

WorkFast Programs

Short-term training for transitional workers

In today's workplace, you need all the tools and resources available to be successful. At Hennepin Technical College (HTC), we work hard at identifying and providing the quality programs and training opportunities for individuals and organizations. Our mission is to provide you with the educational options to achieve success in your career and personal life.

At Customized Training Services, we take pride in looking to the future and working as a partner with companies that utilize our training for their employees. Our goal is to offer programs and instruction that maintain the highest standards and provide companies and individuals with a competitive advantage. Last year we provided training to nearly 15,000 people and fulfilled more than 400 customized training projects through our broad array of professional development and workforce training programs.

We are working hard with our partners in industry, education, government and non-profit organizations to develop HTC's *WorkFast programs* - short-term intense training programs that lead to employment - for Minnesota workers. Our goal is to offer quality, stackable training that results in competitive skills leading to new and enhanced opportunities for graduates. In these economically challenging times, we need to utilize all workforce resources available to help address these employment and training needs.

We need your help

Please take a moment to review the programs listed below. We value your input and would appreciate your thoughts, suggestions and advice on the *WorkFast* programs that we have listed below. These are just a few of the training programs that we are working on currently but we also welcome you to suggest others that might lead to employment.

If you have questions or suggestions for future courses, please contact us at 763.488.2721 or 952.995.1330

Customized Training Services, Hennepin Technical College

9000 Brooklyn Park Boulevard, Brooklyn Park, MN 55445 or 13100 College View Drive, Eden Prairie, MN 55347
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www.hennepintech.edu/cts/workfast.htm

WorkFast Programs 2009

Level	Work Fast Program Title	Program Description	Salary Range – Hourly	Who Should Attend	Cost	Course Dates	Hennepin Technical College Primary Contact
Entry & Skill Upgrade	Automated Machinery Tech / Automation Robotics	<p>The automated machinery tech is skilled in the hands-on operation and change-over of automated production and packaging machines used in manufacturing. The person will become competent in basic mechanical, electronic, and computer skills and standard operation procedures. The program will include classroom, labs and on-line instruction.</p> <p>Students will earn 33 college credits diploma in an accelerated program of five months (rather than one-year).</p> <p>Students will receive FANUC Robot Certification.</p>	\$15 to 18 per hour	Experience in an industrial, military or manufacturing environment . Aptitudes in mechanical, electrical or computer technology	<p>\$5,400 (including all tools, books, shop materials, calculator)</p> <p>Students receive a 33 college credit diploma. Some students may qualify for financial aid.</p> <p>The tuition also includes internship assistance and a reverse job fair before program completion.</p>	<p>TBA</p> <p>Cohort meets 2:30 -8:30 p.m., Monday – Friday, (does not meet during major holidays)</p>	<p>Joe Fredkove 763.488.2726 Joe.Fredkove@hennepintech.edu</p>

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Entry & Skill Upgrade	Biomanufacturing and Medical Device Manufacturing	Provide individuals with the basic skills and knowledge to obtain an entry-level manufacturing position in the medical device industry. Advance the skills of incumbent workers within the industry or those individuals who have related skills and/or experience.	\$10 to \$14 per hour	Anyone			Katherine Sellner 952.995.1343 Katherine.sellner@hennepintech.edu
Entry & Skill Upgrade	Bindery Technician	Intended for employees of participating organizations with the goal to provide these employees with bindery technician skills, experience and college credit in order to move them up from entry-level positions, making them more valuable to their employers. The proposed training would provide them with an understanding of print terminology and processes with a focus on advanced bindery and finishing skills, using hands-on experiences.	Starting at \$14.50 per hour	Entry-level employees of printing companies; individuals looking to get a jump-start in the printing industry	\$1,200	TBA possibly Saturdays, evenings and/or afternoons	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu
Entry	Forklift Training	Complete OSHA Certification	\$10 to \$12 per hour	Anyone	\$225	TBA	Tom Vosberg 952.995.1310 Tom.vosberg@hennepintech.edu

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Entry	M-Powered / Plastics	A two phase program for entry-level candidates looking to transition to a good career as an Injection Molding Technician. Cohort Model	\$12 to \$22 per hour	Anyone	Cost: \$1695 per phase, \$3,400 total	TBA	Rich Kelly 763.488.2728 Rich.kelly@hennepintech.edu
Entry	M-Powered/ Metals	This 96-hour course prepares students to enter the metal manufacturing field with basic skills in Shop Math, Shop Safety, Print Reading, Measuring Tools, Metallurgy Hand Tools, and Employment/Life Skills.	\$12 to \$22 per hour	Anyone	Pending	TBA	Rich Kelly 763.488.2728 Rich.kelly@hennepintech.edu
Entry	MS applications – Bloomington Workforce	Self-directed and Instructor-supported computer application skills on Mondays – Thursdays. Instructor-led courses on Fridays.	General Office Worker: average of \$14.29 per hour	Anyone who uses a computer and needs to solidify their application skills	\$180 per class +s textbook for instructor-led.	Mondays through Thursdays for self-directed.	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu
Skill Upgrade	MS applications – Bloomington Workforce	Instructor-led courses in more advanced computer applications.	Admin Assistant: average \$20.80 per hour	For anyone with solid basic application skills who would like to upgrade their proficiency levels: Word, Excel, PowerPoint, Access,	TBD; estimated \$149 (includes materials)	Fridays; daytime, hours TBA	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu

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				Outlook			
Skill Upgrade	Cisco Certified Network Administrator (CCNA)	This course combines both the Cisco ICND1 and ICND2 courses, to help you obtain your CCNA certification. Students will learn fundamental computer networking concepts and apply them as they configure a LAN/WAN network using Cisco routers and Catalyst switches. Through lectures, discussions, demonstrations, exercises, and laboratory projects, students are given information sufficient to identify and recommend the best Cisco solutions for anywhere from small to enterprise-sized businesses. CCNA ACC also provides the installation, configuration, and troubleshooting information that technical support people require to install, manage, and configure Cisco products.	\$20 to \$26 per hour	For students with a prior knowledge of operating systems and computer applications	Pending	2 weeks	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu
Skill Upgrade	Java Certification Training	Sun's certification program in Java technology is an industry recognized, worldwide program that focuses on critical job roles in software application development and enterprise	\$22 to \$28 per hour	Students with some basic programming experience	Pending	2 week training	Suzanne Ciebiera 763.488.2724

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		architecture. Since these certifications focus on the technology, the knowledge and skills learned while preparing for Sun's certifications are transportable from one company to another.					
Skill Upgrade	SolidWorks / AutoCAD/ Pro-Engineering	Rapid Prototyping Workshop features: Stratasys Dimension SST1200es 3D Printer SolidWorks & Inventor Design Software*. Explore the possibilities of combining powerful parametric applications with a 3-dimensional printer. We can enable you to build a functional 3D model and see your idea firsthand. Cohort Model	Mechanical Drafters: average \$25.42/hr	someone already trained or experienced in a technical field with a solid background in mechanical design and/or machining	Pending	November 2009	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu
Entry & Skill Upgrade	Welding	Participants earn an Occupational Certificate in MIG welding, preparing them for an entry-level position as a production welder. Cohort Model	\$11 to \$18 per hour	Anyone	Pending	TBA	Rich Kelly 763.488.2728 Rich.kelly@hennepintech.edu
Skill Upgrade	CNC and Swiss Machining	This program will introduce the students to the fundamentals of computer numerical control (CNC) milling and turning. Basic CNC operation and	Based on experience	Machinists with college certificates or three years	Pending	TBA	Rich Kelly 763.488.2728 Rich.kelly@hennepintech.edu

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		conversational programming will be covered.		industry experience.			
Skill upgrade	Building Operator Certification / Energy Efficiency Technician or Manager	Participants will improve job skills; access tools to more efficiently run facilities and achieve measurable energy savings. Cohort model	Average: \$19.76 per hour	Building Operators / Facility Maintenance Technicians with two+ years of building maintenance experience.	Pending	Pending	Suzanne Ciebiera 763.488.2724 Suzanne.ciebiera@hennepintech.edu

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