



# Pine Technical & Community College

Aanjibimaadizing is excited to offer SIX Career and Professional Development Courses in partnership with Pine Technical & Community College and the State of Minnesota Pathways to Prosperity Grant.

**Class sizes are limited. Sign up today!**

All class dates, times and locations are subject to change do to COVID-19. Participants must apply with Aanjibimaadizing and register at least 2 weeks in advance.

[Aanjibimaadizing Application](#)

To register for classes or for more information, contact Karen at **320-362-4139** (call or text) or **karen.pagnac@millelacsband.com** (email).



**AANJIBIMAADIZING**  
C H A N G I N G L I V E S



# Pine Technical and Community College Classes

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## Automotive Technician 3-credit Certificate

**Be prepared with the technical knowledge and skills to repair, service, and maintain all types of automobiles!**

This program includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, alternative fuels and heating and air conditioning systems.

All students will receive a set of tools upon completion of this class. The class will allow for entry level employment at a mechanic garage or car dealership.

Students may look forward to training in the following areas:

- Inspection, diagnosis and installation
- Troubleshooting
- Engine performance
- Shop safety
- High-tech diagnostic equipment
- Electrical components / fundamentals
- Engine installation
- Maintenance
- Customer service skills
- Computer database technical reference system

**Location:** D3 – Meshakwad Community Center (Community Room), 38043 Hinckley Rd, Hinckley, MN 55037 and PTCC Auto Lab - 900 4th St SE, Pine City, MN 55063

**Date & Time:** Tuesday through Friday, July 6 to July 30, 2021 from 9:00am to 3:00pm

**Course Requirements:** Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

- Valid driver's license is recommended.

AANJIBIMAADIZING  
CHANGING LIVES

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Pathways <sup>to</sup>  
Prosperity

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## Certified Nursing Assistant 3-credit Certificate

PTCC's 80-hour Nursing Assistant Certificate Course will prepare students with the knowledge and clinical skills to work in a variety of setting including nursing homes, hospitals, adult day care centers and assisted living facilities.

This training provides the information and skills needed to become a Nursing Assistant on the Minnesota State Registry. **Nursing Assistant Certification is an excellent way to have a stand-alone career or launch into a nursing career.**

- Location:** D2 Assisted Living Unit 104, 20849 370th Lane, McGregor, MN 55760
- Date & Time:** Monday, Tuesday, Thursday and Friday, May 3 through May 27, 2021 from 10:00am to 4:00pm (not held on Wednesdays)
- Course Requirements:** Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.
- DHS Background with fingerprinting.
  - Tuberculosis screening: Mantoux / TB Skin Test (TST) or TB Blood Test

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## Commercial Driver's License (CDL) – Class A or B With Introduction to Heavy Highway Equipment Operation

**An in-demand career!** Driving a commercial motor vehicle is a big responsibility. It requires special skills and knowledge and CDL holders are held to a higher standard when operating any type of motor vehicle on public roads. This course provides the knowledge and skills to drive commercial vehicles. The course is designed to prepare an individual to enter into the job market as a professional truck driver; an industry in need of qualified workers.

In collaboration with the Local 49 group, participants will also get to learn about Heavy Highway Equipment Operation, giving them an opportunity to enter the job market with enhanced training and experience.

CDL training will consist of classroom instruction and 40-50 hours of Behind the Wheel (BTW) instruction for Class A and 20-30 hours BTW for Class B students. Upon completion of the classroom and drive time, student will take the Minnesota Department of Safety CDL examination.

**Location:** D3 – Meshakwad Community Center (Community Room), 38043 Hinckley Rd, Hinckley, MN 55037 and IUOE Local 49 Training Center, 40276 Fishtail Rd, Hinckley, MN 55037

**Date & Time:** Monday to Thursday, starting Tuesday June 1 through June 24, 2021 from 9:00am to 3:00pm

**Course** Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

**Requirements:** Students will not be allowed to participate if they do not meet program requirements as set forth below:

- Must have a valid MN Driver's License.
- Must take and pass a Department of Transportation (DOT) medical exam **prior** to enrolling in the class.
- Driving record within the past five years containing no DWI, bodily harm reckless driving, or vehicular manslaughter citations.
- May be required to submit to drug screen.

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## Office Basics Series *These courses can be taken by individually or together as a series.*

### Computer Basics Certificate

16-hour course that covers beginning level Microsoft Word, Excel, Outlook and PowerPoint. Classes will run in 4 - ½ day sessions.

**Location:** D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

**Date & Time:** Monday, April 5 through Thursday, April 8, 2021 from 12:00pm to 4:00pm

-or-

**Location:** D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

**Date & Time:** Monday, May 24 through Thursday, May 27, 2021 from 12:00pm to 4:00pm

### Business Computer Applications

(3 college credits) Stay up-to-date in the computer industry. Learn computer terminology, hardware and software as it relates to the business environment. Participants will use applications such as word processing, spreadsheets, databases and presentation graphics as well as business-oriented internet use and the principles of professional behavior in computing.

**Location:** D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

**Date & Time:** Wednesday and Thursdays, starting April 14 through May 20, 2021 from 12:00pm to 4:00pm

-or-

**Location:** D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

**Date & Time:** Wednesday and Thursdays, starting June 2 through July 8, 2021 from 12:00pm to 4:00pm

### QuickBooks

QuickBooks is a personal or small business accounting software program used to manage income and expenses and keep track of the financial health of their business. You will learn the basics of how to invoice customers, pay bills, generate reports, and prepare for taxes.

**Location:** D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

**Date & Time:** Monday, April 12 and Tuesday, April 13, 2021 from 12:00pm to 4:00pm

-or-

**Location:** D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

**Date & Time:** Tuesday, June 1 and Friday, June 4, 2021 from 12:00pm to 4:00pm

**Course Requirements:** For all Office Basics Classes - Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

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## Parenting Piece by Piece

Parenting Piece-by-Piece is a parenting skills class consisting of 8 ninety-minute education sessions. The overall goal is to reduce or eliminate instances of child maltreatment and promote positive parenting practices.

The course covers:

- Recognizing personal and parenting strengths
- Celebrating life with their children
- Observe and understand their children and their development
- Manage stress in themselves and in their children
- Listen and attend to their children's feelings and ideas
- Model appropriate desired behavior for children and use other positive behavior-management techniques
- Learn problem-solving skills and teach them to their children
- Establish and maintain reasonable limits
- Find, use, and create community resources when needed to benefit their children and the community of children
- Recognize the benefits of building relationships with family, neighborhood, and community groups

**Location:** D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

**Date & Time:** Tuesdays, starting April 6 through May 25, 2021 from 4:00pm to 5:30pm

**Course Requirements:** Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

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# Pine Technical and Community College Classes

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## ServSafe Certification

ServSafe is a national certification program through the National Restaurant Association Education Foundation. ServSafe Food Manager for Minnesota requires an 8-hour class and successful passage of an exam.

In this class, the student will take the course and take the exam at the end of the course with a ServSafe certified instructor and certified proctor. Upon completion, participants receive a ServSafe certificate of passage and are "ServSafe certified" for five years.

The class covers:

- The Latest Covid19 food safety updates
- Types of food borne illnesses
- How food becomes contaminated
- Time and temperature controls
- Personal Hygiene
- Cleaning & Sanitizing
- Receiving & storing
- Preparing & cooking
- Cooling & reheating
- Holding & serving
- Food allergen management

**Location:** D3 – Meshakwad Community Center (Community Room), 38043 Hinckley Rd, Hinckley, MN 55037

**Date & Time:** Thursday, April 1, 2021 from 9:00am to 5:00 pm

-or-

**Location:** D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

**Date & Time:** Wednesday, April 7, 2021 D1 from 9:00am to 5:00 pm

**Course Requirements:** Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

- Workshop is compact and fast moving. Studying before the course is encouraged.
- Students must bring your book to the class! (Book will be provided.)

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# April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Serv Safe D3 9-5	2	3
4	5 Comp Basics D2 12-4	6 Comp Basics D2 12-4 Parenting Piece by Piece D1 4-5:30	7 Comp Basics D2 12-4 Serv Safe D1 9-5	8 Comp Basics D2 12-4	9	10
11	12 Quick Books D2 12-4	13 Quick Books D2 12-4 Parenting Piece by Piece D1 4-5:30	14 Bus. Comp. App. D2 12-4	15 Bus. Comp. App. D2 12-4	16	17
18	19	20 Parenting Piece by Piece D1 4-5:30	21 Bus. Comp. App. D2 12-4	22 Bus. Comp. App. D2 12-4	23	24
25	26 Holiday	27 Parenting Piece by Piece D1 4-5:30	28 Bus. Comp. App. D2 12-4	29 Bus. Comp. App. D2 12-4	30	

D1

D2

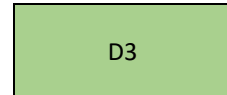
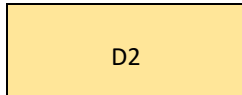
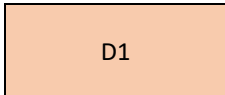
D3

Location, dates and times are subject to change depending on weather, space availability, and COVID-19.



# May

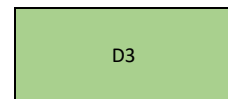
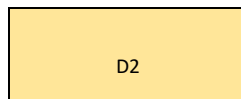
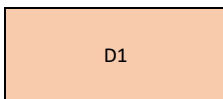
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 CNA D2 10-4	4 Parenting Piece by Piece D1 4-5:30 CNA D2 10-4	5 Bus. Comp. App. D2 12-4	6 CNA D2 10-4 Bus. Comp. App. D2 12-4	7 CNA D2 10-1	8
9	10 CNA D2 10-4	11 Parenting Piece by Piece D1 4-5:30 CNA D2 10-4	12 Bus. Comp. App. D2 12-4	13 CNA D2 10-4 Bus. Comp. App. D2 12-4	14 CNA D2 10-1	15
16	17 CNA D2 10-4	18 Parenting Piece by Piece D1 4-5:30 CNA D2 10-4	19 Bus. Comp. App. D2 12-4	20 CNA D2 10-4 Bus. Comp. App. D2 12-4	21 CNA D2 10-1	22
23	24 CNA D2 10-4 Comp Basics D1 12-4	25 Parenting Piece by Piece D1 4-5:30 CNA D2 10-4 Comp Basics D1 12-4	26 Comp Basics D1 12-4	27 CNA D2 10-4 Comp Basics D1 12-4	28 Noon Close	29



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# June

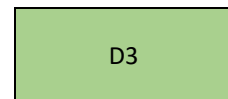
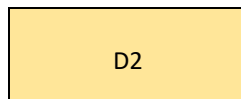
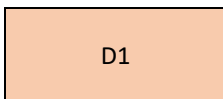
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CDL D3 9-3 Quick Books D1 12-4	2 CDL D3 9-3 Comp Basics D1 12-4	3 CDL D3 9-3 Comp Basics D1 12-4	4 Quick Books D1 12-4	5
6	7 CDL D3 9-3	8 CDL D3 9-3	9 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	10 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	11 Noon Close	12
13	14 CDL D3 9-3	15 CDL D3 9-3	16 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	17 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	18	19
20	21 CDL D3 9-3	22 CDL D3 9-3	23 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	24 CDL D3 9-3 Bus. Comp. App. D1 12-4pm	25	26
27	28	29	30 Bus. Comp. App. D1 12-4pm			



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# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Bus. Comp. App. D1 12-4pm	2	3
4	5 Holiday	6 Auto Tech D3 9-3	7 Bus. Comp. App. D1 12-4pm Auto Tech D3 9-3	8 Bus. Comp. App. D1 12-4pm Auto Tech D3 9-3	9 Auto Tech D3 9-3	10
11	12	13 Auto Tech D3 9-3	14 Auto Tech D3 9-3	15 Auto Tech D3 9-3	16 Auto Tech D3 9-3	17
18	19	20 Auto Tech D3 9-3	21 Auto Tech D3 9-3	22 Auto Tech D3 9-3	23 Noon Close	24
25	26	27 Auto Tech D3 9-3	28 Auto Tech D3 9-3	29 Auto Tech D3 9-3	30 Auto Tech D3 9-3	31



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## Guidelines for Attending AanjiBimaadizing Trainings

1. Be on time for the start of the training each day.
2. Return from breaks on time, or ahead of time. Don't be late returning.
3. Show basic respect for the trainers and other participants by listening, keeping side conversations to a minimum.
4. Actively participate in the training by answering questions, participating in the conversation as appropriate and showing respect for others.
5. Remember you are representing the Aanjibimaadizing program.
6. No drinking of alcoholic beverages.
7. Cigarette smoking only in designated areas. Vaping only in designated areas.
8. No illegal drug use.
9. No foul language, be respectful.
10. Treat staff with respect. Please and thank you go a long way. Use manners.
11. Must complete the entire training in order to receive the training stipend. There is no pro ration.
12. No damages to the hotel room will be tolerated. If you damage it, you will be responsible for paying for it.
13. Must be on time and in the right location for transportation to and from the event site.
14. Complete training evaluation(s) and turn in to staff in order to receive the training stipend.
15. Have fun!