

normandale

continuing education



NORMANDALE.EDU | 952-358-8343

Karla Mae, artist, writer & publisher, expands her portfolio and opportunities through Normandale's Graphic and Web Design Certificates. More inside.

SPRING/SUMMER
2012

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NORMANDALE
COMMUNITY COLLEGE





As the world continues to shift and change, it is clear that there is no manual or map that can guide us to success. We all need to figure it out step by step or leap by leap. No matter our approach, learning is usually at the heart of our most meaningful transitions and accomplishments. Learning allows us to gain fresh perspectives, sharpen our sense of discovery and expand our talents so that we can thrive and prosper, professionally and personally.

Within this schedule, you will find a variety of programs that are designed to inspire and offer the confidence that comes from developing relevant skills and valuable insights to reach new goals.



Explore Career Opportunities

If you are in the middle of a job search or unsure about the direction of your career, you will find numerous events and classes designed to move you forward in today's competitive marketplace....many are FREE

Enhance Workplace Skills

Employment trends simply mirror a changing economy. Advances in technology fuel new opportunities for individuals and businesses. There is an ever increasing need for employees who work well on teams and can share their expertise in project management and digital marketing.

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Reports also indicate that there will be shortages of effectively trained employees in the areas of information technology and healthcare. Likewise, technicians, engineers and developers who are educated in Scrum and Six Sigma continue to be in demand.

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Embrace Health and Wellness

Utilizing the principles of energy, balance and wellness are known to enhance our health but they also deliver greater satisfaction and productivity at work. Qigong, Tai Chi and Feng Shui are just a few of the programs designed to bring increased prosperity and well-being to all aspects of our lives, including wellness at work, see page 36.

Whether you are looking to advance your career or enrich your personal life, Normandale Continuing Education can help you achieve your goals. Call us at 952 358-8343, we're here to help!

Learning for Individuals, Teams and Organizations

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enrich your organization

Business Acumen

Foundations of Business Analysis

NEW

Recent organizational studies have asked leaders, *“What important skills are missing from your employees that would make them indispensable?”* One of the most consistent answers was a need for employees to develop an understanding of how the entire organization works and makes decisions. This skill is often called “business acumen.” This workshop is designed to help you think like a business analyst by asking insightful questions, learning more about your organization, and understanding how data is used to make decisions. .8 CEU, \$150, INSTR: Scott Meier

Class ID: 18706

Tue, 5/8/12 & 5/15/12

8:00am – 12:00pm RM: K1450

Introduction to Creative Problem Solving

Many people think of creativity as a fluffy process involving crayons, but creative problem solving is a brain-based science proven to increase our ability to solve problems by looking at them differently. This hands-on course introduces professionals to the theory and application of the Creative Problem Solving (CPS) process. It involves both individual and group practice and can be applied for personal or professional purposes. Bring your problems with you...and walk away with strategies to solve them. .4 CEU, \$99, INSTR: Jeannie Gross-Judge

Class ID: 18707 Tue, 5/1/12

12:30pm – 4:30pm RM: K0436

Delivering Excellent Customer Service

NEW

While most customer service “programs” simply focus on being nice to everyone, this approach does not lead to high morale or repeat business. This workshop is a strategic one geared toward using customer service principles to increase business and improve internal organizational morale. This workshop covers: customer awareness, exact factors that contribute to poor service and excellent service, strategies for improving internal and external customer service, dealing with difficult customers, the CPR technique, mental preparation, creating the illusion of surprise and delight, and going the extra mile, everyday. .35 CEU, \$99, INSTR: Michael Monroe Kiefer

Class ID: 18705 Fri, 5/11/12

8:30am – 12:00pm RM: A2556

Managing Time, Workload, and Responsibilities

Time is the common equalizer. Use yours to its fullest potential by identifying your personal time management preferences and habits. This course will expose common time wasters and brainstorm effective methods to eliminate the waste. Discover tools and methods to manage your workload most effectively and efficiently. Walk away with practical and easy-to-apply ways to maximize your responsibilities for greater performance. .4 CEU, \$99, INSTR: Erin O’Hara Meyer

Class ID: 18708 Thur, 5/17/12

12:30pm – 4:30pm RM: A2556



Throughout our schedule, you will see this matrix barcode (or QR code). Smartphones and other devices equipped with barcode readers are able to scan this code and gain instant access to our website.



Interpersonal Skills are Key to Career Advancement

Research shows that most people advance in their careers because of their interpersonal skills. Companies promote individuals and select new hires based on their abilities to process feedback, communicate shared ideas, handle ambiguity, accommodate different work styles and build productive relationships with co-workers. When given the option, employers usually chose an individual who has adequate technical skills and well-developed interpersonal abilities over an individual who demonstrates technical expertise but lacks social intelligence.

Succeeding With Your Strengths

NEW

How often have you been told that you must correct a weakness or fill a gap to improve performance? Extensive research from the Gallup Organization indicates that we are our most successful not when trying to fix our weaknesses, but when working from our natural talents and strengths. Learn how to capitalize on your natural gifts by taking the Strengths Finder assessment and creating a plan to incorporate those strengths into your daily routine. This course is equally useful for career search, personal enrichment, or professional development in a current position. .4 CEU, \$119, INSTR: Ellen Hinrichs

Class ID: 18714 Tue, 4/17/12 8:30am – 12:30pm RM: C3017

Developing Workplace and Relationship Success through the DiSC

NEW

Are you comfortable making decisions and have trouble with those who seem wishy-washy? Do you prefer a methodical environment and have trouble with those who seem to thrive on chaos? We all have behavioral preferences, and differences with others can either create conflict or help develop a well-rounded team. Learn to appreciate and build on differences through the DiSC, a validated behavioral assessment taken by millions of people over the past 40 years. Learn to appreciate yourself and others while leveraging differences to improve your relationships. .4 CEU, \$119, INSTR: Ellen Hinrichs

Class ID: 18856 Tue, 4/24/12 8:30am – 12:30pm RM: A2570

Working with Difficult People

Dealing with difficult people in the workplace can be exhausting, irritating and overwhelming. Prepare yourself with skills and strategies to cope with challenges effectively and appropriately. Create a personal plan to improve interactions and concentrate on your own performance and results. .4 CEU, \$99, INSTR: Erin O'Hara Meyer

Class ID: 18715 Thur, 5/3/12 12:30pm – 4:30pm RM: A2556

Ellen Hinrichs, MA, is a human resource development consultant who applies her energy and talents to increase individual, team and organizational effectiveness.

Registration information page 26.

Supervision and Management Certificate

This nationally recognized certificate program from Development Dimensions International (DDI) is designed to meet the needs of new supervisors and managers.



The first module, Essentials of Leadership, is required prior to taking other sessions.

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.

Module 1. Essentials of Leadership

Supervisors and managers need essential skills to survive and thrive, even in the midst of change. This module helps managers assess their evolving role and learn to build involvement through the use of feedback and effective interaction skills. .4 CEU, \$135

Class ID: 18719 Wed, 4/11/12 12:30pm – 4:30pm RM: A2556

Module 2. Coaching for Success

This module introduces coaching skills for guiding individuals and teams toward achieving successful results. Leaders learn how to recognize and approach each coaching opportunity as a catalyst for success- providing the spark to prompt people toward successful results. .4 CEU, \$135

Class ID: 18720 Wed, 4/18/12 12:30pm – 4:30pm RM: A2556

Module 3. Coaching for Improvement

Supervisors and managers must know how to help others close gaps in performance and alter work habits that have natural consequences on others and the organization. This module equips managers to help people develop improvement plans and handle the challenges they may encounter in improvement discussions. .4 CEU, \$135

Class ID: 18721 Wed, 4/25/12 12:30pm – 4:30pm RM: A2556

Module 4. Managing Performance Problems

This course builds skills in the handling of chronic performance problems or serious misconduct. Learn how to document the problem and explain what the employee must do to address it. Learners are skilled in discussing and imposing formal consequences while adhering to their organization's disciplinary policies and procedures. .4 CEU, \$135

Class ID: 18722 Wed, 5/2/12 12:30pm – 4:30pm RM: A2556

Influential Leadership

NEW

Effective leadership does not depend on a fancy title. In today's flatter, ever-evolving organization, leaders need to get things done through people who work outside their line of reporting. Influential Leadership helps you get your good ideas heard, accepted, and enacted. You will learn influencing strategies and how to package ideas to gain the commitment of even the most skeptical of partners. .4 CEU, \$135, INSTR: Julie Berg

Class ID: 18718 Wed, 5/23/12 12:30pm – 4:30pm RM: A2552

Solutions for Today's Team Leaders and Managers

Productivity • Profitability • Innovation

Training designed for new and experienced leaders, including:

- Creativity and Innovation
- Conflict Resolution
- Accountability and Trust
- Team Development



**Affordable and effective learning solutions for your team,
Give us a call to learn more (952) 358-8343.**

Project Management

Project management is quickly evolving from solely a specialized position to a fundamental skill vital to almost everyone in the workplace. Whether you are an experienced project manager or simply looking to add complementary skills to your resume, the following courses will provide you with valuable assistance.



Foundations of Project Management

This workshop is a comprehensive introduction to the principles and techniques used in project management. The core skills of project management can be applied to any project, large or small, with the goal of improving efficiency, speed, quality and reducing cost. This workshop is very interactive with many small group activities and discussion. You will receive a copy of *Project Management* by Marion Haynes to serve as a reference and resource during and after the class.

.7 CEU, \$150, INSTR: Michael Monroe Kiefer

Class ID: 18717

Wed & Thur, 4/4/12 & 4/5/12 8:30am – 12:00pm RM: A2556

PMP Certification Prep 1 and 2

These online courses are designed for those studying for the Project Management Professional (PMP) certification exam. Each course is 6 weeks and covers “A Guide to the Project Management Book of Knowledge (PMBOK),” which is the essential resource for the PMP exam. Prep 1 covers chapters 1-6 and Prep 2 reviews chapters 7-12. You will purchase this reference book on your own.

Prep 1 2.4 CEU, \$105, INSTR: Tony Swaim

Prep 2 2.4 CEU, \$105, INSTR: Tony Swaim



Online Class – starts every month (4/18, 5/16, 6/20, 7/18, 8/15)

Introduction to Microsoft Project 2010

See page 13 for course description

Business Communication

Creating and Delivering EFFECTIVE PowerPoint Presentations

NEW

PowerPoint and other presentation programs have revolutionized the way we use technology to make presentations. But, are you using these programs in a way that promotes understanding and engagement or are you creating an endless list of bullets that fly in like airplanes? Learn how to effectively harness these programs in a way that will visually complement your presentation. Effective use of color, font, background, and visual imagery will be emphasized.

.3 CEU, \$75, INSTR: Treva Bastyr

Class ID: 18696 Thur, 4/26/12 5:30pm – 8:30pm RM: C3017

Designing Successful Webinars

NEW

Webinars are a hot new meeting format that saves money and reaches more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. You will discover the power of successful webinars for your business organization. Then learn the key strategies, tips and techniques to make your webinars even more successful.

1.6 CEU, \$195, INSTR: William A. Draves

Class ID: 21147

Online Class - 6/4/12 – 6/29/12



Agile & Scrum

Normandale is the connecting point for Agile methods and Scrum training in Minnesota.

There is a way to focus on the right things, in the right order, and at the right level of detail without sacrificing speed, quality, cost and people. The solution lies in becoming agile. Agile is being quicker than those things which can hurt your product development, and agility results from proper focus. It's a lot like driving: you need to keep your eyes on the road, but not on every stone in it. You need to watch the turns ahead, but not the ones two states away.

Certified ScrumMaster

If you have experience being on development teams or are faced with complex product/project development efforts, this class might be right for you. It is recommended that you have some familiarity with Agile. It is an intensive, interactive course designed to leverage your knowledge, skills and experiences so that you can learn the practice of Scrum in the context of the work that you do. *Included in your course fee: You will receive training materials; be listed on the Scrum Alliance site as a certified ScrumMaster, and receive a 12 month membership to the Scrum Alliance.* 1.6 CEU, \$1,260, INSTR: Doug Shimp



Who Should Attend Certified ScrumMaster: Individuals dealing with rapidly changing demands – testers, project managers, analysts, developers and directors.

Class ID: 21897

Wed & Thur, 5/30/12 & 5/31/12 8:30am–4:30pm RM: K1450
Register by 5/14/12 to receive Early Bird Discount (\$1,060)

Class ID: 21898

Tue & Wed, 7/31/12 & 8/1/12 8:30am–4:30pm RM: K1450
Register by 7/16/12 to receive Early Bird Discount (\$1,060)

Certified Scrum Developer

This 3 day course is aimed at increasing effectiveness of software development professionals and teams when implementing Scrum and other Agile software development methodologies. The lessons in this course are delivered in a tool specific manner using Microsoft Visual Studio and Team System 2010. Laptops will be provided for in class use. When this class and an additional Certified ScrumMaster (CSM), Certified Scrum Product Owner (CSPO) or other approved Scrum or Agile 2 day course has been completed, the learner you will be prepared for the Scrum Alliance CSD Candidate Assessment. 2.2 CEU, \$1,860, INSTR: Doug Shimp

See website for details

Douglas Shimp is founder of 3Back Consulting, which co-markets classes in Agile methods with Normandale. Doug is an established leader in services that focus on “making teams better” at applied Agile product development. Doug is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert with 17 years of experience in the technology field. He is certified as a ScrumMaster Trainer and Coach by the Scrum Alliance.



Certified Scrum Product Owner

This two-day course will enhance your team leadership abilities in new ways and help you to steer your energy toward successful completion of products. *Upon completion participants are registered as Certified Scrum Product Owners, including a one-year membership in the Scrum Alliance.* 1.6 CEU, \$1,260, INSTR: Doug Shimp

Class ID: 21898

Thur & Fri, 8/2/12 & 8/3/12 8:30am–4:30pm RM: K1450
Register by 7/16/12 to receive Early Bird Discount (\$1,060)



Quality and Six Sigma

Six Sigma Green Belt Certificate

The Six Sigma Green Belt Certificate is for those committed to leveraging the power of Six Sigma techniques to increase customer service, product reliability, and cost reduction. It is recommended that you have a sound knowledge of basic mathematics and be comfortable with computers, particularly MS Excel. However, a desire to learn is more important than analytical abilities. You will be prepared to work on Six Sigma teams supporting Black Belts on projects. 6.4 CEU, \$3,355 (fee includes course reference and textbooks), INSTR: Dale Mize

Class ID: 18625

WIA Approved

Mon & Tue, 4/16/12 – 5/8/12 8:30am – 4:30pm RM: A2556

Dale K. Mize, lead Six Sigma Instructor, has more than 19 years of consulting and training experience and 21 years of technical and managerial experience comprised of customer service, product engineering, and manufacturing as a quality engineer, quality manager, and corporate director of quality assurance, and 17 years teaching experience as an adjunct faculty member for a private university. Dale is co-author of the SPC training workbook, *An Ounce of Prevention*.



Sharpen your Competitive Edge with Health IT

Are you a project manager, systems designer, process engineer or quality consultant who has experience in healthcare or IT?

Are you looking for a new way to sharpen your competitive edge in the marketplace?

If so, enhance your professional credentials by registering for the new

Health Information Technology (MnHIT)

online training program offered by Normandale Community College.

The future opportunities and career enhancement potential is high. For more information see our website and page 29 for a schedule of information sessions.



Accounting and Tax Preparation

Professional Bookkeeper Certificate

NEW

The Professional Bookkeeper™ (PB) Program provides instruction designed to prepare you for a career in accounting services. The certificate includes three modules and an exam. Upon successful completion, you will receive the PB designation, assuring your employer and clients that you are fully qualified to manage bookkeeping responsibilities.

Most accounting programs concentrate on the practices associated with large corporations. In comparison, the Professional Bookkeeper Certificate focuses on the day-to-day accounting practices needed in small and mid-size businesses.

See the website for complete certificate and course descriptions.

Module 1: Accounting Made Easy

Gain the fundamental principles of accounting for small businesses and an understanding of the tools, procedures, and underlying principles that make up the bookkeeping processes of small businesses. See the website for complete course description.

Module 2: Practical Small Business Application

Learn the day-to-day procedures used by businesses each month to record and tabulate their financial events. You will complete books for four different businesses, implementing the entire accounting process from entering data to the preparation of the financial reports. In addition, you will learn the process of preparing payroll, including calculation of payroll taxes.

Module 3: Advancing Your Account-Ability

Learn to manage more sophisticated accounting issues associated with creating a set of books, auditing the results internally, and closing out the books at the end of the year.

Test Prep and the Exam

Throughout the certificate, you will have instructor support to coach you as well as to answer your questions. The exam questions are taken from material covered in the three courses of the Professional Bookkeepers Program. See the website for more information related to exam preparation and the exam.

Certificate 10.0 CEUs, \$2,199,
6 Months Access/ Instructor Supported – online



With constant fluctuation in government rules and regulations, payroll is one of the fastest-changing career fields in the business world today.

Payroll Practices and Management Program

NEW

The Payroll Practice and Management Training Program will teach you all facets of payroll, from the basics to the complexity of fringe benefits, taxation, and garnishments. If you're new to the field, you'll acquire solid skills and knowledge of payroll rules and regulations. If you have payroll experience, this program will refresh your skills, keep you up-to-date with regulations, and provide a thorough review for the Certified Payroll Professional test given by the American Payroll Association. Upon registering, you're given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

Certificate 8.0 CEU, \$1,595
6 Month Access/Instructor Supported - online





The IRS estimates that approximately 350,000 individuals will need to pass the Registered Tax Return Preparer test if they plan to remain in the industry. And, for those entering the field, this will serve as the new standard for practice.

IRS Launches Competency Testing for Tax Return Preparers

The Internal Revenue Service has announced that it is rolling out a new competency test for tax return preparers. The exam is part of a massive program for regulating the tax preparation industry. Once a tax return preparer has passed the test and satisfied the other requirements, he or she will earn the designation of “Registered Tax Return Preparer.” Normandale has entered into a partnership with Pacific Northwest Tax School to deliver the IRS Tax Law Exam Prep course. The college chose this partner because of the excellent student and employer evaluations and high competency exam pass rates.

Basic Tax Course – Federal Law (IRS Exam Prep) **NEW**

For the first time in history, the IRS will be mandating all paid tax preparers to pass a competency exam. This course will help you prepare to pass this exam by highlighting new laws as well as refreshing you on the dizzying array of deductions and requirements. This course offers a proven and superior pass rate and is an IRS-approved provider of continuing education for enrolled agents. See website for more information about this online course. 7.2 CEU, INSTR: April Gutierrez

Course Dates: Start as soon as you register and complete at your own pace, maximum 6 months. Tuition: \$500, includes materials, practice exams and 72 hours of instruction.

QuickBooks

Introduction to QuickBooks 2011

This course will introduce the tools and techniques of setting up a company, working with customer and vendor transactions, creating invoices, processing payments, working with bank accounts, reports/graphs, and paying bills. .7 CEU, \$175, INSTR: Donna Seys

Class ID: 18691 Tue, 4/3/12 8:00am – 3:00pm RM: C3017

Intermediate QuickBooks 2011

Intermediate QuickBooks includes instruction in sales tax transactions, managing inventory, using balance sheet accounts, customizing reports/graphs, creating estimates and classes, job costing, time tracking, payroll, general journal, and customizing QuickBooks. .7 CEU, \$175, INSTR: Donna Seys

Class ID: 18692 Tue, 4/10/12 8:00am – 3:00pm RM: C3017

Performing Payroll in QuickBooks 2011

2.4 CEU, \$95, INSTR: Scott Paxton

Online Class – classes start 4/18, 5/16, 6/20, 7/18, 8/15

See website for details.

NEW



Web Marketing

Web Marketing and Search Engine Optimization **NEW**

You've created a beautiful website that positions your product or message in exactly the way you intended. There is only one problem. How do your customers or readers find you? Learn the basics of using social media, online advertising, and web analytics to make your website search engine ready. Emphasis will be on hands-on application and development of a plan for your own website. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 18667 Thur, 4/19/12 12:30pm – 4:30pm RM: C3017

Designing Your Website for Mobile Devices **NEW**

Creating a website that can be viewed effectively on mobile devices is not just a recommendation; it is a necessity. Whether your customers are viewing your website on an iPad, iPod or Smart Phone, you want to build your site and applications in a manner that avoids frustration. Learn how to effectively design a site and applications for a seamless access to a variety of multiple media devices. Emphasis will be on hands-on application. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 18668 Fri, 5/25/12 12:30pm – 4:30pm RM: F2297

Class ID: 18669 Thur, 6/7/12 12:30pm – 4:30pm RM: C3017

Google Analytics **NEW**

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques for how to use Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. 1.6 CEU, \$195, INSTR: Dan Belhassen and Susan Hurrell

Class ID: 20789 5/7/12 – 6/1/12

Online class 

Class ID: 21186 7/2/12 – 7/27/12

Online class

Online Advertising **NEW**

Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. 1.6 CEU, \$195, INSTR: Dan Belhassen

Class ID: 21913 8/6/12 – 8/31/12

Online class 

Creating Dynamic Websites Using WordPress **NEW**

See page 19 for course description

1.4 CEU, \$350, INSTR: Tim Daniels

Class ID: 21174 – Mac

Fri, 6/15/12 – 6/22/12

8:30am – 3:30pm RM: F2297

Creating Dynamic Websites Using Drupal **NEW**

See page 19 for course description

2.1 CEU, \$525, INSTR: Tim Daniels

Class ID: 21175 – Mac

Fri, 7/13/12 – 7/27/12

8:30am – 3:30pm RM: F2297



Graphic and Web Design Programs page 18

See our website for more eMarketing Courses and Certificates

Don't wait for opportunity, create it.

Earning a Professional Credential offers you:

- Skill development to help you stay current or advance your career
- Preparation for a new field or occupation
- Confidence that comes from relevant and applied learning

LEADERSHIP AND MANAGEMENT

Supervision and Management Certificate
Business Research Certificate
Administrative Professional Certificate

MARKETING

eMarketing Essentials Certificate
Graphic Design Software Certificate
Web Design Software Certificate

TAX PREPARERS

Registered Tax Return Preparer

TECHNICAL SKILLS

Computer Essentials Certificate
Excel Spreadsheet Certificate
Word Processing Certificate
Database Management Certificate

QUALITY AND SIX SIGMA

Six Sigma Green Belt Certificate
Six Sigma Black Belt Certificate

AGILE AND SCRUM

Certified Scrum Product Owner
Certified Scrum Developer
Certified ScrumMaster

INFORMATION TECHNOLOGY

Microsoft Network Certifications
Cisco Certifications
Programming and Development Certifications

HEALTHCARE AND MEDICAL

Refresher Course in Nursing
Pharmacy Technician
Medical Coding and Billing
Medical Transcription Editor
Medical Administrative Assistant
Health Information Technology (HIT)

INTEGRATIVE HEALTH AND WELLNESS

Herbalism Certificate
EnergyWorks Certificate
Sound Healing Mastery Certificate
Emotional Freedom Technique
Heartsight
Spring Forest Qigong
Tai Chi Teacher Certifications



**Get
Certified!**

Learn about other professional training programs and certifications
<http://normandale.augusoft.net>
or call 952-358-8343.

computer and technology



Whether you are looking to update your professional skill set or earn an employment-oriented credential, Normandale offers a number of valuable courses and certificates geared for today's work environments. In addition, we offer classes and certifications for those interested in software applications focused on accounting, project management and SQL, programming, networking, security, voice technologies and other in-demand IT fields.

Computer Applications Certificates

	Computer Essentials	Excel Spreadsheet	Database Management	Word Processing/ Desktop Publishing
Introduction to Computers	x			
Intermediate Computers	x			
Introduction to Word	x			x
Intermediate Word				x
Advanced Word				x
Excel Basics for Beginners	E	x		
Introduction to Excel	x	x		
Intermediate Excel	E	x		
Advanced Excel		x		
Introduction to QuickBooks		E	E	
Introduction to MS Project		E		
Introduction to Access	x		x	
Intermediate Access	E		x	
Advanced Access			x	
Introduction to SQL			x	
Intermediate SQL			x	
Introduction to PowerPoint	x			
Intermediate PowerPoint	E			
Introduction to Publisher				x
Introduction to Acrobat Pro				E

X = Required Course for Certificate E = Elective Course Recommended



Sherri Cady is our lead office applications instructor. Sherri provides expertise in the areas of instruction, program development and delivery. Sherri has over 25 years of academic and training experience and a Masters degree in Business Education with an emphasis in Computer Applications and Management Information Systems/Accounting.



Microsoft Word

Introduction to Microsoft Word 2007

This class is designed for those who are new to Word, self-taught, or need to brush-up on tips and techniques. Topics include: shortcuts/tips, editing, formatting, and using templates, tabs, and clipart.

Prerequisite: Knowledge of Windows. .5 CEU, \$105, INSTR: Donna Seys

Class ID: 18673 Tue, 5/8/12 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Word 2007

This class will introduce tips/techniques to increase productivity with Word. Topics include: tables, writing tools, newsletters, document sections, headers/footers, mail merge, and creating templates.

Prerequisite: Introduction to Word 2007 or equivalent knowledge.

.5 CEU, \$105, INSTR: Donna Seys

Class ID: 18674 Tue, 5/15/12 8:00am – 1:00pm RM: C3017

Advanced Microsoft Word 2007

Topics covered in this course include: drawing objects, text box linking, styles, document protection, preparing a document for distribution, Word customization, inserting quick parts and fields, inserting comments and tracking changes, comparing and combining documents, sorting text, multilevel lists, advanced mail merge techniques, creating citations, pull quotes, and a bibliography in a report, creating charts, creating fill-in forms, macros, and creating reports with table of contents, index, and figures.

Prerequisite: Intermediate Microsoft Word 2007 or equivalent knowledge. 1.0 CEU, \$210, INSTR: Donna Seys

Class ID: 18675

Tue, 5/22/12 & 5/29/12 8:00am – 1:00pm RM: C3017

Microsoft Project

Introduction to Microsoft Project 2010

This course will introduce the tools and techniques to create a project plan file, outline tasks, identify deliverables, set constraints, assign resources, view the critical path, set a baseline, and display project summary information. *Prerequisite: Introduction to Computers or equivalent knowledge.* 1.4 CEU, \$300, INSTR: Donna Seys

Class ID: 18693

Tue, 5/1/12 & Fri, 5/4/12 8:00am – 3:00pm RM: C3017

Computer Basics, Introduction to Computers, and Intermediate Computers will be offered in the Fall. See website for updated courses.

Donna Seys has over 10,000 hours of classroom training experience on Microsoft, Adobe, and a variety of other products. Her specific talents include explaining technical and high-level concepts in an easy to learn way.

Normandale is a Certified Microsoft Office Specialist (MOS) Test Center

FREE MICROSOFT OFFICE SPECIALIST PRACTICE TESTS!

The MOS certification is the industry standard for employees to prove their mastery of the Microsoft Office products. Research shows that MOS certified individuals earn significantly more pay and promotions than those without certification.*



Get Certified – Through August 31, 2012
MOS Certification Exams are FREE
if you have completed advanced
Microsoft Office courses through
Normandale Continuing Education.
(a \$99 value)

MOS Exam Schedule:

Thur, Apr. 26	6:00 – 8:00 pm
Mon, May 7	6:00 – 8:00 pm
Fri, May 25	1:00 – 3:00 pm
Fri, June 22	3:00 – 5:00pm
Fri, July 27	3:00 – 5:00pm
Fri, August, 24	3:00 – 5:00pm

To register, please visit
<http://normandale.augusoft.net>
or call **952-358-8343**.

Get Certified!

*Source: Certiport Educational Testing

Microsoft Excel

Excel Basics for the Absolute Beginner 2007

If you have struggled with constructing formulas and would like to refresh math skills needed for Excel, this course is for you. This course will reinforce spreadsheet construction with formulas. The goal of this course is to increase confidence with math as it applies to Excel. .5 CEU, \$105

Class ID: 21178

Thur, 6/14/12

INSTR: Sherri Cady

8:00am – 1:00pm RM: C3017

Introduction to Microsoft Excel 2007

This course is designed for students with some spreadsheet experience. Spreadsheet construction, formula building, absolute addressing, charting, efficient tips and techniques, and formatting will be introduced. .5 CEU, \$105

Class ID: 21179

Tue, 6/19/12

INSTR: Sherri Cady

8:00am – 1:00pm RM: C3017

Intermediate Microsoft Excel 2007

Topics include: database analysis tools, lookup, pivot tables/charts, intermediate formulas/functions, 3D formulas, file linking, multi-sheet work, and efficient tips and techniques. .5 CEU, \$105

Class ID: 21180

Thur, 6/21/12

INSTR: Sherri Cady

8:00am – 1:00pm RM: C3017

Advanced Microsoft Excel 2007

Topics in this course include: advanced functions, import/export issues, Excel integration with Office programs, Excel presentation issues, views, template creation, and advanced charting (including Pareto, macros, data tables, scenarios, and solver). 1.0 CEU, \$210

Class ID: 18683

Wed, 4/4/12 & 4/11/12

INSTR: Sherri Cady

8:00am – 1:00pm RM: C3017

Class ID: 21181

Tue & Thur, 6/26/12 & 6/28/12

INSTR: Sherri Cady

8:00am – 1:00pm RM: C3017

QuickBooks 2011

Introduction to QuickBooks 2011

Class ID: 18691

Wed, 4/3/12

8:00am – 3:00pm

RM: C3017

Intermediate QuickBooks 2011

Class ID: 18692

Wed, 4/10/12

8:00am – 3:00pm

RM: C3017



Excel Basics for the Absolute Beginner is recommended for those who are brand new to spreadsheets or need to build confidence with math.

“The instructor was very good at explaining and very patient.”

See page 9 for course information

Hot Jobs in Minnesota

Office and Administrative Support Positions will Continue to be one of the Fastest Growing Job Classifications.

—Minnesota Job Outlook to 2016, DEED
(Department of Employment and Economic Development)

Normandale offers a variety of programs and certificates for Administrative Professionals. See our website to learn about career training opportunities.

Microsoft Access

Introduction to Microsoft Access 2007

This course is designed for students with little or no database experience. Database design and construction of tables, simple forms, reports, and queries will be covered. *Prerequisite: Windows experience.* .5 CEU, \$105, INSTR: Sherri Cady

Class ID: 18686 Wed, 4/18/12 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Access 2007

In this course topics include: database design, import/export issues, select, action, SQL specific and specialized queries, form, report techniques, and integrity issues. *Prerequisite: Introduction to Access 2007 or equivalent knowledge.* 1.0 CEU, \$210, INSTR: Sherri Cady

Class ID: 18687

Wed, 4/25/12 & 5/2/12 8:00am – 1:00pm RM: C3017

Advanced Microsoft Access 2007

In this course topics include: import/export issues, integration with Word and Excel, macros, switchboards, dialog boxes, VBA introduction, and Access tools/ utilities/security. *Prerequisite: Intermediate Access 2007 or equivalent knowledge.* 1.0 CEU, \$210, INSTR: Sherri Cady

Class ID: 18688

Wed, 5/9/12 & 5/16/12 8:00am – 1:00pm RM: C3017

Microsoft Office Specialist (MOS) Certification Exams are a great way to document your skills and expertise.

Performance, Productivity and Innovation... Strengthen Your Training Plan



Research reveals that training leads to employees who are more customer-focused, productive and loyal.

Successful organizations link training plans to their business results. Normandale will work with you to design training plans and systems that meet your goals.

Training can be delivered at Normandale, at your location, or online.

Give us a call at **952-358-8343** and learn how you can strengthen your training plan to improve performance, productivity and innovation.

Microsoft PowerPoint

Creating and Delivering EFFECTIVE PowerPoint Presentations

NEW

PowerPoint and other presentation programs have revolutionized the way we use technology to make presentations. But, are you using these programs in a way that promotes understanding and engagement or are you creating an endless list of bullets that fly in like airplanes? Effective use of color, font, background, and visual imagery will be emphasized. .3 CEU, \$75, INSTR: Trevar Bastyr

Class ID: 18696 Thur, 4/26/12 5:30pm – 8:30pm RM: C3017



SQL – Structured Query Language

Introduction to SQL—Structured Query Language

This hands-on course will introduce students to the language that allows one to read and write data from a database. Topics include: retrieving data, filtering data, working with functions and calculations, joins, and creating/manipulating tables. *Prerequisite: Intermediate Access or equivalent knowledge of database software.*

.5 CEU, \$105, INSTR: Sherri Cady

Class ID: 18689 Wed, 6/6/12 8:00am – 1:00pm RM: C3017

Intermediate SQL – Structured Query Language

In this course topics include: advanced joins, subqueries, and the interpretation of statements of increasing complexity. *Prerequisite: Introduction to SQL or equivalent knowledge.* .4 CEU, \$85, INSTR: Sherri Cady

Class ID: 18690 Wed, 6/13/12 8:00am – 12:00pm RM: C3017

“Ms. Cady did an excellent job in exposing me to the program’s capabilities.”

Microsoft Visio

Introduction to Microsoft Visio 2007

NEW

Microsoft Visio is a drawing and diagramming tool that can help transform business and technical concepts into visual diagrams. Business concepts, models, processes, work flow, engineering diagrams, system layouts, and even floor plans can be created with Visio. .7 CEU, \$150, INSTR: Donna Seys

See website for new dates

Diagrams created in Visio enable you to communicate information clearly and with more impact than with text and numbers alone.

Adobe Acrobat

Introduction to Adobe Acrobat Pro 9

This course covers basic electronic document conversion to multimedia projects. You will learn navigational structures, how to create, edit, and distribute documents, as well as build searchable PDF libraries and catalogs. You will also learn to create forms that can be filled out by anyone, distributed by email or on a website, and changed at any time. .7 CEU, \$150, INSTR: Donna Seys

See website for new dates

Web Development

Introduction to Web Development

Topics include an introduction to xHTML and CSS code, an overview of web page usability and design, and using the web editing software – Microsoft Expression Web – to create pages which include text, graphics, color/background, invisible tables, and hyperlinks. Discussion of domain name registration, advertising the web page, and using FTP software to upload pages to a server will also be introduced. *Prerequisite: Knowledge of Windows.* .6 CEU, \$150, INSTR: Sherri Cady

Class ID: 21182

Tue, 6/12/12 8:00am – 2:00pm RM: C3017

Intermediate Web Development

This course is a continuation of Introduction to Web Development and will include instruction in Microsoft Expression Web software. Additional topics include: designing with layout tables, dynamic web template, importing pages, cascading style sheets, links, images, hotspots, adding interactivity (audio, rollovers), generating reports, and checking accessibility/compatibility. *Prerequisite: Introduction to Web Development or equivalent knowledge.* .7 CEU, \$176, INSTR: Sherri Cady

See website for new dates

Web Marketing and Search Engine Optimization **NEW**

See page 10 for description. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 18667 – PC

Thur, 4/19/12

12:30pm – 4:30pm RM: C3017

HTML/CSS

Learn how to “speak the language” of HTML (Hyper-text Markup Language) and CSS (Cascading Style Sheets) in order to more effectively use web design software. This class assumes that you have basic knowledge and experience in personal computer and the World Wide Web, and want to learn the basics of creating web pages. You will learn how to use HTML to structure content such as embedded images, text objects, headings, bullet lists, and interactive links. CSS will be used to add style to this structure and provide the layout for your new web pages. .7 CEU, \$176, INSTR: Tim Daniels

Class ID: 18649 – PC

Thur, 4/12/12

8:30am– 3:30pm RM: C3017

Designing Your Website for Mobile Devices **NEW**

See page 10 for description. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 18668 – Mac

Fri, 5/25/12

12:30pm – 4:30pm RM: F2297

Class ID: 18669 – PC

Thur, 6/7/12

12:30pm – 4:30pm RM: C3017

“Tim did a great job explaining the materials to all experience levels and provided special attention to all who needed it.”

Web Marketing

Skills, Know-how and Results

see page 10



WordPress and Drupal

WordPress or Drupal – which one is right for you? It really depends on your development needs. WordPress is more of an out-of-the-box solution. While easier to learn than Drupal, there are some limitations. Drupal is a free CMS with immense potential, but with that potential comes some added complexity. If you are struggling with your decision, please contact Jeff Hudson at 952-358-8705 or by email at jeff.hudson@normandale.edu.

Creating Dynamic Websites Using WordPress **NEW**

Take the basic free blogging software to the next level! Learn how to turn a WordPress blog into a robust website. You will learn the basics of CMS (Content Management Systems) and build their own site in class. You will gain experience in installing WordPress, managing a server, customizing themes, installing plugins and widgets and creating posts and content. 1.4 CEU, \$350, INSTR: Tim Daniels

Class ID: 21174 – Mac

Fri, 6/15/12 – 6/22/12

8:30am – 3:30pm RM: F2297

Creating Dynamic Websites Using Drupal **NEW**

Use this free CMS (content management system) to create websites with forums, user groups, and contact forms using Drupal's open source software. Starting with the basics of downloading Drupal, this class will walk you through every step of creating an amazing and powerful community-based website. You will gain experience in installing Drupal, customizing a theme, customize views, define content types, site optimization, site management and much more. 2.1 CEU, \$525, INSTR: Tim Daniels

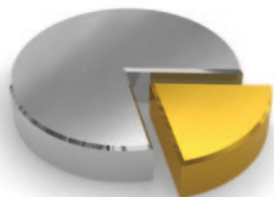
Class ID: 21175 – Mac

Fri, 7/13/12 – 7/27/12

8:30am – 3:30pm RM: F2297

New courses are updated throughout the semester. See website for more information.

The Customer Profit Connection



"Your customers hold the key to focusing your marketing efforts and increasing profits faster."

–Julia Van Etten, Instructor

The Customer Profit Connection is designed as a practical, two session training program geared to the interests of small business owners and marketing managers looking for a competitive edge. This training is especially effective when work teams take it together. Delivered at Normandale or onsite at your business.

Give us a call at 952-358-8343 to learn more about increasing your profits!

Digital Design Skills for Today's Professional



Wesley Hayne

In the modern workplace, a diverse set of skills is as important as the experience you have in a field. Normandale recognizes this, and provides valuable opportunities to gain skills through its Graphic and Web Design courses and certificates.

Graphic and web design skills are not only part of an ever changing industry, but they are also valuable tools for many administrative and marketing professionals as well as entrepreneurs. Normandale instructor Tim Daniels has seen a variety of students come to his classes to gain skills for many different reasons.

“Through these classes, we’ve been able to help many students achieve success in finding employment, starting a new career or business, or improving skills to excel in their current role.”

When Anne Baumann enrolled in the Web Design certificate program, she had some layout and design skills but wanted to add Adobe Photoshop, Dreamweaver and Illustrator to her toolbox. As an experienced writer, she wanted a working knowledge of graphics to broaden her marketing abilities and enhance her writing, editing and content management skills.

She used her writing background and the newly acquired skills in her job as the Marketing Communications Coordinator at Solutran, where she used Illustrator and Dreamweaver to write copy, and design HTML emails, e-newsletters, and brochures. Baumann currently works as a Copywriter for Network Instruments LLC.

“This program was a great fit for me,” said Baumann. “The instructors knew what they were doing and were very willing to answer questions. The environment was friendly, and was a good mix of ages and backgrounds that made the experience fun. My goals were definitely met.”

Looking at Wesley Hayne’s resume is like reading a novel full of interesting life experiences. A self-described “serial entrepreneur”, Hayne has played in a well-known local band, worked in the record industry, been a stockbroker and has been involved with many different start-up business ventures.



Karla Mae

Article written by
Steven Geller

Photography by
Katie Heymer

After trying to hire someone to design a website for one of his companies, Hayne decided that he wanted to update his own web development skills. “Normandale made every part of taking this class easy,” said Hayne. “I called to ask what I needed to get started and they helped with everything, which I really appreciated. I originally wanted to only learn Dreamweaver, but then I figured why not get the certificate and learn all the different programs.”

Karla Mae had a creative background and some graphic design experience prior to signing up for the Graphic and Web-Design courses at Normandale. After taking the classes, she felt more empowered to share her experiences. Since 2011, Mae has started a travel blog called GirlOnAJet.com (highlighting her travel experiences), is the artist, writer and publisher for Bombshell Books, is the webmaster for www.DigitalExchangeSolutions.com and was the Communications Specialist for Itinu.

“After I finished the classes, I felt confident taking on other online and social media ventures,” said Mae. “It gave me a good base of experience, and made it less intimidating to learn new programs. The big highlight was learning how to design websites. In the past I thought it might be too technical for me to learn. However, the instructor, Tim Daniels, did a great job being patient and teaching the class, and the concepts were very learnable.”

Daniels and instructor Sherri Cady are a great combination. Cady’s expertise in business computer applications and web development are teamed with Daniels’ professional experience as a graphic designer and trainer in customized software training and web design.

“In this format, each student gets personal attention, feedback and instruction,” said Daniels. “With these abbreviated courses, students save time and money. They get the chance to learn on current software about current trends.”

Whether you are a design or marketing professional, entrepreneur or freelancer, Normandale offers the graphic and web design training needed in today’s workplace and marketplace.

Digital communication skills are the new standard for employees and professionals. They provide the needed tools to effectively communicate in today’s global, networked and virtual world of work.



Anne Baumann

Graphic and Web Design

The Graphic Design Software and Web Design Certificates provide skill development in high demand areas. These popular certificates are designed for those looking for jobs with small businesses or in communications, marketing design and business development fields. Both of these certificates offer a unique “portfolio” component. Built into each of these classes are real-world, application-oriented opportunities for you to build or add to your own portfolio.



Tim Daniels has over 10 years of experience in customized software training and web design. He holds a B.S. Degree in Graphic Arts and has also worked on a professional level with several area non-profits, custom designing brochures and websites. As our lead graphic and web design instructor, Tim brings the perfect mix of competence, patience, and real world experience to his classes.

See pages 10 & 18 for more information about web design and marketing courses

Design Basics

This class is 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. .4 CEU, \$88

Class ID: 18637 – MAC Fri, 4/6/12 9:00am– 1:00pm RM: F2297

Class ID: 21901 – PC Thur, 7/12/12 9:00am– 1:00pm RM: F2297

Adobe Photoshop I

Learn to enhance the look and image of reports, presentations, brochures and web pages. Topics range from opening photos with PictureBridge to image correction, distortion, restoration, design and exportation. Learn the main photo editing tools. Topics related to image resolution, size, printing and web production will also be discussed. Exercises will emphasize technique and aesthetics for both web and non-web applications. .7 CEU, \$176

Class ID: 21902 – PC Thur, 7/19/12 8:30am – 3:30pm RM: C3017

Adobe Photoshop II

Learn to utilize Photoshop to further your ability to create professional and exciting designs and publications. Create artistic and real-life images using filters and other advanced techniques. Topics include masking, extraction, photo restoration and manipulation. .7 CEU, \$176

Class ID: 21903 – PC Thur, 7/26/12 8:30am – 3:30pm RM: C3017

Adobe InDesign

InDesign improves the productivity of creative professionals. It allows you to closely integrate the applications that you use the most. You'll see how design layouts are enhanced, especially when sophisticated graphics and typography are involved in the design of everything from single page ads to multipage layouts like newsletters, catalogs and books. You will work on projects that focus on importing graphics, text boxes, packaging, printing and saving. .7 CEU, \$176

Class ID: 21905 – PC Tue, 8/14/12 8:30am – 3:30pm RM: C3017



Adobe Illustrator

Gain new creative freedom with Illustrator. Create custom designs, logos and images. This software tool allows you to paint intuitively. Learn to convert bitmaps to vector artwork and save time with intelligent palettes and optimized workspaces. Class exercises will introduce you to paths, text, and color to create stunning graphics in web and print production. .7 CEU, \$176

Class ID: 18647 – PC Thur, 4/5/12 8:30am – 3:30pm RM: C3017

Class ID: 21906 – PC Tue, 8/7/12 8:30am – 3:30pm RM: C3017

“Great class! I can’t wait to get home and practice. Mr. Daniels made everything so simple.”

Graphic and Web Design Software Certificates

	Graphic Design Software	Web Design
Design Basics	X	X
Introduction to Web Development		X
Intermediate Web Development		E
Adobe Photoshop I	X	X
Adobe Photoshop II	X	
Adobe Illustrator	X	X
Adobe InDesign	X	
HTML		X
Adobe Dreamweaver I		X
Adobe Dreamweaver II		X
Adobe Flash I		X
Adobe Flash II		E
Writing for the Web		E
Project Portfolio	X	X
Introduction to Acrobat Pro	E	E
Designing for Mobile Devices		E
Web Marketing and Search Engine Optimization		E

X = Required Course for Certificate / E = Elective Course Recommended

Adobe Dreamweaver I

Learn to utilize Dreamweaver CS5 to create and modify websites. You will learn how to plan and define a website, create pages and format text, define structural elements, create and apply CSS style rules, insert and modify tables, images and links, test and manage website files, and publish a site. .7 CEU, \$176

Class ID: 18650 - Mac Fri, 4/13/12 8:30am – 3:30pm RM: F2297

Class ID: 18651 – PC Thur, 4/26/12 8:30am – 3:30pm RM: C3017

Adobe Dreamweaver II

Build on your knowledge of Dreamweaver CS5 by learning how to add interactive functions that result in a true multi-media site including search functions by keyword, developing functional forms, and imbedding audio/video files. .7 CEU, \$176

Class ID: 18652 - Mac Fri, 4/20/12 8:30am – 3:30pm RM: F2297

Class ID: 18653 – PC Thur, 5/3/12 8:30am – 3:30pm RM: C3017

Adobe Flash I

Create dynamic animation using Flash CS5. This course introduces the basic features so you can begin creating Flash applications for delivery on the web. You will learn how to use the Stage and the Library, create and format text, and work with basic shapes. Learn the fundamentals of working with the Timeline, to format objects, and to work with interactive components such as buttons and audio controls. .7 CEU, \$176

Class ID: 18654 – Mac Fri, 4/27/12 8:30am – 3:30pm RM: F2297

Class ID: 18655 – PC Thur, 5/10/12 8:30am – 3:30pm RM: C3017

Adobe Flash II

Create and edit vector paths and mask layers. You will learn advanced animation techniques, such as inverse kinematics, shape and motion tweens, and animated masks, as well as basic programming principles while using ActionScript 3.0 to get more control over Flash applications. Finally, you will incorporate audio and video into Flash documents. .7 CEU, \$176

Class ID: 18656 – Mac Fri, 5/4/12 8:30am – 3:30pm RM: F2297

Class ID: 18657 – PC Thur, 5/17/12 8:30am – 3:30pm RM: C3017

You have the option of taking any of these classes in a Mac or PC lab.



Check course schedule online:
New classes are added throughout the semester.

Thinking about going back to school for that **MBA**?

You'll find that we offer great skill building courses designed to prepare you for your graduate studies.

Ensure Acceptance

The GMAT Preparation course is delivered online and offered monthly. Gain test-taking techniques and practice on actual GMAT tests from previous years.

Prepare for Research

The Business Research Certificate – Introduction to Business Research, Business Statistics, Qualitative Business Research – will help you to utilize the “right” data in your papers and presentations.

Update Technical Skills

Almost all schools require a minimum level of proficiency with word processing, spreadsheets and databases. See pages 12 to 25 for one-day, technical courses.

See our website or call (952) 358-8343 for more information



Project Portfolio

Through your participation in the certificate series, you will have learned basic design concepts in a variety of software programs. The Project Portfolio class offers you an opportunity to apply those concepts to a realistic final project. In order to complete the Graphic Design Software or Web Design certificate, you must attend TWO Project Portfolio classes. Plan to attend one session somewhere in the middle of your certificate, and a second session after you have completed all classes and your project. In the first session, you will present your project idea and get feedback. In the second session, you will present your completed project. .35 CEU, \$88

Class ID: 18663 – PC Thur, 4/19/12 8:30am – 12:00pm RM: C3017

Class ID: 18664 – Mac Fri, 5/25/12 8:30am – 12:00pm RM: F2297

Class ID: 18665 – PC Thur, 6/7/12 8:30am – 12:00pm RM: C3017

Class ID: 21904 – PC Tues, 7/31/12 8:30am – 12:00pm RM: C3017



Information Technology

In an ever-changing market, today's IT professional needs to continually upgrade skills and maintain relevant industry certifications.

	Date	Time	Fee	Class ID
IT Foundations				
CISSP (Certified Information Services Security Professional)	Mon-Fri, 4/16 – 4/20	8:30am – 5pm	\$2,995	21919
Network +	Mon/Wed, 5/7 – 6/13	6pm – 10pm	\$1,495	19540
MS Network Certifications				
Exchange Server 2010 Administration	Thur, 5/3 – 6/7	6pm – 10pm	\$1,995	19551
Windows Server 2008 Active Director 70-640	Mon, 5/14 - 6/18	6pm – 10pm	\$1,799	19547
Windows Server 2008 Administrator 70-646	Thur, 5/24 – 6/28	6pm – 10pm	\$1,799	19549
Windows Server 2008 Administrator 70-646	Mon, 8/20 – 9/24	6pm – 10pm	\$1,799	21915
Windows Server 2008 Network Infrastructure 70-642	Thur, 4/12 – 5/17	6pm – 10pm	\$1,799	19548
Windows Server 2008 Network Infrastructure 70-642	Mon, 7/9 – 8/13	6pm – 10pm	\$1,799	21916
Windows 7 Desktop Support	Mon – Wed, 5/8 – 5/10	9am – 4:30pm	\$1,395	21914
Programming and Development				
SQL Server Reporting Services	Wed, 5/2 – 5/23	6pm – 10pm	\$1,250	19554
Learning to Program using C#.NET	Mon, 5/7 – 6/4	6pm – 10pm	\$1,799	19557
Java – Developer Certification 2	Tue, 5/15 – 6/19	6pm – 10pm	\$1,995	21918

All IT classes will be held at the IT Computer Training Center, 3140 Neil Armstrong Blvd, Ste 230, Eagan. See website for IT course descriptions.

registration information

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

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

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

Refund Policies may vary according to class type. Our general policy requires that we be notified at least 4 days prior to the class start date in order to qualify for a refund. Spring Forest Qigong registrations may be transferred, or cancelled for a 75% refund anytime up to one week prior to the workshop start date – with no refunds available thereafter. Refund policies for other classes and programs may be found on our website: <http://normandale.augusoft.net>

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

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

FIVE WAYS TO REGISTER!

Online: Available 24/7
Use your Visa/MC/Discover
<http://normandale.augusoft.net>

Phone: 952-358-8343

Fax: 952-358-8240

Mail:
Normandale
Business Office
9700 France Avenue S
Bloomington, MN 55431

In Person
Continuing Education
Room C2101
Mon – Fri, 8am – 4:30pm

Visit www.normandale.edu
For maps, directions, and
parking information

- Register Early – many courses fill quickly
- Register online anytime or by phone during normal business hours
- Call us **952-358-8343** if you have any questions; we're here to help!

registration form

Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

WHEN REGISTERING PLEASE INCLUDE:

CLASS TITLE	CLASS ID	BEGIN DATE	TIME	FEE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL FEES _____

____ Enclosed is a check or money order payable to Normandale Community College.

To register with a credit card, please call or register online.



Learn
When You Want,
Where You Want



ONLINE LEARNING

Normandale Continuing Education offers hundreds of **online courses and certificate programs** that are designed to meet a wide variety of learning interests and goals.

Computers and Technology — Creating Web Pages, Search Engine Optimization, ASP.NET, Java Programming, Wireless Networking, PC Troubleshooting, Crystal Reports 10

Business and Professional — Accounting Fundamentals, Designing Webinars, Business Analysis, Supervision and Management

Healthcare — Medical Terminology, Pharmacy Technician, Medical Coding and Billing, Medical Administrative Assistant, Medical Transcription, Certificate in Gerontology,

Integrative Health and Wellness — Introduction to Natural Health and Healing, Nutrition for Optimal Health and Wellness, Certificate in End of Life Care, Become a Physical Therapy Aide, Healing Through Hypnosis

Writing and Languages — A to Z Grant Writing, Effective Business Writing, Grammar Refresher, Speed Spanish, Conversational Japanese, Instant Italian, Grammar for ESL

Personal Interest – GRE Preparation, Math Refresher, Genealogy, Digital Photography and MORE!

**Online learning
anytime,
anywhere ...
just a click away!**

- Knowledgeable and patient instructors
- In-demand job skills
- Interactive learning
- Flexible schedule – classes start frequently!

**Courses start
as low as \$95**

Start whenever you're ready!

Our online courses and certificate programs offer the convenience to fit with your schedule.

healthcare and medical



Normandale's courses are designed for health and medical professionals as well as for individuals who work in administrative, IT, quality and management roles in healthcare organizations.

Nursing & Certification

Refresher Course in Nursing

This course is designed for registered nurses (RN) who need a review and update of nursing skills to return to active status. Prearranged supervised clinical experience is included. Basic knowledge of computers is required. There will be ten class lectures and four clinical sessions and the option of one observation site. Clinicals will be in a sub-acute setting and scheduled one week prior to class start date. *See website for health status, security and textbook requirements.* 150 Contact Hours, \$860, INSTR: Debra Condon, MSN, RN

Class ID: 18739

Sat, 4/7/12 – 6/16/12
(no class 5/26)

8:00am – 12:00pm RM: S2333

Healthcare Provider CPR - Renewal

This 4-hour course is a review of the skills and knowledge covered in the American Heart Association's (AHA) CPR for the Professional Rescuer course. Skills include Adult, Child and Infant CPR. Upon successful completion of the course, an American Heart Assoc. Healthcare Provider course completion card will be issued. *Who Should Attend:* Dental Assistants, Dental Hygienists, Daycare Providers, Security Personnel, Nursing Home Workers, and other Healthcare Providers. 4.8 Contact Hours, \$56, INSTR: Bob Hansen

Class ID: 18736 Sat, 4/14/12

8:00am - 12:00pm RM: A1570

Class ID: 18737 Tue, 5/1/12

6:00pm – 10:00pm RM: A1570

Bob Hansen, MA, EMT worked in law enforcement as an Emergency Medical Technician for many years, bringing practical and relevant experience to the classroom.

Pharmacy Technician

The pharmacy technician profession is a good starting point for those interested in continuing their education to become a pharmacist, nurse, or other healthcare professional.

In Minnesota, the pharmacy technician field is expected to see a 28% growth in the number of jobs by 2019.

Pharmacy Technician

The Pharmacy Technician training program is designed to help students gain the knowledge and skills necessary to work as pharmacy technicians and prepare to sit for the PTCB national certification exam. Pharmacy technicians work in retail, hospital, and clinic pharmacies. They assist pharmacists in formulating, labeling, and dispensing medications. Numerous exercises and assessments throughout each of the 14 modules ensure that students master each concept before moving on, and knowledgeable student support advisors are available from program start to finish. This program is designed to be completed in 6 months or less, with approximately 285 hours of instruction. Program provides internships, career and graduate services to help you identify job opportunities, develop your resume and interviewing skills and perhaps obtain a letter of recommendation to show prospective employers. 285 Contact Hours, \$1,855

Class ID: 18772 Online class - start anytime



Health Information Technology

Stefanie Klein,
MnHIT 2011
Graduate
HIT Implementation
Support Specialist,
Mighty Oak
Technology, Inc



Photo by Amy Zellmer at Custom Creations Photography

Preparing Professionals for Health Information Technology Careers

By May 2012, more than 300 professionals will have successfully completed the MN Health IT short term training program. Normandale Community College is nationally recognized as a leader in HIT training.

HIT is a growing field. The Department of Labor predicts over 50,000 HIT professionals will be needed across the country over the next four years.

Applications will be accepted beginning July 1, 2012. Financial stipends may be available, see website for details.

If you are seeking a new career opportunity in one of the fastest growing job markets, consider MN Health IT. Normandale's programs are geared to meet the needs of clinical, IT, insurance, pharmacy, medical device, and other related industries that utilize health information systems for electronic medical records and health information exchange. In 2010, Stefanie Klein was going through a career transition. She explained that she wanted to take her IT experience in another direction. "I've also been interested in health and healing practices so pursuing training in HIT seemed like a good fit."

Developed through a federal grant, this program is designed for those who have education or work experience in healthcare, health information management (HIM), information technology (IT), quality/process improvement, or currently working in HIT.

The training is delivered online with direct instructor support. More than flexibility, MnHIT learners appreciate learning in a virtual community of other professionals.

Students not only gain technical and industry credentials but are also given additional career support throughout the training. Klein stated that "Normandale is the only college in Minnesota offering this type of training. It is a rigorous program but it prepared me for my career. I actually met my employer at a student/employer gathering."

**To learn more about the program,
visit the website at mnhealthit.com or
attend a Free Information Session at Normandale on:
Thursday, June 28, July 19 or August 16.
See website for details.**



Medical Coding/Billing & Transcription



Inpatient/Outpatient Medical Coding & Billing

The Inpatient/Outpatient Medical Coding and Billing Training Program is a comprehensive independent study online program designed for the individual 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, CCS and CCS-P certification exams administered by AHIMA. 640 Contact Hours, \$2,350

Class ID: 18729

Online class - start anytime



Medical Transcription

Medical transcription is the process of transcribing the dictated audio reports of doctor-patient interactions. These transcribed reports become part of the patient's permanent medical record and are vital to ensuring proper and consistent patient care. This online program helps you develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. 570 Contact Hours, \$1,875

Class ID: 18731

Online class - start anytime



You may start these online courses at anytime.

Medical Transcription Editor

The Medical Transcription Editor online program will focus on editing and formatting physician-dictated medical records, fixing grammatical errors and improving content in an efficient and accurate manner. The program also emphasizes practical experience, and by completion, you will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. 640 Contact Hours, \$2,375

Class ID: 18732

Online class - start anytime



Free Laptop or Textbooks!

You will receive a free laptop or textbooks if you enrolled in one of the following medical career programs before **April, 30, 2012**.

- > Medical Coding & Billing
- > Medical Transcription and/or Editor
- > Pharmacy Technician
- > Medical Administrative Assistant*

* Free laptop is not available for this program.

<http://normandale.augusoft.net>

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.

Medical Administrative Assistant

The Medical Administrative Assistant online training program helps students gain specialized skills and knowledge. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA) offered by the National Healthcareer Association. The online learning platform provides 24/7 access to the curriculum and interactive learning tools. Students have access to all the necessary curriculum and materials, integrated software, IT help desk, personalized student support and career guidance to complete the program, prepare for the CMAA exam and transition to employment.

240 Contact Hours, \$1299

Class ID: 18773 Online class - start anytime



Professional Development

Depression and Anxiety

This course will give you the tools to help determine what causes depression and/or anxiety, how you can better understand signs and symptoms and what treatment options are available to you. You'll learn Dr. Anderson's "SIG-E-CAPS" model for identifying depression and a model of how the mind works to help you better understand anxiety, depression and other psychological problems, including invaluable information to healthcare providers to improve patient care levels. 3.6 Contact Hours, \$49, INSTR: Richard Anderson, MD

Class ID: 18740 Thur, 4/26/12 6:00pm – 9:00pm RM: A2556

Integrative Healing Overview for Long Term Care Professionals

NEW

Integrative Health & Healing focuses on the whole person healing concept of body, mind, and spirit. This class provides an overview of Integrative Health, the whole person healing model, definitions, and benefits of various holistic therapies. You will also experience "energy" and a variety of holistic modalities. Part of the training will focus on the importance of self-care for your own balance of body, mind and spirit so that you can enhance your healing presence and care of your residents. You will learn what is necessary for successful implementation of integrative therapies into long term care facilities. 3.6 Contact Hours, \$59, INSTR: Sheila Judd

Class ID: 18742 Thur, 5/17/12 6:00pm – 9:00pm RM: A2552

Peaceful Passages: Feng Shui for Hospice Care

NEW

See page 36 for course information.

Creating Healing Environments: Feng Shui for Healing Professionals

NEW

See page 37 for course information.

See our website for complete descriptions, requirements and refund policies

integrative health and wellness



Healing Practices

Introduction to Chinese Medicine

NEW

In this course you will learn the theory of acupuncture and Chinese medicine including exposure to the Nei Jing and Shan Lan Hun. Learn what meridians are, the organ systems of Chinese medicine and how they relate to the seasons, emotions and time of day. You'll understand the eight parameters in Chinese medicine diagnosis, what are tongue and pulse diagnosis, see a demonstration of various traditional Chinese medicine modalities and experience a Chinese medicine decoction for the spring. 3.6 Contact Hours, \$59, INSTR: Kristianne Seelye

Class ID: 18806 Wed, 5/16/12 6:00pm – 9:00pm RM: A2564

Nutrition and Diet

The Relevance of Vitamin D on Human Health

Vitamin D deficiency has been linked to most of the chronic diseases of our time and is a critical compound on human overall health. There is a vast amount of information on the new advances in Vitamin D research. This course will review key aspects of this crucial compound and how to apply this knowledge to everyday life. This course is for the seasoned health practitioner as well as the interested individual. 3.6 Contact Hours, \$59, INSTR: Craig Couillard, DC

Class ID: 18835 Thur, 5/3/12 6:00pm – 9:00pm RM: A2552

Hypnosis

Medical Hypnosis

NEW

This course is ideal for the healthcare professional as it provides an understanding of hypnotic modalities, the benefits and scope of medical hypnosis, when it is beneficial to the patient, how and when to induce the hypnotic state, recognize and terminate the hypnotic state and the power of suggestion. You will learn about the current state of research and what hypnosis does to create optimal healing conditions in the body and mind as well as a method to teach your patients self hypnosis for self care. This class serves as the basis of understanding needed to pursue further training and certification in the growing field of medical hypnosis. 7.2 Contact Hours, \$129, INSTR: Cindy Locher

Class ID: 18775

Thur, 4/12/12 – 4/19/12 6:00pm – 9:00pm RM: A2556

Cindy Locher, CI, BCH, MNLP, is a Board Certified Hypnotherapist practicing in Apple Valley, and a graduate of the Hypnosis Motivation Institute and Center for Behavioral Sciences in Los Angeles, the first accredited college of clinical hypnotherapy in the nation. She is a member of the AHA and the International Medical and Dental Hypnotherapy Association.





Homeopathy

Homeopathic First Aid

Learn the basics of using homeopathy to treat minor injuries and illnesses. All natural, over-the-counter, homeopathic remedies are FDA approved and safe for children, adults and the elderly. Learn how to engage the body's natural defenses to maintain more vibrant health. This course will cover: burns, wounds, ear infections, the main characteristics of an illness and how to match them to a remedy choice. You will learn the identification of 20 homeopathic remedies that are used in acute care and leave with a sturdy plastic case for keeping remedies and your own supply of Arnica 200c that we will make together in class! 3 Contact Hours, \$89, INSTR: Cilla Whatcott

Class ID: 18810 Wed, 4/25/12 6:00pm – 8:30pm RM: A2554

Immunizations From a Homeopathic Perspective

A classical homeopath will share information gleaned from multiple independent studies regarding the mechanism of vaccination, the components of vaccines, how the immune system responds to vaccines, and the historical and current thinking regarding immunization. Come and get your questions answered and be more informed about the important choices to make regarding immunization. 3.6 Contact Hours, \$49, INSTR: Cilla Whatcott

Class ID: 18811 Tue, 7/10/12 6:00pm – 9:00 pm RM: A2556

Stress Management

Introduction to Breathwork

Staying Calm, Cool & Focused

NEW

This introductory course will help you uncover the power for health & wellness by simply paying attention to your breath. This course will be interactive and experiential. When you become aware of your breath you begin to unlock the stresses that keep you from feeling energized and alive. You will learn three simple breathing techniques particularly useful for relieving stress, and reducing the effects of physical illness and understand how to stay calm, cool and focused during times of stress. 3.6 Contact Hours, \$49, INSTR: Patrick H Weseman

Class ID: 18836 Wed, 4/11/12 6:00pm – 9:00pm RM: A2552

Cilla Whatcott, H.D., RHom, CCH is a graduate of Arizona State University and Northwestern Academy of Homeopathy. She is nationally certified as a classical homeopath. Parent of an internationally adopted family; Cilla has a busy homeopathic practice in Chaska.

Sound Healing Therapy



Sound healing has been around for thousands of years. From tribal or ecstatic dance, to rhythm, drums and the didgeridoo of the Australian Aborigines, these ancient sounds connect us to the earth.

Introduction to Sound Healing Basics

Discover how sound healing works and why it is emerging as a highly respected treatment method in the field of integrative wellness. Learn to use basic sound healing tools to clear mental, physical and emotional roadblocks, and to harmonize with your environment. Experience an introduction to Tibetan Singing Bowls, Tuning Forks, Crystals, Drums, a Sound Bath, and your own Voice to create a circle of healing sound. 2.4 Contact Hours, \$49, INSTR: Kay Grace

Class ID: 18792 Wed, 7/11/12 6:00pm – 8:00pm RM: A2552

Advanced Sound & Healer Training - Higher Self and Sound: Connecting & Trusting Your Inner Knowing **NEW**

Learn to trust your higher self to guide every Sound Healing session. Learn this connection process, and receive your unique body signals which you can always count on to give you an accurate Yes/No answer to any question you may have. We'll also use Sound in practice healing sessions. If you're a holistic healing practitioner, life coach or other helping professional, it's vital to be able to trust yourself as you work with others for their highest good. *See website for prerequisites.* \$145, 7.2 Contact Hours, INSTR: Kay Grace

Class ID: 19594 Sat, 6/23/12 9:00 am – 4:00pm RM: A2556

Advanced Sound & Healer Training - Sound Healing and the Chakras **NEW**

Learn to use sound (Voice, Tuning Forks and Singing Bowls and Drums) to effectively clear and balance the chakras, (energy centers) as well as gaining a much deeper understanding of what each chakra is about, and why they are so important to health and well-being. Learn to use sound as both a diagnostic tool to see what may be happening in a given chakra and as a healing modality to move and shift energy quickly. This class is highly experiential. *See website for prerequisites.* \$145, 7.2 Contact Hours, INSTR: Kay Grace

Class ID: 19595 Sat, 8/4/12 9:00 am – 4:00pm RM: A2556

Drum it Up with HealthRhythms® **NEW**

In this three part series, you will discover your personal rhythm with HealthRHYTHMS® group empowerment drumming and wellness exercises. Group drumming is an evidenced based wellness program that promotes relaxation and boosting of the immune system. No experience necessary and drums will be provided. \$89, 7.2 Contact Hours, INSTR: Cheri Bunker

Class ID: 18820

Tue, 6/5/12 – 6/19/12 6:00pm – 8:00pm RM: A2552

Inner Voices and The Talking Woods **NEW**

This course is designed to assist the participant in allowing their Inner Voice to emerge. We will explore toning and chanting also emulating the voices of the Forest. These vocal maneuvers allow for personal and environmental awareness and connection to the sound within our bodies. There will also be melodic and percussive accompaniment by facilitator and participants 3.6 Contact Hours, \$49, INSTR: Hanakia Zedek

Class ID: 18801 Sat, 4/14/12 9:00am – 12:00pm RM: A2556

Sounds for
Your Space



Healing Your Home Project:

Deepening Your Connection Through Sound and Intention

A home is more than a structure. It is capable of being influenced by outside factors. If the influences are negative, the space may feel unbalanced and unpleasant, causing those who live in it to have a similar predisposition.

“Harmonics for the Home” is a sound treatment workshop that will help you to learn how to guide your home to a state of balance and integrity, creating harmony and well-being.

Grammy winning producer Jeff Bova and Feng Shui expert Carole Hyder have collaborated to create a singular and innovative experience that will transform how you relate to your home through harmonics, vibroacoustics, the Chinese elements, and intension.

Jeff Bova is a Grammy Award winning record producer, arranger and composer, who has worked with Celine Dion, Katy Perry, Michael Jackson, Luther Vandross, Eric Clapton, Cyndi Lauper, and countless others.



Carole Hyder has accomplished international success as a Feng Shui consultant, speaker, teacher, author and trainer. Carole is founder and President of the Wind and Water School of Feng Shui, licensed by the Minnesota Higher Education Services Office.



Register early for this unique concert - workshop designed to transform and balance physical space.

**Saturday, July 14 • 8:30am - 12:30pm
Fine Arts Auditorium**

Early Bird Special: Register by June 30 for \$99, after June 30: \$108

Feng Shui

ALL NEW Feng Shui Courses



Feng Shui classes are taught by instructors who are certified (WWCT) or approved by the Wind & Water School of Feng Shui.

Wealth & Wallets:

Creating Prosperity with Feng Shui

NEW

Given our economy today, learning how to create a prosperous life and prosperous thinking is a must. There are many practical ways to work with Feng Shui in your home or office to increase the flow of prosperity in your life. 2.4 Contact Hours, \$49, INSTR: Michelle Skally Doilney

Class ID: 18789 Wed, 4/11/12 6:00pm – 8:00pm RM: A2556

Peaceful Passages: Feng Shui for Hospice Care

NEW

This course is intended for hospice workers and also people who are providing hospice care in their home. You will learn how the concepts of Feng Shui apply to creating space for home hospice care in a way that supports both the patient and the caregivers. The course is designed with infinite appreciation and gratitude for those who support peaceful passages. 2.4 Contact Hours, \$49, INSTR: Char Tarashanti

Class ID: 18788 Wed, 5/2/12 6:00pm – 8:00pm RM: A2556

Organizing the Feng Shui Way

NEW

Are you ready to save time, money and take back your day?

Are you tired of constantly looking for things or feeling frustrated?

Come explore the top trouble makers, learn about your personality type and how your brain organizes what you own. Learn simple organizing strategies based on Feng Shui principles. Using the Feng Shui Bagua, you will learn how to prioritize, set realistic goals, and maintain harmony in your space. Walk away feeling relieved, more in control, knowing you have solutions that are manageable and can be implemented with ease. *Bring a floor plan of your home to class.* 2.4 Contact Hours, \$49, INSTR: Leslie Connell-Torres

Class ID: 18818 Wed, 6/20/12 6:00pm – 8:00pm RM: A2556

Back to School Feng Shui Style

NEW

Set up Your Child's Room for Success! Learn to set up your child's room in a way that builds confidence, focus, productivity and support. Understand the importance of furniture placement, color and art selection, as well as simple clutter tips. 2.4 Contact Hours, \$49, INSTR: Lisa Janusz

Class ID: 18817 Wed, 8/1/12 6:00pm – 8:00pm RM: A2556

Wellness at Work

Research shows that work environments that support healthy employees provide many benefits:

- Increased Employee Retention and Loyalty
- Enhanced Productivity
- Reduced Stress and Conflict
- Increased Creativity and Innovation

Normandale offers courses and programs designed to increase workplace wellness. Popular programs include stress reduction, nutrition, communication, creativity, conflict management, feng shui, yoga, tai chi, qigong and meditation.

Call **(952) 358-8343** to learn more about how you can bring wellness to work.



Creating Healing Environments: Feng Shui for Healing Professionals

NEW

Care givers and healthcare professionals are paying more attention to the physical spaces in which they care for their clients and patients. While current research is discovering evidence of how spaces can impact healing, for over three thousand years Feng Shui has embodied methods that support aspects of healing such as balance of energy flow, centeredness, harmony, and intention. This class will expose care givers and health care professionals to Feng Shui approaches to adjusting a variety of kinds of clinical spaces to better support both clients and caregivers. Recent research on Evidence Based Design and Therapeutic Spaces will be introduced as well. 2.4 Contact Hours, \$49, INSTR: Elaine Anderson

Class ID: 18784 Wed, 4/18/12 6:00pm – 8:00pm RM: A2552

A Natural Harmony: Feng Shui in the Garden and Landscape

NEW

Want your garden to be more than just pretty flowers? This class illustrates the principles of using Feng Shui, the Chinese practice of creating a harmonious relationship with the environment, in the garden and landscape. Using Feng Shui in your garden allows you to create an intersection of mind, body and spirit right on your own little patch of the earth. Whether you are designing a new landscape or wanting to improve your current garden, access the wisdom and use of the Five Element Cycle. Feng Shui adjustments specific to the garden are introduced. Practical and affordable application of adjustments is emphasized for both mediating “Feng Shui “challenges” as well as for enhancing Feng Shui “blessings.” 2.4 Contact Hours, \$49, INSTR: Elaine Anderson

Class ID: 18783 Wed, 5/16/12 6:00pm – 8:00pm RM: A2556

EnergyWorks Certificate



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

In the **EnergyWorks Certificate** Program, you will learn the philosophies and descriptions of energy anatomy and energy healing and practice three major methods. To receive the EnergyWorks Certificate, you need to complete all seven classes. However, you may choose to enroll in individual classes. *Classes 1 - 6 will be offered in Fall 2012. See the website for more information.*

Class 7: Energy Work Practices

The question is—which one? There are hundreds if not thousands of different types of energy work practices, and in this workshop you'll learn about and practice a number of them. We'll present the major categories of energy work as well as their benefits and outline the various criteria for deciding which to participate in or recommend to someone. 8.4 Contact Hours, \$145

Class ID: 16756

Sat, 4/21/12

9:00am - 4:00pm

RM: A1550

Emotional Freedom Techniques



Valerie Lis, EFT, MA, is an EFT Expert Practitioner-2 and EFT Universe Certified Trainer. Valerie has conducted training sessions and workshops on EFT since 2002. She also teaches college students and health professionals about the field of Integrative Health and frequently presents at conferences.

Emotional Freedom Techniques (EFT) is a powerful self-tool to release unhealthy thoughts and emotional stress, to get “unstuck,” and quickly manifest positive change.

Emotional Freedom Techniques: Level 1, 2 & 3 Certificates

These hands-on EFT workshops are part of the required training for certification as a practitioner through EFT Universe. The training is taught in a workshop format where you will learn the core concepts of EFT through step-by-step instruction, demonstration, and supervised hands-on practice. The workshops are designed to build your skills and confidence and are also intended for those who simply want to learn about and become more proficient with EFT in a supervised environment. *Upon completion of Levels 1 and 2 you will have fulfilled initial requirements for certification as an EFT Intermediate Practitioner - 1, through EFT Universe.*

Level 1 Certificate: 19.2 Contact Hours, \$375

Class ID: 18763

Sat & Sun, 5/19/12 & 5/20/12 8:00am – 4:30pm RM: A2556

Class ID: 18770

Sat & Sun, 8/4/12 & 8/5/12 8:00am – 4:30pm RM: A2552

Level 2 Certificate: 19.2 Contact Hours, \$375

Prerequisite: EFT Level 1 or prior approval by the instructor.

Class ID: 18765

Mon & Tue, 5/21/12 & 5/22/12 8:00am – 4:30pm RM: A2556

Class ID: 18771

Mon & Tue, 8/6/12 & 8/7/12 8:00am – 4:30pm RM: A2552

Level 3 Certificate: 19.2 Contact Hours, \$375

Prerequisite: EFT Level 1 & 2 or prior approval by the instructor.

Class ID: 18766

Wed & Thur, 5/23/12 & 5/24/12 8:00am – 4:30pm RM: A2556

Veterans: New Options for PTSD and Wartime Trauma

NEW

Emotional Freedom Techniques (EFT) is an effective self-help tool for the after-effects and treatment of wartime trauma. Participants will work through a minor stressful event using the Basic EFT Tapping Formula. Information will be provided on a clinical study that offers six free sessions for qualifying veterans. 2.4 Contact Hours, \$59, INSTR: Valerie Lis

Class ID: 19539

Wed, 5/9/12

6:00pm – 8:00pm

RM: A2556



HeartSight® Series I

The HeartSight® Method of transformation helps you to use your intuitive gifts, personally and professionally. This program is especially valuable to healthcare workers and individuals who work in patient care. The intention of this five part series is to harmonize body and soul to enhance the power of your intuition, creativity and energy.

Class 1: Your Authentic Self

Are you searching for the real you? Learn how to tune into your authentic self and gain access to your inner wisdom. Through experiential learning, you will begin to discern the voice of the intellect from the voice of the soul and make decisions from your center of Knowing. Learn and practice concepts such as Grounding and Centering and learn the Three Ways of Knowing – Head, Heart and Gut.

Class ID: 18777 Wed, 5/2/12 6:00pm – 9:00pm RM: A2552

Class 2: Stepping into Your Energy Body

Do you wish you had more energy? Learn to access your Energy Body and play with your energy fields. Learn about the impact of energy on your physical, emotional, mental and psycho-spiritual states. Explore your health through the Energy Centers and develop skills to care for your Energy Body.

Class ID: 18778 Wed, 5/9/12 6:00pm – 9:00pm RM: A2552

Class 3: Maintaining Boundaries & Emotional Integrity

Do you feel overly sensitive to others' feelings or thoughts? Experience how to maintain healthy emotional boundaries. Practice using your intuitive gifts of feeling and sensing without losing yourself in the process. Learn to strengthen your uniqueness while staying connected to others.

Class ID: 18779 Wed, 5/16/12 6:00pm – 9:00pm RM: A2552

Class 4: Shadow Parts and the Law of Resonance

Do you feel stuck and don't know why? Your unconscious mind may be drawing to you what you need to change about yourself. Understanding the concepts of Mirroring and the Law of Resonance will help you transform the obstacles being created by your unconscious beliefs and conditioning (Shadow Parts). Learn skills to clear the Shadow Parts so you may manifest the life you want to live.

Class ID: 18780 Wed, 5/23/12 6:00pm – 9:00pm RM: A2552

Class 5: Intentions and the Law of Attraction

Are you wondering how the Law of Attraction really works? Come learn about the power of intention and the willingness to receive. Gain skills and strategies for personal empowerment through the paradigm of self-responsibility and choice. Explore tools for attracting and receiving what you need to live your life purpose.

Class ID: 18781 Wed, 5/30/12 6:00pm – 9:00pm RM: A2552



Maureen Pelton

MSW, LICSW has spent 25 years using her intuitive gifts and scientific applications as an integrative psychotherapist, professional coach, teacher, speaker and organizational consultant. She has taught at the Center for Spirituality & Healing at the University of Minnesota and The Penny George Institute for Health & Healing.

You may choose to take one or all of the five HeartSight® Series I courses.

To register online for entire HeartSight® Series I select "View Course Series" at <http://normandale.augusoft.net>

18 Contact Hours and \$275 for entire series or 3.6 Contact Hours and \$65 per class



Spiritual Evolution – Beyond Science

NEW

Deepen your understanding and appreciation of the beauty and enormity of life. This three-part series will unfold the spiritual path of humanity (that is non-religious) through the teachings of the ages. INSTR: Barbara Everett, MS, SD

2.4 Contact Hours per class or 7.2 for series
\$49 per class or \$129 for series

Class 1: Introduction to Spiritual Evolution

This course will expand your awareness of the many dimensions of human consciousness and the unfolding of the cosmic design for humanity. “Behind the appearance of the Universe there is a reality, a Being, a consciousness, that is One and eternal. All things are united in that one, but divided by certain separateness, and a forgetting of that One self.” –Sri Aurobindo.

Class ID: 18759 Wed, 6/13/12 5:30pm – 7:30pm RM: A2552

Class 2: The Seven Great Cosmic Planes: How the Universe is Organized

A plane is a level of consciousness and life, measured by frequency or vibration. All life has evolved through the Seven Great Cosmic Planes in a process called Involution-Evolution. Come and learn about this and the history of Ageless Wisdom, the Illuminated Chakras and more.

Class ID: 18760 Wed, 6/20/12 5:30pm – 7:30pm RM: A2552

Class 3: Spiritual Evolution – Beyond Science- Discover the Seven Rays

The Rays are invisible waves of energy that Scientists began tracking and recording about forty years ago. These discoveries followed earlier discoveries of other well-known invisible waves of energy, like radio and micro-waves.

Class ID: 18761 Wed, 6/27/12 5:30pm – 7:30pm RM: A2552



Scan this code with your smartphone to visit our website.

Creativity & Personal Development

Creative Art Sampler

NEW

Come and sample a bouquet of art mediums to try on and play with! Art Sampler is a hands-on sampling of different art mediums to try out. If you’ve always known you wanted to jump into art making, but weren’t sure how, what to choose, or what you even like—Art Sampler is the perfect opener! The art mediums to discover, explore and play with in Art Sampler include the following: Pen and ink drawing; Colored pencil drawing; Oil Pastel painting and Watercolor painting. 9 Contact Hours, \$79, INSTR: Elizabeth Diamond Gabriel

Class ID: 18758

Thur, 6/7/12 – 6/21/12 6:00pm – 8:30pm RM: F2250

Introduction to Numerology

Numerology is a key to unlocking a wealth of information contained in your birth date and name, revealing a blueprint of your life path and character. Numerology offers you guidance as you navigate your way through all areas of life. Putting it into practice can inspire creativity; and enhance your self-understanding. In this course you will learn how to apply numerology in many practical ways in your daily life. 9 Contact Hours, \$125, INSTR: Susan E. Shopek

Class ID: 18747

Mon, 6/11/12 – 6/25/12

6:00pm – 8:30pm

RM: A2552

Photo Reading:

Learn More, Read Faster, Build A Better Brain

Learn to process information the way the brain is designed—using the whole mind. In this course you will process written information through the five step process of PhotoReading®. You will achieve immediate results from this highly interactive, experiential course. Experience the way reading ought to be—empowering, fun and faster—even in subjects where you might lack confidence. Graduates of the class increase their reading speeds, comprehension, and improve their ability to learn anything. 18 Contact Hours, \$245, INSTR: Cheryl Hiltbran

Class ID: 18750

Sat, 4/14/12 &

8:30am – 4:30pm

RM: A2554

Sun, 4/15/12

8:30am – 3:00pm

Introduction to Intuition

Discover the power of applying your intuitive abilities in daily decision making and gain confidence in your innate ability to access the wisdom of your intuitive voice. You will learn to make better decisions, build stronger relationships, take more effective action and create more ease in your life. 3.6 Contact Hours, \$49, INSTR: Doreen M Johnson

Class ID: 18745

Tue, 5/8/12

6:00pm – 9:00pm

RM: A2554

Reawakening the Feminine -

Harnessing Feminine Power for Healing

NEW

In today's world, we have been cultivating the aspects of yang energy. We have learned to look outside of ourselves for answers and for healing, when in reality, we have all that we need inside ourselves. In this course, we will develop our qualities of yin energy, and enhance our feminine power and our innate abilities to heal, nurture, listen and connect. This course is appropriate for both men and women. 3.6 Contact Hours, \$59, INSTR: Deanna Reiter

Class ID: 18752

Sat, 6/9/12

9:00am – 12:00pm

RM: A2552

Animals: Helpers and Healers

NEW

This course presents an overview of the relationship between people and their companion animals. You will explore how our animals affect our lives, from serving as companions and helpers to their documented influence on our health and emotional well-being.

3.6 Contact Hours, \$49, INSTR: Mary L Stoffel

Class ID: 18816

Tue, 6/19/12

6:00pm – 8:00pm

RM: A2554

For Photo Reading, you will need to bring 4 books along to use for activities and exercises. You will receive a free download of the Multiple Intelligence Assessment with your registration

Movement and Body Work



Massage for Two:
Bring a blanket and pillow and wear comfortable clothing.

Body Signals: Developing a Relationship With Your Body & Your Self **NEW**

You are invited on a journey of discovery. Learn to listen to your body's messages, and through your body, your own unique wisdom. In this class you will learn three ways to listen to your body's signals, (and experience how the body's signals relate to feelings, thoughts and your spiritual nature). You will leave with a plan to apply in your daily life to help you continue developing the relationship with your body, and through it, your Self. With consistent application of the tools, you'll experience decreased pain, increased energy, and a growing sense of empowerment and self-responsibility in all aspects of your life. 3.6 Contact Hours, \$49, INSTR: Margaret McRaith, MA, PT

Class ID: 18831 Thur, 6/14/12 6:00pm – 9:00pm RM: A2556

Massage for Two

Learn simple, century old techniques to relax your neck, shoulders, hands, feet and face. This class is relaxed and fun and will help you reconnect with your 'special' someone. This is the best three hours you will ever spend in a class. 3.6 Contact Hours, \$25 per person (a registered class partner is required), INSTR: Jeff Ansel

Class ID: 18822 Mon, 5/21/12 6:00pm – 9:00pm RM: S2330

Nordic Walking For Body Mind and Spirit **NEW**

Make your walk the best walk it can be - make it a Nordic Walk! From beginning walker to experienced runner the simple addition of Nordic Walking poles turns your walk into an all body workout. You will burn more calories, increase your heart rate, support your lower joints and engage up to 90% of your body's muscles in weight bearing exercise. It's fun, it's easy and it's social.

7.2 Contact Hours, \$59, INSTR: Linda Lemke

Class ID: 18829

Thur, 4/12/12 – 4/26/12 6:00pm – 8:00pm RM: A1560

Nordic Walking - Instructor Training Program **NEW**

If you are a movement educator, recreation leader, fitness instructor or personal trainer interested in teaching Nordic Walking this Instructor Training is for you. Nordic walking offers many physiological benefits including heart health, weight management, bone health and more. Proper skills and safe techniques bring about a user-friendly, low-impact workout experience. Use of poles is ageless and without limits. This training program – “Learn Nordic Walk Now” is a proprietary new North American Low-Impact Nordic Walking Techniques. You have our promise...you will never fitness walk the old-fashioned way again! Poles are available for use during your training. Nordic Walk Now Certification CEU's also available. 4.2 Contact Hours, \$149, INSTR: Linda Lemke

Class ID: 18830 Sat, 5/12/12 8:30am – 12:00pm RM: A1560



Linda Lemke is a firm believer that participating in outdoor activities contributes to overall physical, mental, and emotional health. Linda, as a certified Nordic Walking Instructor and Trainer has put poles in the hands of over 2,500 individuals through the HOW program, (Hoigaard's Outdoor Women). Linda was featured on the CBS Early Show with LEKI Nordic Walking.

Yoga is the ancient Eastern system of uniting body, mind and spirit. It is sweeping the western world with techniques and practices that strengthen the body, open the heart, and quiet the mind. Come and sample the many aspects of yoga in this four-part series.

Class 1: Yoga Sampler: The Eight-Limbed Path of Yoga

This course will introduce you to the eight-limbed path of yoga, allowing you to sample Pranayama (breathing), Pratyahara (sense withdrawal), Dharana (concentration), Dhyana (meditation), and Asana (postures). You will feel the power and love of a deep yogic experience as you come home to your body and quiet the thought-waves of your mind.

Class ID: 18823 Thur, 4/5/12 6:00pm – 8:00pm RM: A1560

Class 2: Pranayama and Yoga Nidra

Pranayama is the art and science of yogic breathing techniques. The benefits include clarity of mind, physical well-being, purpose, intention, inner and outer health and fulfillment, lightness of heart, and even weight loss. Our breathing has a profound effect on the quality of our lives. Deeper and more restorative than sleep, Yoga Nidra is like nothing you have experienced before. This practice completely relaxes the nervous system, releasing physical, emotional and mental tension. One hour of Yoga Nidra is equivalent to three hours of sleep.

Class ID: 18824 Thur, 5/3/12 6:00pm – 8:00pm RM: A1560

Class 3: Mudras, Mantras, and Meditation

Ancient yogic placement of the body (mudras), repetition of words or sounds (mantras), and techniques to quiet the thought-waves of the mind (meditation) allow you to live with increased clarity, grace and ease. In this class you will have an opportunity to try out mudras, mantras, and eight different kinds of meditation, choosing one or two that you may wish to continue as a personal practice in your life.

Class ID: 18825 Thur, 5/17/12 6:00pm – 8:00pm RM: A1560

Class 4: Bhakti Yoga of Devotion

Bhakti yoga is that of devotion. It is the yoga of selfless love, compassion, humility, purity, and the desire and serious intention to merge with God. This class will include Kirtan music and chanting, allowing you to experience the profound effects that this meditative path can have on your life.

Class ID: 18826 Thur, 5/24/12 6:00pm – 8:00pm RM: A1560

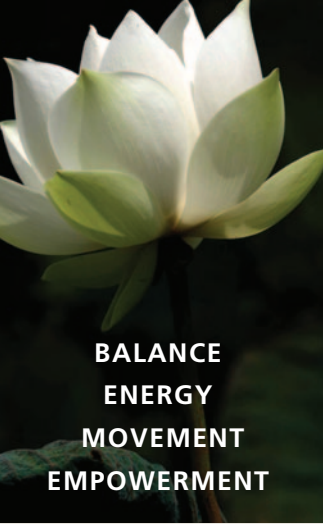
Sharon (Shar) Hills-Bonczyk, MPH, RYT-500, has been a yoga practitioner for over 30 years. She is a certified Kripalu Yoga Teacher at the advanced level (RYT 500), registered with Yoga Alliance, experienced in Kripalu and Iyengar yoga, meditation, and ayurveda.



9.6 Contact Hours
and \$129 for
the series or
2.4 Contact Hours
and \$49 per class

Bring a mat, blanket,
water and wear
comfortable
clothing.





**BALANCE
ENERGY
MOVEMENT
EMPOWERMENT**

Spring Forest Qigong

“a healer in every family and a world without pain”

Spring Forest Qigong is a simple and powerful form of Qigong. It was founded in 1994 by Master Chunyi Lin. He developed his program after studying and practicing Qigong and Tai Chi with some of the world’s most prominent and powerful masters. Master Lin found that there are thousands of Qigong exercises practiced in China and around the world and determined that most of these techniques were too complicated and time-consuming for the average person to learn and practice easily. He also recognized that learning, understanding and acceptance are increased when the meaning or impact of each exercise and technique is explained.

These Spring Forest Qigong workshops are a significant part of Master Lin’s vision of creating “a healer in every family and a world without pain.”



Chunyi Lin serves as the lead instructor and is a certified International Qigong Master. Founder of Spring Forest Qigong, he has taught over 120,000 students about its healing benefits. Master Lin may be assisted by other qualified instructors.

Free Information Sessions

Learn how Spring Forest Qigong (SFQ) is a simple and effective method for helping you heal physical and emotional pain and enhance the quality of your life and the lives of others.



Tuesdays, 6:30pm - 7:30pm

Class ID: 16899	Tue, 4/24/12	6:30pm – 7:30pm	RM: A2564
Class ID: 16900	Tue, 5/22/12	6:30pm – 7:30pm	RM: A2564
Class ID: 19592	Tue, 7/24/12	6:30pm – 7:30pm	RM: A2564

Level I Workshop

In Level 1, you will learn Spring Forest Qigong as a form of meditation exercises that will help you increase self-awareness, build internal energy and develop a healthy body physically and spiritually. These techniques will help you to relieve physical pain, stress, depression and are simple, effective and easy to learn. .7 CEU, \$195

Class ID: 16901 Fri, 6/8/12 8:30am – 4:30pm RM: A2566

Class ID: 16902 Fri, 8/3/12 8:30am – 4:30pm RM: A2566

Level II Workshop

Spring Forest Qigong Level II is available to those who have completed Spring Forest Qigong Level I. Learn to increase your own internal energy and to scan the body to find energy blockages, which are believed to be the root of sickness. You'll learn the healing techniques of "sword fingers" and "thunder palms". 1.15 CEU, \$245

Class ID: 16903 Sat, 6/9/12 & 8:30am – 5:00pm
Sun, 6/10/12 8:30am – 12:30pm RM: A2566

Class ID: 16904 Sat, 8/4/12 & 8:30am – 5:00pm
Sun, 8/5/12 8:30am – 12:30pm RM: A2566

Learning manuals are provided for both workshops.



Accelerated Weekends. Level I and II workshops are scheduled on the same weekend to provide you with an opportunity to maximize your learning. For questions regarding lodging, directions or registration, please contact Continuing Education at (952) 358-8343.



Sponsored by
Normandale's Integrative Health Education Center

Learning Well

on Edge Talk Radio



Carolyn
Vinup

Learning Well... a radio show designed to enhance your health, career and relationships.

Join Carolyn and guests the first Tuesday of each month from 6–7pm.
See our website for more information and links to the show.

Tai Chi – Beginner

ABC's of Tai Chi

This class will teach the fundamentals of Tai Chi Chuan. It will utilize many different practices and techniques including Qigong, meditation, posture, walking, breath and alignment preparing you for further studies in Tai Chi. 12 Contact Hours, \$89 or \$10/class

Class ID: 18838 (Free sitting meditation from 6:30 - 7:00pm)

INSTR: Keith Root 7:00pm – 8:00pm RM: A1560

Thur, 5/31/12 – 8/9/12 (no class 7/5)

Beginning Tai Chi for Health and Arthritis

Tai Chi for health beginning follows the Tai Chi from the Arthritis Foundation program. Recommended as a starting point for your Tai Chi journey, this course will introduce Dr. Lam's Simplified Sun Style Tai Chi in a safe and supportive environment.

Class ID: 20781 (Free sitting/standing meditation from 10:05 - 10:30am)

18 Contact Hours, \$89 or \$10/class,

INSTR: Russ Smiley & Patricia Gonzalez

Sat, 5/19/12 – 8/4/12 10:30am – 12:00pm RM: S2330

(no classes 5/26 & 6/23)

Class ID: 20782 (Free sitting/standing meditation from 6:30 - 7:00pm)

12 Contact Hours, \$89 or \$10/class, INSTR: Keith Root

Mon, 5/21/12 – 7/30/12 7:00pm – 8:00pm RM: A1560

(no class 5/28)



Dr. Russ Smiley has taught at Normandale for 23 years and holds a Ph.D in Health Education. One of eleven Master Trainers for the Tai Chi for Arthritis program in the United States, he also is certified to teach Tai Chi for Diabetes and Tai Chi for Back pain. Dr. Smiley serves on the Board of Directors of the Tai Chi for Arthritis Association of America and also serves on the Board of Advisors for the American Academy of Acupuncture and Oriental Medicine.

Tai Chi – Intermediate/Advanced

Intermediate courses are for those who have taken a previous Tai Chi class and desire to learn a more in-depth series of Tai Chi Forms.

Sun Style 97 Form

12 Contact Hours, \$89 or \$10/class,

INSTR: Russ Smiley & Patricia Gonzalez

Class ID: 20783 9:00am – 10:00am RM: S2330

Sat, 5/19/12 – 8/4/12 (no classes 5/26 & 6/23)

Yi Chuan

12 Contact Hours, \$89 or \$10/class, INSTR: Keith Root

Class ID: 20787

Thur, 5/31/12 – 8/2/12 8:00pm – 9:00pm RM: A1560

Yang Style 40 Form

12 Contact Hours, \$89 or \$10/class, INSTR: Keith Root

Class ID: 20785 10:30am – 11:30am RM: A1560

Sat, 5/19/12 – 8/4/12 (no classes 5/26 & 6/23)

Class ID: 20784 8:00pm – 9:00pm RM: A1560

Mon, 5/21/12 – 7/30/12 (no classes 5/28)

Yang Style 108 Form – Advanced Tai Chi

18 Contact Hours, \$129 or \$15/class, INSTR: Keith Root

Class ID: 20786 (Free sitting/standing meditation from 8:00 - 8:30am)

Sat, 5/19/12 – 8/4/12 8:30am – 10:00am RM: A1560

(no classes 5/26 & 6/23)

Tai Chi Certification Programs

The Tai Chi Certified Teacher Training Programs are designed for certified exercise instructors, Tai Chi instructors, advanced Tai Chi students and healthcare professionals.

Tai Chi for Arthritis – Teacher Certification 1

This course is endorsed by many arthritis foundations worldwide. The certification is “Tai Chi for Arthritis”. *Note: An instructional DVD will be sent prior the workshop.* 16.8 Contact Hours, \$240, INSTR: Russ Smiley

Class ID: 18851

Sat, 5/5/12 & Sun, 5/6/12 8:00am – 4:00pm RM: S2330

Tai Chi for Arthritis – Teacher Certification 1 Update

The Tai Chi Update is required every 2 years to keep one’s skills and knowledge current. Time will be spent revising the 12 Tai Chi for Arthritis movements and reviewing instructional training and theory. *Prerequisites: Tai Chi for Arthritis – Teacher Certification 1 or 2.* 9 Contact Hours, \$85 (or \$175 for both the TCA 1 update and TCA 2), INSTR: Russ Smiley

Class ID: 18852 Sat, 5/5/12 8:00am – 4:00pm RM: S2330

Tai Chi for Arthritis – Teacher Certification 2

This workshop is open to anyone who has completed the Tai Chi for Arthritis Teacher Certification (Leader’s Course) by Dr. Paul Lam or his authorized trainers. *Prerequisites: Tai Chi for Arthritis – Teacher Certification 1.* *Note: An instructional DVD will be sent prior to the workshop.* 7.8 Contact Hours, \$120 (or \$175 for both the TCA 1 update and TCA 2), INSTR: Russ Smiley

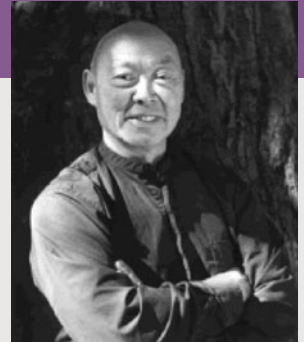
Class ID: 18853 Sun, 5/6/12 8:00am – 4:00pm RM: S2330



To register for TCA 1 Update and TCA 2 Series select “View Course Series” at <http://normandale.augusoft.net>

For questions regarding the content of Tai Chi for Arthritis – Teacher Certification, students may contact Keith Root at: keith@nbds.com or 612-812-8361.

Tai Chi with Fong Ha



Join Fong Ha as he shares his power, graciousness and insight with you. Fong Ha currently directs the Integral Chuan Institute in Berkeley California and is a master of Yang style Tai Chi, having studied it since his youth with both Dong Yienjie and then Yang Shouzhong. He later studied YiQuan with Han Xingyuan and gained insights into QiQong with his friend Cai Songfang. YiQuan is a form of physical and mental training which requires no special equipment or skills.

This standing meditation will help to develop one’s internal energy or Qi for enhancing your health, reducing stress, improving concentration, and increasing vitality. You may find more information in “Warriors of Stillness” or “The Tao of YiQuan” written by Jan Diepersloot, one of Master Fong Ha’s students or by visiting his website at: www.fongha.com.

Entire Series - \$140 – 15.6 Contact Hours

Sat & Sun, 6/23/12 & 6/24/12 8:00am – 4:00pm & RM: S2330

Single Day Session - \$85 - 8.4 Contact Hours

Class ID: 16804 Sat, 6/23/12 8:00am – 4:00pm RM: S2330

Class ID: 16805 Sun, 6/24/12 8:00am – 4:00pm RM: S2330

explore languages

Visual Spanish™

An Engaging Approach to Accelerating Language Learning

Visual Spanish uses a proven methodology that builds confidence as you develop your speaking and listening skills in conversational Spanish. You will learn to make statements and ask questions using twelve essential language structures and hundreds of words and phrases. You will be able to initiate and respond to simple conversations, talk about everyday events at home, in the workplace and in the community.

Visual Spanish 1, 2 and 3

Visual Spanish is an innovative, accelerated conversational Spanish program. Popular among adult learners and business organizations, Visual Spanish provides you with a joyful and relaxed learning environment in which you acquire high-frequency words, phrases and essential language structures through a unique visual-based approach of teaching and learning. Each word, phrase or structure is visually presented through lessons featuring Jorge y Ana. Each course offers 12 hours of interactive and engaging instruction along with a comprehensive set of learning materials. *See the website for complete course descriptions.* 1.2 CEU, \$145 (include materials)

Visual Spanish 1:

Class ID: 19581 INSTR: LeAnn Taylor
Sat, 4/14/12 – 5/5/12 9:00am – 12:00pm RM: C2042

Class ID: 21907 INSTR: Tim Owen
Tue, 6/5/12 – 6/26/12 5:30pm – 8:30pm RM: A2566

Visual Spanish 2:

Class ID: 19579 INSTR: LeAnn Taylor
Thur, 4/12/12 – 5/17/12 6:00pm – 8:00pm RM: C2042

Class ID: 19582
Sat, 5/12/12 – 6/9/12 9:00am – 12:00pm RM: C2042
(no class 5/26)

Class ID: 21908 INSTR: Tim Owen
Tue, 7/10/12 – 7/31/12 5:30pm – 8:30pm RM: A2566

Visual Spanish 3:

Class ID: 19580 INSTR: LeAnn Taylor
Thur, 5/24/12 – 6/28/12 6:00pm – 8:00pm RM: C2042

Class ID: 21909 INSTR: Tim Owen
Tue, 8/7/12 – 8/28/12 5:30pm – 8:30pm RM: A2556

Who Should Attend:

Visual Spanish is designed to facilitate rapid acquisition of conversational ability for those who are new to Spanish and for those who want to brush up on their conversational skills.



A comprehensive set of course materials is included in the course fees.

For questions about Visual Spanish, please contact Continuing Education at (952) 358-8343 or ncal@normandale.edu



Chinese

Mandarin Chinese

Mandarin Chinese is the most widely spoken language in the world (based on the number of native-language speakers) with 873 million native speakers. In this course, students will acquire basic conversational skills and become acquainted with the civilizations, culture and business environment of China. Additional topics include Chinese etiquette and ethics guidelines in business. 1.2 CEU, \$99, INSTR: Youmei Hou

Level 1: See website for new dates.

Level 2: Class ID: 18585

Thur, 4/12/12 – 5/17/12

6:00pm – 8:00pm

RM: C3150

French

Learn commonly used French phrases. You will practice French vocabulary with the instructor and fellow classmates. You will also be given worksheets and activities for “at home” practice. 1.2 CEU, \$99, INSTR: Rose Mingo

Level 1: See website for new dates.

Level 2: Class ID: 18587

Mon, 4/9/12 – 5/14/12

6:00pm – 8:00pm

RM: C3147



Language Training in the Workplace

SEIU Healthcare Minnesota members complete Visual Spanish, which was sponsored by a training fund at HealthPartners.

Call 952-358-8343 if you are interested in language training for your employees.

Photo courtesy of Dave Zaffrann, SEIU

Arabic

Bilal A. Dameh is a native Arabic speaker from Jordan. He has M.S. in Technical Communication and is currently working as the E-Learning Specialist at the Minnesota Judicial Branch.

These courses introduce you to the Arabic language and culture. You will develop basic listening, speaking, and reading and writing skills necessary to communicate about yourself, daily activities, and survival needs. You will also discover the myths and facts about different aspects of the Arabic culture. Level 1 is designed for those with no or limited knowledge of the language and culture. 1.2 CEU, \$99, INSTR: Bilal A. Dameh

Level 1: Class ID: 21171

Mon, 5/7/12 – 6/18/12
(no class 5/28)

6:00pm – 8:00pm RM: C2034

Level 2: Class ID: 21172

Mon, 7/9/12 – 8/13/12

6:00pm – 8:00pm RM: C2034

Level 3 and Level 4 will be offered in Fall 2012

English Speaking

English Made Easier

An Introduction to Accent Reduction

Reduce the frustration of job-hunting by improving your language skills. In this two hour session, 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**, INSTR: Claire Campbell-Tokar

Class ID: 21910 Mon, 8/6/12 6:00pm – 8:00pm RM: A2556



Claire Tokar has been teaching pronunciation skills for over 25 years as a speech and singing teacher. Her work with ESL began about 15 years ago, with one-on-one coaching for working professionals from Asia, Africa, and South America. She applies the same techniques that have proven successful in private sessions to small groups of students at Normandale.



Join the
global community

Believe it or not, most of the world does not speak English (an estimated 80 percent). And as the world gets smaller, it is important to stay connected. Learning a language offers many advantages – personal, professional, social and economic. It will open you up to new ideas, partnerships and it will set you apart in the workplace.

Arabic	Chinese	French
Italian	Japanese	Russian
Spanish	American Sign Language	

Get connected. Enroll in a language course or schedule a customized program at your organization.

Normandale also offers Enhance Your English Speaking Skills for All Dialects.

Check our website for more information or give us a call (952) 358-8343.

expand your career

Educators

Human Relations for Teachers

This program is designed for in-service teachers for purposes of satisfying the human relations requirement for certification. Admission is restricted to persons holding teaching certificates. This class meets state requirements for teacher certification. Note: Outside homework for the class is writing-intensive, please coordinate schedules effectively to meet course expectations. 6.0 CEU, \$445, INSTR: Linette Manier

Class ID: 18590

Mon - Sat, 6/11/12 – 6/16/12 8:30pm – 5:30pm RM: A1550

Human Relations for Teachers: American Indian Component

This program is designed for in-service teachers who need to satisfy the American Indian section of the Human Relations requirement for certification. Admission is restricted to persons holding teaching certificates. This class meets state requirements for teacher certification; it is advisable to verify with MN Department of Education that this program is appropriate for your situation prior to registration. 1.2 CEU, \$145, INSTR: Linette Manier

Class ID: 18591

Mon & Fri, 6/11/12 & 6/15/12 8:30am - 3:30pm RM: A1550

New Online Courses for K-12 Teachers

(Graduate Credit Available)



Students with Aspergers	6/4/12 - 6/29/12
Gender in the Classroom	6/4/12 - 6/29/12
Online Teaching and Learning for K12 Teachers	6/4/12 - 6/29/12
Generational Learning Styles for K12 Teachers	7/2/12 - 7/27/12
Social Media and Online Tools for K12 Teachers	7/2/12 - 7/27/12

See our website for complete course descriptions.

These online courses are designed for K-12 teachers interested in professional development. They are \$245 each, with an optional additional \$40 paid later for graduate credit.

Teaching Opportunities

Be A College Instructor!

If you have thought about teaching at a community college, this is the course for you. You'll learn about:

- Educational requirements and teaching contracts
 - Teaching and learning styles
 - The changing role of classroom teaching
 - Creating an effective syllabus and the importance of grading
- .25 CEU, \$45, INSTR: Julia Van Etten

Class ID: 19583 Mon, 5/21/12 6:00pm – 8:30pm RM: A2552





expand your career

The New World of Work

The new world of work is shifting the way we think about jobs and careers. More than ever, we need to understand our own unique abilities – professional and personal strengths, transferable experiences, values and goals. We need to become fluent in our efforts to self-promote and to find those opportunities that are a match for us.

Even You Can Learn to Love Networking

In a recent poll of American fears, networking with strangers finished a close third behind death and public speaking! While intimidating, learning how to create strategic connections is the most powerful way to enhance your career possibilities. Even better, networking is a skill that can be developed through knowledge and practice. This highly interactive workshop will teach you both the techniques and strategies behind successful networking. .4 CEU, \$99, INSTR: Angela Althoff

Class ID: 18724 Thur, 4/19/12 12:30pm – 4:30pm RM: A2556

Your Resume is not your Autobiography: Resume Tips that Work

Take advantage of this great opportunity to work with a Career Development expert for Free! Register early – enrollment is limited. .2 CEU, FREE, INSTR: Claire Nelligan

Class ID: 20633

Wed, 4/18/12

6:00pm – 8:00pm RM: A2564

zCoach-Job Search & Career Planning Made Easy

A Step by Step Job Hunt Coaching System

Whether you're currently employed or looking for a job, this course helps you prep for future success. Every 2.4 years many of you will be looking for a new job or a new career. It's important to know how to communicate your strengths, talents and successes. You'll learn how to tell a compelling story, write a resume that works, interview to win, and negotiate for what you want. Catherine, your video coach, will offer simple solutions and the inspiration you need to help you prep for your next job. This course was developed by Catherine Byers Breet, ARBEZ, Inc. \$79 (\$150 value)

Class ID: 19565

Online, self-directed – start anytime



Catherine Byers Breet has been closing the gap between employers and job seekers since 1997. Through her online job hunt coaching system, consulting and workshops, she delivers direct and honest confessions from the other side of the hiring desk. From Director of Recruiting for a global consulting firm to Chief Stripe Changer of ARBEZ, she has learned a lot about what it takes to get the right job and the right person together. Her fresh look at the new world of work will get you fired up to hit the streets with confidence. She has been quoted by the Associated Press, Star Tribune and has been a guest on Fox 9, WCCO and TPT television.

FREE EVENTS for Job Seekers and those Ready to try a new Career



The New World of Work *Connecting People, Insights and Skills*

These practical and inspiring FREE events are facilitated by **Catherine Byers Breet**.

Negotiate for What You Want!

Tuesday, May 1 • 6:00pm – 8:00pm • RM: C1095

Negotiate for What You Want! Did you know that people who regularly negotiate their salaries earn, on average, \$1M more than their counterparts over the course of their career? WOW. Whether asking for a promotion, more flexibility at work or a great new job, you CAN negotiate for what you want. It takes some preparation. Make sure your next move is a smart one. FREE, Class ID: 19564

Happy Handshaking (Networking Blunders be Gone!)

Tuesday, June 19 • 6:00pm – 8:00pm • RM: A2564/2566

Learn the top 10 networking blunders & how to avoid them . Create your own personal 3-point plan for building & nurturing your own professional network . PLUS, why LinkedIn is the next best thing to sliced bread (and how to use it). PLUS fun, facilitated networking. Who should attend? Anyone whose little voice is saying "I need to network more, but I hate it!" or "I keep going to networking events, and meeting people, but it just doesn't seem to be going anywhere." FREE, Class ID: 21183

Defeat Your Fear: What's Standing Between You and Your Dream Job?

Thursday, July 12 • 1:00pm – 3:00pm • RM: A2564/2566

A lifelong companion, our fear can sometimes protect, and sometimes sabotage. What's it doing to you in your journey to a great new job? JOIN US for a humorous and empowering look at how to recapture your strength, name your fears and take three simple steps toward overcoming those fears. FREE, Class ID: 21184

Confessions From the Other Side (of the Hiring Desk)

Thursday, August 16 • 1:00pm – 3:00pm • RM: A2564/2566

Ever wondered what is going on inside those companies? JOIN US as 14-year recruiting veteran Catherine Byers Breet rips the covers off what is really happening inside the minds and offices of recruiters and hiring managers at companies large and small. You'll learn the three little things every hiring manager really wants to know about you - to how to give it to them every time. Stop guessing! Get the answers you need. Right here. Right now. FREE, Class ID: 21185

**Join us and see that you can take control of your career
while bringing direction, purpose and meaning to your work!**

These workshops are sponsored by Thrivent Financial for Lutherans



What's new

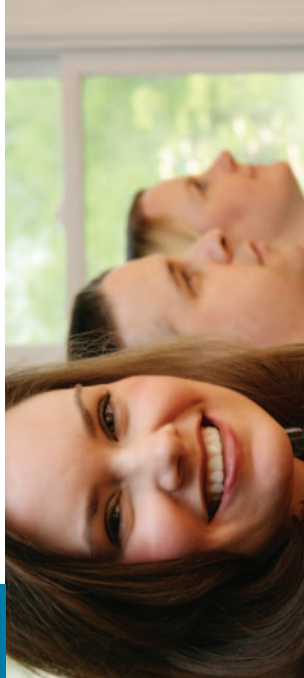
succeeding with your strengths mobile devices tax exam prep workplace
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