

Center for Professional & Workforce Development

HIGH QUALITY TECHNICAL & PROFESSIONAL EDUCATION IN CAREER-ORIENTED PROGRAMS

Healthcare

The growing field of healthcare provides a large variety of fascinating and essential job opportunities. The CPWD offers short-term open enrollment courses for those wishing to enter medical professions and working medical professionals who need to update their skills. **For more information, call Karen Christiansen at 651-423-8092 or Kris Hanson at 651-450-3696.**

ASPIRING MEDICAL PROFESSIONALS

Certified Pharmacy Technician • •

The Pharmacy Technician program prepares students to work under supervision of a licensed pharmacist carrying out duties such as assisting patients, filling prescriptions and keeping pharmacy records.

DELIVERY: 50-hour course in Burnsville • DATE: January 13 • PRICE: \$999

Certified EKG Technician • •

As an EKG Technician you will perform non-invasive electrocardiogram (EKG) procedures. An EKG monitors a patient's heart electrical impulse. You will identify abnormalities in EKG tracings and recognize arrhythmias or abnormal heart rhythms.

DELIVERY: 64-hour course • DATE: January 12 • PRICE: \$1,299

Registered Nursing Assistant • •

Introduces concepts of basic human needs, health/illness continuum, and basic nursing skills in long-term care and/or home care environments. Instruction consists of a classroom or online setting and skills labs.

DELIVERY: 72-hour course (online or classroom); 24-hour clinical placement
DATE: Various start dates • PRICE: \$899

Certified Phlebotomy Technician •

The Phlebotomy Technician program prepares students to collect blood specimens from patients for the purpose of laboratory analysis. To register, call Karen Christiansen at 651-423-8092.

DELIVERY: 40-hour course; 100-hour clinical placement
DATE: March 18 • PRICE: \$1,599

CURRENT MEDICAL PROFESSIONALS

Basic ICD-10 Coding • •

DELIVERY: Day long seminars/workshops • PRICE: \$85
DATE: April 21, July 7 & July 14

TMA (Trained Medication Aide) • •

DELIVERY: Hybrid course (online & skills labs) • PRICE: \$559
Call for start date

Limited Scope X-Ray Operator Certification • •

DELIVERY: Six-week online course with instructor guidance and advice
DATE: Jan. 12 & Mar. 16 • PRICE: \$499

Medical Assistant Certification Exam Prep • •

DELIVERY: Six-week online course with instructor guidance and advice
DATE: Starts the first Monday of each month • PRICE: \$149

EMT Refresher • •

DELIVERY: 24-hour course • DATE: Jan. 14 & Feb 2 • PRICE: \$263

EMR Refresher • •

DATE: January 14, February 27 & April 27 • PRICE: \$175

Paramedic Refresher • •

DELIVERY: 48-hour course • PRICE: \$354
DATE: January 9, January 16 & March 6

- Course offered at Dakota County Technical College
Visit DCTC.EDU/CECT for more information.
- Course offered at Inver Hills Community College
Visit INVERHILLS.EDU/CPWD for more information.



Center for Professional & Workforce Development

HIGH QUALITY TECHNICAL & PROFESSIONAL EDUCATION IN CAREER-ORIENTED PROGRAMS

Business & Management

The global business world evolves at a faster rate than ever before. It is critical that businesses and individuals keep up with the latest professional skills and training in order to best serve their customers and meet strategic goals. Our programming is designed to help you achieve your goals through conveniently scheduled courses delivered on-site or at one of our metro locations.

For more information, call Kathy Carlson at 651-423-8594 or Peter Hoch at 651-450-3763.

US Customs Broker Exam Preparation •

A Customs Broker License can enhance your chances for advancement and other career opportunities. However, passing the customs broker exam to obtain the license can be very difficult. This ten session course will help participants maximize their chances of passing the exam through instruction on how to study for the exam, provide study tools and identify areas of weakness for further or more intense study.

DELIVERY: Held at Burnsville Workforce Center • **DATE:** Mar. 2, 2015
PRICE: \$500

Personal Branding with Social Media •

DELIVERY: 2-hours classroom • **DATE:** Mar. 14, 2015 • **PRICE:** \$99

Computers & Technology

In a fiercely competitive and fast-paced market, the CPWD can provide you or your business a competitive edge. The information technology courses we offer are reflective of the demands of industry. **For more information, call Bradd Strelow at 651-423-8687 or Phil Zuidema at 651-450-3929.**

A+ Exam Prep •

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA® A+® Certification course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job.

DELIVERY: 40-hours classroom • **DATE:** Jan. 5, 2015 • **PRICE:** \$1,495

Essentials of Agile Scrum •

The Agile-Scrum framework is a great way to deal with the complexities and intricacies of a system development effort. Some of the benefits of going agile include accelerated product delivery, ability to react to change, customer involvement, unified teams and project transparency.

DELIVERY: 6-hours classroom • **DATE:** Jan. 13, 2015 & Feb. 3, 2015 • **PRICE:** \$199

Implementing Cisco Wireless—IUWNE •

DELIVERY: 40-hours classroom • **DATE:** Jan. 26, 2015 • **PRICE:** \$3,295

Additional Offerings • •

Cisco Certification

Database

Programming & Development

ITIL

Microsoft Networking

South of the River Education Center

EVENING CREDIT-COURSES AT BURNSVILLE WORKFORCE CENTER

- Social Media Marketing Tools
- And many more courses from DCTC, IHCC and Metropolitan State University
- Principals of Accounting
- General Psychology

CONTACT STEPHANIE ATKINSON AT 952-703-3128

- Course offered at Dakota County Technical College
Visit DCTC.EDU/CECT for more information.
- Course offered at Inver Hills Community College
Visit INVERHILLS.EDU/CPWD for more information.



Center for Professional & Workforce Development

HIGH QUALITY TECHNICAL & PROFESSIONAL EDUCATION IN CAREER-ORIENTED PROGRAMS

Transportation

DCTC features a driving track, unique for education in the Twin Cities. The track offers the opportunity to practice driving skills in a safer environment. DCTC's transportation courses include a wide variety of topics, from accident avoidance for everyday driving to advanced pursuit skills for law enforcement. **For more information, call Jim Unger at 651-423-8482 or Richard Hawkins at 651-423-8765.** Visit DCTC.EDU/CONTINUING-EDUCATION/TRANSPORTATION-SAFETY.

Accident Avoidance & Safe Driving •

This class is excellent for all ages, including the seasoned driver, those with learning permits, newly licensed drivers, safety-conscious parents and all drivers seeking to improve or enhance their skills in accident avoidance.

DATE: Jan. 17, Feb. 21, Mar. 21 & April 4 • PRICE: \$125

Motorcycle Safety •

DCTC and the Minnesota Motorcycle Safety Center are committed to reducing motorcycle crashes, injuries and fatalities. Courses include basic rider course and basic motorcycle maintenance.

DATE: Every weekend beginning April 10, 2015 • PRICE: \$180

Railroad Conductor Technology Certificate •

This program prepares students to serve as railroad conductors in the railway industry, which is critical to our nation's livelihood. Retirement rates of current conductors promise excellent job opportunities. DCTC formed partnerships with Canadian Pacific Railway, Union Pacific Railroad and many other regional and short lines to develop a curriculum that puts graduates on the fast track to employment in the industry. **This course is eligible for financial aid.**

For more information, call Larry Lewis at 651-423-8276.

DATE: Jan. 26, 2015 & Mar. 30, 2015

Railroads are hiring now!

Class B CDL Truck & Bus Driver •

This is a one-on-one training session that is set up between yourself and the instructor. This is a 12-hour session over two days including the test taken on the second day.

DELIVERY: 12-hour course • DATE: TBD • PRICE: \$995 (includes test)

Class A CDL Basic Training & Refresher •

This 56-hour course provides basic Class A CDL training to prepare students to pass the Class A CDL driving test. It is designed for students who wish to obtain their Class A CDL or for Class A CDL drivers seeking refresher training. This course is only 56 hours in duration and may not be sufficient or advisable for entry level drivers. Prior experience with a manual transmission and/or large equipment is highly recommended.

DATE: Weekends TBD • PRICE: \$1,599

Basic Forklift Operation & Safety •

DATE: Jan. 20, 2015, Feb. 17, 2015 & Mar. 17, 2015 • PRICE: \$150

MN State Patrol Vehicle Inspection Certification & Recertification Program •

Minnesota's Commercial Vehicle Inspection program has been approved by the Federal Government. The state decal is valid proof of inspection in all other states.

DATE: Visit dctc.edu/go/inspect • PRICE: \$180 certification/\$90 recertification

- Course offered at Dakota County Technical College
Visit DCTC.EDU/CECT for more information.
- Course offered at Inver Hills Community College
Visit INVERHILLS.EDU/CPWD for more information.



Manufacturing & Trades

We offer a wide variety of technical training for those wishing to enter a trade or upgrade their skills.

For more information, call Larry Lewis at 651-423-8276 or Peter Hoch at 651-450-3763.

Steam & Hot Water Boiler Operation •

According to the Bureau of Labor Statistics, employment of boilermakers is projected to grow 21 percent from 2010 to 2020; faster than the average for all occupations. These evening courses will help prepare you to take the Department of Labor licensing exam. *Steam and Hot Water Boilers II* is available for those testing for higher levels. Register at dctc.edu or by calling 651-423-8279.

DELIVERY: Every Thursday for 8 weeks
at Diamondhead Education Center, Burnsville, MN
DATE: Jan. 15, 2015 & March TBD • **PRICE:** \$460 (includes book)

Programmable Logic Controllers •

PLC's are used in manufacturing settings to automate electromechanical processes. Those with PLC knowledge are in demand in the Twin Cities manufacturing sector. A good understanding of industrial electricity is needed to be successful in these courses. Call 651-423-8279 to register.

PLC I: 2-Credits; \$515; starts Jan. 6, 2015
PLC II: 3-credits; \$615; starts Feb. 3, 2015
PLC III: 2-credits; \$515; starts Mar. 17, 2015

Systems Troubleshooting •

The process of quickly and effectively locating faults in an electrical system will be the focus of the troubleshooting course. The student will learn to apply electronics knowledge in a linear methodology to improve effectiveness in locating problems. Strong knowledge of electricity and PLCs is needed to be successful in this class. Call 651-423-8279 to register.

DELIVERY: 2-credit course • **DATE:** Starts April 13, 2015
PRICE: \$515

Soldering & IPC Certification •

Learn skills and earn certification on the industry's most widely used soldering standard. Call 651-423-8279 to register.

DATE & TIME: Thursdays & Fridays, 5:30–9:30 p.m.
Saturdays 9:30 a.m. – 1:30 p.m.

Introduction to Hand Soldering

DELIVERY: 40-hours of training • **DATE:** Jan. 8–30, 2015
PRICE: \$750 (includes book, materials and testing)

IPC A-610 Acceptability of Electronic Assemblies

DELIVERY: 40-hours of training • **DATE:** Feb. 5–26, 2015
PRICE: \$750 (includes book, materials and testing)

IPC J-STD (J-Standard) Requirements for Soldering Electrical & Electronic Assemblies

DELIVERY: 40-hours of training • **DATE:** Mar. 5–27, 2015
PRICE: \$750 (includes book, materials and testing)

Home Inspection •

Our online professional home inspection training course, developed in conjunction with American Home Inspectors Training Institute, offers you the best home inspection training program in North America.

DATE: Anytime
PRICE: \$895 or combine with the 3-day hands-on seminar \$1,495

ServSafe Certification Course •

Invest in your food safety training by attending our one-day course. Certified by the National Restaurant Association, recognized by local, state and federal health departments.

DATE: TBD • **PRICE:** \$169

- Course offered at Dakota County Technical College
Visit DCTC.EDU/CECT for more information.
- Course offered at Inver Hills Community College
Visit INVERHILLS.EDU/CPWD for more information.