

2015 RESOURCE Minnesota Resource Center Career Education Training Schedule

| | | |
|--|---|--|
| <p>Workplace Essentials Training - 60 Hours - \$650 Workplace expectations; core computer skills; typing skills; professional communications; health and safety in the workplace; applied math; core skills MS Word, MS PowerPoint, MS Outlook & MS Excel; Internet problem solving; financial literacy; relationship building; social media; goal setting; prioritization & time management *Pre-requisites: All students must complete an entrance application prior to enrollment.</p> | Minneapolis St. Paul Minneapolis Minneapolis St. Paul | Jun 1 - Jun 25, 2015 12:30 PM-4:15 PM Jun 1 - Jun 25, 2015 12:30 PM-4:15 PM Jun 29 - Jul 23, 2015 8:30 AM-12:15 PM Jul 27 - Aug 20, 2015 12:30 PM-4:15 PM Jul 27 - Aug 20, 2015 12:30 PM-4:15 PM |
| <p>Business and Computer Applications Specialist Training - 96 Hours - \$995 Intermediate level training in Microsoft Office 2010 Word, Access, Excel, and PowerPoint, advanced customer service, effective communication, job seeking skills and individualized job search, building business relationships, cover letter and résumés. *Pre-requisites: Complete Workplace Essentials Training and type 20 words per minute.</p> | Minneapolis Minneapolis | Jun 29 - Aug 6, 2015 8:30 AM - 12:30 PM Aug 24 - Oct 1, 2015 12:30 PM - 4:30 PM |
| <p>Accounting Support 101 Training - 80 Hours - \$950 Accounting principles, MS Excel, QuickBooks, business math & prep for & administration of QuickBooks certification exam *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Accounting Support Training Program Entrance Assessment(8th Grade Math, 6th Grade Reading, Independent Problem Solving and Acct. Work Sample).</p> | Minneapolis Minneapolis | Jun 15 - Jul 16, 2015 12:30 PM - 4:30 PM Aug 10 - Sep 10, 2015 8:30 AM-12:30 PM |
| <p>Healthcare Technician Training - 112 Hours - \$1,300 Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding. *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Medical Office Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Independent Problem Solving and Medical Terminology Work Sample).</p> | Minneapolis Minneapolis | Jun 15 - Jul 30, 2015 12:30 PM - 4:30 PM Aug 10 - Sep 24, 2015 8:30 AM-12:30 PM |
| <p>Computer Technician Training - 480 Hours - \$5,900 Computer repair & troubleshooting, Windows software & hardware systems, tech support for social media, portable computing devices, web-based video conferencing, advanced customer service, communications, team building skills & job seeking skills. Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations. *Pre-requisites: Complete Business and Computer Application Specialist Training and pass IT Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Mechanical Aptitude and Spatial Form Perception).</p> | Minneapolis | Oct 26, 2015- Mar 4, 2016 9:00 AM-4:15 PM M-Th and 9:00 AM-12:00 PM F |
| <p>Maintenance Custodial Fundamentals Training - 315 Hours - \$3,800 Restroom & office cleaning, carpentry, painting, drywall, tool use, safety, plumbing, floor care, core electricity, heating & air conditioning, & paid On-the-Job training. Prep for Boilers License Exam (Minnesota Department of Labor Special Class Engineer License). Prep for & administration of the Pool Operator (CPO) Certification. *Pre-requisites: Ability to lift 50 lbs, have no chemical sensitivities, complete Workplace Essentials Training, be current on immunizations and pass Maintenance Custodial Skills Training Program Entrance Assessment(6th Grade Math, 6th Grade Reading, Independent Problem Solving and Inventory Work Sample).</p> | Minneapolis | Aug 24 - Oct 23, 2015 9:00 AM-5:30 PM |
| <p>Building Operations Manager Training - 90 Hours - \$1,375 Facilities management, weatherization, energy efficiency standards, retrofitting, LEED standards overview and implementation of cleaning products and processes. Prep for and administration of the OSHA General Industry Safety & Health Training & Certification exam. *Prerequisites: Maintenance Custodial Fundamentals Training and pass Building Facilities Training Program Entrance Assessment(6th Grade Math, 6th Grade Reading, Independent Problem Solving, Inventory Work Sample and Industrial Print Math).</p> | Minneapolis | Oct 26 - Nov 13, 2015 9:00 AM-3:30 PM |
| <p>Manufacturing and Warehouse Fundamentals Training - 128 Hours - \$1,200 Math, micrometers & calipers; quality control; shipping & receiving; microscope use; warehousing overview & terminology; manufacturing terminology & processes; LEAN & ISO standards; blueprint reading; clean room processes. Prep and exams for the OSHA General Industry Safety and Health Training Certification and the Forklift Operator Safety Certification. *Pre-requisites: Complete Workplace Essentials Training and pass Core Manufacturing Skills Training or Warehousing Skills Training Program Entrance Assessment(6th Grade Math, 6th Grade Reading, Independent Problem Solving and Inventory Work Sample).</p> | Minneapolis | Aug 24 - Sep 18, 2015 8:30 AM-4:15 PM |
| <p>Manufacturing Skills 102 Training - 100 Hours - \$1,775 Hand soldering experience lab; IPC J Standards 001 Soldering & IPC A 610 Standards Soldering (instruction facilitated by Dakota County Technical College); prep for & administration of industry recognized IPC J-STD & IPC A-610 credential exams. *Pre-requisites: Complete Manufacturing and Warehouse Fundamentals Training and pass Core Manufacturing Skills Training Program Entrance Assessment (6th Grade Reading, 8th Grade Math, Mechanical Aptitude and Industrial Print Math).</p> | Minneapolis Minneapolis | May 18 - June 8, 2015 8:30 AM-4:15 PM Sep 21 - Oct 9, 2015 8:30 AM-4:15 PM |
| <p>Contact Center 101 Training - 80 Hours - \$1,095 Students will study Salesforce, the premiere database utilized by contact center employers today. Also covered are terminology, processes, metrics, job types, quality assurance & the attributes of the ideal agent. In addition, students will receive the industry recognized credential, Contact Center Agent Certification from Benchmark Portal to ensure their success in the field. *Pre-requisite: Complete Workplace Essentials Training and pass Contact Center Training Program Entrance Assessment (6th Grade Reading, 6th Grade Math, Independent Problem Solving and Touch Typing).</p> | Minneapolis | Jun 29 - Jul 30, 2015 12:30 PM-4:30 PM |

* **Additional Fees - Intake and Enrollment Fee of \$75**