2020 Course Schedule
Continuing Education and Workforce Training

southeastmn.edu/training
About Continuing Education and Workforce Training
at Minnesota State College Southeast

Customized Training
Creating the solution that fits
We are proud to deliver training and education solutions that help your organization succeed in a rapidly changing world. Let us put our collaborative power to work for you!

We guarantee a solution that’s as one-of-a-kind as your business - and one that drives results. That is what the right fit is all about.

Our workforce training division can assist your company by providing the following services:

- Training needs assessment
- Customized Training program development
- Delivery at your location or ours

Benefits to your organization:

- Creates workforce efficiency
- Strengthens competitive edge
- Develops advanced employee skills
- Promotes workforce retention

Continuing Education
Short term specialized training
We typically offer a selection of courses found in this catalog in the categories of:

- Business Enrichment Training
- Commercial Vehicle Inspection
- Computer Software Training
- First Aid/CPR
- Health Specialties
- MN Waste Combustor Operator Certification
- Motorcycle Rider Training
- Personal & Professional Development

www.southeastmn.edu/training

CONTACT OUR BUSINESS RELATIONS TEAM

Calli Ekblad
Business Relations
651-385-6320
800-657-4849 ext. 6320
cekblad@southeastmn.edu

Katie Hardyman
Business Relations
651-267-7706
800-657-4849 ext. 7706
khardyman@southeastmn.edu

Seth Flatten
Business Relations Specialist
507-453-1440
877-853-8324 ext. 1440
seth.flatten@southeastmn.edu

CAMPUS LOCATIONS

Red Wing Campus
308 Pioneer Road
Red Wing, MN 55066
877.853.8324

Winona Campus
1250 Homer Road
Winona, MN 55987
877.853.8324

Tandeski Center
1200 Storrs Pond Road
Winona, MN 55987

www.southeastmn.edu/training

Accredited by the Higher Learning Commission.
Minnesota State College Southeast is an equal opportunity educator and employer. ADA Accessible.
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**HELPING YOU GAIN OPPORTUNITIES FOR YOUR BUSINESS THROUGH GRANTS**

Minnesota State College Southeast in both Red Wing and Winona has been able to work collaboratively with area businesses and Minnesota Job Skills Partnership on workforce training grants. We have partnered with over 50 businesses and have been able to award millions of dollars to many businesses to help train workers and keep jobs in the state.

If you are interested in finding out more about our grant partnership opportunities for your business, please contact:

Calli Ekblad at MSC Southeast at 651-385-6320 or email cekblad@southeastmn.edu
**Intravenous (IV) Therapy Program**

This program is intended to provide the necessary skills to safely perform IV therapy. Professionals providing IV therapy must continually keep current as IV Therapy continues to change. During this course, students will receive instruction on performing IV therapy with a focus on anatomy and physiology, asepsis, the equipment and supplies necessary, review of drug calculations, pharmacology as it relates to IV therapy, and the practice of starting and running an IV. This course is appropriate for Phlebotomist, RN’s, LPN’s and other caregivers looking to enhance or refresh their IV Therapy skills. This program includes both hands on lecture and classroom labs. There is no clinical externship or national certification objective included with this program.

Course Contact Hours: 50 hrs.

Red Wing or Winona Campus
Tu/Thurs, Feb. 18–April 14, 2020
6–9:30 pm
Cost: $1499 includes textbook
Class ID: 43879

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**CPR/BLS for Healthcare Providers**

The American Heart Association Basic Life Support (BLS) Healthcare Provider CPR course is designed to train healthcare professionals on recognizing and responding to several life-threatening emergencies. Skills include providing team CPR for adults, children and infants, using an AED, BVM, and relieving choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. There are no prerequisites or requirements for this class and anyone may participate to learn the life-saving skills of CPR. The AHA is an authorized provider of CPR and ECC courses. Participants who successfully complete the BLS program will be issued a Basic Life Support for Healthcare Providers certification that is valid for two years.

Red Wing or Winona Campus
Call for dates and information
651-385-6320
Cost: $99
Class ID: 20205

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**EKG Technician Program**

This comprehensive 50 hour EKG Technician Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. National Certification: After the successful completion of this program, students will be prepared to sit for the American Society of Phlebotomy Technicians, Inc. (ASPT) Certified EKG Technician (CET) exam. Course Contact Hours: 50 hrs.

Red Wing or Winona Campus
Mon/Wed, Feb. 24–April 22, 2020
6–9:30 pm
Cost: $1399 includes textbook
Class ID: 43885

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**First Aid/CPR/AED**

Learning Cardiopulmonary Resuscitation (CPR) may help you save the life of someone you love. According to the American Heart Association, about 75-80 percent of all out-of-hospital cardiac arrests happen at home. Perhaps it is time you learned CPR? This class combines CPR, AED and First Aid Training into one convenient session. Heartsaver CPR/AED with First Aid (as the American Heart Association classifies this course) teaches the skills necessary to recognize and provide immediate care for breathing problems, cardiac emergencies, injuries and sudden illnesses until medical personnel arrive. Participants will be certified by the American Heart Association for: Standard First Aid and CPR/AED for adults, children and infants.

Red Wing or Winona Campus
Call for dates and information
651-385-6320
Cost: $99
Class ID: 20205

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**Pharmacy Technician Program**

This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

National Certification: This program meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) – Certified Pharmacy Technician (PTCB) exam.

Clinical Externship: As part of this Pharmacy Technician program, you will be eligible to participate in an 80 hour clinical externship. Course Contact Hours: 50 hrs. Clinical Hours: 80 hrs.

Red Wing or Winona Campus
Tu/Thurs, Feb. 25–April 21, 2020
6–9:30 pm
Cost: $1599 includes textbook
Class ID: 43886
Clinical Medical Assistant Program
This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare.

The clinical medical assistant program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider.

National Certification: This program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Clinical Externship: This program includes a 160 hour clinical externship opportunity. To be eligible for the clinical, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Course Contact Hours: 140 hrs.
Clinical Hours: 160 hrs.

Red Wing or Winona Campus
February 18–June 2, 2020
Tuesday/Thursday, 6:00-9:30 pm
Saturdays, 7:30 am-2:30 pm
(Saturday classes are held on the following dates: 3/21, 3/28, 4/18, 5/2 & 5/30)
Cost: $3199 includes textbook
Class ID: 43879

Home Health Aide Self-Study Course

Demand for home health aides (HHA) is expected to increase due to changing health care trends and increasing health care costs. This 16-hour self-study course is designed to develop skills, attitudes, and knowledge essential in providing direct and supportive care as a home health aide. This course will acquaint students with the philosophy of home health care and the role of the home health aide. This course meets OBRA requirements for training the home health aide.

Students will be required to meet with the instructor for an orientation at the start of class. Coursework will be completed from the comfort of your own home between the dates listed below. Finish the course by meeting with the instructor, handing in all assignments and projects, and completing a final written exam.

Upon successful completion of this course, the student will be eligible to take the HHA written exam to be placed on the Minnesota Registry.

Call 651-385-6320 to set an appointment with the instructor, Linda Bang.
January 13–May 15, 2020
COST: $199
Class ID: 43843
Nursing Assistant Training
This class is a pre-requisite for the incoming Practical Nursing student to Minnesota State College Southeast. This course meets for 80 hours which includes 60 hours of classroom/lab and 20 hours of clinicals.

This class offers curriculum to develop skills, attitudes, and knowledge essential in giving direct and supportive care in long-term care facilities. Skills are demonstrated in a supervised laboratory setting and a clinical environment. Class meets OBRA requirements for training Nurse Aides and Minnesota Board of Nursing standards.

Students must bring results of a recent Mantoux test (taken up to 90 days prior to class start date) on the first day of class. Immunization may be obtained from your health care provider or your local public health agency. Minimum to run: 8

IMPORTANT... All students will be required to have a background check by submitting paperwork the first day of class. If background check does not pass, student will not be allowed to attend clinicals and refund will not be issued.

Red Wing Campus
Monday - Friday
Cost: $624.35
Instructor: Melissa Rabehl (unless noted)

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Winona Campus
Monday - Friday
Cost: $620.90
Instructor: Melissa Rabehl

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Nursing Assistant Testing/Retesting offered in Red Wing and Winona
The two parts of the NNAAP Examination, the Written (or Oral) Examination and the Skills Evaluation, will be administered on the same day. You must pass both parts in order to receive a certificate and be listed on the Minnesota Nursing Assistant Registry.

The NNAAP Written Examination consists of seventy (70) multiple-choice questions written in English. Sample examination questions are provided in the candidate handbook. An Oral Examination may be taken in place of the Written Examination.

The Oral Examination consists of sixty (60) multiple-choice questions, and (10) multiple-choice reading comprehension questions provided on an MP3 player. To request an Oral Examination, you must contact Calli Ekblad at 651-385-6320 or cekblad@southeastmn.edu 10 days in advance. Please note that the Oral Examination is available only on a MP3 player.

During the Skills Evaluation you will be asked to perform five (5) randomly selected NNAAP skills. You will be given thirty (30) minutes to complete the five (5) skills. You must perform all five (5) skills correctly in order to pass the Skills Evaluation. If either portion is failed you will have to register again for the testing.

Students are given three chances to pass the test. After the third test, students must retake the Nursing Assistant training according to the Department of Health and Pearson Vue rules. You must pay for each retake.

Dates and times may vary. Check out testing times and registration information for both Red Wing and Winona at www.southeastmn.edu/training

Cost for testing is:
$175 for full test
$90 for written retest
$115 for skills retest

If cancelling your test for any reason, you must do so 3 business days in advance to receive a refund.
Demand Driven Planner Training Program

The Demand Driven Planner (DDP) program is designed for planning, purchasing and supply chain personnel interested in and responsible for implementing and maintaining a DDMRP implementation. Designed by the leading subject matter authorities at the Demand Driven Institute, the DDP program is comprised of 13 modules of in-depth DDMRP education. The DDP program is THE official preparatory course for DDI’s Demand Driven Planner Professional (DDPP) Certification test.

What is DDMRP? Demand Driven Material Requirements Planning is a multi-echelon planning and execution method to protect and promote the flow of relevant information and materials through the establishment and management of strategically placed decoupling point stock buffers. DDMRP is the supply order generation and management engine of a Demand Driven Operating Model (DDOM). DDMRP can best be summarized as... Position. Protect. Pull.

Instructor John Melbye is a passionate supporter of the Demand Driven Institute, APICS, Supply Chain and Education. He has been working in Supply Chain and Lean for over 12 years in manufacturing, currently at Ecowater Systems. He has focused on right-sizing inventory, process development and improving material flow. John holds three certifications (DDPP, CDDL, and CSCP) and is an endorsed instructor of the Demand Driven Planner program.

Cost: $1095 Discounted rates are available for groups of 3 or more ($995) and groups of 10 or more ($895).

Red Wing Campus
Monday & Tuesday
April 13-14
8 am–4 pm
Instructor: John Melbye
Course ID: 43934

Winona Campus - Tandeski Center
Wednesday & Thursday
April 15-16
8 am–4 pm
Instructor: John Melbye
Course ID: 43936

Leadership Success Series
for New Supervisors, Managers or Seasoned Professionals

Reinvigorate your leadership spark!
A three class series intended to be interactive and engaging so participants will have fun and learn something new to help you grow as a professional. Instructor Pete Ptacek has a 40+ years of business and training experience in Customer Service, Leadership Development, and Operations Management.

He understands and believes in our Millennial Generation and that we can create a work environment of productivity, customer service and teamwork. Pete has an interactive style and joy for teaching others.

COMING SOON TO A CAMPUS NEAR YOU!

COST: $175.00 for series
REGISTER ONLINE: southeastmn.edu/training
Questions? Call Calli Ekblad @ 651-385-6320
Choose to take classes individually or as a three part series

**Digital Marketing Certificate**
Receive a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising.

Online, 5 weeks  
Cost: $195 each, $495 for series

**Improving Email Promotions**
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmarks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

**Class dates:**  
2/3, 4/6, 6/1/2020

**Boosting Your Web Site Traffic**
Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility in Google searches, and how to redesign your website copy to increase your visitor results.

**Class dates:**  
3/2, 5/4, 7/6/2020

**Online Advertising**
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences.

**Class dates:**  
4/6, 6/1, 8/3/2020

Choose to take classes individually or as a three part series

**Social Media for Business Certificate**
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Online, 5 weeks  
Cost: $195 each, $495 for series

**Introduction to Social Media**
Get involved in the move from in-person to online communication. Learn about social media and its role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.

**Class dates:**  
2/3, 4/6, 6/1/2020

**Intermediate Video Game Design**
Worldwide, video game sales including consoles, online, and mobile games are projected to reach $111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

**Class dates:**  
3/2, 5/4, 7/6/2020

Choose to take classes individually or as a two part series

**Certificate in Basic Game Design**
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment.

Online  
Cost: $245 each, $395 for series

**Introduction to Game Design**
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment.

**Class dates:**  
2/3, 4/6, 6/1/2020

**Integrating Social Media in Your Organization**
Take away a practical strategy and techniques for implementing a social strategy for your organization or business. Learn the top five considerations when starting a social network as well as tips to manage an online community.

**Class dates:**  
4/6, 6/1, 8/2/2020
Accounting Fundamentals
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

COST: $115
2nd Wednesday of each month
24 hour course

Entrepreneurship Suite
Ready to start your own business? Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going. Courses include: Creating a Successful Business Plan, Start Your Own Small Business and Small Business Marketing on a Shoestring.

COST: $299
2nd Wednesday of each month
72 hour course

SAT/ACT Prep Course Series
This series will prepare you to excel in all sections of the undergraduate college entrance exams.

COST: $199
2nd Wednesday of each month
48 hour course

Real Estate Suite
These courses will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate. Courses include: Keys to Successful Money Management, Real Estate Investing, and Real Estate Law.

COST: $299
2nd Wednesday of each month
72 hour course

Introduction to Microsoft Word 2016
Create professional-looking letters, reports, and documents using Microsoft Word 2016 at home or on the job. This hands-on course will help you master the basic features of this powerful word-processing program to type, edit, and format text, and spell check and print documents like a pro.

Cost: $129, 2nd Wednesday of each month, 24 hour course

Introduction to Microsoft Excel 2016
This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

Cost: $129, 2nd Wednesday of each month, 24 hour course

Introduction to Microsoft Excel 2019/Office 365 Series
Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, provides in-depth knowledge for beginners that will have you using Excel like a pro.

Cost: $129, 2nd Wednesday of each month, 24 hour course

Introduction to QuickBooks 2019
Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

Cost: $129, 2nd Wednesday of each month, 24 hour course

Administrative Assistant Fundamentals
Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

COST: $115
2nd Wednesday of each month
24 hour course

Register for the following classes at: www.ed2go.com/mscst
SAVE THE DATE!
Wednesday, April 22, 2020
The Sky Room
Red Wing Golf Course
Red Wing, MN

Join us for a day of fun, fine dining, entertainment, and fabulous door prizes at Red Wing’s signature event honoring business and professional women in our community. Indulge in shopping, gather with friends for lunch, celebrate the accomplishments of women in our community, and be inspired by our keynote speaker, Kat Perkins.

Meet Kat Perkins
Kat appeared on NBC’s The Voice Season 6 and advanced to the show’s finals. Mentored by Adam Levine, Kat climbed her way to fourth place. A native of the tiny town of Scranton, ND, Kat has resided in Minneapolis, Minnesota since 1999. Kat has released five albums with two of her singles charting inside #20 on the iTunes Charts. Along with full time touring, Kat founded The Rising Star Foundation and runs her own music camp in the badlands of North Dakota. Music and education are her passions and she tries to combine them whenever possible!

REGISTRATION IS OPEN NOW! GO TO: WWW.SOUTHEASTMN.EDU/TRAINING
SAVE THE DATE!
Saturday, FEBRUARY 29, 2020
7 am to 3 pm - Red Wing, Minnesota    COST: $45

Join us for a day of fun and professional development! Earn up to 6 hours of training and take advantage of Parent Aware offerings. Price includes breakfast, vendors, breakout sessions, and networking with other professionals in the field.

Who should attend?
Childcare Providers • In-Home Providers • Parents • Grandparents
Preschool Teachers • Early Childhood Professionals

For more information visit southeastmn.edu/training

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Childcare Orientation and Pre-Service Licensing Requirements

In one weekend complete 12 in-person training hours including pre-service training requirements.

NOTE: this course does not include CPR, First Aid, or Child Passenger Restraint Training

January 16-17, 2020
Friday, 5–9 pm, Saturday, 8 am–4 pm
Located at the AmericInn in Wabasha, MN
(Discounted Room Rates available. Call AmericInn for reservations: 651.565.5366)

Cost: $60*

FRIDAY
Orientation to Childcare
Licensing Requirements; Child Growth, Development, & Behavior

Saturday
Health/Safety (including allergies, body fluids, mandated reporting) and Supervision
Information will be provided to support completion of the Sudden Unexpected Infant Death (SUIDs) and Abusive Head Trauma (AHT) Requirements

*Participants may choose to enroll/attend to receive 1 semester credit through Minnesota State College Southeast – approximately $197.06. Approximately 4-6 hours of additional off site training/work required to complete the credit option.)
Boiler Operations
This course is for all classes of boilers and is designed for both low and high pressure steam and hot water boiler operations. Students secure or upgrade license for special, C, or B issued by the State of Minnesota. Topics go from license law requirements combustion fuels the system of operation Emphasis is on practical boiler related experiences. This course will prepare individuals to take the Boiler Engineer Licensing Exam. Upon completion, students will be qualified to test for special, C, or B license. This course meets for 30 hours.

Winona Campus
Wednesdays, 1/22–4/18/2020
(no class on 3/11 or 3/25)
5:30 pm–8:30 pm
Cost: $490
Class ID: 43852

Industrial Control Panels UL 508A & Short Circuit Current Ratings
The introduction of the new Article 409 for Industrial Control Panels in the 2005 edition of the National Electrical Code (NEC) drew increased attention to installations of industrial control panels. Industrial control panels (ICPs) with the UL Mark are installable to the NEC and have a distinct competitive edge in the marketplace.

The first day of the workshop focuses on how to construct general use industrial control panels in accordance with the Standard for Industrial Control Panels, UL 508A, 3rd Edition. It covers UL 508A, general use ICP construction, power circuit, control circuit, rating and marking requirements, sections 1-61; enclosure construction requirements, sections 62-64; standards for components, Appendix A; use of non-UL components, Appendix B; and component usage, Appendix C.

The second day instructs industrial control panel customers on how to establish short-circuit ratings for individual industrial control panels in accordance with the requirements outlined in the new Standard for Industrial Control Panels, UL 508A, 3rd Edition, Supplement SB. This supplement is the only method specifically noted as being recognized by the NEC.

Each participant will receive a participant workbook and a copy of the UL 508A.

Plumbing Professional Program
The Plumbing Professional program is designed to introduce trainees to installation, maintenance, and repair of many different types of pipe systems. Topics include plumbing safety, tools of the plumbing trade, plumbing math, plumbing drawings, plastic pipe and fittings, copper tube and fittings, cast-iron pipe and fittings, carbon steel pipe and fittings, plumbing fixtures, DWV (drain, waste, and vent) systems, and water distribution systems. Certification: Students who successfully complete this comprehensive course may receive the NCCER Plumbing Level 1 credential. Course Contact Hours: 160 hrs.

Red Wing or Winona Campus
Mondays & Saturdays, 2/10–6/1/2020
Mondays: 6–9:30 pm
Saturdays: 7 am–2:30 pm
Cost: $2,950
Class ID: 43871

Minnesota Waste Combustor Operator Training
This course enables Minnesota Waste Combustor Operators to earn certification required by the State. (The certification is issued through the Minnesota Pollution Control Agency). Topics include stream composition, basic combustion pollutant measurement and control regulations public perception. This course meets for 24 hours.

Red Wing Campus
Tuesday–Friday, 4/21–4/24/2020
Cost: $575
Class ID: 43942

Red Wing Campus
Tuesday–Friday, 10/27–10/30/2020
Cost: $575
Class ID: 44131

Electrical Technician
Electrical Technician Continuing Education Classes for Master, Journeyman or PLT Power-Limited Technicians. Master and Journeyman are required to have 16 hours of continuing education every two years.

Day One is 6 hours of Code starting with an Overview and then Articles 90-110, Article 250 and Articles 300-392, followed by 2 hours of MN Rules and Statutes. Day One will meet the requirements for anyone needing only 8 hours of continuing education.

Day Two is 6.5 hours of code starting with Articles 500-599, followed by Article 645, Articles 708-770 and Articles 800-830, followed by Technical Topics to System Theory for 1.5 hours.

Day 1 and 2 together will meet the requirements for those persons needing to complete 16 hours of continuing education. General Code: Registered Unlicensed individuals must earn 2 hours of continuing education credit as a condition of renewal of their registration.

Winona Campus
Thurs/Fri, 4/2–4/3/2020
8:00 am–5:00 pm
Cost: $120 + textbook (can be purchased from the instructor)
Class ID: 43937

Red Wing Campus
Thurs/Fri, 4/6–4/17/2020
8:00 am–5:00 pm
Cost: $120 + textbook (can be purchased from the instructor)
Class ID: 43923

Welding Skills Lab
This course is a hands-on, open laboratory time available to both the skilled and unskilled welder for the opportunity to improve or develop their welding application skills. Students will spend time learning the basics of a MIG welding machine and shop tools or just practice on the equipment provided. Students will be able to make projects from their own materials or repair non-flammable metal items.

Red Wing Campus
Mondays, 1/13–5/11/2020, 5–9:00 pm
Cost: $421.88
Class ID: 43844
Basic Rider Course
Learn how to ride, and earn your motorcycle license endorsement in this 14.5-hour course featuring 10 hours of on cycle training and 4.5 hours of classroom training. Supportive and friendly instructors will teach you how to operate a motorcycle and the basic skills you need to safely ride on the street. Motorcycles are provided for riders of all sizes. If you’re an automatic scooter rider you can bring your own scooter with proof of insurance if it’s 500cc or less, 400 pounds or less, in good working order and registered as a motorcycle. Minimum to run: 6

Students must have protective clothing which includes DOT approved helmets, gloves, long sleeve shirt or jacket, long pants – no shorts and footwear that covers the ankle is required or you will be unable to ride.

- Under 18 years: Must have instructional permit or car license. Upon completion of course, you will receive 2 cards to take to exam station to take written motorcycle permit and skills test.
- 18 years or older: Must have written motor cycle permit before coming to class. Upon completing class and skills test, you will receive endorsement to take to exam center.
- Wisconsin residents do not need motorcycle permit before attending class.

Winona Campus
Saturday, 8:00 am–4:30 pm
Sunday 8:00 am–4:00 pm
Cost: $195

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>CLASS DATES</th>
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</thead>
<tbody>
<tr>
<td>43946</td>
<td>4/25–4/26/20</td>
</tr>
<tr>
<td>43953</td>
<td>5/2–5/3/20</td>
</tr>
<tr>
<td>43967</td>
<td>5/16–5/17/20</td>
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<td>43988</td>
<td>6/6–6/7/20</td>
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<tr>
<td>43995</td>
<td>6/13–6/14/20</td>
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<tr>
<td>44009</td>
<td>6/27–6/28/20</td>
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<tr>
<td>44037</td>
<td>7/25–7/26/20</td>
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<tr>
<td>44065</td>
<td>8/22–8/23/20</td>
</tr>
<tr>
<td>44100</td>
<td>9/26–9/27/20</td>
</tr>
</tbody>
</table>

Minnesota State Patrol Commercial Vehicle
All certified Minnesota Commercial Vehicle Inspectors must be re-certified every two years if they wish to continue as certified inspectors. If your certification has been expired for more than six months, you cannot attend the re-certification classes. This course meets for 5 hours. Instructor: Mark Sanderson

Red Wing Campus
8:00 am–2:00 pm
Thursday, January 23, 2020
Cost: $100 (includes class materials and certification fee)

Winona Campus - Tandeski Center
8:00 am–2:00 pm
Thursday, April 9, 2020
Cost: $100 (includes class materials and certification fee)

Winona Campus - Tandeski Center
8:00 am–2:00 pm
Thursday, July 16, 2020
Cost: $100 (includes class materials and certification fee)
MSC Southeast Online Course Providers
www.southeastmn.edu/TrainingOnline

We collaborate with three online course providers which offer thousands of courses from which you can choose.

To Register: Register for courses at any time. Check the website below for start dates and registration. For more information call 877.853.TECH (8324), ext. 6320.

Workforce and Continuing Education Online Learning courses are offered at basic, intermediate and advanced levels. Going beyond basic training provides a deeper and more educationally rewarding learning experience, especially for students who wish to advance careers or initiate new ones. If you do not see a course you are interested in, please call us with your request at 651-385-6320.

In partnership with Minnesota State College Southeast our providers offer online open enrollment programs, classes and certificates designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

www.ed2go.com/mscst

Through our partnership with Education 2 Go we offer a wide variety of highly interactive courses that you can take entirely online.

All of our courses are led by expert instructors, many of whom are nationally known authors and professionals. Online courses are affordable, fun, fast, convenient, and customized just for you!

Small Business | Quality | Business Management | Computer | Health | Supervision | Internet

Popular topics include:

<table>
<thead>
<tr>
<th>Creating Web Pages</th>
<th>Introduction to MS Excel 2007</th>
<th>Fundamentals of Supervision and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Spanish</td>
<td>A to Z Grant Writing</td>
<td>Introduction to Microsoft Word 2007</td>
</tr>
<tr>
<td>Grammar Refresher</td>
<td>Introduction to SQL</td>
<td>Introduction to Microsoft Access 2007</td>
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<tr>
<td>Secrets of Better Photography</td>
<td>Computer Skills for the Workplace</td>
<td>Keys to Effective Communication</td>
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<tr>
<td>Introduction to PHP and MySQL</td>
<td>Discover Digital Photography</td>
<td>Creating a Successful Business Plan</td>
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<tr>
<td>Effective Business Writing</td>
<td>Project Management Fundamentals</td>
<td>Solving Classroom Discipline Problems</td>
</tr>
<tr>
<td>Beginning Writers Workshop</td>
<td>Introduction to Java Programming</td>
<td>Become a Physical Therapy Aide</td>
</tr>
</tbody>
</table>

Courses begin each month on the day indicated in the course description. Lessons will be released over a six week period - two lessons each week (unless noted otherwise in the course description). You will be able to interact with your instructor via e-mail. A letter of completion will be issued after you successfully complete all lessons and take the final exam. Hour-based classes do not count toward the completion of college credit-based courses or programs.

yougotclass.org/index.cfm/southeastmn

LERN/UGotClass partners with Minnesota State College Southeast to provide online learning that engages you with the instructor and other participants. It’s easy to participate and it’s fun. The online classroom is open 24 hours a day, 7 days a week. Once you register, you will be given a web address and password. Sign in at your convenience!

Business and Career Skills | Business Communication | New Media Marketing | Social Media for Business

Popular topics include:

<table>
<thead>
<tr>
<th>Google Analytics</th>
<th>Online Advertising</th>
<th>Mobile Marketing</th>
<th>Best Practices in Event Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Visual Presentations</td>
<td>Content Marketing</td>
<td>Customer Research</td>
<td></td>
</tr>
</tbody>
</table>

partner.careerstep.com/southeastmn

Minnesota State College Southeast has partnered with Career Step to help people like you train for a rewarding new career. Programs available through this partnership include:

Medical Coding and Billing
Visit www.southeastmn.edu/training and click on Find a course and register now.

If you do not have access to the internet, fill out and mail in the registration form below or stop in to either of our campuses and we will walk you through the registration process at our web registration kiosks. For additional assistance, call 877.853.8324, ext. 2740.

REGISTER BY MAIL (Please print clearly)
Continuing Education, 308 Pioneer Road, Red Wing, MN 55066 OR 1250 Homer Road, Winona, MN 55987

FIRST NAME

LAST NAME

ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE NUMBER

COURSE ID (if applicable)

COURSE TITLE

LOCATION (Red Wing, Winona, Online)

PAYMENT INFORMATION

☐ CASH (please do not mail cash)

☐ Check payable to MSCS in the amount of:

$_______ Check #_______

☐ Credit Card

Name on Card

Card Number_________ Expiration Date_____ / _____ Security Code ______

Signature__________________________

CANCELLATION POLICY: While we regret having to do so, it is sometimes necessary to cancel classes with insufficient enrollment. If your class is canceled, we will notify you and a refund will be processed. Please include your permanent, cell and work phone numbers as well as e-mail address with your registration information when applying online.

REFUND POLICY: You or your employer must drop your course registration online three working days prior to the class start date to receive a full refund. You will receive a full refund if Minnesota State College Southeast cancels your class. If you fail to appear for your scheduled class, you or your company will be responsible for payment.

APPEALS: Appeals to the refund policy may be submitted via email to cekblad@southeastmn.edu

CONFIRMATION: Please mark your class information on your calendar. A confirmation e-mail will be sent at the time of registration. We will notify you via e-mail and phone if your class is canceled. Read online course descriptions for course specific information.

EMERGENCY TEXT ALERT SERVICE: Minnesota State College Southeast uses the Blackboard Connect Emergency Notification System to help keep students, parents, faculty, and staff informed in the event of an emergency on campus or its facilities. To sign up for the emergency text alerts visit southeastmn.edu/StarAlert.

Policy on Senior Citizen Tuition/Fee Rates
Hour-Based Classes: Minnesota or Wisconsin residents 62 years or older may qualify for tuition-free enrollment in hourly-based Custom Training & Education classes when space is available. If senior citizens prefer to ensure a seat in a class, they will have the opportunity to pay tuition and fees or they can wait for the next available opening. Senior Citizens are responsible for the cost of parking and technology fees. Items that are the property of the student after the class such as books, CD ROMS or other class materials are charged at the normal rate.
FIND THE SPACE YOU NEED AT MINNESOTA STATE COLLEGE SOUTHEAST RED WING & WINONA

- Corporate Training
- Meetings
- Classes
- Special Events

We offer built-in technology, comfortable classrooms and a professional environment, plus dedicated service to meet all of your event needs.

All of our spaces include:
- Free guest wireless Internet – no login required
- Ample parking
- Customized set up for classroom, conference, dining, or special event
- Catering options - variety of menus

We also have conference rooms and classrooms that feature:
- ITV video conferencing
- LCD projectors
- Computer labs
- Laptops
- Flip charts

For large indoor or outdoor events - we even have warehouse and truck driving range options available in Winona!

Please contact us for more information, to reserve your space, and plan your set-up options:

Red Wing: Katie Hardyman, 877-853-8324, x7706 khardyman@southeastmn.edu

Winona: Seth Flatten, 877-853-8324, x1440 seth.flatten@southeastmn.edu