

normandale

continuing education

FALL 2019

A young woman with long blonde hair, wearing blue-rimmed glasses and an orange knit sweater, is smiling broadly and looking to her left. She has her arms crossed and is wearing a silver watch on her left wrist. The background is a blurred classroom or meeting room with other people seated at tables.

are you a
**talent
stacker?**

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS

leading virtual teams **brené brown's daring greatly** data analysis **podcasting**
graphic and web design holistic nutrition **entrepreneurship certificate**

CONTENTS

enrich your organization | 2

Leadership
Supervision and Management
Project Management
Data Analysis
Agile and Scrum
Communication
Marketing and Social Media
Customer Service and Sales
Entrepreneurship

computers and technology | 18

Graphic and Web Design
Business Productivity
Accounting and Finance
Microsoft Excel
Microsoft Access and SQL
Programming and IT Certifications

healthcare and medical | 28

REGISTRATION

Online: normandale.edu/CE/classes

Phone: 952-358-8343

Fax: 952-358-8240

In Person: Partnership Center, P1820

Advertised discounts may not be available for online registrations. For a discount, call 952-358-8343.

Email Confirmations and Receipts are sent immediately when you register online.

Class changes or cancellations will be communicated by email and/or phone. The college reserves the right to cancel classes due to low enrollment. A 100% refund of your registration fee will be issued if a class is cancelled by the college.

Getting Here Is Easy!

Find directions, parking information and maps at www.normandale.edu



integrative health | 31

Holistic Nutrition
Ayurveda
Aromatherapy
Herbalism
Energy Medicine
Emotional Freedom Techniques
Reiki
Mindfulness
Tai Chi

languages and culture | 42

features:

Business Intelligence (BI) | 4

Personalized Digital Experience | 14

Join the Visual Culture | 18

Workplace Learning | 45

Refund Policies may vary according to class type. Our general policy requires notification 4 days prior to the class start. See our website for specific refund policies.

Advanced registration is encouraged for all programs and must be accompanied by payment or charge authorization.

Accommodations for a disability (e.g., wheelchair accessibility, interpreter, large print materials) can be available upon request. Normandale is an affirmative action, equal opportunity educator and employer. This brochure and other college publications are subject to change without notice. The information in this brochure is available in alternate formats.



NORMANDALE
COMMUNITY COLLEGE



MINNESOTA STATE

Normandale Community College,
a member of Minnesota State

Are You a Talent Stacker?

SINCE YOU ARE LOOKING AT A SCHEDULE OF PROFESSIONAL DEVELOPMENT PROGRAMS, CHANCES ARE THE ANSWER IS YES!



Talent stacking is the art and application of unique skill mixing to create a career that is more highly valued in the marketplace, now and over time. Talent stackers consider how their skills and interests fit together to define a personal talent set.

Scott Adams, the creator of the comic strip *Dilbert*, coined the phrase “talent stack” to describe his own success. Adams said, “The idea of a talent stack is that you can combine ordinary skills until you have enough of the right kind to be extraordinary. You don’t have to be the best in the world at any one thing. All you need to succeed is to be good at a number of skills that fit well together.”

Employers and recruiters are reinforcing this concept. They are looking for individuals who can work across the organization, speak the language of other disciplines and see new solutions to complex problems. To get you started, the following are a few skills that are in high demand.

facilitates novel solutions

Individuals and teams who are able to untangle problems, test new ideas and advance challenging projects are the ones adept at achieving complex goals.

Collaborative Management	p. 2
ScrumMaster Certification	p. 9
Accelerated Action Planning	p. 8

thinks computationally

It is no secret that we live in a data-dependent world, which is why employers increasingly hire and promote individuals who can work with statistics, see trends and support decision making.

Infographics	p. 12
Data Analysis Certificate	p. 5
Business Intelligence (BI) Certificate	p. 22

utilizes principles of wellness

Applying the concepts and techniques of energy, balance and wellness not only enhances our health but also cultivates a natural vigor that helps us to boost productivity and contentment at work.

Brené Brown’s Daring Greatly	p. 7
Holistic Nutrition Certificate	p. 31
Tai Chi	p. 40

Throughout this schedule, you will find courses that are designed to help you strengthen your own unique stack of skills. If you don’t see what you are looking for, call us at 952-358-8343. We’re here to help you achieve your goals.

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS

LEADERSHIP

Leading Without Authority

Project and team leaders often find themselves in an unenviable position. You are responsible for producing results through other people, but you don't have the formal authority to make those people comply. Fortunately, power and influence involve much more than just telling people what to do. You will learn how to persuade others to action by leading with questions, creating common goals and establishing an enthusiastic team. 0.4 CEU, \$135, Julie Berg 62350 Th 10/31 1:00 - 5:00pm P1840

Collaborative Management

In our team-based, project-oriented work environments, collaborative management skills are essential to maximize contributions, diffuse conflict and get people moving in the same direction. Learn to apply specific collaborative management skills to enhance your leadership, communication and change management skills. 1.6 CEU, \$245, Joyce Odidison

62247 Online 10/7 - 11/1

Management Certificate **NEW**

This certificate will help you gain the skills and confidence needed to manage and motivate teams, leverage resources and enhance business results. You will gain learning and actionable techniques to improve individual and team performance that you can implement immediately at work. Sally Klauss, Joyce Odidison and Kassia Dellabough

- **Management Bootcamp**

62246 Online 9/3 - 9/27

- **Collaborative Management**

62247 Online 10/7 - 11/1

- **Managing Generations in the Workplace**

62248 Online 11/4 - 11/29

Individual: \$175 - \$295 | 1.6 CEU

Series: (save \$120) \$595 | 4.8 CEU



Gallup reports that the number of US employees working remotely has risen to 43 percent. And globally, 53 percent of professionals work remotely at least half of the week.

Leading and Managing Virtual Teams Certificate **NEW**

Gain the knowledge and skills to develop high performance virtual teams. Learn proven techniques to organize, engage and empower your team. See [website](#) for course details. Andy Stanhope

- **Introduction to Leading Virtual Teams**

62249 Online 9/3 - 9/27

- **Leading and Mastering Virtual Meetings**

62250 Online 10/7 - 11/1

- **Creating High Performance Virtual Teams**

62251 Online 11/4 - 11/29

Individual: \$195 - \$245 | 1.6 CEU

Series: (save \$140) \$495 | 4.8 CEU



SUPERVISION AND MANAGEMENT

Supervision and Management Certificate

The frontline supervisor is one of the most influential people in any organization. They make or break an employee’s experience, but they often are not given the tools to effectively do the job. The Supervision and Management Certificate provides immediately applicable tools to help newer or experienced supervisors create an environment for engaged and productive employees.

1. Making the Transition to Leadership

“What got you here won’t get you there.” When individual contributors are promoted to supervisor, it is often because they were technically excellent at their job. An effective supervisor learns how to complement that competence with the ability to lead and motivate a variety of people in a variety of situations.

62346 Th 10/31 8:30am - 12:30pm P1840

2. Coaching for Excellent Performance

Effective leaders understand that different situations and individuals call for different approaches. This workshop introduces coaching skills for guiding individuals and teams toward achieving successful results.

62347 Th 11/7 8:30am - 12:30pm P1840

Individual: \$135 | 0.4 CEU

Series: (save \$100) \$440 | 1.6 CEU

3. Managing Performance Problems

Even the best coaches do not control how employees perform on the job. This course builds skills in the handling of chronic performance problems and misconduct. Learn how to document the problem, and explain what the employee must do to address it.

62348 Th 11/14 8:30am - 12:30pm P1840

4. Developing Your Leadership Style

Throughout this series, supervisors have learned and practiced tools for setting clear expectations, having difficult conversations, developing strong relationships, and holding people accountable for performance. While everyone has the same tools available to them, each supervisor will have their own voice and style. This class will encourage supervisors to find that voice.

62349 Th 11/21 8:30am - 12:30pm P1844



Julie Berg, President of HRD Consulting, is a professional workshop leader, coach and organization development consultant. She has over 20 years of experience across industries including healthcare, education, business services, engineering, manufacturing, technology and non-profits.

PROJECT MANAGEMENT

Project Management Certificate

Christina Martinez and Andy Stanhope

- **Introduction to Project Management**

62164 Online 9/3 - 9/27

- **Project Management Processes**

62165 Online 10/7 - 11/1

- **Project Management Knowledge Areas**

62166 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU



SELF PACED.

The **Project Management Certificate** is also designed for self-directed learning, allowing you to start any time. Whether you are interested in project management or are already doing it, you can gain in-demand skills, tools and templates to confidently manage a project.

According to PMI, through 2027, the project management-oriented labor force is expected to grow by 33 percent.

Unlocking the Riches of Business Intelligence (BI)

Companies – big and small, established and start-up, service and manufacturing – are intent on unlocking the fortunes that are stored in their data.

Organizations know that hidden within their data are treasure troves of prospects, efficiencies and new ideas. However, those opportunities are currently difficult to crack. In fact, the estimate is that almost 85 percent of data is considered unstructured, or difficult to access, search or view.

That is why business intelligence (BI) is so important. With BI, companies can have up-to-date, data-driven intelligence at their fingertips and can make faster, more confident decisions. While BI is about using tools and technologies, the real breakthroughs come when employees have the skills and keys to turn insights into strategies that produce golden results.

Normandale's **Business Intelligence (BI) Certificate** is designed to expose learners to common software applications and to real world business problems to illustrate the application of BI and how it is currently being used to improve financial, marketing, sales, quality results and forecasting insights.

The BI program was specifically designed to meet the needs of working professionals and organizations. Each course is scheduled as a single day of training, five courses in total. Course descriptions are on our website and page 22. Any of the courses can be brought to your organization as well. Call for more information about customized training options.





DATA ANALYSIS

Certificate in Mastering Excel **NEW**

Increase your efficiency by learning how to organize, display and calculate your data into useful information. You will learn to identify different types of data and see how data can be visually represented or formatted, by using different data tool techniques. Betsy Flanagan, Amy Klous and John Rutledge

- **Mastering Microsoft Excel**

62304 Online 9/3 - 9/27

- **Intermediate Excel**

62328 Online 10/7 - 11/1

- **Advanced Excel**

62329 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU

Crystal Reports **NEW**

Crystal Reports enables developers and other IT professionals to design, manage, and deliver reports via the web, as well as embed reporting in enterprise applications. Crystal Reports delivers significant new features that will benefit organizations of all sizes with easier report design, simplified report maintenance, expanded data access, and complete integration with the Business Objects™ XI platform. 10.0 CEU, \$995

62736 Online

Infographics – page 12

Certificate in Data Analysis

Whether your business is home-based or you work for a large corporation, you will gain new insights into how to utilize statistics in business decision making. Learn to perform inquiries that will be useful to your business or organization, and develop the skills necessary to communicate these results through illustrative and understandable graphs and text. See *website for course details*. John Rutledge, Mary Dereshiwsky and Jeff Kritzer

- **Introduction to Data Analysis**

62239 Online 9/3 - 9/27

- **Intermediate Data Analysis**

62240 Online 10/7 - 11/1

- **Advanced Data Analysis**

62241 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU



SELF PACED.

The **Certificate in Data Analysis** is also designed for self-directed learning, allowing you to start classes at your convenience.

CONTINUOUS IMPROVEMENT

Performance Excellence Network

Normandale partners with **Performance Excellence Network (PEN)** in the areas of continuous improvement. PEN is offering membership and group discounts when you register for these Normandale workshops. Workshops will be offered at Normandale's Partnership Center. Visit the PEN website to register: performanceexcellencenetwork.org

Principles of Excellence: Baldrige 101

Tuesday 9/17 8:30am - 4:30pm P1840

Six Sigma Green Belt Certificate

This training is for organizations that are committed to leveraging the power of Six Sigma to increase customer satisfaction, improve product or service reliability, reduce costs, while increasing profit margins. See website for more information or to schedule specific training programs at your company, call us at 952-358-8343.

CHANGE MANAGEMENT

Leading Through Change

The frontline manager is in an unenviable position when it comes to leading change. Often faced with rallying the troops to accept and embrace change, there is an art and science to it. Gain proven strategies for establishing your role as a leader while learning to support your employees and hold them accountable for accepting change. This workshop allows ample time to apply concepts to your situation, so bring your issues with you and leave with an action plan! 0.4 CEU, \$135, Julie Berg

62356 Th 11/7 1:00pm - 5:00pm P1840

Navigating Change

Change leadership is a two-way street. While formal leaders have an obligation to communicate clearly and create an environment where change can flourish, every individual also shares in the responsibility to be adaptable and flexible. Learn the difference between change and transition, while also developing tools for managing the stress often related to change. 0.4 CEU, \$135, Julie Berg

62357 Th 11/14 1:00pm - 5:00pm P1840

LIVE • WORK • LEARN

Mindfully

Mindfulness is a strong antidote to our high-pressured and fast paced lives, not to mention it leads to greater health and happiness.

As its name indicates, mindfulness is the ability to be fully present. When someone is mindful, they are able to manage stress in ways that enhance their physical, mental and emotional performance. It is a quality that we all possess, however, most of us need to learn how to live it.

Practicing mindfulness allows us to suspend judgment and unleash our natural curiosity, which is why a growing number of businesses like General Mills and Target recognize that employee mindfulness programs contribute to greater productivity, creativity and satisfaction at work.

If you want to live more mindfully, see page 38 for class options or call us at 952-358-8343 to see how to bring mindfulness to your workplace.





DARING GREATLY™: A BRENÉ BROWN WORKSHOP

With the rapid rate of change, we face continual challenges in all aspects of our lives, everything from changes at work to personal shifts like getting married or retiring from a full-time job. The good news is we can tap into our strengths and gain tools to help us remain grounded, courageous, and connected.

Daring Greatly™ is an empirically-based curriculum developed by Dr. Brené Brown, Research Professor at the Graduate School of Social Work at the University of Houston. This workshop is designed to help you:

- Clarify your core values and use them as an anchor
- Let go of what other people think and embrace authenticity
- Discover practices for developing gratitude and joy
- Understand how you can use vulnerability and empathy to become more courageous

This powerful and transformative workshop is designed for people of all ages who want to show up, be seen and live a braver life. The workshop will start on Friday afternoon and wrap-up on Saturday. When you leave the workshop, you'll be given personal reflections and exercises. Your instructor will provide feedback post the workshop. 1.6 CEU, \$375

62744	Friday	11/1	1:00pm - 5:00pm
	& Saturday	11/2	9:00am - 5:00pm

P1840

Sarah Ciavarri is a Certified Daring Way™ Facilitator-Consultant, Certified Dare to Lead™ Facilitator and a Professional Certified Coach through the International Coach Federation. Sarah has the unique honor of serving in a leadership position with the Daring Way™ as a consultant, coaching candidates through the steps of certification with Brené Brown's organization.



Each month, MNCMN offers a **Change Summit** at Normandale. For information about upcoming speakers, topics and special events, visit www.mncmn.org.

Normandale is proud to be home to the Minnesota Change Management Network.

Want to check it out? Normandale offers free guest passes each month. Give us a call at 952-358-8343 to attend an upcoming Change Summit (guest attendance is limited).

FACILITATION METHODS

The word “facilitation” is often associated only with presenting in front of a group. A true facilitator, though, is able to inspire groups to share information, uncover opinions and identify desires on any given topic. Additionally, good facilitators help groups to untangle the complex, clarify goals and build consensus.

Technology of Participation (ToP) is the foundational Facilitation Methods course. You will learn to guide groups through new idea creation and engage them in the development of actionable plans.

Facilitation skills are needed on a daily basis by almost everyone. Leaders, project managers, business analysts and countless others play this role in a variety of ways. The importance of this skill cannot be overstated.

ToP Facilitation Methods

In this program, you will learn the central methods and techniques of ToP. These methods are grounded in research and have a proven track record for driving results that stick. You will learn how to use them to open lines of communication, create clear goals and generate ownership of ideas and decisions. A sliding fee scale is used to improve access to underserved communities, ranging from \$400 to \$950. To register, visit hue.life.

September 17 - 18	8:30am - 5:00pm
October 16 - 17	8:30am - 5:00pm
November 7 - 8	8:30am - 5:00pm
December 4 - 5	8:30am - 5:00pm



Accelerated Action Planning

Energize and align your team toward a common goal in the time it takes to have a regular staff meeting. Learn how to successfully plan a project, initiative or event in a matter of hours. After taking this course, you will be able to go from having no direction in a meeting to having a vision, realistic plan and a calendar of deliverables with measures for accountability. A sliding fee scale is used to improve access to underserved communities, ranging from \$225 to \$350. To register, visit hue.life.

October 18	12:30pm - 5:00pm
------------	------------------

Strategic Planning

Strategic planning is left on the back burner for many organizations. Leaders are often overwhelmed with the process of getting stakeholder buy-in, monitoring accountability and measuring success. In this course, you will learn a model for ensuring the engagement, insight and energy needed to create an actionable plan. A sliding fee scale is used to improve access to underserved communities, ranging from \$400 to \$950. To register, visit hue.life.

September 19 - 20	8:30am - 5:00pm
-------------------	-----------------

Normandale is proud to partner with HueLife, the premier provider of ToP Facilitation Methods.



AGILE AND SCRUM

Doing business today requires an ability to develop customer-focused products and services faster than ever. Agile methods and Scrum training provide strategies and tools to teams who are charged with managing complex projects. With origins in the software development community, Scrum training has now become a sought-after approach for new product development across business sectors.

Certified ScrumMaster

WIOA Approved

If you have experience on development teams, or you're facing complex product/project development efforts, this class might be right for you. It is recommended that you have some familiarity with Agile. This interactive course is designed to leverage your knowledge, skills and experiences so that you can learn the practice of Scrum in the context of your organization and the work that you do. Course fee includes the Scrum Study Guide (a \$50 value) and a two-year membership in the Scrum Alliance.



Upon course completion and passing the online test, you will be listed on the Scrum Alliance website as a Certified ScrumMaster.

1.4 CEU, \$980, Doug Shimp	
62743 M & T 9/30 & 10/1	
8:30am - 4:30pm	P1840
62364 T & W 11/19 & 11/20	
8:30am - 4:30pm	A2566

Certified Scrum Product Owner

Product Owners must have the skills to navigate market pressures, product design issues, and channel the energy of well-formed teams to deliver results. This course is for people who have some background in Agile, and is intended to help experienced practitioners focus on the challenges faced by product design teams. This two-day Certified Scrum Product Owner course will put you on the path to becoming a great leader of teams that focus their energy toward successful completion of projects with real value.



Upon completion, you will be registered as a Certified Scrum Product Owner, which includes a two-year membership in the Scrum Alliance. 1.4 CEU, \$980, Doug Shimp

62365 Th & F 11/21 & 11/22	
8:30am - 4:30pm	A2566

Earn a total of 14 PDUs for Certified ScrumMaster or Scrum Product Owner toward your PMP recertification.

COMMUNICATION

Conflict Management Strategies

Wouldn't life and work be wonderful if you interacted with only pleasant people all the time? The reality is – you don't. Identify personal triggers that ignite conflict. Learn to get along with that person who drives you crazy. Find out how to maintain your personal power when your emotional brain takes over. If you are ready to take the steps to understand what drives difficult behaviors and map out your plan for effectively dealing with conflict, this class is for you. 0.4 CEU, \$135, Jeannette Grace

62355 W 11/13 8:30am - 12:30pm P1840

Avoiding the Horror of a Bad PowerPoint

You've seen it. You've lived it. Heck, you may have even caused it! What is it? Death by PowerPoint! You overwhelm people with bullet point after bullet point and wonder why no one remembers anything from your presentation. In this interactive workshop, learn how to improve any presentation by being more productive with your time and creating engaging visual aids that make your audience remember what you want them to remember. 0.4 CEU, \$135, Art Shore

62353 T 11/19 8:30am - 12:30pm P1840

change of space

Take your team offsite and gain new focus and commitment



We are here to help individuals, teams and organizations meet their goals with greater insight and fulfillment. Give us a call to discuss your needs.

Whether you are looking to do brainstorming, strategic planning or launch a project, we have space that is designed to create a professional experience and promote interactive learning. We also have computer labs to support skill development.

When planning an off-site session, you can access a number of resources at Normandale. This can include everything from asking us to help refine an agenda to designing a complete training session. We can also provide facilitators, instructors or key assessments depending on your needs. If you are interested in certificates or CEUs, we can help with that too.

Additionally, you'll find convenient parking, food and catering options as well as places for your group to explore, like the beautiful Japanese Garden!



COMMUNICATION

Business Writing

Writing poorly in business can reflect negatively on the company you work for and on you. It can also result in lost business. Effective business writing means knowing how to analyze your audience, getting organized, and practicing your skills. In this class you will learn these skills, as well as learning how to get your point across using appropriate tone, formatting and language. 0.8 CEU, \$175, Jeannette Grace

62351 W 10/16 & 10/23
8:30am - 12:30pm P1840

Grammar Refresher

Improve your communication skills by reviewing and practicing grammar basics, eliminating common spelling errors, and understanding the use of punctuation. More importantly, you will develop strategies for writing effective sentences. This course utilizes real-life examples for the development of practical writing skills that are necessary in professional, technical, and business environments. 0.4 CEU, \$135, Jeannette Grace

62354 W 10/9 8:30am - 12:30pm P1840

Certificate in Workplace Communication

Good communication in the workplace is more important than ever. You will be learning from highly evaluated instructors while gaining essential skills to set you apart in the workplace.

- **Conflict Management**
62278 Online 9/3 - 9/27
- **Negotiation: Get What You Want**
62279 Online 10/7 - 11/1
- **Using Personality Profiles for Better Work Performance**
62280 Online 11/4 - 11/29

Individual: \$195 - \$295 | 1.6 CEU
Series: (save \$140) \$595 | 4.8 CEU

Interpersonal Communication Misunderstandings. Tension. Frustration.

These are all happening in the workplace and can be resolved if we become better communicators. The best part is, once you become a better communicator, others naturally follow. Discover your communication preferences and learn to adapt what and how you communicate for better interactions. The book *People Styles at Work: Making Bad Relationships Good and Good Relationships Better* by Robert Bolton and Dorothy Grover Bolton is included. 0.7 CEU, \$219, Jeanette Grace

62352 W 10/30 8:30am - 4:30pm P1840

Certificate in Presentation Media – page 12

MARKETING

Instagram for Business **NEW**

Make the most of Instagram and lead your business to greater exposure. Discover ways to have your audience generate excellent content for you. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. An android or iOS device is needed to take full advantage of the exercises in this class. 1.6 CEU, \$195, Nicole Siscaretti

62300 Online 9/3 - 9/27

Podcasting **NEW**

See *website for course description*. 1.6 CEU, \$245, Travis Allison

62299 Online 9/3 - 9/27

Blogging with WordPress **NEW**

Blogging is a great way to get the word out about your product, expertise or anything that's on your mind. See *website for course details*. 1.6 CEU, \$255

Online, starts monthly.

Certificate in Customer Service

- page 16



Entrepreneurship

The Kauffman Foundation reports that "new business creation by Americans age 55 to 64 is responsible for nearly 25 percent of all business starts." If you are interested in using your talents to build your own business or work as a micro-preneur, see page 17 and begin to pursue your dream.

Certificate in Presentation Media

Whether your presentation is online or in person, utilizing presentation media will make your message more impactful. Jeff Kritzer, Andy Helmi and Rob Lee

- **Infographics**

62275 Online 9/3 - 9/27

- **Photoshop for Presentations**

62276 Online 10/7 - 11/1

- **Graphic Design for Visual Presentations**

62277 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU

Social Media for Business Certificate

Entrepreneurs utilize Social Media to grow their businesses. Learn what social networks are and develop a two-way communication and marketing strategy for your organization. Your instructor will help you develop a social networking strategy for your organization. See *website for course details*. This certificate is also designed in a **self-paced** format, allowing you to start any time. Nicole Siscaretti and Jennifer Selke

- **Introduction to Social Media**

62226 Online 9/3 - 9/27

- **Marketing Using Social Media**

62227 Online 10/7 - 11/1

- **Integrating Social Media in Your Organization**

62228 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU

Google Tools - page 15

Certificate in Sales - page 16



Video Marketing Certificate

When done correctly, video can tell stories which connect people through emotional “triggers” that are not easily communicated through plain text. Customers who viewed product videos were 144% more likely to add the product to their cart. Rob Lee

- **Video Marketing**

62297 Online 9/3 - 9/27

- **YouTube for Business**

62298 Online 10/7 - 11/1

Individual: \$245 | 1.6 CEU
Series: (save \$95) \$395 | 3.2 CEU

Managing Social Media Platforms Certificate

Different social networks have distinct characteristics and features. They offer unique opportunities to develop a two-way communication and marketing strategy for your organization. Find out what you can do to strategically position your message and brand on each platform. Kathryn Lynch-Morin, Nicole Siscaretti and Jennifer Selke

- **Twitter**

62301 Online 9/3 - 9/27

- **Facebook for Business**

62302 Online 10/7 - 11/1

- **LinkedIn for Business**

62303 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$140) \$495 | 4.8 CEU

Inbound Marketing Certificate

This certificate is built on content that offers real value. It is the process of using your website in a way that attracts visitors naturally through search engines, the blogosphere and social media. Brendan Marsello, Michael Weissm and Susan Hurrell

- **Introduction to Inbound Marketing**

62294 Online 9/3 - 9/27

- **Content Marketing**

62295 Online 10/7 - 11/1

- **Advanced Inbound Marketing**

62296 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU

Google Analytics

You will gain key the key techniques and learn to drive greater ROI by increasing your reach and sales from website visitor. 1.6 CEU, \$195, Dan Belhassen

62292 Online 9/3 - 9/27



MARKETING

Graphic Design Software Essentials Certificate

Possessing graphic design skills are essential for how we market today. Learn to use Adobe software. Access to the Adobe software tools is required. Andy Helmi

- **Adobe Illustrator Essentials**
62308 Online 9/3 - 9/27
- **Adobe Photoshop Essentials**
62309 Online 10/7 - 11/1
- **Adobe InDesign Essentials**
62310 Online 11/4 - 11/29

Individual: **\$195 | 1.6 CEU**
Series: (save \$90) **\$545 | 4.8 CEU**

Certificate in Business Writing

Gain the skills and insights needed to be a successful technical writer whether you are writing a report, memo, letter or publicity notice. *See website for course details.* Dionne Felix, Kathryn Lynch-Morin and William Draves

- **Business Writing**
62270 Online 9/3 - 9/27
- **Effective Copywriting**
62271 Online 10/7 - 11/1
- **Writing News and Press Releases**
62272 Online 11/4 - 11/29

Individual: **\$195 | 1.6 CEU**
Series: (save \$90) **\$495 | 4.8 CEU**

Create a **personalized** digital experience for your customers and boost your success



Combine the power of personalization with marketing and spark business growth!

When a business implements personalized marketing techniques by tracking customer behaviors and targeting them based on their interests, sales increase and customer loyalty is enhanced.

Personalized marketing techniques include everything from using a customer's name in a bulk email message to using Facebook, Instagram or LinkedIn ads designed to target buyer segments.

If you are interested in gaining best practices and critical skills to grow your leads, sales and profits, consider taking a class or certificate in **social media** (p 12), **business intelligence** (p 22) or **web design** (p 19). Our instructors are industry experts; ready to help you create a digital experience that is unique to your business needs.

If you or your employer have any questions or would like information about payment options, give us a call at **952-358-8343** or email us at **ncal@normandale.edu**.



Certificate in Web Design

You will learn to create and design effective web pages, even if you have no prior knowledge of HTML. Additionally, you will take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, you will learn about responsive design process and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

- **Introduction to Web Design**
62305 Online 9/3 - 9/27
- **Intermediate Web Design**
62306 Online 10/7 - 11/1
- **Advanced Web Design**
62307 Online 11/4 - 11/29

Individual: \$245 | 1.6 CEU
Series: (save \$90) \$595 | 4.8 CEU

Google Tools

You will gain key techniques and learn to drive greater ROI by increasing your reach and sales from website visitors. Your instructors not only work with these tools every day, but speak at national conferences and train in leading corporations. 1.6 CEU, \$195 per class. Jennifer Selke and Dan Belhassen

- **Google Analytics**
62292 Online 9/3 - 9/27
- **Google Apps for Business**
62293 Online 10/7 - 11/1

Digital Marketing Certificate

Gain a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, non-profits and government agencies. No eMarketing experience is necessary. Dan Belhassen and Susan Hurrell

- **Improving Email Promotions**
62224 Online 9/3 - 9/27
- **Boosting Your Website Traffic**
62225 Online 10/7 - 11/1
- **Online Advertising**
62344 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU



SELF PACED.

The **Digital Marketing Certificate** is also designed for self-directed learning, allowing you to start classes anytime.

Instagram for Business – page 12

Infographics – page 12

SALES AND CUSTOMER SERVICE

Certificate in Sales

Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Gain key skills to become a top producing salesperson. Geoff Evans, Tim Street and Maria Coons

- **Strategic Selling with Social Media**

62255 Online 9/3 - 9/27

- **Getting Started in Sales**

62256 Online 10/7 - 11/1

- **Power Selling**

62257 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 4.8 CEU

Salesforce Power User NEW

Salesforce is the world's number one CRM. If you are a sales manager or sales person, learning the various best practices of Salesforce allows you to manage time more efficiently as well as increase sales. Without proper use of Salesforce, leads will not get the necessary attention to hit quota and revenue goals. 3.0 CEU, \$695

Online, starts monthly.

Certificate in Data Analysis –

page 5

Certificate in Customer Service

Stellar customer service is now one of the central factors in business growth and success. Building your customer service skills will have a powerful impact on your career success. Nanette Sanders-Cobb and Fred Bayley

- **Keys to Customer Service**

62273 Online 9/3 - 9/27

- **Extraordinary Customer Service**

62274 Online 10/7 - 11/1

Individual: \$145 | 1.6 CEU

Series: (save \$45) \$245 | 3.2 CEU

Salesforce Administrator NEW

Learn the core administrative features of Salesforce to tailor the system for your specific implementation. You will gain insight into each of the functional user groups as you learn how to administer and configure Salesforce. The practical learning approach will equip you with everything you need including prep for the Salesforce Administrator Certification Exam. 2.4 CEU, \$595 (exam fee not included)

Online, starts monthly.

Instagram for Business – page 12

Social Media for Business Certificate – page 12

Remember; employers often pay for short-term courses. Talk to your HR team or manager to get support in building your skills.

don't
Forget!



ENTREPRENEURSHIP

Certificate in Accounting and Finance for Non-Financial Managers

Gain knowledge to analyze resource allocation and evaluate financial performance. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. This certificate is also designed in a **self-paced** format, allowing you to start any time. Sharon deFonteny and Jodie Trana

- **Accounting and Finance for Non-Financial Managers**
62252 Online 9/3 - 9/27
- **Cash is King**
62253 Online 10/7 - 11/1
- **Financial Analysis and Planning for Non-Financial Managers**
62254 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU

Consulting: Managing Your Own Business NEW

Evaluate the rewards and challenges of a consulting career while learning practical steps for starting, developing, and marketing a successful consulting practice. 2.4 CEU, \$140

Online, starts monthly.

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. You'll gain the skills needed to manage and grow a business in today's dynamic marketplace. See website for course details. Conrad Brian Law, Mary Beth Izard and Kathy Nadlman

- **Entrepreneur Boot Camp**
62258 Online 9/3 - 9/27
- **The Business Plan**
62259 Online 10/7 - 11/1
- **Entrepreneurial Marketing**
62260 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU

Start Your Own Online Business

Learn a step-by-step approach to build a simplified strategy for branding your business. You'll dive into details of creating a product, and building/launching your website. Learn how to use tools and resources to engage with prospects and customers online to drive fresh leads to your business. 2.4 CEU, \$115, Brad Semp

Online, starts monthly.

GRAPHIC DESIGN

You will be introduced to the tools and elements needed to express ideas and concepts in visually aesthetic ways. These classes build in real-world, application-oriented opportunities for you to create or add to your own portfolio.

Introduction to Design Concepts

Designed to support those who are expected to utilize visual communication skills to update websites and produce image oriented reports, presentations and marketing materials. You will be introduced to the design elements and principles related to layout, typography, color and digital file formats. Planning begins here if you will be working on a certificate capstone project. 0.7 CEU, \$175

62534 W 9/18 9:00am - 4:00pm P1802

Foundations of Adobe Illustrator

Learn how to work effectively within Adobe Illustrator. This application is essential to branding, working with vector-based file types and creating print-ready layouts. Exercises will focus on best practices and practical techniques. 0.7 CEU, \$175

62536 W 10/9 9:00am - 4:00pm P1802

Foundations of Adobe Photoshop

Discover the power of Photoshop and explore topics from basic photo editing and composite image effects to creating believable website mockups and developing an efficient workflow. Learn the main photo editing tools and more related to image resolution, size, printing and web production. Exercises will emphasize techniques and aesthetics for both web and non-web applications. 0.7 CEU, \$175

62535 W 10/2 9:00am - 4:00pm P1802

Adobe InDesign

Adobe InDesign is an incredible tool for print-focused designers. Not only is it essential to larger graphic design projects, InDesign houses a suite of tools that will help your work look great on screen and paper. Exercises focus on real-world examples and techniques. 0.7 CEU, \$175

62537 W 10/16 9:00am - 4:00pm P1802

Join the Visual Culture: The Demand for Design

More than ever, organizations compete for eye-share, mind-share and brand-share.

Normandale's **Graphic and Web Design Certificates** have become a popular and affordable way for working adults to learn foundational design skills.

People from all backgrounds enroll in these classes – marketing professionals, administrative assistants, entrepreneurs, instructional designers, event planners, teachers...the list is endless.

What sets this program apart is the emphasis on applying technical skills to a business need (i.e. update your company's website, create training materials, design customer communications) in order to create impactful visual design and results. Our instructor, Grant Chandler, teaches from the perspective of a designer, analyst and developer who is a visual thinker and problem-solver.

If your organization is interested in creating stunning results by designing strategically, give us a call, we can get you started.





Advanced Adobe Illustrator - Branding NEW

You will expand on skills that you learned in “Foundations of Adobe Illustrator.” Learn how to create professional quality graphic design materials frequently needed by businesses. Work with vector files and learn techniques and workflows common in graphic design. Exercises will focus on proficiency and real world applications of techniques. 0.7 CEU, \$175

62538 W 10/23 9:00am - 4:00pm P1802

Advanced Adobe Photoshop - for Photography

Expanding on skills learned in “Foundations of Adobe Photoshop” you will focus on the skills specific to the level of an amateur or professional photographer. This class walks through photo retouching, working with raw file types, advanced masking techniques and batch processing. 0.7 CEU, \$175

62539 W 10/30 9:00am - 4:00pm P1802

Certificate Capstone - page 20



Grant Chandler, a Twin Cities based digital marketing professional, offers a broad range of knowledge to enhance practical skills needed in today’s workplace. With a formal education in graphic design, Grant actively engages in web development, user experience and digital marketing in a wide range of professional settings.

Earn a **Graphic Design Software Certificate**



by completing:

- Introduction to Design Concepts
- Foundations of Adobe Photoshop
- Foundations of Adobe Illustrator
- Adobe InDesign
- Advanced Adobe Illustrator
- Advanced Adobe Photoshop
- Certificate Capstone

Add 3 more classes and earn the **Web Design Software Certificate**

- User Experience (UX) & Accessibility
- HTML & CSS Fundamentals
- WordPress & Content Mgmt Systems



This series was great for me to get my feet wet in design concepts and recognize how to apply its principles.

Graphic Design Certificate Student

WEB DESIGN

These web design classes provide skill development in high demand areas and are geared for individuals who work in design, communications, marketing and business development fields.

User Experience (UX) and Accessibility

Learn to speak the language of the web designer. This course is geared towards the skills and techniques needed to understand how websites are designed, how to increase engagement on various platforms and how to apply customer feedback to your work. User Experience (UX) and Accessibility practices are a hot topic in today's digital workplace and can make the difference between a fun website and one that is impossible to use. Exercises will focus on best practices, real-world examples and practical techniques. 0.7 CEU, \$175, Grant Chandler

62540 W 11/6 9:00am - 4:00pm P1802

HTML/CSS Fundamentals

Learn to "speak the language" of HTML (Hyper-text Markup Language) and CSS (Cascading Style Sheets) in order to effectively use web design software. HTML and CSS are a common requirement in many roles, and although the syntax is simple, the theory can be overwhelming. Key differences between HTML versions will be discussed along with current browser concerns. CSS will be used to add style to this structure and provide the layout for your web pages. 0.7 CEU, \$175, Grant Chandler

62541 W 11/13 9:00am - 4:00pm P1802

WordPress & Content Management Systems

Learn the basics of CMS (Content Management Systems). Learn how you can integrate your design skills and the theory behind various systems and how each of them can make a different business impact. You will learn basic authoring techniques in WordPress and leave with a foundational understanding of how to create functional websites in several systems. 0.7 CEU, \$175, Grant Chandler

62542 W 12/4 9:00am - 4:00pm P1802

Earn a **Web Design Software Certificate** by completing:



- Introduction to Design Concepts
- Foundations of Adobe Photoshop
- Foundations of Adobe Illustrator
- User Experience (UX) & Accessibility
- HTML & CSS Fundamentals
- WordPress & Content Mgmt Systems
- Certificate Capstone

Add 3 more classes and earn a **Graphic Design Software Certificate**:

- Adobe InDesign
- Advanced Adobe Illustrator
- Advanced Adobe Photoshop

Certificate Capstone

Through your participation in the Graphic and Web Design certificates, you will have learned basic graphic and web design concepts in a variety of software programs. This capstone class offers you an opportunity to apply those concepts to a realistic final project. Final project discussions will be introduced in the "Introduction to Design Concepts" course. 0.7 CEU, \$175, Grant Chandler

62543 W 12/11 9:00am - 4:00pm P1802



The graphic and web design certificate programs have given me the needed background to move forward with a new initiative.

Graphic and Web Design student



BUSINESS PRODUCTIVITY

Gain skills to maximize productivity and effectiveness. Most courses start monthly and are offered online. *See website for course details or to register.*

Microsoft Word

Microsoft Outlook

Microsoft PowerPoint

Quickbooks

Gain hands-on experience as you master the tools you need to manage the financial aspects of your small business quickly and efficiently from fundamental to advanced level. 2.4 CEU, \$129, Scott Paxton

Accounting with Excel Suite

Master the skills and develop the knowledge you need to increase your financial awareness, while taking your Excel skills to add time-saving functions to your repertoire. 9.6 CEU, \$395, Chad Wambolt

Entrepreneurship - page 17

Productivity eTools

Mastering Computer Skills in the Workplace

Accounting Fundamentals

Learn the basics of double-entry bookkeeping, analyzing and recording financial transactions and other core banking activities. 2.4 CEU, \$115, Charlene Messier

Performing Payroll in QuickBooks

See website for course details. 2.4 CEU, \$129, Scott Paxton

Keys to Successful Money Management

NEW

Learn steps to explore and achieve true financial success. 2.4 CEU, \$109, Kirsten Iseminger



Microsoft Office Specialist Certification

Earn the title of "Microsoft Office Specialist" and show the world your skills. Microsoft Office suite productivity skills are **essential** in almost every job and are a basic expectation of most employers.

This program prepares you to sit for the **Microsoft Office Specialist Certification Exams**, which cover Word, Excel, PowerPoint, Outlook, and Access.

Exam vouchers included with program fee. \$2,695 62739 Self-paced, start anytime

BUSINESS INTELLIGENCE

Business Intelligence (BI) Certificate

NEW

Business intelligence (BI) is when technology, applications, and data practices are used to design and communicate business information that helps people make better business decisions – whether that be improved performance, minimizing mistakes, identifying opportunities, tracking trends or forecasting scenarios. This certificate will introduce you to the concept of business intelligence (BI), what it is, what value it can provide for your company AND for your career development and what are the important data, technology and thinking skills you will need in order to successfully participate in BI activities. Throughout the certificate series you will be exposed to common software applications and to real-world business problems that illustrate the application of BI and how it is currently being used to improve financial, marketing, sales, quality and forecasting insights.

Introduction to Business Intelligence (BI)

NEW

Learn fundamental BI and data science concepts in order to leverage and communicate BI for better decision-making. Work through real business case studies using efficiency tools and analytical thinking skills that you can apply to your own unique business challenges or opportunities.

0.7 CEU, \$175, Shelia Arnett

62733 Th 10/24 & 10/31

12:30pm - 4:00pm

P1802

Earn a **Business Intelligence (BI) Certificate** by completing:



- Microsoft Excel Level 2
- Introduction to Business Intelligence
- Business Intelligence Tools Using Microsoft Excel
- Microsoft Power BI Desktop
- Introduction to Tableau

Microsoft Excel Level 2 - page 23

BI Tools Using Microsoft Excel - page 23

Microsoft Power BI Desktop - page 24

Introduction to Tableau - coming Winter/Spring 2020

Want More?

Check out these courses to really build your BI muscle.



Introduction to Design Concepts - page 18

Data Analysis Certificate - page 5

Crystal Reports - page 5

SQL - page 25

Introduction to SSRS and Power BI for Excel - page 25

Microsoft Access - page 24

Introduction to Python - page 26



MICROSOFT EXCEL

We live in a world of data, and those who can manage and analyze it put themselves in a great position to succeed. Most entry-level positions require a basic understanding of Excel, and developing a more sophisticated ability will greatly enhance your marketability.

Microsoft Excel Level 1

Microsoft Excel 2016 Level 1 introduces you to the spreadsheet, how to design formulas, charts and graphs and refreshes critical math skills needed to build effective spreadsheets. 0.7 CEU, \$175, P1802, Christy Leach and Derek Hughes

62676	M	9/23	9:00am - 4:00pm
62677	S	10/12	9:00am - 4:00pm
62678	F	11/8	9:00am - 4:00pm
62679	M	12/2	9:00am - 4:00pm

Microsoft Excel Level 2

Designed for students with some spreadsheet experience. You will learn spreadsheet construction, how to design more sophisticated formulas, absolute addressing, charting graphs, formatting, and multi-sheet activities plus much more.

Prerequisite: Excel Level 1 or equivalent knowledge. 0.7 CEU, \$175, P1802, Derek Hughes, Shelia Arnett & Christy Leach

62680	Th	10/10 & 10/17	12:30 - 4:00pm
62681	S	10/26	9:00am - 4:00pm
62682	F	11/15	9:00am - 4:00pm
62683	M	12/9	9:00am - 4:00pm

See website for additional online Excel courses that start monthly.

Microsoft Excel Level 3

This course moves you to an advanced level that will allow you to visualize, analyze and connect data elements. *Prerequisite: Excel Level 2 or equivalent knowledge.* 0.7 CEU, \$175, P1802, Derek Hughes

62684	M	10/21	9:00am - 4:00pm
62685	S	11/23	9:00am - 4:00pm
62686	M	12/16	9:00am - 4:00pm

Business Intelligence Tools Using Microsoft Excel

Explore Excel's flexible yet powerful BI (Business Intelligence) tools to shape, model, analyze and visualize data in a meaningful way. These tools include Power Query, Power Pivot (the Data Model Manager), Power View and Power Map. Explore custom calculated fields, geospatial mapping and data modeling – all within Excel.

Prerequisite: Excel Level 1 or equivalent knowledge. 0.7 CEU, \$175, P1802, Sheila Arnett

62734	Th	11/7 & 11/14	12:30 - 4:00pm
-------	----	--------------	----------------

Earn a **Microsoft Excel Spreadsheet Certificate**



by completing:

- Microsoft Excel Levels 1, 2 and 3

MICROSOFT ACCESS

This software has an appropriate name, as its main function is to help you organize data in a way that makes retrieval simple. By building your Access knowledge, you develop a powerful ability to harness the mountains of data at your disposal.

Microsoft Access Level 1

Microsoft Access 2016 Level 1 will guide you through database design theory and development, creating and working with tables and relationships, and setting field properties. Queries, forms and reports using the wizards will also be introduced. 0.7 CEU, \$175, P1802

62687 T 9/24 9:00am - 4:00pm

62688 Th 11/21 - 12/19 6:00pm - 8:20pm

Microsoft Access Level 2

This course will teach you the essential database design skills, taking a deeper dive into queries, forms and reports, advanced query wizards and other advanced design features. 0.7 CEU, \$175

62690 T 10/29 9:00am - 4:00pm P1802

Microsoft Access Level 3

This course will empower you to design Access as a user-friendly tool for others. It will cover sub forms, creating form letters, importing and integration with Excel, Word and other databases and provide a comprehensive introduction to Macros, a unique method for using Visual Basic actions, without being a programmer. 0.7 CEU, \$175

62691 T 11/19 9:00am - 4:00pm P1802

Introduction to Tableau

NEW

- coming Winter/Spring 2020



2.35 Million

job openings demanded
data science and analytic skills
in 2015 and continues
to grow today.

Burning Glass Technologies
"Data Science Jobs, by the Numbers"
May 18, 2017

Microsoft Power BI Desktop **NEW**

Learn how to use Microsoft's latest Business Intelligence Data Visualization tool, Power BI Desktop, to connect to your data, create reports and dashboards, and distribute them via a web browser or mobile app. Skills include combining and analyzing data from different sources for building scalable robust data models, creating compelling visualizations to communicate and share with others. 0.7 CEU, \$175

62735 Th 11/21 & 12/5
12:30pm - 4:00pm P1802

Earn a **Microsoft Access Certificate** by completing:



- Microsoft Access Levels 1, 2 and 3



Sheila Oakes Arnett has been working in the computer industry since 1987. Sheila has worked with over 150 companies to create and modify custom databases and developed AccessAbility Advisor, a program for Disability Service Centers for colleges and universities across the US. She is committed to bringing students industry-relevant knowledge and up-to-date techniques.



SQL – STRUCTURED QUERY LANGUAGE

SQL rivals JavaScript as the most popular programming language around because it is reliable, open source, simple in nature and highly universal to various database systems. SQL is designed to help users search, relate, and report data in meaningful ways.

SQL Level 1

SQL is the industry’s top database querying language. Learn to read and write simple and complex SQL statements and apply advanced data analysis techniques through hands-on activities. 0.7 CEU, \$175, P1802, Sheila Arnett

62692	Th	9/12-9/26	6:00pm - 8:20pm
62693	T	10/15 & 10/22	12:30pm - 4:00pm

SQL Level 2

SQL Level 2 will solidify Level 1’s learnings and address: advanced joins, calculations, functions, and data manipulation.

Prerequisite: SQL Level 1 or equivalent knowledge. 0.7 CEU, \$175, P1802, Sheila Arnett

62694	Th	10/10-10/24	6:00pm - 8:20pm
62695	T	11/5 & 11/12	12:30pm - 4:00pm

SQL Level 3

SQL Level 3 will review and expand upon the knowledge from Levels 1 and 2 and also address: subqueries, stored procedures and the interpretation of statements of increasing complexity. *Prerequisite: SQL Level 2 or equivalent knowledge.* 0.7 CEU, \$175, P1802, Sheila Arnett

62696	Th	10/31-11/14	6:00pm - 8:20pm
62697	T	11/26 & 12/3	12:30pm - 4:00pm

Introduction to SSRS and Power BI Tools for Excel

Learn the fundamentals of SQL Server Reporting Services’ Report Builder and Excel’s Power BI tools to create easy to understand reports and data visualizations that are packed full of valuable information. Special emphasis on active learning using SQL Server 2014 and public data available on the internet. *Prerequisite: SQL Level 1 or equivalent knowledge.* 0.7 CEU, \$175, Sheila Arnett

62698	T	12/10 9:00am - 4:00pm	P1802
-------	---	-----------------------	-------

Earn an **SQL Design Certificate** by completing:



- SQL Levels 1, 2 and 3
- Microsoft Access Level 1
- Introduction to SSRS and Power BI Tools

Introduction to Business Intelligence - page 22

NEW

PROGRAMMING

Web, digital media, software design and development, gaming, data analytics, and business intelligence all require at least an entry level understanding of programming, languages, and concepts. Classes are available online and start monthly.

C#

Learn concepts of object-oriented programming using C# and .NET programming while creating C# practical applications. 2.4 CEU, \$115, Mike Orsega

Java (2 Levels offered)

Write your own programs and integrate input and output, calculations, decision making, and loops with Java and BlueJ. 2.4 CEU, \$115, Michael Hall

C++

C++ is a general purpose programming language commonly used for desktop application development and systems programming. 2.4 CEU, \$115, Jeffrey Kent

Introduction to Python 3

Gain the tools to write simple scripts, full programs, or graphical user interfaces with Python. 2.4 CEU, \$115, Mike Orsega

Visual Basic (2 Levels offered)

Visual Basic is a widely used programming language and is easy to learn. 2.4 CEU, \$115, Jeffrey Kent

JavaScript

Build interactive features into your web pages by developing basic JavaScript and jQuery skills, which stack onto your knowledge of HTML and CSS. 2.4 CEU, \$115, Alan Simpson

Programming for Non-Programmers Certificate NEW

With virtually every organization involved or dependent on programming, managing or working with programmers is an important part of your toolkit. If you wish to communicate technically with programming teams or wish to code a bit yourself, this certificate is for you. Tonya Wright and Marcus Lander

- **How Programming Works**

62312 Online 9/3 - 9/27

- **Basic Programming Concepts**

62313 Online 10/7 - 11/1

- **Communicating with Programmers**

62314 Online 11/4 - 11/29

Individual: \$195 | 1.6 CEU
Series: (save \$140) \$495 | 4.8 CEU



Programming activity:

Front-end, Client-side

Back-end, Server-side

Mobile/Apps

3D/Game

High-Performance

Try one of these:

HTML, CSS, JavaScript

Python, PHP, Java, .Net, C#

Objective-C or Java, HTML/CSS

C/C++, OpenGL, Animation, C#

C/C++, Java

Really want to stand out? Then add this:

CX (customer experience) knowledge

Graphic design skills

Server-side programming knowledge

Artistic/design skills

Math and quantitative analysis skills



Certificate in Basic Game Design

Take the first steps into understanding the game design process, game genres, and use development application to begin your journey of designing games. Moses Wolfenstein and Jean Haefner

- **Introduction to Game Design**

62268 Online 9/3 - 9/27

- **Intermediate Video Game Design**

62269 Online 10/7 - 11/1

Individual: \$245 | 1.6 CEU

Series: (save \$95) \$395 | 3.2 CEU

Creating Mobile Apps with HTML5

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups. 2.4 CEU, \$115, Chris Minnick

Coding Certificate

NEW

Coding is a skill that will bolster your ability to add new value to your organization. The highest demand is for programming languages with broad applicability. Learn the basics of HTML, CSS, Java Script and the practical uses for each. Learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Jeff Kritzer and Andy Helmi

- **Introduction to Coding**

62161 Online 9/3 - 9/27

- **HTML Fundamentals**

62162 Online 10/7 - 11/1

- **CSS Fundamentals**

62163 Online 11/4 - 11/29

Individual: \$195 - \$245 | 1.6 CEU

Series: (save \$90) \$595 | 4.8 CEU

Join the IT Industry

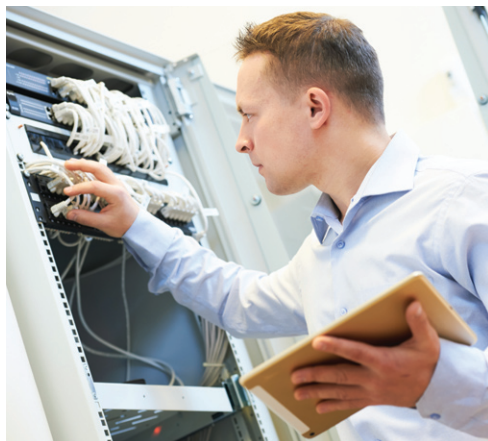
Earn an in-demand certification and break into an IT career or deepen your technology competency as a stackable skill.

In just 3-6 months, you can earn the **Computer Technician A+ Certification** and become a computer technician. See *website for more information*. \$1,999

59487

WIOA Approved

Online, start anytime.



MEDICAL CAREERS

Pharmacy Technician

WIOA Approved

The Pharmacy Technician program is the only online program approved by the State of Minnesota Board of Pharmacy. The Pharmacy Technician program prepares students to earn their national certification by passing the Pharmacy Technician Certification Board (PTCB) Exam. Topics studied include pharmacology, pharmaceutical calculations, and pharmacy law, regulations and standards, among others. During the training, students will participate in an on-site externship at a local Walgreens or CVS Pharmacy. In addition to one-on-one instructor support and personalized graduate support, students receive six e-textbooks and a drug reference handbook. 600 Contact Hours, \$2,999

62197 Online, start anytime.

Medical Administrative Assistant with EHR

WIOA Approved

This program prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include ezEMRx EHR software, Microsoft Office, healthcare documentation, and office procedures. Enrollment includes e-books and exam vouchers for the two national certifications. 285 Contact Hours, \$3,199

60443 Online, start anytime.

Medical Assistant with Clinical Externships

WIOA Approved

Medical assisting is becoming a must-have skill set for anyone interested in working in the healthcare industry – whether you want to become a care giver or work in an operational or administrative role. Learning the required skills and knowledge will open doors to many career opportunities and demonstrate an understanding of health care delivery and operations. A Medical Assistant provides general patient care in healthcare facilities such as physicians' offices, hospitals, and clinics. This course offers the flexibility of online learning AND also includes a 220 hour in-person clinical experience – a must have for on-the-job success. A complete ebook library, one-on-one help from instructors and technical support team, and a CCMA exam voucher are also included. 640 Contact Hours, \$3,584

60446 Online, start anytime.

#1 Employment Industry
in the U.S. is
HEALTHCARE

Bureau of Labor Statistics



Free Laptop

Students who **pay in full** for any of our medical career programs are eligible for a promotional item or discount before **October 31, 2019**.

Payment plans available.

Students using payment plans are not eligible for promotions.



Professional Medical Coding & Billing WIOA Approved

Medical Coding and Billing Training Program is a comprehensive online program designed by industry experts for individuals who would like to work in the healthcare coding and billing industry. Mastering medical terminology, documentation, confidentiality, ethics, healthcare structure, pharmacology, disease processes, diagnostic coding and healthcare reimbursement are just a few of the subjects covered. This program prepares students to sit for the CCA (AHIMA) and/or CPC (AAPC) certification exams. 390/445 Contact Hours, \$3,699

62201 Online, start anytime.

Medical Billing WIOA Approved

Developed by industry experts, this program includes real-world practical experience and is designed to help you gain the knowledge and skills needed to follow insurance claims all the way through to payment. You'll be prepared to work with industry-specific forms such as the CMS-1500 and UB-40. You will also gain a valuable body of knowledge to employ when working on process and health information system implementation or redesign, and healthcare revenue cycle projects. This program includes access to student support, technical support, and graduate support teams throughout the training. 180 Contact Hours, \$2,999

62202 Online, start anytime.

Medical Transcription Editor WIOA Approved

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences, and editing theory, among others. The program emphasizes practical experience. Enrollment includes ten e-textbooks, a transcription foot pedal, an AHDI membership, and online reference library access. 640 Contact Hours, \$3,199

62675 Online, start anytime.



At Normandale Community College:

62206 • Wednesday, 10/2 • 6:00 - 8:00pm
Partnership Building Rm P1810

Webinars:

62740 • Wednesday, 9/11 • 12:00 - 1:00pm
62741 • Wednesday, 11/6 • 12:00 - 1:00pm

To register, visit normandale.edu/CE
or call 952-358-8343

HEALTHCARE

Minnesota Board of Nursing Continuing Education Requirements

The Minnesota Board of Nursing is the source of specific information regarding individual registration requirements. All programs are designed to meet Minnesota Board of Nursing requirements for registered nurses and licensed practical nurses. It is up to the individual licensee to decide if the content enhances his or her ability to practice nursing.

Holistic Nursing Practices – Restoring the Healing Presence in Professional Nursing Practice

NEW

Nursing, the most trusted health profession, has been described as an "art." With rapid changes in technology and the health care industry, one could argue the art of the profession has taken a back seat to the demands of the job. Learn simple techniques in massage, acupressure, and energy medicine to help you restore the art and healing in your nursing practice. You'll focus on self-healing and care while rekindling a passion for your career – restoring your healing presence and balance.

On day one we will discuss the foundations of holistic nursing theory and discover new ways of relating to patients through our hands and heart. You'll learn practical skills to immediately apply at the bedside. Day two will focus on restoring your healing presence and developing a framework for self-care while experiencing a variety of healing modalities. 12 Contact Hours, \$345, Katie Gross, RN BSN HNB-BC CHTP IAC

62699 S 12/7 8:30am - 5:30pm
& Su 12/8 10:00am - 3:00pm P0844

Thyroid Health

Data indicates that about 13-15 million adults suffer from Hypothyroidism. Discover a holistic approach to supporting the thyroid gland, the major metabolic gland of our body – and how to avoid disease. Learn to identify signs and symptoms of thyroid disease and how to support the Adrenal glands. Discover why it is so important to naturally heal the thyroid gland and the many functions of the thyroid gland that are essential to life and wellbeing. 3 Contact Hours, \$59, Rhys Preston

62670 Th 11/14 6:00pm - 9:00pm P1844

Certificate in Infectious Diseases and Infection Control

13 Contact Hours, \$119, Cyndie Koopsen and Caroline Young

Certificate in Pain Assessment and Management

12 Contact Hours, \$99, Betsy Knapp

Certificate in Gerontology

25 Contact Hours, \$169, Cyndie Koopsen and Caroline Young

Online, courses start monthly – see website for course details.

BLS for Healthcare Provider Renewal

Designed for Dental Professionals, Daycare Providers, Security Personnel, Nursing Home Workers, and other Healthcare Providers. This course is a review of the skills and knowledge covered in the BLS for Healthcare Provider (AHA) course. See website for required supplies and course details.

3.5 Contact Hours, \$56, Jahana Berry

62530 T 9/17 5:30pm - 9:00pm A1570

62531 T 10/8 5:30pm - 9:00pm A1570

62532 T 11/5 5:30pm - 9:00pm A1570

62533 T 12/3 5:30pm - 9:00pm A1570

Adrenal Fatigue: Stress, Survival, Symptoms and Healing

Adrenal fatigue occurs when the amount of stress overextends the capacity of the body (mediated by the adrenals) to compensate and recover from that stress or the combined stresses. Once this capacity to cope and recover is exceeded, some form of adrenal fatigue occurs. Learn more about adrenal fatigue, signs and symptoms, coping with stress and solutions to healing. 3 Contact Hours, \$59, Rhys Preston

62669 Th 10/24 6:00 - 9:00pm P1810



NUTRITION

Holistic Nutrition Certificate

This certificate focuses on real nutrition—how to nourish the body, mind and spirit. It contrasts the Standard American Diet (S.A.D.) with the nourishing diet of primitive cultures. Learn which foods are highest in particular nutrients and how these nutrients function in the body. Discover the seven most deficient nutrients in the American diet. Explore the nutrient value of wild foods compared to that of marketed foods. The book *Edible & Medicinal Wild Plants of the Midwest*, will be available for purchase in class. See [website](#) for course details.

- **Traditional Diets and the Modern-American Diet - Part 1**
62497 M 9/16 6:30pm - 9:00pm P1844
- **Traditional Diets and the Modern-American Diet - Part 2**
62498 M 9/23 6:30pm - 9:00pm P1844
- **Macronutrients - Part 1**
62499 M 9/30 6:30pm - 9:00pm P1844
- **Macronutrients - Part 2**
62500 M 10/7 6:30pm - 9:00pm P1844
- **Vitamins - Part 1**
62501 M 10/21 6:30pm - 9:00pm P1844
- **Vitamins - Part 2**
62502 M 10/28 6:30pm - 9:00pm P1844
- **Minerals**
62503 M 11/4 6:30pm - 9:00pm P1844
- **Healing Applications of Nutrition**
62504 M 11/18 6:30pm - 9:00pm P1844

Individual: \$54 | 2.5 Contact Hours
Series: (save \$47) \$385 | 20 Contact Hours

Wild Plant Walk: Identification for Food & Medicine

Learn to identify and appreciate basic edible and medicinal uses of wild plants and shrubs of fall. See [website](#) for course details. 2.5 Contact Hours, \$54

62488 W 9/11 5:00pm - 7:30pm P1844

Matthew Alfs, M.H., A.H.G. is a practitioner, educator, and writer in the field of herbal therapy. He is a nationally peer-reviewed, professional member of the American Herbalists Guild, the Director of the Midwest School of Herbal Studies and has authored numerous articles on herbal therapy.



AYURVEDA

Ayurveda Certificate

Introduction to Ayurveda is a prerequisite for ALL other Ayurveda classes in this series.
After completing the Introduction to Ayurveda course, you may attend any of the courses individually or as a series.

1. Introduction to Ayurveda

This foundational course covers the history, science and purpose of Ayurveda, the five elements and the concept of dosha.

62518 T 10/1 6:00pm - 8:30pm P1840

2. Diet & Nutrition

Learn the concepts of Agni (digestive fire), Ama (toxins), the six tastes and basic rules for making conscious decisions about food combinations.

62519 T 10/8 6:00pm - 8:30pm P1840

3. Constitution & Wellness

Discover characteristics of Ayurveda's Vata, Pitta and Kapha doshas, individualized for your own body and system.

62520 T 10/15 6:00pm - 8:30pm P1840

4. Daily Routine & Harmony with Nature

Tune into nature's patterns and rhythms by learning a general daily routine and your dosha-specific routine to support your practice.

62521 T 10/22 6:00pm - 8:30pm P1840

5. Health Maintenance with Seasonal Changes

Learn about seasonal changes to the body, health and emotional levels, different stages of body imbalance and detox techniques.

62522 T 10/29 6:00pm - 8:30pm P1840

6. Herbs & Food for Healthy Living

Bring balance to your individual constitution through the use of specific foods, herbs and spices to boost your immune system.

62523 T 11/12 6:00pm - 8:30pm P1840

Individual: \$54 | 2.5 Contact Hours
Series: (save \$49) \$275 | 15 Contact Hours



Dr. Manvikar completed her Master's degree in Ayurveda from the University of Pune and has been practicing for more than 15 years as a Registered Ayurveda Specialist. She is a professional member of the International Ayurvedic Association (AAPNA), and an instructor at the University of Minnesota's Center for Spirituality.

Ayurveda and Yoga for Sleep Health

NEW

Getting enough sleep is critical for good health. Good news - sleeping disorders can be diagnosed and treated, bringing relief to those who suffer from them. In this class, the participants will explore various ways such as diet, lifestyle changes, recipes, herbal supplements, and yoga poses to calm their bodies, de-stress their minds and improve sleep health. 2.5 Contact Hours, \$59

62674 T 11/26 6:00pm - 8:30pm P1840

Ayurveda for Menopause: Aging Well

NEW

In Ayurveda, menopause can be effectively managed through diet, lifestyle changes, stress management practices and herbs advised by this holistic healthcare system. Explore what the symptoms and causes of menopause are and the physical as well as psychological changes a woman goes through - leaving with a tool kit containing ayurvedic routines, yoga, pranayama, diet, and lifestyle changes to manage your menopause. 2.5 Contact Hours, \$59

62673 T 11/19 6:00pm - 8:30pm P1840



AROMATHERAPY

Aromatherapy Foundations Certificate **NEW**

Gain practical knowledge and tools that you can easily integrate into your daily lifestyle. As you explore essential oils through both a scientific and holistic perspective, you will learn how to use them in ways that are economical, effective, and safe. Upon completion, you will be able to identify the possibilities and limitations of essential oil therapies; describe how they can affect the mind and body; distinguish between risks and benefits to safely utilize oils through inhalation and topical application; and demonstrate awareness of general safety precautions and guidelines. Classes will have an experiential component of interacting with essential oils. 12 Contact Hours, \$285, Jen Shepherd

62527	F & S	9/20 & 9/21	
		9:00am - 3:30pm	P1840
62528	M	10/28 - 11/25	
		6:00pm - 9:00pm	P2844

Aromatherapy Advanced Applications Certificate **NEW**

Discover how to use essential oils and other aromatherapy products to help mitigate emotions and other stress related concerns such as sadness, worry, grief, anger, stress, focus, sleep, pain, and the effects of trauma. Learn about the current research that supports the use of aromatherapy for these concerns. Explore brain based, mind-body approaches for supporting emotional wellness and mental health. Each class will have an experiential component of interacting and creating products with essential oils, and how to incorporate them into your regular self-care routine.

12 Contact Hours, \$285, Jen Shepherd
 62529 F & S 12/13 & 12/14
 9:00am - 3:30pm P1844

**Register for both
 Aromatherapy Foundations Certificate
 and Advanced Applications Certificate
 for \$495 (save \$90).**



Learning Well on Edge Talk Radio

Join the monthly conversation (every first Tuesday) @ 6pm with neuro scientists, functional doctors, renown health authors and complementary medicine pioneers.

blogtalkradio.com/edgemagazine.

Sponsored by the Integrative Health Education Center at Normandale Community College

HERBALISM

Herbalism Certificate

Herbal therapy is the oldest and most widespread form of healing on earth, generally regarded as safer and just as effective (if not more) as orthodox medicine and easily learned and used by the lay person. Through the use of tinctures, glycerites, teas, capsules, poultices, compresses, and salves, students enrolled in this course will learn to apply herbal therapy to support the body, mind and spirit. Matthew Alfs

- **Development, Forms and Energetics of Herbal Therapy – Part 1**
62489 W 9/18 6:30pm - 9:00pm P1844
- **Development, Forms and Energetics of Herbal Therapy – Part 2**
62490 W 9/25 6:30pm - 9:00pm P1844
- **Constituents and Properties of Herbs - Part 1**
62491 W 10/2 6:30pm - 9:00pm P1844
- **Constituents and Properties of Herbs - Part 2**
62492 W 10/9 6:30pm - 9:00pm P1844
- **Herbs for the Immune and Endocrine Systems**
62493 W 10/16 6:30pm - 9:00pm P1844
- **Herbs for Digestion and Elimination**
62494 W 10/23 6:30pm - 9:00pm P1844
- **Herbs for the Cardiovascular System**
62495 W 10/30 6:30pm - 9:00pm P1844
- **Herbs for the Mind, Spirit, Emotions and Neuromuscular Systems**
62496 W 11/6 6:30pm - 9:00pm P1844

Individual: \$54 | 2.5 Contact Hours
Series: (save \$47) \$385 | 20 Contact Hours

Holistic Assessment Skills Certificate

NEW

The medical system in America is built upon the Cartesian philosophy of a person as a collection of parts, and thereby its focus is upon these respective body parts in diagnosing and treating disease. Holistic medicine, on the other hand, looks at a person as a whole—the mind, the body, and the spirit—and seeks to evaluate and to adjust health toward homeostasis based upon this paradigm. This series will acquaint students with the large variety of holistic analysis methods that have been successfully used from ancient times up to the present. Matthew Alfs

- **Introduction to Holistic Assessment**
62544 T 9/17 6:30pm - 9:00pm P1844
- **Iridology**
62545 T 9/24 6:30pm - 9:00pm P1844
- **Tongue and Facial Analysis**
62546 T 10/1 6:30pm - 9:00pm P1844
- **Pulse and Fingernail Analysis**
62547 T 10/8 6:30pm - 9:00pm P1844
- **Functional Laboratory Analysis: Digestion and Nutrition**
62548 T 10/15 6:30pm - 9:00pm P1844
- **Functional Laboratory Analysis: Endocrine Health**
62549 T 10/22 6:30pm - 9:00pm P1844
- **Assessing Vitality, Energetic Disturbances, Blood Quality, and Digestion**
62550 T 10/29 6:30pm - 9:00pm P1844
- **Assessing Cardiovascular, Respiratory, Genito-Urinary, and Nervous System Health**
62551 T 11/12 6:30pm - 9:00pm P1844

Individual: \$54 | 2.5 Contact Hours
Series: (save \$47) \$385 | 20 Contact Hours



HOMEOPATHY

Homeopathic Medicine Certificate

NEW

As a whole system of healing, homeopathy offers deep curative action by enhancing the immune system and supporting the natural vital force in a safe and side-effect free manner. Students will gain practical skills including the basic laws of homeopathy, how remedies are made, and applications for a variety of conditions. This certificate is for individuals seeking to be more self-sufficient with their own care, healthcare professionals wishing to expand their training to include

natural therapies, or students of homeopathic schools wanting additional hours for certification. See website for more details. Required textbook "Natural Healing with Cell Salts" by Dr. Skye Weintraub can be purchased in advance at any book retailer or at class (\$15). See *website for specific class dates*. 12 Contact Hours, \$245, Cilla Whatcott

62663	S	9/28 - 12/14	
		9:00am - 11:00am	P1810

HYPNOSIS

OMNI Hypnosis Fundamentals Certificate **NEW**

Founded in 1979 by Gerry Kein, OMNI is a scientific hypnosis training program. It is the only ISO 9001 certified hypnosis training in the world. OMNI centers span the globe, including locations in Switzerland, Germany, Brazil, China and Russia. Now, you can experience OMNI training right here in Minneapolis. This one-day workshop will provide you with skills you can put to immediate use, enabling you to add hypnosis techniques seamlessly to any healing modality. 7 Contact Hours, \$190 Amye Scharlau

62526	S	11/23	8:30am - 4:00pm	P1844
-------	---	-------	-----------------	-------

Self-Hypnosis

Learn and experience self-hypnosis in class and receive instructions for practice at home to reduce stress, improve concentration, relieve insomnia, and reduce pain. 3 Contact Hours, \$49, Amye Scharlau

62524	Th	9/26	6:00pm - 9:00pm	P1844
62525	Th	11/7	6:00pm - 9:00pm	P1844

Hypnosis can be used to help gain control over undesired behaviors or to help you cope better with anxiety or pain.

—Mayoclinic.org

ENERGY MEDICINE

Energy Medicine Certificate

This program offers seven individual classes defining energy medicine, presenting ethical standards for energy workers, as well as scientific and cross-cultural descriptions of the major human energy channels, centers, and fields. See website for course descriptions.

- **The Holistic Process: What is Energy Medicine?**

61804 F 11/8 9:00am - 4:00pm P1840

- **The Tools of the Energy Trade**

61805 S 11/9 9:00am - 4:00pm P1840

- **Energy Anatomy: Channels**

61806 F 12/6 9:00am - 4:00pm P1840

- **Energy Anatomy: Fields**

61807 S 12/7 9:00am - 4:00pm P1840

- **Energy Anatomy: Centers**

62213 F 2/7 9:00am - 4:00pm P1840

- **Energy Healing**

62214 S 2/8 9:00am - 4:00pm P1840

- **Energy Medicine: Being the Practitioner**

62215 F 3/6 9:00am - 4:00pm P1840

Individual: \$145 | 7 Contact Hours

Series: (save \$140) \$875 | 49 Contact Hours



Cyndi Dale is the president of Life Systems Services Corporation and an internationally recognized author of dozens of books on spiritual development, personal growth and energy healing.

EMOTIONAL FREEDOM TECHNIQUES

Over 100 research peer-reviewed studies and millions of users have documented the health benefits and effectiveness of EFT Tapping. This certificate demonstrates documented training and expertise in EFT Tapping for individuals in private practice and for those working in hospitals, clinics, and long-term care facilities.

Simplified EFT Tapping™ Foundations Certificate

Each session will show you how to tap to resolve health and wellness challenges (including chronic pain, phobias, trauma and weight issues) and improve relationships and finances – core areas of a person’s overall wellness. Sessions are designed to provide ample opportunity for practical learning and hands-on application.

12 Contact Hours, \$345, Valerie Lis

62516 W 9/18 - 10/9
6:00pm - 9:00pm P1840

62517 M 11/4 - 12/2
6:00pm - 9:00pm P1840



Valerie Lis, EFT, MA, a.k.a. “The Tapping Teacher,” and founder of Simplified EFT Tapping™, has conducted hundreds of workshops and supported thousands of clients to obtain consistent, lasting results with EFT.



Valerie was an awesome instructor and very knowledgeable.



REIKI ENERGY THERAPY

Reiki Energy Therapy is a simple, natural and safe method of healing that offers stress reduction and profound relaxation. These Reiki sessions are a hands-on, fully-clothed touch therapy using the Traditional Usui Reiki form.

Reiki Energy Therapy Level 1

This course prepares you to become a Certified Reiki Energy Therapy practitioner with the skills and abilities to fully utilize Reiki Energy Therapy. Learn the theory and principles, the historic origins, ethics, skills and abilities to administer Reiki Energy Therapy. 7 Contact Hours, \$150, Lucille Crow

62505	S	10/5	8:00am - 4:00pm	P1838
62506	S	11/2	8:00am - 4:00pm	P1838

Reiki Energy Therapy Level 2

Advance your skills by increasing the power and versatility of Reiki Energy Therapy. Upon completion of this course, you are certified as an Advanced Practitioner. See website for course details. Prerequisite: Certification in Reiki Energy Therapy Level 1. 7 Contact Hours, \$150, Lucille Crow

62507	S	12/7	8:00am - 4:00pm	P1838
-------	---	------	-----------------	-------

HEALING TOUCH

Healing Touch uses gentle, heart-centered touch to assist in balancing physical, emotional, mental and spiritual well-being. This continuing education program has been approved and endorsed by the American Holistic Nurses Association.

1. Foundations of Healing Touch

Explore theoretical concepts that underlie holistic healthcare practices along with how they relate to the core values – guiding the practice of Healing Touch. See website for course details. 16 Contact Hours, \$335 (workbook included), Sheila Judd

62512	M	9/23	8:00am - 5:00pm	P1840
	& T	9/24	8:00am - 4:00pm	
62513	F	10/11	8:00am - 5:00pm	P1844
	& S	10/12	8:00am - 4:00pm	
62514	F	11/15	8:00am - 5:00pm	P1844
	& S	11/16	8:00am - 4:00pm	

2. Energetic Patterning & Clinical Application

Learn to conduct an intake interview and integrate techniques from the Foundations class with new techniques to assist the patient in expanding their heart energy. Prerequisite: completion of Healing Touch Class 1: Foundations of Healing Touch. 16 Contact Hours, \$295, Sheila Judd

62515	F	12/6	8:00am - 5:00pm	P1844
	& S	12/7	8:00am - 4:00pm	

MINDFULNESS

The Art of Mindfulness

Mindfulness is an easy antidote to a fast-paced life. Being mindful makes it easier to savor the pleasures in life, as they occur, and for you to become more fully engaged in life. Learn about eating, movement, gratitude practices and other activities as you begin to open and develop your own mindfulness practice for a healthier life.

6 Contact Hours, \$65, Mike Groth

62668 W 10/16 - 11/6
6:00pm - 7:30pm P1840

62672 W 11/13 - 12/11
6:00pm - 7:30pm P1840

Mindfulness Qigong

You will learn how to use Qigong to enhance your awareness and transform unbalanced energy into something beautiful through meditation and movement. Experience how this practice will lead to improved life energy, a calm mind and mindful living by applying Spring Forest Qigong techniques to enhance health and develop mindful awareness of oneself. All levels of experience are welcome. 5.5 Contact Hours, \$129, Gadu Schmitz

62173 S 11/2 9:00am - 3:00pm P1844

SLEEP HEALTH

Pathways to Healthy Sleep **NEW**

This class defines healthy sleep for adults. Explore western approaches, and non-negotiable strategies for sleep healing. You will explore natural sleep strategies, including cognitive-behavioral therapy for insomnia, alternative/complementary methods, mindfulness, immersion in natural environments and modifications in one's sleeping space. The series will conclude with discussion of what holds promise and what does not, based on current research/clinical evidence. Dr. DeSanctis is a licensed psychologist and diplomate in Behavior Sleep Medicine. 4 Contact Hours, \$89, Michael V. DeSanctis, PhD



62738 Th 11/14 - 11/21 6:00pm - 8:00pm P1844



Business Bootcamp for Holistic Practitioners

Are you a holistic practitioner ready to start your own business or maybe just considering what it would be like to have your own business?

Join us for this business bootcamp to discover the big picture to becoming an entrepreneur as well as to work out the fine details of owning a business. You'll learn a step-by-step process for starting a business. Taking the right steps now will let you concentrate on the fun part - helping improve your clients' health and wellness. 3 Contact Hours, \$89, Deanna Reiter

62671 Th 10/10 6:00pm - 9:00pm P1810



MUSCLE TESTING

The Art of Muscle Testing Certificate

Muscle testing can be used to test for food and substance sensitivities, emotional imbalances and general pain relief for yourself and others. Melissa Dirtzu

1. The Art of Muscle Testing 101

In this hands on course, you will learn how to test four different muscles to ensure that testing can be done with most situations (infants, elderly, injured, medically challenged). The uses of muscle testing are vast, from food sensitivities and general pain relief, to detecting specific areas of self that need support.

62508 Th 10/3 6:00pm - 8:00pm P1844

2. Food and Substance Muscle Testing

Experience the basic technique and procedures for muscle testing yourself and others for substance specific sensitivities. Learn which foods/substances strengthen or cause stress to your body. Bring in food, vitamins and essential oils for practicing muscle testing in class.

62509 Th 10/10 6:00pm - 8:00pm P1844

3. Emotional Balance – Part 1

Learn how color and gentle acupressure can relieve past or present pain and trauma, and even future performance anxiety. Emotional stress can be greatly reduced using these techniques as well as general body pain and stress. We will use basic muscle testing to determine where to begin our work and to help determine when our work is complete.

62510 Th 10/17 6:00pm - 8:00pm P1844

4. Emotional Balance – Part 2

Learn and experience how sound and the use of metaphors (deep spiritual questions) can relieve past or present pain and trauma and even future performance anxiety.

62511 Th 10/24 6:00pm - 8:00pm P1844

Individual: \$49 | 2 Contact Hours

Series: \$169 | 8 Contact Hours

Naturopathic Medicine Series – see website for details

Normandale's integrative health and wellness courses are intended for educational purposes only and are not a replacement for any medical treatment or therapy by a physician or other licensed health care provider. Any application of course instruction or course materials is at the student's discretion, sole responsibility, and is not a substitute for licensed medical care.

INTEGRATIVE HEALTH AND HEALING

BEGINNING TAI CHI CLASSES				
Tai Chi for Arthritis and Balance – Part 1				
62706	M 9/16 - 10/21	6:30pm - 7:30pm	\$65	Richter
62707	M 10/28 - 12/9	6:30pm - 7:30pm	\$65	Richter
62723	S 9/21 - 10/26	10:30am - 11:30am	\$65	Merriam
62724	S 11/9 - 12-21	10:30am - 11:30am	\$65	Merriam
ABC's of Tai Chi				
62703	M 9/16 - 10/21	7:00pm - 8:00pm	\$65	Soderberg
62704	M 10/28 - 12/9	7:00pm - 8:00pm	\$65	Soderberg
Five Animal Frolics Qigong				
62710	T 9/24 - 10/29	6:30pm - 7:30pm	\$65	Ebeling
Tai Chi for Energy				
62712	T 9/24 - 10/29	7:30pm - 8:30pm	\$65	Ebeling
Shiba Louhan Qigong Level 1				
62711	T 11/5 - 12/17	6:30pm - 7:30pm	\$65	Ebeling
Radiant Lotus Rise				
62715	W 11/6 - 12/18	6:30pm - 7:30pm	\$65	Ebeling
Shibashi Qigong				
62714	W 9/25 - 10/30	6:30pm - 7:30pm	\$65	Ebeling
Tai Chi for Arthritis and Balance - Part 2				
62708	M 9/16 - 10/21	7:30pm - 8:30pm	\$65	Richter
62709	M 10/28 - 12/9	7:30pm - 8:30pm	\$65	Richter
Tai Chi for Energy - Part 2				
62713	T 11/5 - 12/17	7:30pm - 8:30pm	\$65	Ebeling
INTERMEDIATE/ADVANCED TAI CHI CLASSES				
Yang Style Short Form				
62705	M 9/16 - 12/9	8:00pm - 9:00pm	\$120	Soderberg
62721	S 9/14 - 12/21	10:30am - 11:30am	\$120	Soderberg
Yang Style 24 Form				
62716	W 9/25 - 12/18	7:30pm - 8:30pm	\$120	Ebeling
Yang Style Long Form				
62719	Th 9/12 - 12/19	8:00pm - 9:00pm	\$120	Soderberg
62720	S 9/14 - 12/21	9:00am - 10:00am	\$120	Soderberg
Sun Style 73 Form				
62722	S 9/21 - 12/21	9:00am - 10:00am	\$120	Merriam
Cane Form				
62717	Th 9/12 - 12/19	7:00pm - 8:00pm	\$120	Soderberg



TAI CHI WORKSHOPS & CERTIFICATIONS

Tai Chi for Arthritis Instructor Certification - Part 2

Part 2 includes all the powerful synergy of the original Tai Chi for Arthritis form with more challenging movements inspired by Sun Style 73 Forms. Upon completion you become eligible to be board certified for TCA2. To achieve certification, participants must currently be certified in TCA. 7 Contact Hours, \$185, Linda Ebeling

62728 S 11/2 8:30am - 4:30pm S2330

Tai Chi for Arthritis Instructor Certification - Part 2 UPDATE

This workshop will refine movements of STCA and Update Instructor certification in this program. 7 Contact Hours, \$125, Linda Ebeling

62729 S 11/2 8:30am - 4:30pm S2330

Tai Chi for Health Instructor Multiple Update Workshop **NEW**

This workshop will refine movements of Tai Chi for Arthritis and/or Tai Chi for Diabetes and Update Instructor certification in this program. You will deepen your understanding of forms, how to teach safely and make modifications for learner capabilities or limitations. *See website for pre-training requirement.* 3.5 Contact Hours, \$125 for one update, \$165 for two, Linda Ebeling

One Update:

62726 F 11/1 12:30pm - 4:00pm S2330

Two Updates:

62727 F 11/1 12:30pm - 4:00pm S2330

Seated Tai Chi for Arthritis Instructor Certification **NEW**

This modified seated version of Tai Chi for Arthritis can be enjoyed by anyone wishing to practice tai chi sitting down. This safe, easy-to-learn program relieves pain and improves health and quality of life. Based on the Sun style of tai chi, it improves flexibility, muscle strength, increases heart/lung activity, aligns posture, improves balance, and integrates the mind and body. Qualified participants who successfully complete the course will be accredited by the Tai Chi for Health Institute to teach this program.

7 Contact Hours, \$185, Linda Ebeling

62730 Su 11/3 8:30am - 4:30pm S2330

Seated Tai Chi for Arthritis Instructor Certification – UPDATE **NEW**

This workshop will refine movements of STCA and Update Instructor certification in this program. 7 Contact Hours, \$125, Linda Ebeling

62731 Su 11/3 8:30am - 4:30pm S2330



Sensing Hands Workshop

Focus on two-person work, learn sensing hands patterns and increase partner awareness. 2 Contact Hours, \$49, Jay Soderberg

62725 S 10/5 1:00pm - 3:00pm A1560

62732 S 11/9 1:00pm - 3:00pm A1560

WORLD LANGUAGES

Normandale language courses are designed for those new to language learning as well as those who want to refresh or build upon their skills. At each level, the courses are designed to build fluency, proficiency and confidence with the language. *See our website for course details.*

Russian

1.2 CEU, Olga Kedrowski

Level 1: \$119

62359 T 9/17 - 10/22 6:30 - 8:30pm P1810

Level 2: \$119

62360 T 11/5 - 12/17 6:30 - 8:30pm P1810

Mandarin Chinese

NEW

See website for course details.

1.2 CEU, \$119, Youmei Hou

Level 1

62664 T 9/24 - 10/29 6:00 - 8:00pm P2808

Level 2

62665 T 11/5 - 12/10 6:00 - 8:00pm P2808

SPANISH

Beginning Spanish

1.2 CEU, Paulino Brener

Level 1: \$149 (includes textbook for Beginning Spanish Level 1-3)

62645 W 9/25 - 10/30 6:30 - 8:30pm P1838

Level 2: \$119

62646 W 11/6 - 12/18 6:30 - 8:30pm P1838

Level 3: \$119

62643 Th 9/26 - 10/31 6:30 - 8:30pm P1838

Level 4: \$149 (including textbook)

62644 Th 11/7 - 12/19 6:30 - 8:30pm P1838

Italian

Textbook is included in Level 1 and will be used for Levels 1 - 4. *See website for advanced levels.* 1.2 CEU, Paola Foresti Faul

Level 1: \$149

62342 W 9/18 - 10/23 7:00 - 9:00pm P0840

Level 2: \$119

62343 W 11/6 - 12/18 7:00 - 9:00pm P0840

French

1.2 CEU, \$119, Rose Mingo

Level 1

62666 M 9/30 - 11/4 6:45 - 8:45pm P1810

Spanish for Medical Professionals

Designed specifically for healthcare professionals, you will practice the basic, practical language skills needed to communicate with your Spanish-speaking patients and their families. 32 Contact Hours, \$290, Cristina Sempé

62327 Online 9/3 - 10/25



Japanese Garden Festival "Nihon Teien Matsuri"

Saturday, September 21 • 11:00am - 4:30pm

Free
Community
Event

Gift Boutique
Japanese Martial Arts & Archery Groups
Ikebana Japanese Dancers
Flute, Koto & Taiko Drum Performances
Twin City Sister City Organizations
Tour the Garden and more.

Join in all the FUN with your Friends and Family



JAPANESE

Beginning Japanese

1.2 CEU, Michiko Dressen

Level 1: \$149 (includes textbook that will be used for Level 1-4)

62333 M 9/23 - 10/28 6:00 - 8:00pm P2802

Level 2: \$119

62334 M 11/4 - 12/16 6:00 - 8:00pm P2802

Level 3: \$119

62331 Th 9/26 - 10/31 6:00 - 8:00pm P2802

Level 4: \$119

62332 Th 11/7 - 12/19 6:00 - 8:00pm P2802

Daichi

NEW

See website for course details.

1.2 CEU, \$119, Michiko Dressen

Part 1

62336 W 9/25 - 10/30 6:00 - 8:00pm P2802

Part 2

62337 W 11/6 - 12/18 6:00 - 8:00pm P2802

Japanese Language Proficiency Test (JLPT) Preparatory Course (N5-N1)

The course is comprised of instructor-supported self-directed learning to accommodate students who have sufficient Japanese language experience to meet the requirements of the examination at their chosen level. Special emphasis will be given to examination technique, contextual knowledge of characters, vocabulary, grammar, and reading and listening comprehension. See website for textbook requirements. 1.2 CEU, \$155, Michiko Dressen

62330 W 9/25 - 10/30 6:00 - 8:00pm P2802

62335 W 11/6 - 12/18 6:00 - 8:00pm P2802

ENGLISH

English Made Easier - Introduction to Accent Reduction **FREE**

You will learn secrets to make consonants less difficult to pronounce in the English language. All dialects (Spanish, Asian, East Indian and others) are welcome. **FREE**, Claire Campbell-Norman

62233 Th 9/19 6:00pm - 7:30pm P2808

Enhance Your English Speaking Skills, All Dialects

Whatever your level of proficiency, you will learn valuable tools to improve your English. Learn to accurately pronounce all English vowel and consonant sounds. Retrain your "ear," lips, and tongue. Translate and identify difficult sounds using the International Phonetic Alphabet (IPA). 1.2 CEU, \$139, Claire Campbell-Norman

62234 Th 9/26 - 10/31 6:00 - 8:00pm P2808



KEEPING UP WITH TECHNOLOGY TO CREATE CURES FOR CANCER AND ALZHEIMER'S

Sally Hed Dahlquist, owner and president of ImmunoChemistry Technologies (ICT), has positioned her firm for new opportunities and growth through a workforce development grant. Normandale secured a grant to help ICT earn its ISO 9001 certification along with other key laboratory and certification trainings.

The grant was critical because ICT needed to be able to compete against larger scale analytical labs and ISO certification would create the foundation to meet that challenge.

ICT develops tools and technologies that enable biomedical researchers to discover new drugs and treatments for cancer and other diseases like Alzheimer's, inflammation, and immune deficiencies. ICT is considered a leading supplier of apoptosis detection kits. Cited in over 2,000 scientific publications, ICT's customers have included Harvard, Yale, University of Minnesota, as well as cancer research centers such as Fred Hutchinson Cancer Research Center, Moffitt Cancer Center, MD Anderson Cancer Center, and research institutions such as the National Institute of Health (NIH).

While Sally's company still meets the definition of a small business (10 employees), her employees are now prepared to meet their goals for future expansion and growth.



"Normandale played a huge role in our company becoming ISO certified. As a small company that mostly focuses on research, the ISO process would have been difficult for us to navigate. Normandale made sure we were informed and prepared to succeed every step of the way."

—Sally Hed Dahlquist

Sally Hed Dahlquist is driving change, creating impact and leading by example.

Sally holds degrees in Genetics, Biology and Business. She is also an alum of Normandale Community College.



WORKPLACE LEARNING

Normandale works with businesses (large and small) to deliver targeted workplace learning solutions.

Whether your company is facing an organizational transformation, looking for training to support a new initiative, or wanting to offer a greater array of learning options, consider one of these approaches:

On-demand. If your business is looking for a quality menu of training programs, this affordable strategy provides many options -- data analysis, supervision, customer service, six sigma, scrum, web design. This is an "easy button" if you are looking to quickly expand your company's training resources.

Customized. We have a network of teaching and learning experts -- trainers, instructional designers, SMEs, technologists -- who create learning solutions designed to meet your specific needs.

Strategic. For organizations pursuing significant learning investments, we provide assessment, research and possibly the funding (grants) needed to align workplace learning to career paths, performance plans and corporate strategy.

Our goal is to cut through the complexities and deliver the right solutions at the right time to make learning work for your business.

Normandale works with businesses to deliver targeted workplace learning solutions. Give us a call!

49%
of people want
to learn at time
of need

58%
want to learn
at their own pace

68%
like to learn
at work

Source: LinkedIn's
Workplace Learning &
Development Report 2018

When learning needs to meet key objectives, we can help.



NORMANDALE
COMMUNITY COLLEGE
CONTINUING EDUCATION
9700 France Avenue South
Bloomington, MN 55431-4399

Non-Profit Org.
U.S. Postage
PAID
Permit No. 6335
TWIN CITIES, MN

ECRWSS Residential Customer

FALL 2019

LIVE • **WORK** • **LEARN**

Mindfully

see pages 6 & 38

languages **business intelligence** user experience **ayurveda** medical billing
change management pharmacy technician **workplace learning**
tai chi **accelerated action planning** agile and scrum

Non-Profit Org.
U.S. Postage
PAID
Permit No. 6335
TWIN CITIES, MN


NORMANDALE
COMMUNITY COLLEGE
CONTINUING EDUCATION
9700 France Avenue South
Bloomington, MN 55431-4399

FALL 2019

LIVE • **WORK** • **LEARN**

Mindfully

see pages 6 & 38

languages **business intelligence** user experience **ayurveda** medical billing
change management pharmacy technician **workplace learning**
tai chi **accelerated action planning** agile and scrum



NORMANDALE
COMMUNITY COLLEGE

CONTINUING EDUCATION

9700 France Avenue South
Bloomington, MN 55431-4399

FALL 2019

LIVE • **WORK** • **LEARN**

Mindfully

see pages 6 & 38

languages **business intelligence** user experience **ayurveda** medical billing
change management pharmacy technician **workplace learning**
tai chi **accelerated action planning** agile and scrum