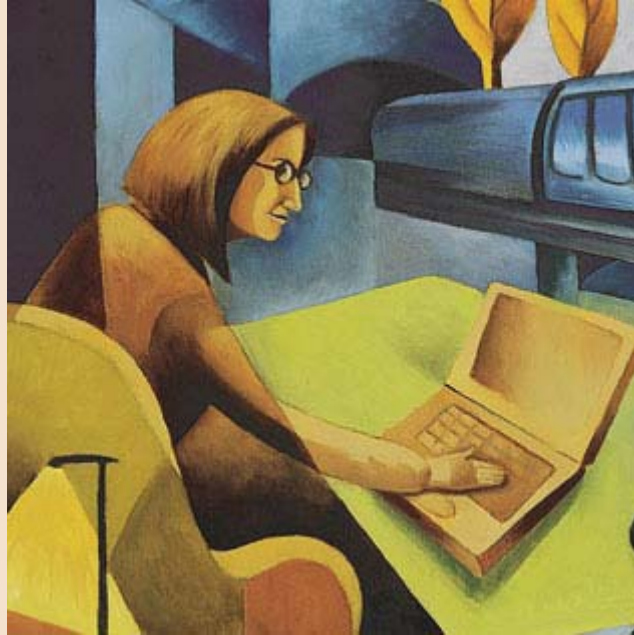


UNIVERSITY OF MINNESOTA

Office for Business &
Community Economic Development



Computer Training For Nonprofits and Small Businesses

Accounting
Database
Finance
Graphics
Microsoft Office
Web Development



Computer Training Lab

The Office for Business & Community Economic Development

The Office for Business & Community Economic Development (BCED) was created by the Board of Regents in 1999 to advance the University's interests in promoting economic development, employment, and training opportunities for historically underserved communities. The mission of BCED is to contribute to the economic growth and development of Minnesota communities. BCED provides a unique opportunity for leveraging the University's resources, such as intellectual property, technology transfer, and research capabilities.

BCED Computer Training

Regardless of your occupation and skill level, computer literacy is rapidly becoming a necessity for advancement and career opportunities; as well as for building stronger, better performing organizations. Everyone can learn. It only take the right instructor, the right material, and an atmosphere for quality learning. We believe in active learning and making the training relevant for the student, which is why our classes are small.

IBM Computer Training Lab

The BCED has partnered with IBM to create an upscale computer training lab to help serve the technology needs and interests of nonprofits and small businesses. The IBM Computer Training Lab offers 10 fully networked computers with high-speed Internet connections, one instructor station with computer, and a projection screen.

No food or beverage is allowed in the Training Lab and no refreshments or meals will be provided. There will be short morning and afternoon breaks.

Ask about our classes in Spanish, Vietnamese, and Hmong.

For course dates, go to:

www.bced.umn.edu/IBM-Lab

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication is available in alternative formats upon request. Contact the Office for Business & Community Economic Development, 2221 University Ave. S.E., Minneapolis, MN 55414, 612-624-0530.

© 2005 by the Regents of the University of Minnesota. All rights reserved.

Office for Business &
Community Economic Development

Computer Training For Nonprofits and Small Businesses

Table of Contents

Accounting & Finance.....	2
Microsoft Office.....	2
Database Development.....	8
Graphics/Illustration.....	8
Web Development.....	11
Map & Directions	14
Registration Form.....	15

Accounting & Finance

QuickBooks 2006

Prerequisites: Basic familiarity with the Windows operating system and an understanding of accounting principles is helpful.

QuickBooks 2006 is one of the most versatile and powerful accounting programs for small businesses on the market today.

Course topics include:

- Getting started
- Setting up a company
- Working with lists
- Setting up inventory
- Selling products
- Invoicing for services
- Processing payments
- Working with bank accounts
- Entering and paying bills

Course #: QBK1—QuickBooks | \$99

Microsoft Office

Microsoft Access 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft Access 2003 is an electronic database management program included in the professional version of Microsoft Office 2003 and is used for entering, storing, sorting, searching, and manipulating data. Access allows you to create queries as well as generate reports. You'll also learn how to compact and back-up an Access database.

Basics of Database Management (Beginning Level)

Course topics include:

- Understanding the meaning of field, record, table, data sheet, and database
- Starting and exiting Access
- Opening and closing a database
- Opening and closing a table
- Formatting a data sheet
- Navigating in data sheet view
- Finding and editing records
- Adding, deleting, updating, and sorting records
- Previewing and printing tables
- Using the Help feature
- Compacting and repairing a database
- Backing up a database

Course #: ACS1—Basics of Database Management | \$55

Beyond the Basics of Database Management (Intermediate Level)

Course topics include:

- Designing a table
- Setting the primary key for a table
- Establishing the data type, size of a field, and the default value of a field
- Creating field validation rules
- Using Input Mask property to restrict data that can be entered in a field
- Using the Format property to control how data is displayed
- Confining data to a list of values using a Lookup field
- Entering data in a field by looking up data in another table
- Creating a table using the table wizard
- Formatting a data sheet
- Creating a one-to-many relationship between two tables
- Enforcing referential integrity
- Creating a one-to-one relationship between two tables
- Modifying table structures
- Displaying records in a sub-data sheet

Course #: ACS2—Beyond the Basics of Database Management | \$55

Database Relationships and Queries (Advanced Level)

Course objectives include:

- Creating, running, and printing a select query in Design view
- Adding multiple tables to a query
- Creating and running a query using the Simple Query Wizard
- Adding criteria statements to a query
- Performing calculations in a query
- Using aggregate functions in a query to calculate statistics
- Creating a form using the form wizard
- Creating a form with a sub-form
- Moving and resizing control objects in a form
- Modifying properties of controls
- Adding objects using the control toolbox
- Creating and printing a report using the report wizard
- Moving and resizing controls in a report

Course #: ACS3—Database Relationships and Queries | \$55

Microsoft Excel 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft Excel 2003 is a popular spreadsheet program for setting up, tracking, analyzing and charting financial, statistical, and other types of information. Once information has been entered in an Excel worksheet, you can create formulas to perform calculations and “what-if” analyses.

Basics of Spreadsheets (Beginning Level)

Course topics include:

- Starting Excel and identifying features in the Excel window
- Entering labels and values
- Entering formulas
- Copying relative formulas
- Testing a worksheet for accuracy
- Applying formats to values
- Navigating in a worksheet
- Using the Help feature

- Printing Excel documents
- Saving and closing worksheets
- Exiting Excel

Course #: XCL1—Basics of Spreadsheets | \$55

Beyond the Basics of Spreadsheets (Intermediate Level)

Course topics include:

- Editing and formatting the contents of a cell
- Performing spelling checks
- Inserting and deleting cells, columns, and rows
- Hiding and “un-hiding” columns and rows
- Moving and copying cells
- Linking cells
- Changing the font, size, style, and color of cells
- Adding borders and shading
- Freezing and unfreezing panes
- Splitting a worksheet into two windows

Course #: XCL2—Beyond the Basics of Spreadsheets | \$55

Advanced Excel (Advanced Level)

Course topics include:

- Using the AVERAGE, MAX, and MIN formulas to perform statistical analysis
- Creating date and time formulas
- Using financial formulas
- Determining loan payment amounts
- Creating IF formulas
- Inserting headers and footers
- Formatting and scaling a worksheet for printing
- Using the drawing toolbar

Course #: XCL53—Advanced Excel | \$55

Microsoft PowerPoint 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft PowerPoint 2003 is a presentation program included in the Microsoft Office 2003 Suite and is used for organizing and presenting information. PowerPoint allows you to integrate text, pictures, graphics, slides, video clips, audio clips, Web pages, and diagrams to create compelling presentations.

Basics of Creating Presentations (Beginning Level)

Course objectives include:

- Choosing a design template
- Creating a new slide
- Navigating in a presentation
- Inserting a slide in a presentation
- Changing the slide layout
- Using the help feature
- Checking spelling in a presentation
- Using the thesaurus to check your presentation
- Running a presentation

- Using the pen and highlighter during a presentation
- Adding presentation and sound to a presentation
- Printing a presentation

Course #: PWT1—Basics of Creating Presentations | \$55

Beyond the Basics of Creating Presentations (Advanced Level)

Course topics include:

- Opening and saving a presentation to a different name
- Rearranging and deleting slides
- Indenting and aligning text
- Selecting, cutting, copying, and pasting text
- Applying fonts and font effects
- Using the Format Painter
- Changing the slide design and color scheme
- Inserting, resizing, and moving images
- Using and recoloring clip art images
- Adding animation scheme to a presentation

Course #: PWT2—Beyond the Basics of Creating Presentations | \$55

Microsoft Publisher 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft Publisher is a full featured desktop publishing package with one of the simplest ways to manage user interfaces. This course will teach you how to produce documents with a professional look, while gaining an understanding of the concepts underlying desktop publishing.

Basics of Desktop Publishing (Beginning Level)

Course topics include:

- Examining the Publisher environment
- Creating a publication from a publication design
- Replacing design object placeholders
- Saving a publication
- Creating a blank publication
- Displaying ruler guides
- Adding text
- Inserting a picture from a file
- Inserting and deleting pages
- Inserting a text file
- Sizing text boxes and picture frames
- Editing text in a publication
- Researching information
- Finding and replacing text
- Checking spelling
- Using templates

Course #: PUB1—Basics of Desktop Publishing | \$55

Beyond the Basics of Desktop Publishing (Advanced Level)

- Formatting text
- Inserting symbols
- Indenting paragraphs
- Changing spacing between paragraphs
- Controlling paragraph flow
- Creating paragraph styles
- Formatting text boxes and picture boxes
- Cropping a picture
- Wrapping text around a picture
- Inserting WordArt
- Inserting a design gallery object
- Checking the design of a publication
- Creating an e-mail newsletter
- Creating a Web page
- Publishing a Web site
- Previewing and printing a publication

Course #: PUB2—Beyond the Basics of Desktop Publishing | \$55

Microsoft Word 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft Word 2003 is a popular word processing program for creating documents such as memos, letters, reports, research papers, brochures, announcements, newsletters, envelopes, labels, etc.

Basics of Word Processing (Beginning Level)

Course topics include:

- Creating documents
- Navigating in a document
- Selecting and deleting text
- Checking the spelling and grammar in a document
- Using the Thesaurus
- Using the Help feature
- Printing documents
- Creating documents using a template
- Creating and renaming folders
- Inserting autotext in a document

Course #: MSW1—Basics of Word Processing | \$55

Beyond the Basics of Word Processing (Intermediate Level)

Course topics include:

- Applying fonts
- Using Format Painter
- Aligning text in paragraphs
- Changing line and paragraph spacing
- Inserting bullets and numbering
- Inserting symbols and special characters
- Applying borders and shading to text
- Applying style

Course #: MSW2—Beyond the Basics of Word Processing | \$55

Advanced Word (Advanced Level)

Course topics include:

- Finding and replacing text
- Revealing formatting
- Cutting, copying, and pasting text
- Using the Paste Special feature
- Inserting and modifying page numbers
- Modifying margins
- Modifying document properties
- Inserting, sizing, and moving images
- Inserting, sizing, and moving WordArt
- Using the drawing toolbar
- Preparing an envelope
- Preparing mailing labels

Course #: MSW3—Advanced Word | \$55

Windows XP and Internet Explorer

Prerequisites: None

Microsoft Windows XP is the world's most popular personal computer operating system today, and Microsoft Internet Explorer is also the most popular Web browser. This course provides a general understanding of the Windows XP desktop, how to navigate and manipulate windows, how to create and manipulate files and folders, and how to use Internet Explorer to surf the Internet and access e-mail.

Course topics include:

- Exploration of Windows XP desktop
- Starting and closing a program
- Opening and closing a window
- Shutting down Windows XP
- Manipulating windows
- Exploring the Windows XP task bar
- Browsing the Web
- Navigating using hyperlinks
- Searching the Web
- Advanced searching techniques
- Using the research pane to look up information and translate text
- Applying updates to your computer

Course #: XPIE—Windows XP and Internet Explorer | \$55

Microsoft Outlook 2003 – Basics of Outlook/E-mail

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft Outlook 2003, which comes with Microsoft Office 2003, is a personal information manager and a communications program that provides an integrated solution for managing and organizing e-mail messages, schedules, tasks, notes, contacts, and other information. This is a beginning course on Outlook 2003 and covers topics such as how to send and receive e-mails and how to manage schedules.

Course #: OTL1—Basics of Outlook/E-mail | \$55

Database Development

FileMaker Pro 6.0

Prerequisites: Basic familiarity with the Windows operating system.

Struggling with managing your data records, customer lists, billing, sales calls, and/or support calls? The types of data management FileMaker Pro can handle is unlimited. Learn to take control of data instead of letting data control you. Learn to create fields, layouts, and calculations in fields, and prepare customized reports, forms, and mailing labels.

Level I

Course topics include:

- Planning and creating a database
- Defining fields
- Entering data
- Finding, changing, and sorting records
- Designing simple reports
- Creating mailing labels
- Defining value lists
- Using pop-up lists, pop-up menus, radio buttons, and check boxes
- Defining access privileges for users

Course #: FMP1—FileMaker Pro Level I | \$55

Level II

Course topics include:

- Designing detailed forms
- Creating subtotals and grand totals
- Working with number and text calculations
- Incorporating graphics and media files
- Using buttons
- Defining record level access privileges
- Understanding one-to-one, one-to-many, and many-to-many relationships
- Creating relationships
- Creating and using related fields and portals

Course #: FMP2—FileMaker Pro Level II | \$55

Graphics/Illustrations

Adobe Illustrator CS: Basics

Prerequisites: Basic familiarity with the Windows operating system.

Adobe® Illustrator® is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects and is used to create logos, advertisements, and other illustrations. If you have little or no experience with Illustrator®, it can be overwhelming to start creating complex illustrations. In this course, you'll learn to draw and manipulate simple

shapes to create logos, and then combine text and graphics to create advertisements.

Course topics include:

- Drawing lines and curves
- Working with objects and text
- Making colors
- Creating artistic text
- Using layers

Course #: ILL1—Basics of Illustrator | \$55

Adobe PageMaker CS: Basics

Prerequisites: Basic familiarity with the Windows operating system.

Adobe® PageMaker® is a powerful page layout program you can use to create professional looking publications. In this course, you will learn basic techniques that will give you a solid understanding of the software as you create a four-page color newsletter. PageMaker® offers a high degree of control over many aspects of page design. To learn how to use it to its fullest capabilities, you need to understand basic principles and techniques. As you progress through this course, you'll learn these techniques and use them to work with PageMaker® efficiently and produce great-looking documents.

Course topics include:

- Navigating in the PageMaker® environment
- Setting up a document
- Importing text and graphics
- Formatting text using fonts, sizes, type styles, indents, alignment, and tabs
- Using styles to format text
- Using master pages and guides to design a document's layout
- Adding page numbers to a document
- Wrapping text around a graphic
- Creating a booklet
- Creating and using templates

Course #: PGM1—Basics of PageMaker | \$55

Adobe Photoshop CS

Prerequisites: Basic familiarity with the Windows operating system.

In this course, you will learn to use several tools for selecting parts of images and moving, duplicating, and resizing images. You will learn to use layers and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, you will use painting tools and blending modes to create shading effects and perform adjustments to contrast and color balance. You will save images in formats for print and Web use.

Basics of Photoshop

Course topics include:

- Making and editing selections
- Correcting and editing color
- Manipulating text
- Adding layer and blending effects such as drop shadows
- Creating patterns
- Using tips and tricks

Course #: PHT1—Basics of Photoshop | \$55

Advanced Photoshop: Techniques for Web Graphics

Course topics include:

- Create graphic elements for backgrounds, buttons, navigation bars, banners, and text
- Techniques for retouching digital images and modifying clip art
- Making advanced selections and clipping groups
- Working with masking
- Using filters and layer styles to create textures and special effects
- Creating a navigation bar with slicing
- Using styles and vector shapes

Course #: PHT2—Advanced Photoshop: Techniques for Web Graphics | \$55

Macromedia Fireworks MX 2004: Imaging for the Web

Prerequisites: Basic familiarity with creating basic Web pages.

Macromedia Fireworks MX 2004 is a tool used to create dynamic Web graphics, including logos, buttons, rollovers, imageswaps, animations, and more. Gain an understanding of the dramatic differences between creating images for on-screen viewing and creating images for printing. Learn about color concepts, bandwidth, hardware limitations, and compatibility issues to help you choose the Web technologies and design strategies that are best suited to your needs.

Course topics include:

- Selection tools and methods
- Layers
- Layer manipulation (duplicating, deleting, merging, creating new)
- Rotating, flipping, resizing, changing canvas size
- Editing (cutting, copying, pasting)
- Graphics tools (erase, pen, cloning, zoom)
- Color selection (foreground, background)
- Various graphic file types
- Compression techniques
- File sizes and appropriate choices

Course #: FWK1—Macromedia Fireworks: Imaging for the Web | \$55

Macromedia Flash MX 2004: Basic Animations for the Web

Prerequisites: Basic familiarity with creating basic Web pages.

Macromedia Flash MX 2004 is a tool used to produce high-impact Web sites. Learn to create Web-based animation using Flash.

Course topics include:

- Using the Flash editing environment
- Creating and modifying objects
- Using layers
- Saving objects as symbols and using libraries
- Creating frame-by-frame animations
- Creating animations with motion and shape tweening
- Creating buttons and movie clips
- Playing Flash animations on a Web page
- Publishing Flash projects on the Web

Course #: FLS1—Macromedia Flash: Basic Animations for the Web | \$225

Microsoft Visio 2003: Creating Basic Diagrams

Prerequisites: Basic familiarity with the Windows operating system.

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio 2003 Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organizational chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organizational chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Course topics include:

- Working with stencils
- Creating shapes
- Customizing templates
- Formatting shapes
- Inserting text
- Saving and printing diagrams

Course #: VIS1—Microsoft Visio: Creating Basic Diagrams | \$55

Web Development

Developing & Implementing Microsoft ASP.NET Web Applications

Prerequisites: This course is intended for beginning Web developers who have knowledge of the Hypertext Markup Language (HTML) or dynamic HTML (DHTML), along with some knowledge of a scripting language, such as Visual Basic Scripting Edition or Microsoft JScript®. This course is also appropriate for Visual Basic 6.0 developers wanting to learn ASP.NET.

This three-day, instructor-led course will teach Microsoft Visual Basic® programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic .NET. This course focuses on using the Microsoft Visual Studio® .NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site.

The course objectives include:

- Using Microsoft Visual Studio .NET
- Using Microsoft .NET-Based languages
- Creating a Microsoft ASP.NET Web form
- Adding code to a Microsoft ASP.NET Web form
- Tracing in Microsoft ASP.NET Web applications
- Validating user input
- Creating user controls
- Accessing relational data using Microsoft Visual Studio .NET
- Accessing data with Microsoft ADO.NET
- Calling stored procedures with Microsoft ADO.NET
- Configuring, optimizing, and deploying a Microsoft ASP.NET Web application
- Helping to protect a Microsoft ASP.NET Web application

Course #: ASP1—ASP.NET Web Applications | \$299

Macromedia Dreamweaver MX 2004

Prerequisites: Basic familiarity with Web browser, (e.g., Internet Explorer) and HTML.

Macromedia Dreamweaver MX 2004 is a professional Web site authoring program with innovative features and comprehensive design capabilities useful for all levels of Web designers.

Dreamweaver: Creating Web Page Basics (Beginning Level)

Course topics include:

- Defining your site
- Laying out the page structure with tables
- Creating headers and footers
- Formatting content using Cascading Style Sheets (CSS)
- Creating navigation and links
- Turning a page into a template
- Troubleshooting HTML
- Transferring files to a Web server
- Updating your site
- Addressing accessibility issues

Course #: DWV1—Dreamweaver: Form Basics | \$75

Dreamweaver: Form Basics (Advanced Level)

Course topics include:

- Using Web-based forms, including an overview of working with CGI scripts
- Understanding the HTML elements used in forms
- Using Dreamweaver to create forms
- Using form elements without CGI scripts
- Processing form input with CGI scripts

Course #: DWV2—Dreamweaver: Form Basics | \$75

Microsoft FrontPage 2003

Prerequisites: Basic familiarity with the Windows operating system.

Microsoft FrontPage 2003 is a feature-rich and easy-to-use Web site creation and management program. It can be used by both technical and nontechnical users to easily design, develop, and publish professional, interactive, and data-driven Web sites. The program's features include Dynamic Web templates, database interface, and wizards as well as support for Graphics, Flash, XML, and cascading style sheets.

FrontPage-Web Page Design I (Beginning Level)

Course topics include:

- Developing the basic page
- Using tables
- Using graphics and multimedia
- Web site creation tools
- Publishing a Web site

Course #: FRP1—FrontPage: Web Design I | \$75

FrontPage-Web Page Design II (Advanced Level)

Course topics include:

- Developing a Web site
- Publishing a Web site
- Creating client-side scripting
- Using forms
- Interfacing with databases

Course #: FRP2—FrontPage: Web Design II | \$75

JavaScript: Basics for Nonprogrammers

Prerequisites: Knowledge of HTML.

Learn how to make your Web pages come alive with JavaScript. JavaScript is an extension of HTML that allows you to add interactivity to your Web site that you cannot do with ordinary HTML. You can learn to create animated text or graphics, change background colors, spew random phrases at the click of a button, work in a digital clock, create scrolling text in a box or on the status line, show off your artwork in an interactive portfolio, change images without reloading the Web page, and so on. There is virtually no limit to what you can do to spice up a Web site! These lessons can have a major impact on your Web site presentation.

Course topics include:

- Understanding basic JavaScript concepts
- Properly placing JavaScript within HTML
- Obtaining JavaScript from free sources
- Tracking down JavaScript errors

Course #: JVS1—Basics for Non-Programmers | \$75



Office for Business & Community Economic Development

University of Minnesota

2221 University Avenue SE, Suite 136

Minneapolis, MN 55414

Phone: 612-624-0530 • Fax: 612-625-9056 • E-mail: bced@umn.edu

Directions

From I-94: Take the Huron Boulevard exit. Continue north until you reach the intersection of University Avenue and Washington Avenue SE. Turn right on to Washington Avenue. Heading east one block, turn left on to University Avenue. Travel back west one block and turn right on to 23rd Avenue. The office building will be on your left. Please use the Huron Boulevard Parking Complex.

From I-35W: Take the University Avenue/4th Street exit. Turn onto University Avenue. Continue east on University Avenue until you reach the intersection of University Avenue and 25th Avenue. Turn left on to 25th Avenue and head north one block. Turn left on to 4th Street. Travel west one block and turn left on to 23rd Avenue. The office building will be on your right. Please use the Huron Boulevard Parking Complex.

Parking Directions & Information

Parking is available at the Huron Boulevard Parking Complex. Rates: \$3.25/day

How to get there:

- From Minneapolis: East on University Avenue to Huron Boulevard. Turn left on Huron Boulevard, quickly move to right hand lane. Parking lot is on the right just before the street curves.
- From St. Paul: West on University Avenue to Huron Boulevard. Turn right on Huron Boulevard, move to right hand lane. Parking lot is on the right just before the street curves.
- I-94 to Huron Boulevard. Follow Huron Boulevard North. As you cross University Avenue move to right hand lane. Parking lot is on the right just before the street curves.
- East on Washington Avenue SE to Huron Boulevard. Turn left on Huron Boulevard, move to right hand lane. Parking lot is on the right just before the street curves.

Registration Form

Name

Company and position

Address

City/State/Zip code

Telephone

Fax

E-mail

Course information

Course #	Course title	Course date *	Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* For course dates, go to: www.bced.umn.edu/IBM-Lab

Payment information

Registration and payment are required in advance. Register online at www.bced.umn.edu/IBM-Lab, by telephone at 612-624-0530, or by mail. Please enclose a check or money order made payable to the University of Minnesota and mail to:

Office for Business & Community Economic Development (BCED)
University of Minnesota
2221 University Avenue SE, Suite 136
Minneapolis, MN 55414

Please mark your check or money order with the names of all students and the classes for which you are paying.

Cancellation Policy

If you must cancel after you have registered, please call us as soon as possible so we can try to fill your place from our waiting list. You may cancel up to 48 hours (two days) before a scheduled class and receive a credit for another class. Participants who fail to cancel their registration more than 48 hours prior to the beginning of the training will be charged the full registration fee. Class payments are non-refundable. BCED reserves the right to cancel any class that is less than 40 percent full within 24 hours prior to the beginning of the class. If BCED cancels a class, you will receive a credit towards another class.

Waiting Lists

If a class is full, we will put your name on a waiting list. We will contact you if an opening becomes available. Waiting lists expire at the end of every quarter. Classes are often repeated so watch for the next class schedule and sign up again.

Office for Business & Community Economic Development
University of Minnesota
2221 University Avenue SE
Suite 136
Minneapolis, MN 55414