terminology: 60 hrs
- Medical Transcription: 240 hrs
- Medical Transcription + Medical Terminology: 300 hrs
- Nutrition for Optimal Health, Wellness and Sports: 200 hrs
- Personal Fitness Trainer: 250 hrs
- Personal Training and Group Exercise Training for Older Adults: 200 hrs
- Pharmacy Technician: 300 hrs
- Veterinary Assistant: 240 hrs
- Women's Exercise Training/Wellness: 200 hrs
- Certified Wedding Planner: 300 hrs
- Event Management and Design: 300 hrs
- Travel Agent Training: 200 hrs

IT and Software Development

- 3ds max: 300 hrs
- AutoCAD 2011: 150 hrs
- AutoCAD 2011 With AutoCAD 3D: 230 hrs
- AutoCAD 3D: 80 hrs
- AutoCAD 3D, Software Included Cisco® CCNA® Certification: 100 hrs
- CompTIA™ A+ Certification: 150 hrs
- CompTIA™ Network+ Certification: 80 hrs
- CompTIA™ Security+ Certification: 80 hrs
- Forensic Computer Examiner: 150 hours
- Help Desk Analyst: Tier 1 Support Specialist: 80 hrs
- Microsoft Access 2007: 35 hrs
- Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP): 200 hrs
- Microsoft Certified IT Professional: Server Administrator (MCITP): 240 hrs
- Microsoft Certified System Administrator 2003 (MCSA): 440 hrs
- Microsoft Certified System Administrator Plus 2003 (MCSA+): 340 hrs
- Microsoft Certified System Engineer 2003 (MCSE): 700 hrs
- Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS): 480 hrs
- Microsoft Excel 2007: 35 hours
- Microsoft Office Specialist 2003: 120 hrs
- Microsoft Office Specialist 2007: 240 hrs
- Microsoft Outlook 2007: 35 hrs
- Microsoft PowerPoint 2007: 35 hrs
- Microsoft Project 2007: 60 hrs
- Microsoft Project 2007, Standard Edition Software Included: 60 hrs
- Microsoft Web Developer Microsoft Word 2007: 35 hrs
- RFID (Radio Frequency Identification) on the Web™: 70 hrs
- Web Database Developer: 267 hrs
- Webmaster: 150 hrs

Management and Corporate

- Lean Mastery: 60 hrs
- Management for IT Professionals: 390 hrs
- Management Training: 360 hrs
- Project Management: 40 hrs
- Project Management with Microsoft Project 2007: 100 hrs
- Project Management with Microsoft Project 2007, Standard Edition Software Included: 100 hrs
- Six Sigma Black Belt: 200 hrs
- Six Sigma Green Belt: 100 hrs
- Understanding Earned Value Management: 30 hrs

Media and Design

- Digital Arts Certificate: 420 hrs
- Fine Arts Certificate: 420 hrs
- Game Art Certificate: 420 hrs
- Graphic Design with Photoshop CS4: 200 hrs
- Graphic Design With Photoshop CS5 Training: 200 hrs
- Graphic Design With Photoshop CS5 Training, Software Included: 200 hrs
- Multimedia Arts Certificate: 420 hrs
- Residential Interior Designer: 120 hrs
- Video Game Design and Development: 500 hrs
- Web Design Certificate: 420 hrs

Skilled Trades and Industrial

- Biofuel Production Operations: 400 hrs
- Carpentry: 80 hrs
- Certified Architectural Glass Technician: 170 hrs
- Certified Auto Glass Technician: 120 hrs
- Certified Window and Door Installer: 120 hrs
- Chemical Plant Operations: 400 hrs
- Freight Broker/Agent Training: 150 hrs
- Home Inspection Certificate: 200 hrs
- HVAC Technician: 320 hrs
- Natural Gas Plant Operations: 400 hrs
- Oil Refinery Operations: 400 hrs
- Paper Mill Operations: 400 hrs
- Power Plant Operations: 400 hrs
- Pulp Mill Operations: 400 hrs

Sustainable Energy/Going Green

- Building Analyst Quick Start Program: 60 hrs
- Certified Green Supply Chain Professional: 60 hrs
- Certified Indoor Air Quality Manager: 16 hrs
- Certified Indoor Environmentalist: 32 hrs
- Performing Comprehensive Building Assessments: 30 hrs
- Principles of Green Buildings: 30 hrs
- Senior Certified Sustainability Professional: 110 hrs
- Solar Power Professional: 120 hrs
- Wind Energy Apprentice: 240 hrs

Transferrable Courses and Programs

Along with the non-credit programs listed in this schedule, Anoka Technical College and Anoka-Ramsey Community College also offer credit earning, accredited certificates, diplomas and degrees that transfer to most other accredited institutions in the U.S.



Degrees, Certificates, Diplomas, Generals (MnTC), & Transfer

GENERALS (MnTC MINNESOTA TRANSFER CURRICULUM)

Credit classes to transfer into a four-year degree program.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

A specialized two-year degree that combines a liberal arts education with career-specific classes.

DIPLOMAS

A two-year program awarded for the successful completion of a program for specific employment skills beyond a certificate.

ADVANCED DEGREES

CERTIFICATES

Training and courses in in-demand career fields leading to or enhancing employment.

Degrees, Certificates, Generals (MnTC), & Transfer

GENERALS (MnTC MINNESOTA TRANSFER CURRICULUM)

Credit classes to transfer into a four-year degree program.

ASSOCIATE IN ARTS DEGREE (AA)

A general two-year degree. Students can choose to concentrate in select areas, also transfers.

ASSOCIATE IN SCIENCE DEGREE (AS)

A two-year degree in a specific field, also transfers.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

A specialized two-year degree that combines a liberal arts education with career-specific classes.

ASSOCIATE IN FINE ARTS DEGREE (AFA)

A two-year degree available in Art, Music or Theatre to transfer into a four-year program.

ADVANCED DEGREES

CERTIFICATES

Training and courses in in-demand career fields leading to or enhancing employment.

How to Register

Online

For **Anoka** classes visit: AnokaTech.augusoft.net

For **Coon Rapids** and **Cambridge** classes visit: AnokaRamsey.augusoft.net

You will need to set up separate student profiles for Anoka Technical College and Anoka-Ramsey Community College (**Coon Rapids** and **Cambridge**) to register. Register EARLY! If a class is full, please sign up for the waiting list for possible openings.

By Mail

For Anoka (ATC) classes make checks payable to: Anoka Technical College and mail your registration with check, money order or credit card information to:

Professional and Workforce Training
1355 West Highway 10
Anoka, MN 55303

For Coon Rapids and Cambridge classes mail your registration with check, money order or credit card information to:

Business Office/CEU Registration
Professional and Workforce Training
11200 Mississippi Boulevard NW
Coon Rapids, MN 55433-3499

By Fax

763-433-1201

Fax your registration and credit card information.

In Person

Visit the campuses 8:00 a.m. to 4:30 p.m. M - Th and 8:00 to 11:30 a.m. on F.

By Phone

763-433-1200

Confirmation

You are enrolled in a class upon receipt of registration with payment and will be notified if a class is filled, postponed or cancelled. Confirmations are provided via email if an email address is provided with registration.

Cancellation/Refund Policies

The colleges reserve the right to cancel, postpone and reschedule class offerings, change locations and substitute instructors when necessary. Should a class be canceled due to insufficient enrollment, a full refund will be given. You will be notified by email or telephone if your class is canceled.

All other refunds vary per location. Please visit our web site for information.

Name _____
First Last MI

Address _____

City _____ State _____

Zip _____ County _____

Day Phone _____ Eve Phone _____

Email _____

Have you previously attended: ATC ARCC
 any MnSCU college

I give my permission to ATC and ARCC to be included on the email mailing list.

Signature _____ Date _____

Course Information

Course Name	Date	Fee
Total		\$

Method of Payment

Check Visa MasterCard Discover 3rd Party
(Anoka-Ramsey only)

Card Number _____ Expiration Date _____

Cardholder's Signature/Authorized Signature _____ Today's Date _____

Third Party Information

Company Name/Workforce Center _____

Phone _____

Counselor _____

Professional & Workforce Training



Register today!

Courses offered at:

Anoka Technical College
1355 W Hwy 10, Anoka, MN 55303

**Anoka-Ramsey Community College
Coon Rapids Campus**
11200 Mississippi Blvd NW, Coon Rapids, MN 55433

**Anoka-Ramsey Community College
Cambridge Campus**
300 Spirit River Dr S, Cambridge, MN 55008

Courthouse Square (Cambridge)
237 2nd Ave NW, Cambridge, MN 55008

**Call 763-433-1200 or visit:
ProWorkTraining.com**

Anoka-Ramsey Community College
11200 Mississippi Blvd NW
Coon Rapids, MN 55433

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