

normandale

continuing education

SPRING/SUMMER 2019

**ramp up
your
career**

with
in-demand
certificates

**Data Analysis
for the Rest of Us**

p.4

CONTENTS

enrich your organization | 2

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

computers and technology | 16

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

healthcare and medical | 28

integrative health | 29

Ayurveda
Herbalism
Holistic Nutrition
Mindfulness
Emotional Freedom Techniques
Reiki
Tai Chi

languages and culture | 36

features:

Data Analysis for the Rest of Us | 4
Workplace Learning | 12
Learning Well Radio Show | 28
World Tai Chi Qigong Day | 32
Teacher Education | 36

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



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

Ramp Up Your Career

WITH IN-DEMAND CERTIFICATES



Certificates are one of the fastest-growing career boosters for professionals seeking advancement, change and greater earning potential. Why? They offer targeted skills development, manageable time commitments, affordability, and typically reflect current industry trends – what employers are craving.

keeping pace

Sometimes, it is not a matter of getting more done, but doing more of what matters. The following certificates will help you tackle that challenge by becoming more productive and effective in your work.

Project Management Certificate	p 6
Supervision and Management Certificate	p 3
Certified ScrumMaster	p 7

accelerating advancement

Employers are looking for individuals who can create new value by improving the customer experience. Professionals who can produce engaging content, memorable communication and are fluent in multiple forms of media are highly valued.

Digital Marketing Certificate	p 13
Certificate in Business Writing	p 12
Web Design Certificate	p 22

bridging to new opportunities

Sometimes we are unsure about where we want to go with our work and career. You might be thinking about a new job or an entrepreneurial venture. You'll find programs designed to help you pursue new opportunities, enter another field or build a business of your own.

CompTIA A+ Certification	p 25
Pharmacy Technician	p 26
Entrepreneurship Certificate	p 14

As our workplaces continue to evolve, we understand that keeping up with changes and gaining relevant competencies are ongoing processes. If you don't see what you are looking for, let us know how we can help you, your team or your organization. Call us at 952-358-8343; we're here to help you achieve your goals.

Throughout this schedule, we hope that you find a variety of programs designed to support your professional and personal development goals.

Many certificates are offered online and can be taken in a self-paced format.

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 60012 Th 5/23 8:30am - 12:30pm 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 60331 Online 5/6 - 5/31 62046 Online 7/1 - 7/26

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 Klaus, Joyce Oddison, Kasia Dellabough

- **Management Bootcamp**
62045 Online 6/3 - 6/28
- **Collaborative Management**
60331 Online 5/6 - 5/31
62046 Online 7/1 - 7/26
- **Managing Generations in the Workplace**
61857 Online 6/3 - 6/28
62047 Online 8/5 - 8/30

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**
60248 Online 6/3 - 6/28
- **Leading and Mastering Virtual Meetings**
62049 Online 7/1 - 7/26
- **Creating High Performance Virtual Teams**
61858 Online 6/3 - 6/28
62050 Online 8/5 - 8/30

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.

60008 Th 4/25 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.

60009 Th 5/2 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.

60010 Th 5/9 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.

60011 Th 5/16 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.

Crystal Reports XI

NEW

Crystal Reports XI 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 XI 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

Online, starts monthly.

Project Management Certificate

– page 6

Structured Query Language (SQL)

– page 19

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, John Rutledge, Cindy Mille

• Mastering Microsoft Excel

62074 Online 6/3 - 6/28

• Intermediate Excel

62046 Online 7/1 - 7/26

• Advanced Excel

62076 Online 8/5 - 8/30

Individual: \$195 | 1.6 CEU

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

DATA ANALYSIS FOR THE REST OF US



“These skills are applicable in almost any field imaginable, giving students options and opportunities. Employers are looking for these people today and in the foreseeable future.”

—Jim Polzin,
Normandale Faculty

Go to any online job posting site, and you’ll see how in-demand “data analysis” skills are, no matter the position or industry. Technological advancements continue to drive changes in how we do our work and big data is creating a world that requires everyone to have a working knowledge of good data practices. Put simply, data analysis is too important to leave to just the data scientists!

Converting data into meaningful information often starts with building technical skills. Becoming proficient with applications like Excel, Access and Structured Query Languages (SQL) (p 17 - 19) is a great way to start. Additionally, programs such as the Data Analysis Certificate and Infographics (p 5) are designed for those who want to boost their abilities to see trends, communicate key insights and support decision making.

Whether you are just entering the workplace or looking to supplement years of experience, you—and your career—will be well served by developing skills in the area of data analysis.



DATA ANALYSIS

Infographics

Learn to transform data into eye-grabbing and memorable infographics. Data can be powerful when it is used to illustrate a story. You will learn the basic techniques for data visualization. You will gain the tools and background needed to design your own infographics. This course is designed to complement the skills of those who work in marketing, design, sales, operations, accounting, education, or fundraising. See website for course details.

1.6 CEU, \$195, Jeff Kritzer

62018 Online 6/3 - 6/28

Dump The Data, Tell The Story

Every day it seems as though we sift and sort through data. The challenge is to convert and condense data into meaningful information that is compelling, illustrative, understandable and targeted to the needs of your audience. Learn the skills of synthesizing information into main points, and translating those points into stories that create meaning and produce results. You will see that data stories can be told through narratives, metaphors and visuals. You can bring your own data or work with in-class data sets.

0.4 CEU, \$135, Allison Broeren

60015 Tu 5/14 8:30am - 12:30pm P1840

Business Intelligence (BI) Tools for Data Insight – page 18

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

61979 Online 6/3 - 6/28

• Intermediate Data Analysis

60324 Online 5/6 - 5/31

61981 Online 7/1 - 7/26

• Advanced Data Analysis

61457 Online 6/3 - 6/28

61983 Online 8/5 - 8/30

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

The Vital Few:
Creating Focus on the Right Work

Learn how to quickly evaluate improvement initiatives using a simple 8-step process, ensuring your organization works on improvements that will realize the most value for your customer. Learn how to write a problem statement, develop a value stream map and select “Vital Few” projects that will deliver improved outcomes. \$695 per person includes materials, lunch and certification. Register 3 or more and receive a discount. Mike Gratz and Sarah Nesset

60395 T & W 4/9 & 4/10
8:00am - 5:00pm RM: P1840

Lean Six Sigma

Lean Six Sigma is a set of tools used to solve problems and improve processes. You’ll see how businesses operate more efficiently by eliminating defects in products and services, and other forms of waste. *No prerequisites required.* 1.6 CEU, \$245, Scott Follett

61856	Online	6/3 - 6/28
62044	Online	8/5 - 8/30

Six Sigma Green Belt
See website for course information.

PROJECT MANAGEMENT

Project Management Certificate

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. Christina Martinez and Andy Stanhope

• Introduction to Project Management

62041 Online 6/3 - 6/28

• Project Management Processes

60326	Online	5/6 - 5/31
60242	Online	7/1 - 7/26

• Project Management Knowledge Areas

61855	Online	6/3 - 6/28
62043	Online	8/5 - 8/30

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.

Microsoft Project 2016 **NEW**

Discover how to effectively plan, implement, and control projects. 2.4 CEU, \$129
Online, starts monthly.

Crystal Reports – page 4

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

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



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

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).



SCRUM AND AGILE

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, P0806

60393	M & T	4/29 & 4/30	8:30am - 4:30pm
61813	T & W	6/4 & 6/5	8:30am - 4:30pm
61834	T & W	8/20 & 8/21	8:30am - 4:30pm

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, P0806

60394	Th & F	6/6 & 6/7	8:30am - 4:30pm
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Earn a total of 14 PDUs for Certified ScrumMaster or Scrum Product Owner toward your PMP recertification.

COMMUNICATION SKILLS

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, \$195, Jeannette Grace

60013 T 5/21 & 5/28
8:30am - 12:30pm P1840

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

60014 Th 5/30 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**
62021 Online 6/3 - 6/26
- **Negotiation: Get What You Want**
62022 Online 7/1 - 7/26
- **Using Personality Profiles for Better Work Performance**
62027 Online 8/5 - 8/30

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

Certificate in Business Writing
– page 12

Grammar Refresher **NEW**
See website for course description. 2.4 CEU, \$115, Curt Simmons
Online, start anytime.

FACILITATION METHODS



Advance your facilitation skills in ways that will drive results.

ToP Facilitation Methods

Technology of Participation (ToP) is a unique visual facilitation program that enhances idea creation, consensus and action. Normandale is proud to partner with HueLife, the premier provider of ToP Facilitation Methods. You will learn to guide groups through new idea creation and solutions as well as engage them in the development of actionable plans. A sliding fee scale is used to improve access to underserved communities, ranging from \$400 to \$950. To register, visit <https://hue.life>.

Dates: April 9-10
May 1-2
June 11-12

Location: Normandale Partnership Center



Certificate in
Presentation Media

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

• Graphic Design for Visual Presentations

61845	Online	6/3 - 6/28
62020	Online	8/5 - 8/30

• Infographics

62018	Online	6/3 - 6/28
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• Photoshop for Presentations

60362	Online	5/6 - 5/31
62019	Online	7/1 - 7/26

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

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

60016 T 5/7 8:30am - 12:30pm P1840

Customer Service Certificate

Customer service is essential for all organizations. Whether it relates to retaining customers or turning inquiries from potential customers into sales, 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

62016	Online	6/3 - 6/28
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• Extraordinary Customer Service

61844	Online	5/6 - 5/31
62017	Online	7/1 - 7/26

Individual: \$145 | 1.6 CEU
Series: (save \$45) \$245 | 3.2 CEU

“

I had no idea just how stale and boring the presentations we deliver at customer events had become, until I attended Art Shore’s course. My team and I are now updating all of our presentations.

Tom Woods, President,
ReSound North America

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

62066 Online 6/3 - 6/28

Podcasting **NEW**

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

62064 Online 6/3 - 6/28

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.

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 or brand on each platform to enhance effectiveness. Jennifer Selke, Nicole Siscaretti

• Twitter

62067 Online 6/3 - 6/28

• Facebook for Business

60352 Online 5/6 - 5/31

62068 Online 7/1 - 7/26

• LinkedIn for Business

61885 Online 6/3 - 6/28

62069 Online 8/5 - 8/30

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

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

WordPress Certificate – page 20

TELL US
WHAT YOU
THINK

5 Lucky Winners
will receive a
Normandale voucher
valued at \$350

At Normandale Continuing Education, it is our goal to create impactful learning experiences, and your feedback is vital to making this happen.

Whether you are a current learner or have never taken a class from us, we are asking you to complete our online survey.

Winners will choose from a list of selected continuing education courses. The vouchers will be valid from July 1, 2019 through June 30, 2020. The vouchers are not transferable and cannot be redeemed for cash. Recipients will be randomly selected and notified by email. To be eligible, complete the survey by **April 12, 2019**.

Find the survey at normandale.edu/CE

* Minnesota State Colleges and Universities employees are not eligible to receive a voucher.

Mastering 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**

62062 Online 6/3 - 6/28

- **YouTube for Business**

60356 Online 5/6 - 5/31

62063	Online	7/1 - 7/26
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Individual: \$245 | 1.6 CEU

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



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 one of those individuals interested in using your talents to build your own business or work as a micro-preneur, see pages 14-15 and begin to pursue your dream.

Certificate in Google Tools

Grow your skills, career, or business by increasing your abilities with Google tools to leverage more success from your website. 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. This certificate is designed for non-technical users. Susan Hurrell, Jennifer Selke and Dan Belhassen

- Google Analytics

62056 Online 6/3 - 6/28

- Google Apps for Business

60344 Online 5/6 - 5/31

62057	Online	7/1 - 7/26
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- Google+

61879 Online 6/3 - 6/28

62058	Online	8/5 - 8/30
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Individual: \$195 | 1.6 CEU

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



Possessing graphic design skills is essential in terms of how we communicate and market today. You will learn to use the tools of Adobe software and incorporate them to work seamlessly. Access to the Adobe software tools is required. Andy Helmi

- 62152 Online 8/5 - 8/30

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

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*.

62015 Online 8/5 - 8/30

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



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

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

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.



Certificate in Web Design

Understanding what it takes to produce effective web design is essential in today's marketplace of highly saturated digital competition. 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**

62080 Online 6/3 - 6/28

- **Intermediate Web Design**

62149 Online 7/1 - 7/26

- **Advanced Web Design**

62153 Online 8/5 - 8/30

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

Mastering Video Marketing Certificate – page 11

Social Media for Business Certificate – page 15

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. Susan Hurrell and Dan Belhassen

- **Improving Email Promotions**

62059 Online 6/3 - 6/28

- **Boosting Your Website Traffic**

60347 Online 5/6 - 5/31

62060 Online 7/1 - 7/26

- **Online Advertising**

61881 Online 6/3 - 6/28

62061 Online 8/5 - 8/30

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.

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. Tim Street and Maria Coons

- 61984 Online 6/3 - 6/28

- 61823 Online 5/6 - 5/31

61986	Online	7/1 - 7/26
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- 61824 Online 6/3 - 6/28

61987	Online	8/5 - 8/30
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Series: (save \$90) **\$495** | **4.8 CEU**

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

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)

ENTREPRENEURSHIP

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

- 61989 Online 6/3 - 6/28

- 61827 Online 5/6 - 5/31

61990	Online	7/1 - 7/26
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- 61828 Online 6/3 - 6/28

61991	Online	8/5 - 8/30
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Series: (save \$90) **\$495** | 4.8 CEU

Learn a step-by-step approach to build a simplified strategy for branding your business. You'll dive into details of creating a product, building and 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

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.



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 Tranna

- **Accounting and Finance for Non Financial Managers**

61971	Online	6/3 - 6/28
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- **Cash is King**

60359	Online	5/6 - 5/31
61974	Online	7/1 - 7/26

- **Financial Analysis and Planning for Non Financial Managers**

61821	Online	6/3 - 6/28
61976	Online	8/5 - 8/30

Individual:	\$195 1.6 CEU
Series:	\$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. Jennifer Selke and Nicole Siscaretti

- **Introduction to Social Media**

62070	Online	6/3 - 6/28
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- **Marketing Using Social Media**

60349	Online	5/6 - 5/31
62071	Online	7/1 - 7/26

- **Integrating Social Media in Your Organization**

61886	Online	6/3 - 6/28
62072	Online	8/5 - 8/30

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

Become a Better Designer, Assistant, Marketer, Teacher, Entrepreneur.

LEARN CODE.

See pages 25

BUSINESS PRODUCTIVITY

Gain skills to maximize productivity and effectiveness. Most courses start monthly and are offered online.

Keyboarding

2.4 CEU, \$109, Kathy Van Pelt

Basic Computer Skills Suite

7.2 CEU, \$299, Scott Jernigan, Katoy Vanpell, Dave Pacquin

Microsoft Word

2.4 CEU, \$129, Wallace Wang

Microsoft PowerPoint

2.4 CEU, \$129, Kathy Van Pelt

Microsoft Outlook

2.4 CEU, \$115, Bill Mann

Microsoft Project

2.4 CEU, \$129, Tony Swaim

Mastering Computer Skills for the Workplace

NEW

Learn to create, edit and manage documents, presentations and spreadsheets. You'll master the basics so that you can work faster and more efficiently. 1.6 CEU, \$195, Betsy Flanagan

60434 Online 6/3 - 6/28

Productivity eTools

NEW

Find out the top 40 favorite applications and eTools to turbo-charge your work and simplify your life. You will learn how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. 1.6 CEU, \$245, Jennifer Selke

60367 Online 5/6 - 5/31

62000 Online 7/1 - 7/26

ACCOUNTING AND FINANCE

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, \$119, 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

Accounting Fundamentals

Learn the basics of double-entry bookkeeping, analyze and record 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, \$115, Scott Paxton

Keys to Successful Money Management

NEW

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

BOOKKEEPING

The Basics of Bookkeeping

See website for course details.

59560 1.6 CEU, \$195

Bookkeeping Administration (Certification)

59314 28.0 CEU, \$2,725

Accounting and Finance for Non Financial Managers (Certificate) - see page 15

NEW

Bookkeeping Administration Expert (Certificate)

59322 48.0 CEU, \$3,965



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

59979	S	4/20	9:00am - 4:00pm
59976	Th	5/2 & 5/9	8:30am - 12:00pm
59980	Th	6/13 & 6/20	8:30am - 12:00pm
62108	T	8/6	9:00am - 4:00pm

Microsoft Excel Level 2

This course is 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

59983	T	4/9 & 4/16	8:30am - 12:00pm
59984	S	5/18	9:00am - 4:00pm
62107	W	7/10	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, Sheila Arnett

59986	M	4/29 & 5/6	8:30am - 12:00pm
59987	S	6/15	9:00am - 4:00pm

Business Intelligence (BI) Tools for Data Insight – page 18

Crystal Reports – page 4

Data Analysis Certificate – page 5

Earn a **Microsoft Excel Spreadsheet Certificate**



by completing:

- MS Excel Levels 1, 2 and 3

Add the BI class and earn the

Excel Data Intelligence Certificate:

- Business Intelligence (BI) Tools for Data Insight

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, Sheila Arnett

59972	Th	5/30	9:00am - 4:00pm	P1802
62103	T	7/23	9:00am - 4:00pm	P1802

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, Sheila Arnett

62116	F	6/7	9:00am - 4:00pm	P1802
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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, Sheila Arnett

59974	T	4/23	9:00am - 4:00pm	P1802
62117	F	6/14	9:00am - 4:00pm	P1802

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

- MS Access Levels 1, 2 and 3



Business Intelligence (BI) Tools for Data Insight

Explore Excel’s flexible yet powerful BI tools to shape, model, analyze and visualize data in a meaningful way while enjoying familiar features of Excel such as pivot tables, slicers, charts and formulas. Learn how to build appealing and visual dashboards to track key performance indicators or activity trends. *Prerequisite: Excel Level 2 or equivalent knowledge.* 0.7 CEU, \$175, Sheila Arnett

59968	T	4/2	9:00am - 4:00pm	P1802
59969	F	6/21	9:00am - 4:00pm	P1802



*Wonderful instructor!
Sheila is great! I'd gladly
take more classes with her.
Super knowledgeable and
passionate about the topic.
Fall 2018 Access Student*



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

59990	T	5/7 & 5/14	8:30am - 12:00pm
62102	Th	6/20 & 6/27	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

59992	Th	4/18 & 4/25	8:30am - 12:00pm
59993	T	5/21 & 5/28	8:30am - 12:00pm
62104	Th	7/11 & 7/18	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

59995	Th	5/16 & 5/23	8:30am - 12:00pm
59996	T	6/18 & 6/25	8:30am - 12:00pm
62105	Th	7/25 & 8/1	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

59998	F	5/3	9:00am - 4:00pm	P1802
59999	T	6/11	9:00am - 4:00pm	P1802
62106	Th	8/8	9:00am - 4:00pm	P1802

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

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



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, Grant Chandler

60106 W 4/24 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 such as books and pamphlets, InDesign houses a suite of tools that will help your work look great on screen and paper. Exercises will focus on real-world examples and practical techniques. 0.7 CEU, \$175, Grant Chandler

60109 W 5/15 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, Grant Chandler

60107 W 5/1 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, Grant Chandler

60108 W 5/8 9:00am - 4:00pm P1802



WordPress Certificate

WordPress is by far the most popular content management system (CMS) for website and blog design. This certificate will teach you how to build and maintain a WordPress website or blog and customize your WordPress site by hand-coding HTML, CSS, and PHP. You'll learn how to apply SEO techniques and website back-up options. Web development is a valuable skill to have in today's digital world. 4.8 CEU, \$495, Andy Helmi

Topics include:

- Website Setup
- WordPress Fundamentals
- Advanced WordPress

62134 Online 6/3 - 8/30



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, Grant Chandler

60110 W 5/22 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, Grant Chandler

60111 W 5/29 9:00am - 4:00pm P1802



*This series gave me
the language to speak
with designers and clients.
Graphic Design Certificate Student*

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

60105 W 4/17 9:00am - 4:00pm P1802

60115 W 6/26 9:00am - 4:00pm P1802

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

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

60112 W 6/5 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

60103 W 4/3 9:00am - 4:00pm P1802

60114 W 6/12 9:00am - 4:00pm P1802

Earn an **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 **Graphic Design Software Certificate:**

- Adobe InDesign
- Advanced Adobe Illustrator
- Advanced Adobe Photoshop

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

60104 W 4/10 9:00am - 4:00pm P1802

60113 W 6/19 9:00am - 4:00pm P1802



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.



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

60105	W	4/17	9:00am - 4:00pm	P1802
60115	W	6/26	9:00am - 4:00pm	P1802

Discover Digital Photography **NEW**

Digital Photography introduces the technology that has catapulted the photographic world into the 21st century. You will explore a number of software packages and learn how to compose your shots when you know you have digital editing available to you. Learn digital storage options—on the camera, the computer, and even beyond into cloud storage and online backups. 2.4 CEU, \$115, Beverly Schulz

Online, start anytime.

Be a part of the Healthcare Transformation

"As a leader in the evolution of training for healthcare workers, Normandale is one of a handful of higher education organizations that has kept up with industry's rapid pace of change."

—Dr. Kevin Larsen, Centers for Medicare and Medicaid Services (CMS)

**Visit our website for more
information regarding our
Healthcare IT & Transformation offerings.**



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
62092 Online 6/3 - 6/28
- Basic Programming Concepts
62093 Online 7/1 - 7/26
- Communicating with Programmers
61904 Online 8/5 - 8/30

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

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



Programming activity:	Try one of these:	Really want to stand out? Then add this:
Front-end, Client-side	HTML, CSS, JavaScript	CX (customer experience) knowledge
Back-end, Server-side	Python, PHP, Java .Net, C#	Graphic design skills
Mobile/Apps	Objective-C or Java, HTML/CSS	Server-side programming knowledge
3D/Game	C/C++, OpenGL, Animation, C#	Artistic/design skills
High-Performance	C/C++, Java	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. Jean Haefner and Moses Wolfenstein

- **Introduction to Game Design**

62011 Online 6/3 - 6/28

- **Intermediate Video Game Design**

62012 Online 7/1 - 7/26

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**

62077 Online 6/3 - 6/28

- **HTML Fundamentals**

62078 Online 7/1 - 7/26

- **CSS Fundamentals**

62079 Online 8/5 - 8/30

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 **CompTIA A+ Certification** and become a computer technician. See [website](#) for more information.

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. 445 Contact Hours, \$2,999

58371 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

59054 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. See website for more details. 640 Contact Hours, \$3,584

59053 Online, start anytime.

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



Free Laptop or iPad Air

Students who **pay in full** for any of our medical career programs are eligible for a promotional item or discount before **April 30, 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. 640 Contact Hours, \$3,699

58375 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

59056 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

59055 Online, start anytime.



60316 Th 5/2 6:00pm - 8:00pm P1810

60317 F 5/3 1:00pm - 3:00pm P1810

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.

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.*

4 Contact Hours, \$56, Jahana Berry

60320	T	4/16	5:30pm - 9:30pm	A1570
61835	T	5/14	5:30pm - 9:30pm	A1570
61836	T	6/11	5:30pm - 9:30pm	A1570
61837	T	7/16	5:30pm - 9:30pm	A1570
61838	T	8/13	5:30pm - 9:30pm	A1570

Certificate in Infectious Diseases and Infection Control

13 Contact Hours, \$129, Cyndie Koopsen and Caroline Young

Certificate in Pain Assessment and Management

12 Contact Hours, \$149, Betsy Knapp

Certificate in Gerontology

25 Contact Hours, \$249, Cyndie Koopsen and Caroline Young

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



Learning Well
on Edge Talk Radio
First Tuesday Every Month – 6 pm (CST)

Host **Elise Marquam Jahns** engages local and national thought leaders on integrative health topics. Elise is co-author of *Creating Choices: How Adult Children Can Turn Today's Dreams into Tomorrow's Reality*, and spent 35 years with Twin Cities Public Television.



- April 9** **What Does It Do For Us and Should We Supplement With It?**
Lynne Farrow
- May 7** **The Power of Play**
Dr. Stuart Brown
- June 4** **Sleep: Why Your Sleep is Broken and How to Fix It**
Dr. W. Christopher Winter
- July 2** **Chronic Disease: How We Treat It Needs to Change**
Dr. Bill Manahan
- August 6** **Why We Snap**
Dr. Doug Fields

Call in at **714-364-4750** to join the conversation or listen to live/archived shows at **blogtalkradio.com/edgemagazine**.

Sponsored by the Integrative Health Education Center at Normandale Community College



AYURVEDA

Spice Up Your Life with the Ancient Science of Ayurveda

Explore 10 commonly used spices and their healing effects. Learn the amazing facts about these enticing spices and take home effective spice blends that you can use in various recipes. 2.5 Contact Hours, \$59, Asavari Manvikar

60259 T 4/16 6:00pm - 8:30pm P1840

Ayurveda: Healthy Recipes

When diet is wrong, medicine is of no use. When diet is correct, medicine is of no need. Explore various heart-healthy recipes to combine foods with optimum amounts of nutrition. 2.5 Contact Hours, \$59, Asavari Manvikar

60260 T 4/23 6:00pm - 8:30pm P1840



I loved the instructor's knowledge and am so excited to attend this whole series.

Fall 2018 Ayurveda student

Ayurveda: Yoga for Your Dosha

Yoga, Meditation and Ayurveda are the triad of healthy living. When integrating the techniques of yoga and meditation with principles of Ayurveda, you can experience immense benefits to your health. Explore the concept of dosha, and learn about how to adjust your asana, pranayama and meditation practice to balance each dosha. 2.5 Contact Hours, \$59, Asavari Manvikar

60261 T 4/30 6:00pm - 8:30pm P1840

Ayurveda: Healing with Simple Home Remedies

Learn simple home remedies for common health problems such as cold, flu, and headaches through diet, herbs, essential oils, exercise and yoga. These home remedies, used to correct imbalances and restore the body to the natural order, are based on the principles of Ayurveda. 2.5 Contact Hours, \$59, Asavari Manvikar

60262 T 5/7 6:00pm - 8:30pm P1840

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.

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. Complete all 8 courses to earn this certificate. Courses can be taken in any order. 2.5 Contact Hours, \$49, Matthew Alfs

- **Development, Forms and Energetics of Herbal Therapy – Part 1 & 2**
Will be offered in Fall 2019.
 - **Constituents and Properties of Herbs - Part 1 & 2**
Will be offered in Fall 2019.
 - **Herbs for the Respiratory System**
60229 W 4/17 6:30pm - 9:00pm P1844
- **Herbs for Liver Function and Detoxification**
60230 W 4/24 6:30pm - 9:00pm P1844
 - **Herbs for the Lymphatic and Urinary Systems**
60231 W 5/1 6:30pm - 9:00pm P1844
 - **Herbs for Women’s Reproductive Health**
60232 W 5/8 6:30pm - 9:00pm P1844

Herbs for the Musculoskeletal System

Herbs can support the health of the joints, tendons, ligaments, bones (including bone density), muscles, and skin. This class will highlight these herbs and their specific applications to the 21st-century American, for whom modern-day stress has wreaked havoc, leading to a bumper crop of osteoporosis, chronic tendonitis, osteoarthritis, autoimmune forms of arthritis, acne, eczema, psoriasis, and other skin conditions. 2.5 Contact Hours, \$49, Matthew Alfs

60233 W 5/15 6:30pm - 9:00pm P1844

Wild Plant Walk: Identification for Food & Medicine

Learn to identify and appreciate basic edible and medicinal uses of wild plants and shrubs of late spring and early summer. See *website for course details*. 2.5 Contact Hours, \$49, Matthew Alfs

60242 W 6/12 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.



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, \$295

62073 T 6/18 – 7/19

6:00pm - 9:00pm

P1844



Jen Shepherd, MSW, LICSW, CCA, is a Licensed Independent Clinical Social Worker and Certified Clinical Aromatherapist with a mission to

empower behavioral and mental health professionals to be able to integrate aromatherapy into their practice, safely and effectively. She is a consultant, educator, and wellness clinician.

“

I learned much more than I expected. Great instructor.

Winter 2019 Student

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. 49 Contact Hours and \$875 for the certificate or 7 Contact Hours and \$145 per class, Cyndi Dale

See website for upcoming class dates.



SLEEP-WELL SERIES**NEW**

Poor sleep or regular lack of sleep is not just an inconvenience—sleep deprivation has very real short-term neuro-cognitive as well as longer-term health consequences. This 3-part series is designed to provide you with foundational sleep and circadian concepts, offer insight into the effects of sleep deprivation, and help to chart a restorative sleep protocol. 6 Contact Hours, \$149, Michael Desanctis, PhD, LP, ABPP, DBSM, FAACoP

1. Natural Process of Sleep and Body Clocks

This class will explore the mythology and biology of sleep and body clocks—the internal mechanisms that keep us awake or direct us to sleep. We will examine the purpose of deep sleep and dreams, review abnormal sleep patterns, and discuss questions such as: Are sleepwalking and sleep-talking out of the norm? How does gender affect sleep, and how do we measure or track sleep health?

**2. Sleep Debt: Wear and Tear on the Brain, Body and Mind**

We will explore sleep deprivation effects on learning and memory, the immune system and physical performance. Information about the connection between obesity, hormones, diabetes and chronic sleep loss will challenge us to think about personal priorities regarding sleep. The relationship of dementia to sleep loss will be reviewed along with a discussion of how age affects our sleep patterns.

60402 Th 4/17 - 5/1
6:00pm - 8:00pm

P1840

3. Solving Slumber Problems

In this final class, we will examine the necessity of carving out quiet, sacred places, and sleep etiquette principles designed to achieve sleep-wake balance, as well as the role of water, temperature, hormones, ambient light, darkness, physical exercise and dietary minerals in that process. There will be a general overview of the literature on current practices in cognitive-behavioral psychotherapy for insomnia, aromatherapy, yoga and other alternative and complementary approaches to reducing insomnia. Community and web resources on sleep interventions will be provided.

One World. One Breath.**World Tai Chi and Qigong Day**

Join the celebration! At 10:00 a.m. across the world, people will practice Tai Chi simultaneously to create a global wave of pure energy. Experience beautiful, moving Tai Chi and Qigong demonstrations and then try it yourself in fun interactive breakout sessions.

**FREE****Saturday April 27, 2019****9:45am - 1:00pm****ID: 60387 • RM: A1500**



MINDFULNESS & MEDITATION

Qigong and Meditation for Health and Martial Arts **NEW**

Loosely translated, Qigong means “energy practice”, which is an ancient exercise practice used for health maintenance and martial arts. This class will help you enhance both your health and martial arts. Multiple types of qigong will be covered. Topics include Eight Pieces of Brocade, Yi Jin Jing, Microcosmic Orbit, and more. 6 Contact Hours, \$65, Jay Soderberg

62083 Th 6/13 - 7/25

7:00pm - 8:00pm

A1560

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

60265 S 4/20 9:00am - 3:00pm

P0806

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 for improved relationships and finances – core areas of a person’s overall wellness. Sessions are designed to provide ample opportunity for practical learning. 12 Contact Hours, \$345

60250 T 4/9 - 4/30

6:00pm - 9:00pm

P1844



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.

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.

60248 Th 4/11 6:00pm - 8:00pm P1840

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.

60249 Th 4/18 6:00pm - 8:00pm P1840

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 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.

60246 Th 4/25 6:00pm - 8:00pm P1840

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.

60247 Th 5/2 6:00pm - 8:00pm P1840

Individual: \$49 | 2 Contact Hours
Series: \$169 | 8 Contact Hours

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. Please bring a bag lunch and pillows, towels, and/or mat. 7 Contact Hours, \$150, Lucille Crow

62154 S 5/11 8:00am - 4:00pm P0838

Reiki Energy Therapy Level 2

Advance your skills by increasing the power and versatility of use 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

60245 S 4/13 8:00am - 4:00pm P0838

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Lucille was great! Beautiful presentation and understandable.
Winter 2019 Student



TAI CHI

BEGINNING TAI CHI CLASSES				
Tai Chi for Health				
62088	M 6/10 - 7/22	6:30pm - 7:30pm	\$65	Richter
Tai Chi for Arthritis and Balance - Part 2				
62089	M 6/10 - 7/22	7:30pm - 8:30pm	\$65	Richter
ABC's of Tai Chi				
62081	M 6/10 - 7/22	7:00pm - 8:00pm	\$65	Soderberg
Radiant Lotus 2				
62101	T 6/18 - 7/30	7:30pm - 8:30pm	\$65	Ebeling
Shibashi Level 1				
62091	W 6/19 - 8/7	7:30pm - 8:30pm	\$65	Ebeling
Yang Style 10 Form				
60351	W 4/17 - 5/22	6:30pm - 7:30pm	\$65	Ebeling
INTERMEDIATE/ADVANCED TAI CHI CLASSES				
Yang Style Short Form				
62082	M 6/10 - 7/22	8:00pm - 9:00pm	\$65	Soderberg
Yang Style 10 Form				
62090	T 6/18 - 7/30	6:30pm - 7:30pm	\$65	Ebeling
Yang Style Long Form				
62084	Th 6/13 - 7/25	8:00pm - 9:00pm	\$65	Soderberg

LANGUAGES

Beginning Spanish

See website for course descriptions. 1.2 CEU, Paulino Brener

Level 1: \$139 (includes textbook for Beginning Spanish Level 1-3)

60421 W 4/17 - 5/22 6:30 - 8:30pm P0838

62118 T 6/11 - 7/16 6:30 - 8:30pm P0838

Level 2: \$109

60422 W 5/29 - 7/10 6:30 - 8:30pm P1840

62119 T 7/23 - 8/27 6:30 - 8:30pm P1840

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto! 2.4 Contact Hours, \$115, Dan Mikels

Online, starts monthly.

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

62031 Online 6/3 - 6/28

Guided Spanish Practice Group

Designed to develop language proficiency, fluency and confidence. It is recommended that students complete Spanish level 4 or equivalent. 1.2 CEU, \$109, Paulino Brener

60424 M 4/22 - 6/17

6:30pm - 8:30pm P0838

Begin Conversational French

You'll learn practical, common phrases and dialogue specific to various settings and cultural tips. 2.4 CEU, \$115, Amy Page

Online, start anytime.

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. 2.4 CEU, \$109, Robert Bertoldi

Online, starts monthly.

Discover Sign Language

Learn to sign basic phrases and expand to complete sentences. You'll learn to incorporate facial expression to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. 2.4 CEU, \$115, Erin Trimble

Online, start anytime.



SUMMER LEARNING FOR TEACHERS

Take a look at our website and you will find a variety of online courses and certificates.

- Students with ASD (Autism Spectrum Disorder)
- Gender in the Classroom
- Talking Circles: A Restorative Approach to Student Discipline
- Social Media and Online Tools for K12 Teachers
- Substitute Teacher Preparation

Discounts are available for schools and teacher cooperatives. Call us for more information.



Beginning Japanese

1.2 CEU, Michiko Dressen

Level 1: \$135 (includes textbook that will be used for Level 1-4)
60428 Th 4/4 - 5/9 6:00 - 8:00pm P2808

Level 2: \$109
62110 T 5/16 - 6/20 6:00 - 8:00pm P1810

Hiragana and Katakana NEW

Learn how to read and write the most essential Japanese phonetic alphabet, Hiragana and Katakana, for your comprehensive skills before starting JLPT. 1.2 CEU, \$135, Michiko Dressen
62114 M 5/6 - 6/17 6:00 - 8:00pm P1810

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.* 1.5 CEU, \$155, Michiko Dressen
62112 W 5/15 - 6/19 6:30 - 8:30pm P1810

Get connected.

Normandale offers a variety of language classes to prepare you for travel, set you apart in the workplace, and open you up to new ideas.

Italian	French
Spanish	Chinese
Japanese	American Sign Language
Russian	English Speaking Skills

Enroll in a language course, or schedule a customized program for your organization. Check our website for more information or give us a call at 952-358-8343.



Join the
global community

TELL US WHAT YOU THINK



Our goal is
to create impactful
learning experiences,
and your feedback is vital
to making this happen.

5 Lucky Winners
will receive a voucher
valued at \$350.

To be eligible,
complete the survey
by **April 12, 2019.**

Whether you are a current learner or have never taken a class from us, we are asking you to complete our online survey.

Find the survey at normandale.edu/CE or see page 10 for more information.