

WINTER/SPRING 2019

normandale

continuing education

learning at the
pace of change

p. 18

**5 skills of the
indispensable professional**

p. 30

The Pace of Change

In a recent report, "The Future of Jobs," the World Economic Forum explains that those who continuously learn will thrive. We are living in a time when digital technologies such as AI, analytics, robotics, and mobility are radically changing how we work and live. In this environment, the strategy is to become an avid learner. When we explore new interests and nurture our creative talents, we expand our abilities to adapt so that we can prosper, professionally and personally.

We hope the opportunities in this schedule inspire you to invest in your own learning and professional development. Normandale is a resource that empowers you to learn at your own pace as you work toward something that will provide meaning in your life, whether that's earning a certificate in entrepreneurship or exploring the mind-body connection.

We also know that our lives run on different clocks. Whether you work 9 to 5 at a corporate office, manage your own business, or work several side gigs, Normandale offers a variety of learning options. Quality, convenience and value are all important. 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.

Learning for Individuals, Teams and Organizations

REGISTRATION

Online: normandale.edu

Phone: 952-358-8343

Fax: 952-358-8240

In Person

Partnership Center, RM P1820
Monday – Friday, 8:00am – 4:30pm

Advertised discounts may not be available for online registrations. To register for a class which is eligible for a discount, call 952-358-8343.

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



Refund Policies may vary according to class type. Our general policy requires that we be notified at least 4 days prior to the class start date in order to qualify for a refund. Refund policies for other classes and programs may be found on our website:
www.normandale.edu/CE/classes

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

Advanced registration is encouraged for all programs and must be accompanied by payment or charge authorization. In most cases, enrollment is limited, so participants are encouraged to register early. If you are traveling a long distance, you are encouraged to register with Normandale before you make travel arrangements to guarantee a space in the class/workshop.

Getting Here Is Easy!

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



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Change Management
Project Management
Data Analysis
Agile and Scrum
Lean and Six Sigma
Communication
Customer Service and Sales
Marketing and Social Media

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Russian
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Chinese



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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. In this workshop, 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

60277 Online 3/4 - 3/29

60331 Online 5/6 - 5/31



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.

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

60276 Online 2/4 - 3/1

60368 Online 4/1 - 4/26

Collaborative Management

60277 Online 3/4 - 3/29

60331 Online 5/6 - 5/31

Managing Generations in the Workplace

60278 Online 4/1 - 4/26

Individual: \$175 - \$295 | 1.6 CEU
Series: (save \$120) \$595 | 4.8 CEU

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

60279 Online 2/4 - 3/1

60327 Online 4/1 - 4/26

Leading and Mastering Virtual Meetings

60280 Online 3/4 - 3/29

60328 Online 5/6 - 5/31

Creating High Performance Virtual Teams

60281 Online 4/1 - 4/26

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 final 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.

COMMUNICATION SKILLS

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 shoot 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

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

Certificate in Business Writing

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Dump The Data, Tell The Story

– page 7



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*

Certificate in Presentation Media

Whether your presentation is online or inperson, utilizing presentation media will make your message more impactful. Learn the latest, most advanced practical and design knowledge in presentation media. Rob Lee, Jeff Kritzer, and Andi Helmi

Graphic Design for Visual Presentations

59570 Online 4/1 - 4/26

Infographics

59568 Online 2/4 - 3/1

60361 Online 4/1 - 4/26

Photoshop for Presentations

59569 Online 3/4 - 3/29

60362 Online 5/6 - 5/31

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

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 and attend an upcoming Change Summit (guest attendance is limited).



Conflict Solutions Certificate

Discover a workable conflict management model, discuss case studies and learn strategies to apply in your workplace. Learn to improve your communication and negotiation skills. DiSC assessment and review is included. Sally Klaus, Kate Webster, Meredith Brown

• Conflict Management

59571	Online	2/4 - 3/1
60329	Online	4/1 - 4/26

• Dealing with Difficult People in the Workplace

60285	Online	3/4 - 3/29
60330	Online	5/6 - 5/31

• Stress Management

60286	Online	4/1 - 4/26
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Individual: \$145 - \$245 | 1.6 CEU
Series: (save \$140) \$495 | 4.8 CEU

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

Social Change Certificate

From big business to nonprofits, leaders are implementing strategies designed to achieve social change within the workplace and our communities. If you are being asked to lead or organize a social change initiative, this certificate will provide you with proven techniques to engage others, manage resources and move your efforts forward. See website for course details.

Sally Schmall, Brenton Rolle, Lisa Barrow

• Change Management Skills

60282	Online	2/4 - 3/1
60333	Online	4/1 - 4/26

• Change in the Workplace

60283	Online	3/4 - 3/29
60340	Online	5/6 - 5/31

• Creating Community & Social Change

60284	Online	4/1 - 4/26
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Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU

Negotiation: Get What You Want

Learn to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. 1.6 CEU, \$195, Sally Klaus

59572 Online 3/4 - 3/29

BUSINESS ACUMEN

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. 2.0 CEU, \$765

Online, courses start monthly

Microsoft Project 2016

NEW

Discover how to effectively plan, implement, and control projects using Microsoft Project 2016. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project's details so you can create a project schedule in no time flat and then share it with clients and co-workers. 2.4 CEU, \$129

Online, courses start monthly



WHEN LEARNING IS MORE THAN TAKING A CLASS,
IT'S ABOUT GAINING IN-DEMAND CREDENTIALS.

Go to any online job-posting site, and you'll see how in-demand data skills are, no matter the position or industry. Technological advancements have driven changes in how we do our work, and big data has created a world that requires everyone to have a working knowledge of good data practices. Put simply, data analysis has become too important to leave it just to data scientists.

"[Data] skills are applicable in almost any field imaginable, giving students options and opportunities," explains Normandale faculty member Jim Polzin. "Employers are looking for these people today and in the foreseeable future."

Whether you are just entering the workplace or looking to supplement years of experience, you—and your career—will be served by developing skills in the area of data analysis. Normandale offers certificates and degrees for this fast-growing field, including:



Certificate in Data Analysis	p. 7	Infographics	p. 7
Business Intelligence (BI) Tools	p. 22	SQL – Structured Query Language	p. 23
Healthcare Data Analytics Certificate	p. 33	Dump the Data, Tell the Story	p. 7
MS Access Certificate	p. 22	MS Excel Spreadsheet Certificate	p. 21



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

59568 Online 2/4 - 3/1

60361 Online 4/1 - 4/26

Business Intelligence (BI) Tools for Data Insight – page 22

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

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

60267 Online 2/4 - 3/1

60323 Online 4/1 - 4/26

- Intermediate Data Analysis

60268 Online 3/4 - 3/29

60324 Online 5/6 - 5/31

- Advanced Data Analysis

60269 Online 4/1 - 4/26

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 begin and end classes at your convenience.

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

60272	Online	2/4 - 3/1
60325	Online	4/1 - 4/26

• Project Management Processes

60273	Online	3/4 - 3/29
60326	Online	5/6 - 5/31

• Project Management Knowledge Areas

60274	Online	4/1 - 4/26
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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 using Microsoft Project 2016. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project's details so you can create a project schedule in no time flat and then share it with clients and co-workers. 2.4 CEU, \$129

Online, courses start monthly

Programming for Non-Programmers Certificate

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Crystal Reports – Page 6

According to PMI, through 2027, the project management-oriented labor force is expected to grow by 33 percent. Now is the time for professionals and job-seekers to add project management credentials to their resumes.

FACILITATION METHODS



Are you a project manager tasked with moving a group forward toward a common goal? If so, you want to advance your facilitation skills in a way 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 scale is used to improve access to underserved communities, ranging from \$400 to \$950. To register, visit <http://hue.life>.

Dates: January 29-30 April 9-10
February 26-27 May 1-2
March 20-21

Location: Normandale Partnership Center



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, \$1,080, Doug Shimp

60392	T & W	3/5 & 3/6	8:30am - 4:30pm
60393	T & W	4/23 & 4/24	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, \$1,080, Doug Shimp

60394	T & W	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.

LEAN SIX SIGMA

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

60275 Online 4/1 - 4/26

Applying Lean Sigma Practices to HR Functions

Gain the skills needed to facilitate small groups and teams using Lean Process Improvement methodologies. *See website for course details.* 1.6 CEU, \$245, Sally Schmall

59575 Online 3/4 - 3/29

60322 Online 5/6 - 5/31

Six Sigma Green Belt

Develop your problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model and introduce you to Six Sigma Green Belt methods and techniques. Although not required, it is ideal if you have a project to work on during the course. *See website for course details.* Scott Follett

Introduction to Six Sigma Green Belt

60437 Online 2/4 - 3/1

60438 Online 4/1 - 4/26

Intermediate Six Sigma Green Belt

60439 Online 3/4 - 3/29

60440 Online 5/6 - 5/31

Advanced Six Sigma Green Belt

60441 Online 4/1 - 4/26

60442 Online 6/3 - 6/28

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



Need a good reason to start using Agile and Scrum methods?

"Scrum works because it is intuitive. Team members bring their best to what are usually considered high stakes projects. Scrum tools are easy to learn, so instead of feeling stressed out, people are able to contribute in creative and intelligent ways."

Jason Moffett, ScrumMaster at Cambria

See greater results at your work while discovering a new sense of energy, flexibility and productivity.

Normandale is experienced in working with organizations who are looking to implement agile practices and adopt Scrum. See page 9 for more information. Give us a call 952-358-8343 to learn more or get started.



QUALITY

**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 Nasset

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

**Foundations of
Supply Chain Management**

Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. Do you have a strategy for your supply chain? Is it aligned? Do you know and understand the decisions and tradeoffs you have to make? Upon completion of this course you will not only understand the above, you will have a completed plan created for your own supply chain. 1.6 CEU, \$245, Chuck Nemer

59554	Online	3/4 - 3/29
60396	Online	5/6 - 5/31

CONTINUOUS IMPROVEMENT

Normandale partners with Performance Excellence Network (PEN) in the areas of performance excellence and continuous improvement.

PEN is offering membership and group discounts when you register for these Normandale workshops (fees include lunch and materials).



Performance • Excellence • Network
A Catalyst for Success for 25 Years

January 31 - Appreciative Inquiry: Better Communication, Better Leadership, Better Teams – Michael Gold. Learn to harness the power of positive reflection to solve problems and build productive teams.

February 5 - Principles of Excellence: Baldrige 101 – Michael Garner & Paul Grizzell. The Baldrige framework provides a systems perspective for continuous improvement and advancing performance excellence.

February 21 - Moving through Barriers: Transforming Workplace Conflict – Tammy Krings. Gain greater self-awareness about your natural conflict mode and how to choose new, more productive ways to respond.

March 5 - Leading with Courage – Lee Eisenstad. Learn how to ‘lean in’ to challenging situations and provide the brave leadership that your team depends on.

All workshops will be offered at Normandale’s Partnership Center. Visit the PEN website for more information or to register: www.performanceexcellencenetwork.org

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

60289 Online 2/4 - 3/1

60341 Online 4/1 - 4/26

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. WordPress is one of the most popular blogging applications. You will learn to configure WordPress options and customize its appearance. You will write blog entries, publish them and then set up accounts for allowing access to your blog. You will also explore options for marketing your blog. 1.6 CEU, \$255

Online, courses start monthly

Infographics - page 7

Podcasting **NEW**

The intimate nature of audio medium allows potential clients to get to know who you are and better understand your business. Learn step-by-step the required elements needed to get your show online. 1.6 CEU, \$245, Travis Allison

60071 Online 2/4 - 3/1

60342 Online 4/1 - 4/26

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 Will and William Draves

- **Business Writing**

59563 Online 2/4 - 3/1

- **Effective Copywriting**

59564 Online 3/4 - 3/29

- **Writing News and Press Releases**

59565 Online 4/1 - 4/26

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

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



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

59780 Online 2/4 - 4/26



Inbound Marketing Certificate

Inbound marketing 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. Michael Weiss, Susan Hurrell and Dan Belhassen

- **Introduction to Inbound Marketing**

60066 Online 2/4 - 3/1

- **Content Marketing**

60068 Online 3/4 - 3/29

- **Advanced Inbound Marketing**

60067 Online 4/1 - 4/26

Individual: \$195 | 1.6 CEU
Series: (save \$90) **\$495 | 4.8 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 16-17 and begin to pursue your dream.

Certificate in Google Tools

Grow your skills, career, or business by increasing your abilities with 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. This certificate is for anyone serious about leveraging more success from their website and is designed for non-technical users. Susan Hurrell, Jennifer Selke and Dan Belhassen

- **Google Analytics**

60056 Online 2/4 - 3/1

60343 Online 4/1 - 4/26

- **Google Apps for Business**

60061 Online 3/4 - 3/29

60344 Online 5/6 - 5/31

- **Google+**

60055 Online 4/1 - 4/26

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



MARKETING

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. *See website for course details.*
Jennifer Selke

- **Twitter**

60290	Online	2/4 - 3/1
60350	Online	4/1 - 4/26

- **Facebook for Business**

60291	Online	3/4 - 3/29
60352	Online	5/6 - 5/31

- **LinkedIn for Business**

60292	Online	4/1 - 4/26
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Individual: \$195 - \$245 | 1.6 CEU
Series: (save \$140) \$495 | 4.8 CEU

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**

60069	Online	2/4 - 3/1
60354	Online	4/1 - 4/26

- **YouTube for Business**

60070	Online	3/4 - 3/29
60356	Online	5/6 - 5/31

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

Social Media for Business Certificate - page 16



SELF PACED.

The **Digital Marketing Certificate** is also designed for self-directed learning, allowing you to begin and end classes at your convenience.

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**

60050	Online	2/4 - 3/1
60346	Online	4/1 - 4/26

- **Boosting Your Website Traffic**

60049	Online	3/4 - 3/29
60347	Online	5/6 - 5/31

- **Online Advertising**

60046	Online	4/1 - 4/26
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Individual: \$195 | 1.6 CEU
Series: (save \$90) \$495 | 4.8 CEU



CUSTOMER SERVICE AND SALES

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 Transform your customer service into something extraordinary, and gain more repeat business which will improve your organization's bottom line. Nanette Sanders-Cobb and Fred Bayley

- **Keys to Customer Service**
59566 Online 2/4 - 3/1
- **Extraordinary Customer Service**
59567 Online 3/4 - 3/29

Individual: **\$145 | 1.6 CEU**
Series: (save \$45) **\$245 | 3.2 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 for your role 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, courses start monthly

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 strategies to help you become a top producing salesperson. Tim Street and Maria Coons

- **Strategic Selling with Social Media**
59547 Online 2/4 - 3/1
- **Getting Started in Sales**
59548 Online 3/4 - 3/29
- **Power Selling**
59549 Online 4/1 - 4/26

Individual: **\$195 | 1.6 CEU**
Series: (save \$90) **\$495 | 4.8 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 hands-on learning approach will equip you with everything you need including prep for the Salesforce Administrator Certification Exam. (The fee for the certification exam is not included with the course.) 2.4 CEU, \$595
Online, courses start monthly

ENTREPRENEURSHIP

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**
60293 Online 2/4 - 3/1
60348 Online 4/1 - 4/26
- **Marketing Using Social Media**
60294 Online 3/4 - 3/29
60349 Online 5/6 - 5/31
- **Integrating Social Media in Your Organization**
60295 Online 4/1 - 4/26

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, 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
Online, courses start monthly

Instagram for Business - page 12

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. You will gain insights in each phase of consulting from initial client contact, to delivery of services, and re-contracting for a new engagement. 2.4 CEU, \$140
Online, courses start monthly



WHEN LEARNING IS MORE THAN TAKING A CLASS,
IT'S ABOUT LAUNCHING A BUSINESS.



Game designer and entrepreneur Michael Migliacio has completed several levels of Japanese at Normandale with instructor Michiko Kato Dressen. "Thanks to the additional practice provided by Michiko-sensei's class, I was able to successfully present my game to a Japanese publisher and have launched it in Japan on a Nintendo platform!"

Learn more about:

Game design	p. 29
Entrepreneurship certificates	p. 16-17
Language programs	p. 50-51



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**

60358	Online	2/4 - 3/1
59544	Online	4/1 - 4/26

- **Cash is King**

59543	Online	3/4 - 3/29
60359	Online	5/6 - 5/31

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

59544	Online	4/1 - 4/26
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Individual:	\$195 1.6 CEU
Series:	\$495 4.8 CEU

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Gain insights into the characteristics, abilities and techniques needed to develop and successfully manage your new business. 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**

59551	Online	2/4 - 3/1
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- **The Business Plan**

59552	Online	3/4 - 3/29
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- **Entrepreneurial Marketing**

59553	Online	4/1 - 4/26
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Individual:	\$195 1.6 CEU
Series:	(save \$90) \$495 4.8 CEU

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

LEARN CODE.

See pages 28-29



learning at the pace of change

Our professional and personal lives are becoming more integrated today as we strive to get as much done as efficiently as possible. The concept of achieving “work-life balance” isn’t gone, but it is different. We work in a highly connected world where we need to continually learn in adaptable, focused and personalized ways to keep up with the pace of change.

In three years, you’ll
need to relearn

35%
of your job¹

Every five years, your
skill set will be

50%
less valuable
as it was before²

85%
of jobs that will exist in
2030 haven’t been
invented yet³

stay ahead

Think about what motivates you to learn. If it’s staying competitive in your field, you’re in good company. According to the Pew Research Center, more than half of us believe that ongoing learning is essential to our career success. Beyond specific job skills, employers now look for people who possess key competencies. On p. 30, we look at the skills that make professionals stand out. Which ones are missing from your skillset? Normandale offers certifications specifically designed to help you stand out in your job search or get noticed on your team.

It’s not just about the skills, though. Equally important is deciphering your own learning style and making sure that it works within your lifestyle. Learning is no longer defined by time or place. It takes many forms ranging from the traditional instructor-led experience to online, independent learning options.

¹The Future of Productivity, Müge Adalet McGowan and Dan Andrews, OECD

²How to keep up with the Future of Work, World Economic Forum, July 2017

³85% of Jobs haven’t been Invented, HuffPost, 2017

set the rhythm

Our lives today move at the pace of change and it's easy to get caught up in the blur. To become more effective, we need to understand our own style and preferences and play to them. In the recent bestseller *When: The Scientific Secrets of Perfect Timing*, author Daniel Pink writes, "I used to believe that timing was everything. Now I believe that everything is timing." His point is that everyone has a personal rhythm which can be managed to enhance all that we do, including learning. You can choose to spread out coursework over several months or knock it out in an intense few days. What's important is that you make an investment in yourself by figuring out your rhythm of learning and then scheduling time on a regular basis to do just that: learn.

reflect on your journey

You've come a long way and you have so much more you want to accomplish. Neuroscience research has shown that when we make a change to a routine or task, we become more aware, present and ready to learn. When we connect that change to something that is meaningful to us, we create learning that is memorable and actionable.

When and where will you find meaning this year? Mastering a skill or learning something new can help you create more moments that matter in your life. Where do you want to go? Whatever your destination, Normandale is here to support your journey.

While you may naturally read this and think of your own personal learning, this exact same pace, rhythm and reflection is applicable to your organization as well. Any of our programs can be brought to your organization for maximum impact and minimal disruption. Call 952-358-8343 and discover learning opportunities that are meaningful, productive, and profitable for you.

The concept of achieving work-life balance isn't gone, but it is different. We work in a highly connected world where we need to continually learn in adaptable, focused and personalized ways.

5 HOUR RULE

Many successful people follow what is being referred to as the "five hour rule." They (Warren Buffett, Bill Gates, Barack Obama, and Oprah Winfrey) spend at least one hour each work day reading, reflecting or experimenting. They see this time as an investment: it keeps them sharp and focused on continual self-improvement.



Establishing a learning practice keeps us fit in all aspects of our lives. Just as there are recommendations for how many vitamins we should take or glasses of water we should drink, five hours of learning provides the minimum dose needed to thrive and prosper, professionally and personally!

BUSINESS PRODUCTIVITY

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

Courses start monthly and are offered online.

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

60299	Online	2/4 - 3/1
60433	Online	4/1 - 4/26
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

59558	Online	3/4 - 3/29
60367	Online	5/6 - 5/31

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

Performing Payroll in QuickBooks

See website for course details. 2.4 CEU, \$115, Scott Paxton

Accounting, Finance and Bookkeeping courses start anytime and are offered online.

Accounting Fundamentals

Increase your financial awareness and gain a marketable skill. You will learn the basics of double-entry bookkeeping, how to analyze and record financial transactions and other core banking activities. 2.4 CEU, \$115, Charlene Messier

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 17

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

59975	T	1/29 & 2/5	8:30am - 12:00pm
59977	S	2/9	9:00am - 4:00pm
59978	Th	3/14 & 3/21	8:30am - 12:00pm
59979	S	4/20	9:00am - 4:00pm
59976	Th	5/2 & 5/9	8:30am - 12:00pm

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, Christy Leach and Derek Hughes

59981	T	2/12 & 2/19	8:30am - 12:00pm
59982	S	3/2	9:00am - 4:00pm
59983	T	4/9 & 4/16	8:30am - 12:00pm
59984	S	5/18	9:00am - 4:00pm

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

59985	T	3/5 & 3/12	8:30am - 12:00pm
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

See page 22

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

59970	F	1/25	9:00am - 4:00pm	P1802
59971	T	2/26	9:00am - 4:00pm	P1802
59972	Th	5/30	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

59973	T	3/26	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
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Earn a **Microsoft Access Certificate** by completing:

- MS Access Level 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 systems to 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

59988	F	2/1 & 2/8	8:30am - 12:00pm
59989	Th	3/28 & 4/4	8:30am - 12:00pm
59990	T	5/7 & 5/14	8:30am - 12:00pm

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

59991	F	2/15 & 2/22	8:30am - 12:00pm
59992	Th	4/18 & 4/25	8:30am - 12:00pm
59993	T	5/21 & 5/28	8:30am - 12:00pm

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

59994	F	3/1 & 3/15	8:30am - 12:00pm
59995	Th	5/16 & 5/23	8:30am - 12:00pm

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

59997	F	3/22	9:00am - 4:00pm	P1802
59998	F	5/3	9:00am - 4:00pm	P1802

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



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

SQL rivals JavaScript as the most popular programming language.

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

60092	W	2/6	9:00am - 4:00pm	P1802
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

60095	W	2/27	9:00am - 4:00pm	P1802
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

60093	W	2/13	9:00am - 4:00pm	P1802
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

60094	W	2/20	9:00am - 4:00pm	P1802
60108	W	5/8	9:00am - 4:00pm	P1802



"The Web Design certificate offered that real world perspective for how the work of designers is changing."

Melanie Schumacher, designer, artist and entrepreneur

Get Certified!

Gain In-Demand Skills.

Taught by design professionals, learn to utilize Adobe software and the latest industry techniques.

Benefit from 1:1 Coaching.

Each class offers an interactive learning experience and opportunities to receive personalized feedback to hone your skills and improve your project.

Enhance Your Portfolio.

Create a final design project to use in your professional portfolio.

Graphic and Web Design Certificates



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

60096	W	3/6	9:00am - 4:00pm	P1802
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

60097	W	3/13	9:00am - 4:00pm	P1802
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 certificate series, you will have learned basic graphic 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
- Foundation 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

60102 W 3/27 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

The Most Valuable Certifications in IT

Certifications are important. Primarily, they serve to validate your skills and expertise. Additionally, they show potential employers that you are committed to the field. And, there is the personal satisfaction that comes from passing an exam and earning the right to add those letters after your name.

If you are looking to build your skills or crave a new career path, take a look at the top ten certifications for IT professionals and imagine your new future.



1. Certified in the Governance of Enterprise IT (CGEIT)
2. AWS Certified Solutions Architect - Associate
3. Project Management Professional (PMP)
4. AWS Certified Developer - Associate
5. Certified Information Systems Security Professional (CISSP)
6. Certified in Risk and Information Systems Control (CRISC)
7. Certified Information Security Manager (CISM)
8. Certified ScrumMaster
9. Certified Ethical Hacker (CEH)
10. Six Sigma Green Belt

Normandale offers a wide-range of online industry-leading certification trainings and most are **WIOA certified**. Visit our website to learn more or to enroll today.

Source: Global Knowledge Study, 15 Top-Paying IT Certifications for 2018



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

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

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 certificate series, you will have learned basic graphic 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



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

Fall 2018 Graphic and Web Design student



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

Game Design – page 29

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 now involved or even dependent on programming, managing or working with programmers is now 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**
60300 Online 2/4 - 3/1
- **Basic Programming Concepts**
60301 Online 3/4 - 3/29
- **Communicating with Programmers**
60302 Online 4/1 - 4/26

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

Discover resources for developing game design, identify the mechanics and verbs used in different games. Take the first steps into understanding game design process, game genres, and use development application to begin your journey of making games. Jean Haefner and Moses Wolfenstein

- **Introduction to Game Design**

59561 Online 2/4 - 3/1

- **Intermediate Video Game Design**

59562 Online 3/4 - 3/29

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

Become a Computer Technician

Whether you are looking to 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**. See website for more information.

Enroll today for \$1,999 and get a laptop or iPad!

59487

WIOA Approved

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**

60296 Online 2/4 - 3/1

- **HTML Fundamentals**

60297 Online 3/4 - 3/29

- **CSS Fundamentals**

60298 Online 4/1 - 4/26

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

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





Make Your Career Soar: 5 Skills of the Indispensable Professional

It's widely known that to achieve different results, you need to do something different from what you've always done. If this is your year to take your career to a new level, consider adding one or two of these skills to your resume. Doing so will get you well on your way to becoming an indispensable professional and a stand-out in your field.



Works Across Disciplines

Become a person who can work across disciplines. New descriptors for these in-demand professionals are popping up everywhere – trans-disciplinarians, cross-professionals and talent stackers. People with deep knowledge or experience in one area who are able to speak the language of another discipline are highly valued. For example, consider a marketer who codes, or a social worker who has mastered statistics or a nurse who is adept in IT. Complex problems often require trans-disciplinary solutions. Throughout this schedule, you will find courses and certificates that are specifically designed to help you create a unique stack of skills that will set you apart.



Communicates in New Media

Whether communicating with customers or employees, new media is all about competing for eye-share and mind-share. Employers are looking for individuals who can create engaging content, memorable communications and are fluent in multiple forms of media. Consider adding video marketing, social media (p 14-16) or graphic and web design (p 24-27) credentials to your resume.



Thinks Computationally

It is no secret that we live in a data-dependent world, which is why employers increasingly hire and promote individuals with data skills. Converting data into meaningful information often begins with building technical skills. Becoming proficient with applications such as Excel, Access and SQL (p 21-23) is a great way to start. Programs such as the data analysis certificate and infographics (p 7) are designed for those who want to boost their abilities to work with statistics, see trends, communicate key insights and support decision making.



Collaborates Virtually

In our networked economy, work has changed dramatically. Instead of being defined by a job title, most of us now contribute to projects or work on cross-functional teams. Employers need people who are self-directed and accountable while also empathetic and insightful. Gamification and collaboration not only create community but also increase engagement and productivity across town or across time zones. Check out game design, (p 29), collaborative management (p 2) and the virtual teams certificate (p 2).



Facilitates Novel Solutions

Finding deeper meaning and making sense of the world are things robots will never master (at least they haven't yet). Individuals and teams who are able to untangle problems, test new ideas and advance challenging projects are the ones adept at achieving complex goals. For example, Agile methods like Scrum allow teams to adapt in real time (p. 9). Likewise, advanced facilitation techniques are able to drive creative and momentum-building solutions (p. 8).

While it may be impossible to completely future-proof your career, gaining highly transferable skills will ensure you can adapt when needed and take advantage of new opportunities.

In addition to these skills, Normandale offers other learning opportunities which are designed to keep your career moving forward. Programs are offered online, in person and self-paced. Check out our website or give us a call at 952-358-8343 and we'll help you identify options that are aligned to your goals.

PROFESSIONAL SERIES



Health IT professionals are the go-to people who ensure technology is used in a way that improves patient care, quality, safety and is cost-effective. Normandale's MNHIT program offers high-demand, technical and leadership skills needed in this growing field.

MNHIT Level 1 Certificate

Level 1 will equip you with foundational health IT concepts, language and systems.

- Overview of Health Information Technology
- Language of Health Information Technology
- Health Management Information Systems

MNHIT Level 2 Certificate

Level 2 dives into core health IT activities, uses, and change management concepts.

- HIT Workflow Analysis and Change Management
- Leadership and Teams in Health IT
- Networking and Health Information Exchange



LEARNING DELIVERY.

Classes are offered online, instructor supported and start every four weeks.

MNHIT Level 3 Certificate

Level 3 exposes you to the EHR and builds business and management skills to succeed in health IT.

- Business of Health IT
- Health IT Project Management
- Electronic Health Records Bootcamp - Virtual Lab

Individual:	\$195 - \$255		7 CEU
Series:	\$555 - \$665		21 CEU



WHEN LEARNING IS MORE THAN TAKING A CLASS,
IT'S ABOUT A CAREER TRANSITION.



Tatyana Leyderman is a great example of someone who layered her expertise with new skills and knowledge to transition to a new career.

Coming from quality and analytics with no medical background, she is now a health care quality analyst for Hennepin Healthcare. Tatyana says Normandale's Health IT program "filled in the critical learning gaps so I could make the transition to Health Care Informatics."

What is your career goal? Please contact us at 952-358-8343 or visit our website; we look forward to helping you make a successful transition and advance in your career.



TRANSFORMATIONAL SERIES

These practical certificates will develop skills and insight to empower you to work in and support healthcare transformation. The series will help you understand what transformation means, and how it is changing the way we leverage technology, improve care delivery and focus on quality. Earn a certificate or take individual courses, \$145 per course.

Value-Based Care Certificate

This certificate covers key concepts related to value-based care (VBC) and healthcare reform. Gain the skills and training needed to manage day-to-day work including care delivery, quality measurement and improvement as well as satisfaction.

- **The Business of Value-Based Care** (0.825 CEU)
- **Applications of Value-Based Care** (0.675 CEU)
- **Negotiating Contracts for Value-Based Care** (0.2 CEU)

Healthcare Data Analytics Certificate

The role of data is critical to healthcare. This 2-course certificate will teach you the core fundamentals of data analysis through the lens of healthcare, including practical exercises and relevant scenarios of how data is used to support, manage, and improve care delivery, quality measures, population health, finances, and much more.

- **Understanding Healthcare Data Analytics** (0.8 CEU)
- **Clinical Data Analytics and the Learning Health System** (0.95 CEU)



LEARNING DELIVERY.

Classes are offered online, instructor supported and start every four weeks.

Population Health Certificate

Population health shifts the focus from the individual patient to the population, allowing providers and health organizations to improve the healthcare experience and business models by leveraging population-level data.

- **Population Health Policy** (0.6 CEU)
- **Population Health Data Analytics** (0.75 CEU)
- **Population Health Interventions** (0.9 CEU)

Together, Johns Hopkins University School of Medicine and Normandale are developing leaders in healthcare.



JOHNS HOPKINS
SCHOOL of MEDICINE

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

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

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, \$3,999

59053 Online – start anytime

*Healthcare is the
#1 employment industry
in the US with currently
over 1 million open positions.*

**Medical career training offers
short-term, work-ready certifications
to help you launch or
redirect your career.**

Bureau of Labor Statistics



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

FREE MEDICAL CAREER INFORMATION SESSIONS



60315	Th 2/14	6:00pm - 8:00pm	P1840
60314	F 2/15	1:00pm - 3:00pm	P1810
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 course details.* 4 Contact Hours, \$56, Jahana Berry

60318	T	2/5	5:30pm - 9:30pm	A1570
60319	W	3/13	5:30pm - 9:30pm	A1570
60320	T	4/16	5:30pm - 9:30pm	A1570

Thyroid Health NEW

Data indicates that about 13-15 billion adults suffer from Hypothyroidism. Come and 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 healing the thyroid gland and the many functions of the thyroid gland that are essential to life and well-being. 3 Contact Hours, \$59, Dr. Rys Preston

60411	W	2/20	6:00pm - 9:00pm	P1844
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Adrenal Fatigue: Stress, Symptoms and Healing NEW

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, Dr. Rys Preston

60410	W	2/13	6:00pm - 9:00pm	P1844
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Emergency Medical Responder Refresher (EMR) NEW

This 16-hour course enables the currently certified or recently expired First Responder or EMR (Emergency Medical Responder) to renew certification. Upon successful completion of the course, participant will be re-certified as a First Responder or EMR by the State of MN EMS Regulatory Board. 16 Contact Hours, \$195, Jahana Berry

60370	S & Su	3/9 & 3/10	8:00am - 5:00pm	A1570
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Emergency Medical Technician (EMT) – *see website for course details*

Protect Yourself from Control Dramas NEW

Learn about common control drama patterns and how to negate them. Understand and respond to attempts made to gain influence at your expense. Awareness of these dramas can lead to understanding and forgiveness, as awareness alone often equals change. The more you understand someone, the easier you can forgive them. 3 Contact Hours, \$49, Jody Jonati

60310	T	2/19	6:00pm - 9:00pm	P1840
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Certificate in Infectious Diseases and Infection Control

Learn the basic techniques and procedures for preventing the transmission of infectious disease and some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDs, zoonoses and tickborne diseases. *See website for course details.* 13 Contact Hours, \$119, Cyndie Koopsen and Caroline Young

Online, courses start monthly



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. Matthew Alfs

- **Traditional Diets and the Modern-American Diet - Part 1**
60234 M 3/18 6:30pm - 9:00pm P1844
- **Traditional Diets and the Modern-American Diet - Part 2**
60235 M 3/25 6:30pm - 9:00pm P1844
- **Macronutrients - Part 1**
60236 M 4/1 6:30pm - 9:00pm P1844
- **Macronutrients - Part 2**
60237 M 4/8 6:30pm - 9:00pm P1844
- **Vitamins - Part 1**
60238 M 4/15 6:30pm - 9:00pm P1844
- **Vitamins - Part 2**
60239 M 4/29 6:30pm - 9:00pm P1844
- **Minerals**
60240 M 5/6 6:30pm - 9:00pm P1844
- **Healing Applications of Nutrition**
60241 M 5/13 6:30pm - 9:00pm P1844

Individual: \$49 | 2.5 Contact Hours
Series: \$355 | 20 Contact Hours

The Energy of Food: Creating a Right Relationship to Substances NEW

Does your relationship with food nourish you or not? Most of us struggle with food, challenged by food issues, cravings, overweight, allergies, sensitivities, addictions, or just plain confusion. This class will cover the little known contributors to these challenges, which are the subtle energies affecting and creating our relationship with food. We'll analyze the subtle or invisible energies composing the physiological, psychological, epigenetic (ancestral), and subtle anatomical issues that create—and clear—food issues. 7 Contact Hours, \$145, Cyndi Dale

59582 S 2/9 9:00am - 4:00pm P1840



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

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. This course will cover a step-by-step process on starting a business: business types, laws, taxes, insurance, marketing, financing and business strategies. 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

60369 T 3/26 6:00pm - 9:00pm P1844





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. See website for course details. Asavari Manvikar

1. Introduction to Ayurveda

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

60253 T 3/5 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.

60254 T 3/12 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.

60255 T 3/19 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.

60256 T 3/26 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.

60257 T 4/2 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.

60258 T 4/9 6:00pm - 8:30pm P1840

Individual: \$49 | 2.5 Contact Hours
Series: \$249 | 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 also a professional member of the International Ayurvedic Association (AAPNA), and also teaches at the University of Minnesota's Center for Spirituality.

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.

- **Development, Forms and Energetics of Herbal Therapy – Part 1**
60225 W 3/20 6:30pm - 9:00pm P1844
- **Development, Forms and Energetics of Herbal Therapy – Part 2**
60226 W 3/27 6:30pm - 9:00pm P1844
- **Constituents and Properties of Herbs - Part 1**
60227 W 4/3 6:30pm - 9:00pm P1844
- **Constituents and Properties of Herbs - Part 2**
60228 W 4/10 6:30pm - 9:00pm P1844

- **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

Individual: \$49 | 2.5 Contact Hours
Series: \$355 | 20 Contact Hours



Matthew Alf, 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.

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 Alf

60242 W 6/12 5:00pm - 7:30pm 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 Alf

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



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

60371 M 2/25 - 3/18
6:00pm - 9:00pm P1840

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 additional brain based and 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. *See website for course details.* 12 Contact Hours, \$285, Jen Shepherd

60372 M 4/1 - 4/22
6:00pm - 9:00pm P1840

Embracing Life and Navigating Change with Essential Oils **NEW**

With essential oils as the foundational tool, you will learn how aromatherapy can support mindset, emotions and life transitions. Explore life changes (career, divorce, empty nester syndrome, health, injury, unemployment) in a holistic manner and learn empowerment processes to help you impact an overall positive life outlook—meeting your best self while doing so. 5 Contact Hours, \$89, Marita Rahlenbeck

60311 W 3/6 - 3/13
6:00pm - 8:30pm P1840

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

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 and hands-on application. 12 Contact Hours, \$345, Valerie Lis

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 is vast, from food sensitivities and general pain relief, to detecting specific areas of self that needs 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 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

60243	S	2/2	8:00am - 4:00pm	P0838
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60244	S	3/16	8:00am - 4:00pm	P0838
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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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HEALING TOUCH

Healing Touch uses gentle, heartcentered touch to assist in balancing physical, emotional, mental and spiritual well-being. It enhances the body's natural ability to heal through the human energy centers and energy bio field. 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

60251	F	2/8	8:00am - 5:00pm	P0806A/B
	& S	2/9	8:00am - 4:00pm	

60252	F	4/5	8:00am - 5:00pm	P1840
	& S	4/6	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, Barb Schommer

60263	F	3/15	8:00am - 5:00pm	P1808
	& S	3/16	8:00am - 4:00pm	

MIND-BODY CONNECTION

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

60313 Th 2/21 6:00pm - 9:00pm P1810

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. And 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

60312 S 3/23 8:30am - 4:00pm P1844

Understanding Empaths

This class will help you understand characteristics, abilities, gifts and challenges that Empaths (perhaps yourself?) experience. Topics such as healing, energetic boundaries, intuition, and specific techniques and mantras will be discussed to weave into everyday life. 6 Contact Hours, \$149, Beth Jacobson

60308 Th 3/7 - 3/21
6:00pm - 8:00pm P1844

Awaken Your Power
to Self-Heal NEW

Over 75 percent of all primary health care visits are directly related to stress. In this workshop, you will learn the concepts and tools necessary to bring healing and awareness into your own life to reduce unwanted stress and increase your power to self-heal. This course is not a substitute for medical care, nor is it meant to diagnose or treat any medical condition. 2 Contact Hours, \$49, Steven Hiebert

60307 T 2/12 5:30pm - 7:30pm P1840



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.



- February 5** **Healing the Microbiome**
Dr. Raphael Kellman
- March 5** **Functional Medicine: What Is It and How Can It Help Us?**
Dr. Patrick Hanaway
- 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

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



ENERGY MEDICINE

Energy Medicine Certificate

The Energy Medicine Certificate introduces the philosophies and descriptions of energy anatomy and energy healing. The 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. Gain a toolbox of holistic techniques, ranging from use of color, shapes, energetic diagnosis, and imagery, to intuition and intention, all the while practicing the delivery and receiving of healing energy. You must take all seven classes for certificate of completion. However, you can enroll in any class to get started.

Classes 1-3 will be offered in Fall 2019

4: Energy Anatomy: Fields

Every living being and even inanimate objects emanate energy fields. There are thousands! Explore the myriad of these fields and how they work.

59025 S 1/26 9:00am - 4:00pm P1840

5: Energy Anatomy: Centers

We'll explore various cross-cultural chakra systems and the spiritual and scientific explanation for how they work before describing the 12-chakra system in detail.

59026 S 2/23 9:00am - 4:00pm P1840

6: Energy Healing

Gain techniques including energy assessment, clearing, balancing, and opening to help heal self and others.

59027 S 3/23 9:00am - 4:00pm P1840

7: Energy Medicine: Being the Practitioner

We'll present the major categories of energy work as well as their benefits and outline the various criteria for deciding which to participate in or recommend to someone.

59028 S 4/20 9:00am - 4:00pm P1840

The Energy of Food: Creating a Right Relationship to Substances

See page 37

Individual: \$145 | **7 Contact Hours**
Series: \$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.



SLEEP

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. But most people in this 24/7/365 world do not understand the science of sleep or circadian body clocks, or even how sleep and internal body rhythms interact with our general sense of wellness and mental health.

Sleep Well Series NEW

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.

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.



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. 6 Contact Hours, \$149

60402 Th 4/17 - 5/1
6:00pm - 8:00pm P1840

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

Join the celebration! At 10:00am 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

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

60306 Th 4/4 - 4/25
6:00pm - 7:30pm P1810

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

Qigong and Mediation 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, depending on student interest. Topics include Eight Pieces of Brocade, Yi Jin Jing, Microcosmic Orbit, and others. 12 Contact Hours, \$120, Jay Soderberg

60379 Th 1/31 - 4/25
7:00pm - 8:00pm A1560

Certificate in Meditation **NEW**

Explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness. The practice of meditation offers improvement of the symptoms of various diseases and allows practitioners to experience a deeper spiritual connection. This course will guide through the discovery of how meditation can be used to increase mindfulness, reduce stress, deal with pain and illness, and support overall well-being. 0.8 CEU, \$99

Online, courses start monthly

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.

BEGINNING TAI CHI CLASSES				
Tai Chi for Health				
60375	S 1/26 - 3/9	11:00am - 12:00pm	\$65	Gonzales
60376	S 3/16 - 4/20	11:00am - 12:00pm	\$65	Gonzales
60380	Th 3/7 - 4/18	6:30pm - 7:30pm	\$65	Gonzales
Tai Chi for Arthritis and Balance – Part 1				
60363	Th 1/24 - 2/28	6:30pm - 7:30pm	\$65	Gonzales
Tai Chi for Arthritis and Balance - Part 2				
60364	Th 1/24 - 2/28	7:30pm - 8:30pm	\$65	Gonzales
Tai Chi for Diabetes				
60365	Th 3/7 - 4/18	7:30pm - 8:30pm	\$65	Gonzales
ABC's of Tai Chi				
60336	M 1/28 - 3/18	7:00pm - 8:00pm	\$65	Soderberg
60337	M 3/25 - 4/29	7:00pm - 8:00pm	\$65	Soderberg
Radiant Lotus Rises				
60345	W 3/6 - 4/10	6:30pm - 7:30pm	\$65	Ebeling
Longevity Qigong				
60353	W 1/23 - 2/27	7:30pm - 8:30pm	\$65	Ebeling
Radiant Lotus 1				
60378	W 1/23 - 2/27	6:30pm - 7:30pm	\$65	Ebeling
Shibashi Level 1				
60373	S 1/26 - 3/9	10:00am - 11:00am	\$65	Gonzales
Shibashi Level 2				
60374	S 3/16 - 4/20	10:00am - 11:00am	\$65	Gonzales
Yang 10				
60351	W 4/17 - 5/22	6:30pm - 7:30pm	\$65	Ebeling
INTERMEDIATE/ADVANCED TAI CHI CLASSES				
Shiba Louhan Qigong Level 2				
60339	T 1/29 - 4/16	6:30pm - 7:30pm	\$120	Ebeling
Yang Style Short Form				
60338	M 1/28 - 4/29	8:00pm - 9:00pm	\$120	Soderberg
60334	S 1/26 - 5/4	10:30am - 11:30am	\$120	Soderberg
Yang Style 40 Form				
60377	T 1/29 - 4/16	7:30pm - 8:30pm	\$120	Ebeling
Yang Style Long Form				
60332	S 1/26 - 5/4	9:00am - 10:00am	\$120	Soderberg
60360	Th 1/31 - 4/25	9:00am - 10:00am	\$120	Soderberg
Intro to TCM & 5 Element Theory				
60355	W 3/6 - 4/24	7:30pm - 8:30pm	\$85	Ebeling
Sun Style 73 Form				
60335	S 1/26 - 4/20	9:00am - 10:00am	\$120	Gonzales
Sun Style 73 Intensive				
60397	W 5/1 - 5/22	7:30pm - 8:30pm	\$65	Ebeling



TAI CHI WORKSHOPS

Trauma-Informed Tai Chi

NEW

Learn how to apply Dr. Paul Lam's three fundamental rules for safety to trauma-informed Tai Chi. 1.5 Contact Hours, \$49, Jeannine Robinett

60382 S 2/2 1:30pm - 3:00pm \$2330

Sensing Hands Workshop

We will focus on two-person work based on Yang style Tai Chi Chuan. Learn sensing hands patterns. Increase your sensitivity and sense your partner's equilibrium. 2 Contact Hours, \$49, Jay Soderberg

60383 S 2/2 1:00pm - 3:00pm A1560

60385 S 3/2 1:00pm - 3:00pm A1560

Depth of Fan Workshop

This workshop will review the Moving Stillness Fan form, refine technique, and add depth for those who have previously learned the complete form. 1.5 Contact Hours, \$49, Linda Ebeling

60381 T 1/22 7:00pm - 8:30pm \$2330

60384 S 3/2 1:00pm - 2:30pm \$2330

60386 T 4/23 7:00pm - 8:30pm \$2330

Introduction to Push Hands

Learn and practice how to use sensing hands energy, not pushing, to explore your balance, alignment, tension and timing. 1.5 Contact Hours, \$49, Linda Ebeling

60366 S 1/12 1:00pm - 2:30pm \$2330

INSTRUCTOR CERTIFICATIONS

Tai Chi for Arthritis & Falls Prevention Instructor - Level 1

Learn Tai Chi forms, designed by Dr. Paul Lam and associates, to support the efficacy of preventing falls and safely modify movements based on learner capabilities or limitations. Upon successful completion, you will be certified as an instructor for 2 years. This program is endorsed by Arthritis Foundations worldwide. *Note: An instructional DVD and book are required to purchase prior to the workshop; see website for course details.* 14 Contact Hours, \$285, Linda Ebeling

60388 S & Su 5/4 - 5/5
8:30am - 4:30pm

\$2330

Tai Chi for Arthritis & Falls Prevention Instructor Update - Level 1

This program will update your skills and knowledge as an instructor. Upon successful completion, you will be re-certified as an instructor for 2 years. *Prerequisite: Participant must have current certification (TCAFP) within 30 days of expiration date.* 7.5 Contact Hours, \$125, Linda Ebeling

60389 Su 5/5 8:30am - 4:30pm \$2330



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. Normandale also offers some unique language programs designed to meet specific learner interests – Explore Spanish, Guided Practice Groups, and Professional Certifications (JLPT). *See our website for course details.*

Russian

See website for course details.

Italian

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

- Level 1:** \$135
60414 W 3/6 - 4/17 7:00 - 9:00pm P2808
- Level 2:** \$109
60416 W 4/24 - 5/29 7:00 - 9:00pm P2808

French

- 1.2 CEU, \$109, Rose Mingo-Holtz
- Level 1:** 60399 M 4/22 - 6/3
6:45pm - 8:45pm P1810
- Level 4:** 60398 M 3/4 - 4/15
6:45pm - 8:45pm P1810

Mandarin Chinese

- 1.2 CEU, \$109, Youmei Hou
- Level 1:** 60435 T 2/12 - 3/19
6:00pm - 8:00pm P1844
- Level 2:** 60436 T 4/9 - 5/14
6:00pm - 8:00pm P1844

JAPANESE

Beginning Japanese

- 1.2 CEU, Michiko Dressen
- Level 1:** \$135 (includes textbook that will be used for Level 1-4)
60406 T 2/19 - 3/26 6:30 - 8:30pm P1810
60428 Th 4/4 - 5/9 6:30 - 8:30pm P2808
- Level 2:** \$109
60407 T 4/2 - 5/7 6:30 - 8:30pm P1810
- Level 4:** \$109
60403 T 2/21 - 3/28 6:30 - 8:30pm P2808

Daichi

NEW

- Prerequisite: Hiragana and Katakana Learning. See website for course details.*
1.2 CEU, \$109, Michiko Dressen
- Part 2**
60408 W 2/6 - 3/13 6:30 - 8:30pm P1810
- Part 3**
60409 Th 3/20 - 4/24 6:30 - 8:30pm 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
- 60405 M 2/4 - 3/18 6:30 - 8:30pm P2808

“
Learning a language has provided deeper insights into my own values, priorities and perceptions as I see them reflected in other cultures.
Italian student



SPANISH

Beginning Spanish

1.2 CEU, LeAnn Taylor and Paulino Brener

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

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

Level 2: \$109

60422 W 5/29 - 6/19 5:30 - 8:30pm P1840

Level 3: \$109

60420 W 1/16 - 2/20 6:30 - 8:30pm P0838

Level 4: \$139 (including textbook)

60423 T 3/6 - 4/10 6:30 - 8:30pm P0838

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

Online, courses start monthly

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

Exploring Spanish

This course is designed to be a useful introduction to Spanish for travelers or those who have little or no exposure to the language. Learn how to combine key sentence structures and vocabulary in a mix-and-match format to quickly expand your communication. We'll focus on functional personal interactions that compound into a wide variety of contexts with a focus on travel situations. 1.2 CEU, \$139, LeAnn Taylor

60419 M 2/12 - 3/19

6:30pm - 8:30pm

P0808A

ENGLISH

FREE English Made Easier - Introduction to Accent Reduction

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

60425 Th 3/14 6:00pm - 7:30pm P1810

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, \$135, Claire Campbell-Norman

60426 Th 3/21 - 4/25 6:00 - 8:00pm P0808B



WHEN LEARNING IS MORE THAN QUALIFYING FOR A JOB, IT'S ABOUT GAINING A GREAT CAREER

For years we have heard about an increasing skills gap, where there are good jobs but not enough qualified workers.

Logically, we understand that technological and demographic changes are driving the issue. In other ways, though, it is a problem that doesn't seem to make sense, especially when we think about all of the talented and motivated people who are unable to find a good job – one that is interesting, challenging and offers opportunities for growth.

In response, Hennepin County, Ramsey County, Dakota County, Project for Pride in Living (PPL) and Normandale are working together to deliver an innovative program. Now instead of a degree being a prerequisite, these partners have fine-tuned job requirements and infused career focused training to accelerate career opportunities for adult learners.

Shawanna Rodriguez explains, “In the past, the roles and responsibilities of job seekers, educators, community-based organizations and employers remained separate. Even though we had common goals, we weren't able to break down key barriers and leverage opportunities until we collaborated in very intentional ways.” Shawanna is a human services supervisor and pathway outcome coordinator for Hennepin County.



She is part of a team of leaders who are working every day to enhance the talent-to-job-to-career formula.

Interested in landing a new career?

Give us a call at 952-358-8343 or email ncal@normandale.edu.



MINNESOTA STATE

*Normandale Community College,
a member of Minnesota State*

If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, Braille or large print materials), such an accommodation can be available upon request. Normandale is an affirmative action, equal opportunity educator and employer. The contents of this brochure and other college publications are subject to change without notice. The information in this brochure is available in alternate formats.



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 you are looking for a quality **menu** of learning programs, this affordable strategy provides you with a myriad of programs – **data analytics, problem solving, supervision, customer service, six sigma, scrum, cultural competence, web design, UX**, etc. – ranging from short courses to certificate programs, as well as a variety of delivery formats including online, hybrid and face to face. This is an **“easy button”** if you are looking to expand your training resources.

Customized

When you have limited time or resources, we can design training that addresses specific business needs and skill gaps. We have a network of teaching and learning experts (trainers, instructional designers, SMEs, technologists) who can create learning solutions to build employee **competencies** and organizational **momentum**.

Strategic

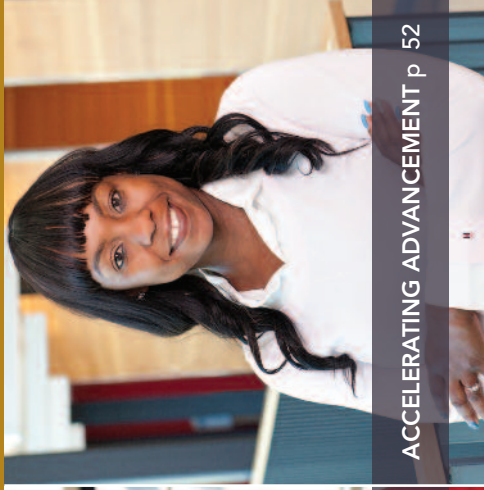
For organizations pursuing significant learning investments, we provide assessment, research and possibly the funding (grants) needed to stage and align workplace learning to **career paths, performance plans** and **corporate strategy**. Every day, we work with corporations to deliver comprehensive solutions in areas like **continuous improvement, change management, health IT, CX** and **innovation**.



WHEN LEARNING IS MORE THAN TAKING A CLASS,
IT'S ABOUT...



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ACCELERATING ADVANCEMENT p 52



CAREER TRANSITIONS p 32



IN-DEMAND CREDENTIALS p 6



NORMANDALE
COMMUNITY COLLEGE

CONTINUING EDUCATION

9700 France Avenue South
Bloomington, MN 55431-4399