

FALL 2011

CONTINUING EDUCATION & CUSTOMIZED TRAINING

CLASS SCHEDULE

Professional training and
personal development for
you or your business



DAKOTA COUNTY
TECHNICAL COLLEGE

Real Education. Real Results.

CLASS B TRUCK DRIVER TRAINING.1

RAILROAD CONDUCTOR1

BUSINESS & MANAGEMENT. 2-4

Accounting & Finance
Entrepreneurship
Leadership & Management

COMPUTERS & IT 5-9

Cisco Certification
Database
IT Foundations
Microsoft Applications
Microsoft Network Certification
Programming & Development

DESIGN PROFESSIONS 10-11

Adobe Creative Suite
AutoCad Training
Graphic & Web Design
Photography

HEALTH CARE 12-13

CPR/First Aid
HIPAA Compliance
Human Anatomy Refreshers
Medical Terminology Refreshers
Nursing Contact Hours
Pharmacy Technician
Phlebotomy
X-Ray Operator Certification

MANUFACTURING & TRADES 14-15

IPC Soldering Certification
Mechatronic Classes
National Electrical Code
Steam & Hot Water Boilers

PUBLIC SAFETY & DRIVER TRAINING . . .16

Accident Avoidance & Safe Driving
Basic Forklift Operation & Safety
Defensive Driving
Emergency Response Driving
MN Commerical Vehicle Certification
Motorcycle Maintenance
Motorcycle Safety
Track Rental



DAKOTA COUNTY
TECHNICAL COLLEGE

Learn more.

For more information on any of our continuing education or customized training programs,

Call: 651-423-8472 or Visit: www.dctc.edu/go/cect

CLASS "B" CDL FOR STRAIGHT TRUCK OR BUS

3-Day Session

This session starts on the second Tuesday of each month, and concludes with the driver license test on Thursday. This is offered if three or more participants sign up.

Fee: \$750

One-on-One Session

This session consists of 12 hours of training and testing over two days. Courses are arranged upon student request.

Fee: \$995

Register now!

Online: dctc.edu/go/cect

Phone: 651-423-8765

E-mail: continuing.education@dctc.edu

For more information, contact:

Richard Hawkins at **651-423-8765** or e-mail richard.hawkins@dctc.edu



RAILROAD CONDUCTOR TECHNOLOGY

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 program that puts graduates on the fast-track to employment in the industry.

Start Dates:

January 9, 2012 or **March 12, 2012**

Register now!

Online: dctc.edu/go/cect

Phone: 651-423-8276

E-mail: continuing.education@dctc.edu

For more information, contact:

Larry Raddatz at **651-423-8276** or e-mail larry.raddatz@dctc.edu





Business & Management

BUSINESS & MANAGEMENT OVERVIEW

The business world is evolving 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 business and management training programs are designed to help you achieve these goals. Register today or contact an advisor for more information.

REGISTER

Online: dctc.edu/go/cect

Phone: 651-423-8600

E-mail: continuing.education@dctc.edu

Visit Us: 14200 Cedar Ave.

Apple Valley, MN 55124

CONTACT AN ADVISOR

Scott Gunderson

651-423-8295

scott.gunderson@dctc.edu

Harold Torrence

651-423-8606

harold.torrence@dctc.edu

Lisa Bah

651-423-8602

lisa.bah@dctc.edu

PROJECT MANAGEMENT INSTITUTE

“The Course”

Project Management is one of the fastest growing professions in North America. Employers are increasingly requiring that their project managers be certified by the Project Management Institute (PMI) as a Project Manager Professional (PMP®). DCTC has partnered with the Project Management Institute to offer The Course™, an online, self-paced course to prepare you for the Project Management Institute certification exam.

Fee: \$879

Date(s): Begins upon registration



Accounting & Finance

Accounting Fundamentals-I

Demand for accounting professionals exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions, and prepare various year-end financial reports.

Fee: \$129

Date(s): Classes begin monthly

Location: Online

Accounting Fundamentals-II

This course will explore topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

Fee: \$129

Date(s): Classes begin monthly

Location: Online

Credit Primer

This seminar will show you the ins and outs of improving personal/business credit. Get tried-and-true sample letters and learn self-help techniques to get your credit on track to become eligible for business financing!

Fee: \$100

Location: DCTC Apple Valley

Entrepreneurship

Start Your Own Small Business

Learn the four “Start-up Success Secrets.” Participants will be given two assessments to identify if you have the knowledge and skills for success and the second will show probability of the start-up success.

Fee: \$99

Date(s): Classes begin monthly

Location: Online

Start an Independent Consulting Practice

Do you have knowledge others could use? This course will help those who wish to set up a consulting practice. Topics include skills assessments, pricing policies, contracting, marketing, and more.

Fee: \$99

Date(s): Classes begin monthly

Location: Online

The Foundation Course: Small Business

Is running a business right for you? This hands-on class will allow you to create a solid Business Model. You'll also learn an easy way to develop a Business Plan, and a Customer Acquisition Plan.

Fee: \$100

Location: DCTC Apple Valley or Online



CERTIFIED MANAGER

Leadership Intensive Fast Track (LIFT)

By enrolling in this program you will secure the highly-respected Certified Manager (CM) designation offered by the Institute for Certified Professional Managers.

Part 1: Management Skills I, II, and III

Blend traditional management skills of planning, leading and controlling with a strong focus on interpersonal skills.

Part 2: Organizational Behavior

You will assess your personality style, and learn how to influence others to obtain trust, respect, and achieve goals.

Part 3: Financial Management

Gives non-financial managers an understanding of business accounting terms and statements so they can make sound financial decisions.

Part 4: Critical Thinking

Focuses on informal logic and will help you develop your skills and apply them to problems found in the workplace.

For more information, call 651-423-8600.



Scott Gunderson

Supervisory Management
Instructor

Scott R. Gunderson is the chairperson of the Business & Management department. He is also a supervisory management instructor. He began teaching at DCTC in July 2000.

Scott has a master's degree in public and nonprofit administration from Metropolitan State University. He also has a Bachelor of Science degree in management from LaSalle University and a supervisory management A.A.S. degree from Gateway Technical College.

Scott has been featured in "Jobs Section" articles in the *Star Tribune* on several occasions as well as a guest columnist for the *Dakota County Business Journal*.

Leadership & Management

Achieve Global® Training

Today's business environment requires that everyone accomplish more with less. In the face of these challenges, the right leadership skills are critical. Strong leaders boost morale, job satisfaction, and employee retention—which boost productivity and results. DCTC, in partnership with Achieve Global™ has the programs and deep expertise to develop genuine leaders in your organization.

Call 651-423-8600 for more details.

Achieving Success w/Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Fee: \$99
Date(s): Classes begin monthly
Location: Online

Certified Manager (CM) Test Preparation

Sponsored by the Institute of Certified Professional Managers, the CM Program prepares managers to meet challenges related to technology, globalization, workplace diversity, and more. Course content blends the traditional management skills of planning, leading, organizing, and controlling with a strong focus on interpersonal skills. Managers will benefit from increased knowledge, self-confidence, and employer recognition, as well as enhanced career opportunities.

Fee: \$2000
Location: DCTC Apple Valley





ACHIEVE GLOBAL TRAINING

Every organization has unique business problems. These unique problems include:

- Developing Leaders
- Responding to Competition
- Managing Change
- Driving Sales Growth
- Improving Morale, Engagement and Productivity
- Creating an Innovative Culture
- Responding to Globalization
- Managing the Customer Experience

Achieve Global's learning solutions translate strategy into business results by developing the skills and performance of their people.

Our trainers' interpersonal skills, real-world experience and professional commitment will engage and inspire employees at every level within your organization.

For more information, call 651-423-8602.



Leadership & Management

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas.

Fee: \$99
Date(s): Begins upon registration
Location: Online

Leadership

Leadership skills can help you gain the respect and admiration of others, while allowing you to enjoy success in your career. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Fee: \$99
Location: Online

The Leadership Challenge

If people are to become leaders, they must believe they can be a positive force in the world. Managers, individual contributors, volunteers, pastors, government administrators, teachers, school principals, students, and other leaders who use "The Five Practices of Exemplary Leadership" taught in this course, are more frequently seen by others as superior leaders. All materials included.

Call 651-423-8600 for more details.

Project Management

Project Management is one of the fastest growing professions in North America. Employers are increasingly requiring that their project managers be certified by the Project Management Institute (PMI) as a Project Manager Professional (PMP®)

DCTC has partnered with the Project Management Institute to offer The Course™, a fully online, self paced course to prepare you for the Project Management Institute certification exam. Be on the leading edge and work toward your certification. You can register and begin The Course™ at any time!

The online course is multi-media, consisting of 650 web pages with voice, three dozen related linked papers, and a student forum for communicating with instructors and other students.

Fee: \$879
Location: DCTC Apple Valley

Supervision & Management-I

This is the first course in a two part series. If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager, manage your time and the time of your employees, and solve problems and resolve conflicts.

Fee: \$139
Location: Online

Supervision & Management-II

The second course in a two part series, this course continues to build upon the lessons learned in part one. Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Fee: \$139
Location: Online

Computers & IT



CISCO CERTIFICATIONS

Cisco is the world-wide leader in networking solutions. Its products include routers, switches, PIX firewalls, IP telephony products and wireless networking equipment. The explosion of VOIP (voice-over-internet-protocol) implementation has put the skills of Cisco professionals in high demand.

Cisco Route/Switch Package
 CCNA, ROUTE, SWITCH, TSHOOT
 Fee: \$9,995

Cisco Voice Package
 CCNA, CVOICE, CIPT 1, CIP 2
 Fee: \$9,995

For more information, call 651-688-1187.
Visit: dctc.edu/go/cect

COMPUTERS & IT OVERVIEW

In a fiercely competitive and fast-paced market, the IT Training Center in Eagan is the place for you or your business to maintain your competitive edge.

The courses we offer are reflective of the demands of industry. The IT Training Center also offers a variety of other valuable services including space rental, and customized training for your business.

Our business partners include: Ascolta, Knowledge Peak, and Sunset Learning.

REGISTER

Online: dctc.edu/go/cect
Phone: 651-688-1187
E-mail: continuing.education@dctc.edu
Visit Us: 3140 Neil Armstrong Blvd. #230 Eagan, MN 55121

CONTACT AN ADVISOR

Bradd Strelow
 651-688-1187
bradd.strelow@dctc.edu

Routing/Switching

CCNA Accelerated (640-802)
 Fee: \$3,195
 Location: IT Training Center

CCNA Boot Camp (640-802)
 Fee: \$3,495
 Location: IT Training Center

Route (642-902)
 Fee: \$3,195
 Location: IT Training Center

Switch (642-813)
 Fee: \$3,195
 Location: IT Training Center

Tshoot (642-832)
 Fee: \$3,195
 Location: IT Training Center

CCNP Voice

ICOMM (642-461)
 Introducing Cisco Voice and Unified Communications Administration (ICOMM) v8.0 teaches students how to maintain and operate a Cisco Unified Communications solution that is based on Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Connection, and Cisco Unified Presence. This course provides the learners with the knowledge and skills to achieve associate-level competency in Cisco Unified Communications.

Fees: \$3,295
 Location: IT Training Center

Cipt1 (642-447)
 Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) v8.0 is a 5-day course that prepares you for implementing a Cisco Unified Communications Manager solution at a single-site environment.

Fees: \$3,295
 Location: IT Training Center

Cipt2 (642-457)
 Implementing Cisco Unified Communications Manager, Part 2 (CIPT2) v8.0 is a 5-day course that prepares you for implementing Cisco Unified Communications solution in a multi-site environment.

Fees: \$3,295
 Location: IT Training Center

Capps (642-467)
 Integrating Cisco Unified Communications Applications (CAPPS) v8.0 is a 5-day course that teaches learners the integration options of Cisco Unified Presence, Cisco Unity Express, and Cisco Unity Connection.

Fees: \$3,295
 Location: IT Training Center

Tvoice (642-427)
 Troubleshooting Cisco Unified Communications (TVOICE) v8.0 is a 5-day course that prepares network professionals with the knowledge and skills that are required to troubleshoot Cisco Unified Communications systems and solutions in enterprise, midmarket, and commercial deployments in single-site and multi-site environments.

Fees: \$3,295
 Location: IT Training Center



Powerful Employee Development Tools at Your Fingertips



Discover the Benefits of Online Training!

We've partnered with ed2go to offer hundreds of instructor-facilitated online courses designed for your employee development needs.

Convenient

Classroom access 24/7 from anywhere with an Internet connection.

Expert Instructors

Professional instructors answer questions and facilitate online discussions.

Easy Implementation

We host the entire operation. There's no technology to purchase, integrate, administer, or support.

Short and Effective

In just six weeks, employees gain valuable skills they can apply immediately.

Market Tested

More than a million learners have taken one of these engaging and highly interactive courses.



SEARCH ENGINE OPTIMIZATION (SEO)

Search Engine Optimization NEW

You may look at Search Engine Optimization as a scary thing. Your effort can make a difference. Even if any one step, or any one hour spent on it might seem like nothing more than a tiny bite from this elephant called SEO. It is possible to make a difference by using the techniques learned in this class. This class gives you bite-sized tasks, and smart tools to help you increase visibility for your website on the major search engines.

*Fees: \$150
Location: IT Training Center or Online*



CCNP Security NEW

Firewall (640-617)

The Deploying Cisco ASA Firewall Features (FIREWALL) 1.0 course is a five-day course that aims at providing network security engineers with the knowledge and skills needed to implement and maintain Cisco ASA adaptive security appliance-based perimeter solutions.

*Fees: \$3,295
Location: IT Training Center*

IPS (642-627)

The Implementing Cisco Intrusion Prevention System (IPS) v7.0 course is a five-day course aims at providing network security engineers with the knowledge and skills that are needed to deploy Cisco Intrusion Prevention System (IPS)-based security solutions.

*Fees: \$3,295
Location: IT Training Center*

Secure (642-637)

The Securing Networks with Cisco Routers and Switches (SECURE) 1.0 course is a five-day course that aims to provide network security engineers with the knowledge and skills needed to secure Cisco IOS Software router- and switch-based networks, and provide security services based on Cisco IOS Software.

*Fees: \$3,295
Location: IT Training Center*

VPN (642-647)

*Fees: \$3,295
Location: IT Training Center*

Database

Data is king in our day. From Ebay to Google to finance to medical to government. All are completely dependent on the availability and use of data. A well designed and implemented database provide the necessary access to and use of data for today's markets and organizations to run effectively. Microsoft SQL is a widely used database platform. Contact us for discount package pricing.

SQL for Developers

*Fees: \$1,799
Location: IT Training Center*

SQL Server Reporting Services - SSRS

*Fees: \$1,250
Location: IT Training Center*

SQL Server Integration Services - SSIS

*Fees: \$1,250
Location: IT Training Center*





COMPTIA CERTIFICATIONS

CompTIA A+

For entry-level IT technicians, the CompTIA A+ exam covers preventative maintenance, basic networking, installation, troubleshooting, communication and professionalism.

CompTIA Network+

For networking professionals, the CompTIA Network+ exam covers managing, maintaining, troubleshooting, operating and configuring basic network infrastructure.

CompTIA Security+

For experienced security professionals, the CompTIA Security+ exam covers system security, network infrastructure, cryptography, assessments and audits.

For more information, call 651-688-1187.

IT Foundations

CompTIA® 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.

Evening Classes

Fees: \$1,499

Location: IT Training Center or Online

Daytime Classes

Fee: \$1,799

Location: IT Training Center or Online

The CompTIA® Network + Exam Prep

This course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification prep is an excellent first step to take.

Fees: \$1,495

Location: IT Training Center

The CompTIA® Security + Exam Prep

The goal of this course is to provide information technology professionals with the knowledge and skills necessary to demonstrate a broad knowledge of security concerns and perform day-to-day security functions.

Fees: \$1,799

Location: IT Training Center

ITIL Foundations V3

This three-day course introduces the IT Infrastructure Library® (ITIL®) and the concept of IT Service Management (ITSM). It outlines processes required to deliver, measure, and improve information technology services.

Fees: \$1,295

Location: IT Training Center

ITIL V3 Service Operation Lifecycle (SOL)

This 3-day course immerses learners in the overall concepts, processes, policies and methods associated with the Service Operation phase of the Service Lifecycle.

Fees: \$1,795

Location: IT Training Center

ITIL V3 Service Design Lifecycle (SD)

This 3-day course immerses learners in the concepts, processes, policies and methods associated with the Service Design phase of the Service Lifecycle.

Fees: \$1,795

Location: IT Training Center

ITIL V3 Service Offerings & Agreements Capability (SOA)

This 5-day course immerses learners in the practical aspects of the ITIL v3 Service Lifecycle and processes associated with the Service Offerings and Agreements of services and service delivery.

Fees: \$2,895

Location: IT Training Center

ITIL V3 Operational Support & Analysis Capability (OSA)

This 5-day course immerses learners in the practical aspects of the ITIL v3 Service Lifecycle and processes associated with the Operational Support and Analysis of services and service delivery.

Fees: \$2,895

Location: IT Training Center

ITIL V3 Release, Control, & Validation Capability (RCV)

This 5-day course immerses learners in the practical aspects of the ITIL v3 Service Lifecycle and processes associated with the Release, Control and Validation of services and service delivery.

Fees: \$2,895

Location: IT Training Center



George Sawyer

Microsoft Certified Trainer

George has over twenty years of experience as an educator with half of that being in technology. His specialty is making the complex world of high-tech accessible to the average user.

In addition to his work as Technology Coach & CEO of Sawyer Training, Inc. he is an active instructor for many local community colleges and a sought after speaker on the use of emerging and sustainable technology in business.

George holds academic degrees (B.M. & M.Div.) as well as many technology certifications and is a Microsoft Certified Trainer (MCT). George has three children and enjoys the challenge of living a very low-tech, sustainable life in an urban environment.

MICROSOFT NETWORK CERTIFICATION

The Microsoft Certified IT Professional (MCITP) credential is the most recent release of certifications for Microsoft Server 2008 platforms. The MCITP networking certifications confirm the person having the certificate is equipped with the skills to perform as a network administrator or enterprise administrator.

MCITP Server 2008 Admin Package

Exams 70-680, 70-640, 70-642, 70-646
Fee: \$5,995

MCITP Server 2008 Enterprise Admin Package

Exams 70-680, 70-640, 70-642, 70-646, 70-643, 70-647
Fee: \$8,895

MCITP Enterprise Administrator Package + Exchange:

Exams 70-680, 70-640, 70-642, 70-646, 70-643, 70-647, 70-662, 70-663
Fee: \$10,000

For more information, call 651-688-1187.

Server classes may be taken individually (see below)



Microsoft Applications

Microsoft Access 2007

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important information that you collect.

Tuition: \$150 per class
Location: Online

Microsoft Excel 2007

Work with numbers? Then you need to learn Excel 2007. In this workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Tuition: \$150 per class
Location: Online

Microsoft Outlook 2007

Want to learn Microsoft Outlook 2007 fast? In this will help you understand Outlook 2007 and get up and running quickly with the most important aspects of the program, from basic e-mailing to automating your work with rules.

Fee: \$150 per class
Location: Online

Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007. Find out how to create slide presentations consisting of slides that will give you the edge in your next presentation.

Tuition: \$150 per class
Location: Online

Microsoft Word 2007

Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written - Microsoft Office Word 2007.

Tuition: \$150 per class
Location: Online

Microsoft Network Certification

70-680 - Windows 7

Fee: \$1,495
Location: IT Training Center

70-640 - Active Directory

Fee: \$1,799
Location: IT Training Center

70-642 - Network Infrastructure

Fee: \$1,799
Location: IT Training Center

70-646 - Server Administrator

Fee: \$1,799
Location: IT Training Center

70-643 - Applications Infrastructure

Fee: \$1,799
Location: IT Training Center

70-647 - Enterprise Administrator

Fee: \$1,799
Location: IT Training Center

70-662 & 70-663 Exchange 2010

Fee: \$1,799
Location: IT Training Center



JAVA DEVELOPER CERTIFICATE

Java Developer I

Expanding upon the essential elements of the Java programming language, this course offers a job-related approach to successful programming. It provides all the basic skills required to develop functionally sound and efficient Java applications.

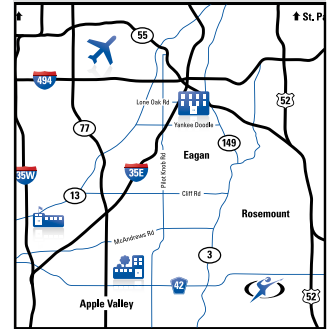
Fee: \$1,799
Location: IT Training Center or Online

Java Developer II

Students interested in learning more about the Java programming language will learn advanced programming techniques and concepts. Prerequisite: Java Developer 1 or equivalent experience.

Fee: \$1,799
Location: IT Training Center or Online

For more information, call 651-688-1187.



HOST YOUR NEXT TRAINING EVENT AT THE IT TRAINING CENTER

The IT Training Center (ITTC) in Eagan is a great place for your employees to learn, and is available for your company's own training needs on a rental basis. The ITTC is your connection to high-tech computer labs and classrooms, featuring high-bandwidth internet access, wireless, networked computers, cable service and multimedia presentation capabilities.

For more information, call 651-688-1187.

Programming & Development

Java Developer I

Expanding upon the essential elements of the Java programming language, this course offers a job-related approach to successful programming. It provides all the basic skills required to develop functionally sound and efficient Java applications.

Fee: \$1,799
Location: IT Training Center or Online

Java Developer II

Students interested in learning more about the Java programming language will learn advanced programming techniques and concepts. Prerequisite: Java Developer 1 or equivalent experience.

Fee: \$1,799
Location: IT Training Center or Online

Learn to Program with C#.NET

In this course, you'll learn to use Visual Studio 2008 to explore the Visual C# language. The course starts with a quick overview of the .NET platform, examining assemblies, Microsoft Intermediate Language, Visual Studio profiles, XML comments, IntelliSense, and debugging. From there, you'll learn all the language features that you must internalize in order to create full-featured Web or Windows applications that make best use of the .NET platform.

Fee: \$1,799
Location: IT Training Center

ASP.NET Using C#.NET

In this course you'll learn how to use Visual Studio 2008 and Visual C# 2008 to build ASP.NET 3.5 Web pages. You'll gain an understanding of the architecture behind ASP.NET and how to use the various ASP.NET server controls. You'll learn to create consistent web sites using Master Pages, add membership features, configure and deploy ASP.NET applications, to authenticate users and limit their access to resources, manage state, direct users using Site Navigation tools, debug .NET and JavaScript code, and to display and edit data using ASP.NET and ADO.NET.

Fee: \$1,799
Location: IT Training Center

ASP.NET using C#.NET: Advanced

In this course you will be introduced to many exciting ASP.NET features that will help you get the most out of the .NET Framework and make you a better and more efficient Visual Studio 2008 developer. You will become familiar with the tracing features in Visual Studio that help you troubleshoot issues.

Fee: \$1,799
Location: IT Training Center

C++ Programming

Learn how to program in C++ from a master programming instructor and published author. In this project-oriented course, you'll skip all the gobbledygook and get right to programming--even if you have no prior programming experience! Before you know it, you'll be putting together programs that have their own windows and controls, and you'll see how easy programming really is.

Fee: \$999
Date(s): Classes begin monthly
Location: Online



Design Professions

DESIGN PROFESSIONS OVERVIEW

Whether you are working in the field of architecture, graphic design or interior design, customers want products to be aesthetically pleasing as well as useful. Look around you - almost everything you see is the product of some designer's hard work and creative mind. Our programs at DCTC will provide you with practical, hands-on learning in a variety of design professions.

REGISTER

Online: dctc.edu/go/cect

Phone: 651-423-8249

E-mail: continuing.education@dctc.edu

education@dctc.edu

Visit Us: 1300 145th St. E.

Rosemount, MN 55068

CONTACT AN ADVISOR

Karen Christiansen

651-423-8092

karen.christiansen@dctc.edu

Bradd Strelow

651-688-1187

bradd.strelow@dctc.edu

GRAPHIC & WEB DESIGN

Graphic Design for Publications Certificate

This certificate provides a great opportunity for those seeking to set themselves apart from the competition in areas such as communications, marketing design and business development.

Fee: \$942

Location: NCC Bloomington

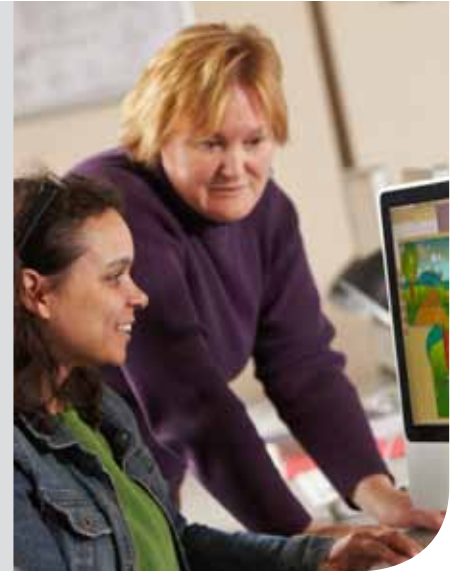
Web Design Certificate

This certificate provides an individual with the fundamental knowledge and skills necessary for web design. You will also gain valuable experience with specific web development and graphic tools such as Adobe Photoshop, Dreamweaver, Flash and Illustrator.

Fee: \$1,470

Location: NCC Bloomington

For more information, call 651-688-1187.



Adobe Creative Suite

Adobe Creative Suite is considered to be the most widely used web design & development environment in the world. DCTC's online Adobe CS4 training will help you to find success using these powerful design tools.

*Online classes begin monthly.

Adobe CS4: Dreamweaver 1

Fee: \$176

Location: Online*

Adobe CS4: Dreamweaver 2

Fee: \$176

Location: Online*

Adobe CS4: Flash 1

Fee: \$176

Location: Online*

Adobe CS4: Photoshop 1

Fee: \$176

Location: Online*

Adobe CS4: Photoshop 2

Fee: \$176

Location: Online*

Adobe CS4: InDesign

Fee: \$176

Location: Online

Graphic & Web Design

Graphic Design for Publications Certificate

The following courses required for the certificate are located at Normandale Community College:

Design Basics

Adobe CS5: Photoshop 1

Adobe CS5: Photoshop 2

Adobe CS5: Illustrator

Adobe CS5: InDesign

Project Portfolio

Ideal participants include: small business owners who would like to create their own materials, independent consultants, and those who would like to broaden their skill set and stand out to current and future employers.

Web Design Certificate

The following courses required for the certificate are located at Normandale Community College:

Design Basics

HTML Training

Adobe CS5: Photoshop 1

Adobe CS5: Photoshop 2

Adobe CS5: Dreamweaver 1

Adobe CS5: Dreamweaver 2

Ideal participants include: Graphic designers who want to position themselves better in the new economy, small business owners who would like to create their own web site, independent consultants, and those who would like to broaden their skill set and stand out to current and future employers.



ADVANCED AUTOCAD TRAINING

DCTC now offers training in advanced topics of AutoCAD, and can be customized for the following:

- Mechanical professions
- Electrical professions
- Architectural professions

For more information, call 651-423-8318.



Darrell Tangen

Photographic Technology Instructor

Darrell Tangen began teaching at DCTC in 1988. He has a master's degree in education from Saint. Mary's University, and has a bachelor's degree in industrial education from the University of Minnesota. He also has an A.A.S. degree in technical communications from Anoka-Ramsey Community College and a technical diploma in photographic technology from Staples, formerly Staples Area Vocational-Technical Institute.

Darrell also won DCTC's Outstanding Instructor of the Year award in 1997 and 2004. An avid photographer, he has won numerous ribbons and awards for photographs entered in local, regional and international competitions.

Photography

Better Photos from your Digital Camera

Learn how to take better digital photos. Get to know the settings and features on your camera, what subjects to shoot and how to steady your camera. You will also learn about troubleshoot potential problems such as red eye reduction, blurry images, camera shake, and lens flare. Bring your questions, your camera and some problem images to discuss.

Fee: \$30
Location: DCTC Rosemount

Adobe Lightroom

Organize your digital photos. Learn how to download, organize, sort, store, and rename your images so you can find them later. You will also learn the fundamentals of image correction and enhancement, printing and web gallery creation.

Fee: \$30
Location: DCTC Rosemount

Digital Photography: Travel

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye.

Fee: \$99
Date(s): Begins upon registration
Location: Online

Digital Photography: Nature

Jump into the world of nature photography! In this course, you'll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals, and more.

Fee: \$99
Date(s): Begins upon registration
Location: Online

Digital Photography: People

Photographing people can be fun, exciting - and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.

Fee: \$99
Date(s): Begins upon registration
Location: Online





Health Care

HEALTH CARE OVERVIEW

Build a career in a growing industry! DCTC now offers a wide variety of continuing education courses for physicians, pharmacists, nurses, radiographers and lab technicians. Our programs are high quality, hands-on and are provided by industry expert instructors.

REGISTER

Online: dctc.edu/go/cect

Phone: 651-423-8249

E-mail: continuing.education@dctc.edu

Visit Us: 1300 145th St. E.
Rosemount, MN 55068

CONTACT AN ADVISOR

Karen Christiansen

651-423-8092

karen.christiansen@dctc.edu

PHARMACY TECHNICIAN

Pharmacy Technician Training

With the need for prescription medications growing each year, the demand for pharmacy technicians is expected to increase rapidly through 2016. Pharmacy Technicians work under supervision of a licensed pharmacist, carrying out duties such as assisting patients, filling prescriptions, maintaining inventory, and keeping pharmacy records. Technicians work in many different settings, including retail/community pharmacies, in-patient and out-patient hospital pharmacies, long-term care facilities, and home care services. This 50-hour program will prepare students to enter into a pharmacy career and take the Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician exam.

Fee: \$999
Location: DCTC Rosemount



CPR / First Aid

AHA® BLS for Healthcare Providers (CPR/AED)

This course provides training for designated first responders, individuals needing credentialed training for job or regulatory requirements, or an entire workplace. Heartsaver CPR is a classroom course that teaches basic CPR skills such as:

- Performing a head tilt-chin lift
- Giving compressions and breaths
- Calling emergency response (or 911)

Fee: \$60
Location: DCTC Apple Valley

AHA® BLS for Healthcare Providers (CPR/AED & First Aid)

This course provides training for designated first responders, individuals needing credentialed training for job or regulatory requirements, or an entire workplace. Heartsaver First Aid with CPR & AED is a classroom course designed to meet OSHA requirements. The course teaches basic first Aid, CPR, and AED skills such as:

- Helping someone with a possible broken bone or sprain
- Giving CPR to an infant, child, or an adult
- Using an Automated External Defibrillator (AED)

Fee: \$75
Location: DCTC Apple Valley

HIPAA Compliance

HIPAA Compliance Training

Demystify the complexities of HIPAA! If you're a health care professional, it's mandatory that you know the ins and outs of HIPAA compliance. This course focuses on the Administrative Simplification portion of HIPAA. We'll cover transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. By the end, you'll feel confident in your ability to bring your organization into compliance with HIPAA's requirements.

Fee: \$495
Date(s): Classes begin monthly
Location: Online

Human Anatomy Refreshers

Human Anatomy & Physiology I & II

In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive.

Fee: \$175
Date(s): Classes begin monthly
Location: Online



X-RAY OPERATOR CERTIFICATION

Limited Scope X-Ray Operator Certification

The Minnesota Department of Health (MDH) requires all operators of x-ray equipment in Minnesota to be certified. Potential operators must pass the limited scope examination given by the American Registry of Radiologic Technologists (ARRT). This 32 hour, online course will prepare individuals for the examination. The course is completed in six weeks, and will follow the ARRT Limited Scope Content Specifications. Instruction will consist of radiography physics, principles of radiographic exposure, digital processing, and radiation safety. The positioning component will cover all the primary x-ray projections performed in hospitals and clinics.

Fee: \$499
Location: Online



Kathy Tettam

Medical Assistant
Instructor

Kathleen has been a practicing certified medical assistant since obtaining certification in 2000. A 1999 alumna of DCTC's Medical Assistant program, Kathleen came back as faculty in the Fall of 2010.

Kathleen is a member of the American Association of Medical Assistants (AAMA) and the Minnesota Society of Medical Assistants (MSMA).

Kathleen has work experiences in both clinical and hospital settings. Most recently, she served as a phlebotomist in the Owatonna Hospital laboratory. She has also worked for Allina Clinic, Park Nicollet Clinic and Apple Valley Medical Center in a variety of medical specialties.

Medical Terminology Refreshers

Medical Terminology

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage are provided for each root term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

Fee: \$175
Date(s): Classes begin monthly
Location: Online

Phlebotomy

Phlebotomy Technician Training

The DCTC Phlebotomy Technician Program prepares students to collect blood specimens from patients for the purpose of laboratory analysis. Students will be provided with the knowledge and skills necessary for careers in outpatient or inpatient facilities. The 40+ hour classroom portion will consist of medical terminology, anatomy and physiology (as applicable to phlebotomy), safety procedures, customer service skills, overview of laboratory processing, blood collection procedures, and hands-on procedures. The program also provides a 100 hour clinical experience portion to take place in a local medical facility. After successful completion of both portions of the program, the student will be eligible to take the ASCP Phlebotomy certification exam.

Fee: \$1,599
Location: DCTC Rosemount

Nursing Contact Hours

Certificate in Pain Assessment & Mgmt.

Pain assessment and management is a crucial part of compassionate and effective patient care. Many providers, patients, patients' families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies.

24 CONTACT HRS

Fee: \$295
Date(s): Classes begin monthly
Location: Online

Specialty Certificate in Oxygenation

Ensuring adequate oxygenation is fundamental to the nursing care of many types of patients—from those with common colds to those recovering from coronary artery bypass grafting. This certificate program will provide you with a holistic and collaborative approach to the care of patients with disorders of oxygenation.

15 CONTACT HRS

Fee: \$245
Date(s): Classes begin monthly
Location: Online

Specialty Certificate in Prenatal Issues

The demand for knowledgeable providers to meet the needs of childbearing women, newborns, and families is dramatically increasing; new jobs are being developed and new services created. If you are a health professional who works with this population (or would like to do so), this program will help you stay current with emerging trends in this specialized area of health care.

14 CONTACT HRS

Fee: \$235
Date(s): Classes begin monthly
Location: Online



Manufacturing & Trades

MANUFACTURING & TRADES OVERVIEW

Manufacturing at DCTC has a long history of excellence in offering innovative programming and training to individuals and businesses.

Our classes and workshops vary greatly to fit your needs and allow you to further develop your skills to make you more marketable in today's workplace. We can also customize programming to fit the requirements of your company.

Companies that we have worked with include Andersen Corporation, ConAgra Foods, the Railroad Coalition, Goodrich/Sensor Systems and many more.

REGISTER

Online: dctc.edu/go/cect

Phone: 651-423-8612

E-mail: continuing.education@dctc.edu

education@dctc.edu

Visit Us: 1300 145th St. E.
Rosemount, MN 55068

CONTACT AN ADVISOR

Larry Raddatz

651-423-8276

larry.raddatz@dctc.edu

Patrick McQuillan

651-423-8318

patrick.mcquillan@dctc.edu

IPC SOLDERING CERTIFICATION



A nationally accredited college and IPC authorized member, DCTC is uniquely positioned to consistently provide superior education, training, and employee IPC certification in the following programs:

- IPC-J-STD-001
- IPC-A-610D
- IPC/WHMA-A-620
- IPC-A-600
- IPC-7711 & IPC-7721

For more information, call 651-423-8276.



IPC Soldering

Hand-soldering for Operators

Learn the fundamentals of hand soldering and re-work. This course prepares you for careers in the electronics manufacturing industry and is a pre-requisite for the IPC-J-STD-001 certification class.

Fee: \$680
Location: DCTC Rosemount

IPC-A-610D

Acceptability of electronics assemblies training certification program.

Fee: \$680
Location: DCTC Rosemount

IPC-J-STD-001

Requirements for soldered electrical and electronic assemblies training and certification program. You must have soldering experience or take a hand-soldering skills course to enroll in this course.

Fee: \$715
Location: DCTC Rosemount

National Electrical Code

DCTC instructors offer the State of Minnesota Electrician Re-certification credit hours which are offered in four hour sections that are scheduled below. These courses are designed for those licensed Electricians wishing to fulfill their 16 hours of training every two years. Courses are certified by the Minnesota Board of Electricity.

Fee: \$75/class
Location: DCTC Rosemount

| | |
|------------------------------|-----------|
| Code Changes 2011 I | Date: TBD |
| Code Changes 2011 II | Date: TBD |
| Code Changes 2011 III | Date: TBD |
| Code Changes 2011 IV | Date: TBD |

Steam and Hot Water Boilers II **32 hrs.**

This course covers high and low pressure boilers use in hot water supply, process and power installations, larger high-pressure/high temperature water boilers used in the heating process, and power installation, as well as larger steam turbines used for mechanical drive and power generation. This course is designed for those who want to acquire or upgrade to first class A, B, or C as required by the rules and regulations of the Boiler Division of the State of Minnesota. Textbooks available for purchase the first night of class.

Fee: \$349
Location: DCTC Rosemount



STEAM & HOT WATER BOILERS

Steam and Hot Water Boilers I 32 hrs.

This course covers both high and low pressure boilers used in steam and hot water heating, high-pressure, high-temperature hot water boilers used in heating or process installations, and small mechanical-drive steam turbines. This course is designed for those who want to acquire a special license or upgrade to second class A, B, or C as required by the rules and regulations of the Boiler Division of the State of Minnesota. Textbooks available for purchase the first night of the class.

Fee: \$349
Location: DCTC Rosemount

Mechatronic Classes

Industrial Electricity

4 credits

This course will build a foundation for students to advance on to applications based on powered and controlled systems. Topics covered include: series circuits, parallel circuits, combinations circuits, characteristics of electrical devices, trouble shooting circuits for faulty components or bad connections.

Fee: \$760
Location: DCTC Rosemount

Electrical Apparatus (Motor Controls)

3 credits

This course is designed to give machine operators, maintenance mechanics and technicians an understanding of electrical blueprints and wiring diagrams with an emphasis on motor controls. Prerequisite: AC/DC Motor classes or equivalent work experience.

Fee: \$615
Location: DCTC Rosemount

Electronics/Electrical Control Theory (PLC I)

2 credits

This introductory course is for technical personnel that have little or no exposure to PLC technology. Upon completion of this course students will be prepared for advance training with other hardware and software automation packages.

Fee: \$515
Location: DCTC Rosemount

Electrical Control Theory (PLC II)

3 credits

This course is an intermediate course using digital design techniques in a simple application of PLC controller interface to a Human Machine Interface display for use by a "machine operator". The machine operator will be able to view machine status and perform remote control. This course incorporates both the use of Data Highway Networking, use of a Human Machine Interface i.e. Panel View 300 and Micro 1000 PLC.

Fee: \$615
Location: DCTC Rosemount

Systems Troubleshooting

2 credits

The process of quickly and effectively locating faults in an electrical system will be the focus of this troubleshooting course. Students will learn to apply their electronics knowledge in a linear methodology to improve effectiveness in locating problems. The course will incorporate example circuits covering the majority of similar circuits encountered in the industrial environment.

Fee: \$515
Location: DCTC Rosemount

Hydraulics/Pneumatics

2 credits

This course covers the fundamentals of industrial hydraulics. The construction, operation, and uses of individual hydraulic components are a major part of the program. It is designed for operation, maintenance, repair, and minor troubleshooting of industrial applications and machinery.

Fee: \$515
Location: DCTC Rosemount

Heating, Ventilation and Air Conditioning

3 credits

Students will be introduced to the thermo-physical properties of gasses, vapors and liquids. Special emphasis will be placed on air and water vapor mixtures. Refrigerants and vapor compression cycles will be analyzed. Fan performance and air flow measurements will be examined.

Fee: \$615
Location: DCTC Rosemount



Public Safety & Driver Training

PUBLIC SAFETY & DRIVER TRAINING OVERVIEW

Public Safety training at DCTC involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/ harm, or damage.

Programs offered include classes for law enforcement, emergency management, and vehicle safety programs such as Motorcycle Safety. Many of these programs will utilize DCTC's driving course.

Our training can be structured to fit your unique needs and allow you to further develop your skills to become more marketable in today's workplace. We can also customize programming to fit the requirements of your company.

REGISTER

Online: dctc.edu/go/cect

Phone: 651-423-8224

E-mail: continuing.education@dctc.edu

Visit Us: 1300 145th St. E. Rosemount, MN 55068

CONTACT AN ADVISOR

Gretchen Strehle

651-423-8224

gretchen.strehle@dctc.edu

Richard Hawkins

651-423-8765

richard.hawkins@dctc.edu

Jim Unger

651-423-8482

jim.unger@dctc.edu



MOTORCYCLE SAFETY

DCTC has partnered with the Minnesota Motorcycle Safety Center, a division of the Minnesota Department of Public Safety, to provide one of the most comprehensive safety programs in the world. Individual motorcycle training is also available.

Basic Rider Course: 14.5 hrs. \$160

Advanced Rider Course: 5 hrs. \$55

For more information, call 651-423-8224.

Accident Avoidance & Safe Driving

This class is great for all ages, including the seasoned driver, those with learning permits, newly licensed drivers, safety-conscious parents and drivers seeking to improve their skills in accident avoidance. Most insurance companies will offer a premium reduction for completion of this course. Develop your skills in:

- Evasive maneuvering/accident avoidance
- Hydroplaning and vehicle control
- Wet skid pad braking
- Vehicle dynamics/individual reaction time
- Panic, threshold, and control braking
- Serpentine driving
- Backing/parallel parking techniques

Basic Forklift Operation & Safety

This class will provide the fundamentals of forklift operation and safety, plus hands-on practice in a variety of operating circumstances common in an industrial setting. Trainees will learn general safety concepts and speed and space management.

Fee: \$150

Location: DCTC Rosemount

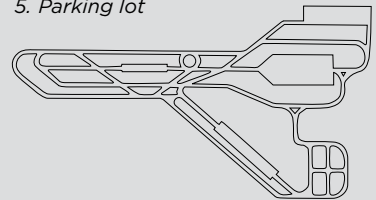
Emergency Response Driving for Fire & Ambulance Operators

This six-hour course teaches students proper emergency response techniques. Learn to utilize proper braking and steering techniques, select appropriate lane for maximum visibility, control intersections, and maintain control through various driving exercises. Emergency response driving within apparatus limitations, state/local/NFPA and departmental regulations is stressed.

TRACK RENTAL

DCTC's Decision Driving Range is a great location to provide your employees with roadway training. This 2.8 mile track, one of the finest in the Midwest, provides behind-the-wheel training opportunities in: backing techniques, serpentine and evasive maneuvers, skid recovery, and vehicle control.

1. Wet Skid Pad
2. Defensive Driving
3. Evasive Maneuvers
4. Serpentine
5. Parking lot



For more information, call 651-423-8482.

Defensive Driving- Snow Plow, Dump Truck, or School Bus

This six-hour class is not intended to teach participants to drive their specific vehicles, but rather how to drive them in defensive mode. The class consists of two hours of classroom instruction followed by four hours of hands-on driver training on our 2.8 mile course. Our instructors provide valuable insight and facilitate useful exercises on the driving course. Those disciplines taught will include vehicle dynamics and control, acceleration, braking and steering techniques, evasive maneuvers, and backing.

MN Commercial Vehicle Certification

Eight-hour seminar to become a Certified Vehicle Inspector on trucks weighing 26,001 and over. State decal is valid proof of inspection in all other states.

Fee: \$180

Location: 110 Hwy. 110 Mendota Heights, MN

Basic Motorcycle Maintenance NEW

This 4-hour course is designed for new riders or people who want to learn basic motorcycle maintenance. Learn how to do a pre-ride inspection, preventative maintenance, repairs on the road, and winterization. Topics include basic adjustments, changing oil, clutch adjustment, belt/chain adjustment, brake inspection and adjustment, and general bike problem solving. **NOTE:** School policy does not permit instructors to adjust or repair student motorcycles.

Fee: \$65

Location: DCTC Rosemount

RENT OUR SPACE

FOR YOUR NEXT MEETING OR EVENT

DCTC is recognized for our topflight, hands-on learning environments. Our college offers fully equipped, tech-smart meeting rooms and computer labs that would be ideal for your next business meeting, conference, seminar or group gathering. Comfortable, professional and affordable, our meeting facilities are just the ticket for a growing business or organization.

- *Projectors, microphones and video equipment available*
- *No catering obligations or rental restrictions*
- *Beverage service (coffee, water, soda) available*
- *Ample free parking*

DCTC Rosemount Campus
1300 145th Street East
Rosemount, MN 55068
roomrental@dctc.edu
651-423-8472

DCTC Apple Valley Campus
14200 Cedar Avenue
Apple Valley, MN 55124
institute@dctc.edu
651-423-8600

IT Training Center Eagan
3140 Neil Armstrong Blvd.
Eagan, MN 55121
roomrental@dctc.edu
651-406-4754

Learn more at: www.dctc.edu/go/rent-space

HEALTH CARE

Pharmacy Technician

An increased elderly population will spur a demand for pharmacy workers throughout the next decade. This course will prepare you to be a successful pharmacy technician and become certified by the Pharmacy Technician Certification Board (PTCB).

Phlebotomy

Employment of clinical lab workers such as Phlebotomists is expected to grow by nearly 15%. This course will prepare you to enter this growing field and to become certified by the American Society for Clinical Pathology (ASCP).

Register now!

Online: dctc.edu/go/cect

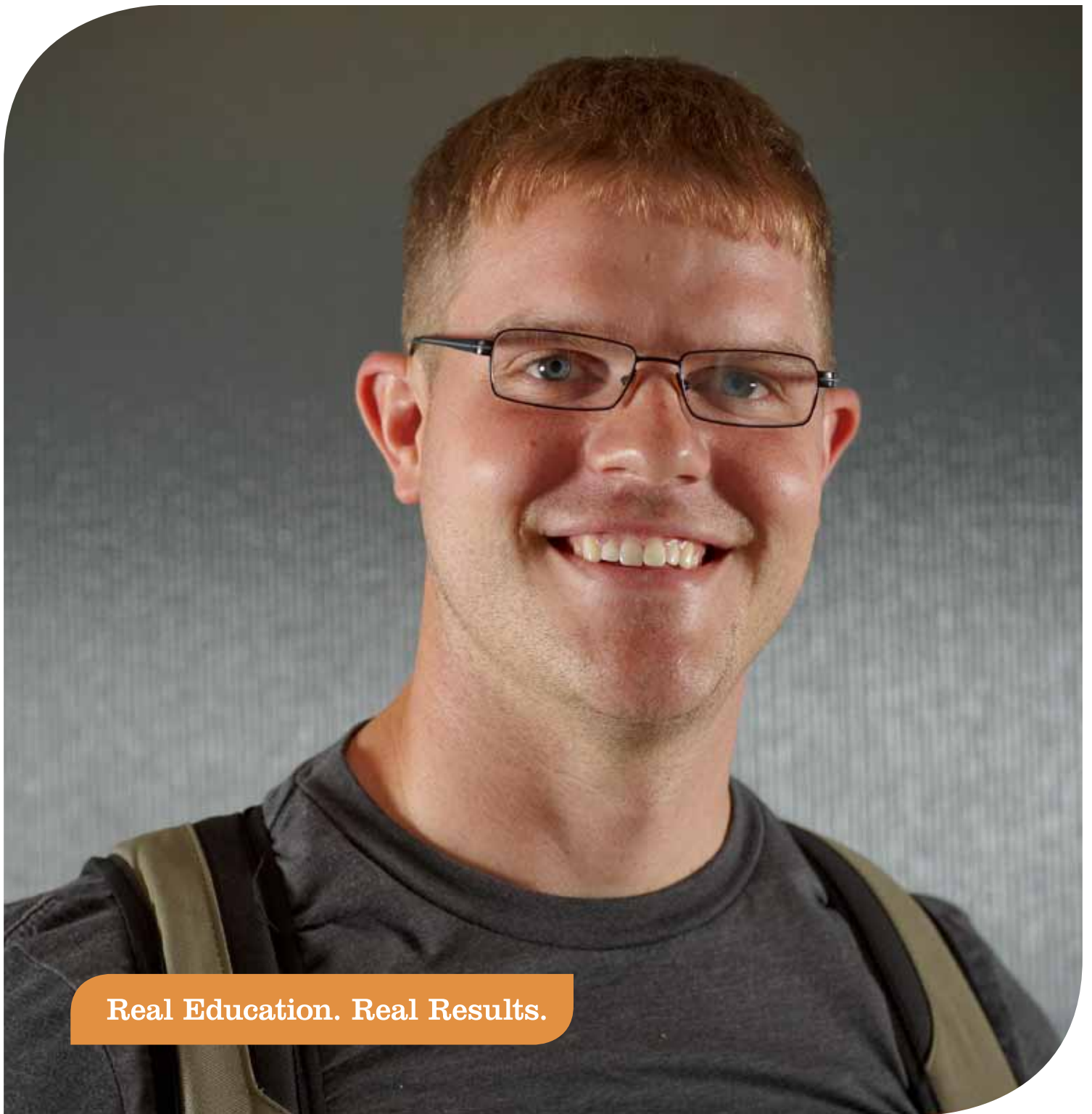
Phone: 651-423-8092

E-mail: continuing.education@dctc.edu

For more information, contact:

Karen Christiansen at **651-423-8092** or e-mail
karen.christiansen@dctc.edu





Real Education. Real Results.

Keep it Real at DCTC

There are generally two big realities for most students attending DCTC. The first is that school must be balanced with work, family, and other life priorities. The second is that taking classes or earning a degree is only the first part of the journey towards reaching their goals. Chances are good you aren't much different. If you are looking for an education that will give you realistic scheduling options, a real education, and real results, look no further. **Check us out today.**



DAKOTA COUNTY
TECHNICAL COLLEGE

DCTC.EDU | 651-423-8000