

# GOOD NEWS



In an effort to accommodate recently dislocated workers or perhaps people who didn't get their paperwork into Anoka Technical College in time for the fall semester, Anoka Tech is again offering October start dates for several program and general education courses. If you want more information on the following classes, or if you are interested in applying to Anoka Tech, call (763) 576-4700. **These classes are sure to fill up quickly so call today.**

**For specific start dates and times of the following classes, check out the course schedule on the college Web site.**

## **HORTICULTURE PROGRAM**

### **Golf Course Construction and Design**

The knowledge and skills necessary to construct or renovate the components of a golf course are critical in enhancing the quality of both golf play and course layout. This comprehensive course will allow you to experience both the primary design principles as well as the actual construction of golf course greens, tees, fairways, roughs and bunkers. (Prerequisites: None)

### **Turf Power and Equipment II**

The proper service and maintenance of turf power equipment is essential in managing any turfgrass and grounds enterprise. This course will provide you with experience in turf power equipment servicing procedures. Topics covered in this course include servicing of turf power equipment and drive trains, sharpening of rotary and reel mowers, maintaining hydraulic systems and components, and maintaining mowers, utility units, aerators, seeders, roto-tillers, and turf renovation equipment

### **Sports Turf Management**

This course is designed to introduce students to the maintenance and construction of sports fields; emphasis on football and baseball fields. Topics discussed include turfgrass species and cultivar selection, fertilizer programs, drainage systems, over seeding, irrigation, field safety, design and construction of sports fields, and budget proposal planning.

### **Woody Plant Material I**

It is essential to be knowledgeable of the woody plants used in landscaping to be an effective horticulture employee. The course covers the deciduous and evergreen trees that are native and commercially available. Included is identification, plant characteristics and uses.

**Irrigation Installation and Design**

This course, gives the golf course and grounds management personnel experience in installing and designing a full or sectional golf course irrigation system. Topics covered in this course include the installation of irrigation components and using the irrigation components to design a golf course irrigation system. (Prerequisites: None)

**INFORMATION TECHNOLOGY PROGRAM – CLASSES START OCT. 25, 2010****Programming Technologies - three sections**

This course introduces the student to programming basics including terminology, how software and hardware interact, programming language structure, variables, and basic design structures. The student will use these concepts to incorporate user defined functions and sub procedures into their own programs. Creation of multiple form programs will be possible upon completion of this course. Students will learn using the latest visual based programming techniques.

**Web Programming Technologies - three sections**

This course focuses on both designing and developing dynamic web sites and the creation and editing of graphic images. Students will be introduced to HTML, XHTML, CSS, JavaScript, Dreamweaver, Photoshop and ImageReady. Emphasis is placed on the design, development, deployment and maintenance of interactive web sites suitable for supporting e-commerce. (Prerequisite: None)

**Project Management - two sections**

This course is an introduction to Project Management. The course focuses on an overview and understanding of basic concepts and fundamental practices/techniques used in effective project management. Basic skills learned will be practiced through the use of simple exercises designed for groups. Course instruction is enhanced through hands-on labs, a final project team project and exercises. (Prerequisite: None)

**JAVA Programming - two sections**

This course introduces students to object-oriented programming (OOP) concepts along with the Java programming language syntax to implement these concepts. The course emphasizes a hands-on approach with the students building Java programs that incorporate OOP concepts such as: Objects, Classes, Methods, Decision Making, Inheritance, and GUI design. (Prerequisites: ITEC1010 or instructor approval)

**Information Systems Analysis**

This course provides the student with an overview of the various business systems including E-Commerce, M-Commerce, Enterprise Systems, and Decision Support Systems. The personal and social impact of information systems will also be explored. (Prerequisites: None)

**Game Testing**

This course provides an overview of game QA and testing. Topics covered include: history of game testing; working conditions and demographics associated with QA and testing teams; how game QA and testing fit into a game's life cycle; bug categories, tools, and documentation; testing disciplines and techniques; getting a job as a tester and working up the testing ladder; and the future of game testing. Prerequisites: None

## **SUPERVISORY MANAGEMENT PROGRAM**

### **Supervision Fundamentals**

The course teaches the participant current principles, concepts, responsibilities and practical application skills fundamental to success as a supervisor. Students will participate in hands-on projects in class and at work dealing with topics such as leadership, communication, employee motivation, delegation, planning, problem solving, organizing and controlling. Emphasis will be on achieving organizational and individual success by working with and empowering others. (Prerequisites: None)

### **Interpersonal Skills/Customer Service**

This course provides the learner with concepts and tools to learn and demonstrate interpersonal skills in the workplace. Participants will identify and demonstrate skills specific to supervisory responsibilities such as providing feedback, collaborating with peers, dealing with conflict, gaining support from others, and getting ideas across. In addition, participants will learn to listen effectively, discover how to give clear directions, explore the emotional barriers to effective communication and develop strategies for working with difficult situations. Emphasis will be placed on creating a culture supportive of making customer and focused decisions and motivating others to service excellence. (Prerequisites: None)

### **Performance Management**

Participants will learn procedures for setting performance standards, measuring results, and discussing performance. Participants will also learn skills necessary for conducting an effective performance review including how to plan for a performance review meeting, how to develop a performance improvement plan, how to provide for periodic progress reviews and how to practice interim coaching skills. (Prerequisites: None)

### **Management of Safety**

This course will provide the participant with regulations and guidelines set by OSHA, MPCA, etc. for maintaining worker safety and rules compliance in the workplace. Supervisory responsibility in safety training, reporting, communication, industrial hygiene, motivation, and enforcement of policies will be emphasized. Other areas of importance, including workers' compensation, cost control, accident investigation techniques and policy and program development will be covered. (Prerequisites: None)

### **Accounting for Non-Financial Managers**

This course is specifically designed to provide participants with the management planning and accounting control methods necessary for supervisors. These skills are essential for supervisors to be able to understand the role of budgeting in management decision making. (Prerequisites: None)

## **GENERAL EDUCATION**

### **Composition I**

Requires prerequisites. introductory course focused on academic writing assignments that involve critical reading, thinking, listening, and writing for a variety of rhetorical purposes and audiences. Students will learn how to develop their ideas, organize rough drafts, and respond to peer and instructor feedback, and revise and edit their essays. Students will receive instruction and practice in composing narrative, descriptive, expository, analytical, and persuasive essays, and will compile a viable job search portfolio. Each student will also develop a research paper, with sources properly cited in

MLA format, through a process of discovering, analyzing, and synthesizing information drawn from both print and electronic sources.

### **CONSTRUCTION ESTIMATING – CLASSES START OCT. 18, 2010**

#### **Estimating for Remodelers**

Estimating for residential remodeling will be the focus of this course. Students will prepare quantity take-offs and cost analysis for a kitchen remodeling, bath remodeling and a small addition.

#### **Commercial Construction**

Techniques for constructing light commercial to high-rise construction is this course focus. Building materials and construction methods will be covered with lecture and illustrated examples. Building systems covered are footings, foundations, masonry, steel framing, precast concrete, curtain wall, flat roof construction, hollow metal doors, aluminum window frames and moisture protection.

### **NURSING ASSISTANT**

#### **Disease Conditions**

This is a condensed 8-week course that covers all the material of a 16-week course. This course provides basic information about common disease conditions affecting various body systems. Diagnostic and treatment procedures will be presented. This course is a blended hybrid and starts on 10/14/2010. Most of the work is done online but testing must be completed on campus at ATC/DCTC/HCC during open lab hours as indicated in the course syllabus.