Leading the Way to Your Training Needs!

Expand Your Knowledge
Enhance Your Career
Enrich Your Workforce

August 2019—Dec 2019
Course Schedule/Resource Guide

320-629-5176
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CHECK OUT OUR WEBSITE:
http://www.pine.edu/departments/continuing-education-and-customized-training

Accessibility and Accommodations: Pine Technical & Community College values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our institution is committed to the inclusion of individuals with disabilities in its programs, services, and activities through its compliance with state and federal laws. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, please notify the instructor as soon as possible. PTCC will provide reasonable accommodations to individuals with documented disabilities enrolled in courses at the college. For further information regarding the College’s services, please contact the Student Success Coordinator located in the LRTC (library) room 128. Phone number is 320-629-5174 and email is jen.rancour@pine.edu.

For more information visit: http://www.pine.edu/student-services/disability-services.
About Continuing Education...
Pine Technical & Community College’s Continuing Education department serves as the major regional provider of skill-based, short-term courses.

- Courses are conveniently offered during the day, evening and on weekends.
- Courses are open-enrollment and cater to a foreseen need such as new technology.
- Many courses are designed to meet an occupational licensing or legal requirement.
- Since class sizes are smaller, students receive more individual attention and learn more.

Customized for Your Needs
Our experienced staff, instructors and consultants work in partnership with you to ensure every aspect of the training process is tailored to your exact requirements: from the development of custom-tailored curriculum to pre-course logistics planning and post-course evaluation. Classes may be customized to fit the specific needs of your organization.

Expertise is available in the following core areas:

**Industrial Technology**

**Information Technology**

**Health Education**
- First Aid, CPR, Slips Trips and Falls, Back Injury Prevention, First Responders, Emergency Medical Training, Certified Nursing Assistant Classes and Test Outs, Nursing Assistant Skills Refresher Courses and more.

**Management Education**

**Transportation & Safety**
- Moped Safety, Motorcycle Safety Training Beginner & Intermediate

**Workforce Development**
- +Connect, On Demand & Hybrid Delivery
"A" license students can take this class at Pine Technical & Community College, Lake Superior College or at the Sprung Services New Brighton location whichever is most convenient for you.

The 2-day seminar at PTCC, LSC or Sprung Services in New Brighton are designed with one purpose in mind - to help you pass your boiler operator exam. Whether you are taking a Minnesota Special Engineer or the Chief "A" licensing exam, this seminar will cover what you need.

You are guaranteed to pass! Although our instructors (employed by Sprung Services) have an extremely high pass rate (about 96%), you will be allowed to retake the class AT NO CHARGE if you get less than a passing grade on the state exam (you can take it again at Pine Technical & Community College, Lake Superior College or at the Sprung Services New Brighton location. Sprung Services is the only boiler operations educator in the state offering this type of guarantee.

Please reach out to Dawn Sandberg (contact info below) for additional information regarding the following commonly asked questions and concerns:
How qualified are our instructors to teach this class?
What are the Training Outcomes and the Class Agenda?
What this class is and what this class in not.

**Dates and Locations for upcoming Exam Prep Classes:**

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<tr>
<th>Date</th>
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<tr>
<td>September 24 &amp; 25, 2019</td>
<td>Pine Technical &amp; Community College</td>
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<tr>
<td>October 17 &amp; 18, 2019</td>
<td>Lake Superior College</td>
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<tr>
<td>November 19 &amp; 20, 2019</td>
<td>Pine Technical &amp; Community College</td>
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<tr>
<td>December 10 &amp; 11, 2019</td>
<td>Lake Superior College</td>
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*Class will be from 8:00 am – 4:30 pm each day and the cost per person is $275.00*

If these dates do not work into your schedule please reach out to Sprung Services as they offer this Exam Prep Course at their New Brighton location also.

Call Nicole Ziegler at 651-697-0435 for their upcoming course dates.

**Special Note:**
The state exam is given through the Minnesota Department of Labor and Industry. To register for the exam itself and to find the testing location closest to you, please go to the MN Department of Labor and Industry website:
http://www.doli.state.mn.us/CCLD/Boiler.asp.

The state must receive your application 15-20 days prior to your testing date. Download an application from our website by clicking on "licensing" on our home page or following the link: https://secure.doli.state.mn.us/license/initialapp.aspx. The address to send the application is located in the upper left hand corner of the application. It is the student’s responsibility to get this boiler license application in to the state. Please note you may also complete the DOLI online exam application form to speed up the application approval process. This website also provides information on the rules and regulations of the boiler industry in Minnesota.

FOR MORE INFORMATION
Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184  Dawn.Sandberg@pine.edu
Let Customized Training at Pine Technical & Community College Know Your Training Needs! Here’s How We Can Help:

PTCC Customized Training would be happy to chat with your company to discuss your training needs. If training cannot be delivered from within our curriculum, Customized Training can identify programs and instructors throughout the Minnesota State Colleges and Universities System and bring them to you. Pine Technical & Community College engages with outside contractors for delivery of specific training needs.

DELIVERY FOR PERSONAL OR BUSINESS TRAINING
Continuing Education/Customized Training
Office: (320) 629-5176

Building Contractors Continuing Education

2020 AMBO Contractor Training Seminar
Course Details coming soon!

Date: January 6, 2020
Room: Pine Innovation Center Bldg Classroom 7107
Time: 7:30 am—4:30 pm
Price: $135.00

Contact Dawn Sandberg to get on the class information list and for any questions you may have regarding the Contractor Training Course for January 2020.

FOR MORE INFORMATION
Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184  Dawn.Sandberg@pine.edu
This course is designed to give the participant knowledge of welding principles and safety considerations. The course will focus on: developing the basics of wire feed; tungsten inert gas (TIG); gas metal arc (MIG); and shielded metal arc (Stick) welding (SMAW). Brazing, oxyacetylene cutting and applied blueprint reading will also be covered. After satisfactory completion, participants will also be able to view a blue print, interpret it, determine types of welds, and perform various fundamental welding functions.

**120 Hour Basic Welding Course Goals:**

- Demonstrate welding shop safety
- Identify different base materials
- Identify basic welding joints
- Demonstrate arc welding set-up
- Demonstrate welding rod selection
- Identify parts of a blueprint
- Understand the differences between brazing and welding
- Demonstrate ability to view blueprint, interpret, and visualize the product

**Next Class Starting Soon—Call Dawn For Details 320-629-5184**

*Microloan Options are available to students for our Hour Based Course*

**PTCC's Welding for Credit Programs Provide Real World Learning**

This diploma provides courses designed to be an introduction to production technologies and welding fundamentals to start students on a career pathway. PTCC's Welding Certificate provides a foundation in production technologies and the basics of welding needed for entry-level careers.

Non-welding courses will be delivered in a "high flex" format-- learn in the classroom, view live through Adobe Connect or view a recording online. Students will gain hands-on experience with specific welding processes from oxyacetylene cutting and welding to gas tungsten arc welding.

**Stackable credits** - When you complete the 33-credit diploma, you'll also earn two certificates along the way. Earn the Manufacturing Foundations Certificate after the first semester, and the Production Technologies Certificate after the second semester.
HeartCode® BLS Online

HeartCode® BLS is for the healthcare professionals seeking an alternative (non-classroom) method for completing an initial or renewal/update BLS for Healthcare Providers Course. This audience includes nurses, physicians, EMS professionals, students in a MNSTATE healthcare program, allied health professionals (physical therapists, occupational therapists, athletic trainers, etc.) and others. After completing the online portion, students must attend an Instructor-led hands-on session that focuses on skills practice and skills testing.

This course is approved and can be used for both renewal/update of the BLS for Healthcare provider course. To access this online course go to https://www.onlineaha.org. Approximate cost for the online portion is $28.50.

After completing the online HeartCode BLS course please contact: Our CECT Administrative Assistant at 320-629-5176 to schedule the hands-on testing session with a HeartCode BLS AHA Instructor. Approximate cost: $75.00.

For additional information, contact Kathy Reid at (320) 629-4563 or Kathy.Reid@pine.edu.

AHA Heartsaver CPR/AED/FA Blended Learning

Heartsaver Blended Learning courses include an online portion and a hands-on session. The online portion provides the flexibility of completing training at your own pace, either at work, home, or wherever you have Internet access. The hands-on portion includes a skills practice and testing session conducted in-person with an AHA BLS or Heartsaver Instructor. To access these online courses go to https://www.onlineaha.org.

AHA Heartsaver® First Aid Online
This course covers first aid basics for the most common first aid emergencies, including how to recognize them, how to call for help, and how to perform lifesaving skills. Approximate cost: $31.00.

AHA Heartsaver® CPR AED Online
The skills learned in this course will help you recognize cardiac arrest, get emergency care on the way quickly, and help a person until EMS arrives. Approximate cost: $25.50.

AHA Heartsaver® First Aid CPR AED Online
This course is designed to prepare you to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Go to OnlineAHA.org or eLearning.heart.org to register and complete online courses. Approximate cost: $44.00

Documentation of completion of the on-line course(s) above must be presented at the beginning of the skills exam. Upon successful completion, participants will be awarded a Heartsaver CPR/AED/FA card.

After completing the online portion of the courses listed above contact Our CECT Administrative Assistant, at 320-629-5176 to schedule the skills exam with an AHA Instructor. Approximate cost: $75.00.
AHA Heartsaver Pediatric First Aid CPR/AED (Infant & Child) Classroom

This course is designed to meet the regulatory requirements for child care workers in all 50 U.S. states. It teaches child care providers and others to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. This Heartsaver classroom course is Instructor-led, using video based programs that feature group interaction with hands-on coaching and feedback from an American Heart Association Instructor. The course teaches skills using the AHA’s research-proven practice-while-watching technique, which allows Instructors to observe students, provide feedback, and guide students’ learning of skills. 100% classroom training means students are with an AHA instructor for their entire learning experience.

Date: Wednesday, September 18, 2019  Time: 6:00pm - 10:00pm  Price: $95.00  Location: Pine Innovation Center

For additional information contact Kathy Reid, (320) 629-4563 or Kathy.Reid@pine.edu, or our CECT Administrative Assistant at (320) 629-5176.

AHA Heartsaver Pediatric First Aid CPR/AED (Infant & Child) Blended Online

AHA Blended Learning courses combine the flexibility of online training with in person skills practice and testing. Heartsaver Pediatric First Aid CPR AED Online is the eLearning portion of the Heartsaver Pediatric First Aid CPR AED Blended Learning Course and is designed to teach how to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Upon completion of the online portion, students must complete hands-on skills practice and testing with a PTCC AHA BLS or Heartsaver Instructor.

To access this online course go to https://www.onlineaha.org/courses #6
Approximate cost: $33.00.

After completing the online portion of AHA Heartsaver Pediatric First Aid CPR/AED (Infant & Child) contact Our CECT Administrative Assistant at 320-629-5176 to schedule the skills testing with an AHA Instructor.
Approximate cost: $75.00.

For additional information, contact: Kathy Reid, (320) 629-4563 or Kathy.Reid@pine.edu.
The AHA Heartsaver CPR and AED teaches the basic techniques of adult/child/infant CPR and use of an AED. Students also learn to use barrier devices in CPR and give first aid for choking for adult, child and infant victims. This course provides the class participant with a 2-year certification for Heartsaver CPR. Cost includes an American Heart (AHA) card. Intended Audience: Responders like security personnel, teachers, parents, lifeguards, airline personnel, family members of patients at high risk for sudden cardiac death, and those who need or want to learn CPR and how to operate an AED. Ideal for workplace training where having trained lay responders may prove invaluable for the safety of customers as well as employees. (CPR and First Aid content meets the 2015 CPR and ECC Guidelines.)

**Upcoming Dates and Times:**
August 24, 2019 9:00 am—4:00 pm
October 19, 2019 9:00 am—4:00 pm

### Basic Life Support Instructor (BLS-I & BLS-R)

This Course will be held Pine Technical & Community College and will cover information such as course organization, policies of AHA administration of a course, equipment cleaning, changes in CPR and why they occur, skills testing, a written test and more.

**Basic Life Support Instructor INITIAL COURSE: (BLS-I)**
The American Heart Association CPR Instructor Initial Course is a two day class. Day one will be completed at home using the AHA computerized online Course and an AHA BLS Instructor Manual. The student will contact the MnSCU ([www.firecenter.mnscu.org](http://www.firecenter.mnscu.org)) training center to purchase the AHA BLS Instructor Manual. The MnSCU training center will e-mail the instructor candidate their BLS Instructor Manual and a link to the Program Administration Manual in preparation for the Essentials Course.

**Date:** Saturday, November 2, 2019  
**Time:** 9:00am - 1:00pm  
**Location:** Pine Innovation Center Classroom 7107  
Register on the [www.AHAInstructorNetwork.org](http://www.AHAInstructorNetwork.org) site, to get an 11 digit AHA ID# to bring to class.  
Take the online BLS Instructor Course Essentials (go to [www.AHAInstructorNetwork.org](http://www.AHAInstructorNetwork.org)). Upon completion of the online portion of the course, instructor candidate will print certificate of completion and bring a copy to the classroom portion of the class.  
**Cost:** $95.00

**Basic Life Support Instructor REFRESHER COURSE: (BLS-R)**  
**Date:** Saturday, November 2, 2019  

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**FOR MORE INFORMATION CONTACT**
Kathy Reid, CPR Program Manager, Continuing Education/Customized Training  
Office: (320) 629-4563   Kathy.Reid@pine.edu
The EMT course provides a foundation in Emergency Medical care. The course is designed to teach emergency care and transportation of patients who access the emergency medical system along with acquiring the skills and applying the knowledge of operational roles and responsibilities of emergency medical operation professionals to ensure patient, public, and personal safety. The EMT course is designed to teach emergency care and transportation of patients who access the emergency medical system obtaining skills in lifting and moving patients, airway management, respiration and artificial ventilation, patient assessment, medical emergencies, trauma, and special populations.

Participants who successfully complete the courses will be eligible to take the National Registry of EMT’s practical and written examinations for State and National Certification as an Emergency Medical Technician.

NOTICE: If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances of employment in the field you intend to study or on your changes to obtain federal, state, and other higher education financial aid. High Speed Internet is required for outside of class study.

For the clinical experience portion of the class, students will be required to complete the MDH background study and provide proof of current Mantoux test.

Please call Marge for more information regarding the next class offering 320-629-5199

*This course may be approved for Veterans’ Educational Benefits. Contact Shawn Reynolds for more information: Shawn.Reynolds@pine.edu or call 320-629-5161

*A Loan Program may also be available to those interested. For more information contact our Administrative Assistant at (320) 629-5176

*Books for this course can be purchased at the Pine Technical & Community College Campus Store.

If interested in registering for this course or for additional information contact Marge Fagerstrom, (320) 629-5199 or Marge.Fagerstrom@pine.edu, or our Administrative Assistant at (320) 629-5176

FOR MORE INFORMATION CONTACT
Marge Fagerstrom, EMS Program Manager, Continuing Education/Customized Training Office: (320) 629-5199 Marge.Fagerstrom@pine.edu

900 Fourth Street SE  |  Pine City, MN 55063  |  320.629.5100 / MN Relay 711  |  www.pine.edu  |  A MEMBER OF MINNESOTA STATE
Pine Technical & Community College is an affirmative action, equal opportunity employer and educator.
Emergency Medical Responder

The Emergency Medical Responder course provides instruction in emergency medical care for those who are first on the scene of an accident or medical emergency; intended for police officers, firefighters, and other public safety personnel. Includes patient assessment, CPR, airway management including oxygen, adjunct airways and other resuscitation equipment, medical emergencies including seizures, strokes, heart attacks, poisonings and cover trauma management as well as bandaging, splinting and spinal immobilization. Students will be certified upon completion through the Minnesota Emergency Medical Services Regulatory Board.

Companies looking for an Emergency Medical Responder course, please contact Marge Fagerstrom, 320-629-5199 or Marge.Fagerstrom@pine.edu. PTCC can deliver this course to your facility at the time and dates that will work for your staff.

Emergency Medical Responder (Independent Study Option)

The Emergency Medical Responder (EMR) course prepares individuals for employment in a variety of pre-hospital, industrial and first responder settings. The successful completion of an approved First Responder course is a pre-requisite to pursuing training as a Fire Fighter and many Law Enforcement programs. For additional information contact Marge Fagerstrom, (320) 629-5199 or Marge.Fagerstrom@pine.edu, or our CECT Administrative Assistant at (320) 629-5176
Nursing Assistant/Home Health Aid Courses

Students in the Nursing Assistant Program gain the foundational knowledge and skills to work with patients in nursing homes, hospitals, assisted living facilities and home care agencies. Skills are performed in a supervised nursing lab in addition to the clinical setting.

Students who enroll in this program will:
- Learn basic nursing skills (vital signs, provide personal care, mobility assistance)
- Become prepared to work in nursing homes, hospitals, assisted living facilities & home care agencies

Make a difference by joining the world of healthcare
Offered on campus each fall and spring semester for college credit (PSEO and FAFSA eligible)

Nursing Assistant Skills Refresher Courses

This 6-hour skills refresher course will help participants fine tune skills needed to work as a nursing assistant and prepare them for successful completion of the MN State Competency Evaluation. Students spend the day with a nursing assistant instructor and state tester, practicing the 21 potential skills candidates may encounter during the state exam. This course is beneficial for those who desire more practice prior to the exam, those who need more practice prior to a retest, or those who plan to challenge the state exam.

Cost: $99.00

For additional information contact:
Kathy Reid, (320) 629-4563 or Kathy.Reid@pine.edu or our CECT Administrative Assistant at (320) 629-5176
The Nursing Assistant Competency Exam is offered to qualified candidates seeking placement on the MN Department of Health Registry. The competency exam includes a written portion and skills demonstrations. Pre-registration and payment are required.

Cost:  
$195 (written & skills exam)  
$120 (skills retake)  
$95 (written retake)

Typical start time is 8:00am

Dates:  
Aug 24, 2019  
Sep 14, 2019  
Oct 12, 2019  
Oct 26, 2019  
Nov 23, 2019  
Nov 30, 2019  
Dec 14, 2019  
Jan 11, 2020  
Jan 25, 2020

For additional information contact:  
Kathy Reid (320) 629-4563 or Kathy.Reid@pine.edu or our CECT Administrative Assistant at (320) 629-5176

Mobile Healthcare Training

PTCC will come to your location and custom design a healthcare training program for your specific needs!

Examples of Training being offered:

- Supervision & Leadership
- CPR & First Aid
- Nursing Assistant Certification
- IV Therapy Techniques
- Phlebotomy
- Conflict Resolution
- Continuing Education for Nurses

For more information, contact Kathy Reid 320-629-4563 or Kathy.Reid@pine.edu.
The AHA BLS Provider CPR/AED instructor-led course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide adult and pediatric CPR (including 2 rescue scenarios), use an AED, and relieve choking in a safe, timely and effective manner. Certification is valid for 2 years (1 year for BLS). PTCC teaches according to the latest (2015) guidelines. This course is best for BLS providers such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, dentists and dental assistants, physicians’ assistants, medical or nursing students in training, aides, medical or nursing assistants, police officers, phlebotomists and other allied health personnel. Note: AHA has approved this course and it is used for both the Initial and Refresher BLS for Healthcare provider courses. All Courses will be held in the PINE INNOVATION CENTER BUILDING.

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Computer Lab Solutions—Onsite Training

PTCC Customized Training has a training resource that is unique to this area. It is a portable laptop computer lab that can travel onsite to provide training in basic windows applications, industry-specific skills, or provide access to computers for online training. The lab can accommodate up to ten students and comes equipped with an instructor computer, wireless network, projector, and printer. The computers come equipped with webcams which can be used for training or participating in web meetings. This class uses MS Office 2013, but can easily be adjusted for MS Office 2016. A one or two-day training can be done on-site. Laptops lab available upon request.

Intro to Computers Course Modules:

**MS Word**
- Creating documents
- Editing documents
- Formatting text and paragraphs
- Formatting documents

**MS Excel**
- Getting started with Excel 2013
- Working with formulas and functions
- Formatting a worksheet
- Working with charts

**MS Outlook**
- Getting started with e-mail
- Managing information using outlook

Cost: $85.00

For additional information contact Kathy Reid, (320) 629-4563 or our Administrative Assistant at (320) 629-5176

For more information on these computer courses and other advanced computer courses call Heidi Braun-Kahn, Director of Workforce Development at 320-629-
Phlebotomy Technician

The Phlebotomy Technician course will provide participants the training necessary for employment and advancement in the healthcare field. The course will provide a classroom instruction and a pre-arranged clinical internship. The course will cover equipment and procedures for blood collection by venipuncture and capillary punctures and participants will perform routine phlebotomy procedures (venipuncture; blood-drawing or finger sticks) using several different methods. Proper collection, processing and transporting techniques will be presented, along with information about basic anatomy and physiology of the circulatory system, specimen handling, clinical relevance and laboratory tests, safety, liability and professional ethics. Please note: You will practice blood-drawing on each other.

Requirements: Must be at least 18 years of age with a high school diploma or GED
Proof of immunization (Hepatitis B, MMR, Tetanus Varicella, Mantoux)
Mandatory clinical rotation are during the day hours and require standing for 8 hours at a time
Must participate in lab each class period
Please note: This is an accelerated class schedule and may not be suitable for all participants. Success requires time spent outside of class to complete reading and assignments.

Dates: September 10—November 20, 2019
Classroom: September 10—October 10, 2019 Tuesday & Thursday evenings. 5-9PM
Clinical: October 10—November 20, 2019 Monday—Friday (Times vary)
Dates and Times will be arranged in class

Participants have the right to take only the classroom portion of the course for $900

Cancellation Policy: To cancel you must notify us 7 days before your scheduled class start date. No refund will be issued after that point for any reason.

For additional information contact Kathy Reid, (320) 629-4563 or our Administrative Assistant at (320) 629-5176
Do you have the desire and drive to learn independently? Are you looking for flexibility to learn at your own pace?--Ed2Go provides a variety of online learning opportunities for you!

**Instructor-Led Six-Week Online Courses**

Hundreds of courses are available through our partnership with eLearning pioneer Ed2Go. These affordable classes are a great way to gain new skills for work or for fun. Classes start on a designated Wednesday of each month. Lessons are released on the internet on Wednesdays and Fridays --two lessons each week for six weeks. Each course consists of 12 lessons plus quizzes, assignments, supplemental materials, instructor support, and online discussion. These courses are considered to be 24 hours; you will earn 2.4 CEUs per course. Most Ed2Go courses cost $149.00.

**A to Z Grant Writing**
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

**Accounting Fundamentals**
Give yourself skills that are in high demand by exploring corporate

**Computer Skills for the Workplace**
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Effective Business Writing**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Fundamentals of Supervision & Management**
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Grammar Refresher**
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**Intermediate Microsoft Excel**
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

**Introduction to CSS3 and HTML5**
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

**Introduction to Final Cut Pro X**
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

**Introduction to Google Analytics**
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

**Introduction to Microsoft Excel**
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

**Introduction to SQL**
Gain a solid working knowledge of the most powerful and widely used database programming language.

**Leadership**
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

**Performing Payroll in QuickBooks**
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

**Writing Essentials**
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

### Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

For a complete list of courses and descriptions visit: [http://www.ed2go.com/ptcc](http://www.ed2go.com/ptcc) and select "View Catalog"
Ed2Go - Online Learning Continued

Advanced Career Training Online Courses

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced Advanced Career Training online courses. You can begin these courses at any time and learn at your pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Course Categories
- Business & Professional
- Healthcare & Fitness
- IT & Software Development
- Management & Corporate
- Media & Design
- Hospitality & Gaming
- Skilled Trades & Industrial

Features
- Facilitators & mentors are available to answer questions & help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges—all materials, workbooks and software are included in the course fee
- Payment plans are available

Pharmacy Technician
This nationally recognized course teaches the skills need to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Billing & Coding
This course will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Six Sigma Black Belt
Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Six Sigma Green Belt
This course encompasses all aspects of running a six-sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

Administrative Medical Specialist w/
Medical Billing & Coding
Get the skills you need to become an administrative Medical Specialist, Medical Billing Specialist or a medical coder.

Medical Transcription
This course prepares you to start a new career as a medical transcriptionist.

Event Management & Design
This course will teach you everything you need to know to create events that are truly special.

Bookkeeping with Quickbooks
Master basic bookkeeping & accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training
Prepare for the CompTia Security + certificate exam as you master the basics of system security, network infrastructure, access control and organizational security.

FOR MORE INFORMATION CONTACT
Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184    Dawn.Sandberg@pine.edu
Introduction to Aquaponics

Aquaponics is the combination of aquaculture (raising fish) and hydroponics (cultivating plants in water). One environment for both fish and produce. It is a completely natural and healthy way to raise food without the use of pesticides, fertilizers or other chemicals. Recirculating and self-sustaining, Aquaponic systems use a fraction of the water than that of traditional farming or gardening methods. Aquaponics is the wave of the future and will revolutionize the agricultural industry!

Bright Future Farms is partnering with PTCC’s Continuing Education and Customized Training Department and will be offering introductory classes on Aquaponics.

Benefits of Aquaponics:
- Environmentally responsible
- Low water usage
- No chemicals
- Grow foods year round
- Grow foods in any size space
- No chance of soil-borne disease
- Know your food source

In this course, you will learn:
- Scientific methods of raising fish & produce in a soil-less, self-sustaining recirculating system.
- System types
- Fish and plant varieties
- Water quality and daily operations
- Applications of Aquaponics

The course will consist of 3 sessions; 2 classroom and 1 greenhouse tour. Aquaponics is a great addition to the classroom, providing hands-on experience in STEM education, as well as agriculture.

Price: $95.00

Course Dates: Sep 10/Sep 17/Sep 18:

Sept 10/Sep 17 will be held at the Pine Innovation Center 6:30pm-8:30pm on the Pine Technical & Community College Campus. Sep 18, will be held at Bright Future Farms, LLC.

Seating is limited!

IF YOU FEEL IT’S IMPORTANT TO EAT HEALTHY, FRESH, NATURAL, LOCALLY GROWN FOOD, THIS IS THE COURSE FOR YOU! SIGN UP TODAY!!

FOR MORE INFORMATION CONTACT
Heidi Braun, M.A.Ed., CPP, CCT, Director of Workforce Development
Office: (320) 629-5178 Heidi.Braun@pine.edu
Motorcycle Safety Training

Whether you are out joy riding alone or with a loved one; proper motorcycle training will keep you and others who share the road safe and on time! We offer high-quality professional training and education. Our instructors are certified by the Motorcycle Safety Foundation (MSF) and dedicated to building and improving your riding skills.

Basic Rider Course (BRC):
Hours: 14.5 Price: $195

The MSF Basic eCourse is a highly interactive 3-hour online program that provides riders of all skill levels with the basics of motorcycling. The eCourse is a requirement that prepares you for the 4.5-hours of activity-based classroom exercises, and the 10-hours of hands-on riding exercises. On the riding range, your MSF-certified RiderCoach will guide you through the basic skills of straight-line riding, stopping, shifting, and turning, gradually progressing to swerving and emergency braking. Motorcycles are provided for all the students enrolled in the Basic Rider Course. If you are an automatic scooter rider, you can bring your own scooter with proof of insurance if it’s 500cc or less, 400 pounds or less, in good working order and registered as a motorcycle.

**You MUST complete the Motorcycle Safety Foundation e-course ahead of the course in order to participate. This e-course takes approximately 3.0 hours to complete.**

Intermediate Rider Course (IRC):
Hours: 5 Price: $55

If you are comfortable on your own motorcycle or scooter, the 5-hour Intermediate Rider Course will build upon your existing skills and knowledge. Newer motorcyclists, returning riders and experienced motorcyclists can all benefit from this course. The Intermediate Rider Course covers control, finesse, counter steering, corning, swerving and braking. Make the Intermediate Rider Course an annual tune up for your riding skills. Groups or clubs may purchase an entire Intermediate Rider Course for only $300. Passengers may participate for free.

Classroom Topics Included In Basic & Intermediate Courses:
Protective riding gear, Preparation, Risk management, Street strategies, Special riding situations, Impairment, Clutch and throttle control, Straight-line riding, Turning, Shifting, and Stopping.

Dates:
Sept 21-22, 2019 BRC

Dates for Summer 2020 coming soon!

FOR MORE INFORMATION CONTACT

Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184 Dawn.Sandberg@pine.edu

Dates for Summer 2020 IRC courses are coming soon!
Firefighter Training Winter/Spring 2019

Firefighter I/II & Hazmat NFPA 1001 Courses Starting in Early October 2019!! *Call For More Information*

Rescue from Storage Bins & Silos (NFPA 1670)
This course will cover rescue operations from storage facilities and agricultural silos. It will conclude with a confined space entry and rescue scenario. Students will learn about confined space entry and rescue situations. Strategies for emergency operations will be demonstrated.

Note: PPE & SCBA required. Pen or pencil and Notebook are needed for class.

FIREFIGHTER PSYCHOLOGICAL TRAUMA & SUICIDE
Firefighters are routinely exposed to stress-inducing and psychologically taxing situations throughout their careers. As such, they are at high risk for trauma and stress-related disorders. This may result in a host of health complications with the worst possible outcome being death by suicide, which ironically, completes a vicious circle and puts peers at risk. This educational session is designed to explore many facets of this serious phenomenon and provide the base understanding and knowledge necessary to implement a departmental prevention and mitigation program.

Rural Firefighting Operations (NFPA 1021)
This course focuses on how rural fire departments can deal with their specific problems to provide the fire and emergency services their specific service areas require, while maximizing the effectiveness and safety of limited resources and personnel. Students will learn valuable information that they can implement during an emergency response in a rural setting.

Note: Pen or pencil and Notebook are needed for class.

FIRST ARRIVING OFFICER NFPA 1021
This 8 hour class is designed to be an intro to incident command for those with little or no experience in command and for those officers who have not been in command on a regular basis who may need a refresher as to what to look for. This class will discuss incident command, risk/reward, strategy and tactics, size-up, basic building construction and resource management.

FOR MORE INFORMATION CONTACT
Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184  Dawn.Sandberg@pine.edu
FIRE/EMS CROSS TRAINING
This is a 3 hour All Hands On class will cover the following areas regarding Fire: SCBA Training, RIT Training, Communications and Fire Fighter Extrication. The EMS Portion of the class will cover the following areas: Taking Vitals, Physical Assessments, Triage, Injury Stabilization and Transportation.

FIRE FIGHTING NFPA 1001 (FF1, FF II AND HAZMAT)
This is a 140 hour class that will cover all FFI, HazMat and FFII that meets the NFPA 1001 level. The class includes all books and testing including MN State Certification up to the FFII level. Call for more information regarding MBFTE Funding for this course at your department.

Fire Pump Operations Refresher (NFPA 1002)
This course covers engine tactics from response to fire extinguishment. Students will learn to determine proper attack line selection, determine hose length estimate, Determine nozzle selection, and will study nozzle team tactics. This course is recommended for all fire fighters, young and old. Students will be operating fire pumps and flowing water. Note: PPE Required. Pen or pencil and Notebook are needed for class.

MODERN BUILDING CONSTRUCTION
This class is designed to educate students on what is new in residential and light commercial building construction and how it affects fires and firefighting activities. It will discuss size-up, basic tactics and safety associated with lightweight building construction. Due to the ever changing techniques of construction, this class is continually updated.

Want a Class Customized For Just Your Fire Department?
Contact Dawn Sandberg for any of your Fire Department Training Needs!!
320-629-5184 or email Dawn.Sandberg@pine.edu
Auto Extrication II (NFPA 1670)
Class Length: 6 Hours
Students will learn about new extrication tools, hydraulic equipment, and techniques. Students will study the latest technology in auto extrication. Techniques from instructors with international exposure will be covered. Safety and correct tool handling are also covered. Extensive hands on skills practice is included.
Note: Eye Protection and PPE required. Pen or pencil and Notebook are needed for class.

Emergency Vehicle Operators Course (EVOC) NFPA 1002
Class Length: 6-8 Hours
Students will learn through classroom and behind-the wheel instruction. A heavy focus will be placed on learning to safely operate the vehicles that you drive regularly at your department.
Note: PPE, SCBA and Department Vehicles required. Pen or pencil and Notebook are needed for class.

FOR MORE INFORMATION CONTACT
Dawn Sandberg, Continuing Education/Customized Training
Office: (320) 629-5184  Dawn.Sandberg@pine.edu
F107 Drone Certification: Drone Pilots Prep Course

The demand for drone pilots is exploding! This 1 week course will successfully prepare students for the FAA Part

5 Day Drone Certification Course

Dates: Sept 9 - 13, 2019  5pm—9pm

Price: $999.00

Includes Trainer Drone, All course materials, Trial Membership to the premier online drone community, Drone U.

This certification is a requirement for anyone who wants to use a drone for commercial or financial gain. Students will learn from an FAA certified pilot and professional aerial photographer and videographer. Emphasis will include an understanding of the major elements of the 107 exam including UAS regulations, operations, weather, airspace, communications, aeronautical decision making, and safety.

You are just 1 week away from a new career, part-time employment, or small business opportunity! US News and World Reports indicated that the average salary for a full-time drone pilot is $60,000 per year!

Drone piloting is part video game, part nature walk, part computer wiz and part visionary. Do you have what it takes to take your career to new heights?

FLIGHT TRAINING—DRONE INCLUDED!

This unique training course offers hands on flight training as well as classroom

Live Online Introduction Drown Course

The Business of Drones—Understanding the growth of drones as a tool for business and for pilots using unmanned aircraft.

This live online seminar takes a look at the drone industry and it’s uses, rules and business cases for individuals who are entering the drone industry. Business owners in agriculture, real estate, photography, construction, insurance, public safety, science or marketing and who are considering the use of aerial vehicles to operate their business would benefit from this overview of the market.

Date: Tuesday, August 27, 2019  10am—12pm

Price: $49.99

To Register for the Live Online Course go to:

Bit.ly/PTCCLiveOnline

For more information contact Heidi Braun at (320)629-5178 or at Heidi.Braun@pine.edu
Minnesota State/Pine Technical and Community College is offering a program called Live Online – a series of 8-week training courses led by live instructors via mediated telepresence. Employees can train right at their company, making Live Online ideal for incumbent workers and those in apprenticeships or dual-training programs.

The advanced manufacturing core courses offered through Live Online align with the Manufacturing Skills Standards Council (MSSC) Certified Production Technician credential, so upon completion, participants can receive a nationally-recognized credential. These courses are also the first step and can be applied toward earning an academic certificate, diploma, or degree in advanced manufacturing at participating colleges. Additional in-demand training courses will be available upon request. Please contact Heidi Braun for details.

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**Session 217: August 19 – October 11, 2019**

Registration opens May 21 at www.southcentral.edu/LiveOnline. Deadline to register is August 5.

<table>
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<tr>
<th>Course</th>
<th>Cost</th>
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<th>Day &amp; Time (CST)</th>
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<tbody>
<tr>
<td>Sales and Customer Service Techniques</td>
<td>$49.99</td>
<td>Non-Credit</td>
<td>Monday, 1-3pm 1 week 8/26</td>
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<td>Instructor: Michael Monroe Keiper</td>
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<td>Boost your self-confidence by learning new tools and techniques to deal with different types of people, including &quot;difficult customers&quot;. Take a personality survey and learn multiple techniques for customized presentations, building sales grids, ongoing communications, closing tactics, and more.</td>
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| Manufacturing Processes & Production | $244  | 2 Credits* OR Non-Credit | Tuesdays, 12-2pm 8 weeks 8/20–10/8 |
| Instructor: Jerry Musielewicz       |       |                      |                                   |
| Emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service. Requires: Textbooks and ToolingU subscription, not included in registration cost. |

| Print Reading                        | $244  | 2 Credits* OR Non-Credit | Tuesdays, 4-6pm 8 weeks 8/20–10/8 |
| Instructor: Jerry Musielewicz        |       |                      |                                   |
| Orients students in the basic skills and abilities required for understanding prints utilized in a manufacturing/industrial environment. Requires: Textbooks, not included in registration cost. |

| The Business of Drones                | $49.99| Non-Credit | Tuesday, 10am-12pm 1 week 8/27 |
| Instructor: Sean Stevens, Sky Eye Films |       |           |                                   |
| Drones or unmanned aerial vehicles have had a significant impact on our world. This seminar will look at the industry of drones, uses in industry, rules and business cases for those interested in using this technology for their business or for individuals considering entering the drone industry. |

| Quality Practices                     | $244  | 2 Credits* OR Non-Credit | Wednesdays, 1-3pm 8 weeks 8/21–10/9 |
| Instructor: Jerry Musielewicz         |       |                      |                                   |
| Introduces a quality management system and its components. These include corrective actions, internal auditing of processes, and control of non-conforming product. Requires: Textbooks and ToolingU subscription, not included in registration cost. |

| Maintenance Awareness                 | $244  | 2 Credits* OR Non-Credit | Wednesdays, 4-6pm 8 weeks 8/21–10/9 |
| Instructor: Jerry Musielewicz         |       |                      |                                   |
| Introduces the concepts of Total Productive Maintenance and preventive maintenance, lubrication, electricity, hydraulics, pneumatics, and power transmission systems. Requires: ToolingU subscription, not included in registration cost. |

| Career Success Skills                 | $244  | 1 Credit* OR Non-Credit | Thursdays, 4-6pm 8 weeks 8/22–10/10 |
| Instructor: Mary Kay McVey            |       |                      |                                   |
| The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. |

Registration questions: Contact Center for Business & Industry, South Central College at 507-389-7203 or cbi@southcentral.edu

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*Credits are available through participating colleges only. Ask your college representative for details.

Refund Policy – Refunds will only be given if registration is cancelled no less than 3 business days prior to the session start date. Textbooks – Additional purchase of a textbook may be required. Visit www.southcentral.edu/LiveOnline for details. ToolingU – Additional $99 yearly subscription may be required. | CareerSafe – Additional $25 subscription may be required.
The ServSafe training program provides classroom instruction to help students prepare to take the ServSafe Food Protection Certification Exam. Teaching methods include: PowerPoint & DVD as well as lecture from an instructor with experience in the field of Food Service.

The exam focuses on five aspects of food service that can affect the safety of food:

- Foodborne Microorganisms & Allergen
- Personal Hygiene
- Purchasing, Receiving & Storing
- Preparation

In this course, you will learn:
- The latest FDA Food Code updates
- Food Safety Hazards
- Types of food born illnesses
- How food becomes contaminated
- Time & temperature controls
- Personal Hygiene
- Cleaning & Sanitizing
- Receiving & Storing
- Preparing & Cooking
- Cooling & Reheating
- Holding & Serving

Initial Certification Course—8 hours
Price: $165.00
Fees include the 8 hour certification course, the ServSafe manager 7th Edition Manual and the exam. Certification is valid for 5 years.

Course Dates:
Oct 21, 2019  8AM—4:30PM
April 20, 2020  8AM—4:30PM
July 20, 2020  8AM—4:30PM

Refresher Course—4 hours
Price: $75.00
Fees include the 4 hour refresher course and a food safety guidebook. The certification is generally valid for 3 years, but may depend on the date of the initial certification.

Course Dates:
Oct 21, 2019  8AM-12:00PM
April 20, 2020  8AM-12:00PM
July 20, 2020  8AM-12:00PM

**Local Chamber members receive a 10% discount**
REGISTRATION/PAYMENT — Registration is by payment of fees on a first come, first serve basis. Mail in the attached registration form along with fee to: Continuing Education, Pine Technical & Community College, 900 4th Street SE, Pine City, MN 55063. Call us toll-free 800-521-7463 ext. 176 with registration or course questions. All registrations must be received one week prior to the start of class.

CONFIRMATION — Class reservation(s) are confirmed by payment of fee. NO WRITTEN CONFIRMATION WILL BE SENT. You will be notified only if your class has been canceled. Please include two phone numbers and an email address so that we may notify you of any changes in the status of your class.

REFUND — For most hour based classes, a full refund will be granted 5 working days before the start of a class (this includes nursing assistant test outs). No refund will be made after that. A full refund will be given on all classes canceled by the school. All refunds will be mailed. Please allow up to four (4) weeks to receive the refund. For credit based classes refunds are made on a pro-rated basis.

SENIORS — Persons at or beyond the age of 62 and legal residents of the State of Minnesota may enroll tuition-free in the non-credit courses “as space permits” (once regular enrollment levels are reached) except for courses designed and offered exclusively for business/industry, or at $20 per credit for credit-based classes. However, other costs such as technology, parking, lab, book and materials, etc. are the student’s responsibility. Proof of age will be required at time of registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Note: Please check “Senior Citizen” on the registration form.

RECORDS — Courses taken at Pine Technical & Community College will be recorded under the following: certificate: upon completion of an hour-based course a certificate containing the course title and clock hour(s) shall be awarded; transcript: upon completion of a credit-based course a transcript becomes the official student record.

CANCELLATION — In the event of bad weather, class cancellations will be announced on radio stations WCMP and WCCO. Closure of Pine City Schools does not include Pine Technical & Community College.

DISCLAIMER — All information in this brochure is subject to change without notice and should not be considered as an irrevocable contract between students and Pine Technical & Community College.

ADA — This document is available in alternative formats to individuals with disabilities by calling 800-521-7463. Pine Technical & Community College is an affirmative action, equal opportunity employer and educator.

REGISTRATION & PAYMENT METHODS:

Online: https://mnscu.rschooltoday.com/public/getcategory/program_id/53

Send: Your registration form & check payable to Pine Technical & Community College to: Pine Technical & Community College, Continuing Education 900 4th Street SE, Pine City, MN 55063

Call: 1-800-521-7463 ext. 176 or 320-629-5176 and register over the phone with a Credit Card.

Fax: Your registration form to 320-629-4529 with your Credit Card.
Registration Form

PTCC Tech ID: ______________________

Select classes, fill in this form and send this registration and payment up to one week prior to the start of each course.

Name:__________________________________________

Social Security Number:__________________________________________

Senior Citizen: □ Yes □ No Date of Birth _____ - _____ - ______

Company Name/Address:__________________________________________

Home Address:__________________________________________

City:________________________ State:________________________ Zip:________________________

E-mail address:__________________________________________

Phone (day)________________________(cell)____________________(night)____________________

I give my permission to PTCC to be included on the Continuing Education & Customized Training email mailing list.

I give my permission to PTCC to take my photograph for the purpose of future advertisement usage for PTCC.

Confidential Information (Providing confidential information is voluntary. Access to this information is limited to school officials for reporting purposes only.)

PAYMENT METHOD: Payment enclosed. Check #_____ Amount $___________

Please charge my credit card:

VISA #________________________Exp. Date____

MASTERCARD #________________________Exp. Date____

3 digit italicized number from on back of card _____________

Card Holder’s Name (Print)_______________________________________

Card Holder’s Signature__________________________________________

Sign up for your classes here!

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