

normandale

continuing education



Nancy Peterson, CEO Display Sales, learns Chinese to enhance business relationships. More inside.

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WINTER/SPRING
2013

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NORMANDALE
COMMUNITY COLLEGE



Explore New Possibilities

As the New Year begins, we tend to reflect on the past while setting intentions for our future. We look for ways to feel more fulfilled, healthy and successful. At Normandale, we know that learning is one of the best ways to meet any goal.

Learning provides great insight, energy and renewal as you explore possibilities and develop new skills. This schedule is filled with courses and programs designed to inspire and prepare you to reach your aspirations in 2013. Here are 10 ideas to get you started!



1. **Shake it up** – Try something new, stretch, move past your comfort zone. See what you learn about yourself as you develop a new skill or investigate an unfamiliar topic.
2. **Build on your talents** – Natural talents become strengths when they are nurtured and developed. Talent development builds confidence and helps us to find greater satisfaction in our work and life.
3. **Prepare for a new career** – There are career “hot spots” in every industry. You’ll find classes, workshops and free events designed to help you match your interests with today’s career opportunities.
4. **Get noticed** – Guided by industry standards, professional certificates and credentials are designed to help you advance in your career or get noticed in your job search.
5. **Join the global community** – A language course is a great way to remind us that words are powerful and that every day the world is getting smaller and more connected.
6. **Meet new people** – Taking a class offers great opportunities to meet new people who share your interests.
7. **Learn from experts** – Our instructors are scientists, authors, engineers, programmers, entrepreneurs, doctors, inventors...when you read their bios you’ll see that they not only know their stuff but love to teach too!
8. **Maximize your investment** – Quality, relevance, variety, convenience and affordability are what learners and businesses appreciate most about our programs.
9. **Tap new sources of energy** – Tai Chi, Yoga and Feng Shui are great resources for bringing energy, balance and well-being to your life.
10. **Have fun** – Learning can be fun and rewarding when you have time to practice, experiment, ask questions and gain new perspectives, laughing helps too.

Whether you want 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

Think Like an Analyst

NEW

In all organizations, managers, team leaders and individual performers need to think and act more strategically in order to increase business effectiveness. You will gain useful practices designed to help you become a better change agent and leader by applying the insights that drive improvement, innovation and sustained growth. You will learn the components of strategy development and execution. You will learn to assess current strategy and prioritize strategic efforts to reach your goals. .4 CEU, \$99, INSTR: Jeannette Grace

Class ID: 26748 Thur, 3/21/13 8:30am – 12:30pm RM: P1810

Managing Time, Workload, and Responsibilities

Time is the common equalizer. 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. .4 CEU, \$99, INSTR: Erin O'Hara Meyer

Class ID: 25661 Thur, 3/28/13 12:30pm – 4:30pm RM: A2556

Practical Strategies for Taming Conflict

NEW

The Chinese symbol for conflict is a combination of the symbols for danger and opportunity. While most think of conflict as a negative stress inducer, positive conflict has the potential to create stronger relationships and ideas. Learn effective techniques for identifying the causes of conflict and managing the process. This class is a workshop, with plenty of opportunities to practice and apply concepts to your own situations. .7 CEU, \$195, INSTR: Madge Thorsen, Patricia McGinnis

Class ID: 25660 Fri, 5/17/13 8:30am – 3:30pm RM: A2556

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: 25659 Thur, 4/11/13 12:30pm – 4:30pm RM: A2556

Fundamentals of Agile Development

NEW

See page 6 for course description.

Six Sigma Green Belt Certificate

See page 7 for course description.

WIA Approved

Improvisation for Business Results

NEW

See page 5 for course description.



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.



Keys to Telecommuting Success

NEW

Discover the keys to making telecommuting a success for you and your organization. For those new to telecommuting and those already working from home, get advanced how-to tips not available anywhere else from experienced teleworkers with more than 12 years experience managing and working from home. This course includes a 100-page guide to telecommuting. This course is part of the Managing Telework Certificate. (The certificate, which includes two courses, is \$395.) See our website for more information. 1.6 CEU, \$195, INSTR: Julie Coates and William Draves

Class ID: 26705 Online class – 2/4/13 – 3/1/13



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: 26711 Online class – 3/4/13 – 3/29/13



Business Research Certificate

NEW

Discover the specific knowledge needed to succeed in researching and utilizing the “right” data for decision making as a professional and for your organization. You will gain the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making.

This certificate is designed for business professionals, entrepreneurs and graduate students who need information such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc.

Class ID: 26707 Online class



Introduction to Business Research 2/4/13 – 3/1/13

Business Statistics 3/4/13 – 3/29/13

Qualitative Business Research 4/1/13 – 4/26/13

4.8 CEU, INSTR: Cathy Proffitt Boys and Mary Dereshiwsy.

\$495 for all 3 courses (classes not available individually)

Telecommuting has become a “mainstay of corporate America,” according to a recent MSNBC story. Studies indicate that telecommuters are 25% more productive than people who work in a traditional office setting.

Change Management

Leading Through Change

NEW

The frontline manager is in an unenviable position when it comes to leading change. Often faced with rallying the troops to accept and embrace change that may be unpopular, there is an art and science to managing change. Begin by understanding the transition process and how it affects people. Then, learn strategies for supporting your employees while holding them accountable for accepting change. This workshop will give you ample time to apply concepts to your own situation, so bring your issues with you and leave with a strategic action plan! .4 CEU, \$99, INSTR: Julie Berg

Class ID: 25668 Tue, 5/21/13 12:30pm – 4:30pm RM: A2556

The Change Agent Certification is ideal for HR professionals, training and development practitioners and project team leads and members.

"I've gone through a number of good business sims, but none of them compare to the sophistication and engagement of this one." —Mel Mitchell

Change Agent Certification

NEW

Whether your organization is focused on becoming more innovative, competitive or productive, managing CHANGE is at the core of every successful implementation.

This certification is designed to enhance your knowledge and skills through content-rich learning combined with skill-based practice. You will be better prepared to identify resistance, diagnose needs and recognize organizational levers that can be used to pull and drive change in your organization. You will also learn to coach and engage change champions as well as to execute components of a change plan. The workshop uses proven content, assessments and interactive technology to engage learners and accelerate learning and skill development. You will also participate in learning outside the workshop as you prepare for your certification. You will gain encouragement, insight and coaching throughout the learning process from your instructors. 1.6 CEU, \$1,495 (attend the workshop without earning the certification for a fee of \$1,195.) INSTR: Terry Smith and Lisa Zweber-Smith

Class ID: 25671

Wed & Thur, 6/10/13 & 6/11/13 8:30am – 4:30pm RM: A2556



Lisa Zweber-Smith, Executive Director Implementation Institute, has 25 years of OD experience. Lisa is experienced in leading change across organizational levels and platforms. She has worked as a consultant to numerous Fortune 500 companies and has held positions with Best Buy, Northwest Airlines, Target Corporation and H.B. Fuller. Lisa teaches graduate level Organization Development at universities across the country.

H. Terry Smith, Principal Implementation Institute, has 35 years of experience in operations, sales, and customer service. As the Director of Change Management for Best Buy, Terry was responsible for nationwide change implementation projects. He has presented internationally and is affiliated with the International OD Network and the Association of Change Management Professionals.





Change Agent Certification, Fall 2012

It's not that organizations want to change; they have to change.

In response to constantly evolving external pressures. Saul Kaplan, author of *The Business Model Innovation Factory*, explains "Business models just don't last as long as they used to." Smart organizations are finding ways to keep the current model operating while simultaneously learning to evolve. All of this adds up to an enormous amount of change, the successful navigation of which depends on effective leadership and adaptability.

At Normandale, we provide the opportunity to learn and apply those skills for three separate audiences: those orchestrating change at an organizational level, those charged with leading change at the line level, and those who must adapt to change on the front line.

Managing Ambiguity: Navigating Gray in a Black and White World **NEW**

In a constantly changing work environment, the ability to navigate ambiguous situations is an underappreciated skill. While it might be nice to have black-and-white answers, today's complexity and sophistication creates a whole world of gray. You will learn the tools necessary to create shared agreement and avoid miscommunication. .4 CEU, \$99, INSTR: Ellen Hinrichs

Class ID: 25669 Tue, 4/23/13 12:30pm – 4:30pm RM: A2556

Mastering Change: Tools for Your Transition **NEW**

Change leadership is a two-way street. While formal leaders have an obligation to communicate clearly and create an environment where change can flourish, every individual also shares in the responsibility to be adaptable and flexible. You will learn the difference between change and transition, while also developing tools for communicating and managing the stress often related to change. .4 CEU, \$99, INSTR: Julie Berg

Class ID: 25670 Tue, 4/16/13 12:30pm – 4:30pm RM: A2556

Improvisation for Business Results **NEW**

Employers need people who can think critically and solve problems. That is easier said than done, especially when we find ourselves stuck in our thinking. The world of improvisational theater may seem a long way from your business, but practicing improvisation concepts leads to proven business results. You will learn how to use improv in order to ask better questions, communicate more clearly, solve more problems, and defuse potential conflicts. .4 CEU, \$99, INSTR: Kim Schultz

Class ID: 25672 Thur, 5/16/13 8:30am – 12:00pm RM: A2556

Contact Jeff Hudson, 952 358-8705 to schedule these workshops at your company or to receive an employee group discount.

"....employees of Rust Consulting to this day continue to use the tools learned from Kim Schultz's improv training. The authenticity of who they are as leaders and employees has helped shape the culture of our organization."

–Julie Kline, SPHR

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.

Fundamentals of Agile Development

NEW

Agile product development has emerged as the fastest growing area in new project management. Agile has grown out of the software development community and is now seeing a broad application in many other areas. You will gain an understanding of agile-thinking and how-to enhance an effective Agile process. Learn why it is becoming the accepted approach to new product development and reveal places to start the transition. .4 CEU, \$99, INSTR: Liz Weatherhead

Class ID: 25677 Thur, 3/7/13 8:30am – 12:30pm RM: P1840

Class ID: 25678 Wed, 5/22/13 8:30am – 12:30pm RM: P1840

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 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 the Scrum Study Guide (a \$50 value), a two-year membership in the Scrum Alliance, and you'll be listed on the Scrum Alliance website as a Certified ScrumMaster.* 1.6 CEU, \$1,260, INSTR: Doug Shimp

Class ID: 25679

Tue & Wed, 2/19/13 & 2/20/13 8:30am – 4:30pm RM: P0806
Register by 2/11/13 to receive Early Bird Discount (\$1,060)

Class ID: 25680

Wed & Thur, 4/3/13 & 4/4/13 8:30am – 4:30pm RM: P0806
Register by 3/15/13 to receive Early Bird Discount (\$1,060)

Class ID: 25681

Wed & Thur, 6/19/13 & 6/20/13 8:30am – 4:30pm RM: P0806
Register by 5/31/13 to receive Early Bird Discount (\$1,060)



Who Should Attend Certified

ScrumMaster:

Individuals dealing with rapidly changing demands – managers, testers, project managers, analysts, developers and directors.

The Project Management Institute (PMI) has approved Scrum training for PDU credits. Each Contact Hour from our Certified ScrumMaster or Scrum Product Owner training can be converted to one PDU, allowing you to earn a total of 16 PDUs per course toward your PMP recertification.



Certified Scrum Product Owner

Product Owners must have the skills to navigate market pressures, solve product design issues, and channel the energy of well-formed teams to deliver results. This course is for those who have some background in Agile project work and is intended to help experienced Agile practitioners focus on difficult challenges faced by product design teams. 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 two-year membership in the Scrum Alliance.* 1.6 CEU, \$1,260, INSTR: Doug Shimp



Class ID: 25682

Thur & Fri, 1/31/13 & 2/1/13 8:30am – 4:30pm RM: K1450
Register by 1/14/13 to receive Early Bird Discount (\$1,060)

Class ID: 25683

Thur & Fri, 5/16/13 & 5/17/13 8:30am – 4:30pm RM: P0806
Register by 5/3/13 to receive Early Bird Discount (\$1,060)

Douglas Shimp is founder and managing partner of 3Back Consulting, which co-markets classes in Agile methods with Normandale. Doug is a leader in services that focus on “making teams better” at applied Agile product development. He is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert with 17 years experience in the technology field. One of his distinctions is his focus on the interaction of technology and corporate culture as it relates to team success. He is certified by the Scrum Alliance.



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. Earning this certificate will prepare you 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: 25493

WIA Approved

Mon & Tue, 4/8/13 – 4/30/13 8:30am – 4:30pm RM: P1810
Register by 3/25/13 to receive Early Bird Discount (\$2,850)

Dale K. Mize, lead Six Sigma Instructor, has more than 20 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. Dale is co-author of the SPC training workbook, *An Ounce of Prevention*.



Marketing

eMarketing Essentials Certificate

Earn this certificate when you complete all three courses. Enroll in the eMarketing Essentials certificate for \$495 (a savings of \$90).
INSTR: Dan Belhassen and Susan Hurrell

Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and how to test email copy. Learn to analyze your email response rates, including benchmarks for open rates and click through rates. 1.6 CEU, \$195

Class ID: 25487 Online class – 2/4/13 – 3/1/13



Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, use search engine optimization and gain greater exposure in Google searches. No experience is necessary. 1.6 CEU, \$195

Class ID: 25488 Online class – 3/4/13 – 3/29/13



Online Advertising

Make online advertising work for you and your organization. You will see how and when to use pay-per-click advertising with Google AdWords, how to test low budget Adword campaigns as well as how to target local audiences. You'll learn to determine the demographics and numbers of people you want to reach. 1.6 CEU, \$195

Class ID: 25489 Online class – 4/1/13 – 4/26/13



Social Media for Business Certificate

Discover the new principles of marketing communications. Earn the certificate when you complete all three courses; just \$495 (a savings of \$90). INSTR: Jennifer H. Selke and Suzanne Kart.

Introduction to Social Media

Learn what social networks are and their role in your business. Find out the top sites and how to use them for communication, customer retention, branding, marketing, market research, needs assessment and customer service. 1.6 CEU, \$195

Class ID: 25673 Online class – 2/4/13 – 3/1/13



Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Learn quick and easy ways to engage your customers and keep them interested in your business. 1.6 CEU, \$195

Class ID: 25674 Online class – 3/4/13 – 3/29/13



Integrating Social Media in Your Organization

Create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Your instructor will help you develop a social networking strategy for your organization. 1.6 CEU, \$195

Class ID: 25675 Online class – 4/1/13 – 4/26/13



Graphic and Web Design Programs page 20

See our website for more eMarketing Courses and Certificates

Content Marketing

NEW

You will discover ways to identify who your ideal audience is, then develop targeted content so that your website speaks directly to them. You'll learn to create content that is engaging and purposeful. You'll identify the buying and selling cycles of your business so that you can understand not only how your customers buy but more importantly how you need to sell to them. In one month, you will be better equipped to create your own content marketing strategy and a content-rich website that is differentiated, effective and exceeds the needs of your customers. *See our website for a complete course description and learning objectives.* 1.6 CEU, \$195, INSTR: Michael Weiss

Class ID: 26703 Online class – 3/4/13 – 3/29/13



Class ID: 26704 Online class – 5/6/13 – 5/31/13

Web Marketing and Search Engine Optimization

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: 25534 Fri, 5/31/13 12:30pm – 4:30pm RM: C3017

Designing Your Website for Mobile Devices

See course description on page 24.

Google Analytics

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: 25676 Online class – 3/4/13 – 3/29/13



Class ID: 25753 Online class – 5/6/13 – 5/31/13

Successful Survey Techniques

NEW

Your customers hold the key to your organization's success. Getting to know your customers leads to higher retention, strong sales and increased customer satisfaction. These factors lead to lower customer acquisition costs and higher net revenue. Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys. This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. Course includes a personal FREE critique of one of your surveys! 1.6 CEUs, \$395, INSTR: William A. Draves

Course ID 26749 Online class – 3/4/13 – 3/29/13



Creating Dynamic Websites Using Drupal or WordPress

see page 23

William A. Draves does strategic market planning, needs assessment and marketing research for a national association. He is the author of *High Response Surveys*, *The Eight Stage Needs Assessment Model*, and *The Marketing Manual*.

Business Communication



Kit Welchlin began public speaking at the age of 9. By 16, he was organizing and facilitating presentations on leadership, citizenship, community service and motivation. He purchased his first manufacturing company at age 21, and by 26 was CEO and Chairman of the Board of three companies in three states. Much of his success in business can be directly attributed to his listening skills, and his ability to influence others with clear, effective communication.

Delivering EFFECTIVE PowerPoint Presentations

See page 18 for course description.

Listening: The Business of Communicating

NEW

The ability to be an effective listener is too often taken for granted. Listening requires paying attention, interpreting, and remembering. A survey of personnel directors found: effective listening was ranked highest among the skills defined as most important for employees. Listening is a skill that can be learned. .4 CEU, \$99, INSTR: Kit Welchlin

Class ID: 25665 Wed, 3/27/13 12:30pm – 4:30pm RM: A2556

Communicating Across Generation and Gender

NEW

Men and women often misunderstand each other. Though we don't intend to make life difficult for each other, we often misinterpret the ideas and feelings of a person of the opposite sex. The same is true with different generations. With 5 distinct generations in the workplace, it is worth our time to develop communication strategies that contribute to a positive environment. .4 CEU, \$99, INSTR: Kit Welchlin

Class ID: 25667 Thur, 5/23/13 12:30pm – 4:30pm RM: A2556

Business Writing

Writing poorly in business can reflect negatively on both you and your company. To achieve strong writing skills, you need to analyze your audience, organize your thoughts, and use appropriate tone, formatting and language *Bring the following writing samples: 1) e-mail, 2) letter, 3) proposal (this can be an informal or formal proposal; see website for examples)*. .8 CEU, \$150, INSTR: Jeannette Grace

Class ID: 25666

Wed & Thur, 4/3/13 & 4/4/13 8:30am – 12:30pm RM: L3711

Effective E-mail Etiquette

The prevalence of e-mail in the workplace has turned all of us into professional writers. While they can be created and sent very quickly, every e-mail you write reflects both you and your organization. In this workshop, you will learn and practice unique strategies to create effective and concise e-mails that will solidify your professional reputation. .4 CEU, \$99, INSTR: Ellen Hinrichs

Class ID: 25664 Tue, 3/26/13 12:30pm – 4:30pm RM: A2556

Refresh Your Grammar

Proper grammar is essential for good writing and credibility, but who has time to give it the attention it deserves? We can all use a refresher to remind us of grammatical rules and what has changed. Improve your communication skills by reviewing and practicing grammar basics, eliminating common spelling errors, and understanding the use of punctuation. More importantly, you will develop strategies for writing effective sentences. This course utilizes real-life examples for the development of practical writing skills that are necessary in professional, technical, and business environments. .4 CEU, \$99, INSTR: Jeannette Grace

Class ID: 25663 Thur, 2/28/13 8:30am – 12:30pm RM: A2556

Customer Service Certificate

Customer service is now essential for all organizations. Whether it relates to retaining customers or turning inquiries from potential customers into sales, good customer service is now one of the central factors in business growth and success. This certificate is comprised of two courses: Keys to Customer Service and Extraordinary Customer Service. (Save over 15% when you register for both classes at the same time, \$245)



Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan while gaining knowledge of ways to consistently deliver great service. The payoff is enormous. 1.6 CEU, \$145, INSTR: Nanette Sanders-Cobb

Class ID: 26722 Online class – 2/4/13 – 3/1/13



Class ID: 26724 Online class – 4/1/13 – 4/26/13

Extraordinary Customer Service

Transform your customer service into something extraordinary, and gain more repeat business which will improve your bottom line. Extraordinary Customer Service separates you from your competition and comes from focusing on the few essential elements that yield big results. You'll take away a plan that will help you focus on the key elements that will get you started on your pathway to extraordinary customer service. 1.6 CEU, \$145, INSTR: Nanette Sanders-Cobb and Fred Bayley

Class ID: 26723 Online class – 3/4/13 – 3/29/13



Class ID: 26725 Online class – 5/6/13 – 5/31/13

The Bureau of Labor Statistics projects that employment for customer-service professionals will grow 15.5 percent between 2010 and 2020, which is faster than the average for all other occupations.

Certified Administrative Professional CAP/OM Test Preparation



Save the Date!

The CAP/OM exam will be held on May 4, 2013 at Normandale Community College, RM: P0838. Visit www.iaap-hq.org for more information.

Normandale is proud to partner with the International Association of Administrative Professionals (IAAP). IAAP is the creator of the Certified Administrative Professional (CAP) and Organizational Management (OM) certifications that are recognized around the world as proof of administrative excellence.

This class is designed as a facilitated study group. It will help you prepare for the new CAP and OM exam created by the International Association of Administrative Professionals (IAAP). The course relies heavily on group interaction, research, and enjoyable learning activities. *Participants will be expected to read material outside of class time.* .25 CEU, \$300, INSTR: Jody Turek and Gayle Quedens

Class ID: 25348

Mon, 2/25/13 – 4/29/13

6:00pm – 8:30pm

RM: A1550

Fundamentals of Supervision Certificate

Register for the Fundamentals of Supervision Certificate for \$400 (a savings of \$100).

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.

Build on your leadership skills by attending workshops on leading change and building an effective team.

Gallup Organization research indicates that an employee joins an organization, but leaves a supervisor. When an individual contributor is promoted to supervisor, the transition can be a difficult one. This certificate will provide the new supervisor with the foundational skills needed for the job. INSTR: Julie Berg

Module 1: Making the Transition to Leadership

“What got you here won’t get you there.” When individual contributors are promoted to supervisor, it is often because they were technically excellent at their job. An effective supervisor learns how to complement that competence with the ability to lead and motivate a variety of people in a variety of situations. This course helps new supervisors understand how to effectively make that transition and begin the road to effective leadership. .4 CEU, \$125

Class ID: 26685 Tue, 3/5/13 12:30pm – 4:30pm RM: A2556

Module 2: Coaching Performance

Effective leaders understand that different situations and individuals call for different approaches. This workshop introduces coaching skills for guiding individuals and teams toward achieving successful results. 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, \$125

Class ID: 26686 Tue, 3/19/13 12:30pm – 4:30pm RM: P1840

Module 3: Managing Performance Problems

Even the best coaches do not control how employees perform on the job. This course builds skills in the handling of chronic performance problems 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, \$125

Class ID: 26687 Tue, 4/2/13 12:30pm – 4:30pm RM: P1840

Module 4: Developing Your Leadership Style

Throughout this series, supervisors have learned and practiced tools for setting clear expectations, having difficult conversations, developing strong relationships, and holding people accountable for performance. While everyone potentially has the same tools available to them, every supervisor will still have their own voice and style. This final class will encourage supervisors to define the style that allows them to be effective and authentic. .4 CEU, \$125

Class ID: 26688 Tue, 4/23/13 12:30pm – 4:30pm RM: P1840

Building and Leading an Effective Team

The days of employees working by themselves in a lonely cubicle are over. Almost all work is done in teams, and the leader who can create a high-functioning cohesive team will be most effective. Learn how to adapt to individual strengths and preferences while creating a team that is better than its individual parts. .4 CEU, \$99, INSTR: Ellen Hinrichs

Class ID: 25685 Tue, 5/14/13 8:30am – 12:30pm RM: A2556

Human Resources

Human Resource Certification Test Preparation

Would you like the freedom of independent learning from the comfort of home? Our online program prepares you to successfully complete the PHR or SPHR exam administered by the Human Resource Institute (HRCI). The program is built upon the SHRM Learning System's six modules and delivered in a blended learning format. You will be engaging in a weekly 1-hour instructor-led session, as well as on-line exercises, and structured exercises for maximum retention. Our curriculum is officially endorsed by the Society of Human Resource Management (SHRM). 3.6 CEU, \$1,095, INSTR: Tawnya Chandler New lessons are released Tue at 6:30pm

Class ID: 25684 Online class – Tue, 2/5/13 – 4/30/13



Recruiting and Retaining Gen X and Gen Y

NEW

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Gen X and Gen Y workers. 1.6 CEUs, \$175, INSTR: Heather Dimitt

Class ID: 26751 Online class – 2/4/13 – 3/1/13



Class ID: 26752 Online class – 4/1/13 – 4/26/13



If you have been planning to earn your PHR or SPHR designation, now is the time to enroll in our exam preparation course.

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. You will gain test-taking techniques, methods for improving your score 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 succeed in researching and utilizing the "right" data in your papers and presentations.

Update Technical Skills

Almost all schools require at least a minimum level of proficiency with word processing, spreadsheets and databases. See pages 14 to 19 for a list of one-day, technical courses.

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



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, SQL, programming, networking, security, voice technologies and other in-demand IT fields.

Computer Basics

Introduction to Computers

This hands-on, how-to course will provide an understanding of computer terminology and familiarization with hardware/software topics. You will learn introductory Windows techniques, work with files/Windows Explorer, and use a web browser for Internet searching. *Prerequisite: Skill in using the mouse and knowledge of the keyboard.* .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25552 Wed, 1/30/13 8:00am – 1:00pm RM: C3017

Class ID: 25553 Thur, 3/28/13 8:00am – 1:00pm RM: C3017

Intermediate Computers

Learn additional file/folder management techniques in Windows Explorer, customization of the Windows environment, utility programs in Windows, Internet browsing and searching, and a short introduction to Microsoft Office software. .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25554 Wed, 2/6/13 8:00am – 1:00pm RM: C3017

Class ID: 25555 Thur, 4/4/13 8:00am – 1:00pm RM: C3017

Keyboarding Mastery

This online course is intended for those who are new to keyboarding or those who need to brush up on keyboarding skills. Emphasis in the course will be placed on developing touch typing skill, breaking hunting and pecking, and building speed and accuracy with the goal of an increased speed of 15/20 wpm. Students will be expected to complete 2 to 3 hours of homework per week for 8 weeks. After the course is complete, students will be able to download the keyboarding software for free. *Note: A computer with a keyboard appropriate for touch typing, Windows or Mac OS installed, and an Internet connection are required for this course.* 2.0 CEU, \$99, INSTR: Sherri Cady

Class ID: 26774 Online class – 2/18/13 – 4/18/13

Class ID: 26782 Online class – 4/18/13 – 6/12/13



New classes are offered throughout the semester and the most popular classes fill fast—register early!



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 2010

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, \$125, INSTR: Sherri Cady

Class ID: 25556 Thur, 3/7/13 8:00am – 1:00pm RM: C3017

Class ID: 25557 Wed, 5/1/13 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Word 2010

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 2010 or equivalent.* .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25558 Thur, 3/21/13 8:00am – 1:00pm RM: C3017

Class ID: 25559 Wed, 5/8/13 8:00am – 1:00pm RM: C3017

Advanced Microsoft Word 2010

This course will cover 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. .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25560 Wed, 5/15/13 8:00am – 1:00pm RM: C3017

*"Excellent teacher!
I loved Sherri,
she is extremely
knowledgable."*

*"Excellent class!
I got more
than I expected."*



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 to 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 productivity and performance.

Microsoft Excel

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

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.

Excel Basics for the Absolute Beginner 2010

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, \$125

Class ID: 25561 INSTR: Sherri Cady
Thur, 1/31/13 8:00am – 1:00pm RM: C3017

Class ID: 25547 INSTR: Treva Bastyr
Sat, 3/9/13 8:00am – 1:00pm RM: C3017

Introduction to Microsoft Excel 2010

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, \$125

Class ID: 25563 INSTR: Sherri Cady
Thur, 2/7/13 8:00am – 1:00pm RM: C3017

Class ID: 25548 INSTR: Treva Bastyr
Sat, 3/16/13 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Excel 2010

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, \$125

Class ID: 25564 INSTR: Sherri Cady
Thur, 2/14/13 8:00am – 1:00pm RM: C3017

Class ID: 25549 INSTR: Treva Bastyr
Sat, 3/23/13 8:00am – 1:00pm RM: C3017

Advanced Microsoft Excel 2010

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, \$250

Class ID: 25566 INSTR: Sherri Cady
Thur, 2/21/13 & 2/28/13 8:00am – 1:00pm RM: C3017

Class ID: 25550 INSTR: Treva Bastyr
Sat, 4/13/13 & 4/20/13 8:00am – 1:00pm RM: C3017

QuickBooks 2011

Foundations of QuickBooks 2011

NEW

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. You will build on that foundation with instruction in sales tax transactions, managing inventory, and using balance sheet accounts. This course will also cover creating estimates, job costing, time tracking, payroll, general journal, and customizing QuickBooks. 1.4 CEU, \$350, INSTR: Donna Seys

Class ID: 25541
Mon, 2/25/13 & 3/4/13 8:30am – 3:30pm RM: C3017

Microsoft Access

Introduction to Microsoft Access 2010

This course is for students with little or no database experience. Database design and construction of tables, simple forms, reports, and queries will be covered. .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25570 Wed, 2/20/13 8:00am – 1:00pm RM: C3017

Class ID: 25571 Thur, 4/11/13 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Access 2010

Topics include: database design, import/export issues, select, action, SQL specific and specialized queries, form, report techniques, and integrity issues. 1.0 CEU, \$250, INSTR: Sherri Cady

Class ID: 25572

Wed, 2/27/13 & 3/6/13 8:00am – 1:00pm RM: C3017

Class ID: 25573

Thur, 4/18/13 & 4/25/13 8:00am – 1:00pm RM: C3017

Advanced Microsoft Access 2010

This course is a continuation of Intermediate Access. Topics include import/export issues, integration with Word and Excel, macros, navigation forms, dialog boxes, VBA introduction, and Access tools/utilities/security. 1.0 CEU, \$250, INSTR: Sherri Cady

Class ID: 25574

Wed, 4/3/13 & 4/10/13 8:00am – 1:00pm RM: C3017

Class ID: 25575

Thur, 5/16/13 & 5/23/13 8:00am – 1:00pm RM: C3017



"Ms. Cady did an excellent job of exposing me to the program's capabilities."

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, \$125, INSTR: Sherri Cady

Class ID: 25576 Wed, 3/20/13 8:00am – 1:00pm RM: C3017

Class ID: 25577 Thur, 5/2/13 8:00am – 1:00pm RM: C3017

Intermediate SQL – Structured Query Language

Topics include: advanced joins, subqueries, and the interpretation of statements of increasing complexity. *Prerequisite: Introduction to SQL or equivalent.* .5 CEU, \$125, INSTR: Sherri Cady

Class ID: 25578 Wed, 3/27/13 8:00am – 1:00pm RM: C3017

Class ID: 25579 Thur, 5/9/13 8:00am – 1:00pm RM: C3017

Microsoft Office Specialist (MOS) Certification

The average salary of someone with the MOS certification is \$65,350.*

Exams are a great way to document your skills and expertise. see page 24

•Source: Certiport Education Testing

Microsoft Project

Foundations of 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. 0.7 CEU, \$350, INSTR: Donna Seys

Class ID: 25541

Mon, 3/25/13 & 4/1/13

8:30am – 3:30pm

RM: C3017

Microsoft PowerPoint

Introduction to Microsoft PowerPoint 2010

This course is designed for individuals who need to create dynamic presentations employing a variety of visual and multimedia effects. Topics include: choosing a slide layout, charts, clipart, drawing, color and backgrounds, slide show techniques, and working with masters. .5 CEU, \$125, INSTR: Treva Bastyr

Class ID: 25544

Tue, 2/19/13 & 2/26/13

5:30pm – 8:00pm

RM: C3017

Intermediate Microsoft PowerPoint 2010

This course is a continuation of the beginning PowerPoint class. Additional topics include: template creation, integration with Word, Excel, creating custom shows, additional slide and slide show techniques, animation, sounds, movies and PowerPoint tools. *Prerequisite: Introduction to Microsoft PowerPoint 2010 or equivalent knowledge.* .5 CEU, \$125, INSTR: Treva Bastyr

Class ID: 25545

Tue, 3/5/13 & 3/12/13

5:30pm – 8:00pm

RM: C3017

Creating and Delivering EFFECTIVE PowerPoint Presentations

NEW

PowerPoint and other presentation programs have revolutionized the way we use technology to make presentations. Are you using these programs in a way that promotes understanding and engagement, or are you just 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. *Note: this is NOT a technical PowerPoint class.* .3 CEU, \$75, INSTR: Treva Bastyr

Class ID: 25546

Tue, 3/19/13

5:30pm – 8:30pm

RM: C3017

Office and Administrative Support Positions will continue to be one of the fastest growing job classifications.

– Minnesota Outlook to 2016 DEED
(Department of Employment and Economic Development)

Normandale offers a variety of professional development programs for this growing field.

See page 11 and our website for more information.

Treva Bastyr is an experienced technical trainer with success teaching a variety of topics to a variety of audiences.



Microsoft OneNote 2010

Foundations of Microsoft OneNote 2010

NEW

OneNote 2010 is a collaboration and organization tool that is the best kept secret in the standard Microsoft Office Suite. Learn to use OneNote to store and retrieve related documents, pictures, videos, written notes, e-mails, websites, and more. Once you master the fundamentals of OneNote 2010, you may never again have to ask the question, "Now where did I put that?" .7 CEU, \$175, INSTR: Donna Seys

Class ID: 25542 Mon, 4/8/13 8:30am – 3:30pm RM: C3017



Visio

Foundations of Microsoft Visio 2010

NEW

Visio is a drawing and diagramming tool that can help transform business and technical concepts into visual diagrams. Diagrams created in Visio enable you to communicate information clearly and with more impact than with text and numbers alone. Learn to use visual tools to represent the message, thereby eliminating confusion. Business processes, work flows, engineering diagrams, system layouts, and floor plans can be created. .7 CEU, \$175, INSTR: Donna Seys

Class ID: 25540 Mon, 3/11/13 8:30am – 3:30pm RM: C3017

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

Computer Applications Certificates

	Computer Essentials	Intermediate Computer Skills	Excel Spreadsheet	Database Management
Introduction to Computers	x			
Intermediate Computers	x	x		
Introduction to Word	x			
Intermediate Word		x		
Advanced Word				
Excel Basics for Beginners	E		x	
Introduction to Excel	x		x	
Intermediate Excel	E	x	x	
Advanced Excel			x	
Introduction to QuickBooks			E	E
Introduction to MS Project			E	
Introduction to Access	x			x
Intermediate Access	E	x		x
Advanced Access				x
Introduction to SQL		E		x
Intermediate SQL		E		x
Introduction to PowerPoint	x			
Intermediate PowerPoint	E	x		

X = Required Course for Certificate
E = Elective Course Recommended

Graphic and Web Design

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, \$99

Class ID: 25501 Tue, 2/5/13 9:00am – 1:00pm RM: C3017

Class ID: 25502 Fri, 3/8/13 9:00am – 1:00pm RM: C3017

Class ID: 25503 Tue, 4/9/13 9:00am – 1:00pm RM: C3017

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, \$175

Class ID: 25504 Tue, 2/12/13 8:30am – 3:30pm RM: C3017

Class ID: 25505 Fri, 3/15/13 8:30am – 3:30pm RM: C3017

Class ID: 25506 Tue, 4/16/13 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, \$175

Class ID: 25507 Tue, 2/19/13 8:30am – 3:30pm RM: C3017

Class ID: 25508 Fri, 3/22/13 8:30am – 3:30pm RM: C3017

Class ID: 25509 Tue, 4/23/13 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, \$175

Class ID: 25510 Tue, 2/26/13 8:30am – 3:30pm RM: C3017

Class ID: 25511 Fri, 3/29/13 8:30am – 3:30pm RM: C3017

Class ID: 25512 Tue, 5/7/13 8:30am – 3:30pm RM: C3017



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.

“Normandale made every part of this certificate program easy. I called to ask what I needed to get started and they helped with everything, which I really appreciated.”

–Wesley Hayne, Web Design Certificate 2011





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, \$175

Class ID: 25513 Tue, 3/5/13 8:30am – 3:30pm RM: C3017

Class ID: 25514 Fri, 4/5/13 8:30am – 3:30pm RM: C3017

Class ID: 25515 Tue, 5/14/13 8:30am – 3:30pm RM: C3017

All Adobe classes will be taught in a lab with computers that use both Windows and Mac operating systems.

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/CSS		x
Adobe Dreamweaver I		x
Adobe Dreamweaver II		x
Writing for the Web		E
Project Portfolio	x	x
Introduction to Acrobat Pro	E	E
What's New in HTML5		E
Web Animation using Dreamweaver & JQuery		E
Designing for Mobile Devices		E
Web Marketing and Search Engine Optimization		E

X = Required Course for Certificate

E = Elective Course Recommended

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

Our classes are updated throughout the year. Visit our website for the latest additions to our schedule.



Scan this code with your smartphone to visit our website.

Adobe Dreamweaver I

Learn to utilize Dreamweaver CS6 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, \$175

Class ID: 25518 Tue, 3/26/13 8:30am – 3:30pm RM: C3017

Class ID: 25519 Fri, 4/26/13 8:30am – 3:30pm RM: C3017

Adobe Dreamweaver II

Build on your knowledge of Dreamweaver CS6 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, \$175

Class ID: 25520 Tue, 4/2/13 8:30am – 3:30pm RM: C3017

Class ID: 25521 Fri, 5/3/13 8:30am – 3:30pm RM: C3017

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: 25523 Tue, 3/12/13 8:30am – 12:00pm RM: C3017

Class ID: 25524 Fri, 4/12/13 8:30am – 12:00pm RM: C3017

Class ID: 25525 Tue, 4/30/13 8:30am – 12:00pm RM: C3017

Class ID: 25526 Fri, 5/31/13 8:30am – 12:00pm RM: C3017

Adobe Flash I

Create dynamic animation using Flash CS6. 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, \$175

Class ID: 25522 Fri, 2/15/13 8:30am – 3:30pm RM: C3017

Foundations of Acrobat Pro 10

Adobe Acrobat Professional 10 is a course that covers everything from 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. Additionally, you will learn how to create forms that can be filled out by anyone, distributed by email or on a website, and changed at any time. .7 CEU, \$175, INSTR: Donna Seys

Class ID: 25543 Mon, 4/15/13 8:30am – 3:30pm RM: C3017

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 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 be covered. *Prerequisite: Knowledge of Windows.* .6 CEU, \$150, INSTR: Sherri Cady

Class ID: 25580 Wed, 2/13/13 8:00am – 2:00pm RM: C3017

Class ID: 25581 Wed, 4/17/13 8:00am – 2:00pm 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, \$175, INSTR: Tim Daniels

Class ID: 25516 Tue, 3/19/13 8:30am – 3:30pm RM: C3017

Class ID: 25517 Fri, 4/19/13 8:30am – 3:30pm RM: C3017

What's New with HTML 5

As the role of Flash diminishes, many are touting the power of HTML 5 as a replacement. Although not fully compatible with most browsers yet, HTML 5 will eventually take over the world (well, web design anyway). Get a head start and be ready by learning the new tags in HTML 5 and how they can be used to streamline and simplify your coding efforts. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 25528 Tue, 3/12/13 12:30pm – 4:30pm RM: TBD

Creating Dynamic Websites Using WordPress

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 your 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: 25533

Fri, 5/10/13 & 5/17/13 8:30am – 3:30pm RM: C3017

Web Marketing and Search Engine Optimization

See page 9 for course description

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. 2.1 CEU, \$525

Class ID: 25535

Tue, 6/4/13 & 6/11/13 & Fri, 6/7/13 8:30am – 3:30pm RM: C3017



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

Content Marketing, page 9

“I learned several tips and added new skills to my repertoire for creating sales materials.”

Many new Web Marketing courses are available this winter/spring – see page 8 for details.

Google Analytics
See page 9 for description.

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. .3 CEU, \$75, INSTR: Tim Daniels

Class ID: 25530 Tue, 4/9/13 1:30pm – 4:30pm RM: C3017

Web Marketing and Search Engine Optimization

See page 9 for description.

Class ID: 25534 Fri, 5/31/13 12:30pm – 4:30pm RM: C3017

Web Animation Using Dreamweaver & JQuery

Learn how to use JQuery plug ins and customize CSS to create interesting slideshows and other common animations in Dreamweaver. With the role of Flash being diminished, JQuery allows animation effects to play across multiple browsers and devices. Flash won't play on Apple devices, and HTML 5 won't work on most browsers so this class will train you how to use existing plug-ins and modify them to fit your site. Prior knowledge of HTML & CSS is strongly encouraged. .4 CEU, \$99, INSTR: Tim Daniels

Class ID: 25532 Fri, 4/12/13 12:30pm – 4:30pm RM: C3017

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

FREE MICROSOFT OFFICE SPECIALIST TESTS!

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

MOS Exam Schedule:

Friday, January 25 3:00pm – 5:00pm

Friday, February 22 3:00pm – 5:00pm

Friday, March 22 5:00pm – 7:00pm

Friday, April 26 5:00pm – 7:00pm

Get Certified – Through June 30, 2013 MOS Certification Exams are FREE if you have completed advanced Microsoft Office courses through Normandale Continuing Education. (a \$99 value)

To register, visit our website
or call **952-358-8343**.

*Source: Certiport Educational Testing

Get Certified!





Information Technology

Whether you are a job seeker or recruiter, you know that demand for IT professionals in the metro area is extremely high. At the same time, well-paying jobs are going unfilled as employers struggle to find the right people. Along with strong business and communication skills, the right technical certification is critical. We partner with the best to provide IT training and certification courses in a variety of high-demand areas to help employers and job-seekers find the right fit.

MS Network Certification

IT professionals and administrators who are responsible for the day-to-day management of an IT infrastructure demonstrate their expertise by obtaining MS Network Certification, such as **Windows Server 2008 Administrator**. See our website for upcoming MS Network Certification classes.

IT Foundations

ITIL Foundations is the most widely adopted certification for IT service management. It provides a practical, proven framework for identifying, planning, delivering and supporting IT services to an organization. This winter/spring you'll find several options for these and other IT Foundations training programs

Cisco Certifications

Cisco Certifications bring valuable and measurable rewards to network professionals, their managers and the organizations that employ them. For entry-level professionals, the **Cisco Certified Network Associate (CCNA)** can open many doors and will likely remain one of the hottest certifications for some time to come.

For more experienced IT professionals, you'll find more than 20 different Cisco Certifications on our website including:

- **Cisco Certified Internetwork Expert (CCIE);**
- **CCNP Voice Certification,**
- **Cisco Unity Support Specialist**
- And many additional Certifications for all levels

Programming and Development

Employers are desperate for candidates with **.NET** and **Java** experience and certifications. See our website for the latest Programming and Development courses.



We know that IT training can depend on many factors. We'll help you find a course or develop a training plan that fits your budget, timeframe, location and learning goals. Give us a call at **952-358-8343** to learn more about customized IT training solutions.

healthcare and medical



Normandale is committed to offering the best in health education. Our 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 to five clinicals. 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: 25536

Sat, 1/19/13 - 3/23/13 8:00am – 12:00pm RM: S2333

Class ID: 25537

Sat, 4/13/13 - 6/15/13 8:00am – 12:00pm RM: S2333

Healthcare Provider CPR - American Heart Association

Demonstrate and practice CPR and obstructed airway techniques for adults, children, and infants using American Heart Association guidelines. This 8-hour, Level “C” course meets requirements for healthcare professionals and students. Wear comfortable clothing for active participation. *Course includes AED training.* 9.6 Contact Hours, \$99, INSTR: Bob Hansen

Class ID: 25494 Sat, 3/23/13 8:00am – 4:00pm RM: A1570

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: 25495 Sat, 2/23/13 8:00am – 12:00pm RM: A1570

Class ID: 25497 Sat, 4/13/13 8:00am – 12:00pm RM: A1570

Class ID: 25498 Thur, 5/9/13 5:30pm – 9:30pm RM: A1570

Emergency Medical Responder Refresher

This 16-hour course enables the currently certified or recently expired First Responder or EMR (Emergency Medical Responder) to renew certification. Upon successful completion of the course, the participant will be re-certified as a First Responder or EMR by the State of MN EMS Regulatory Board. National Nat’l Registration of the First Responders or EMR is available to participants. 19.2 Contact Hours, \$145, INSTR: Bob Hansen

Class ID: 25538

Sat & Sun, 4/13 & 4/14/13 8:00am – 4:30pm RM: A1570

Robert (Bob) Hansen, MA, EMT, RT, PS worked in Law Enforcement as an Emergency Medical Technician for many years. He brings practical experience to the classroom to help students to become better Emergency Medical Responders (First Responder).



Pharmacy Technician

Pharmacy Technician

WIA Approved

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 start to finish. This program is designed to be completed in 6 months or less, with approximately 285 hours of instruction. Program provides 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, \$1,975

Class ID: 25588 Online class – start anytime



28% job growth is expected in MN by 2019 for pharmacy technicians.

Medical Administrative Assistant

Medical Administrative Assistant

WIA Approved

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, \$1,475

Class ID: 23159 Online class – start anytime




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 Coding & Transcription




Valuable supplemental textbooks are included in course fee. (approx. \$300 value)

 You may start these online courses at anytime.

Inpatient/Outpatient Medical Coding & Billing

WIA Approved

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, \$2,650

Class ID: 25585 Online class – start anytime 

Medical Transcription

WIA Approved

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, \$2,250

Class ID: 25586 Online class – start anytime 

Medical Transcription Editor

WIA Approved

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, \$2,675

Class ID: 23156 Online class – start anytime 

Free Laptop!

You will receive a free laptop if you enrolled in one of the following medical career programs before April 30, 2013.

- > Medical Coding & Billing
- > Medical Transcription and/or Editor

FREE Medical Career Information Sessions

Hennepin South Workforce Center:
March 13 1:00pm - 3:00pm

Normandale Community College, Room A2566:
March 13 6:00pm - 8:00pm

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

Medical Billing

Medical Billing

NEW
WIA Approved

Developed by industry experts, this program includes real-world practical experience and is designed to help you gain the knowledge and skills needed to follow insurance claims all the way through to payment, prepare you to work with industry specific forms, such as CMS-1500 and UB-40 forms and begin work immediately upon completion. It is also a valuable body of knowledge to understand when working with process and health information system implementation/redesign and healthcare payment/revenue cycle projects. This program includes access to student support, technical support, and graduate support teams throughout the training. 145 Contact Hours, \$1,350



Class ID: 25584 Online class – start anytime



Health Information Technology

Healthcare providers, software vendors, public agencies, insurance and pharmacy companies all need qualified HIT professionals.

The MN Health IT offers training designed to build competencies and knowledge needed to work successfully in the health IT industry. It will prepare you to provide at-the-elbow support, management or leadership with HIT systems implementation, integration and optimization or leading process, project, data/quality analysis and management initiatives.

Whether you strive to help your current company with health IT initiatives or are seeking new career opportunities, Normandale's MN Health IT program has proven results, helping hundreds to reach their goals and become successful Health IT professionals.



The U.S. Department of Labor estimates a need for 50,000 new health IT workers in the next few years.



"MnHIT exposed me to areas of HIT that I was not familiar with which helped me find my current position at UnitedHealth Group. The online learning format helped me obtain this knowledge on my own schedule and pace."

– Darin Coleman, UAT Lead, OptumInsight

"I'm a healthcare data analyst at HCMC in the performance improvement department. I want to thank the MN Health IT program because I believe this was a great program and I'm using the skills I acquired every day at my new job." – Tatyana Leyderman
Healthcare Data Analyst at HCMC



MnHIT
BE IN DEMAND

For more information about Normandale's MNHIT program, visit: www.mnhealthit.com

Professional Development

Integrative Health & Healing focuses on the whole person healing concept of body, mind, and spirit.

Mindfulness is a “state of enhanced awareness” and can increase “self-regulation” - the ability to be aware of our attention and emotions and direct them consciously.



Scan this code with your smartphone to visit our website.

Introduction to Integrative Health and Healing **NEW**

Healthcare is changing in many ways; policy, payment, quality of care, patient centricity and also in the emerging field of Integrative Health & Healing, for both practitioners and consumers. This course will provide a foundational understanding of integrative healing and of the “paradigm shift” occurring in this movement, as well as an explanation of the skill sets and bodies of knowledge required for this transformative process. Whether you are a consumer or provider of healthcare, you will better understand the benefits and usefulness of integrative health & healing after completing this course. 2.4 Contact Hours, \$49, INSTR: Maureen Pelton

Class ID: 26739 Sat, 4/20/13 10:00am – 12:00pm RM: P1842

Mindfulness in the Workplace **NEW**

Research proves that the practice of mindfulness promotes the sculpting of the brain’s circuitry for living in the present moment and becoming more aware of the mind-body connection. This workshop will teach you easy and practical skills to manage your stress, techniques to quiet the mind, calm the body, regulate emotions and improve focus and concentration. You’ll discover the latest findings in the field of neuroscience that support our ability to transform our brains with simple practices and best of all, walk away with concepts and tools for everyday use. 3.6 Contact Hours, \$89, INSTR: Maureen Pelton

Class ID: 25687 Sat, 3/2/13 9:00am – 12:00pm RM: A2552

Interprofessional Communication in Healthcare **NEW**

Interprofessional teams allow for healthcare practitioners to discover side-by-side approaches to care delivery and improve health outcomes through patient-centered care. This course will help you understand the benefits and obstacles of interprofessional communication, provide strategies and tools to develop and implement effective interprofessional communication and information exchange for you and your team. 3 Contact Hours, \$59, INSTR: Staci Thommes

Class ID: 26769 Fri, 4/26/13 9:00am – 11:30am RM: P1844

Body Signals:

Developing a Relationship With Your Body & Your Self

Learn to listen to your body’s messages, and through your body, your own unique wisdom. You will learn three ways to listen to your body’s signals, and experience how those signals relate to feelings, thoughts and your spiritual nature. You will leave with a plan to help you develop 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 wellness. 3.6 Contact Hours, \$49, INSTR: Margaret McRaith

Class ID: 26736 Tue, 2/26/13 6:00pm – 9:00pm RM: A2566

Homeopathic Medicine **NEW**

See page 33 for course description.

Homeopathic First Aid **NEW**

See page 33 for course description.

Integrative Healing for Long Term Care Professionals

NEW

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: 25551 Thur, 3/21/13 6:00pm – 9:00pm RM: P0840

Creating Healing Spaces

NEW

Combining the principles of the ancient art of Feng Shui and 20 plus years of experience as a Holistic Healing Arts Practitioner, Char will demonstrate how to bring harmony and balance to your home and workplace. If your goal is optimal health or if you or a loved one faces health challenges this class will give you valuable tools for the support you need. 2.4 Contact Hours, \$49, INSTR: Char Tarashanti

Class ID: 26738 Thur, 4/25/13 6:00pm – 8:00pm RM: P0840

Dementia Care

NEW

Increase your understanding of neurological diseases and the practical application of skills for supporting persons with dementia. Nearly all disciplines benefit from the expertise of Dementia Care Specialists, as do families of persons with dementia. Expertise in this growing area of human services also enhances your resume. 32 Contact Hours, \$495, INSTR: Pamela K. Atwood

Class ID: 25500 2/4/13 – 3/29/13 Online class



Class ID: 26710 4/1/13 – 5/24/13 Online class

Connecting The Circle – Living Consciously into Dying Consciously

NEW

Learn how to live more fully and peacefully through acceptance of and preparation for your death. This “secret” was well known and practiced in ancient times. Through the use of film, journaling, guided meditation, small and large group discussion, participants will begin to discover the sense of peace and well-being that comes from a direct and compassionate approach to dealing with death. This course will provide options and opportunity for involvement in caring for loved ones and expands on hospice services, and offers environmentally sustainable alternatives to current mainstream practices. 2.4 Contact Hours, \$49, INSTR: Char Tarashanti

Class ID: 26737 Thur, 5/9/13 6:00pm – 8:00pm RM: P0840



Health care professionals will benefit from learning how to create healing spaces for their clients/patients as well as a healthy work place for themselves.

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia.

Dental Health Professionals

Normandale offers courses for the dental hygienist and dental assistant to help keep skills sharp and to fulfill continuing education requirements. For our Winter/Spring 2013 course offerings, please visit: <http://normandale.augusoft.net> or call 952-358-8343.

integrative health and wellness



Healing Practices

Naturopathic Medicine

NEW

Naturopathic medicine is a system of medicine that focuses on prevention and the use of non-toxic, natural therapies to empower an individual to achieve optimal health. In this tradition, health is much more than the absence of disease; it is the vitality that comes from a feeling of wellness. Learn basic naturopathic strategies to improve digestion, detoxification, and the stress response. 7.2 Contact Hours, \$145, INSTR: Paul Ratté

Class ID: 25609 Sat, 4/27/13 9:00am – 4:00pm RM: P1844

Color Matrix

NEW

Learn how your energetic field resonates with the four elements Air, Water, Fire and Earth and which one represents the defining, primary element in your subtle energy field, your Alpha Element. You will be introduced to the visual language of color energy and learn techniques to boost and balance your energy. Discover the elements of your body, emotions, mind and spirit along with the color-energy that reflects and empowers core traits of your personality. You will be guided through a holistic color assessment which will reveal your Color Matrix and receive an image of your Alpha Element™ color-energy along with a Color Matrix Profile description. 3.6 Contact Hours, \$59, INSTR: Marit Solheim Witt

Class ID: 25602 Sat, 4/20/13 9:00am – 12:00pm RM: P1844

Interactive Tapping™ for Recovery!

Our addictions are connected to our emotions and fueled by our biochemical imbalances, which trigger biochemical responses. These responses are major contributors to most addictions and compulsions. Interactive Tapping™ is tapping on prescribed points which send an electrical impulse to the part of the body, which “neutralizes” the emotion. Individuals experience a state of calm and peace which is essential for successful recovery. Join Cathryn Taylor, bestselling author of *Inner Child Workbook* and experience how to tap to recovery. 3.6 Contact Hours, \$59, INSTR: Cathryn Taylor

Class ID: 25607 Sat, 3/2/13 9:00am – 12:00pm RM: A2562

Understanding Your Full Potential

January 30 - 6:30 - 8:30 p.m.

Join Normandale instructors Susan Shopek and Duncan Metzger as they explore 2013's astrological and numerological influence for you and our world. You will gain newfound knowledge to drive and support your goals and harness the energies of 2013 to help you move intentionally through the year.



Free Event

Visit our website or call 952-358-8343 to register (**Class ID: 26780**)



Homeopathy

Homeopathic Medicine

NEW

This foundational course will acquaint you with the theory and application of homeopathic medicine. Learn more about how and when to apply homeopathic treatment in both acute and chronic situations. As a whole system of healing, homeopathy offers deep curative action by enhancing the immune system and supporting the natural vital force. It can be used adjunctively in pre and post-operative treatment, curatively in infectious disease, with acute injuries and also prophylactically, as evidenced with numerous clinical studies. 7.2 Contact Hours, \$145, INSTR: Cilla Whatcott

Class ID: 25604 Sat, 3/16/13 9:00am – 4:00pm RM: P1844

Homeopathy and Influenza

De-fuse your flu fears! Learn the history of epidemics and the track record of homeopathy. What does current scientific thinking say about immunity? How do flu shots work? What about high fevers? Come with your questions and learn how to use seven highly effective remedies to fortify yourself during the flu season. 3 Contact Hours, \$49, INSTR: Cilla Whatcott

Class ID: 25605 Tue, 4/16/13 6:30pm – 9:00pm RM: P1844

Immunizations From a Homeopathic Perspective

NEW

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. 3.6 Contact Hours, \$49, INSTR: Cilla Whatcott

Class ID: 25606 Thur, 3/21/13 6:00pm – 9:00pm RM: P1844

Homeopathic First Aid

NEW

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. 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: 25603 Tue, 5/14/13 6:00pm – 8:30pm RM: P1844

Get your questions answered and be more informed about the important choices to make regarding immunization.

Herbalism Certificate



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

Herbal therapy is the oldest and most widespread form of healing on planet earth! Generally regarded as safer and just as effective (if not more effective) as conventional medicine, herbalism is a science and art that can be successfully learned and utilized by the lay person. Through the use of tinctures, glycerites, teas, capsules, poultices, compresses, and salves, you will learn to apply herbal therapy to support the constitution with reference to an array of conditions from A to Z, in consideration of guidelines as to indications, dosage, and contraindications. *Textbook will be available for purchase in class - 300: Herbs: Their Indications & Contraindications (A Materia Medica & Repertory) (2003).* \$15, 3 Contact Hours and \$45 per class; 18 Contact Hours and \$240 for series

Class 1: The Development, Forms, and Energetics of Herbal Therapy

Class ID: 25594 Mon, 3/18/13 6:30pm – 9:00pm RM: P1840

Class 2: The Constituents and Properties of Herbs

Class ID: 25595 Mon, 3/25/13 6:30pm – 9:00pm RM: P1840

Class 3: Herbs for the Respiratory Systems

Class ID: 25596 Mon, 4/1/13 6:30pm – 9:00pm RM: P1840

Class 4: Herbs for Liver Function and Detoxification

Class ID: 25597 Mon, 4/8/13 6:30pm – 9:00pm RM: P1840

Class 5: Herbs for the Lymphatic and Urinary Systems

Class ID: 25598 Mon, 4/15/13 6:30pm – 9:00pm RM: P1840

Class 6: Herbs for Women's Reproductive Health

Class ID: 25599 Mon, 4/22/13 6:30pm – 9:00pm RM: P1840

Nutrition and Diet

New!
Energetic Foods,
page 47

Habits of Healthy Eaters – Practical Nutrition **NEW**

Much of the standard American diet is based on nutritionism, or eating nutrients instead of food. Nutritionism leads to confusion about what to eat. This class will cut through this confusion to discuss the basics of nutrition and provide practical steps to improve your health by eating real food. 3.6 Contact Hours, \$49, INSTR: Paul Ratté

Class ID: 25689 Thur, 3/28/13 6:00pm – 9:00pm RM: P0840

Beyond Gluten: Introduction to Digestive Health **NEW**

Gluten intolerance is a trigger of chronic disease. This class will explore the role of digestive function beyond gluten elimination. Digestive dysfunction such as intestinal permeability, dysbiosis, refined carbohydrates, and stress is often underlying the gluten epidemic. Digestive function and simple strategies to improve digestive health will be discussed. 3.6 Contact Hours, \$49, INSTR: Paul Ratté

Class ID: 25688 Thur, 4/4/13 6:00pm – 9:00pm RM: P0840

Women's Health

Reawakening the Feminine - Harnessing Feminine Power for Healing

NEW

In today's world, we have been cultivating the aspects of yang energy, looking outside of ourselves for answers and healing, when in reality, we have all that we need inside ourselves. Develop your qualities of yin energy, and enhance your feminine power and innate abilities to heal, nurture, listen and connect. This course is appropriate for both men and women. 2.4 Contact Hours, \$59, INSTR: Deanna Reiter

Class ID: 25619 Thur, 2/7/13 6:30pm – 8:30pm RM: A2552

Radiant Lotus Qigong

NEW

A Qigong form to help women 15-95 develop peace, grace and strength. Radiant Lotus Qigong helps support menstrual and menopausal symptoms, breast health, rejuvenating skin, hair and bones, and brings a sense of self-empowerment and ability to cope with stress. This course is recommended for women only. 7.2 Contact Hours, \$59, INSTR: Linda Ebeling.

Class ID: 26678

Tue, 2/19/13 – 3/26/13 8:00pm – 9:00pm RM: A1560

Class ID: 26679

Tue, 4/9/13 – 5/14/13 8:00pm – 9:00pm RM: A1560

Three-Systems Approach to Health

This 3-part series will enable you to gain a thorough understanding of your interactive system of hormones. Gain practical applications and tools to implement immediately. 9 Contact Hours, \$127 for series, INSTR: Dr. Rhys Preston

Adrenal Fatigue:

Stress, Survival, Symptoms and Healing

NEW

Adrenal fatigue occurs when the amount of stress over extends the capacity of the body (mediated by the adrenals) to compensate and recover from that stress. Once this capacity to cope and recover is exceeded, some form of adrenal fatigue occurs. Learn more about adrenal fatigue, signs and symptoms, coping with stress and solutions to healing. 3 Contact Hours, \$49

Class ID: 25651 Thur, 2/14/13 6:00pm – 8:30pm RM: A2552

Balancing Female Hormones Naturally

NEW

Confused about female hormones? Suffer from symptoms like hot flashes, insomnia, sweet and carb cravings, weight gain? Learn the tools to prevent and manage these symptoms. Your energy levels will improve and the fat will melt off. 3 Contact Hours, \$49

Class ID: 25652 Thur, 2/21/13 6:00pm – 8:30pm RM: A2552

The Natural Path to Thyroid Health

NEW

The thyroid gland controls the rate at which the body produces energy from food and therefore has a primary effect on overall energy levels. It regulates digestion, oxygen consumption, and mobilization of fat from storage. Learn why thyroid issues are difficult to treat, ultimately leading to sluggishness, weight gain, and accelerated aging. 3 Contact Hours, \$49

Class ID: 25653 Thur, 2/28/13 6:00pm – 8:30pm RM: A2552



Dr. Rhys Preston, DC nutrition counselor, personal trainer. Has taught A&P at the Aveda Institute, Center Pointe School of Massage, and the American Academy of Acupuncture and Oriental Medicine.

Up to 40% of the population suffers from hypo/hyper thyroidism – roughly 15 million people!

Healing Touch



See website for additional information.

Healing Touch is an international educational program in energy based medicine therapy. As a professionally accredited program, the curriculum encompasses increasing levels of practice and techniques, standards of care, code of ethics and scope of practice. Healing Touch is endorsed by the American Holistic Nurses Association. Practitioners and instructors are certified through an independent certification process. When you complete the entire Healing Touch Program, you may apply for certification. Healing Touch Certified Practitioners are universally recognized as having achieved a professional level of energetic therapy competence.

Healing Touch International (HTI) Level 1

NEW

Healing Touch is relaxing, nurturing energy therapy which uses gentle, heart-centered touch to assist in balancing physical, mental, emotional and spiritual well-being. It enhances the body's natural ability to heal. The class is open to anyone who desires to study energy therapy with a commitment to help others. Works in complement with standard medical care and is complementary to other health care systems. Healing touch is safe for all ages. Upon completion of Levels 1 - 5, students are eligible to apply for consideration to become a certified Healing Touch Practitioner. For more information, visit our website. 18 Contact Hours, \$295 (workbook included), INSTR: Barb Schommer,

Class ID: 25637

Fri & Sat, 2/22/13 & 2/23/13 8:00am – 4:30pm RM: A2566

Class ID: 25638

Fri & Sat, 4/19/13 & 4/20/13 8:00am – 4:30pm RM: P1840

Barb Schommer, RN, MS, CHTP, CHTI comes into healing and energy work with 30 years experience as a public health nurse. As a Certified Healing Touch Practitioner she assists people in their self healing Journey. She is intrigued by the energetic aspect of primary prevention, and combines her prevention skills with Healing Touch in assisting people to prevent and/or relieve disease.



Find the resources to LOOK, FEEL and BE Your Best, and design YOUR Healthy LIFE!

Stop by Normandale's booth to enter our drawing for a free class. See what's new, meet our staff and explore our cutting edge programs.



Saturday and Sunday, January 12 & 13
Minneapolis Convention Center

Register and get a **FREE Admission ticket** at <http://normandale.augusoft.net>
(click on Courses/For Your Interest/Free Event)

Energy Medicine Certificate

The **Energy Medicine Certificate** introduces the philosophies and descriptions of energy anatomy and energy healing. To earn the certificate, you must take all seven classes. However, you can also choose to enroll in individual classes.

Class 1: The Holistic Process: What Is Energy Work

Class 2: The Tools of the Energy Trade

Class 3: Energy Anatomy: Channels

Classes 1,2 and 3 will be available Fall 2013.

Class 4: Energy Anatomy: Fields

Every living being and even inanimate objects emanate energy fields. There are thousands! Come and explore the myriad of these fields and how they work. Topics covered include geopathic stress, electro-pollution, auric fields, and morphology. 8.4 Contact Hours, \$145

Class ID: 23199 Sat, 1/19/13 9:00am – 4:00pm RM: A2552

Class 5: Energy Anatomy: Centers

Across time, cultures have accessed their energy centers to diagnose challenging conditions, heal disease, balance emotions, cleanse the mind, create abundance, and perform everything from manual to supernatural feats. Energy work necessitates a thorough knowledge of these centers, especially the chakras, for the same purpose. We'll explore various cross-cultural chakra systems and the spiritual and scientific explanation for how they work before describing the 12-chakra system in detail. 8.4 Contact Hours, \$145

Class ID: 23200 Sat, 2/9/13 9:00am – 4:00pm RM: A2556

Class 6: Energy Healings

We'll cover topics and techniques including energy assessment, clearing, balancing, and opening to help heal self and others. You'll leave this practical day enthused to become the healer that you are. 8.4 Contact Hours, \$145

Class ID: 23201 Sat, 3/9/13 9:00am – 4:00pm RM: P1810

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: 23202 Sat, 4/13/13 9:00am – 4:00pm RM: P1810

Cyndi Dale, BA, 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.



"Cyndi is an incredible instructor. Her wealth of knowledge is amazing and her ability to teach and speak makes it a great experience for all participants."

—Learner 2012



Mindfulness

Mindful Communication Skills

Come learn a simple model proven to enhance your ability to express your needs and to listen to what others are saying. You will learn and practice skills and strategies for effective communication while exploring how to EMPOWER your willingness to express yourself and to encourage others to speak with clarity. You will be introduced to the Four Agreements, Nonviolent Communication and Conflict/Avoidance resolution. 2.4 Contact Hours, \$59, INSTR: Maureen Pelton

Class ID: 25680 Wed, 2/20/13 6:00pm – 8:00pm RM: A2552

Joy of Living

The Joy of Living program offers a learning path of meditation practice that can be followed by anyone. Though rooted in the ancient Buddhist teachings of Tibet, the practices taught are not religious in nature. The program deals with basic functions of the mind, such as mindful awareness and the movements toward happiness and away from stress and suffering.

The Joy of Living program contains three levels:

Calming the Mind • Opening the Heart • Awakening Wisdom

Joy of Living Level I: The Practice of Mindfulness Meditation **NEW**

This meditation workshop teaches how cultivating mindful awareness can help create a peaceful mind and joyful heart. The practice of meditation enables us to transform all experiences, even difficult emotions and painful thoughts, into sources of joy. This two-day workshop is designed to help you learn and practice mindful meditation. We will explore the landscape of our experience with mindful awareness, learning how to use the body, sensory experiences, thoughts, emotions, and even awareness itself as supports for meditation. 16.8 Contact Hours, \$195, INSTR: Edwin Kelley

Class ID: 26680 Fri & Sat, 3/8/13 & 3/9/13 9:00am – 5:00pm RM: P1840

Class ID: 26681 Fri & Sat, 5/17/13 & 5/18/13 9:00am – 5:00pm RM: P1840

Materials include: *Calming the Mind: A Guide to the Joy of Living Level I Handbook*; *An Introduction to Meditation* with Yongey Mingyur Rinpoche DVD; *Calming the Mind* MP3 CD



Edwin Kelley, Tergar International Instructor first became interested in Buddhism in 1975 when he attended a meditation retreat near Perth, Australia. In 1992, he went to Burma to attend a six-month intensive retreat with the renowned meditation master Chanmyay Sayadaw. While practicing in Burma he was ordained temporarily as a Theravada Buddhist monk. He then served in leadership roles for one of America's best known meditation retreat centers for nearly 20 years. Edwin became a student of Mingyur Rinpoche in 1998. He has a post graduate diploma in Buddhist Studies from the University of Sunderland in the UK.

Meditation

Taoist Healing & Transformation Meditation

Join Certified Universal Tao Instructor Bryan D. Bertsch for an inspiring series of self-healing meditation techniques. You will learn “The Inner Smile” and “MicroCosmic Orbit,” which are part of the Universal Tao System as taught by Master Mantak Chia. These techniques teach you how to transform everyday stress into vitality and balance negative emotions with positive ones to create internal harmony. Learn how to relieve chronic pain, detoxify your system, increase your energy and enjoy better health. 4.8 Contact Hours, \$89, INSTR: Brian Bertsch

Class ID: 25608

Thur, 4/18/13 & 4/25/13

7:00pm – 9:00pm

RM: P1844



“Meditation is about learning to recognize our basic goodness in the immediacy of the present moment, and then nurturing this recognition until it seeps into the very core of our being.”

— Mingyur Rinpoche

Yongey Mingyur Rinpoche, founder of the Joy of Living program

Yongey Mingyur Rinpoche, founder of the **Joy of Living** program is considered a rising star among the new generation of Tibetan Buddhist masters.

In addition to extensive training in the meditative and philosophical traditions of Tibetan Buddhism, Mingyur Rinpoche has also had a lifelong interest in Western science and psychology.

In 2002, Mingyur Rinpoche and a handful of other long-term meditators were invited to the Waisman Laboratory for Brain Imaging and Behavior at the University of Wisconsin. The results of this groundbreaking research were reported in many widely read publications, including National Geographic and Time.

Currently, Mingyur Rinpoche teaches and travels throughout the world, with Tergar Meditation Centers on four continents. His best-selling book, *The Joy of Living: Unlocking the Secret and Science of Happiness*, debuted on the New York Times bestseller list and has been translated into over twenty languages. The Joy of Living program presents the ancient wisdom of Tibet in a fresh, engaging manner. The lessons weave together personal and real life experiences with modern scientific research, relating both to the practice of meditation.



HeartSight® Series I



The intention of this five-part series is to harmonize body and soul to enhance the power of your intuition, creativity and energy.

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.

Are you ready to awaken your intuitive abilities and explore your life purpose? The HeartSight® Method of transformation helps you to use your intuitive gifts, personally and professionally. This course is especially valuable to healthcare workers and individuals who work in patient care. Through experiential learning, you will be given tools to expand your heart consciousness, reclaim your intuitive gifts and trust your sacred truth. 18 Contact Hours and \$275 for entire series

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. 3.6 Contact Hours, \$65

Class ID: 25631 Wed, 4/3/13 6:00pm – 9:00pm RM: P1810

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. 3.6 Contact Hours, \$65

Class ID: 25632 Wed, 4/10/13 6:00pm – 9:00pm RM: P1810

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. 3.6 Contact Hours, \$65

Class ID: 25633 Wed, 4/17/13 6:00pm – 9:00pm RM: P1810

Class 4: Shadow Parts and the Law of Resonance

Do you feel stuck at times 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. 3.6 Contact Hours, \$65

Class ID: 25634 Wed, 4/24/13 6:00pm – 9:00pm RM: P1810

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. 3.6 Contact Hours, \$65

Class ID: 25635 Wed, 5/1/13 6:00pm – 9:00pm RM: P1810

HeartSight® Series II

Embodying Soul Wisdom

Would you like to apply your wisdom from HeartSight I? Then come to this three-part series and expand your intuitive development to deepen connections with your creative spirit. This series will support integration of your spiritual being with your physical body and teach you how to consciously live in a multi-dimensional energetic world. Through the chakra system, we will expand grounding with gratitude and explore innate goodness and shame. Through experiential learning, you will be given tools to support yourself in aligning with your essence, your truth and your creative expression. This series is designed to deepen your experience from HeartSight Level I. Upon completion of this series, you will understand energy integration, the transmutation process, chakra alignment, and stress responses of the body. 10.8 Contact Hours, \$165

Class ID: 25636

Wed, 5/22/13 – 6/5/13

6:00pm – 9:00pm

RM: P1810



Learning Well

on Edge Talk Radio

First Tuesday of the Month – 6 pm

Join **Maureen Pelton** and her many inspiring guests as they bring new and practical insights designed to help each of us enhance our health and well-being.

Maureen is a highly sought-after expert. She engages local and national thought leaders in meaningful conversations. Her shows weave new information into a spectrum of topics, such as transpersonal development, emotional intelligence, wholeheartedness and the shifting paradigm of Integrative Health and Healing.



Upcoming Guests:

- 🌱 **Susan Shopek** and **Duncan Metzger**, numerology and astrology experts will share their insight and perspective of the new year's energy and outlook
- 🌱 **Penny George**, philanthropist and co-founder of the Bravewell Collaborative and the Penny George Institute for Health and Healing at Abbott Northwestern Hospital

Join the Show – Call in with questions for Maureen and guests!

See website for more information.



INTEGRATIVE HEALTH EDUCATION CENTER
at Normandale Community College

Emotional Freedom Techniques

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

Emotional Freedom Techniques Basics

This course provides an overview and hands-on practice of Emotional Freedom Techniques, a self-help method that is used worldwide to help eliminate stress, fear, anger, sadness, cravings, chronic pain and much more. The procedure involves tapping acupuncture points to release negative emotions and restore well-being. It is self-applied, easy-to-learn and will have permanent positive benefits. 2.4 Contact Hours, \$59, INSTR: Valerie Lis

Class ID: 25625 Thur, 4/4/13 6:00pm – 8:00pm RM: P0842

EFT: Level 1, 2 & 3 Certificates

These hands-on workshops are part of the required training for certification as a practitioner through EFT Universe. 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.

Level 1 Certificate: 19.2 Contact Hours, \$350

Class ID: 25621 INSTR: Valerie Lis
Mon & Tue, 5/20/13 & 5/21/13 8:00am – 4:30pm RM: P0842

Level 2 Certificate: 19.2 Contact Hours, \$350

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

Class ID: 25622 INSTR: Valerie Lis
Wed & Thur, 5/22/13 & 5/23/13 8:00am – 4:30pm RM: P0842

Level 3 Certificate: 19.2 Contact Hours, \$350

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

Class ID: 25623 INSTR: Valerie Lis
Sat & Sun, 5/4/13 & 5/5/13 8:00am – 4:30pm RM: P0842

Valerie Lis, EFT, MA, EFT Expert Practitioner 2 & EFT Universe Certified Trainer, is a national holistic health practitioner and trainer, educating college students, business and health professionals with self-empowering tools that produce positive change in just minutes.



These classes are required to become a Certified EFT Practitioner. For additional information on certification, visit www.eftuniverse.com.



Veterans: New Options for PTSD and Wartime Trauma

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: 25624 Thur, 4/11/13 6:00pm – 8:00pm RM: P0842



Stress Management

Introduction to Breathwork Staying Calm, Cool and Focused

This introductory course will help you uncover the power for health and 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 for relieving stress, 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 Weseman

Class ID: 25690 Tue, 4/9/13 6:00pm – 9:00pm RM: P1844



Managing Stress with Spring Forest Qigong

See page 46 for course description.

NEW

Reiki Energy Therapy

Reiki Energy Therapy is a simple, natural and safe method of therapy that uses life force energy transmitted through a practitioner's hands, which offers physical pain reduction and profound relaxation. Reiki Energy Therapy sessions are a hands-on, fully clothed touch therapy.

Reiki Energy Therapy Level 1

Reiki Energy Therapy is a simple, natural and safe method of therapy that uses life force energy transmitted through a practitioner's hands that offers physical pain reduction and profound relaxation. Reiki Energy Therapy sessions are a hands-on, fully clothed touch therapy. These courses are taught using traditional Usui Reiki form. Please bring a bag lunch and pillows, towels, and/or mat. 8.4 Contact Hours, \$150, INSTR: Lucille Crow

Class ID: 26682 Sat, 2/23/13 8:00am – 4:00pm RM: C3061

Class ID: 26683 Sat, 3/9/13 8:00am – 4:00pm RM: C3061

Reiki Energy Therapy Level 2

This class provides advanced skills in Reiki Energy Therapy, increasing the power and versatility of the use of the therapy. The practitioner develops abilities to handle more complex situations and techniques to strengthen and enhance the therapy. Upon completion of this course, the student is certified as an Advanced Practitioner with greater capabilities and ability to transmit the Reiki life force. The course is taught using the Traditional Usui Reiki form. *Prerequisite: Certification in Reiki Energy Therapy 1.* 8.4 Contact Hours, \$150, INSTR: Lucille Crow

Class ID: 26684 Sat, 4/6/13 8:00am – 4:00pm RM: C3061



Lucille Crow, RN, RM, CHT is a speaker and educator, R.N., Reiki Master and Certified Hypnotherapist. Lucille brings a wealth of experience, knowledge and wisdom to provide a powerful perspective to her work. As an R.N., she worked in cardiovascular research at Stanford University and the University of Minnesota.

Hypnosis

Self Hypnosis – Part 1

Self Hypnosis is an easy to learn and an extremely powerful tool for self improvement and healing. This introductory and experiential workshop will teach you what hypnosis is, some history, the mechanics of self hypnosis and how to use it for a variety of reasons. You will experience self hypnosis in class and be given detailed instructions for practice at home to get the results you want such as improving self-esteem, reducing stress, improving concentration, quitting smoking, releasing excess weight, relieving insomnia, enhancing creativity and reducing pain. 3.6 Contact Hours, \$49, INSTR: Cindy Locher

Class ID: 25626 Thur, 3/7/13 6:00pm – 9:00pm RM: P1844

Self Hypnosis – Part 2

This class focuses on the components of the self hypnosis session, including inductions, deepeners, writing effective suggestions and trance termination. Extra time dedicated to practice of self hypnosis and writing suggestions. 3.6 Contact Hours, \$49, INSTR: Cindy Locher

Class ID: 25627 Thur, 3/14/13 6:00pm – 9:00pm RM: P1844

Self Hypnosis For Pain Control

NEW

For anyone with chronic pain that is not fully responsive to traditional medical treatments, or who would like to reduce or eliminate pain medications in favor of this drug free and natural mind/body approach to pain management. Examples of appropriate applications include migraine, arthritis, cancer pain, chronic back pain, knee pain, pain due to injury that has been treated and there is no more improvement offered by traditional medical approaches. This is NOT appropriate for undiagnosed or acute pain which may indicate a medical condition requiring treatment. Reduction or elimination of prescribed medications must be done under your doctor's supervision. 7.2 Contact Hours, \$89

Class ID: 25628

Tue, 4/23/13 & 4/30/13 6:00pm – 9:00pm RM: P1844

Mind Body Techniques for Anxiety Reduction

NEW

Anxiety is a growing problem affecting many people; anxiety disorders are on the rise as our society becomes more complicated and more stressful. For many sufferers, the medications prescribed may reduce the reactions, but not overcome the anxiety entirely. This class teaches several mind/body techniques that naturally and effectively stop anxiety at its source, without the side effects of medication. You will learn the causes of anxiety, how to recognize and control your own reactions quickly and naturally, and learn tools to prevent anxiety from reoccurring. 3.6 Contact Hours, \$49, INSTR: Cindy Locher

Class ID: 25630 Thur, 5/23/13 6:00pm – 9:00pm RM: P1844

Cindy Locher, CI, BCH, MNLP, is an author, teacher, and Board Certified Hypnotherapist. She is a graduate of the Hypnosis Motivation Institute and Center for Behavioral Sciences in Los Angeles and is a member of NGH, AHA and the International Association of Counselors and Therapists.

"The purpose of hypnosis as a therapeutic technique is to help you understand and gain more control over your behavior, emotions or physical well-being."

– Mayo Clinic



Self Mastery Certificate

Self Mastery is necessary in the world today. When you master the self you master the world. Clarity and certainty are attainable once the powers of the mind, body, heart and spirit are harnessed. Entire series \$129 or \$49 per course.

Class 1: Unleashing the Warrior in You

Most people never have the opportunity to be trained as a Warrior. Military combat training is not Warrior ship and neither are most martial arts and fighting styles. Warrior ship is a way of life, a constant choice, a sculpting of mind, body, heart and spirit. A path that guides people to leading a more fulfilled life, it can be fierce, defiantly on the edge, immensely rewarding, committed and powerful. Perception is not only the ability to see what is, it is also the ability to change it with a perceptual shift of self and reality. You are what you think. This training will help you to see inside, outside, and beyond the box. 3.6 Contact Hours, \$49, INSTR: Hanakia Zedek

Class ID: 25612 Mon, 3/18/13 6:00pm – 9:00pm RM: P1810

Class 2: Expanding Awareness and Sensitivities

Awareness is the deepest form of knowing, one of the intuitive gifts, and can provide us with a direct link to the universal silent knowledge that's rich and deeply filled with wisdom and understanding. Sensitivity is the depth of feeling, and development in this area allows you to truly see things from other perspectives more clearly. Learn how to enrich your relationships in all areas of your life. 3.6 Contact Hours, \$49, INSTR: Hanakia Zedek

Class ID: 25613 Mon, 3/25/13 6:00pm – 9:00pm RM: P1810

Class 3: Developing Your Natural Abilities

Cultivate your natural abilities; those that you are born with and those that are developed throughout your life. Focusing on your strengths allows you to ride through the ups and downs of life in a more fluid manner, thriving rather than just surviving. After completing this course, you will be able to navigate the world, people and experiences with greater clarity and feel more empowered. 3.6 Contact Hours, \$49, INSTR: Hanakia Zedek

Class ID: 25614 Mon, 4/1/13 6:00pm – 9:00pm RM: P1810

The Philosophy of Nothing:

Accessing the Essence of Self and Universe

NEW

This course offers the opportunity to access, understand and utilize the everyday application of ancient knowledge and wisdom. It explains why the universe is at the heart of so many systems of understanding. Gain information about other belief systems and learn what is common and unique to your own values and life experience. 3.6 Contact Hours, \$59, INSTR: Hanakia Zedek

Class ID: 25615 Mon, 3/4/13 6:00pm – 9:00pm RM: P1810

Hanakia Zedek, MTAEH is a well known and respected Public Speaker, Shaman, Mystic, and Musician. He has 40+ years of hands on experience in the Metaphysical, Psycho~Spiritual, Magical, Esoteric, Healing and Martial Arts. Hanakia is the author of "TaoZen Verses."



"I've been taking classes here for years and this is one of the absolute best. Hanakia Zedek ignited the warrior passion in not only me, but in all who attended."

- Self Mastery Student



Spring Forest Qigong

Managing Stress with Spring Forest Qigong

NEW

Doctors report that stress is the #1 underlying cause of illness and disease. In this workshop, Master Lin will provide you with simple, energy-based techniques you can use at any time to relieve and release stress, return your mind and body to a relaxed and balanced state, and help you live a healthier, happier life. 2.4 Contact Hours, \$59, INSTR: Chunyi Lin

Class ID: 26771 2/7/13

6:30pm – 8:30pm

RM: P1840

These new Spring Forest Qigong workshops are part of Master Lin's vision of creating "a healer in every family and a world without pain."



Sound Healing Mastery Certificate

Introduction to Sound Healing Basics

This course is a prerequisite for the Sound Healing certificate. Discover how sound healing is emerging as a highly respected and invaluable treatment method. Learn to use basic sound healing tools to clear mental, physical and emotional roadblocks. Experience an introduction to multiple sound healing tools and instruments to create a circle of healing sound. 2.4 Contact Hours, \$49

Class ID: 23324 Fri, 2/8/13

6:00pm – 8:00pm

RM: A2552

Class 1: The Healing Power of Sound – Foundation

Gain an overview of the chakras and the Human Energetic System as it relates to sound healing. You'll experience giving and receiving mini sound sessions, and learn simple yet powerful practices to incorporate into everyday life, including the use of your own unique sound signature. 8.4 Contact Hours, \$145

Class ID: 26696 Sat, 2/9/13

9:00am – 4:00pm

RM: A2552

Class 2: Sounding the Earth – Drums, Dance & Didgeridoo^F

Shamans have used drums to anchor those traveling into other dimensions, while others have used drums to call in a state of being, create a ritual, raise energy, or to release stuck or stagnant energy. Learn to use drums, movement and music to feel more grounded.

7.2 Contact Hours, \$145

Class ID: 26729 Sun, 2/10/13

9:00am – 3:00pm

RM: A2552

Class 3: Voice I – Your Soul Signature

Learn to recognize and honor your authentic Voice. Use your voice to shift your energy with sound toward greater harmony and purpose. We'll explore the ancient art of chanting and sacred mantras.

8.4 Contact Hours, \$145

Class ID: 26731 Sat, 3/9/13

9:00am – 4:00pm

RM: A2552

Class 4: Voice II – As a Healing Tool

Your voice is the most powerful of all the sound healing tools. Learn how to tone to clear and balance the energy centers in yourself and others. We'll cover using the voice as a diagnostic tool, and an introduction to overtone singing, also known as vocal harmonics. Learn to use your voice effectively without hurting your throat or vocal cords. 7.2 Contact Hours, \$145

Class ID: 26730 Sun, 3/10/13

9:00am – 3:00pm

RM: A2552

In this groundbreaking series, you will learn the art and science of Sound Healing through hands-on practice with the tools. 62.4 Contact Hours and \$975 for certificate (classes 1-8).

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.



Spring Forest Qigong

Energetic Food: Nature's Medicine

NEW

Food is Mother Nature's natural holistic medicine. Everything you eat can be therapy for healing body, mind and spirit. Foods can move and balance your energy too and can be a powerful health component to your overall wellness. This course will help you understand the energy of food and how to know what your body is asking for to balance and energize your system. 2.4 Contact Hours, \$59, INSTR: Chunyi Lin

Class ID: 26770 Wed, 4/24/13 6:30pm – 8:30pm RM: P1840

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

Class 5: Singing Metals – Tibetan Bowls, Chimes & Tuning Forks

Tibetan Bowls are used to balance energy centers, clear blocks and entrain a person into a state of peace and calming. These amazing metal singing bowls can also be used to determine where a block may be in the energy system. Tuning forks, metal chimes and Ting-Shas are additional healing tools from the singing metals family. Learn to use tuning forks on the body at acupressure points, as well as off the body, in the energy field. 8.4 Contact Hours, \$145

Class ID: 26732 Sat, 4/13/13 9:00am – 4:00pm RM: A2552

Class 6: Sounding the Light – Color & Clarity

Learn to use sound, light and color together to create a powerful healing effect. Many healing systems connect specific colors to specific chakras or energy centers, and specific sounds to certain colors. 7.2 Contact Hours, \$145

Class ID: 26733 Sun, 4/14/13 9:00am – 3:00pm RM: A2552

Class 7: Crystals and Clairaudience

Our bodies contain “crystalline structures,” as bones, and the myelin sheaths of the nervous system. This is why using crystals are so powerful as a sound healing tool – it affects us “bone deep.” Learn to use crystals with sound for healing and to develop your intuition. 8.4 Contact Hours, \$145

Class ID: 26734 Sat, 5/4/13 9:00am – 4:00pm RM: A2552

Class 8: Ethics and Building a Sound Healing Practice

You will learn how to conduct a complete Sound Healing session with a friend or client. We'll cover the ethics of vibrational therapy in more depth. Students must take this entire series in order to take Ethics & Sound Healing Practice. 7.2 Contact Hours, \$145

Class ID: 26735 Sun, 5/5/13 9:00am – 3:00pm RM: A2552

Kay Grace, CAEH, CSH is a graduate of the four year certification program in advanced energy work from Inner Focus School. She has also studied Sound Healing extensively with Jonathan Goldman and the Sound Accord Healing School. Kay is a member of Healing Touch International, the International Sound Healers Association, and ABMP.



SFQ

SPRING FOREST QIGONG

See website
for Advanced
Sound courses



Aromatherapy



Aromatherapy Foundations - Level 1 Certificate

This beginning level course in Aromatherapy teaches you the foundational information and skill set needed to begin using essential oils in safe, practical, and cost-effective ways. Course is supported by professional research and resources. After this course you will understand why Aromatherapy is the first choice in integrative care in health care settings and homes today. Essential oils are unique in that they work simultaneously on three levels of healing: therapeutically on the physical body, emotionally, and energetically – bringing healing and balance simultaneously. 14.4 Contact Hours, \$225, INSTR: Jodi Baglien

Class ID: 25600

Fri, 2/22/13

8:30am – 4:30pm

& Sat, 2/23/13

9:00am – 4:00pm

RM: A2556

Aromatherapy Applications: Reducing Stress and Pain Level 2 Certificate

This course teaches you the hands on skill set needed to begin selecting and applying essential oils in safe, practical, and cost-effective ways. After this course you will understand the effects of stress on the body and learn detailed assessment skills to determine which oils and methods of applications to use for stress and pain reduction. Course is taught from a holistic approach and is easily applied to many care environments or home use. 15.6 Contact Hours, \$285, INSTR: Jodi Baglien

Class ID: 25601

Fri, 4/5/13

8:30am – 4:30pm

& Sat, 4/6/13

9:00am – 4:00pm

RM: P0842

These courses are perfect for nurses, massage and shiatsu therapists, mental health care providers, acupuncturists, hospice and palliative care - for anyone who wants clear, detailed information and techniques. The instructor offers a unique East-West approach to essential oil uses and techniques.

Jodi Baglien, CA, CST, is a certified, clinically trained Aromatherapist and Shiatsu Therapist with a 25 year background in healing and spiritual development. She has been teaching for more than 10 years, and is considered the Twin Cities' "go to" resource in aromatherapy. Jodi serves as the regional director for the Alliance of International Aromatherapists, providing education using scientific research and traditional information to promote the responsible use of aromatherapy.



Wellness at Work

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

- Increased Employee Retention and Loyalty
- Reduced Stress and Conflict
- Enhanced Productivity
- 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.

Feng Shui Personal Program

This 4-part series will provide you with a strong foundation of Feng Shui principles. After the first class, you will be able to start applying general Feng Shui principles immediately to affect change in various aspects of your life. You will gain a new vision of your space and a solid base from which to pursue more in-depth Feng Shui study. These classes are designed as a series, although they may also be taken individually.

Discovery Feng Shui: A Personal Journey

This program has been designed to teach you what you must know to get your home in Feng Shui order. You will learn how to apply the principles of Feng Shui to your own home to maximize benefits and minimize challenges so that you can create a space that is in harmony with your life-goals. It provides an excellent foundation for your continued Feng Shui journey. *Note: These courses are designed for individuals interested in learning how to apply Feng Shui principles to their own home and does not qualify participants to be certified as a Feng Shui consultant. You must bring a blueprint or scaled drawing of the main floor of your home, a ruler, pencil, and eraser to each class.*

4.8 Contact Hours, \$69, INSTR: Lisa Janusz

Class ID: 26775 Sat, 3/2/13 8:30am – 12:30pm RM: P0840

Clearing Clutter with Feng Shui

Before you start applying too many Feng Shui principles, you must deal with clutter. This class will take you through the seen – and unseen – issues that too much stuff can have in your space. By the end of this session you will know what constitutes clutter, how to deal with it without feeling overwhelmed and where to start. Even if you don't think you have clutter, this class will help you recognize what could be holding you back from making life changes. 2.4 Contact Hours, \$49, INSTR: Dorine King

Class ID: 26776 Tue, 3/5/13 6:00pm – 8:00pm RM: P0840

Feng Shui Your Way to Romance

Join us for this fun class guaranteed to generate romantic sizzle whether your relationship status is Single, Married or "It's complicated." You will learn where your "relationship" area is and how to rev it up! Explore the power of Feng Shui to bring more love and romance into your life. 2.4 Contact Hours, \$49, INSTR: Hinda Abrahamson

Class ID: 26777 Tue, 3/12/13 6:00pm – 8:00pm RM: P0840

Attracting Wealth with Feng Shui

We'll show you the money! Whatever the state of your financial situation is - you will learn strategies to enhance your wealth. Whether you are protecting your current status or hoping to increase the flow of prosperity in your life, this class will give you simple tools to apply quickly. Prosperous thinking is just one of the many practical ways to work with Feng Shui to create a prosperous and abundant life! 2.4 Contact Hours, \$49, INSTR: Michelle Skally Doilney

Class ID: 26778 Tue, 3/19/13 6:00pm – 8:00pm RM: P0840



Each class is taught by instructors who are certified or approved by the Wind & Water School of Feng Shui (WWC) to assure quality and continuity of information.

Creativity & Personal Development

You will receive a free download of the Multiple Intelligence Assessment with your registration

Multidimensional Human Design Systems **NEW**

Come learn about ancient systems that contain powerful information designed to help you gain a deeper understanding of yourself and how you relate to the world. Multidimensional Human Design Systems (MHDS) is a sacred synthesis combining elements of Eastern and Western Astrology, the Judaic Kabbalah, the Hindu Chakra system, the Tao-Chinese I'Ching and quantum physics. 2.4 Contact Hours, \$59, INSTR: Maureen Pelton

Class ID: 25610 Wed, 2/13/13 6:00pm – 8:00pm RM: A2552

Developing Insight and Intuition **NEW**

By slowing down the fast pace of our busy lives, we can reduce our stress. This also helps us to enhance our intuition and develop a deeper connection with others. Discover how we can connect with our intuition and recognize that we no longer have to look outside of ourselves for answers and external pathways to happiness. By connecting to a depth that is often untapped by the majority of people, we can become happier, more successful, and more peaceful. 3.6 Contact Hours, \$49, INSTR: Deanna Reiter

Class ID: 25629 Sat, 2/2/13 10:00am – 12:00pm RM: A2552

Paddle Your Own Canoe –

Discover Your True Essence **NEW**

Find unknown strengths, resources, and inspiration. Discover how your core values are your guides to life, especially during uncertain times. Achieve motivation to take courageous action, navigate the winds of change, and flow through life with increased confidence. Stories from a solo canoe adventure will inspire greater meaning and significance in your life. 7.2 CEU, \$89, INSTR: Cheryl Hiltibran

Class ID: 25620 Sat, 4/27/13 8:30am – 3:30pm RM: P0840

Easy and Effective Astrology:

Discovering Yourself through Your Natal Chart **NEW**

The natal chart (astrological birth chart) is a great tool to have a greater understanding of the innate nature of yourself and of the other people you interact with. You will learn an overview of what astrology is, the philosophy behind the benefits of natal astrology, and basic knowledge how to read and understand a natal chart. 3.6 Contact Hours, \$49, INSTR: Duncan Metger

Class ID: 26691 Tue, 3/19/13 6:00pm – 9:00pm RM: P1810

Releasing Sabotage: The 9 Scoundrels **NEW**

Have you ever rigged up something broken and continued to use it when it is ineffective and possibly dangerous? Do you put other people's needs before your own? Do you have negative thoughts? Do you complain? If so, there are subtle patterns of sabotage, also known as The Nine Scoundrels, that are negatively affecting you and keeping you from creating your ideal reality and excelling in all aspects of your life. By being aware of these patterns and releasing them, you gain the freedom and power to live a life of joy, success, prosperity, peace and health. 3.6 Contact Hours, \$59, INSTR: Deanna Reiter

Class ID: 25616 Thur, 5/16/13 6:00pm – 9:00pm RM: P1844



Scan this code with your smartphone to visit our website.

Introduction to Numerology

Numerology is the key to unlocking the 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; enhance your self-understanding and spiritual development. 9 Contact Hours, \$125, INSTR: Susan E. Shopek

Class ID: 25617

Wed, 2/20/13 – 3/6/13

6:00pm – 8:30pm

RM: A2554

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 Hiltibran, M.Ed

Class ID: 25611 Sat, 5/4/13 8:30am – 4:30pm RM: P0840

& Sun, 5/5/13 8:30am – 3:30pm RM: P0840

Healing Your Heart: A Journey towards Living an Authentic Life

NEW

When we get quiet and access what we hold in our hearts, we connect to our own and greater wisdom. Often in our busy lives we let our mind take over and operate independently of our Heart, reverting to survival mentality of fear, power, greed and control. Our heart, is where we find strength, courage, compassion, and love. In this workshop you will be given an opportunity to work with and transform old patterns and habits that no longer serve you. 3.6 Contact Hours, \$59, INSTR: Cindy Libman

Class ID: 25583 Sat, 5/11/13 9:00am – 12:00pm RM: P1844

Personal Safety and Self-Defense **NEW**

Some estimates indicate that two million Americans are victims of violent crimes each year. Empower yourself by mastering simple and effective techniques to ensure that you don't become one of them. Learn how to prevent, escape, and defend yourself from any attacker – regardless of your size or fitness level.

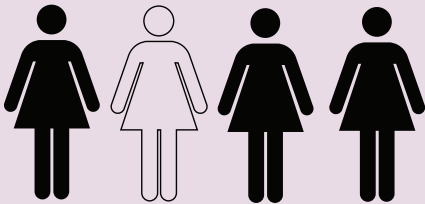
Developed through a combination of research and real-world experience, we are aware of no other course that offers this much valuable training in a compressed timeframe. 3.6 Contact Hours, \$69, INSTR: Alan Horner, MBA, US Navy Seal Officer

Class ID: 25639

Wed, 5/8/13

5:30pm – 8:30pm

RM: P1810



No, Not Me!

Bring a friend for free!

Call 952-358-8343 for details.

Yoga Sampler Series

Yoga will strengthen the body, open the heart, and quiet the mind. This four-part series will introduce you to the eight-limbed path of yoga. Bring a mat, blanket, water, and wear comfortable clothing. Classes meet the 3rd Tuesday of each month, allowing for practice time between sessions. 9.6 Contact Hours, \$129 for series

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.

"This series of yoga classes deepened my understanding and helps to keep me on my journey."

Class 1: The Eight-Limbed Path of Yoga **NEW**

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. 2.4 Contact Hours, \$49, INSTR: Sharon Hills-Bonczyk

Class ID: 25646 Tue, 2/19/13 6:00pm – 8:00pm RM: A1570

Class 2: Pranayama and Yoga Nidra **NEW**

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. 2.4 Contact Hours, \$49, INSTR: Sharon Hills-Bonczyk

Class ID: 25647 Tue, 3/19/13 6:00pm – 8:00pm RM: A1570

Class 3: Mudras, Mantras, and Meditation **NEW**

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. 2.4 Contact Hours, \$49, INSTR: Sharon Hills-Bonczyk

Class ID: 25648 Tue, 4/16/13 6:00pm – 8:00pm RM: A1570

Class 4: Bhakti Yoga of Devotion **NEW**

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. 2.4 Contact Hours, \$49, INSTR: Sharon Hills-Bonczyk

Class ID: 25649 Tue, 5/21/13 6:00pm – 8:00pm RM: A1570

Free Open House for Beginning Tai Chi for Health & Arthritis

Free introduction and practice to Tai Chi for Health. This session will introduce Dr. Lam's Simplified Sun Style Tai Chi and is recommended as a starting point for your Tai Chi journey.

Saturday, 1/19/13 & 1/26/13 from 10:30am – 11:30am

FREE

Movement and Body Work

Beginning Yoga

Learn and practice easy yoga postures and simple movements that enhance your ability to relax and renew. You'll enjoy better posture, improved body composition (strength and flexibility), healthier breathing habits, and a sense of well-being. Yoga offers health maintenance, enrichment, musculoskeletal support and much more. Wear comfortable clothing and bring a mat. 4.8 Contact Hours, \$49, INSTR: Marcy Lundquist

Class ID: 25650

Mon, 2/4/13 – 3/4/13 5:30pm – 6:30pm RM: A1560
(n/c 2/18)

Class ID: 26768

Mon, 4/8/13 – 4/29/13 5:30pm – 6:30pm RM: A1560

FREE Event

Join us for a "Taste of Nordic Walking"

Class ID: 26747 Mon, 4/1/13 6:00pm – 8:00pm RM:P0806B

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: 25644

Thur, 4/11/13 – 4/25/13 6:00pm – 8:00pm RM:P0806B

Class ID: 25645

Mon, 6/3/13 – 6/17/13 6:00pm – 8:00pm RM:P0806B



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. 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.

Entire Series - \$140 – 15.6 Contact Hours

Sat & Sun, 7/20/13 & 7/21/13 8:00am – 4:00pm RM: S2330

Single Day Session - \$85 - 7.8 Contact Hours

Class ID: 26740 Sat, 7/20/13 8:00am – 4:00pm RM: S2330

Class ID: 26741 Sun, 7/21/13 8:00am – 4:00pm RM: S2330



Tai Chi

Tai Chi Energy

NEW

This course combines two contrasting tai chi styles, Chen and Sun, into a fun and easy routine. Using the fast and slow movements and powerful spiral force of Chen combined with Sun Style's unique qigong and agile footwork, Dr. Paul Lam has put together 16 forms which complement each other and build internal energy. *Previous experience with any Tai Chi style is recommended.* 7.2 Contact Hours, \$59, INSTR: Russ Smiley

Class ID: 25710

Wed, 2/13/13 – 3/27/13

7:00pm – 8:00pm

RM: S2330

Primordial Qigong (Hunyuan Gong)

NEW

Like many qigong systems, the movements are related to the Thirteen Postures of Tai Chi and offer a method for correcting imbalances in the body. This course is based on exercises generally attributed to Hu Yaozhen (a Daoist priest) and his disciple, Master Feng Zhigiang. 7.2 Contact Hours, \$59, INSTR: Russ Smiley

Class ID: 25693

Wed, 2/13/13 - 3/27/13

8:00pm – 9:00pm

RM: S2330

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.

Professor Russ Smiley

PhD, MTTCA, MTTCD,

MTTC has taught at

Normandale for 25

years, and was

instrumental in

developing the

Healing Arts and the

Tai Chi program.

Introduced to Yang

Style over 30 years

ago, Russ continues his

studies with Sifu Fong

Ha and his Tai Chi for

Health programs with

Dr. Paul Lam where he

became a Master

Trainer in 2005.

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 to the workshop.* 16.8 Contact Hours, \$240, INSTR: Russ Smiley

Class ID: 25700

Sat, 5/4/13

8:30am – 4:30pm

RM: S2330

& Sun, 5/5/13

8:30am – 3:30pm

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 reviewing 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: 25701 Sat, 5/4/13

8:30am – 4:30pm

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: 25702 Sun, 5/5/13

8:30am – 3:30pm

RM: S2330



Tai Chi

Tai Chi Pushing/Sensing Hands

NEW

Sense/push hands training uses various patterns and partner exercises to develop sensitivity to an incoming force. Learn to apply Tai Chi principles to maintain your equilibrium. Sensing hands exercises develop mobility and sharpen your ability to anticipate your partner's intent. INSTR: Keith Root

Class ID: 25711 7.2 Contact Hours, \$59

Thur, 2/7/13 – 3/14/13 8:00pm – 9:00pm RM: A1560

Class ID: 25712 7.2 Contact Hours, \$59

Thur, 3/21/13 – 4/25/13 8:00pm – 9:00pm RM: A1560

Workshops: 2.4 Contact Hours, \$20, INSTR: Keith Root

Class ID: 25713 Sat, 1/19/13 2:00pm – 4:00pm RM: A1560

Class ID: 25714 Sat, 2/9/13 2:00pm – 4:00pm RM: A1560

Class ID: 25715 Sat, 3/16/13 2:00pm – 4:00pm RM: A1560

Class ID: 25716 Sat, 4/20/13 2:00pm – 4:00pm RM: A1560



TAI CHI COURSES

ABC's of Tai Chi	Time	Instructor	Fee
Class ID: 25691 Thur, 2/7/13 – 3/14/13	7pm – 8pm	Root	\$59
Class ID: 25692 Thur, 3/21/13 - 4/25/13	7pm – 8pm	Root	\$59
Beg Tai Chi for Health and Arthritis			
Class ID: 25703 Sat, 2/2/13 - 3/16/13	10:30am – 12pm	Smiley / Gonzales	\$59
Class ID: 25704 Sat, 3/23/13 - 4/27/13	10:30am – 12pm	Smiley / Gonzales	\$59
Class ID: 25705 Mon, 2/4/13 - 3/18/13	7pm – 8pm	Root	\$59
Class ID: 25706 Mon, 3/25/13 - 4/29/13	7pm – 8pm	Root	\$59
Tai Chi 5 Animal Frolics – NEW			
Class ID: 25694 Tue, 2/19/13 - 3/26/13	7pm – 8pm	Ebeling	\$59
Class ID: 25695 Tue, 4/9/13 - 5/14/13	7pm – 8pm	Ebeling	\$59
Radiant Lotus Qigong – NEW			
Class ID: 26678 Tue, 2/19/13 – 3/26/13	8pm – 9pm	Ebeling	\$59
Class ID: 26679 Tue, 4/9/13 – 5/14/13	8pm – 9pm	Ebeling	\$59
Arthritis Refresher Workshop			
Class ID: 25698 Sat, 4/13/13	2pm – 4pm	Root	\$35
Tai Chi Fan In-Depth Workshop – NEW			
Class ID: 25696 Sat, 3/9/13	1pm – 3pm	Ebeling	\$20
Class ID: 25697 Sat, 4/6/13	1pm – 3pm	Ebeling	\$20
Sun Style 97 Form			
Class ID: 25709 Sat, 2/2/13 - 4/27/13	9am – 10am	Smiley / Gonzales	\$120
Yang Style 40 Form			
Class ID: 25707 Sat, 1/19/13 – 4/13/13	10:30 – 11:30am	Root	\$120
Class ID: 25708 Mon, 2/4/13 - 4/29/13	8pm – 9pm	Root	\$120
Yang Style 108 Form – Adv Tai Chi			
Class ID: 25699 Sat, 1/19/13 – 4/13/13	8:30 – 10am	Root	\$150

* check website for specific dates and rooms



Rose Mingo-Holtz

“If you talk to a man in a language he understands, that goes to his head. If you talk to him in his language, that goes to his heart.”

Nelson Mandela

There are many reasons for learning a new language. It provides greater insight into other cultures – not only when you travel, but more importantly, when you build relationships professionally and personally. You become a better communicator with the ability to think in different languages. In addition, research shows that learning a language offers tremendous cognitive benefits by keeping our brains healthy and fit.

Normandale is one of Minnesota’s leaders in providing opportunities to learn a language. In six-week courses, you can learn American Sign Language, Arabic, French, Hebrew, Japanese, Chinese, Russian or Spanish. In addition, the college offers an English Speaking Skills course to help those who are new to English. Over the past few years, Normandale has served hundreds of adult learners in these courses, helping them gain new skills and enrich their lives.



Cindy Jones

Nancy Peterson is the CEO of Display Sales. Her company sells holiday decorations, banners and flags. They import products, and Peterson travels to China annually to meet with vendors and partners. She decided to take Mandarin Chinese to become well-versed in the language and to better understand the culture.

“From my previous experience with trying to learn Chinese, I thought this would be really hard to do,” said Peterson. “The class was all adult learners and a lot of us were initially very nervous. However, Youmei Hou (the instructor) immediately created a very relaxed setting and was always there to help us. This year was my ninth time traveling to China, and I felt much more confident because of the knowledge I gained in this class.”

Prior to coming to Normandale, Eric Lipman was a highly successful professional who was a self-proclaimed “Hebrew School dropout.” With an upcoming trip to Israel, he was motivated to better understand the Hebrew language. Lipman found out about the course at Normandale through the Jewish Community Relations Council, and had heard great things about the instructor, Saleit Faleschini.

“Normandale has done the right balancing act to help anyone who wants to learn Hebrew accomplish genuine learning,” said Lipman.

Article written by
Steven Geller

Photography by
Katie Heymer

“Professor Faleschini has done an excellent job of taking all of her knowledge and blending it with best practices. I believe there is high demand out there for people who would love to learn Hebrew in this type of an atmosphere, and I’m glad I had this experience.”

Cindy Jones grew up in Maine, where her dad’s side of the family was French Canadian. Jones had tried to learn French on several different occasions, but it didn’t stick. This time she drove 40 minutes each way from Andover to pursue her goal. Jones knew right away that this was the class for her.

“Initially, my goals were to see if I would be comfortable in the class, like the teacher, and be able to do the work,” said Jones. “My goals were definitely met. After the first class, I knew I finally found the way (the class, the teacher, the environment) in which I was going to learn French. I could feel it in my heart. French is incorporated into every aspect of my life now, I feel stronger about it than I ever did before.”

Jim and Donna Powell had never taken French, but have planned a family trip to France this summer and wanted to know the language. They enjoyed how comfortable the instructor, Rose Mingo-Holtz, made the learning environment. Jim also mentioned that as the course moved along, he found himself using different parts of his brain.

“The class is very beneficial, because I know I am hitting parts of my brain I have not used in 40 years,” said Jim Powell. “As I was looking at this new language, my high school German was coming back. It feels great to stimulate my brain, and I want to do that throughout my life.”

The reasons to learn a language are many. However, Normandale works to create a comfortable and effective learning environment where students can get what they need from a class, and hopefully take away so much more.



Nancy Peterson

**“The class is very beneficial, because I know that I am hitting parts of my brain I have not used in 40 years.”
Jim Powell**



Saleit Faleschini

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 and 2

Visual Spanish is an innovative, accelerated conversational Spanish program. Popular among adult learners and business organizations alike, 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 (includes materials)

Visual Spanish 1:

Class ID: 26743	INSTR: Tim Owen
Thur, 2/7/13 – 3/21/13	6:00pm – 8:00pm RM: A2562

Class ID: 26745	IINSTR: Tim Owen
Tue, 4/16/13 – 5/21/13	6:00pm – 8:00pm RM: P1842

Visual Spanish 2:

Class ID: 26744	INSTR: Tim Owen
Thur, 4/4/13 – 5/16/13	6:00pm – 8:00pm RM: A2562

Class ID: 26746	INSTR: Tim Owen
Tue, 5/28/13 – 7/2/13	9:00am – 12:00pm RM: P1842

French

Learn French phrases that are commonly used in airports, hotels, restaurants, and among your French colleagues. 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-Holtz

Level 1: Class ID: 25654	
Mon, 4/15/13 - 5/20/13	7:00pm – 9:00pm RM: P1842

Level 2: Class ID: 25656	
Mon, 6/3/13 - 7/8/13	6:00pm – 8:00pm RM: P1842

Level 3: Class ID: 25657	
Mon, 1/7/13 - 2/25/13 (n/c 1/21 and 2/18)	7:00pm – 9:00pm RM: A2564

Level 4: Class ID: 25658	
Mon, 3/4/13 - 4/8/13	7:00pm – 9:00pm RM: P1842



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

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.

Visit our website for Advanced Spanish courses.

Rose Mingo-Holtz is from Haiti and a native French and Creole speaker and has been teaching for Normandale for more than 10 years.



ASL, Fall 2012

American Sign Language

Learn skills for conversing in American Sign Language. These classes will emphasize a non-spoken classroom to help you achieve a mastery and confidence in your skills.

American Sign Language 1

Learn basic skills for conversing in ASL. The class will concentrate on finger spelling, numbers, introductory vocabulary and sentence structure. You will also learn to apply correct facial grammar and gain an appreciation for Deaf culture. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 25640

Wed, 2/6/13 - 3/13/13

6:00pm – 8:00pm RM: A2566

American Sign Language 2

Develop and improve your conversational skills as well as syntax, facial grammar and body language. This class will emphasize a non-spoken classroom to help you achieve mastery and confidence in your skills. The approach to learning is to make learning ASL a fun and non-threatening experience. Prerequisites: ASL 1 or equivalent experience. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 25641

Wed, 3/20/13 - 4/24/13

6:00pm – 8:00pm RM: A2566

American Sign Language 3

Build fluency in conversational skills, while learning new concepts related to classifiers, spatial relationships, noun-verb pairs, etc. You will also gain a greater understanding of Deaf culture. Prerequisites: ASL 2 or equivalent experience. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 25642

Thur, 2/7/13 – 3/21/13

6:00pm – 8:00pm RM: A2566

American Sign Language 4

Learn more complex ASL grammatical structures such as describing objects and persons using classifiers. Increase your understanding of how sign movements can be modified to change meaning, how and when facial expressions occur and how body, head and eye movements are used in phrasing and agreements. Prerequisites: ASL 3 or equivalent experience. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 25643

Thur, 3/28/13 – 5/9/13

6:00pm – 8:00pm RM: A2566

Jamey Guille has a Masters Degree in Deaf Education and American Sign Language. He lost his hearing at age two, and brings an authentic and caring perspective to his classes.

Textbook Required for all ASL Courses:
See website for specific required course materials.

To obtain needed ASL text contact Harris Communications at 952-906-1180 or TTY: 952-906-1198 or at www.harriscomm.com



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. Also included are Chinese etiquette and ethics guidelines in business. 1.2 CEU, \$99, INSTR: Youmei Hou

Level 1: Class ID: 25592

Tue, 2/19/13 - 3/26/13

6:00pm – 8:00pm

RM: A2556

Level 2: Class ID: 25593

Tue, 4/9/13 - 5/14/13

6:00pm – 8:00pm

RM: A2556

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

Japanese

These courses are designed for beginners who want to learn to speak Japanese. You will learn the practical and essential language patterns used in everyday life. You will be introduced to 20 Kanji characters in each course, as well as Japanese sentence structures. Japanese culture will also be discussed, as you build a firm foundation for more advanced study. 1.2 CEU, (Level 1 Tuition includes the textbook, *Japanese for Busy People*)

Level 1: Class ID: 26699

\$125 INSTR: Fusako Muro

Thur, 4/11/13 – 5/16/13

6:00pm – 8:00pm

RM: A1550

Level 2: Class ID: 26700

\$99 INSTR: Michiko Dressen

Thur, 5/23/13 – 6/27/13

6:00pm – 8:00pm

RM: A1550

Level 3: Class ID: 26698

\$99 INSTR: Michiko Dressen

Thur, 1/24/13 – 2/28/13

6:00pm – 8:00pm

RM: A1550

Russian

These courses use interactive learning methods to introduce you to the Russian language and culture. You will be introduced to key vocabulary and basic grammar in order to build your conversational skills. 1.2 CEU, \$99, INSTR: Irina Smith

Level 1: Class ID: 25338

Thur, 2/7/13 - 3/14/13

6:00pm – 8:00pm

RM: A2554

Level 2: Class ID: 25339

Thur, 3/28/13 - 5/2/13

6:00pm – 8:00pm

RM: A2554

Level 3: Class ID: 25340

Thur, 5/16/13 - 6/20/13

6:00pm – 8:00pm

RM: A2554



"There were three aspects of this class that made it very effective. The instructor (Saleit Faleschini) is a native Hebrew speaker, which I thought helped her perspective in teaching it. Her mother also grew up teaching Hebrew to immigrants, and she has absorbed some of the best practices from that and her own experiences. Finally, she started off by having us write the Hebrew script to learn the language. It works well because from my experiences the mind remembers what the hand writes. Overall, you can tell that she incorporated the best practices of her experiences to put together a great learning environment." – Hebrew student Eric Lipman

Arabic

The course introduces 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 receive materials that are designed to enhance your language development and retention. The course materials have been created to engage whole brain learning and offer the time needed to practice. This method not only increases comprehension and pronunciation skills but will also build your confidence with Arabic. 1.2 CEU, \$99, INSTR: Bilal Dameh

Level 1: Class ID: 26689

Tue, 2/26/13 – 4/16/13 6:00pm – 8:00pm RM: P1840
(no class 3/12 & 4/2)

Level 2: Class ID: 26690

Tue, 5/7/13 – 6/25/13 6:00pm – 8:00pm RM: P1840
(no class 5/21 & 6/11)



Hebrew

Hebrew

NEW

There are many reasons for you to learn Hebrew. You will learn to read and write the 22 letters of the Aleph Bet, the vowels, basic grammar and learn about the state of Israel—all in Hebrew! By the end of the first course, you will learn over 50 new words that were carefully chosen to help you communicate. This is a great foundation for those who wish to be able to read the Tanakh (the Bible in its original text). 1.2 CEU, (Level 1 Tuition includes textbook that will be used for Levels 1-4)

Level 1: Class ID: 25590

\$139, INSTR: Sally Abrams

Tue, 2/19/13 - 4/2/13 (n/c 3/26) 6:00pm – 8:00pm RM: A2562

Level 2: Class ID: 25341

\$99, INSTR: Saleit Faleschini

Thur, 1/24/13 - 3/7/13 (n/c 2/21) 6:00pm – 8:00pm RM: A2562

Level 2: Class ID: 25591

\$99, INSTR: Sally Abrams

Tue, 4/16/13 - 5/28/13 6:00pm – 8:00pm RM: P1810

Level 3: Class ID: 25490

\$99, INSTR: Saleit Faleschini

Thur, 3/14/13 - 4/25/13 (n/c 3/28) 6:00pm – 8:00pm RM: A2570

Level 4: Class ID: 25491

\$99, INSTR: Saleit Faleschini

Thur, 5/2/13 - 6/13/13 (n/c 5/16) 6:00pm – 8:00pm RM: A2570

See our website for complete course descriptions.

Saleit Faleschini, has been teaching Hebrew for the last five years, notably at Bet Shalom, Shir Tikva, HMJDS and Talmud Torah. Born and raised in Israel, she served in the Israeli Defense force as a drill sergeant for two years. Saleit enjoys teaching to people of all ages.



English Speaking

Want to learn more about how our accent reduction classes work? Sign-up for our FREE English Made Easier workshop!

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: 26701 Mon, 3/18/13 6:00pm – 8:00pm RM: A2570

Enhance Your English Speaking Skills, All Dialects

In this accent reduction class, you will learn to accurately pronounce all English vowel and consonant sounds. Retrain your "ear", lips, and tongue. Imitate sounds and self - correct by watching your mouth positions in a mirror. Translate and identify difficult sounds using the International Phonetic Alphabet (IPA). Practice specific sounds with word lists, drills, and sentences. Clear speech and pronunciation can be applied to reading, conversation, and the speaking requirements of your job. The small class size allows for more participation and individual attention. 1.2 CEU, \$129, INSTR: Claire Campbell-Tokar

Class ID: 26702

Mon, 4/1/13 – 5/6/13

6:00pm – 8:00pm

RM: A2570

Individual Coaching

One-on-One coaching is available for those unable to attend a multi-session class, or those who need a little boost after taking a class, or as preparation for attending a class. We will arrange for sessions and Claire will meet with you individually, offering coaching and homework assignments.

Reduce Your Accent

Being confident that you'll be understood is an essential component to learning, successful employment, and community involvement. At Normandale, we have several options to help you improve your English speaking skills in a warm, safe and fun environment.

Since 2006, students from more than 45 countries have participated in our accent reduction classes. Instructor Claire Tokar describes each class as "a temporary world family, where learners can connect with each other." Having overcome a learning disability herself, Claire knows first-hand how challenging it is to spell and pronounce unfamiliar words. "It takes courage to work on speaking skills. I admire the learners who do this, and it is an honor to teach them."

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.





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, 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, Certificate in Gerontology,

Integrative Health and Wellness — Nutrition for Optimal Health, 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, 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 \$99**

Start whenever you're ready!

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

expand your career



Career Assessments

Normandale offers the Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory (SII) to help identify interests and preferences that can guide you in college focus and career options.

Myers-Briggs Type Indicator - MBTI .2 CEU, \$35

Class ID: 23371 Wed, 2/27/13 5:00pm – 6:30pm RM: A2564

Class ID: 23372 Mon, 3/25/13 5:00pm – 6:30pm RM: A2556

Class ID: 23373 Thur, 4/18/13 5:00pm – 6:30pm RM: A2556

Strong Interest Inventory - SII .2 CEU, \$35

Class ID: 23365 Thur, 2/7/13 5:00pm – 6:30pm RM: A2556

Class ID: 23366 Tue, 3/5/13 5:00pm – 6:30pm RM: A2564

Class ID: 23367 Wed, 4/10/13 5:00pm – 6:30pm RM: A2564

Class note: Participants must come to the college to take the assessment at least 2-3 days prior to class. The facilitator will bring your results to class. To make an appointment for the assessment, please call the Career Center at 952-358-8261.

zCoach — Job Search & Career Planning Made Easy

A Step by Step Job Hunt Coaching System

Get the answers you need NOW to get hired faster. Contrary to popular belief, the toughest part of any job search is NOT writing a resume, networking or interviewing, it is figuring out: what you want, what to do, how to break through your fears and then how to find the jobs that are a good fit for you. This easy, inspiring, step-by-step approach will help you learn to stand out from the competition and interview to win the job you want. This program is packed with 15 years of secrets from the other side of the hiring desk and solutions to break through any job search barrier. Developed by ARBEZ, Inc. \$129 (\$200 value), INSTR: Catherine Byers Breet

Class ID: 26755 Online, self-directed – start anytime



Career Development Professionals

Global Career Development Facilitator Certificate

The GCDF title designates that you have met the requirements set forth by the Center for Credentialing & Education and the National Career Development Association. The GCDF Certificate is an internationally recognized certification program for people working with clients/students in career development (career and workforce counselors, employment placement specialists, trainers, etc.).

For information, call 952-358-8342.

8 credits, \$1,380, (graduate credits available for an add'l fee)

INSTR: Bob Schoeneberger, Fri, 1/18/13 – 5/3/13, 9:00am - 3:15pm,

Location: St. Mary's University, North Bldg, 2304 Park Ave S, Mpls



**FREE EVENTS for
Job Seekers,
Career Changers
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**. Join us and see that you can take control of your career while bringing direction, purpose and meaning to your work!

Top 10 Confessions From the Other Side (of the Hiring Desk)

Ever wondered what is going on inside those companies? Why they bother posting jobs, then not responding to you? Interviewing you with gusto, then leaving you in the dark for days, or weeks? JOIN US as 15-year recruiting veteran Catherine Byers Breet takes away the mystery and shares the **three little things** every hiring manager really wants to know about you - to get the job you want.

Class ID: 26772 **Tues, 1/29/13** **1:00pm – 3:00pm** **RM: P0806**

Getting LinkedIn Lucky: Get recruiters calling you AND network for success!

Kevin Donlin said it best: “If you aren’t on LinkedIn, you don’t exist.” Your profile matters ... much more than that resume you keep working on. What is your profile saying about you? JOIN US to learn why 93% of recruiters use LinkedIn to find top talent, and what you can do to be the one they find and hire first. Plus, you’ll learn how to harness the power of LinkedIn to network for success.

Class ID: 26773 **Tue, 4/9/13** **1:00pm – 3:00pm** **RM: P0806**

Normandale is committed to helping you succeed in your career. With the support of our partners, we are able to bring key insights and realistic resources to job seekers and career changers in this New World of Work.

These workshops are sponsored by Thrivent Financial for Lutherans

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. 6.0 CEU, \$445, INSTR: Linette Manier

Class ID: 25342

Mon & Wed, 1/23/13 – 3/6/13 4:00pm – 9:00pm RM: A2556

Class ID: 25344

Fri, 4/19/13 – 5/10/13 & 4:00pm – 9:00pm RM: P1810
Sat, 4/20/13 – 5/11/13 9:00am – 4:00pm RM: P1810

Class ID: 25345

Tues, Wed, Thurs, 6/11/13 – 6/20/13 8:30am – 5:30pm RM: P1810

Human Relations for Teachers – American Indian Component

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. 1.2 CEU, \$139, INSTR: Linette Manier

Class ID: 25347

Mon & Wed, 1/23/13 – 3/4/13 4:00pm – 9:00pm RM: A2556

Class ID: 25347

Sat & Sun, 6/11/13 – 6/12/13 4:00pm – 9:00pm RM: P1810

See our website for complete course descriptions and learning objectives. These online courses are designed for K-12 teachers interested in professional development. They are \$145 each, with an optional additional \$40 paid later for graduate credit.

New Online Courses for K-12 Teachers

(Graduate Credit Available)



Students with Aspergers	3/4/13 – 3/29/13
Gender in the Classroom	3/4/13 – 3/29/13
Online Teaching and Learning for K12 Teachers	3/4/13 – 3/29/13
Generational Learning Styles for K12 Teachers	4/1/13 – 4/29/13
Social Media and Online Tools for K12 Teachers	4/1/13 – 4/26/13



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 and experience requirements
- Program areas, subjects and types of teaching opportunities
- Teaching and learning styles
- Course planning and classroom management

.25 CEU, \$39, INSTR: Julia Van Etten

Class ID: 26693 Wed, 4/10/13 6:00pm – 8:30pm RM: P1840

Entrepreneurship

Entrepreneur Boot Camp

NEW

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business. 1.6 CEU, \$195, INSTR: Conrad Brian Law

Class ID: 26694 Online class – 2/4/13 – 3/1/13



Class ID: 26695 Online class – 4/1/13 – 4/26/13

The Business Plan

NEW

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the Business Plan, one step at a time. This practical, hands-on approach encourages you to focus on the most critical components of your business plan. It will enable you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point. 1.6 CEU, \$195, INSTR: Mary Beth Izard

Class ID: 26757 Online class – 3/4/13 – 3/29/13



Class ID: 26758 Online class – 5/6/13 – 5/31/13



Tax Professionals: Training designed to meet your goals

Through key partnerships, Normandale provides tax professionals with expert training, delivered online. Whether you are looking to start a career as a tax professional, or grow your tax business, we offer training designed to meet your goals.

Prepare for the required IRS Competency Exam
For the first time in history, the IRS has mandated that all paid tax preparers pass a competency exam. This comprehensive course has a high student pass rate.
Basic Tax Course - Federal Tax Law (IRS Exam Prep)

Enhance your skills and knowledge
Advanced Level 1 & 2 Income Tax • Small Business Level 1 & 2 Income Tax

Achieve your annual continuing education requirements
The IRS requires tax preparers to stay current in their field by completing 15 hours of continuing education training each year. See website.

These quality training courses are offered online to maximize learning and scheduling flexibility. Let us know if you have questions 952-358-8343.



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. 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 or workshop is cancelled by Normandale Community College.

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

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
Community College
Business Office
9700 France Avenue S
Bloomington, MN 55431

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



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.

Normandale accepts MasterCard, VISA and Discover cards. To register with a credit card, call 952-358-8343 or go online at <http://normandale.augusoft.net>



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.



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for opportunity,
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**"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."**

**–Stefanie Kline
MnHIT Graduate**

Get Certified!

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



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