

normandale

continuing education

WINTER/SPRING 2020

IS IT TIME TO
LIBERATE
YOUR CAREER?

It is a LEAP year!

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS



Is it time to Liberate Your Career?

2020 is here, and we are living in a new career economy. From big data to artificial intelligence, today's fastest-growing job categories didn't even exist five years ago. These changes are just the beginning. Economists predict careers will eventually span more than 60 years and evolve in ways unimaginable to us today.

How we talk about what we do is also changing. Instead of jobs, people now talk about roles and responsibilities, skills and talents, and projects and contributions. For some of us, these changes are energizing, while others struggle with what it takes to stay relevant. Understanding how to keep pace and align work to talents and goals can be challenging and exciting.

So, whether you are a recent college grad, mid-career professional or industry veteran, we hope that as you look through this schedule, you'll find courses, programs and events that will inspire you to invest in yourself and liberate your career!

Explore

Sometimes, we are unsure about where to go with our work. You might be thinking about a new role, new employer or venturing out on your own.

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Accelerate

In this coming year, gain the skills that will accelerate your career and provide you with new options to stretch your talents or assume different responsibilities.

Supervision & Management Certificate	p 3
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Web Design Certificate	p 22
Certified ScrumMaster	p 14

Renew

When you step away from your to-do list, even for a short time, to go on a walk, read a book, or take a class; you give import to your own priorities, and in turn, cultivate greater contentment and joy in all aspects of your life.

Holistic Nutrition Certificate	p 35
Ayurveda Certificate	p 37
World Tai Chi Qigong Day (free event)	p 45

As you consider new professional development opportunities, know that Normandale Continuing Education is here to support your goals. Call us at 952-358-8343; we're here to help.

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS

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REGISTRATION

Online: normandale.edu/CE/classes

Phone: 952-358-8343

Fax: 952-358-8240

In Person: Partnership Center, P1820

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

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

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

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

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

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

Getting to Normandale Is Easy!

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



LEADERSHIP

Leading Without Authority

Project and team leaders often find themselves in an unenviable position. You are responsible for producing results through other people, but you don't have the formal authority to make those people comply. Fortunately, power and influence involve much more than just telling people what to do. You will learn how to persuade others to action by leading with questions, creating common goals and establishing an enthusiastic team. 0.4 CEU, \$150, Julie Berg 63144 Th 4/16 1:00 - 5:00pm P1840

Certificate in Workplace Communication

Good communication in the workplace is more important than ever. See website for course descriptions. Sally Klauss

- **Conflict Management**
62901 Online 2/3 - 2/28
62982 Online 4/6 - 5/1
- **Negotiation: Get What You Want**
62902 Online 3/2 - 3/27
62983 Online 5/4 - 5/29
- **Using Personality Profiles for Better Work Performance**
62904 Online 4/6 - 5/1
63025 Online 6/1 - 6/26

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

"Influence is an invitation anyone can make to another person. Whether or not you have formal positional power, successfully persuading others to do something most often comes from your ability to build relationships."

John Maxwell, best-selling leadership author

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. Sally Klauss, Joyce Odidison and Kassia Dellabough

- **Management Bootcamp**
62915 Online 2/3 - 2/28
62992 Online 4/6 - 5/1
- **Collaborative Management**
62916 Online 3/2 - 3/27
62993 Online 5/4 - 5/29
- **Managing Generations in the Workplace**
62917 Online 4/6 - 5/1
63035 Online 6/1 - 6/26

Individual: \$175 - \$295 | 1.6 CEU
Series: (save \$140) \$595 | 4.8 CEU

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!

Supervision and Management Certificate

Making the Transition to Leadership

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.

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.

63146 Th 4/23 8:30am - 12:30pm P1844

Individual: \$150 | 0.4 CEU

Series: (save \$100) **\$500 | 1.6 CEU**

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.

63147 Th 4/30 8:30am - 12:30pm P1840

Developing Your Leadership Style

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

63148 Th 5/14 8:30am - 12:30pm P1840



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.

BRENÉ BROWN WORKSHOPS

These research-based programs provide the guidebook to developing brave leaders and courageous cultures. When we learn to have tough conversations, show up with whole hearts, and lean on our values, everyone is able to do their best work.

DARING GREATLY™

Developed by Dr. Brené Brown, Research Professor at the Graduate School of Social Work at the University of Houston, this powerful and transformative workshop is designed for people of all ages who want to show up, be seen and live a braver life. This workshop will help you:

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

The workshop will meet on Tuesday and Thursday for two consecutive weeks. When you leave the workshop, you'll be given personal reflections and exercises. Your instructor will provide feedback after the workshop. 1.6 CEU, \$345, Sarah Ciavarri

63151 Tu & Th 6/2 - 6/11 6:00pm - 9:00pm P1840

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



Improve Business Results Through DIVERSITY, INCLUSION & BELONGING



"Companies that embrace diversity and inclusion in all aspects of their business statistically outperform their peers."

High Impact Talent Management,
Bersin by Deloitte

People bring their best to work when they feel valued, empowered and included by their organization.

Creating an equitable organization is the right thing to do. Research also reveals that inclusive practices yield impressive gains in employee recruitment and retention as well as revenue and customer loyalty.

Normandale works with organizations to design or rethink diversity and inclusion practices. From conducting assessments to delivering workshops, we help businesses reach their full potential.

Contact us to learn more about bringing **"Moving from Unconscious Bias to Conscious Inclusion"** and other workshops to your organization.



DARE TO LEAD™

This two-day workshop is your invitation to become a braver leader as you learn to apply the four empirically-proven skill sets of courageous leadership. You will learn and practice using the language, tools and frameworks needed to put these powerful skills into immediate practice. 1.6 CEU, \$795, Sarah Ciavarrì

Rumbling with Vulnerability. Learn to engage in tough conversations, face risk, uncertainty and emotional exposure with courage, clarity and empathy.

Living into Our Values. Identify, operationalize and practice the beliefs and values you hold most important.

Braving Trust. Understand what it takes to build authentic connections with your teams, colleagues and customers so you can work together from a foundation of trust.

Learning to Rise. Attend to your emotions and stories and learn how to show up and lead with courage, even when faced with failure, disappointment and setbacks.

Who should attend: Those who consult, coach, inspire, train and lead teams. If you want to develop your own leadership skillset and become braver in your working life, this program is for you.

63262 Th & F

5/28 - 5/29

8:30am - 5:00pm

P1840

Bring DARE TO LEAD™ to Your Organization

If you are committed to building an open, courageous and respectful culture, DARE TO LEAD™ can be a powerful impetus.

Bring the DARE TO LEAD™ program to your organization or have your team meet at Normandale. Since schedules and resources don't always allow for a two-day workshop, we can deliver the training through flexible schedules and formats.

Give us a call. We look forward to finding an option that will meet your needs.



PROJECT MANAGEMENT

Project Management Certificate

- **Introduction to Project Management**
62911 Online 2/3 - 2/28
62990 Online 4/6 - 5/1
- **Project Management Processes**
62912 Online 3/2 - 3/27
62991 Online 5/4 - 5/29
- **Project Management Knowledge Areas**
62913 Online 4/6 - 5/1
63027 Online 6/1 - 6/26

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




SELF PACED.
The **Project Management Certificate** is also designed for self-directed learning, allowing you to start any time. Whether you are interested in project management or are already doing it, this program will provide you with skills, tools and instruction to confidently manage projects.



Every day, we hear from employers whose organizations are struggling with the dizzying rate of change. Even as they implement logical change projects, their people often become frustrated and stuck. We know the issue isn’t related to talent or commitment; it is about effectively preparing and leading the organization through change.

The Prosci **Change Management Certification Program** is the most sought-after change certification in the world. In a three-day workshop, individuals learn to apply Prosci’s methodology to one of their active projects. Through this experiential process, people gain the skills, tools and methodologies to drive change in repeatable and sustainable ways.



Equipping people to effectively drive and sustain change.

Prosci programs are backed by more than 20 years of change management research. Normandale is proud to partner with this global leader. Call us at 952-358-8343 to learn more about bringing change management programs to your company.



CHANGE MANAGEMENT

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 skills to enhance your leadership, communication and change management skills. 1.6 CEU, \$245, Joyce Odidison

62916 Online 3/2 - 3/27

62993 Online 5/4 - 5/29

Navigating Change

Change leadership is a two-way street. While formal leaders have an obligation to communicate clearly and create an environment where change can flourish, every individual also shares in the responsibility to be adaptable and flexible. Learn the difference between change and transition, while also developing tools for managing the stress often related to change. 0.4 CEU, \$150, Julie Berg

63150 Th 4/30 1:00pm - 5:00pm P1840

Change Management Skills

Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. 1.6 CEU, \$195, Sally Schmall

62918 Online 2/3 - 2/28

Leading without Authority - page 2

Leading Through Change

The frontline manager is in an unenviable position when it comes to leading change. Often faced with rallying the troops to accept and embrace change, there is an art and science to it. Gain proven strategies for establishing your role as a leader while learning to support your employees and hold them accountable for accepting change. This workshop allows ample time to apply concepts to your situation, so bring your issues with you and leave with an action plan! 0.4 CEU, \$150, Julie Berg

63149 Th 4/23 1:00pm - 5:00pm P1844



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

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

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

FACILITATION METHODS

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

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

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

ToP Facilitation Methods

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

January 27-28	8:30am - 5:00pm
February 18 - 19	8:30am - 5:00pm
March 30 - 31	8:30am - 5:00pm
April 20 - 21	8:30am - 5:00pm



Accelerated Action Planning

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

February 20	12:30pm - 5:00pm
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Strategic Planning

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

April 27 - 28	8:30am - 5:00pm
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Normandale is proud to partner with HueLife, the premier provider of ToP Facilitation Methods.



COMMUNICATION

Grammar Refresher

Improve your communication skills by reviewing and practicing grammar basics, eliminating common spelling errors and understanding the use of punctuation. More importantly, you will develop strategies for writing effective sentences. This course utilizes real-life examples for the development of practical writing skills that are necessary in professional, technical and business environments. 0.4 CEU, \$150, Jeannette Grace

63153 W 3/25 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, \$225, Jeannette Grace

63152 W 4/8 & 4/15
8:30am - 12:30pm P1840

Conflict Management Strategies

Wouldn't life and work be wonderful if you interacted with only pleasant people all the time? The reality is – you don't. Identify personal triggers that ignite conflict. Learn to get along with that person who drives you crazy. Find out how to maintain your personal power when your emotional brain takes over. If you are ready to take the steps to understand what drives difficult behaviors and map out your plan for effectively dealing with conflict, this class is for you. 0.4 CEU, \$150, Jeannette Grace

63156 Th 4/2 8:30am - 12:30pm P1840

Interpersonal Communication
Misunderstandings. Tension. Frustration.

These are all happening in the workplace and can be resolved if we become better communicators. The best part is, once you become a better communicator, others naturally follow. Discover your communication preferences and learn to adapt what and how you communicate for better interactions. The book *People Styles at Work and Beyond* by Robert Bolton and Dorothy Grover Bolton is included. 0.7 CEU, \$225, Jeanette Grace

63154 T 4/28 8:30am - 4:30pm P1840

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

LEARN CODE.

See page 29

BUSINESS ACUMEN

Certificate in Accounting and Finance for Non-Financial Managers

This certificate is also designed in a **self-paced** format, allowing you to start any time. Sharon deFonteny and Jodie Trana

- **Accounting and Finance for Non-Financial Managers**
62875 Online 2/3 - 2/28
- **Cash Is King**
62876 Online 3/2 - 3/27
- **Financial Analysis and Planning for Non-Financial Managers**
62877 Online 4/6 - 5/1

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

Unlocking the Riches of Business Intelligence (BI)

Big or small, established or startup, service or manufacturing – companies are intent on unlocking the fortunes that are stored in their data.

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

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

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

Introduction to Statistics

This course provides you with the skills and knowledge to start analyzing data. Learn to use, collect and then apply data to real-life problems with charts, numbers and graphs. You will learn ways to visualize and measure relationships to make forecasts and predictions. 2.4 CEU, \$115, Ben Sellers
Online, starts monthly.

Crystal Reports

See website for course description.
62736 Online, start anytime.

Introduction to Statistical Thinking

- page 24



We designed our BI program to meet the needs of working professionals. See our website and page 24 for more information.

BI courses can be brought to your organization. Call for more information about customized training options.



DATA ANALYSIS

Certificate in Mastering Excel

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

- **Mastering Microsoft Excel**

63225	Online	2/3 - 2/28
63226	Online	4/6 - 5/1

- **Intermediate Excel**

63227	Online	3/2 - 3/27
63228	Online	5/4 - 5/29

- **Advanced Excel**

63229	Online	4/6 - 5/1
63230	Online	6/1 - 6/26

Individual: \$195 | 1.6 CEU

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

SQL Certificate – page 26

Infographics - page 16

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.* This certificate is also offered in a **self-paced format**, allowing you to start classes anytime. John Rutledge, Mary Dereshiwsky and Jeff Kritzer

- **Introduction to Data Analysis**

62878	Online	2/3 - 2/28
62965	Online	4/6 - 5/1

- **Intermediate Data Analysis**

62879	Online	3/2 - 3/27
62966	Online	5/4 - 5/29

- **Advanced Data Analysis**

62880	Online	4/6 - 5/1
63020	Online	6/1 - 6/26

Individual: \$195 | 1.6 CEU

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

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



CONTINUOUS IMPROVEMENT

Performance Excellence Network

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

Principles of Excellence: Baldrige 101

Tuesday 2/25 8:30am - 4:30pm P1840

Six Sigma

Normandale offers a suite of Six Sigma programs — Yellow, Green and Black Belt Certifications. Each customized training program is designed to ensure competency development on many levels. Learners are able to connect the concepts to their role and industry, they gain coaching and practice using the tools and techniques and, in most situations, apply what they learn to a project. Contact us for customized training options.

TRAINING WITHIN INDUSTRY (TWI)

TWI is known as the foundation of continuous improvement. It is made up of four standardized courses: Job Relations, (JR), Job Instruction, (JI), Job Method, (JM) and Job Safety, (JS). Each course follows a proven four-step process (preparation, presentation, application and testing), which allows employees to quickly learn and adopt critical skills. Designed as a dynamic program of hands-on learning and practice, TWI offers the essential skills needed by supervisors and team leaders to sustain continuous improvement efforts.

"TWI is essential to sustaining lean initiatives. It provides frontline personnel with the skillset to establish a culture for change, process to achieve standard work, framework for continuous improvement, and easy-to-apply methods to achieve results."

TWI Institute

TWI Information Session **FREE**

Do you work for a company that has invested in Lean training for your employees? Or, maybe your organization is considering significant investments in implementing continuous improvement throughout your organization. If so, TWI is something that you will want to consider. Attend this free information session to learn more about TWI – the program, approach, benefits and the companies that are using TWI. This session will be led by TWI Master Trainer, Mike Braml. Mike is one of only five TWI Master Trainers in the United States and is a certified instructor of the TWI Institute.

63269 Th 5/7 8:00am - 9:00am P1840



Workplace Learning

Normandale works with organizations in manufacturing, healthcare, retail, financial services and government to deliver continuous improvement training.

We can bring a workshop onsite, tailor learning to support the needs of a team, or work with a training department to create a company-wide program.

Contact us to learn more about bringing continuous improvement programs to your business.



LEAN

Normandale works with experts in lean methodologies who bring real-world experience and insights to the classroom. Courses are designed to offer learners hands-on knowledge and skill development to immediately put in practice on the job. Whether you work on a shop floor or in an office environment, Lean is changing how businesses are organized and generate profits. Depending on where you are in your Lean journey, Normandale can deliver training in areas like:

- Lean Overview
- Value Stream Mapping
- 5S - Visual Management
- Standard Work

Using Lean to Declutter Your Clutter and Streamline Your Workflow

NEW

Feeling stuck? Overwhelmed by work in progress, unclear on where to start? Learn a time-tested Japanese method for identifying what's needed and what's getting in your way. Before Marie Kondo, there was Taiichi Ohno, the father of lean engineering behind the unprecedented successes in quality, production and culture at Toyota. The 5S technique developed there applies as easily to the industrial shop floor as to a retail counter, office supply cabinet, garage workspace, and even your own desk. Unlock your creativity and productivity by clearing away the clutter and giving yourself room to focus. 0.8 CEU, \$245, P1844, Megan O'Neal

63258 Th 5/7 & 5/14 8:30am - 12:30pm

Current State Mapping: Improvement Starts Here!

NEW

The first step to improvement is understanding. This class will help you learn to see your current state for what it is, and understand how to baseline your current performance. We will practice simple mapping techniques that let you focus on the value you are trying to deliver, as well as the extra work (or waste) that takes away from that value — and adds cost to your business. Mapping your process is an easy visual way to frame up the scope of your process, highlight problems to be solved, to build consensus, and start making a plan for improving. 0.4 CEU, \$150, Megan O'Neal

63259 T 4/21 8:30am - 12:30pm P1840

Introduction to Lean

This course is usually delivered onsite at a company. Employees quickly see that continuous improvement and lean apply to any organization or process. Employees learn to identify value and waste, the elements of a lean system, and how everything is based on the needs of the customer. After the training, employees will be ready to use a common language and tools. Contact Normandale to learn more about bringing this workshop to your organization.

AGILE AND SCRUM

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

Certified ScrumMaster

WIOA

If you have experience on development teams, or you’re facing complex product/project development efforts, this class might be right for you. It is recommended that you have some familiarity with Agile. This interactive course is designed to leverage your knowledge, skills and experiences so that you can learn the practice of Scrum in the context of your organization and the work that you do.



Course fee includes the Scrum Study Guide (a \$50 value) and a two-year membership in the Scrum Alliance.

Upon course completion and passing the online test, you will be listed on the Scrum Alliance website as a Certified ScrumMaster. 1.4 CEU, \$980, Doug Shimp

63196	T & W	3/17 & 3/18	
		8:30am - 4:30pm	A2566
63245	T & W	6/2 & 6/3	
		8:30am - 4:30pm	A2566

Certified by the Scrum Alliance, **Doug Shimp** is a founder and managing partner of 3Back Consulting. 3Back partners with Normandale to deliver training that is designed to “make teams better.” He is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert.



Why Scrum Works

“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

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

See greater results at 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. Give us a call 952-358-8343 to learn more or get started.



AGILE AND SCRUM

When individuals learn to use Agile methodologies, they appreciate the value that is created by working in multidisciplinary, self-managed and customer-focused teams. This approach not only accelerates profitable growth for their business but also supports their own leadership development as they enhance their abilities to establish high-performing teams, manage change, coach and collaborate.

Certified Scrum Product Owner

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

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

63197 Th & F 3/19 & 3/20
8:30am - 4:30pm A2566



Advanced Certified ScrumMaster

NEW

This certified educational offering is on the path to Certified Scrum Product Owner, providing professionals with a set of techniques and skills that go beyond the basics and mechanics of Scrum, expanding into interaction, facilitation, coaching, and team dynamics. The course is built upon shared experience and exercises that provide concrete practice to build deeper understanding of and skill with the topics covered.

Prerequisite: Certified ScrumMasters with a minimum of one year of experience. Upon course completion, you will be certified as an Advanced ScrumMaster from Scrum Alliance. 1.4 CEU, \$1,280, Doug Shimp

63246 T & W 5/12 - 5/13
8:30am - 4:30pm A2566



Earn a total of 14 PDUs toward your PMP recertification when you complete any one of these certifications:
Certified ScrumMaster
Advanced Certified ScrumMaster
Certified Scrum Product Owner

MARKETING COMMUNICATION

Certificate in Presentation Media

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

- **Infographics**
62898 Online 2/3 - 2/28
62980 Online 4/6 - 5/1
- **Photoshop for Presentations**
62899 Online 3/2 - 3/27
62981 Online 5/4 - 5/29
- **Graphic Design for Visual Presentations**
62900 Online 4/6 - 5/1
63024 Online 6/1 - 6/26

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

Visual Presentations - page 18

Certificate in Web Design

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

- **Introduction to Web Design**
62949 Online 2/3 - 2/28
63006 Online 4/6 - 5/1
- **Intermediate Web Design**
62950 Online 3/2 - 3/27
63007 Online 5/4 - 5/29
- **Advanced Web Design**
62951 Online 4/6 - 5/1
63031 Online 6/1 - 6/26

Individual: \$245 | 1.6 CEU
Series: (save \$140) \$595 | 4.8 CEU

Graphic Design Software Essentials Certificate

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

- **Adobe Illustrator Essentials**
62941 Online 2/3 - 2/28
- **Adobe Photoshop Essentials**
62942 Online 3/2 - 3/27
- **Adobe InDesign Essentials**
62943 Online 4/6 - 5/1

Individual: \$225 | 1.6 CEU
Series: (save \$130) \$545 | 4.8 CEU

Facebook for Business - see website

Grammar Refresher - page 9

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, non-profits and government agencies. No eMarketing experience is necessary. This certificate is also designed for **self-directed** learning, allowing you to start classes anytime. Dan Belhassen and Susan Hurrell

- **Improving Email Promotions**
62924 Online 2/3 - 2/28
62997 Online 4/6 - 5/1
- **Boosting Your Website Traffic**
62925 Online 3/2 - 3/27
62998 Online 5/4 - 5/29
- **Online Advertising**
62926 Online 4/6 - 5/1
63036 Online 6/1 - 6/26

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



MARKETING

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. *See website for full course description.* Rob Lee

- **Video Marketing**

62927 Online 2/3 - 2/28
62999 Online 4/6 - 5/1

- **YouTube for Business**

62928 Online 3/2 - 3/27
63000 Online 5/4 - 5/29

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

Podcasting

NEW

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

62929 Online 2/3 - 2/28
63001 Online 4/6 - 5/1

Instagram for Business

Discover ways to have your audience generate excellent content for you. Explore Do’s and don’ts of Instagram to get you on the fast track to success. *See website for details and tools needed.* 1.6 CEU, \$195, Nicole Siscaretti

62930 Online 2/3 - 2/28
63002 Online 4/6 - 5/1

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**

62893 Online 2/3 - 2/28

- **Effective Copywriting**

62894 Online 3/2 - 3/27

- **Writing News and Press Releases**

62895 Online 4/6 - 5/1

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

Blogging with WordPress

NEW

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

Online, starts upon registration

Google Analytics

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

62923 Online 2/3 - 2/28
62996 Online 4/6 - 5/1

SALES AND CUSTOMER SERVICE

Visual Presentations that Hit the Mark

You’ve seen it. You’ve lived it. Heck, you may have even caused it! What is it? Death by PowerPoint! You overwhelm people with bullet point after bullet point and wonder why no one remembers anything from your presentation. In this interactive workshop, learn how to improve any presentation by being more productive with your time and creating engaging visual aids that make your audience remember what you want them to remember. 0.4 CEU, \$150, Art Shore

63155 W 5/13 8:30am - 12:30pm P1840

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. Geoff Evans, Tim Street and Maria Coons

• Strategic Selling with Social Media

62881 Online 2/3 - 2/28
62967 Online 4/6 - 5/1

• Getting Started in Sales

62882 Online 3/2 - 3/27
62968 Online 5/4 - 5/29

• Power Selling

62883 Online 4/6 - 5/1
63021 Online 6/1 - 6/26

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



Use your talents to build your own business or work as a micro-preneur.

Entrepreneurship

“new business creation by Americans age 55 to 64 is responsible for nearly 25 percent of all business starts.”

The Kauffman Foundation

“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

Salesforce Power User **NEW**

Salesforce is the world’s number one CRM. If you are a sales manager or sales person, learning the various best practices of Salesforce allows you to better manage time and increase sales. 3.0 CEU, \$695

Online, starts upon registration

Salesforce Administrator **NEW**

Learn the core features of Salesforce to tailor the system for your implementation. The practical learning approach will equip you with everything you need including prep for the Salesforce Administrator Certification Exam. 2.4 CEU, \$595 (exam fee not included)

Online, starts upon registration

Certificate in Customer Service

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

• Keys to Customer Service

62896 Online 2/3 - 2/28
62978 Online 4/6 - 5/1

• Extraordinary Customer Service

62897 Online 3/2 - 3/27
62979 Online 5/4 - 5/29

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



ENTREPRENEURSHIP

Consulting: Managing Your Own Business

NEW

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

Online, starts upon registration

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

- **Introduction to Social Media**

62932	Online	2/3 - 2/28
63004	Online	4/6 - 5/1

- **Marketing Using Social Media**

62933	Online	3/2 - 3/27
63005	Online	5/4 - 5/29

- **Integrating Social Media in Your Organization**

62934	Online	4/6 - 5/1
63030	Online	6/1 - 6/26

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, and building/launching your website. Learn how to use tools and resources to engage with prospects and customers online to drive fresh leads to your business. 2.4 CEU, \$115, Brad Semp

Online, starts monthly.

Certificate in Accounting and Finance – page 10

Entrepreneurship Certificate

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

- **Entrepreneur Boot Camp**

62885	Online	2/3 - 2/28
62969	Online	4/6 - 5/1

- **The Business Plan**

62886	Online	3/2 - 3/27
62970	Online	5/4 - 5/29

- **Entrepreneurial Marketing**

62887	Online	4/6 - 5/1
63022	Online	6/1 - 6/26

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

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

63089	W	2/5	9:00am - 4:00pm	P1802
63090	W	4/15	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

63095	W	2/19	9:00am - 4:00pm	P1802
62096	W	4/29	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

63092	W	2/12	9:00am - 4:00pm	P1802
62093	W	4/22	9:00am - 4:00pm	P1802

Adobe InDesign

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

63098	W	2/26	9:00am - 4:00pm	P1802
63099	W	5/6	9:00am - 4:00pm	P1802

Join the Visual Culture:
The Demand for Design

More than ever, organizations compete for eye-share, mind-share and brand-share. Good design becomes great design when it is tied to a strategy.

Normandale’s **Graphic and Web Design Certificates** introduce learners to the tools and best practices of good design while also revealing how design techniques can be used to enhance business strategies.

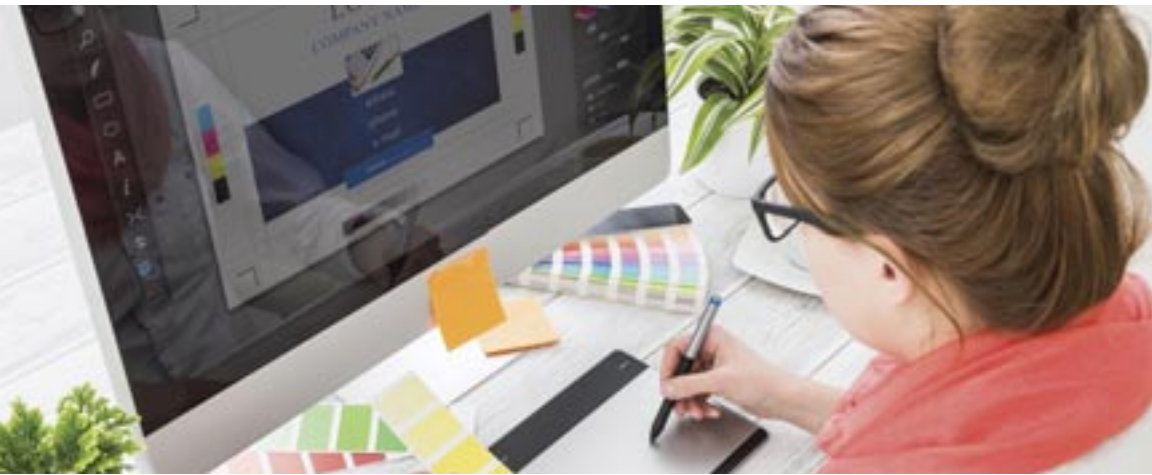
Gain in-demand skills. Grant Chandler, lead instructor, teaches from the perspective of a designer and developer who is a visual thinker and problem-solver.

Benefit from 1:1 Coaching. Each class offers an interactive learning experience which will provide you with personalized feedback to hone your skills and project.

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

These certificates offer an affordable way for adults to build and refresh design-focused skills. Our classes are shaped by the goals and interests of our learners and clients. If you or your organization are interested in seeing how design can be combined with strategy to create stunning results, give us a call.





Advanced Adobe Illustrator - Branding

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 application of techniques. 0.7 CEU, \$175

63101	W	3/4	9:00am - 4:00pm	P1802
63102	W	5/13	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

63104	W	3/11	9:00am - 4:00pm	P1802
63105	W	5/20	9:00am - 4:00pm	P1802

Certificate Capstone - page 22

Earn a **Graphic Design Software Certificate**



by completing:

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

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

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



I have learned more in one day with Grant than when I took an entire semester course at a university.

Graphic and Web Design Student



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.

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

63107	W	3/18	9:00am - 4:00pm	P1802
63108	W	5/27	9:00am - 4:00pm	P1802

HTML/CSS Fundamentals

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

63110	W	3/25	9:00am - 4:00pm	P1802
63111	W	6/3	9:00am - 4:00pm	P1802

Certificate Capstone

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

63116	W	4/8	9:00am - 4:00pm	P1802
63117	W	6/17	9:00am - 4:00pm	P1802

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



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

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

- Adobe InDesign
- Advanced Adobe Illustrator
- Advanced Adobe Photoshop

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

63113	W	4/1	9:00am - 4:00pm	P1802
63114	W	6/10	9:00am - 4:00pm	P1802



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

Graphic and Web Design Student



BUSINESS PRODUCTIVITY

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

Microsoft Word

Microsoft Outlook

Microsoft PowerPoint

Quickbooks Online

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

Business Writing - page 9

Bookkeeping Certificate

Gain the knowledge needed to measure and manage the financial health of your business. 4.8 CEU, \$495, Sharon deFonteny

Productivity eTools

Mastering Computer Skills in the Workplace

Accounting Fundamentals

Learn the basics of double-entry bookkeeping, analyzing and recording financial transactions and other core banking activities. 2.4 CEU, \$129, Charlene Messier

Performing Payroll in QuickBooks

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

Keys to Successful Money Management

NEW

Learn steps to explore and achieve true financial success. 2.4 CEU, \$129, Kirsten Iseminger



Microsoft Office Specialist Certification

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

This program prepares you to sit for the **Microsoft Office Specialist Certification Exams**, which cover Word, Excel, PowerPoint, Outlook, and Access. Exam vouchers included with program fee. \$2,695 62739 Self-paced, start upon registration

BUSINESS INTELLIGENCE

Business Intelligence (BI) Certificate

NEW

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

Introduction to Statistical Thinking

NEW

Creating conclusions – forming decisions – from data inevitably involves concepts from statistics. Why? Because statistics helps to quantify the risk of being misled when trying to reason with data and helps you make more reliable, credible decisions and conclusions. If you are working with data and crave to better understand foundational statistical concepts as you progress in your data analysis or quality improvement journey, this will fit the bill perfectly. This course will explore key concepts of inferential statistics (estimation intervals and hypothesis testing) and of model creation (linear regression) by using sample data with technology such as Microsoft Excel and R. 0.7 CEU, \$175, P1802, Mark Ahrens

63260 F 4/17 & 4/24 8:30am - 12:00pm

Microsoft Power BI Desktop - page 26

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



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

Introduction to Business Intelligence (BI)

NEW

Learn fundamental BI and data science concepts in order to leverage and communicate BI for better decision-making. Work through real business case studies using efficiency tools and analytical thinking skills that you can apply to your own unique business challenges or opportunities. 0.7 CEU, \$175, P1802, Faculty

63248 M 2/24 & 3/2 8:30am - 12:00pm

63249 Th 6/11 & 6/18 8:30am - 12:00pm

Want More?
Check out these courses to really build your BI muscle.

Introduction to Design Concepts - page 20

Data Analysis Certificate - page 11

SQL - page 26

Introduction to SSRS and Power BI for Excel - page 26

Microsoft Access - page 27

Introduction to Python - page 28



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

63158	T	2/11 & 2/18	8:30am - 12:00pm
63159	S	3/7	9:00am - 4:00pm
63160	Th	4/2 & 4/9	8:30am - 12:00pm
63161	S	4/25	9:00am - 4:00pm
63162	M	5/4	9:00am - 4:00pm

Microsoft Excel Level 2

Designed for students with some spreadsheet experience. You will learn spreadsheet construction, how to design more sophisticated formulas, absolute addressing, charting graphs, formatting, and multi-sheet activities plus much more. *Prerequisite: Excel Level 1 or equivalent knowledge.* 0.7 CEU, \$175, P1802, Christy Leach

63165	T	3/10 & 3/17	8:30am - 12:00pm
63166	S	3/21	9:00am - 4:00pm
63167	Th	4/16 & 4/23	8:30am - 12:00pm
63168	S	5/2	9:00am - 4:00pm
63169	M	5/11	9:00am - 4:00pm

See website for additional online Excel courses that start monthly.

Microsoft Excel Level 3

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

63172	Th	4/30 & 5/7	12:30pm - 4:00pm
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Business Intelligence Tools Using Microsoft Excel

Explore Excel's flexible yet powerful BI (Business Intelligence) tools to shape, model, analyze and visualize data in a meaningful way. These tools include Power Query, Power Pivot (the Data Model Manager), Power View and Power Map. Explore custom calculated fields, geospatial mapping and data modeling – all within Excel. *Prerequisite: Excel Level 1 or equivalent knowledge.* 0.7 CEU, \$175, P1802, Sheila Arnett

63174	Th	2/13 & 2/20	12:30 - 4:00pm
63175	T	6/23 & 6/30	12:30 - 4:00pm

Earn a **Microsoft Excel Spreadsheet Certificate** by completing:

Microsoft Excel Levels 1, 2 and 3



SQL – STRUCTURED QUERY LANGUAGE

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

SQL Level 1

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

63181	Th	2/13 - 3/5	6:00pm - 8:20pm
63182	T	3/31 & 4/7	12:30pm - 4:00pm
63183	Th	5/14 & 6/4	12:30pm - 4:00pm

SQL Level 2

SQL Level 2 will solidify Level 1’s learnings and address: advanced joins, calculations, functions, and data manipulation. *Prerequisite: SQL Level 1 or equivalent knowledge.* 0.7 CEU, \$175, P1802, Sheila Arnett

63184	Th	3/12 - 4/2	6:00pm - 8:20pm
63185	T	4/14 & 4/21	12:30pm - 4:00pm

SQL Level 3

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

63187	Th	4/9 - 4/23	6:00pm - 8:20pm
63188	T	4/28 & 5/5	12:30pm - 4:00pm

Microsoft Power BI Desktop

Learn how to use Microsoft’s latest Business Intelligence Data Visualization tool, Power BI Desktop, to connect to your data, create reports and dashboards, and distribute them via a web browser or mobile app. Skills include combining and analyzing data from different sources for building scalable robust data models, creating compelling visualizations to communicate and share with others. 0.7 CEU, \$175, P1802, Sheila Arnett

63193	Th	3/12 & 3/19	12:30pm - 4:00pm
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Earn an **SQL Design Certificate** by completing:

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



SQL Levels 1 & 2 Review **NEW**

These workshops will refresh important skills introduced in SQL Level 1 and 2, better preparing you for Level 3 and solidifying your basic SQL knowledge. Skills included: table joins; aggregate functions with GROUP BY; calculations; criteria; and union queries. 0.7 CEU, \$175, P1802, Sheila Arnett

63231	T	2/18 - 3/10	6:00pm - 8:20pm
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SQL Level 3 Review **NEW**

Review the skills from SQL Level 3 to gain a more in-depth understanding of what SQL has to offer. Skills included: subqueries (and more subqueries); transactions; variables; complex table joins; and stored procedures. Advanced topics using real-world examples will be introduced as time permits. 0.7 CEU, \$175, P1802, Sheila Arnett

63232	Th	6/18 - 7/2	6:00pm - 8:20pm
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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, P1802, Sheila Arnett

63190	Th	4/30 - 5/14	6:00pm - 8:20pm
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Introduction to Statistical Thinking

- page 24



MICROSOFT ACCESS

Our Access workshop series offers step-by-step guidance on how to develop a database from scratch and maintain/enhance a current database. Time is given for individual projects and to discuss real-world database needs.

Microsoft Access Level 1

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


63176	T	3/3 & 3/10	12:30pm - 4:00pm
63177	T	4/28 - 5/12	6:00pm - 8:20pm

Microsoft Access Level 2

This course will teach you the essential database design skills, taking a deeper dive into queries, forms and reports, advanced query wizards and other advanced design features. 0.7 CEU, \$175, P1802

63179	T	6/2 - 6/16	6:00pm - 8:20pm
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Earn a **Microsoft Access Certificate** by completing:
Microsoft Access Levels 1, 2 and 3



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, P1802

63180	T	6/23 - 7/7	6:00pm - 8:20pm
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Data Analysis Certificate - page 11



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.

PROGRAMMING

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

C#

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

Java (2 Levels offered)

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

C++

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

Introduction to Python 3

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

Visual Basic (2 Levels offered)

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

JavaScript

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

Programming for Non-Programmers Certificate

With virtually every organization involved or dependent on programming, managing or working with programmers is an important part of your toolkit. Learn how to code or communicate technically with programmers. Tonya Wright and Marcus Lander

How Programming Works

62944	Online	2/3 - 2/28
63012	Online	4/6 - 5/1

Basic Programming Concepts

62945	Online	3/2 - 3/27
63013	Online	5/4 - 5/29

Communicating with Programmers

62946	Online	4/6 - 5/1
63034	Online	6/1 - 6/26

Individual:	\$195 - \$245	1.6 CEU
Series:	\$495	4.8 CEU



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



Certificate in Basic Game Design

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

- **Introduction to Game Design**

62891 Online 2/3 - 2/28

- **Intermediate Video Game Design**

62892 Online 3/2 - 3/27

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

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

Creating Mobile Apps with HTML5

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

Coding Certificate

NEW

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

- **Introduction to Coding**

62935 Online 2/3 - 2/28

- **HTML Fundamentals**

62936 Online 3/2 - 3/27

- **CSS Fundamentals**

62937 Online 4/6 - 5/1

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

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

Join the IT Industry

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

In just 3-6 months, you can earn the **Computer Technician A+ Certification** and become a computer technician. See *website for more information*. 18.2 CEU, \$1,999

63270 Online, start anytime.



MEDICAL CAREERS

Medical Transcription Editor

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

63224 Online, start anytime.



Respected Certifications – Normandale's medical career programs will provide you with the knowledge and skills to feel confident in a new role. Curriculum is continually updated to ensure it aligns to occupational, state and national requirements.

Want to learn more? Participate in an information session or call us to get started.

FREE INFORMATION SESSIONS

At Normandale Community College:

63253 • Thursday, 2/27 • 6:00 - 7:30pm
Partnership Building Rm P1810

Webinars:

63251 • Tuesday, 1/14 • 6:00 - 7:00pm
63252 • Tuesday, 2/11 • 6:00 - 7:00pm
63254 • Tuesday, 3/10 • 6:00 - 7:00pm
63255 • Tuesday, 4/14 • 6:00 - 7:00pm

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

Medical Administrative Assistant with EHR

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

63220 Online, start anytime.

Medical Coding & Billing

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



63222 Online, start anytime.

Medical Billing

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

63223 Online, start anytime.



Medical Assistant with Clinical Externships

Medical assisting is becoming a must-have skill set for anyone interested in working in the healthcare industry – whether you want to become a care giver or work in an operational or administrative role. Learning the required skills and knowledge will open doors to many career opportunities and demonstrate an understanding of health care delivery and operations. A Medical Assistant provides general patient care in healthcare facilities such as physicians' offices, hospitals, and clinics. This course offers the flexibility of online learning AND also includes a 220 hour in-person clinical experience – a must have for on-the-job success. A complete ebook library, one-on-one help from instructors and technical support team, and a CCMA exam voucher are also included. 640 Contact Hours, \$3,599

63221 Online, start anytime.

Pharmacy Technician

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

63219 Online, start anytime.

Normandale's Medical Career programs align to occupational, state and national requirements.



Students who **pay in full** for any of our medical career programs are eligible for a laptop, iPad or discount before **April 30, 2020**.

Payment plans available.

Students using payment plans are not eligible for promotions.

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.

Restoring the Healing Presence in Care Giving – Holistic and Self-care Practices

NEW

How many times have you heard “the Healthcare system is broken?” The irony is that the very system designed to heal others is itself – ailing. Perhaps the path to change is through the empowerment of us – the caregivers. Whether you are a professional caregiver or find yourself caring for parents and children, you will discover how each of us play a role in healing health care, when we FIRST heal ourselves. Learn how we can create space within yourself to be more compassionate - transforming the patient’s or loved one’s experience and yourself.

We will focus on empowering ourselves and those we care for, along with an introduction to the energy system and simple techniques that will transform your care giving experience. You will learn how to assess your self-care needs and develop a strategy to help you restore that loving feeling you may be missing and walk away with practical tools that you can implement immediately.
7 Contact Hours, \$145, Katie Gross, RN BSN
HNB-BC CHTP IAC

63195 F 4/17 9:00am - 5:00pm P1840

BLS for Healthcare Provider Renewal

Designed for Dental Professionals, Daycare Providers, Security Personnel, Nursing Home Workers, and other Healthcare Providers. This course is a review of the skills and knowledge covered in the BLS for Healthcare Provider (AHA) course. *See website for required supplies and course details.*
3.5 Contact Hours, \$56, Jahana Berry

63056	T	1/21	5:30pm - 9:00pm	A1570
63057	T	2/18	5:30pm - 9:00pm	A1570
63058	T	3/17	5:30pm - 9:00pm	A1570
63059	T	4/28	5:30pm - 9:00pm	A1570

Certificate in Infectious Diseases and Infection Control

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

Certificate in Pain Assessment and Management

12 Contact Hours, \$99, Betsy Knapp

Certificate in Gerontology

25 Contact Hours, \$169, Cyndie Koopsen and Caroline Young
Online, courses start monthly – see website for course details.



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

62905	Online	2/3 - 3/27
62984	Online	4/6 - 5/29



NATUROPATHY

Naturopathic Medicine Series

NEW

Naturopathic medicine is a distinct primary health care profession that focuses on whole person healing by integrating all aspects of human health and looking for the root cause of disease. This series will introduce core modalities including hydrotherapy, botanical medicine, physical medicine, Traditional Chinese Medicine, nutrition, mind/body medicine, and homeopathy. You will learn key aspects of each modality, learn simple applications, and review example case studies. 6 Contact Hours, \$195

Naturopathic Medicine

You'll learn the history, principles, and foundations of Naturopathic Medicine as well as an introduction to the modalities used to treat patients including common myths, educational standards, principles and the therapeutic order.

Naturopathic medicine is a comprehensive approach to health and healing that combines modern scientific knowledge with traditional and natural forms of medicine.

Modalities and Practice of Naturopathic Medicine Part 1

You will explore information gathering including case taking, lab work and physical exams. In addition, four modalities will be discussed: hydrotherapy, physical medicine, mind/body medicine and Traditional Chinese Medicine.

Modalities and Practice of Naturopathic Medicine Part 2

This class will focus on herbal medicine, counseling, homeopathy, nutrition, advanced practices and include example case studies.

62836 W 2/19 - 3/18
6:00pm - 8:00pm

P1810

Sara Jean Barrett, ND is co-founder of Wellness Minneapolis, a clinic truly committed to integrative and collaborative care. Dr. Barrett specializes in the tough cases—she excels at putting the pieces of a patient's health together in an actionable plan that leads to wellness. Dr. Barrett is President of the Minnesota Association of Naturopathic Physicians and is dedicated to increasing access to Naturopathic Medicine throughout Minnesota.



HERBALISM

Herbalism Certificate

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

- **Development, Forms and Energetics of Herbal Therapy – Part 1**
63037 W 3/11 6:30pm - 9:00pm P1844
 - **Development, Forms and Energetics of Herbal Therapy – Part 2**
63038 W 3/18 6:30pm - 9:00pm P1844
 - **Constituents and Properties of Herbs - Part 1**
63039 W 3/25 6:30pm - 9:00pm P1844
 - **Constituents and Properties of Herbs - Part 2**
63040 W 4/1 6:30pm - 9:00pm P1844
- **Herbs for the Respiratory Systems**
63041 W 4/8 6:30pm - 9:00pm P1844
 - **Herbs for Liver Function and Detoxification**
63042 W 4/15 6:30pm - 9:00pm P1844
 - **Herbs for the Lymphatic and Urinary Systems**
63043 W 4/22 6:30pm - 9:00pm P1844
 - **Herbs For Women’s Reproductive Health**
63044 W 4/29 6:30pm - 9:00pm P1844
- Individual:** \$54 | 2.5 Contact Hours

Series: (save \$47) **\$385** | 20 Contact Hours

Herbs for the Musculoskeletal System

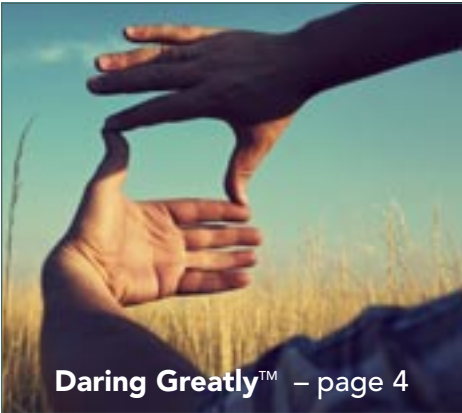
Herbs can support the health of the joints, tendons, ligaments, bones (including bone density), muscles, and skin. This class will highlight these herbs and their specific applications to the 21st-century American, for whom modern-day stress has wreaked havoc, leading to a bumper crop of osteoporosis, chronic tendonitis, osteo-arthritis, autoimmune forms of arthritis, acne, eczema, psoriasis, and other skin conditions. 2.5 Contact Hours, \$54, Matthew Alfs

63045 W 5/6 6:30pm - 9:00pm P1844

Holistic Health Assessment - An Herbal Perspective **NEW**

Learn to assess a person’s overall health using holistic-evaluation techniques. This class is designed as an advanced course following the Herbalism Series. *See website for complete description of content, skill development areas and diagnostic tools that will be used to assess toxicity, imbalances and overall health.* Materials: Lighted magnifier available at class (\$10). 7.5 Contact Hours, \$149, Matthew Alfs

63046 W 5/13- 5/27 6:30pm - 9:00pm P1844



“YOU EITHER WALK INSIDE YOUR STORY AND OWN IT, OR YOU STAND OUTSIDE YOUR STORY AND HUSTLE FOR YOUR WORTHINESS.”

— BRENÉ BROWN —



NUTRITION

Holistic Nutrition Certificate

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

- **Traditional Diets and the Modern-American Diet - Part 1**

63048 M 3/16 6:30pm - 9:00pm P1844

- **Traditional Diets and the Modern-American Diet - Part 2**

63049 M 3/23 6:30pm - 9:00pm P1844

- **Macronutrients - Part 1**

63050 M 3/30 6:30pm - 9:00pm P1844

- **Macronutrients - Part 2**

63051 M 4/6 6:30pm - 9:00pm P1844

- **Vitamins - Part 1**

63052 M 4/20 6:30pm - 9:00pm P1844

- **Vitamins - Part 2**

63053 M 4/27 6:30pm - 9:00pm P1844

- **Minerals**

63054 M 5/4 6:30pm - 9:00pm P1844

- **Healing Applications of Nutrition**

63055 M 5/11 6:30pm - 9:00pm P1844

Individual: \$54 | **2.5 Contact Hours**

Series: (save \$47) **\$385 | 20 Contact Hours**

Wild Plant Walk: Identification for Food & Medicine

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

63047 W 6/10 5:00pm - 7:30pm P1844

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



AYURVEDA

Ayurveda: 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

63157 T 4/21 6:00pm - 8:30pm P1840

Ayurveda: Healing with Simple Home Remedies

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

63081 T 5/5 6:00pm - 8:30pm P1840

Ayurveda: Healthy Recipes **NEW**

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

63080 T 4/14 6:00pm - 8:30pm S2326

Ayurveda for Menopause: Aging Well **NEW**

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

63079 T 4/28 6:00pm - 8:30pm P1840

the wellbeing advantage



Research groups like Gallup, Harvard and Mayo have all reported advantages like dollars earned, longer lifespans and an increased sense of happiness that wellbeing offers to our careers and lives.

If you are looking to enhance your own wellbeing, there are techniques that can get you started. Programs like **Mindfulness** (p. 40) will help to reconnect you to your own unique talents, passions and priorities.

Normandale also offers a variety of workplace wellness programs that are designed to enhance employee engagement and wellbeing. Call us to learn more.



Ayurveda Certificate

Discover the world’s Oldest Healing System - practiced for more than 5,000 years. This series will introduce core Ayurvedic principles of right thinking, proper food choices, life style changes, and the use of herbs to create balance in energies responsible for body-mind functions and all mechanisms. *Introduction to Ayurveda is a prerequisite for ALL other Ayurveda classes in this series.* After completing the Introduction to Ayurveda course, you may attend any of the courses individually or as a series.

1. Introduction to Ayurveda

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

63072 T 3/3 6:00pm - 8:30pm P1844

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.

63073 T 3/10 6:00pm - 8:30pm P1844

3. Constitution & Wellness

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

63074 T 3/17 6:00pm - 8:30pm P1844

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.

63075 T 3/24 6:00pm - 8:30pm P1844

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.

63076 T 3/31 6:00pm - 8:30pm P1844

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.

63077 T 4/7 6:00pm - 8:30pm P1844

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



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

HEALING PRACTICE

A Four-Systems Health Approach NEW

This series will provide a comprehensive understanding of four important systems that (often times are misunderstood or ignored) provide a critical foundation for health and wellness. The first session will focus on getting back to the basics—providing an overview of how a strong digestion (HCL), balanced blood sugar (pancreas), and healthy liver/gallbladder and adrenal functions can provide a foundational health platform from which to build your wellness plan. The second and third session will drill down into the role of the adrenal and thyroid glands. See website for detail course description. 9 Contact Hours, \$165, Rhys Preston

Back to the Basics: Understanding the Four Health Systems

If your foundational health systems are not working effectively, it's very difficult to identify what is causing your health issues and address possible solutions. This session will uncover four basic health fundamentals that need to be balanced to best support your wellness journey: A strong digestion (HCL); balanced blood sugar (pancreas); liver/gallbladder health; and adrenals (stresshandling).

Adrenal Health

Adrenal glands are small, triangular-shaped glands located on top of both kidneys. They produce hormones that help regulate our metabolism, immune system, blood pressure, response to stress and other essential body functions. This session will explore how the adrenals work, how to identify adrenal fatigue symptoms, and how to improve the glands' function to improve your overall health and wellness.

Did you know that Americans spend **more than \$30 billion** on dietary supplements per year – yet – unless the four systems are healthy, you will be chasing symptoms at the cost of health and wellness.

Thyroid Health

The thyroid gland is the major metabolic regulator and integrally connected to the adrenal glands. 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 heal the thyroid gland and the many functions of the thyroid gland that are essential to life and well-being. Data indicates that about 13-15 billion adults suffer from Hypothyroidism.

63233 Th 3/5 - 3/19
6:00pm - 9:00pm P1844



Business Bootcamp for Holistic Practitioners

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

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

63140 Th 2/20 6:00pm - 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

63082	F & S	3/20 & 3/21	
		9:00am - 4:00pm	P1840
63083	M	6/8 - 6/29	
		6:00pm - 9:00pm	P1844

Aromatherapy Advanced Applications Certificate **NEW**

Discover how to use essential oils and other aromatherapy products to help mitigate emotions and other stress related concerns such as sadness, worry, grief, anger, stress, focus, sleep, pain, and the effects of trauma. Learn about the current research that supports the use of aromatherapy for these concerns. Explore brain based, mind-body approaches for supporting emotional wellness and mental health. Each class will have an experiential component of interacting and creating products with essential oils, and how to incorporate them into your regular self-care routine. 12 Contact Hours, \$285, Jen Shepherd

63084	F & S	4/17 & 4/18	
		9:00am - 4:00pm	P1844

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



Learning Well
on Edge Talk Radio

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

blogtalkradio.com/edgemagazine.

Sponsored by the Integrative Health Education Center at Normandale Community College

MINDFULNESS & HYPNOSIS

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

63141	M	2/24 - 3/9	6:00pm - 8:00pm	P1840
63142	Th	4/2 - 4/16	6:00pm - 8:00pm	P1840

Mindfulness Qigong

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

63085	S	4/4	9:00am - 3:00pm	P1808
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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

63088	S	3/28	8:30am - 4:00pm	P1840
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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

63086	W	2/29	6:00pm - 9:00pm	P1810
63087	W	6/3	6:00pm - 9:00pm	P1810

EMOTIONAL FREEDOM TECHNIQUES

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

Simplified EFT Tapping™
Foundations Certificate

Each session will show you how to tap to resolve health and wellness challenges (including chronic pain, phobias, trauma and weight issues) and improve relationships and finances – core areas of a person’s overall wellness. Sessions are designed to provide ample opportunity for practical learning and hands-on application. 12 Contact Hours, \$345, Valerie Lis

63071	M	4/27 - 5/18	6:00pm - 9:00pm	P1810
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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.



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 crosscultural 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 - 4 will be offered in Fall 2020

5. Energy Anatomy: Centers

Energy work requires a thorough knowledge of these centers, especially the chakras, for the same purpose. 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.

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

6. Energy Healing

This day is dedicated to consciously accessing information, vibration, and the combination of the two for diagnosis, healing, divination, and problem-solving. Gain techniques including energy assessment, clearing, balancing, and opening to help heal self and others.

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

7. Energy Medicine: Being the Practitioner

Integrate energetic concepts, practices, and techniques, even while we deepen our skills as energy practitioners. We'll review our basic concepts and then explore the roles of brain states, primary cell and disease patterns, both microbial and energetic, before practicing on each other. By the end of the class you will be clear about energy protocol and your particular energetic gifts.

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

Individual: \$145 | **7 Contact Hours**
Series: (save \$140) **\$875 | 49 Contact Hours**

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



REIKI ENERGY THERAPY

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

Reiki Energy Therapy Level 1

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

63061	S	2/29	8:00am - 4:00pm	P1838
63062	S	4/4	8:00am - 4:00pm	P1838
63063	S	6/6	8:00am - 4:00pm	P1838

Reiki Energy Therapy Level 2

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

63064	S	5/2	8:00am - 4:00pm	P1838
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HEALING TOUCH

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

1. Foundations of Healing Touch

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

63069	F	3/13	8:00am - 5:00pm	P1844
	& S	3/14	8:00am - 4:00pm	
63070	F	5/1	8:00am - 5:00pm	P1844
	& S	5/2	8:00am - 4:00pm	

2. Energetic Patterning & Clinical Application

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

63143	F	6/19	8:00am - 5:00pm	P1844
	& S	6/20	8:00am - 4:00pm	



This wonderful class exceeded my expectations with joy, humor, energy, clarity and knowledge.

Healing Touch Student



Sheila Judd, MA, CHTP/II is passionate about helping individuals and organizations with Integrative Health techniques and teachings. She inspires others through her teaching, presentations, energy healing and consulting work.



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

The Art of Muscle Testing 101

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

63065 Th 4/23 6:00pm - 8:00pm P1844

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.

63068 Th 4/30 6:00pm - 8:00pm P1844

Emotional Balance – Part 1

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

63066 Th 5/7 6:00pm - 8:00pm P1844

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.

63067 Th 5/14 6:00pm - 8:00pm P1844

Individual:	\$54		2 Contact Hours
Series:	\$185		8 Contact Hours

Often referred to as Applied Kinesiology, muscle testing is a method of identifying muscle weakness that may be linked to particular organs and glands.

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

INTEGRATIVE HEALTH AND HEALING

BEGINNING TAI CHI CLASSES				
ABCs of Tai Chi				
63118	M 1/13 - 3/2	7:00pm - 8:00pm	\$65	Soderberg
63119	M 3/9 - 4/20	7:00pm - 8:00pm	\$65	Soderberg
Tai Chi for Arthritis and Balance - Part 1				
63122	M 3/9 - 4/20	6:30pm - 7:30pm	\$65	Richter
63123	M 4/27 - 6/8	6:30pm - 7:30pm	\$65	Richter
Tai Chi for Arthritis and Balance - Part 2				
63124	M 3/9 - 4/20	7:30pm - 8:30pm	\$65	Richter
63125	M 4/27 - 6/8	7:30pm - 8:30pm	\$65	Richter
Tai Chi for Health (TCA)				
63136	S 2/22 - 3/28	11:00am - 12:00pm	\$65	Richter
63137	S 4/18 - 6/13	11:00am - 12:00pm	\$65	Richter
Intro to Yang Long Form				
63120	M 4/27 - 5/18	7:00pm - 8:30pm	\$65	Soderberg
Beginning Yang Style				
63134	S 2/22 - 3/28	10:00am - 11:00am	\$65	Richter
63135	S 4/18 - 6/13	10:00am - 11:00am	\$65	Richter
Dojo Style				
63129	S 5/2 - 5/16	9:00am - 11:00am	\$65	Soderberg
Shiba Luohan Practice				
63216	T 4/7 - 5/12	6:30pm - 7:30pm	\$65	Ebeling
Radiant Lotus Rises				
63218	W 4/15 - 5/20	7:00pm - 8:00pm	\$65	Ebeling
INTERMEDIATE/ADVANCED TAI CHI CLASSES				
Cane Form				
63127	Th 1/9 - 4/2	7:00pm - 8:00pm	\$120	Soderberg
Yang Style 24 Form				
63126	Th 4/9 - 5/14	7:00pm - 9:00pm	\$120	Soderberg
Yang 40 Form				
63217	T 2/18 - 5/19	7:30pm - 8:30pm	\$120	Ebeling
Yang Short Form				
63131	S 1/11 - 4/18	10:30am-11:30am	\$120	Soderberg
63121	M 1/13 - 4/20	8:00pm-9:00pm	\$120	Soderberg
Yang Style Long Form				
63128	Th 1/9 - 4/2	8:00pm - 9:00pm	\$120	Soderberg
63130	S 1/11 - 4/18	9:00am - 10:00am	\$120	Soderberg
Sun Style 73 Form				
63132	S 2/22 - 6/13	9:00am - 10:00am	\$120	Richter



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

63138 S & Su 5/2 - 5/3
8:30am - 4:30pm S2330



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

63139 Su 5/3 8:30am - 4:30pm S2330

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



Master Chunyi Lin
Keynote Speaker

Join the celebration! At 10:00am across the world, people will practice Tai Chi 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.

Saturday, April 25, 2020 9:45am - 1:00pm
63257 • RM: A1500

FREE

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.

Russian

1.2 CEU, Olga Kedrowski

Level 1: \$119

63199 T 2/11 - 3/24 6:30 - 8:30pm P1810

Level 2: \$119

63200 T 4/7 - 5/12 6:30 - 8:30pm P1810

Beginning Spanish

1.2 CEU, Paulino Brener

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

63236 Th 2/13 - 3/19 6:30 - 8:30pm P1840

63240 W 4/8 - 5/13 6:30 - 8:30pm P1840

Level 2: \$119

63237 Th 4/9 - 5/21 6:30 - 8:30pm P1842

63241 W 5/20 - 6/24 6:30 - 8:30pm P1842

Level 3: \$119

63234 W 1/8 - 2/12 6:30 - 8:30pm P1840

63238 Th 5/28 - 7/9 6:30 - 8:30pm P1840

Level 4: \$149 (including textbook)

63235 W 2/19 - 3/25 6:30 - 8:30pm P1840

63239 Th 7/16 - 8/27 6:30 - 8:30pm P1840

Italian

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

Level 1: \$149

63203 Th 3/5 - 4/16 7:00 - 9:00pm P1810

Level 2: \$119

63204 Th 4/23 - 5/28 7:00 - 9:00pm P1810

Level 3: \$119

63201 W 1/15 - 2/19 7:00 - 9:00pm P2806

Level 4: \$119

63202 W 3/4 - 4/15 7:00 - 9:00pm P2806

French

1.2 CEU, Rose Mingo

Level 1: \$119

63213 M 2/3 - 3/16 6:45 - 8:45pm P1810

Level 2: \$119

63214 M 3/30 - 5/4 6:45 - 8:45pm P2806

Level 3: \$119

63215 M 5/11 - 6/22 6:45 - 8:45pm P2806

See our website for course details.

AMERICAN SIGN LANGUAGE (ASL)

You will gain an appreciation and understanding of Deaf Culture and Community as well as the critical skills necessary to communicate in ASL. You will learn basic vocabulary, grammar and expressive practice for everyday communication. Your instructor will emphasize a non-spoken classroom to enhance language acquisition and confidence. ASL students purchase course materials directly through Harris Communications. See website for more information.1.2 CEU, Brent Rekstad

Level 1: \$119

63263 Th 2/13 - 3/19 6:00 - 8:00pm P2844

63264 T 4/14 - 5/19 6:00 - 8:00pm P1844

Level 2: \$119

63265 Th 4/2 - 5/7 6:00 - 8:00pm P2844

63266 T 5/26 - 6/30 6:00 - 8:00pm P1844

Level 3: \$119

63267 Th 5/14 - 6/18 6:00 - 8:00pm P2844

Level 4: \$119

63268 Th 7/9 - 8/13 6:00 - 8:00pm P2844



JAPANESE

Beginning Japanese

1.2 CEU, Michiko Dressen

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

63205 M 2/3 - 3/16 6:00 - 8:00pm P1840

Level 2: \$119

63206 M 3/23 - 4/27 6:00 - 8:00pm P1840

Level 3: \$119

63207 M 5/4 - 6/15 6:00 - 8:00pm P2808

Level 4: \$119

63208 M 6/22 - 7/22 6:00 - 8:00pm P2808



Michiko Kato Dressen is native Japanese. She received her Master’s degree from the University of Minnesota, and has taught Japanese for over 20 years.

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, reading and listening comprehension. See website for textbook requirements. 1.2 CEU, \$155, Michiko Dressen

63209 W 2/5 - 3/11 6:00 - 8:00pm P2808

63210 W 3/18 - 4/22 6:00 - 8:00pm P2808

63211 W 4/29 - 6/3 6:00 - 8:00pm P2808

63212 W 6/10 - 7/15 6:00 - 8:00pm P2808

ENGLISH

English Made Easier - Introduction to Accent Reduction

FREE

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

63242 M 3/16 6:30pm - 8:00pm P2808

Enhance Your English Speaking Skills, All Dialects

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

63244 M 3/23 - 4/27 6:00 - 8:00pm P2808

change of space

Take your team offsite and gain new focus and commitment

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



In today's world, meetings have many objectives. Here are a few techniques to more efficiently meet your goals:

café conversations: This approach utilizes the principles associated with the World Café. The format fosters collaborative dialogue, active engagement and possibilities for action.

co-creatives: Techniques are used to align diverse viewpoints, catalyze creative thinking and design solutions to problems.

flipped: Participants receive key content prior to the meeting, accelerating understanding and action.

micro-retreat: An event intentionally designed to create renewal or a memorable impact.

Let us know how we can help you to design an effective meeting!

Take advantage of our custom training experts when you plan your offsite session at Normandale. We can help you with everything, from refining your agenda to designing a complete training session for your team. We can also provide facilitators, instructors or key assessments depending on your needs. If you are interested in certificates or CEUs, we can help with those, too.

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

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



NORMANDALE
COMMUNITY COLLEGE



MINNESOTA STATE



workplace learning

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

On-Demand. If your business is looking for a quality menu of training programs, this affordable strategy provides many options — data analysis, supervision, customer service, six sigma, scrum and web design. If you want to quickly expand your company's training resources, look no further.

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

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

Contact us at 952-358-8343 or ncal@normandale.edu to discuss your options.

49%

of people want to learn at time of need

58%

want to learn at their own pace

68%

like to learn at work

Source: LinkedIn's Workplace Learning & Development Report 2018

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

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

WINTER/SPRING 2020



caffeinate
your career

Boost your career with these short, ready-to-go programs designed to accelerate your professional goals.

Graphic & Web Design

Data Analytics

SQL & Business Intelligence

Change Management

Mindfulness & Stress Relief

Certified ScrumMaster

Careful... you might become addicted to learning!