

# Business





## Grant Creates Dynamic Training Opportunities for Incisive Surgical

Incisive Surgical's Vice President of Engineering, David Herridge, had a compelling idea: Wouldn't it be great if somebody provided a program of study where documentation managers, such as those at his company, could receive training to further their job skills? He didn't know of anyone who offered these classes locally, but he knew that the Continuing Education and Customized Training Division at Anoka-Ramsey Community College (ARCC) had designed many courses directly for the biomedical device industry. So at the Minnesota Device Manufacturing Conference, he approached Rosie Mortenson, Dean of Continuing Education and Customized



Training at ARCC. What grew from that initial conversation was not only a \$50,000 Minnesota Job Skills Partnership grant that allowed ARCC and Incisive Surgical to create a year-long training program for Incisive employees, but also a three-year National Science Foundation (NSF) partnership grant of \$800,000 to create certificate programs in document management, clinical data management, and quality systems management. Herridge will serve on the National Advisory Committee for this NSF Grant and will be reviewing and recommending curriculum, policy and strategy.

Incisive Surgical is a company of 25 employees based in Plymouth, MN. It is the creator and manufacturer of the revolutionary INSORB® Subcuticular Skin Stapler—absorbable staples used to close surgical incisions. Although it is a small company, Herridge is committed to providing relevant and comprehensive training opportunities. "I hope our employees never look back and think they would have been better trained if they had worked the last three years in a big multi-national corporation," he states.

No doubt, partnerships such as the one with ARCC help ensure that will not be the case. The Minnesota Job Skills Partnership grant allowed Incisive and ARCC to create a customized program that helps the company to stay competitive with larger medical device companies and offer the staff training opportunities that otherwise would not be easily available. Employees were trained in several areas, including statistical software, Six-Sigma quality initiatives, design for assembly, and creativity training.

According to Herridge, the program was a genuine success: "For an emerging start-up company like Incisive Surgical, it is vital our creative and dedicated team uses the best tools in our product development efforts. The assistance from ARCC and the State of Minnesota to conduct our training plan has been very helpful building our skills while keeping our company focused on our customers' needs.



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## CONTINUING EDUCATION



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### Classes Offered in Cambridge!

E125-E124 = Cambridge Campus in course schedule

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**Training Designed for You and Your Employees!**

**Registration and Payment Information:  
763.433.1200**

**[www.anokaramsey.edu](http://www.anokaramsey.edu)**

**We will customize any course or program to fit your organization. Our instructors can work as a team with your staff to develop targeted training to meet your goals. We can assess skill requirements for specific jobs, evaluate your employees' current skills, and even create credit or non-credit certificate programs for your employees.**

**Call 763.433.1200 for more information.**

**Thriving in this fast-paced, constantly changing market requires new learning and new skills. Please contact us to see how we can facilitate your growth and your success!**

**PM Master's Certificate Online**



## Management, Leadership & Supervision

### Master of Management Certificate - Level 1

Required Components:  
Core Course: Management Essentials, (1068)  
Three (3) additional business or project management courses found on pages 4-6

### Master of Management Certificate - Level 2

Required Components:  
Level 1 Certificate plus three (3) additional business or project management courses

### Master of Management Certificate - Level 3

Required Components:  
Level 2 certificate plus three (3) additional business or project management courses

Get detailed info on how you can take advantage of our flexible and unique Certificate program online at [www.anokaramsey.edu/continuinged/](http://www.anokaramsey.edu/continuinged/) or contact Denise at 763.433.1167.



### 21st Century Communication Tools

Discover dramatic new tools for getting your point across no matter what, whether you use voicemail, email or the next-generation in communication tools such as blogs and wikis. Use your communications to boost sales, be more persuasive, and deliver the tough messages. Leave this session knowing how to use these field-tested approaches right away on the job. Materials included. .48 CEU \$187

231 Th Feb 15 8:00 a.m. - 12:00 p.m. Sweetnam D100



### Innovation Boot Camp

Innovation tools and ideas like the five-step innovation process, ideation techniques, Blue Ocean grid, process mapping and redesign can help you revamp your products, processes and services. Experience using these techniques in this creative and interactive workshop and connect with others after the boot camp in an online wiki forum. .96 CEU \$295\*, includes lunch, materials, & inclusion in online forum

232 T March 6 8:30 a.m. - 4:30 p.m. Brynteson D100

### Conflict Management Skills for Women

Is your inability to handle conflict holding you back? Conflict can serve a purpose, with positive outcomes. Learn how to communicate when in conflict and manage your emotions during the process. Identify your personality style and how it relates to conflict, and how your behavior and attitude can impact the outcome. .48 CEU \$99

233 T March 20 8:30 a.m. - 12:00 p.m. Morrison D100



## Training-the-Trainer

Whether you train people one at a time on the job or speak in front of large groups of people, your ability to transfer knowledge is crucial to your professional and organizational success. This spring, top-notch training professionals will be pooling their expertise to provide trainers and non-trainers with a unique development opportunity. You will be able to select from the following topics:

### Assess Needs with Accuracy

Is training wasting everyone's time? Training that makes a difference starts out with a great assessment of needs. This session will give you all of the tools you need to analyze jobs and tasks, gather data plan and conduct needs assessments that help close the gaps between where your people are and where you want them to be. 0.96 CEU \$177

1070 W Jan 30 8:30 a.m. - 4:00 p.m. Slack D100

### Design, Develop, & Evaluate Training that Sticks

Content! Content! Content! Discover five proven methods for training that does a better job of getting the learning across to your audience. Do a better job creating your own training or modifying existing training for your group. We'll review adult learning styles, look at samples of participant materials/job aids, and explore a realistic yet powerful evaluation process. You'll leave with a new list of materials to update your own trainer toolkit. 1.92 CEU \$297

1069 W/Th Feb 28 - Mar 1 8:30 a.m. - 4:00 p.m. Slack D100

### Present and Facilitate with Confidence

Enliven your delivery, increase learner interest and retention, and build skill and confidence in your facilitation. This powerful workshop covers a total spectrum of skills needed to deliver effective classroom training. Presented in an interactive format, you will have the opportunity to ask questions, practice skills, receive coaching, and spend time on the presentation and facilitation skills most important to your success. 1.92 CEU \$297

1084 T Apr 3 & 10 8:30 a.m. - 4:00 p.m. Gargano D100

**Earn a Master Trainer Certificate!  
Take all 3 classes for \$670! (1083)  
Call us at 763.433.1200 to learn more**



### Breakfast with a Bottom Line

Accountability = Profitability

Learn how to hold employees accountable for results while avoiding the blame game. Join Jane Morrison of Insight Advantage and a group of like minded professionals to gain support and strategies for business development and performance management. .2 CEU

\$29 includes breakfast

1125 Th, May 10, 7:30 - 9:30 a.m., Morrison D100



#### Stuck in a rut? Overwhelmed by stress?

Consider working with a business coach. Our professional coaches work with you one-on-one to address your specific work issues and development needs. In most cases, three months of working with a coach costs less than signing up for a mass-marketed one-day workshop - and its more effective!

Call Denise Gamble at 763.433.1167 to learn more and see if coaching might be right for you.



Create an in-house “college” geared for your employees. We can provide individual courses, credit and non-credit programs that meet your needs. Here are some examples of programs we’ve created for both large and small local businesses:

- Supervisory Management
- Customer Service
- Train-the-Trainer
- Team Building
- Lean Training
- Project Management





## PM Master's Certificate Online Hands-on eLearning

Get a common base of knowledge and tools essential to competently lead projects and improve your career success. The program gives you skills in line with the entire Project Management Body of Knowledge as recognized by the Project Management Institute. Courses are designed for managers in all fields and professions. Sign up and start anytime. You'll interact with your instructor and other students online, and do course activities in your day-to-day work so that you learn in a relevant professional context. And, results are guaranteed!

<b>PM Strength Builder</b> <i>1076 0.5 CEU/5 PDU \$225</i>	<b>Communicating Through Conflict</b> <i>1077 2 CEU/20 PDU \$810</i>
<b>Project Negotiation Skills</b> <i>1074 2 CEU/20 PDU \$810</i>	<b>Cheetah Project Management &amp; MS Project</b> <i>1079 5 CEU/50 PDU \$1995</i>
<b>PM Toolbox</b> <i>1075 4 CEU/40 PDU \$2495</i>	<b>PM Demonstration Project</b> <i>1078 6 CEU/60 PDU \$3350</i>
<b>PM Resume Builder</b> <i>1080 0.5 CEU/5 PDU \$410</i>	<b>PM Master's Certificate Series</b> <i>226 Register for all 7 classes at once for \$3940 and save \$6,155 over individual course prices.</i>

### Enterprise Wide Project Management

Bridge what you've learned becoming a PMP with implementing project management best practices throughout an enterprise. You'll learn how to effectively use the PMBOK® Guide five project management phases and nine PM knowledge areas within the existing framework of your operation's practices and processes. The course is targeted to people who are already PMP's or who are on the path to becoming a PMP. Includes best practices templates, assessment and implementation strategies.

*35 PDUs/3.5 CEUs \$2350*

*227 Online - Start Anytime! Cheetah Learning*

### Selling PM to Senior Executives

This instructor-led online course takes you step by step through the process of selling PM to Senior Executives in your organization so you and your organization can soar. 5 PDUs/0.5 CEUs \$225

*228 Online - Start Anytime! Cheetah Learning*



### On Par Project Management

This course brings to life Cheetah Project Management and the PMBOK® Guide 2000 project

management phases through the hands-on activity of playing 10 rounds of golf. You will do all the activities and record your results in a "Lessons Learned" notebook, also known as your "Learning Journal". Instructions for creating your Learning Journal are provided at the end of each of the five activity modules. 60 PDUs/6.0 CEUs, \$2410

*229 Online - Start Anytime! Cheetah Learning*



### Project Home Improvement

Bring to life the Project Management phases and processes described in the Project Management Body of Knowledge. In addition, you use the

Cheetah Project Management methodology to do your own Home Improvement or Re-modeling project in under 40 hours. This is a project of YOUR choice. 60 PDUs/6.0 CEUs, \$2410 per person

*230 Online - Start Anytime! Cheetah Learning*

## "Put Some Steam in Your Career"

### -- Low Pressure Boiler Training

This 33 hour course covers the aspects of low-pressure boilers including ASME code requirements, boiler fittings, feed water accessories, steam accessories, combustion accessories, boiler water treatment, boiler operation, and boiler room safety. Upon successful completion, students are eligible to take the State of Minnesota licensing examination (exam fee not included). 3.96 CEU \$349 (includes book) If interested call 763.433.1200 for our March dates.

## \$\$ Starting a New Business \$\$\$

Get helpful advice on how to start your business, how to become and stay profitable, how to finance your new venture and how to develop your business project. Discuss business structure and required government filings. Get answers to your questions and identify other resources to assist you. .36 CEU; \$30 per person or \$50 for you and a Business partner. Follow-up counseling is available from the Small Business Development Center's team of consultants free of charge.

1033 F Jan 19 9:00 -12: 00 p.m. Rath CC

1034 Th Feb 22 6:00 - 9: 00 p.m. Rath CC

1035 F March 23 9:00 -12: 00 p.m. Rath CC

1036 Th April 19 6:00 - 9: 00 p.m. Rath CC

## No Nonsense Marketing and Advertising for Small Business

Learn to increase your sales and bottom line! Get information on promotional ideas and advertising methods to expand your customer base. Learn how to promote your business through employees, customers, other businesses and your community, identify your core strengths and turn them into selling opportunities and stretch and maximize advertising dollars.

.36 CEU; \$59

1041 Th Jan 25 6:00 - 9:00 p.m. Rath CC

1042 T Feb 20 6:00 - 9:00 p.m. Rath D100

1043 Th March 29 6:00 - 9:00 p.m. Rath CC

1044 T April 17 6:00 - 9:00 p.m. Rath D100

## Money in Your Pocket

Learn bookkeeping basics for small businesses including an overview of payroll, recordkeeping and reporting requirements and accounting software. Discover how to use the Profit & Loss Statement to manage your business, Break-Even Analysis to assist you in decision-making and a simple financial filing system to save your valuable time. .36 CEU; \$59.

1039 T March 13 6:00 - 9:00 p.m. Willett CC

1040 T April 10 6:00 - 9:00 p.m. Willett D100

## Smart Start --

### Starting a Small Business

How do you start a business in Minnesota? Is entrepreneurship for you? Do you have a feasible business opportunity? Get answers to these questions and receive practical information about starting a business. Participants receive "A Guide to Starting a Business in Minnesota" and a variety of informational resources and contacts. .24 CEU; \$20

1045 W Jan 31 6:00 - 8:00 p.m. Rath D100

1047 W Feb 7 4:00 - 6:00 p.m. Rath D100

1048 W March 20 6:00 - 8:00 p.m. Rath D100

1049 T April 3 4:00 - 6:00 p.m. Rath D101

## Increase Your Profits by Understanding Taxes

Learn tax code basics and tax deductions to reduce your tax liability and maximize your savings. This course includes handling start-up expense, deciding to buy or lease an auto, qualifying for office in home, figuring estimated tax payment, knowing depreciation and passing the IRS Facts and Circumstance test. .36 CEU \$59

1037 T Jan 23 6:00 - 9:00 p.m. Willett CC

1038, Th, Feb 15, 6:00 - 9:00 p.m. Willett D100

## Free Small Business Consulting

Thinking of starting your own business, already in business? Anoka-Ramsey Community College Small Business Development Centers are conveniently located on both campuses to provide free one-on-one consulting to existing businesses or individuals exploring the feasibility of starting their own business. The Center's business consultants are prepared to help nearly any type of small business or would-be entrepreneur with their business challenges and opportunities. For additional information contact 763.433.1200



MINNESOTA SMALL BUSINESS  
DEVELOPMENT CENTERS





### Master Certificate in Microsoft Office

Earn your Master Certificate in Microsoft Office from Anoka-Ramsey Community College by successfully completing a series of ten core and elective Microsoft Office classes in a one-year period.

- ◆ Fully utilize Microsoft Office applications for increased efficiency and effectiveness
- ◆ Become a "Power User" in your workplace
- ◆ Gain confidence in your abilities
- ◆ Gain knowledge needed to pass Microsoft Office Specialist certification exams
- ◆ Validate your technical skills
- ◆ Distinguish yourself from your peers

**For only \$1200 you can earn your  
Master Certificate in Microsoft Office from Anoka-Ramsey Community College.  
Gain knowledge needed to pass Microsoft Office Specialist exams.  
Validate your technical skills.**

*For additional information contact Eric Staupe at 763.433.1187 or [eric.staupe@anokaramsey.edu](mailto:eric.staupe@anokaramsey.edu)*

#### Class Location:

**D103 = TDC, Coon Rapids Campus**

**WFC = Anoka County WorkForce Center**

**1201 89th Ave NE, Suite 230, Blaine**

**E124 & E125 = Cambridge Campus**

#### Keyboarding

Improve your typing speed and accuracy using fun, effective keyboarding techniques and exercises for all levels. Learn correct hand positions and key reaches for alphabetic, numeric and symbol keys. *1.68 CEU; \$199.*

*250 T/Th Jan 16 - 25 5:30 - 9:30 p.m. WFC*

*251 T/Th Mar 27 - Apr 5 5:30 - 9:30 p.m. Christensen WFC*

*252 T/Th June 5 - 14 5:30 - 9:30 p.m. Zulkosky WFC*

#### Introduction to the Computer and Windows

Learn how to use the mouse, open and close applications, and create a file. Explore Windows components and Internet options, desktop features including settings, shortcuts and menu options, Window properties, and file and folder management. Learn simple troubleshooting techniques and computer terms. *.72 CEU; \$149.*

*253 T Jan 16 & 23 5:30 - 9:30 p.m. Christensen CC*

*254 T/Th Jan 30 & Feb 1 5:30 - 9:30 p.m. Christensen WFC*

*255 T/Th Apr 10 & 12 5:30 - 9:30 p.m. Christensen WFC*

*256 T/Th June 19 & 21 5:30 - 9:30 p.m. Zulkosky WFC*

#### Internet Basics

Use the Internet to your advantage. Topics include Internet Explorer, favorites, email, downloading files, search engines, finding information, blogs, and security. A great introduction for new internet users. *.6 CEU \$149*

*1127 T Feb 13 & 21 5:30 - 9:30 Staupe D103*

*338 T Apr 3 & 10 5:30 - 9:30 p.m. Staupe D103*

#### Blogging Basics

What is a blog? How is it different from a web site? Learn about blogs, wikis, and changes in Internet communications. What are they used for? Start your own blog in class and be ready to communicate with the world! *.6 CEU \$149 Choose from:*

*1068 T Mar 6 & 13 5:30 - 9:30 p.m. Staupe D103*

*1128 T May 1 & 8 5:30 - 9:30 p.m. Staupe D103*

***New! Take all 3 classes in the Word Series for  
\$385 (Save \$62)***

#### Word - Basic

Learn to use this business standard to create and edit documents. Topics include exploring Word tools and menus, selecting and editing text, copying, pasting and using the Office clipboard, formatting basics, creating headers and footers, working with margins and page layout, creating and formatting tables, and using proofing tools. Prerequisite: Windows- Basic or equivalent experience. *.96 CEU; \$149. Choose from:*

*257 T Jan 16 8:30 a.m. - 4:30 p.m. Pavlish D103*

*258 M Jan 22 & 29 5:30 - 9:30 p.m. Canny D103*

*259 T Jan 30 & Feb 6 5:30 - 9:30 p.m. Zulkosky E124*

*260 T/Th Feb 6 & 8 5:30 - 9:30 p.m. Christensen WFC*

*1129 W Feb 7 8:30 a.m. - 4:30 p.m. Staupe D103*

*261 M Feb 26 & Mar 5 5:30 - 9:30 p.m. Canny D103*

*262 Th Mar 8 8:30 a.m. - 4:30 p.m. Montez D103*

*263 T Mar 27 8:30 a.m. - 4:30 p.m. Staupe D103*

*265 T/Th, Apr 17 & 19 5:30 - 9:30 p.m. Canny D103*

*266 W Apr 25 8:30 a.m. - 4:30 p.m. Staupe D103*

*267 T/Th May 15 & 17 5:30 - 9:30 p.m. Christensen D103*

*268 Th May 17 8:30 a.m. - 4:30 p.m. Staupe D103*

*269 T June 19 8:30 a.m. - 4:30 p.m. Canny D103*

*270 T/Th June 26 & 28 5:30 - 9:30 p.m. Canny WFC*



## Word - Intermediate

Enhance your Word skills and efficiency by adding, formatting and positioning graphics and WordArt, creating and formatting web pages, creating form letters, labels and other mail merge documents, creating styles and templates, developing multi-page documents, tracking, editing and merging changes, and comparing documents. Prerequisite: Word- Basic or equivalent experience. .96 CEU; \$149. Choose from:

- 271 T Jan 30 8:30 a.m. - 4:30 p.m. Montez D103
- 272 W Feb 14 8:30 a.m. - 4:30 p.m. Montez D103
- 275 W Feb 14 & 21 5:30 - 9:30 p.m. Zulkosky E125
- 273 T/Th Feb 27 & March 1 5:30 - 9:30 p.m. Christensen WFC
- 274 Th March 22 8:30 a.m. - 4:30 p.m. Staupe D103
- 276 T Apr 3 8:30 a.m. - 4:30 p.m. Pavlish D103
- 277 T/Th May 8 & 10 5:30 - 9:30 p.m. Christensen WFC
- 278 W May 9 8:30 a.m. - 4:30 p.m. Staupe D103
- 279 Th May 24 8:30 a.m. - 4:30 p.m. Staupe D103
- 280 T June 26 8:30 a.m. - 4:30 p.m. Pavlish D103

## Word - Advanced

Learn advanced Word features and functions: import and link data, explore advanced graphic features, create and modify forms, create charts and diagrams, use collaboration tools, create and run macros, customize menu options and explore XML. Prerequisite: Word- Intermediate or equivalent experience. .96 CEU; \$149. Choose from:

- 281 W Feb 21 8:30 a.m. - 4:30 p.m. Pavlish D103
- 282 T Apr 10 8:30 a.m. - 4:30 p.m. Pavlish D103
- 283 T June 5 8:30 a.m. - 4:30 p.m. Pavlish D103

**New! Take all 3 classes in the Excel Series for \$385 (Save \$62)**

## Excel - Basic

Learn to use Excel worksheets and workbooks for a variety of business functions. Topics include exploring Excel tools and menus, creating and editing worksheets and workbooks, moving and copying data, using formulas and functions, formatting worksheets, charting basics and printing options. Prerequisite: Windows- Basic or equivalent experience. .96 CEU; \$149. Choose from:

- 284 W Jan 17 8:30 a.m. - 4:30 p.m. Staupe D103
- 285 W Jan 24 & 31 5:30 - 9:30 p.m. Canny D103
- 286 Th Feb 8 8:30 a.m. - 4:30 p.m. Montez D103
- 287 T/Th Feb 13 & 15 5:30 - 9:30 p.m. Christenson WFC
- 288 T Feb 27 & Mar 6 5:30 - 9:30 p.m. Zulkosky E125
- 289 T Mar 6 8:30 a.m. - 4:30 p.m. Pavlish D103
- 290 W Mar 28 8:30 a.m. - 4:30 p.m. Pavlish D103
- 291 M Apr 16 & 23 5:30 - 9:30 p.m. Canny D103
- 292 T/Th Apr 24 & 26 5:30 - 9:30 p.m. Christenson WFC
- 293 Th Apr 26 8:30 a.m. - 4:30 p.m. Staupe D103
- 295 T May 15 8:30 a.m. - 4:30 p.m. Staupe D103
- 296 Th June 14 & 21 5:30 - 9:30 p.m. Christenson D103
- 297 W June 20 8:30 a.m. - 4:30 p.m. Montez D103

## Excel - Intermediate

Enhance your Excel skills and efficiency by customizing options, toolbars and menus, working with multiple worksheets and workbooks, linking worksheets, editing display options, filtering and sorting lists, exploring advanced charting and formatting options, using comments and documenting/auditing options, and creating and managing templates. Prerequisite: Excel- Basic or equivalent experience. .96 CEU, \$149. Choose from:

- 298 W Jan 31 8:30 a.m. - 4:30 p.m. Staupe D103
- 299 Th Feb 15 8:30 a.m. - 4:30 p.m. D103
- 300 T/Th Mar 6 & 8 5:30 - 9:30 p.m. WFC
- 301 T Mar 20 8:30 a.m. - 4:30 p.m. Montez D103
- 303 T Mar 27 & Apr 3 5:30 - 9:30 p.m. E125 Zulkosky
- 302 W Apr 4 8:30 a.m. - 4:30 p.m. Montez D103
- 304 Th May 10 8:30 a.m. - 4:30 p.m. Montez D103
- 305 T/Th May 15 & 17 5:30 - 9:30 p.m. Montez WFC
- 306 T May 22 8:30 a.m. - 4:30 p.m. Pavlish D103
- 307 W June 27 8:30 a.m. - 4:30 p.m. Montez D103

## Excel - Advanced

Learn advanced Excel features and functions: use text and information functions, create array functions, create custom charts, use advanced editing and formatting features, share and protect information, analyze data using add-ins, reports and statistical analysis tools, create custom lists and change default settings. Prerequisite: Excel- Intermediate or equivalent experience. .96 CEU, \$149. Choose from:

- 308 Th Feb 22 8:30 a.m. - 4:30 p.m. Montez D103
- 309 W April 11 8:30 a.m. - 4:30 p.m. Montez D103
- 310 W June 6 8:30 a.m. - 4:30 p.m. Montez D103



## Computer Applications

### PowerPoint - Basic

Learn to create business presentations with PowerPoint design tools. Explore PowerPoint tools and menus, create, edit, and view presentations, use the AutoContent wizard, add slide headers and footers, use proofing tools, format text, draw and modify objects, align and group objects, enhance presentations with graphics, charts, and automation, and use PowerPoint Masters. Prerequisite: Windows- Basic or equivalent experience. .96 CEU, \$149.

Choose from:

- 311 T Jan 23 8:30 a.m. - 4:30 p.m. Staupe D103  
 313 Th Feb 8 & 15 5:30 - 9:30 p.m. Canny D103  
 314 T Apr 17 8:30 a.m. - 4:30 p.m. Montez D103  
 312 T May 8 & 15 5:30 - 9:30 p.m. Zulkosky E125

### PowerPoint - Intermediate

Enhance your PowerPoint skills and efficiency. Edit and format charts, animate charts and sounds, work with organizational charts, link and embed Word and Excel objects, insert pictures, sounds and hyperlinks, create a custom show, use the Meeting Minder, rehearse slide timings, and use the Pack and Go Wizard. Prerequisite: PowerPoint-Basic or equivalent experience.

.66 CEU, \$149. Choose from:

- 315 M Feb 26 8:30 a.m. - 4:30 p.m. Pavlish D103  
 316 T May 1 8:30 a.m. - 4:30 p.m. Montez D103

### Microsoft Outlook

Explore the Outlook interface, create, format and send messages, send and view attachments, add signatures to messages, organize and store messages, schedule appointments and events, print calendars, schedule and manage meetings, create and organize contact lists, create and organize tasks, share information, work offline, and customize Outlook options. .96 CEU \$169

- 341 M Feb 12 8:30 a.m. - 4:30 p.m. Staupe D103  
 342 W Apr 18 8:30 a.m. - 4:30 p.m. Staupe D103

*New! Take all 3 classes in the Access Series for \$385 (Save \$62)*

### Access - Basic

Learn to use Access' powerful data management tools, database concepts and terminology. Explore Access tools and menus, navigate, enter and edit records, create and modify tables and simple queries, work with filter and sort options, use and modify forms, field types and relationships and plan and create reports. Prerequisite: Windows- Basic and Word- Basic or equivalent experience. .96 CEU, \$149.

- 317 Th Jan 18 8:30 a.m. - 4:30 p.m. Montez D103  
 318 M/W Feb 5 & 7 5:30 - 9:30 p.m. Canny D103  
 319 T Feb 6 8:30 a.m. - 4:30 p.m. Pavlish D103  
 320 T/Th Feb 20 & 22 5:30 - 9:30 p.m. Zulkosky WFC  
 321 W Mar 7 8:30 a.m. - 4:30 p.m. Clayton D103

- 322 Th Mar 29 8:30 a.m. - 4:30 p.m. Canny D103  
 323 Th Apr 5 & 12 5:30 - 9:30 p.m. Canny D103  
 326 T Apr 10 & 17 5:30 - 9:30 p.m. Zulkosky E124  
 1137 T Apr 24 8:30 a.m. - 4:30 p.m. Clayton D103  
 324 T/Th May 1 & 3 5:30 - 9:30 p.m. Canny WFC  
 325 W May 16 8:30 a.m. - 4:30 p.m. Montez D103  
 1138 T June 5 & 12 5:30 - 9:30 p.m. Canny D103  
 327 Th June 21 8:30 a.m. - 4:30 p.m. Pavlish D103

### Access - Intermediate

Enhance your Access skills and efficiency. Create and work with multiple table queries, calculated query fields, and Data Access Pages, build summary and AND/OR queries, develop, customize and format forms, subforms, and reports, share Access information with other Office programs, and use advanced query options such as Update, Make-Table, and Append/Delete. Prerequisite: Access- Basic or equivalent experience. .96 CEU, \$149.

- 328 Th Feb 1 8:30 a.m. - 4:30 p.m. Clayton D103  
 1149 T/Th Mar 13 & 15 5:30 - 9:30 p.m. Zulkosky WFC  
 329 W Mar 21 8:30 a.m. - 4:30 p.m. Clayton D103  
 1067 Th Apr 5 8:30 a.m. - 4:30 p.m. Clayton D103  
 330 T Apr 24 & May 1 5:30 - 9:30 p.m. Zulkosky E125  
 331 T May 8 8:30 a.m. - 4:30 p.m. Clayton D103  
 332 T/Th May 22 & 24 5:30 - 9:30 p.m. Canny WFC  
 333 W May 23 8:30 a.m. - 4:30 p.m. Clayton D103  
 334 Th June 28 8:30 a.m. - 4:30 p.m. Clayton D103  
 1130 T Feb 13 8:30 - 4:30 Pavlish D103

### Access - Advanced

Work with form check boxes, toggle buttons and conditional formatting, create custom Help, passwords and switchboards, manage database objects, automate tasks and functions by using macros and modules, understand database documentation options, customize startup options, and explore encryption, performance analyzing, replication, synchronization, and splitting options. Prerequisite: Access- Intermediate or equivalent experience. .96 CEU, \$149.

- 335 T Feb 20 8:30 a.m. - 4:30 p.m. Clayton D103  
 336 Th April 12 8:30 a.m. - 4:30 p.m. Clayton D103  
 337 Th June 4 8:30 a.m. - 4:30 p.m. Clayton D103

### Microsoft Publisher

Learn to use Publisher's design tools to create professional-looking publications. Topics include exploring Publisher tools and menus, creating, modifying, and saving publications, using ruler guides, inserting and deleting pages, working with text boxes, creating Master pages, using proofing tools, formatting text and paragraph flow, working with pictures and Design Gallery objects, and preparing publications for distribution. Prerequisite: Windows- Basic and Word- Basic or equivalent experience. .96 CEU \$169.

- 339 T/Th Feb 20 & 22 5:30 - 9:30 p.m. Canny D103  
 10 340 T Mar 13 8:30 a.m. - 4:30 p.m. Canny D103

## Microsoft Visio I

This course is designed for those who are new to Microsoft Visio. Learn to will identify the various types of drawings that can be created using Visio and navigate in a Visio document, work with stencils, objects, flowcharts and master shapes to create documents such as flow charts, organizational charts or room diagrams. Prerequisite: Working knowledge of Windows. .96 CEU \$169

1063 W Mar 14 8:30 a.m. - 4:30 p.m. D103

## Microsoft Visio II

This course is designed for those who have some experience using Microsoft Visio and builds on the fundamentals taught in Visio I. Students learn advanced Visio topics including advanced flowcharts, using formulas, controlling shape behavior, using layers, and working with linked data. Prerequisite: Working knowledge of Windows and Microsoft Visio I or equivalent experience. .96 CEU \$169

1064 F Mar 30 8:30 a.m. - 4:30 p.m. D103

## Project Management Fundamentals

Learn essential project management concepts and tools including: project types and phases, identifying stakeholders and required skills/resources, structuring work, time and cost estimating, scheduling and charting, managing project scope, analyzing risk, controlling schedules and budgets, managing change and conflict, communicating status, and evaluating project performance. 1.92 CEU, \$459 includes materials and lunch. Team Discount: \$399 per person when two or more register from the same organization. See page 6 for more Project Management courses and dates.

## Microsoft Project

Learn to use Project to become a more effective and efficient project manager. Topics include exploring the Project interface, creating and editing project plans, managing task lists, setting up resources, assigning resources to tasks, formatting and printing project plans, tracking task progress, fine-tuning project plans, organizing and formatting project details, viewing and reporting project status, sharing information with other Office programs, and customizing Project options. Prerequisite: Windows - Basic and familiarity with project management concepts. 1.92 CEU, \$329

344 T/W Feb 27 & 28 8:30 a.m. - 4:30 p.m. Clayton D103

345 W/Th May 2 & 3 8:30 a.m. - 4:30 p.m. Clayton D103

### Online Courses in Computer Applications coming in April!

For more information call:  
**Eric Staupé at 433.1187 or email  
eric.staupa@anokaramsey.edu**

## Cisco CCNA - Coming January!!

Anoka-Ramsey Community College's Cisco training programs focus on practical, real-world exercises and applications. In addition to preparing you for the Cisco Certified Network Administrator exam, our training prepares you to implement Cisco technologies in the workplace. Classes are taught in a state-of-the-art lab by Cisco-certified trainers with extensive industry experience. You'll get extensive hands-on practice, with more than twenty individual and comprehensive lab projects. Tuition includes course materials and Cisco CCNA exam voucher. Beginning January 24, 26 sessions will run thru May 2, 2007. Topics Include:

- ♦ TCP/IP and OSI networking models
- ♦ Operating Cisco® routers and LAN switches
- ♦ IP addressing and subnetting
- ♦ Discovering information about an IP network
- ♦ Analog modems, PAP/CHAP, DSL, and cable
- ♦ Spanning Tree Protocol (STP), VLANs, and trunking
- ♦ RIP, IGRP, EIGRP, OSPF, and static route concepts and configuration
- ♦ Variable-length subnet masking (VLSM) support and route summarization
- ♦ Classless Interdomain Routing (CIDR) and Network Address
- ♦ Translation (NAT)
- ♦ Point-to-point leased line implementation
- ♦ ISDN and Dial-on-Demand Routing (DDR)
- ♦ Frame Relay configuration

**Call Eric Staupé at 763.433.1187 for more information.**



### Mastering 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 six sessions for only \$650 (save \$144) 346 (Jan/Mar), 347 (Apr/May). Take Quickbooks Payroll too for only \$875 (Save \$150)

#### Business Accounting Basics

Learn or refresh your knowledge of basic accounting principles and business terminology. Explore recordkeeping, income statements, balance sheets, and charts of accounts. .36 CEU; \$99.

348 F Jan 26 8:30 - 11:30 a.m. Wise D103

349 F Apr 13 8:30 - 11:30 a.m. Wise D103

#### Introduction to QuickBooks

Learn to use QuickBooks to manage small business accounting. Topics include: understanding QuickBooks tools and functions, setting up QuickBooks, creating a company, creating a chart of accounts, entering opening balances and setting up company lists. .36 CEU; \$149.

350 F Feb 2 8:30- 11:30 a.m. Wise D103

351 F Apr 20 8:30- 11:30 a.m. Wise 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.

352 F Feb 9 8:30 - 11:30 a.m. Wise D103

353 F Apr 27 8:30 - 11:30 a.m. Wise 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.

354 F Feb 16 8:30 - 11:30 a.m. Wise D103

355 F May 4 8:30 - 11:30 a.m. Wise D103

#### Working with Other Accounts and Sales Tax

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

.36 CEU; \$149.

356 F Feb 23, 8:30 - 11:30 a.m. Wise D103

357 F May 11 8:30 - 11:30 a.m. Wise D103

#### Management Reporting

Create and analyze meaningful financial reports using QuickBooks' reporting tools. Topics include: customizing and filtering reports, creating charts and graphs, determining break-even, benchmark ratios, using cash flow statements, reviewing key management questions, financial ratios and quality indicators. .36 CEU; \$99.

358 F Mar 9 8:30 - 11:30 a.m. Wise D103

359 F May 18 8:30 - 11:30 a.m. Wise D103

#### QuickBooks Payroll -- NEW!

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

.72 CEU; \$249.

362 F Mar 16 & 23 8:30 - 11:30 a.m. Wise D103

361 F June 1 & 8 8:30 - 11:30 a.m. Wise D103

### Let Us Bring Our Training to You!

#### Customized Training Services from Anoka-Ramsey Community College

- ◆ Expert trainers and consultants
- ◆ Custom-tailored curriculum
- ◆ Cost-effective programs
- ◆ Measurable results
- ◆ All topic areas and skill levels
- ◆ Credit and non-credit options

Call Eric Staupe for more information:

763.433.1187 or email [eric.staupe@anokaramsey.edu](mailto:eric.staupe@anokaramsey.edu)

### HeartSight: Embracing Soul Wisdom

Are you ready to awaken your intuitive abilities and explore your life purpose? Come to this workshop and experience the HeartSight Method of transformation and gain confidence in using your intuitive gifts, personally and professionally. This course is especially valuable to healthcare workers and individuals who work in patient care.

The intention of this course is to harmonize body and soul to enhance the power of your intuition, creativity and energy. Through experiential learning, you will be given tools to expand your heart consciousness, reclaim your intuitive gifts and trust your sacred truth.

Upon completion, participants will be able to:

- ♦ Access intuition, grounding & energetic connection
- ♦ Understand basic concepts of the energy body
- ♦ Demonstrate healthy boundaries and sacred presence
- ♦ Discover and trust intuitive wisdom
- ♦ Use effective tools for transformation and integration
- ♦ Consciously use intention & choice in empowering self and others
- ♦ Experience different vibrations for manifesting, healing and energy work

246 M March 5 - April 30 (no class 4/2) 6:30 - 8:30 p.m. D100

Note: Health care professionals may be able to receive contact hours within their field.

**Instructor Maureen A. Pelton, MSW, LICSW**, born as a medium with mystic abilities, has 20 years of professional experience including integrative psychotherapy, life coaching, consulting, training and facilitating workshops.

### Coaching for Holistic Healing

Are you interested in exploring a wide variety of holistic healing modalities and learn coaching skills and strategies to guide individuals in healing? This exciting program addresses whole person healing through body, mind and spirit and is ideal for healthcare professionals, healers or anyone learning to coach or support others on a healing journey.



### Introduction to Coaching and Holistic Healing

Learn to incorporate whole person healing into a coaching framework to assess your own health issues, develop solid coaching skills and identify skills needed to be a successful healing coach. Learn about the energy anatomy of the chakras, meridians and auric field.

### Coaching and Life Balance

Learn the steps in the coaching process. Identify what is meaningful in your life as well as your patient or client's life by assessing life values and exploring the Wheel of Life and other coaching tools. Learn to create a healing environment using Feng Shui.

### Holistic Healing and Mastering Change

Learn holistic healing modalities including breathing and relaxation techniques, guided imagery, and journaling. Learn how behavior change happens, how to assess readiness to change and how to help your client/patient move towards lasting behavior change.

### Coaching Skills and Holistic Healing

Learn coaching skills including the art of questioning, reflective listening skills, and being present for others. Experience activities throughout the program to assist your clients. Explore Ayurveda and its role in health and wellness.

### Self-Care and Understanding

#### Holistic Healing Options

Learn new ideas for self-care, holistic nutrition and how to maintain body, mind, and spirit balance. Learn how stress can impact health and the healing journey. Explore how to create healthy boundaries within the coaching role.

### Creating the Healing Plan

The entire program includes activities to learn and develop coaching skills. You will have a chance to practice coaching skills by helping a classmate clarify their life purpose, personal goals and desires by assisting them to create a Healing Plan.

### Understanding Holistic Healing Options

Learn how holistic healing modalities, Traditional Chinese Medicine and homeopathy, can assist in the healing process and whole person care.

### Putting It All Together

Learn to integrate this new knowledge for self-care and coaching others. Review the entire program and celebrate your coaching skills. 2.8 CEU, \$435, 1126 T, March 20 - May 1 (4 sessions) 8:00 am - 4:30 p.m. Location: Abbott Northwestern Hospital, Allina Commons, Conf Room #241

**Instructors: Sue Arnold, Sheila Judd, Melissa**

**Logan** Note: There will be minimal homework between sessions to enhance learning.

## Herbal Therapy & Energy Healing



### Certificate in Herbal Therapy

Herbal therapy is one of the oldest and most widespread forms of healing. Learn to apply herbal therapy to support overall health and well being and treat an array of conditions, in consideration of guidelines as to indications, dosage, and contraindications.



### Development, Forms and Energetics of Herbal Therapy

Learn about the energetic aspects of herbs and how they impact different people and conditions. Common assessment techniques of herbalists will be covered. .2 CEU \$36.  
W March 28 6:30 - 9:00 p.m. D100

### The Constituents and Properties of Herbs, and the Indications and Contraindications for Herbal Use

Learn about the nutrient content of herbs, various therapeutic constituents and other valuable chemicals. Discover how these chemicals impact human physiology and learn when and when not to use particular herbs. .2 CEU \$36.  
W April 4 6:30 - 9:00 p.m. D100

### Herbs for the Reproductive System (Male & Female)

Learn which herbs protect and enhance the reproductive function of men by supporting prostate health and sexual function and women by balancing the menstrual process and menopause .2 CEU \$36.  
W April 11 6:30 - 9:00 p.m. D100

### Herbs for the Liver and Gallbladder

Learn which herbs enhance the vital functions of the liver and gallbladder. .2 CEU \$36.  
W April 18 6:30 - 9:00 p.m. D100

### Herbs for Lymphatic and Urinary Systems

The lymphatic and urinary systems work in tandem to rid the body of wastes. Learn which herbs enhance the function of the lymph nodes and improve the efficiency of the kidneys to purify the body. .2 CEU \$36.  
W April 25 6:30 - 9:00 p.m. D100

### Herbs for the Respiratory System

Discover which herbs support the respiratory system, including those plants which help to relieve congestion, soothe and astringe sore mucous membranes. .2 CEU \$36 W May 2 6:30 - 9:00 p.m. D100  
1.8 CEU \$245/\$199 (no text) \$36 per session (no text)  
223 W March 28 - May 2 6:30 - 9:00 p.m. Alfs D100

**Instructor Matthew Alfs, M.H., A.H.G.** is an author, practitioner and educator in the field of herbal therapy.

### What is Reiki?

Reiki is a simple, natural and safe method of therapy that uses life force energy transmitted through the practitioner's hands. During the fully clothed session the client experiences pain reduction, relaxation, and emotional comfort. Reiki balances and aligns a person's energy system for healing of body, mind, spirit and soul.

### Reiki I

Learn how to transmit Reiki energy to yourself and others. The class includes the theory and principles of Reiki, historic origins of Reiki, and opportunities to practice the therapy on other students. Upon completion of this class, students will be certified as a Reiki Practitioner. Bring a bag lunch. 1.0 CEU; \$150  
218 S Feb 10 8:00 a.m. - 4:30 p.m. Crow D100

**Instructor Lucille Crow, R.N.**, is a speaker, educator, Reiki Master and Certified Hypnotherapist.

### Reiki II

Learn advanced skills in Reiki. Develop abilities to handle complex situations, techniques to strengthen and enhance Reiki and how to help soothe emotional and mental distress. Learn to send Reiki energy to a person in a different location. Upon completion of this course, the student is certified as a Reiki Advanced Practitioner. Prerequisite: Certification as a Reiki Practitioner. Bring a bag lunch. 1.0 CEU; \$200  
219 S April 14 8:00 a.m. - 4:30 p.m. Crow D100

### Pain Relief through Energy Healing

Discover how to relieve muscle and joint pain, tension, sinus headaches, and more. Learn about the human energy system, techniques for pain relief for yourself and others and the do's and don'ts of energy healing. Medical background not necessary. .72 CEU; \$78  
1059 T Sept 20 & 27 6:00 - 9:00 p.m. Hovde D100  
**Instructor Janet Hovde, OTR/L, CHTP**, is an occupational therapist and a certified healing touch practitioner.

## What is Healing Touch?

An energy based approach to healing. The practitioner uses touch to clear, energize, and balance the human energy system thus affecting physical, emotional, mental and spiritual health and healing. The client remains fully clothed during a Healing Touch session. Healing Touch may be used to restore, energize, and balance the energy system to help a person self heal.

## Healing Touch - Level I

People of varying knowledge and experience will develop concepts and skills in energy-based therapy. You will describe the human energy system relationship to physical, emotional, mental and spiritual health, discuss energy principles basic to Healing Touch, assess the energy field and energy centers, identify a basic Healing Touch sequence demonstrate specific intervention techniques and discuss applications of Healing Touch in personal and professional practice. *2.4 CEU; \$333; HT/AHNA member: \$308; Full-time students: \$200; Repeat class: \$225 (Fee includes materials)*

216 F, Feb 2 S, Feb 3 9:00 a.m. - 6:00 p.m. D100

**Instructor Jackie Mielke**, BS, CHTP/CHTI, CAHI is a Certified Healing Touch Practitioner/ Instructor and a charter member of Healing Touch International.

## Healing Touch - Level II

Level II is for students who have completed Level I and wish to increase breadth and depth in the study of Healing Touch. The second level of study in Healing Touch includes an intake interview, back techniques and a one-hour healing sequence. Emphasis in the experiential learning is on developing healing sequences for specific client needs. You will:

- Share the experience of practicing Level I techniques
- Develop interviewing and additional assessment skills
- Demonstrate a one-hour healing sequence for specific client problems
- Document clinical work
- Practice back and neck techniques
- Describe specific techniques in addressing client health challenges

*2.4 CEU; \$333; HT/AHNA member: \$308; Full-time students or Repeat class: \$200*

*(Fee includes materials)*

217 F Apr 20 9 a.m.-6 p.m.; S Apr 21 9 a.m.-6:00 p.m. D100

**Instructor Jackie Mielke**, BS, CHTP/CHTI, CAHI is a Certified Healing Touch Practitioner/ Instructor and a charter member of Healing Touch International.

## Healing Touch Certification Program

A certificate of completion in Healing Touch is sequenced in 6 levels allowing participants to move from beginner to advanced practitioner, expert and instructor. Certification as a Healing Touch Practitioner and Instructor is available by applying to Healing Touch International, Inc. following completion of course work and requirements.

The American Holistic Nurses' Association and Healing Touch International endorse the Healing Touch educational program.

## The Healing Labyrinth....

### More than Walking in Circles

The labyrinth is an ancient pattern and archetypal symbol that transcends centuries and cultures. Today the labyrinth is re-emerging throughout the world as a spiritual tool and walking meditation. The class will explore the history of the labyrinth and ways that healing can be achieved through walking the labyrinth. Participants will have the opportunity to walk an indoor labyrinth. An optional labyrinth tour will be included, weather permitting. *.36 CEU; \$45*

221 S May 5 9:00 - 12:00 noon D100

**Instructor Ellen D Schultz**, PhD, RN, CHTP, Professor of Nursing at Metropolitan State University, is a trained labyrinth facilitator.

## Relax and Re-Energize You!

Take some time just for you to unwind and recharge. Learn a variety of relaxation and stress reduction techniques. Learn what stress reduction practices will work best for you through completion of a questionnaire and participate in experiential exercises that will relax and energize the body. *.33 CEU; \$45*

222 Th March 15 6:30 - 9:30 p.m. D100

**Instructor Elise Marquam-Jahns**, MA, MS, teacher and seminar leader, is co-author of the nationally distributed Hazelton/Ballantine book, *Creating Choices*.



**Practitioner Compliance with Complementary and Alternative Healthcare Law MN Statute 146A**

Minnesota passed a law in 2000 making it possible for healthcare and healing practitioners to legally practice complementary and alternative healthcare modalities, as long as they follow the conduct guidelines set forth in the new statute and provide the client with a "Client Bill of Rights." .35 CEU; \$88

1117 Th May 3 6:30 - 9:30 p.m. D100

**Instructor Diane Miller**, attorney, has designed this seminar to help practitioners become familiar with this law and its requirements.

**Gentle Yoga**

Learn to increase your flexibility, balance and strength in your body through an introduction to a series of yoga poses. This gentle yoga can be successfully practiced by anyone and is a great way to nurture yourself. Wear comfortable clothing and bring a yoga mat or towel.

.4 CEU; \$35

224 M March 5 - 26 5:00 - 6:00 p.m. D100

**Instructor Kristin Masterton** is a certified yoga and meditation instructor through the Chopra Center for Well Being.



**Deepak Chopra Meditation**

Are you looking for a way to bring your awareness inward and calm your mind? This ancient meditation practice re-introduced by Dr. Deepak Chopra is a highly effective way to relieve stress and bring greater peace and clarity into your daily life. Learn skills to balance your entire being through meditation, receive a personal mantra, and learn about expanded states of consciousness. .84 CEU; \$245

220 S March 3 9:00-12:00 noon and S March 10 9:00-1:00 p.m. D101

**Instructor, Kristin Masterton**, is certified by Dr. Chopra and the Chopra Center for Well Being.

**Integrative Health and Healing Degree Programs**

Anoka-Ramsey Community College (ARCC) has been a leader in integrative health and healing for a number of years. Now we're enthused to announce our credit degree programs in this area. ARCC has worked closely with industry experts to create the programs to support the growing needs of the community and employers. You can choose a two-year program leading to an Associate in Science degree in Integrative Health and Healing or an eighteen-month Certificate program.

Many local hospitals are offering holistic healing therapies to patients and caregivers to meet the expanding market need. These healthcare partners collaborated with ARCC to develop curriculum that will ensure students have a comprehensive foundation in the field of integrative health and healing. Our core courses include Introduction to Holistic Healing, Mind/Body Connections, Movement and Body Manipulation Therpies, and Energy Healing, which are taught by industry experts. Electives include such specialities as Qigong and Healing Touch.

*For more information about the progrms contact Sheila Judd, Director of Integrative Health Programs at 763.433.1402 or sheila.judd@anokaramsey.edu*

### ASL I

Learn introductory-level ASL skills to converse with deaf and hard-of-hearing people. This class will focus on finger spelling, numbers, and basic vocabulary sentence structure and correct facial grammar. Deaf culture is also presented. *1.44 CEU; \$65/retake \$40*  
*191 T Jan 16 - Feb. 20 6:30 - 8:30 p.m. D101 Buchholz*

### ASL II

Continue to develop and improve your conversational skills by focusing on syntax, facial grammar and body language. Continue to emphasize a non-spoken environment to help you achieve skills, while enjoying a non-threatening learning experience.  
*1.44 CEU; \$65/retake \$40*  
*192 T March 6 - April 17 (no class 3/20) 6:30 - 8:30 p.m. Buchholz D101*

### ASL III

Class will be conducted in a totally non-spoken, signing environment to help students master both receptive and expressive skills in ASL, while learning more advanced conversational concepts. *1.44 CEU \$65/retake \$40*  
*193 M Jan 22 - March 5 (no class 2/19) 6:30 - 8:30 p.m. Buchholz D101*  
*194 T April 24 - May 29 6:30 - 8:30 p.m. Buchholz D101*

### ASL IV - Advanced Practice Skills

Class will be conducted in a totally non-spoken, signing environment to help students master both receptive and expressive skills in ASL, while learning more advanced conversational concepts. For students who have completed all previous levels.  
*1.44 CEU; \$65/retake \$40*  
*195 M March 26 - April 30, 6:30 - 8:30 p.m. Buchholz D101*

**Please note: Class enrollments are limited, so register early. Students who enroll in ASL I-IV will need only one text, "Learning American Sign Language," by Carol Padden and Tom Humphries. Call 763.433.1250 for bookstore.**

### Spanish Basics

Do you work with the Spanish speaking individuals? Are you planning a vacation to a Spanish speaking country? Take this opportunity to learn the basics of Spanish Language. Learn pronunciation, grammatical forms, rules, common phrases and vocabulary. Gain a new confidence in the Spanish Language!  
*1.44 CEU, \$65/retake \$40*  
*197 Th Jan 18 - Feb 22, 6:30 - 8:30 p.m. Griep D101*

### Spanish Basics II

Continue learning the basics of the Spanish Language to assist you in the workplace or on a vacation. You will begin with a review of basic grammatical form, verbs, conjugation and useful vocabulary. The course will also include conversational patterns and the study of reflexive verbs and subjunctives. Prerequisite: Spanish Basics *1.44 CEU \$65/retake \$40*  
*198 Th March 8 - April 12 6:30 - 8:30 p.m. Griep D101*

### For Parents and Professional Care Providers

#### Introduction to Infant Signing

Encouraging preverbal children to use Infant Signing has benefits for the Professional Care Provider and parents. Learn what Infant Signing is and how using it facilitates language development and opens two-way communication for your hearing infants and toddlers before they can speak. Based on the award-winning SIGN with your BABY™ Program by Joseph Garcia. *.72 CEU \$75*  
*242 T Feb 6 -- 27 6:30 - 8:00 p.m. Lawrence D101*

#### ASL Signs for the "Big 5" Daily Routines for Families and Child-care Providers

Engage in activities while learning the ASL Signs for a child's daily routines; mealtime, dressing, diapering, play-time, storytime, car rides, sleep time and more. Recent research demonstrates the benefits to a child's development from ASL Signs and speech, conversational turn-taking, books and print, and letter knowledge. Intermediate class for working with toddlers - K. Prerequisite: Introduction to Infant Signing. *.72 CEU \$75*  
*243 W March 7 - 28 6:30 - 8:00 p.m. Lawrence D101*

#### Storytelling with Signs,

In this workshop, you will develop story telling through the use of American Sign Language (ASL). Participants will learn key ASL Signs and hand shapes to develop conceptual literacy skills, plus, 60 ASL Signs to develop a short storyline centered on daily activities. PREREQUISITE: Introduction to Infant Signing. *.72 CEU \$75*  
*244 W April 11 - May 2 6:30 - 8:00 p.m. Lawrence D101*

## Painting, Mosaics & Dance



### Handmade Paper

Make your own mold and deckle. Use them with lots of water to make traditional and plant papers. Try shaping and speckling, embedding and embossing. Add flowers, foliage, your own watermark and colored fibers to make unique and beautiful paper to be used for cards, collage, handmade book covers and more. .36 CEU; \$35; 199 S Feb 10 9:30 - 12:30 p.m. Bebeau F212

### Handbound Journal - Special Valentine Keepsake

Create an 8 1/2" x 11" beautiful stitched, hardcover journal to use as a scrapbook, keepsake, guest book, or cherished gift. Choose from a variety of beautiful exotic papers for your covers and endpapers. Leave with basic bookbinding skills using natural or dyed hemp or ribbon and an exquisite journal. .24 CEU; \$35; 200 S Feb 10 1:00 - 3:00 p.m. Bebeau F212  
Take "Handmade Paper" and "Handbound Journal" for \$60 (Save \$10)

### Understanding Watercolor Series, Session I-Paint Properties, Color and Value

Learn the difference between transparent, opaque, staining, non-staining, color wheels, paint charts and the properties of watercolor pigments. Learn how to paint with a triad for harmonious color, create a value scale, and master the art of glazing for a luminous glow. Bring your watercolor brushes and an unfinished painting. Materials included. .6 CEU; \$42  
245 S March 3 9:30 a.m. - 2:30 p.m. Bebeau F212

### Session II-Creating a Dynamic Composition

Continue your understanding of watercolor pigments, color, value, and glazing while learning composition shortcuts, color and value formulas and a variety of techniques that render a dynamic composition. Learn how to apply the elements and principles of design. Bring your watercolor brushes and an unfinished painting. Materials included. .6 CEU; \$42  
247 S March 17 9:30 a.m. - 2:30 p.m. Bebeau F212  
1.2 CEU; Entire Series, \$75

### Super Sampler Saturday

Designed for you to sample a multitude of art media and techniques: casting in watercolor, decorated papers, Japanese Paste Paint, marbling, small handmade books and collages. Four hours of non-stop fun with ideas galore! Materials are included. Great parent-child, teacher, or home school class. .48 CEU, \$39  
201 S March 31 9:30 - 1:30 p.m. Bebeau IS114

### Buying and Selling Art on eBay

Offer your artwork to millions of shoppers worldwide on eBay. Learn what's "hot", what's "not", and when and how to list it, price it, package and ship it. Learn buying tips, the importance of feedback, and how to manage your accounts. Geared toward artwork, but applies to most marketable items. .48 CEU; \$39  
248 S April 14 9:30 - 1:30 p.m. Bebeau F212

### Custom Mat Cutting

Learn to cut single and double mats. Mat your photos or artwork properly and affordably, and hinge art into the mat. Discuss the matting and framing process and where to find the needed equipment and materials; including archival (acid free) materials. Bring a piece or art no larger than 14" X 26" - no ovals or rounds. Frames are not provided. .48 CEU, \$39  
202, S April 21 9:30 a.m. - 1:30 p.m. Bebeau IS114

### Enchanted Fairy Houses for Adults and Children

The building of fairy houses began on several islands off of Maine. These whimsical decorations are appearing in woods, parks, gardens, and at the beach. Use twigs, stones, leaves, shells, acorns, pinecones, and feathers to build, furnish, and accessorize a habitat enchanted enough to entice a fairy (or a bird!). .48 CEU; \$42/person or \$35/person with 2 or more registrations  
249 S May 5 9:30 a.m. - 1:30 p.m. Bebeau F212

**Cherene Bebeau** has been teaching art workshops and residencies for thirteen years at Art Centers, Community Colleges and local high schools. She has studied Books, Arts, Graphic Design, Watercolor, Multi Media Abstracts, Figure drawing, Color Theory and Mono Prints.



### Social Ballroom Dancing and Swing Dancing

Learn the popular American fox trot and waltz, the 50's lindy swing, Latin rumba and samba, disco, old-time polka and waltz from the Twin Cities pro - Dean Constantine. Singles and walk-ins are welcome. Free repeat classes for two months and ballroom discount passes. Try a lesson for \$15 per person. .72 CEU \$45 Call for Spring dates: 763.433.1200  
8:00 - 9:30 p.m. Constantine

### The Principles of cGMP

Find out how your Quality System can help you avoid common cGMP citations...and actually pay for itself. Discover which style and format options work for successful Quality Systems. Activities will help you practice skills - communication, team building, generation of documents, training, and analysis-needed to create a Quality System. .96 CEU; \$295/per person (includes lunch); \$275/person for teams of three or more. 211 F Feb 16 8:30 a.m. - 4:30 p.m. Begani D100

### Anatomic, Physiologic and Pathologic Basis of Cardiovascular Devices (Half-Day)

This workshop for technicians and others involved in the production of Cardiovascular Devices, begins with an overview of anatomy and physiology of the heart and blood vessels, followed by a discussion of common pathological conditions that are diagnosed and/or treated with cardiovascular devices. With this background, various cardiovascular conditions and corresponding therapeutic devices will be explained, including: pacemakers, implantable defibrillators, heart valves, septal occluders, heart failure devices, vena cava filters, grafts, angioplasty balloon catheters, etc. .48 CEU; \$159/per person; \$129/person for teams of three or more.(includes continental breakfast) 210 F March 2 8:00 a.m. - 12 noon Freedman D100

### How Reimbursement Affects Your Work in the Medical Device Industry

Today, insurers want more than confirmation that a device is safe. Insurers want evidence of improved clinical or economic outcomes. Manufacturers need to know the reimbursement opportunities early in a product's development cycle. Learn the basics of reimbursements and pertinent facts about Medicare, FDA, CMS, and our health care system from Franceen Horin, a Reimbursement Manager at Medtronic's Cardiac Rhythm Disease Management Division. .48 CEU; \$159/per person (includes continental breakfast); \$129/person for teams of three or more. 1124 W Mar. 14 8:00 a.m. - noon Horin D100

### Principles of Commissioning and Qualification

Are you tired of creating piles of paper for Commissioning, Qualification and Validation? Learn how you and your team can provide Quality Documentation. This workshop provides you with an in-depth description of each of the Commissioning, Qualification and Validation activities and related regulatory requirements. .96 CEU; \$295/per person (includes lunch); \$275/person for teams of three or more. 213 F April 13 8:30 a.m. - 4:30 p.m. Begani D101

### ISO 13485 - Implementing a Quality Management System

This interactive program introduces participants to the ISO 13485:2003 quality management system (QMS) standard for medical device manufacturers. Learn when compliance or registration is required or desirable, how to document and design an effective QMS, what the new requirements mean for the worldwide medical device industry, and what auditors are looking for and finding. Participants will receive a matrix comparison detailing requirements of ISO 9001:2000, ISO 13485:2003, EN 46001, and the FDA's Quality System Regulation. .48 CEU; \$129/per person (includes continental breakfast); \$115/person for teams of three or more. 208 T March 27 8:00 a.m. - 12 noon Older D100

### Medical Device Clinical Development: New Challenges, New Opportunities

Requirements and expectations for clinical data on both new and currently marketed medical devices are changing from the perspectives of patients, patients' families, health care providers, health care payers, investors and regulatory authorities. Explore the evolving environment for the clinical development of medical devices and learn about the impact of these changes on the capacities and competencies required to conduct clinical research. .9 CEU; \$295/per person (includes lunch; continental breakfast at 8:00 a.m.); \$275/person for teams of three or more. 207 W Apr 25 8:30 a.m. - 4:00 p.m. Wilson D100

**Instructor: Richard R. Wilson, MD**, Health Research, LLC, 30-yrs of medical product development.

### Writing Effective Reports, Documentation and Procedures

This seminar, taught by Dr. Rod Greder, is for scientists, engineers, managers, and others who are assigned the job of writing technical papers. Learn how to apply writing principles and techniques that will present your message effectively in high impact language, save time and improve the quality of your writing. .96 CEU; \$295/per person (includes lunch); \$275/person for teams of three or more. 203 W March 28 8:30 a.m. - 4:30 p.m. Greder D100

## Manufacturing

### Working in a Regulated Environment- What you need to know!

Gain an understanding of key regulations impacting a medical device company-both US and European-and how they affect your day-to-day work. Learn about regulatory requirements as they pertain to Quality System Regulations, ISO 13485, MDD and AIMD. Find out how reimbursement plays a key role in product development, launch and adoption. .96 CEU; \$259/per person (includes lunch); \$229/person for teams of two or more.

207 M April 16, 8:30 - 4:30 p.m., Dowd D100

### Writing Effective Reports, Documentation and Procedures

This seminar, taught by Dr. Rod Greder, is for scientists, engineers, managers, and others who are assigned the job of writing technical papers. Learn how to apply writing principles and techniques that will present your message effectively in high impact language, save time and improve the quality of your writing. .96 CEU ; \$295/per person (includes lunch); \$275/person for teams of three or more.

203 W March 28 8:30 a.m. - 4:30 p.m. Begani D100

### Lean I - Introduction to Lean Manufacturing

Although "Lean Manufacturing" is a simple program consisting of common sense tools that are easy to understand, implementation is far from easy! This workshop will introduce you to the tools used in the implementation of Lean Manufacturing. A practical exercise will help you see how to use:

- ◆ Value Stream Mapping
- ◆ Identification of Waste
- ◆ Flow and Pull
- ◆ Problem Solving

.84 CEU; \$259 per person (includes lunch); \$229/person when you register for all three courses in the Lean series.

204 W March 22 8:30 a.m. - 4:00 p.m. Elwell D100

**Instructor Ray Elwell** is the Director of Lean for Hoffman Enclosures North American Operations and has led Hoffman Enclosures Lean Implementation effort for the past four years. Elwell has a B.S. in TQM, and is certified in Production Inventory Control and Purchasing along with over 30 years experience in Operations Management positions.

### Lean II- KAIZEN and The Visual Factory

The first half of this workshop will help you to understand KAIZEN, the catalyst to bring plans to reality.....QUICKLY! You will learn how you can drive significant operating improvements through implementation of Lean Tools. During the second half of the workshop, you will focus on steps for achieving a Visual Factory and creating a "Vision" of what is possible through KAIZEN. .84 CEU; \$259/per person (includes lunch); \$229/person when you register for all three courses in the Lean series.

205 Th April 5 8:30 a.m. - 4:00 p.m. Elwell D101

### Lean III- Cell Design Basics and Standard Work

This third workshop in the Lean Series illustrates product flow in a cellular plant layout. You will learn the distinctions between value-adding processes, non-value added processes, and necessary non-value added processes. In Lean II, you learned how to implement improvements through KAIZEN. During the second half of this workshop, you will learn how to sustain the improvement by creating "Standard Work."

.84 CEU; \$259/per person (includes lunch);

\$229/person when you register for all three courses in the Lean series.

206 Th April 12 8:30 a.m. - 4:00 p.m. Elwell D101

**APICS will be offering classes on  
our campus this Spring!  
If you'd like more information,  
please contact Dory Reddan at  
952.941.7305.**

These courses can be customized and  
brought to your company.  
For more information, contact Carole Fuller  
at 763.433.1136 or  
carole.fuller@anokaramsey.edu

**Who needs the Midwest Preservation Institute?**

If you've ever asked any of the following questions, you do!

- ♦How do I find out what is original to my historic property?
- ♦How do I properly rehabilitate a historic property?
- ♦What materials can I use on my historic structure?
- ♦Do I have to replace my historic windows?
- ♦Can I paint old stone or brick?
- ♦How do I find someone who can do quality work on historic buildings?

Find Out More:

Contact Sherry Butcher, Director,  
Midwest Preservation Institute  
763-433-1405

***The Historic Stained Glass Series!***

**Colored Illumination:  
Understanding Historic Glass  
Construction and Preservation**

Series Price - \$249 235 1.44 CEU

**Workshop 1: Stained Glass  
Construction and Installation**

Learn the process of creating a stained glass window from the original design to the final installation of the window. Explore the process of developing the glass design, the challenges of the installation, and the structural maintenance requirements to keep it safe through the ages. Identify the materials used by historic glass artisans, learn the construction methods of creating stained glass, participate in building a stained glass window, and understand the installations of glass in different architectural contexts. .69 CEU; \$69

236 S Feb 10 9:00 a.m. - 12:00 p.m. D100

**Workshop 2: Standards for Restoration**

Examine the historic preservation standards for the restoration of stained glass windows and learn the most effective ways to maintain historic glass. Topics include: dating and documenting the history of your stained glass, learning the proper standards for restoring stained glass, discovering the ways in which to properly maintain glass, and understanding how to clean stained glass. .36 CEU; \$69

237, S, Feb 24, 9:00 a.m. - 12:00 p.m., D100

**Workshop 3: Conservation Issues**

Learn the nuts and bolts of stained glass repair, restoration and protection in this experiential session. Evaluate your own stained glass windows for stability (bring in small examples from home, or pictures of larger stained glass windows!), learn safe glass repair techniques from a technical glass expert, evaluate the structural support system for your window, identify the proper techniques for protecting your stained glass in the future.

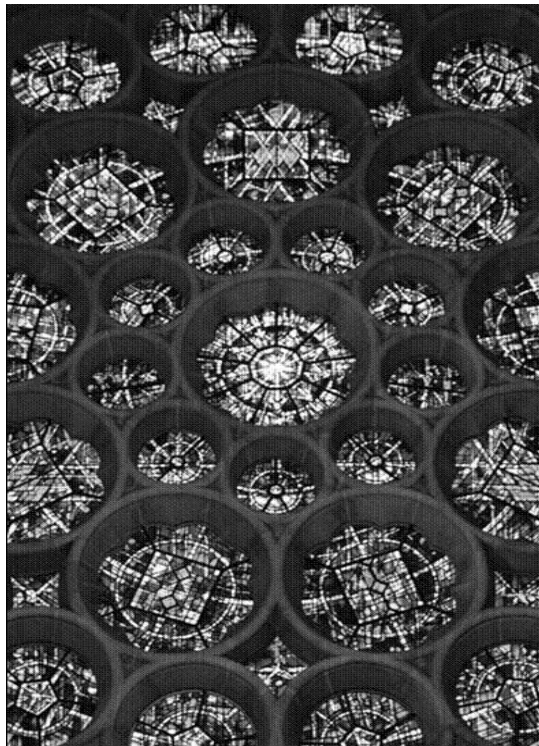
.36 CEU; \$69

238 S March 10 9:00 a.m. - 12:00 p.m. D100

**Workshop 4: The Question of Using  
Protective Glazing**

Learn the pros and cons to these controversial questions before you make a decision that could negatively impact your historic stained glass! Review the various types of protective glazing (also known as secondary or storm glazing) and screening uses, analyze the benefits and drawbacks of each type and evaluate the overall aesthetics of your rehabilitation project. .36 CEU; \$69

239 S March 24 9:00 a.m.- 12:00 p.m. D100





**The Midwest Preservation Institute's  
Historic Preservation Series**

Series Price - \$296 1082

**"Saving Main Street:  
The Historic Preservation  
Movement in the United States"**

Do you have questions about historic preservation and what it means to our future? Learn about the grassroots and evolution of the preservation movement in the United States and how this movement has changed the appearance of our nation. Explore the grassroots beginnings, people and their motivations and the gradual recognition and support from federal, state and local government. .36 CEU; \$69

240 S April 14 9:00 a.m. - 12:00 p.m. D100

**Reading Your Historic Building:  
Researching the Past**

Learn how to uncover clues that tell the story of your historic building through research, observation and know-how. What is original to the physical structure of the building and what was modified over time? How was it constructed? Where do you find information on a property? Who lived there and what does the house reveal about the residents? What events took place at the site? .36 CEU; \$69

214 S May 5 9:00 a.m.-12:00 p.m. D100

**Historic Masonry: Common Problems,  
Causes, and Solutions**

Explore the general principles in protecting and maintaining historic masonry. Learn how to evaluate aging masonry structures and identify causes of deterioration. Learn appropriate techniques for cleaning, repair and replacement including remedies for water penetration, freeze/thaw deterioration, mortar joint repointing and proper masonry installation. .36 CEU; \$69

215 S May 12 9:00 a.m. - 12:00 p.m. D100

**Historic Plasterwork: Understanding  
Historic Applications, Safety  
Assessment and Repair Techniques**

Learn common plaster problems and why historic plaster fails. Discover techniques for plaster assessment, surface preparation and re-plaster procedures during this class. Understand the safety hazards in removing historic plaster with asbestos and discover the safe way to re-plaster walls. This class will demonstrate filling cracks and patching holes in plaster walls and ceilings, and re-plastering over old ceilings. \$129

241 S June 2 9:00 a.m. - 3:00 p.m. Off Campus

*"The Midwest Preservation Institute is providing excellent coursework to meet the growing need for historic preservation services in this area."*

*Royce A. Yeater, AIA  
Midwest Director National Trust for  
Historic Preservation*





**Historic Stained Glass Series:  
Standards for Restoration**

Examine the historic preservation standards for the restoration of stained glass windows and learn the most effective ways to maintain historic glass. Your workshop covers:

- ♦ Dating and documenting the history of your stained glass
- ♦ Learning the proper standards for restoring stained glass
- ♦ Discovering the ways in which to properly maintain glass
- ♦ Understanding how to clean stained glass

.30 CEUs \$69

1119 S March 3 9:00 a.m.- 12:00 p.m. Goetz  
MCTC L 3100

**Historic Stained Glass Series:  
Conservation Issues What damages  
historic stained glass and how can  
future damage be prevented?**

How do forces such as water, pollution, windpressure and heat impact the structure of stained glass? What can you do when the structure holding together the stained glass window begins to deteriorate? How do you safely repair stained glass to prevent further deterioration? Learn the nuts and bolts of stained glass repair, restoration and protection in this experiential session.

Your workshop covers:

- ♦ Evaluating your own stained glass windows for stability (bring in small examples from home, or pictures of larger stained glass windows)
- ♦ Learning safe glass repair techniques from a technical glass expert
- ♦ Evaluating the structural support system for your window
- ♦ Identifying the proper techniques for protecting your stained glass in the future

.30 CEUs \$69

1120 S March 17 9:00 a.m.- 12:00 p.m. Goetz  
MCTC L 3100

**These classes are offered in partnership  
with the Midwest Preservation Institute at:  
Minneapolis Community  
and Technical College  
1501 Hennepin Avenue  
Minneapolis, MN 55403**

**To register call: 763.433.1200**

**Reading Your Building:  
Researching the Past**

Learn how to uncover clues that tell the story of your historic building. What is original to the physical structure of the building and what was modified over time? How was it constructed? Where do you find information on a property? Who lived there and what does the house reveal about the residents? What events took place at the site? Learn how to reveal the secrets of your historic property through research, observation and know-how.

.30 CEUs \$69

1121 S, April 7 9:00 a.m. - 12:00 p.m. McDonald MCTC  
K 2400

**Instructor: Bonnie McDonald** is Executive Director of the Preservation Alliance of Minnesota. She discovered her passion for historic preservation in 1997 while attending the University of Minnesota-Twin Cities in pursuit of a B.A. in art history, which she completed in 1998. Bonnie also serves on the Board of Preservation Action and is an advisory committee member to the Midwest Preservation Institute.

**Saving Main Street:  
The Historic Preservation  
Movement in the U.S.**

Why do some cities tear down their historic buildings while others reuse them? Is it true that if your property is listed on the National Register of Historic Places you have no control over changing it, even the color? Why is historic preservation important to our nation? If you have questions about historic preservation and are interested in what it means to our future, this session is for you! Learn about the evolution of the preservation movement in the United States and how it has changed the appearance of our nation. Explore the grassroots beginnings, people and their motivations and the gradual recognition and support from federal, state and local government. .30 CEUs \$69

1122 S April 21 9:00 a.m.- 12:00 p.m. Goetz  
MCTC K 2400

**Instructor: Jeffrey Goetz** has been the Director of the Arkansas Institute for Building Preservation Trades and a Vice President of the American College of the Building Arts in Charleston. He participated in an exterior restoration project at Frank Lloyd Wright's Fallingwater and also personally undertook the complete restoration of his own 1880's brick row house.



### Charge Nurse Leadership Development Workshop

Facilitated session designed to enhance essential leadership skills for Charge Nurses.

Presentations along with interactive exercises will be used to support critical thinking and problem solving for some of the key challenges of a charge nurse, including:

- ♦ Role of the Charge Nurse
- ♦ Communication and Conflict Management
- ♦ Leadership Styles/ Situational Leadership
- ♦ Finding Balance

*Workshop is 16 hours, provided in two consecutive days. Cost is \$265.00 per person*

*1066 Th/F Mar 15 & 16 8:00 a.m. - 4:30 p.m. D100,*

*Anoka-Ramsey Community College, Coon Rapids*

*963 W/Th Apr 11 & 12 8:00 a.m. - 4:30 p.m. St. Josephs Hospital, St. Paul*

**Instructor: Elizabeth Larson, RN, BA, MS,**  
Education Consultant

The workshop sets a positive tone for understanding this important nursing role - and participants will practice problem solving on challenges faced daily by charge nurses.

For more information contact: Jess Niebuhr,  
Director, Continuing Education and Customized  
Training 763.433.1225 or

jess.niebuhr@anokaramsey.edu. For Information  
from MOLN, contact the Saint Paul office at 651-  
633-6475.

### Charge Nurse Leadership - Award Winning Program

The Charge Nurse Leadership program created by the CE/CT division of Anoka-Ramsey Community College for Mercy & Unity Hospitals became a key element that helped the hospitals earn an award from the Minnesota Hospital Association (MHA.) In January, the hospitals were awarded MHA's Best Minnesota Hospital Workplace, in the large hospital category. The effort was sponsored in part by a Minnesota Job Skills Partnership grant.

"These nurses are central to patient care outcomes, patient and staff satisfaction and the retention of health care staff," said Mary Hennen, Mercy & Unity professional development specialist. "We believe development of our charge nurses' leadership skills has contributed to a decrease in RN turnover we have experienced since beginning this program in 2004."

Mercy and Unity officials credit ARCC's willingness and ability to share the curriculum statewide with hospitals as being one of the strengths that helped them win the award.

### Study on Your Own

Pick up independent study programs course materials in the Training and Development Center or send an additional \$5 per course with the registration form and we will mail it to you. Mail your test answers to our office and we will mail a certificate to you.

### Infection Control

This workbook of infection control principles, universal precautions, blood borne pathogens, TB, HIV, hepatitis and MRSA are designed to meet MN Board of Nursing requirements and OSHA standards. *3 contact hours (.3 CEU) \$25; 1051*

### Managing Diabetes

Review the basics of diabetes control including causes, symptoms, management, meal planning, activities, insulin and oral medications, blood testing, and complications. *2 contact hours (.2 CEU) \$20; 1052*

### Quality Leadership for the Nurse Supervisor

Responsible for supervising others? Are you a quality leader? This gives you the opportunity to practice exercises to develop your "people skills," communication with team members, training and time management skills. Delegating, prioritizing, organizing and planning nursing tasks are reviewed. *12 contact hours (1.2 CEU) \$50; 1053*

### Stress Management: Take Control of Your Life Once and for All!

Course reviews relaxation techniques, interpersonal and communication skills and methods to face anxiety-provoking situations. It will help prevent job, relationship, health, and life burnout! *12 contact hours (1.2 CEU) \$40; 1054*

### Understanding the Alcoholic's Mind: The Nature of Craving and How to Control It

This introduces you to the thought processes that lead to alcohol addiction, and how you can help and not enable in crisis, treatment and recovery. *10 contact hours (1.0 CEU) \$40; 1055*

**Alzheimer's: A Caregiver's Guide**

This independent study focuses on the definition, symptoms, phases, possible causes and common myths of Alzheimer's disease. Learn coping strategies and community resources. *20 contact hours (2.0 CEU) \$45; 1056*

**Understanding HIV and AIDS**

This is an introduction to HIV and AIDS, its definition, background and diagnosis. Explore the treatment of this disease from various approaches. After studying this course, you should have a greater understanding of the issues concerning AIDS as well as a basic biological understanding of this disease and its proliferation. *1.5 contact hours (.15 CEU) \$38; 1057*

**Nutritionally Managing HIV and AIDS**

An in-depth study in the nutritional manifestations and requirements for HIV and AIDS patients. After studying this course, you should have a greater understanding of the issues concerning AIDS as well as a basic biological understanding of this disease and its proliferation. *1.5 contact hours (.15 CEU) \$38; 1058*

**CD-Rom Self-Study for Nurses Medical Internet Research**

Designed for healthcare students, professionals and the general public. Learn how to access accurate healthcare information and resources, use browsers and search engines, find and assess appropriate healthcare websites, and determine validity of website information. Submit test via printed material or e-mail. *6 contact hours (.6 CEU) \$50; 1059*

**Coaching & Training**

Interested in creating significant sustained change? Achieve fulfillment in leadership and life. Illuminate awareness and perspectives. Call us about Coaching & Customized Training for Health Professionals at 763-433-1200.

**NEW! Pressure Ulcer Training for individuals and organizations**

The new Pressure Ulcer Curriculum is the first in a series of e-learning programs for health care professionals. This easy to use, interactive and engaging course module is designed to provide nursing staff with information on the prevention, assessment, documentation, and treatment of pressure ulcers. *Call 763-433-1200 for pricing information. CEUs available.*

**New! Integrative Health and Healing Degree Programs**

The emerging field of Integrative Health and Healing has captured the interest of healthcare providers, practitioners and consumers. Anoka-Ramsey Community College is offering two new degree programs in this field: an Associate in Science degree or credit Certificate program. For more information contact Sheila Judd, Director of Integrative Health and Healing programs, at 763-433-1402 or sheila.judd@anokaramsey.edu.

**Introduction to Multicultural Healthcare**

Do you encounter increasing numbers of patients from different cultures? This workshop is designed to introduce you to the main elements in multicultural healthcare: the current legal framework for treating people from other cultures, improved healthcare outcomes related to cultural competency, and strategies to improve communication. You will also learn specifics about health beliefs and behaviors among Minnesota's diverse populations. This workshop is appropriate for healthcare professionals, but is open to anyone interested. *.48 CEU, \$129*

*1134 Th Feb 22 8:00 a.m. - 12:00 p.m.*

**Instructor Stephanie Lauenstein, MS** Principal of Clinical Research International LLC, advises clients on best practices in managing global R&D staff. She helps healthcare professionals and organizations build multicultural approaches into their healthcare practices.



## Partnerships

### Partnership with Workforce Center Offers Job Skills Training

Anoka-Ramsey Community College and Anoka Technical College have formed a unique partnership with Anoka County Workforce Center to help provide job skills to area residents. Called "Steps to Success," the project has been awarded a \$222,000 Minnesota Job Skills Partnership grant to provide computer and customer service training to participants identified by the Workforce Center. The training is intended particularly for low-income individuals with limited education and work experience.



The project is designed to provide a career path by including core skills components for all trainees as well as more advanced skills training. The program curriculum includes basic business computer skills, customer service specialist and a Microsoft Office certificate course. For future open enrollment availability contact the ARCC Continuing Education and Customized Training division at 763.433.1200.

### Just in Time Training

Get the training your people need, when they need it!



Introducing an innovative concept in workforce education - Just in Time Training. If you have five or fewer employees that need training in a topic, call us. We'll contact our other clients and pull together a workshop that meets your needs and your schedule. Typically, we can organize a class within 6 weeks of your request.

Here are just some of the benefits:

- ♦ Get quality training that meets your specific needs
- ♦ Save money by sharing training costs with other businesses
- ♦ Save time by letting us do the work of finding a trainer, booking the room, getting materials, summarizing evaluations, etc.
- ♦ Get CEUs (continuing education units) for your employees

Call Denise at 763.433.1167 to find out more, make a training request, or get on our list of businesses we contact when we have requests from other local companies.



### Anoka-Ramsey Community College ...Your Training Partner

- ◆ **EXPERTISE** Our instructors and consultants are respected experts in their fields. They are skilled in providing employee training that is dynamic, engaging and results-driven.
- ◆ **CREATIVE** Unlike pre-packaged training and consulting services, Anoka-Ramsey offers customized approaches that reflect innovative, proactive, "outside-the-box" thinking.
- ◆ **COMPREHENSIVE** Anoka-Ramsey can meet the multiple training requirements of your organization and handle all aspects -- from assessing needs to finding resources, from developing and delivering training to comprehensive evaluation. We make it easy for you.
- ◆ **CREDIT OR NON-CREDIT** Our continuing education courses can be offered on a non-credit basis, for CEUs or for credits toward a degree. In addition, Anoka-Ramsey's "College on Your Corner" offers college credit courses in several area neighborhood locations. Courses this Spring are located at Columbia Heights, Fridley, Circle Pines, Elk River, North Branch and Monticello.
- ◆ **RESPONSIVE** With Anoka-Ramsey's nimble approach, our team can quickly respond and assist you as new challenges arise.
- ◆ **RESOURCEFUL** We understand the range of training and development issues faced by companies today, and can put together the appropriate combination of resources to fit your situation.

### In today's fast-paced world Learning Drives Success

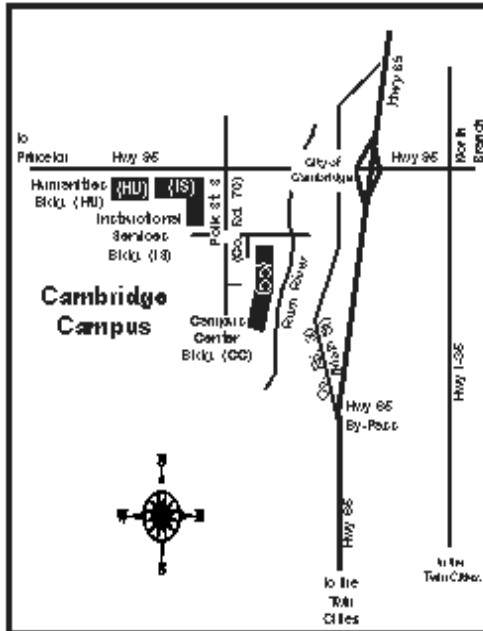
Why do many high-performing organizations partner with Anoka-Ramsey Community College Continuing Education & Customized Training? As trusted experts in corporate and adult learning, we offer targeted, effective and comprehensive solutions that generate productivity, professional growth and a thriving bottom line.

### We invite you... Find out more

We invite you to learn more about the many opportunities available to you through Anoka-Ramsey Community College Continuing Education & Customized Training division. Please call us at 763.433.1200 or check our web site at [www.AnokaRamsey.edu/ContinuingEd/](http://www.AnokaRamsey.edu/ContinuingEd/).



## Anoka-Ramsey Community College Campus Locations



**Cambridge Campus**  
300 Polk Street South  
Cambridge, MN 55008  
763.433-1840

**From the North**

- Hwy 65 south to Hwy 95 west
- Drive through Cambridge
- Left on Co. Rd 70
- Or
- I-35 south to westbound Hwy 95
- Drive through Cambridge
- Left on Co. Rd 70

**From the South**

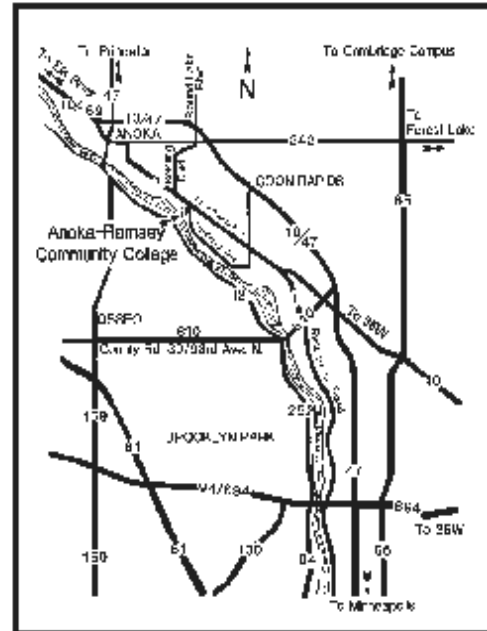
- Hwy 65 north to Hwy 95 west
- Drive through Cambridge
- Left on Co. Rd 70
- Or
- I-35 north to westbound Hwy 95
- Drive through Cambridge
- Left on Co. Rd 70

**From the West**

- Hwy 95 eastbound to Co. Rd 70
- Right on Co. Rd 70

**From the East**

- From I-35 exit to westbound Hwy 95
- Take Hwy 95 through Cambridge
- Left on Co. Rd 70



**Coon Rapids Campus**  
11200 Mississippi Blvd NW  
Coon Rapids, MN 55433  
763.433.1240

**From the North:**

- Go southeast on Hwy 10
- Right on Round Lake Blvd
- Left on Coon Rapids Blvd by the car dealerships
- Right on Mississippi Blvd and right on College Drive

**From the East:**

- I-35E north
- I-694 west to I-35W/10 north
- Hwy 10 west at Exit 30
- Left on Round Lake Blvd
- Left on Coon Rapids Blvd by the car dealerships
- Right on Mississippi Blvd and right on College Drive

**From the West:**

- I-94/694 east
- Hwy 252 north
- Hwy 610 east
- Left on Coon Rapids Blvd (second exit off bridge)
- Left on Mississippi Blvd and right on College Drive

**From the South:**

- I-35W north
- Exit #30 onto Hwy 10 west
- Go 10.9 miles to Round Lake Blvd
- Left on Round Lake Blvd
- Left on Coon Rapids Blvd by the car dealerships
- Right on Mississippi Blvd and right on College Drive



CONTINUING  
EDUCATION  
&  
CUSTOMIZED  
TRAINING



About Us

**CE/CT Registration and Payment Information**

..... 763.433.1200

**Sherry Butcher**

Director, Continuing Education and Customized  
Training, Midwest Preservation Institute .....  
..... 763.433.1405

**Carole Fuller**

Director, Continuing Education and Customized  
Training, Biomedical and GIS programs .....  
..... 763.433.1136

**Denise Gamble**

Director, Continuing Education and Customized  
Training, Leadership, Management. . . . 763.433.1167

**Sheila Judd**

Director, Continuing Education and Customized  
Training, Integrative Health and Healing, .....  
..... 763.433.1402

**Rosie Mortenson**

Dean, Continuing Education and Customized Training  
..... 763.433.1382

**Jess Niebuhr**

Director, Continuing Education and Customized  
Training,, College on Your Corner, Grant Writer . . . .  
..... 763.433.1225

**LeAnn Snidarich**

Director, Kid U and Professional Development  
Programs, Personal Development. . . . . 763.433.1279

**Eric Staup**

Director, Computer Applications and IT.....  
..... 763.433.1187

**General College Information . . . . . 763.433.1100**

We can assist you in a wide range of business areas.

- ◆ Training needs assessment
- ◆ Strategic planning
- ◆ Market research, analysis and planning
- ◆ Business situation analysis and needs assessment
- ◆ Sales support and training
- ◆ Organizational communication assessment
- ◆ Continuous process improvement
- ◆ Customer service
- ◆ Human resource audits, analysis and planning
- ◆ Work climate studies
- ◆ Technology assessment and planning
- ◆ Leadership competency assessment and coaching services
- ◆ Grant writing and grant management
- ◆ Job analysis
- ◆ Return on Investment (ROI) enhanced evaluation services

**For maps and directions visit:  
[www.AnokaRamsey.edu/directory/map.cfm](http://www.AnokaRamsey.edu/directory/map.cfm)  
or see page 25.**





Cambridge Campus: July 9–12

Coon Rapids Campus: July 16–19 and July 23–26

Three separate weeks with classes running Monday–Thursday

For children and teens ages 4–18

Course Topics Include:



Science



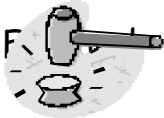
Performing Arts



Culinary Arts



Visual Arts



Law and Politics



Cultures/Languages



Fun and Fitness



Integrative Health and Healing



Math and Problem Solving



Literature

Brochures Available in April, 2007

Contact Continuing Education/Customized Training at 763.433.1200 or email kidu@anokaramsey.edu.





# Registration Form

Registration

## Five Easy Ways to Register...

### 1. By Mail

Mail your registration and check, money order or credit card information to:

Business Office/CEU Registration  
Anoka-Ramsey Community College  
11200 Mississippi Boulevard NW  
Coon Rapids, MN 55433-3499

### 2. By FAX 763.433.1201

Fax your registration and credit card information

### 3. In Person

Visit us at the Training and Development Center on the Coon Rapids Campus or the Admissions and Records office on the Cambridge Campus.

### 4. By Phone 763.433.1200

Call during regular office hours and register with a credit card.

### 5. Online [www.AnokaRamsey.edu](http://www.AnokaRamsey.edu)

## Registration

1. Complete the mail-in/fax registration form below.
2. Pay fees by check, money order or credit card payment. (See course description for amount).
3. Only ONE person per registration form.
4. This form may be duplicated.
5. No confirmation is sent. Please keep a personal record.

## College Policies

1. College reserves the right to cancel the offerings should the need arise and you will receive a 100% refund.
2. Continuing Education Refunds: For all Continuing Education programs, full refund is granted for any class if the refund is requested at least three days prior to class session. Credit Cards will not be credited; rather, you will be refunded with a check.
3. All Continuing Education classes will be held unless we notify you of cancellation.

## Continuing Education FAX/Mail-in Form

Name (please print) \_\_\_\_\_ Social Security\* \_\_\_\_\_  
First Last MI Student ID#

Address \_\_\_\_\_ Company Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening \_\_\_\_\_ FAX \_\_\_\_\_

Email address \_\_\_\_\_ Is this a new home address? \_\_\_\_\_

\* Providing a Social Security number is voluntary. Anoka-Ramsey Community College will use this information for positive identification to ensure your records are not confused with those of other students. In the computerized system, the Social Security number is the primary means of identification. Although your registration will be accepted without a Social Security number, providing it will reduce the likelihood of error when matching data with your registration.

Course #	Course Title	Dates	Fee

### Method of Payment

- Check     Visa     MasterCard     Discover

\_\_\_\_\_

Card Number

Exp. Date

\_\_\_\_\_

Cardholder's Signature/Authorized Signature

Date

