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Stefanie Klein, Normandale MnHIT Graduate, takes her IT career in a new direction. Learn more inside.



WINTER/SPRING
2012

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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.

Whether on your own, with a friend or in a group, 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 you to reach your aspirations in 2012. 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. Talent development builds confidence and helps us to find greater satisfaction in our work and life.
- 3. Get noticed** – Guided by industry standards, professional certificates and credentials are designed to help you advance in your career or stand out in your job search.
- 4. 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.
- 5. Meet new people** – Taking a class offers great opportunities to meet new people who share your interests and can become part of your professional network.
- 6. Learn from experts** – Our instructors are authors, engineers, programmers, entrepreneurs, doctors, herbalists, inventors... when you read their bios you’ll see that they not only know their stuff but love to teach too!
- 7. Maximize your investment** – Quality, relevance, variety, convenience and affordability are what learners and businesses tell us they appreciate most about our programs.
- 8. Join the global community** – A language course is a great way to remind us that words are powerful and that the world is getting smaller and more connected.
- 9. Tap new sources of energy** – Qigong, Tai Chi and Yoga are resources for bringing energy, balance and well-being to your life.
- 10. Have fun** – Learning can be fun and rewarding when you are given the opportunity to practice, ask questions and gain new perspectives.

Whether you want to advance your career or enrich your personal life, call us at 952-358-8343, we are here to help you achieve your goals.

Learning for Individuals, Teams and Organizations

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enrich your organization

Business Acumen

Foundations of Business Analysis

NEW

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

Class ID: 18706

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

8:00am – 12:00pm RM: K1450

Managing Time, Workload, and Responsibilities

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

Class ID: 18708 Thur, 5/17/12 12:30pm – 4:30pm RM: A2556

Introduction to Creative Problem Solving

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

Class ID: 18707 Tue, 5/1/12 12:30pm – 4:30pm RM: K0436

Delivering Excellent Customer Service

NEW

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

Class ID: 18705 Fri, 5/11/12 8:30am – 12:00pm RM: A2556



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



Interpersonal Skills are Key to Career Advancement

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

Developing Workplace and Relationship Success through the DiSC **NEW**

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

Class ID: 18856 Tue, 4/24/12 8:30am – 12:30pm RM: L1780

Succeeding With Your Strengths **NEW**

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

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

Working with Difficult People

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

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

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

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Accounting and Tax Preparation

Professional Bookkeeper Certificate

NEW

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

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

See the website for complete certificate and course descriptions.

Module 1: Accounting Made Easy

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

Module 2: Practical Small Business Application

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

Module 3: Advancing Your Account-Ability

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

Test Prep and the Exam

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

Certificate 10.0 CEUs, \$2,199,

6 Months Access/ Instructor Supported – online



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

IRS Tax Law Exam Prep Course

NEW

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

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

QuickBooks

Introduction to QuickBooks 2011

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

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

Intermediate QuickBooks 2011

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

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



IRS Launches Competency Testing for Tax Return Preparers



The Internal Revenue Service has announced that it is rolling out a new competency test for tax return preparers. The exam is part of a massive program for regulating the tax preparation industry. Once a tax return preparer has passed the test and satisfied the other requirements, he or she will earn the designation of "Registered Tax Return Preparer."

Jeff Hudson, Program Director at Normandale Community College, reports that "the model for registering tax preparers, testing competence, awarding professional credentials and requiring continuing education has been used in Oregon for years. The IRS has simply adopted this model to establish quality standards and regulation processes nationally."

Hudson states that "these changes are triggering a significant training need in Minnesota." As a result, Normandale has entered into a partnership with Pacific Northwest Tax School to deliver the IRS Tax Law Exam Prep course. The college chose this partner because of the excellent student and employer evaluations and high competency exam pass rates.

Find Out More. For more information, go to <http://normandale.augusoft.net> or call 952-358-8343

Business Communication

Refresh Your Grammar

Correct and effective sentences are essential for good writing. Increase your communication skills by reviewing and practicing grammar basics, eliminating common spelling errors, and understanding the use of punctuation. This course utilizes real-life examples for the development of practical writing skills that are necessary in professional, technical, and business environments. .35 CEU, \$99, INSTR: Jeannette Grace

Class ID: 18711 Thur, 3/8/12 8:30am – 12:00pm RM: A2556

Business Writing

Would you like to reduce the time you spend writing a document? Attend this class to learn an effective process that will help you write a clear and concise message to get the results you need. You will also have the opportunity to edit and receive feedback on several of your own documents. .7 CEU, \$145, INSTR: Jeannette Grace

Class ID: 18709

Thur, 3/15/12 & 3/22/12 8:30am – 12:00pm RM: L3711

Effective E-mail Etiquette

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

Class ID: 18710 Tue, 3/27/12 12:30pm – 4:30pm RM: A2556

Creating and Delivering EFFECTIVE PowerPoint Presentations

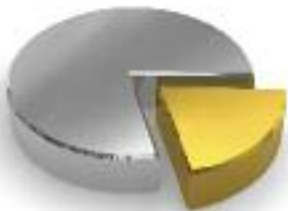
NEW

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

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

Registration information page 28.

The Customer Profit Connection



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

–Julia Van Etten, Instructor

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

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

Web Marketing

Writing for the Web

Content is the most important part of a website because most users come to the web with a specific goal, task or question. Typically, users are not online to read; but to search for and gather information. You will learn why web writing differs from print writing and why it is important to take a marketing approach when determining content. You will also learn writing, editing, and formatting strategies so you create compelling website copy. .4 CEU, \$99, INSTR: Barbara Mednick

Class ID: 18716 Tue, 2/28/12 12:30pm – 4:30pm RM: C3017

Web Marketing and Search Engine Optimization **NEW**

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

Class ID: 18666 Fri, 3/30/12 12:30pm– 4:30pm RM: F2297

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

Designing Your Website for Mobile Devices **NEW**

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

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

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

Google Analytics **NEW**

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

Class ID: 18569 3/5/12 – 3/30/12

Online class 



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



Graphic and Web Design

Certificate Programs page 22

See our website for more

eMarketing Courses and Certificates

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.

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

Certified ScrumMaster

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

Class ID: 20627

Mon & Tue, 1/30/12 & 1/31/12 8:30am–4:30pm RM: K0470
Register by 1/16/12 to receive Early Bird Discount (\$1,060)

Class ID: 20628

Thur & Fri, 3/8/12 & 3/9/12 8:30am–4:30pm RM: K0470
Register by 2/27/12 to receive Early Bird Discount (\$1,060)

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 one-year membership in the Scrum Alliance.* 1.6 CEU, \$1,260, INSTR: Doug Shimp

Class ID: 20629

Wed & Thur, 2/1/12 – 2/2/12 8:30am–4:30pm RM: A2556
Register by 1/23/12 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 an established leader in services that focus on “making teams better” at applied Agile product development. Doug is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert with 17 years 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 within organizations. He is certified as a ScrumMaster Trainer and Coach by the Scrum Alliance.



Certified Scrum Developer

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

Class ID: 20630

Mon – Wed, 3/5/12 – 3/7/12 8:30am – 4:30pm RM: A2566

Register by 2/24/12 to receive *Early Bird Discount* (\$1,660)



Quality and Six Sigma

Six Sigma Green Belt Certificate

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

Class ID: 18625

WIA Approved

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

Register by 3/25/12 to receive *Early Bird Discount* (\$2,850)

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



Solutions for Today's Team Leaders and Managers

Leadership • Productivity • Profitability • Innovation • Execution

Normandale offers training and consulting designed for new and experienced leaders, including:

- Creativity and Innovation
- Conflict Resolution
- Accountability and Trust
- Collaboration and Execution
- Team Development (including mobile teams)



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

Supervision and Management

Supervision and Management Certificate

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



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

Julie Berg, President of HRD Consulting, is a professional workshop leader, coach and organization development consultant. She has over 20 years of experience across industries including healthcare, education, business services, engineering, manufacturing, technology, and non-profits.

Module 1. Essentials of Leadership

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

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

Module 2. Coaching for Success

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

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

Module 3. Coaching for Improvement

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

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

Module 4. Managing Performance Problems

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

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

Influential Leadership

NEW

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

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

Project Management

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



Foundations of Project Management

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

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

Class ID: 18717

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

Introduction to Microsoft Project 2010

See page 19 for course description

PMP Certification Prep 1 and 2

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

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

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

Online Class – starts every month (1/18, 2/15, 3/21, 4/18, 5/16)



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

Supervision and Management

The Gallup Organization has studied leadership around the globe for decades. According to their research, the top reason employees leave an organization is poor supervision. Put another way, People join an Organization; People leave a Supervisor.

Normandale is proud to partner with internationally recognized Development Dimensions International (DDI) to provide relevant and interactive supervisory training. We offer course and certificate training options:

- Essentials of Leadership
- Coaching for Success
- Coaching for Improvement
- Managing Performance Problems
- Influential Leadership

Your choice: Enroll in Normandale’s Supervision and Management Certificate or schedule this training on-site at your organization.

Contact Jeff Hudson at jeff.hudson@normandale.edu or 952-358-8705 for more information or to discuss customizing this program for your business.



Administrative Professionals

An Administrative Professional needs more than just a “thank you” once a year. Your field and professional development needs are changing daily. The days of a clerk typist or receptionist are long gone. Today’s indispensable administrative professional is part event planner, project manager, gatekeeper, technician, and all other duties as assigned!

Angela Althoff is President of McNamara Recruiting Group and has 26 years of experience in the recruiting and training industry. Providing an upbeat, motivational framework, Angela takes the class participants through the stages of self discovery, exploration and goal setting.

Erin O’Hara Meyer, PHR, teaches the Administrators Excellence classes. She believes that administrative professionals are an untapped leadership resource. For over 25 years, Erin has performed administrative responsibilities, managed administrative teams and led initiatives culminating in award-winning professional development plans for administrative staff. She is the author of the book *Administrative Excellence: Revolutionizing Your Value in the Workplace*.

Administrative Professional Certificate

The Administrative Professional Certificate offers **two core courses** designed specifically to increase your confidence and to help you prepare for more complex responsibilities and better career opportunities. The **four elective courses** provide you with an opportunity to develop the skills that you may need to enter this field of work or to make yourself a more valued employee in the ever-changing workplace.

CORE COURSES:

Achieving a Reputation of Administrative Excellence

Career growth comes in many forms, but often it is a direct result of earning the trust and respect of others. When managers, coworkers, customers and other associates believe in you and your abilities, job responsibilities increase and career growth accelerates. Think and act like a leader to achieve the career results that you want, need, and deserve! .4 CEU, \$99, INSTR: Erin O’Hara Meyer

Class ID: 18699 Thur, 3/22/12 12:30pm – 4:30pm RM: A2556

Be the Designer of Your Career

The administrative professional field (executive assistant, administrative assistant, receptionist, etc.) offers you the opportunity to build a career, not just serve as a stepping stone to other parts of the organization. This workshop will explore the growing administrative professional field and empower you to take charge of your own career development. You will examine previous career choices and determine if a new career path is appropriate. .4 CEU, \$99, INSTR: Angela Althoff

Class ID: 18700 Thur, 3/29/12 12:30pm – 4:30pm RM: A2556

ELECTIVE COURSES:

Along with completing the two core courses, you will enroll in at least four elective courses to earn the Administrative Professional Certificate. The administrative professional of today is expected to possess a broader range of skills than ever before – facilitation, communication, project management, technology and creativity.

You will select four elective courses that match your professional goals and interests. See website for a complete list.

CAREER COACHING:

When you have completed your core and elective courses, you will receive one hour of professional career coaching. There is no additional charge for the final step in earning your Administrative Professional Certificate.

Certified Administrative Professional

CAP/OM Test Preparation

These classes will help individuals prepare for the new Certified Administrative Professional/Organizational Management (CAP/OM) exam created by the International Association of Administrative Professionals (IAAP).

Test Prep 1 – Resources Management

Topics include: Physical Resources, Information Resources, and Human Resources. .9 CEU, \$99. INSTR: Jody Turek and Gayle Quedens

Class ID: 18701

Mon, 2/6/12 – 2/20/12

& Tue, 2/21/12

6:00pm – 9:00pm RM: A2564

Test Prep 2 – Administrative Management

Topics include: Document Production, Records Management, and Information Distribution. .9 CEU, \$99. INSTR: Jody Turek and Gayle Quedens

Class ID: 18702

Mon, 2/27/12 – 3/12/12

6:00pm – 9:00pm RM: A2564

Test Prep 3 – Managerial Organization and Planning

Topics include: Organizational Planning, Financial Functions, and Administration. .9 CEU, \$99. INSTR: Jody Turek and Gayle Quedens

Class ID: 18703

Mon, 3/19/12 – 4/2/12

6:00pm – 9:00pm RM: A2564

Test Prep 4 – Managerial Communication

Topics include: Team Skills, Communication I, and Communication II. .9 CEU, \$99. INSTR: Jody Turek and Gayle Quedens

Class ID: 18704

Mon, 4/9/12 – 4/23/12

6:00pm – 9:00pm RM: A2564

CAP/OM Mock Exam

This mock exam will help you prepare for the Certified Administrative Professional (CAP) exam. The exam will provide a realistic sample of what can be expected when taking the actual exam. \$10

Class ID: 18855 Sat, 4/28/12 10:00am – 12:00pm RM: C1024



You will need to purchase your own study materials. Instructors will provide a list on the first day of class.

\$350 for entire series or \$99 for individual classes.



Save the date!

CAP/OM Exam

5/5/12,

RM: S1328

Hot Jobs in Minnesota

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

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

Human Resources

Human Resource Certification Test Preparation

Offered in partnership with Century College

Our curriculum is officially endorsed by the Society of Human Resource Management (SHRM) and qualified instructors will guide you through a comprehensive test preparation course to prepare you for the exams administered by the Human Resource Certification Institute (HRCI). Our course prepares you for the exams to earn your credential as either a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR). 3.6 CEU, \$1,025, INSTR: Craig Whitthaus

Class ID: 18575 Fri, 2/10/12 – 5/11/12

9:00am – 12:00pm

Location: via Interactive Television at Normandale - RM: A2570

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

Professional Development & Career Transition

Certificates, Certifications and Credentials

Guided by industry standards, our certificates, certifications, licensure and exam preparation courses will help you achieve your professional goals. Earning a professional certificate is an effective way to update or build your resume.

Earning a Professional Credential offers you:

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



**Don't wait
for opportunity,
create it.**

Career Development Professionals

Global Career Development Facilitator Certificate

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.). The GCDF title designates that you have met the requirements set forth by the Center for Credentialing & Education and the National Career Development Association. For information, call 952-358-8342. 8 credits, \$1,380, (graduate credits available for an additional fee) INSTR: Bob Schoeneberger, Fri, 1/13/12 – 5/4/12, 8:30am – 3:30pm, Location: St. Mary's University, North Bldg, 2304 Park Ave S, Mpls, MN 55404

LEADERSHIP AND MANAGEMENT

Supervision and Management Certificate
Business Research Certificate
Webinar Planner Certificate
Administrative Professional Certificate

MARKETING

eMarketing Essentials Certificate
Graphic Design Software Certificate
Web Design Software Certificate

TAX PREPARERS

Registered Tax Return Preparer

AGILE AND SCRUM

Certified ScrumMaster
Certified Scrum Product Owner
Certified Scrum Developer

QUALITY AND SIX SIGMA

Six Sigma Green Belt Certificate
Six Sigma Black Belt Certificate

TECHNICAL SKILLS

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

INFORMATION TECHNOLOGY

Microsoft Network Certifications
Cisco Certifications
Programming and Development Certifications

HEALTHCARE AND MEDICAL

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

INTEGRATIVE HEALTH AND WELLNESS

Herbalism Certificate
Aromatherapy: Certificate in Essential Oils
EnergyWorks Certificate
Sound Healing Mastery Certificate
Emotional Freedom Technique
Heartsight
Hypnotherapy Certificate
Reiki Therapy
Spring Forest Qigong
Tai Chi Teacher Certifications



Get Certified!

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

computer and technology



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

Computer Basics

Computer Basics

This hands-on class is designed for the individual who has had limited or no exposure to using a computer. Learn basic computer terminology, mouse techniques, working with a file and basic Windows operations. .25 CEU, \$50, INSTR: Sherri Cady

Class ID: 18670 Wed, 1/25/12 8:00am – 10:30am RM: C3017

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, \$105, INSTR: Sherri Cady

Class ID: 18671 Wed, 2/1/12 8:00am – 1:00pm RM: C3017

Intermediate Computers

This class is a continuation of *Introduction to 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. *Prerequisite: Introduction to Computers or equivalent knowledge.* .5 CEU, \$105, INSTR: Sherri Cady

Class ID: 18672 Wed, 2/15/12 8:00am – 1:00pm RM: C3017



Scan this code with your smartphone to visit our website.



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 Office Specialist (MOS) Certification Exams in Word, Excel, Access, PowerPoint and Outlook. See page 26.

Microsoft Word

Introduction to Microsoft Word 2007

This class is designed for those who are new to Word, self-taught, or need to brush-up on tips and techniques. Topics include: shortcuts/tips, editing, formatting, and using templates, tabs, and clipart. *Prerequisite: Knowledge of Windows.* .5 CEU, \$105, INSTR: Donna Seys

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

Intermediate Microsoft Word 2007

This class will introduce tips/techniques to increase productivity with Word. Topics include: tables, writing tools, newsletters, document sections, headers/footers, mail merge, and creating templates. *Prerequisite: Introduction to Word 2007 or equivalent knowledge.*

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

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

Advanced Microsoft Word 2007

Topics covered in this course include: drawing objects, text box linking, styles, document protection, preparing a document for distribution, Word customization, inserting quick parts and fields, inserting comments and tracking changes, comparing and combining documents, sorting text, multilevel lists, advanced mail merge techniques, creating citations, pull quotes, and a bibliography in a report, creating charts, creating fill-in forms, macros, and creating reports with table of contents, index, and figures. *Prerequisite: Intermediate Microsoft Word 2007 or equivalent knowledge.* 1.0 CEU, \$210, INSTR: Donna Seys

Class ID: 18675

Tue, 5/22/12 & 5/29/12

8:00am – 1:00pm RM: C3017



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

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



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

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

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

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

Microsoft 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 2007

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

Class ID: 18676 INSTR: Treva Bastyr
Sat, 2/4/12 8:00am – 1:00pm RM: C3017

Class ID: 18677 INSTR: Sherri Cady
Wed, 3/7/12 8:00am – 1:00pm RM: C3017

Introduction to Microsoft Excel 2007

This course is designed for students with some spreadsheet experience. Spreadsheet construction, formula building, absolute addressing, charting, efficient tips and techniques, and formatting will be introduced. *Prerequisite: Knowledge of Windows and Excel Basics 2007 or equivalent experience.* .5 CEU, \$105

Class ID: 18678 INSTR: Treva Bastyr
Sat, 2/11/12 8:00am – 1:00pm RM: C3017

Class ID: 18679 INSTR: Sherri Cady
Wed, 3/21/12 8:00am – 1:00pm RM: C3017

Intermediate Microsoft Excel 2007

Topics include: database analysis tools, lookup, pivot tables/charts, intermediate formulas/functions, 3D formulas, file linking, multi-sheet work, and efficient tips and techniques. *Prerequisite: Introduction to Excel 2007 or equivalent knowledge.* .5 CEU, \$105

Class ID: 18680 INSTR: Treva Bastyr
Sat, 2/18/12 8:00am – 1:00pm RM: C3017

Class ID: 18681 INSTR: Sherri Cady
Wed, 3/28/12 8:00am – 1:00pm RM: C3017

Advanced Microsoft Excel 2007

Topics in this course include: advanced functions, import/export issues, Excel integration with Office programs, Excel presentation issues, views, template creation, and advanced charting (including Pareto, macros, data tables, scenarios, and solver). *Prerequisite: Intermediate Excel 2007 or equivalent knowledge.* 1.0 CEU, \$210

Class ID: 18682 INSTR: Treva Bastyr
Sat, 2/25/12 & 3/3/12 8:00am – 1:00pm RM: C3017

Class ID: 18683 INSTR: Sherri Cady
Wed, 4/4/12 & 4/11/12 8:00am – 1:00pm RM: C3017

QuickBooks 2011

See page 5 for course information

Introduction to QuickBooks 2011

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

Intermediate QuickBooks 2011

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

Microsoft Project

Introduction to Microsoft Project 2010

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

Class ID: 18693

Tue, 5/1/12 & Fri, 5/4/12

8:00am – 3:00pm RM: C3017



Computer Applications Certificates

The Computer Essentials, Excel Spreadsheet, Database Management and Word Processing/Desktop Publishing Certificates provide practical, content-rich information to enhance your technical productivity and proficiency.

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

X = Required Course for Certificate

E = Elective Course Recommended

Registered Tax Return Preparer

See pages 4 and 5



Microsoft PowerPoint

Treva Bastyr is an experienced technical trainer with success teaching a variety of topics to a variety of audiences. She is MOS (Microsoft Office Specialist) and CTT (Certified Technical Trainer) certified. Treva has a bachelor's degree in Communication from Winona State University with a minor in Training and Development.

Introduction to Microsoft PowerPoint 2007

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

Class ID: 18684 Tue, 2/14/12 8:00am – 1:00pm RM: C3017

Intermediate Microsoft PowerPoint 2007

In this course topics include: template creation, integration with Word and Excel, creating custom shows, additional slide and slide show techniques, animation, sounds, movies, and PowerPoint tools. *Prerequisite: Introduction to Microsoft PowerPoint 2007 or equivalent knowledge.* .5 CEU, \$105, INSTR: Donna Seys

Class ID: 18685 Tue, 2/21/12 8:00am – 1:00pm RM: C3017

Creating and Delivering EFFECTIVE PowerPoint Presentations

NEW

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

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

Microsoft Access

Introduction to Microsoft Access 2007

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

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

Intermediate Microsoft Access 2007

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

Class ID: 18687

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

Advanced Microsoft Access 2007

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

Class ID: 18688

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

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

SQL – Structured Query Language

Introduction to SQL—Structured Query Language

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

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

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

Intermediate SQL – Structured Query Language

In this course topics include: advanced joins, subqueries, and the interpretation of statements of increasing complexity. *Prerequisite: Introduction to SQL or equivalent knowledge.*

.4 CEU, \$85, INSTR: Sherri Cady

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

Microsoft Visio

Introduction to Microsoft Visio 2007

NEW

Microsoft Visio is a drawing and diagramming tool that can help transform business and technical concepts into visual diagrams. You will learn how to use visual tools to represent the message, thereby eliminating confusion. Business processes, work flow, engineering diagrams, system layouts, and even floor plans can be created with Visio. .7 CEU, \$150, INSTR: Donna Seys

Class ID: 18694

Tue, 3/20/12 & 3/27/12 8:30am – 12:00pm RM: C3017

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

Adobe Acrobat

Introduction to Adobe Acrobat Pro 9

This course covers basic electronic document conversion to multimedia projects. You will learn navigational structures, how to create, edit, and distribute documents, as well as build searchable PDF libraries and catalogs. Additionally, you will learn to create forms that can be filled out by anyone, distributed by email or on a website, and changed at any time. .7 CEU, \$176, INSTR: Donna Seys

Class ID: 18695

Tue, 3/20/12 & 3/27/12 1:00pm – 4:30pm RM: C3017

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, \$45, INSTR: Julia Van Etten

Class ID: 19583 Wed, 3/14/12 6:00pm – 8:30pm RM: A2552



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, \$88

Class ID: 18635 - PC Thur, 3/8/12 9:00am– 1:00pm RM: C3017

Class ID: 18636 – MAC Fri, 2/10/12 9:00am– 1:00pm RM: F2297

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

Adobe Photoshop I

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

Class ID: 18638 – Mac Fri, 2/24/12 8:30am– 3:30pm RM: F2297

Class ID: 18639 – PC Thur, 3/15/12 8:30am– 3:30pm RM: C3017

Graphic and Web Design Software Certificates

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

	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	
Photoshop for Photographers	E	E
Adobe Illustrator	x	x
Adobe InDesign	x	
HTML		x
Adobe Dreamweaver I		x
Adobe Dreamweaver II		x
Adobe Flash I		x
Adobe Flash II		E
Writing for the Web		E
Project Portfolio	x	x
Introduction to Acrobat Pro	E	E
Designing for Mobile Devices		E
Web Marketing and Search Engine Optimization		E

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



Adobe Photoshop II

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

Class ID: 18640 – Mac Fri, 3/2/12 8:30am– 3:30pm RM: F2297

Class ID: 18641 – PC Thur, 3/22/12 8:30am– 3:30pm RM: C3017

Adobe InDesign

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

Class ID: 18642 - Mac Fri, 3/9/12 8:30am– 3:30pm RM: F2297

Class ID: 16814 – PC Thur, 3/29/12 8:30am– 3:30pm RM: C3017

Adobe Illustrator

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

Class ID: 18646 – Mac Fri, 3/16/12 8:30am– 3:30pm RM: F2297

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

Adobe Dreamweaver I

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

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

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

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

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



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

See page 22 for more information about the Graphic Design Software Certificate and the Web Design Certificate

Adobe Dreamweaver II

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

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

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

Adobe Flash I

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

Class ID: 16821 - Mac Fri, 1/20/12 8:30am– 3:30pm RM: F2297

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

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

Adobe Flash II

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

Class ID: 16823 - Mac Fri, 1/27/12 8:30am– 3:30pm RM: F2297

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

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

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: 17009 - Mac Fri, 2/17/12 8:30am– 12:00pm RM: F2297

Class ID: 18662 - Mac Fri, 3/30/12 8:30am– 12:00pm RM: F2297

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

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

Class ID: 18665 - Mac Fri, 6/7/12 8:30am– 12:00pm RM: F2297

Web Development

Introduction to Web Development

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

Class ID: 18697 – PC Wed, 2/22/12 8:00am– 2:00pm RM: C3017

Intermediate Web Development

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

Class ID: 18698 Wed, 2/29/12 8:00am– 3:00pm RM: C3017

Web Marketing and Search Engine Optimization **NEW**

See page 7 for description. .4 CEU, \$99, INSTR Tim Daniels

Class ID: 18666 – Mac Fri, 3/30/12 12:30pm– 4:30pm RM: F2297

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

HTML/CSS

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

Class ID: 18648 – Mac Fri, 3/23/12 8:30am– 3:30pm RM: F2297

Class ID: 18649 – PC Thur, 4/12/12 8:30am– 3:30pm RM: C3017

Designing Your Website for Mobile Devices **NEW**

See page 7 for description. .4 CEU, \$99, INSTR Tim Daniels

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

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

Writing for the Web

See page 7 for description. .4 CEU, \$88, INSTR: Barbara Mednick

Class ID: 18716 Tue, 2/28/12 12:30pm – 4:30pm RM: C3017



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

Many new Web Marketing courses are available this spring – see page 7 for details.

IT Foundations

A+ Exam Prep	4.0 CEU, \$1,495
Class ID: 19540 Mon, Wed, 4/2/12 – 5/2/12	6:00pm – 10:00pm
ITIL Foundations V3	2.4 CEU, \$1,295
Class ID: 19560 Mon - Wed, 1/16/12 – 1/18/12	8:30am – 5:00pm
Class ID: 19561 Mon - Wed, 2/13/12 – 2/15/12	8:30am – 5:00pm
ITIL v3 Release, Control and Validation Capability (RCV)	1.6 CEU, \$2,495
Class ID: 19562 Mon – Thur, 1/30/12 – 2/2/12	6:00pm – 10:00pm

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

FREE MICROSOFT OFFICE SPECIALIST PRACTICE TESTS!

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

Get Certified Today! MOS Certification Tests are FREE if you have completed advanced Microsoft Office courses through Normandale Continuing Education (a \$99 value)

MOS Exam Schedule:

Fri, Jan. 27	1:00 – 3:00 pm
Fri, Feb. 24	1:00 – 3:00 pm
Fri, Mar. 23	1:00 – 3:00 pm
Thur, Apr. 26	6:00 – 8:00 pm
Mon, May 7	6:00 – 8:00 pm
Fri, May 25	1:00 – 3:00 pm

Get Certified – Through June 30, 2012

MOS Certification Exams are FREE if you have completed advanced Microsoft Office courses through Normandale Continuing Education.

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

Get Certified!

*Source: Certiport Educational Testing

MS Network Certification

Exchange Server 2010 Administration	6.4 CEU, \$1,995	
Class ID: 19550	Thur, 2/23/12 – 3/29/12	6:00pm – 10:00pm
Class ID: 19551	Thur, 5/3/12 – 6/7/12	6:00pm – 10:00pm
Windows 7 Install and Configuration 70-680	6.4 CEU, \$1,799	
Class ID: 19544	Thur, 1/19/12 – 2/23/12	6:00pm – 10:00pm
Class ID: 19545	Mon, 4/2/12 – 5/7/12	6:00pm – 10:00pm
Windows Server 2008 Active Directory 70-640	6.4 CEU, \$1,799	
Class ID: 19546	Thur, 3/1/12 – 4/5/12	6:00pm – 10:00pm
Class ID: 19547	Mon, 5/14/12 – 6/18/12	6:00pm – 10:00pm
Windows Server 2008 Administrator 70-646	6.4 CEU, \$1,799	
Class ID: 16833	Wed, 1/4/12 – 2/8/12	6:00pm – 10:00pm
Class ID: 19549	Thur, 5/24/12 – 6/28/12	6:00pm – 10:00pm
Windows Server 2008 Network Infrastructure 70-642	6.4 CEU, \$1,799	
Class ID: 19548	Thur, 4/12/12 – 5/17/12	6:00pm – 10:00pm

Cisco Certification

CCNA Accelerated - Cisco	6.4 CEU, \$3,195	
Class ID: 19543	Tue & Thur, 3/27/12 – 6/14/12	6:00pm – 10:00pm

Programming and Development

Microsoft SQL Server for Developers	6.4 CEU, \$1,995	
Class ID: 19552	Wed, 3/21/12 – 4/25/12	6:00pm – 10:00pm
SQL Server Reporting Services	1.6 CEU, \$1,250	
Class ID: 19553	Wed, 2/22/12 – 3/14/12	6:00pm – 10:00pm
Class ID: 19554	Wed, 5/2/12 – 5/23/12	6:00pm – 10:00pm
Java Developer Certification 1	4.0 CEU, \$1,995	
Class ID: 19555	Tue, 1/10/12 – 2/7/12	6:00pm – 10:00pm
Java Developer Certification 2	4.0 CEU, \$1,995	
Class ID: 19556	Tue, 2/21/12 – 3/27/12	6:00pm – 10:00pm
ASP.NET using C#.NET	1.6 CEU, \$1,995	
Class ID: 19558	Mon, 2/13/12 – 3/26/12	6:00pm – 10:00pm
ASP.NET using C#.NET: Advanced Level	1.6 CEU, \$1,799	
Class ID: 19559	Mon, 4/9/12 – 4/30/12	6:00pm – 10:00pm
Learning to Program using C#.NET	1.6 CEU, \$1,799	
Class ID: 19557	Mon, 5/7/12 – 6/4/12	6:00pm – 10:00pm



All IT classes will be held at the IT Computer Training Center, 3140 Neil Armstrong Blvd, Ste 230, Eagan

IT classes are taught by certified instructors who have years of real-life experience and a talent for teaching. Plus, class sizes are kept small so you get the personalized attention you need to develop your skills.

Call 952-358-8343 to see if these classes are right for you.

See website for IT course descriptions
<http://normandale.augusoft.net>

registration information

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

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

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

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

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

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
Room C2101
Mon – Fri,
8am – 4:30pm

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

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>



MEMBER OF THE NORMANDALE STATE COLLEGE
AND UNIVERSITY SYSTEM

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.



Learn When You Want, Where You Want

ONLINE LEARNING

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

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

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

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

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

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

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

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

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

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

Start whenever you're ready!

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

healthcare and medical



Bob Hansen worked in Law Enforcement as an Emergency Medical Technician for many years bringing practical and relevant experience to the classroom.

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 clinical sessions and the option of one observation site. Clinicals will be in a sub-acute setting and scheduled one week prior to class start date. *See website for health status, security and textbook requirements.* 150 Contact Hours, \$860, INSTR: Debra Condon, MSN, RN

Class ID: 18738

Sat, 1/14/12 – 3/17/12 8:00am – 12:00pm RM: S2333

Class ID: 18739

Sat, 4/7/12 – 6/16/12 8:00am – 12:00pm RM: S2333
(no class 5/26/12)

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: 18733 Sat, 3/10/12 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: 18734 Sat, 1/14/12 8:00am - 12:00pm RM: A1570

Class ID: 18735 Sat, 2/25/12 8:00am - 12:00pm RM: A1570

Class ID: 18736 Sat, 4/14/12 8:00am - 12:00pm RM: A1570

Class ID: 18737 Tue, 5/1/12 6:00pm – 10:00pm RM: A1570

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.



Pharmacy Technician

Pharmacy Technician

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

Class ID: 18772 Online class - start anytime



Medical Administrative Assistant

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

240 Contact Hours, \$1299

Class ID: 18773 Online class - start anytime



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

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

Dental Health Professional

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 2012 course offerings, please visit: <http://normandale.augusoft.net> or call 952-358-8343.

Medical Coding/Billing & Transcription

See our website for complete descriptions, requirements and refund policies

Inpatient/Outpatient Medical Coding & Billing

The Inpatient/Outpatient Medical Coding and Billing Training Program is a comprehensive independent study online program designed for the individual who would like to work in the healthcare coding and billing industry. Mastering medical terminology, documentation, confidentiality, ethics, healthcare structure, pharmacology, disease processes, diagnostic coding and healthcare reimbursement are just a few of the subjects covered. This program prepares students to sit for the CCA, CCS and CCS-P certification exams administered by AHIMA. 640 Contact Hours, \$2,350

Class ID: 18729

Online class - start anytime



Medical Transcription

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

Class ID: 18731

Online class - start anytime



You may start these online courses at anytime.

Medical Transcription Editor

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

Class ID: 18732

Online class - start anytime



Free Laptop or Textbooks!

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

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

* Free laptop is not available for this program.

FREE Medical Career Information Sessions

Hennepin South Workforce Center:
March 8 1:00pm - 3:00pm

Normandale Community College, Room A2556:
March 8 6:00pm - 8:00pm

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

<http://normandale.augusoft.net>

Health Information Technology

Photo by Amy Zellmer at Custom Creations Photography

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

MnHIT: Preparing Professionals for Health Information Technology Careers

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

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

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

Developed through a federal grant, this program is designed for those who have education or work experience in healthcare, health information management (HIM), information technology (IT), or quality/process improvement. In addition, Normandale is launching additional training for those who are new to the field of HIT including programs that support clinicians, project managers, website developers as well as programmers.

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

Students not only gain technical and industry credentials but are also given additional career support throughout the training. Klein stated that **"Normandale is the only college in Minnesota offering this type of training. It is a rigorous program but it prepared me for my career. I actually met my employer at a student/employer gathering."** To learn more about the program, visit the website at mnhealthit.com or attend Free Information Session at Normandale Success Day session on February 7, see website for specific details.



Normandale

Professional Development

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.

Depressive disorders affect approximately 18.8 million American adults age 18 and older in a given year. However, depression and anxiety ARE treatable.



Scan this code with your smartphone to visit our website.

Cultivating Mindfulness

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. 4.8 Contact Hours, \$89, INSTR: Maureen Pelton

Class ID: 18774

Wed, 2/22/12 – 2/29/12

6:00pm – 8:00pm

RM: A2556

Introduction to Art Therapy

Art Therapy is a growing profession and involves the therapeutic use of making art. This course will touch on the history and theory behind the profession, its applications and employment possibilities. We will also cover the personal qualifications, educational requirements, registration, board certification and licensure issues to become a practicing Art Therapist. 3.6 Contact Hours, \$49, INSTR: Craig Balfany, Registered Art Therapist

Class ID: 18741

Tue, 3/6/12

6:00pm – 9:00pm

RM: A2556

Depression and Anxiety

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

Class ID: 18740

Thur, 4/26/12

6:00pm – 9:00pm

RM: A2556

Integrative Healing Overview for Long Term Care Professionals

NEW

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

Class ID: 18742

Thur, 5/17/12

6:00pm – 9:00pm

RM: A2552

Workplace Wellness

Utilizing the principles of energy, balance and wellness are just as important to the health and prosperity of your career and business as they are to your personal life.

Energetic Boundaries for Helping Professionals

Learn how to keep your energy clear and strong while you help others. If you feel drained, stressed or upset after interacting with clients or difficult co-workers it could be that your energetic boundaries are weak and you may be taking on someone else's "stuff." Learn how to set up and maintain energy boundaries that work; no more feeling exhausted by your clients or co-workers! This course is designed for healthcare practitioners, nurses, teachers, social workers, therapists, caregivers, massage therapists, holistic healing practitioners and those who feel overwhelmed by others at work. 2.4 Contact Hours, \$49, INSTR: Kay Grace

Class ID: 18723 Tue, 4/3/12 6:00pm – 8:00pm RM: A2554

Additional Workplace Wellness Courses:

Feng Shui for Healing Professionals	pg. 44
Introduction to Breathwork	pg. 45
Your Best Year Yet	pg. 52



Effective, Compassionate, Patient-Centered



Integrative care offers a healing-orientation that accounts for the whole person — body, mind, and spirit. It includes aspects of lifestyle and emphasizes the integration and use of all appropriate therapies, conventional and complementary.

Many of our courses are designed for health and healing professionals interested in providing integrative care including:

- Peaceful Passages:
Feng Shui for Hospice Care
- Exploring the Healing Arts
- Homeopathy for the Medical Professional
- Medical Hypnosis
- Spring Forest Qigong
- Tai Chi for Arthritis Teacher Certification
- Integrative Healing Overview for Long-Term Care Professionals

These classes can also be delivered onsite at your clinic and provide contact hours for professional licensure. See our website (<http://normandale.augusoft.net>) for more information or call **952-358-8343**.

integrative health and wellness



Normandale is committed to offering the best in health education. Our courses are designed for health professionals as well as individuals who are interested in integrative healing practices.

Healing Practices

Introduction to Chinese Medicine

NEW

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

Class ID: 18805 Sat, 2/11/12 9:00am – 12:00pm RM: A2564

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

Introduction to Naturopathy

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. Instead, it is the vitality that results from the daily integration of what you think, how you move, and what you eat. This course will teach you basic naturopathic self-care strategies to improve digestion, detoxification, and the stress response as well as an overall foundation of naturopathic medicine principles. 3.6 Contact Hours, \$49, INSTR: Paul Ratté, ND

Class ID: 18812 Tue, 2/28/12 6:00pm – 9:00pm RM: A2554

Introduction to Ayurvedic Medicine

Ayurveda, a sister science to Yoga, is the oldest continuously practiced health care system in the world. Drawn from the ancient Vedic texts of India, Ayurveda addresses the person as a whole and encourages individuals to actively participate in creating and maintaining their own health and well being. 3.6 Contact Hours, \$49, INSTR: Tricia Sletten

Class ID: 18802 Tue, 3/20/12 6:00pm – 9:00pm RM: A2556

Understanding Ayurvedic Medicine: Yoga's Healing Science of Life Series

NEW

This 6-week course expands on the topics covered in the "Introduction to Ayurvedic Medicine." You will walk away with great insight and practical applications for dietary and lifestyle adjustments including the best way to manage stress, how to maintain a healthy digestion, and a deeper connection to your sense of purpose and fulfillment in life. *Prerequisite: Introduction to Ayurvedic Medicine.* 14.4 Contact Hours, \$189, INSTR: Tricia Sletten

Class ID: 18804

Tue, 4/3/12 – 5/8/12

6:00pm – 8:00pm

RM: A2556



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



Herbalism Certificate

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

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

Class ID: 18628 Mon, 4/2/12 6:30pm – 9:00pm RM: A2556

Class 2: The Constituents and Properties of Herbs

Class ID: 18629 Mon, 4/9/12 6:30pm – 9:00pm RM: A2556

Class 3: Herbs for the Respiratory Systems

Class ID: 18630 Mon, 4/16/12 6:30pm – 9:00pm RM: A2556

Class 4: Herbs for Liver Function and Detoxification

Class ID: 18631 Mon, 4/23/12 6:30pm – 9:00pm RM: A2556

Class 5: Herbs for the Lymphatic and Urinary

Class ID: 18632 Mon, 4/30/12 6:30pm – 9:00pm RM: A2556

Class 6: Herbs for Women's Reproductive Health

Class ID: 18633 Mon, 5/7/12 6:30pm – 9:00pm RM: A2556

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.

To register online
for entire
Herbalism Certificate
Program select
"View Course Series"
at
<http://normandale.augusoft.net>
18 Contact Hours and
\$240 for series

3 Contact Hours
and \$45 per class



Sound Healing Mastery Certificate

This Sound Healing Practitioner Certificate Program is designed to build a solid foundation in vibrational therapy.

Introduction to Sound Healing is a prerequisite to classes 1 - 8.

62.4 Contact Hours and \$975 for series.



Kay Grace enjoys teaching the art and science of Sound Healing, and empowering people to access the unique qualities of their spirits. She is a graduate of a four year certification program in advanced energy work from Inner Focus School. She has also studied Sound Healing extensively with Jonathan Goldman and Sound Accord Healing School. A published singer & songwriter, Kay is a member of Healing Touch International, the International Sound Healers Association, and ABMP.

In this groundbreaking series you will learn the art and science of sound healing, learn to use the tools of Sound Healing as you practice both giving and receiving the healing power of sound through Tibetan bowls, tuning forks, crystals, drums, color, sacred geometry, music & movement and your own voice.

Introduction to Sound Healing Basics

Discover how sound healing works and why it is emerging as a highly respected and invaluable treatment method. Learn to use basic sound healing tools to shift into any state of being you want, and find out how sound is used to clear mental, physical and emotional roadblocks, and to harmonize with your environment. Experience an introduction to tibetan singing bowls, tuning forks, crystals, drums, a sound bath, and your own voice to create a circle of healing sound. 2.4 Contact Hours, \$49

Class ID: 18792 Fri, 2/3/12 6:00pm – 8:00pm RM: A2552

Class 1: The Healing Power of Sound – Foundation

We will cover an overview of the chakras and the Human Energetic System as it relates to sound healing. As you are introduced to the tools of sound healing, you'll practice giving and receiving mini sound sessions, and learn some simple yet powerful practices to incorporate into your everyday life, including the use of your own unique sound signature. 8.4 Contact Hours, \$145

Class ID: 18793 Sat, 2/4/12 9:00am – 4:00pm RM: A2552

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

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. You'll learn to use drums, movement and music to feel more grounded. 7.2 Contact Hours, \$145

Class ID: 18794 Sun, 2/5/12 9:00am – 3:00pm RM: A2552

Class 3: Voice I – Your Soul Signature

Intention is everything, but what if you're not aware of them all? Learn to recognize when something is honoring your authentic Voice, and when it is not. Use your voice to shift your energy with sound toward greater harmony and toward what you DO want, while letting go of whatever is no longer serving your highest good. We'll explore the ancient art of chanting and sacred mantras to experience this first hand. 8.4 Contact Hours, \$145

Class ID: 18795 Sat, 3/3/12 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. You'll learn how to use your voice effectively without hurting your throat or vocal cords. 7.2 Contact Hours, \$145

Class ID: 18796 Sun, 3/4/12 9:00am – 3:00pm RM: A2552

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

Learn to use Tibetan Bowls to balance the energy centers, to clear blocks and to 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 sound healing tools from the singing metals family. You'll learn to use tuning forks on the body at acupuncture points, as well as off the body, in the energy field.

8.4 Contact Hours, \$145

Class ID: 18797 Sat, 4/14/12 9:00am – 4:00pm RM: A2552

Class 6: Sounding the Light – Color & Clarity

Sound waves are actually physical matter (atoms and molecules), where light waves are electromagnetic and appear as different colors when dispersed through a prism. 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: 18798 Sun, 4/15/12 9:00am – 3:00pm RM: A2552

Class 7: Crystals and Clairaudience

Crystals, whether as stones or as singing bowls, amplify, transform, store, transfer and transmute energy. Our bodies also 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: 18799 Sat, 5/5/12 9:00am – 4:00pm RM: A2552

Class 8: Ethics & Sound Healing Practice

You will conduct a complete Sound Healing session with a friend or client and 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: 18800 Sun, 5/6/12 9:00am – 3:00pm RM: A2552

Sound Therapy

Inner Voices and The Talking Woods

NEW

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

Class ID: 18801 Mon, 2/13/12 6:00pm – 9:00pm RM: A2556



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.

Aromatherapy

Certificate Program in Essential Oils

Are you looking for training in Holistic Health that addresses the whole person, in a multi dimensional way? Essential oils are the aromatic compounds extracted from botanical sources that work therapeutically on the physical body, and energetically, deeply touching the emotions involved, and our energetic field, to promote balance on all levels.

This foundational certificate program offers entry-level information supported by professional research and resources for nurses, massage and shiatsu therapists, healthcare providers, acupuncturists, in 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.



Note: Oils and supplies are available for purchase in class, but not required.

Recommended textbook: *"The Complete Guide to Aromatherapy"* 2004 (2nd edition) by Salvatore Battaglia. Available at major textbook retailers.

Working knowledge of Aromatherapy concepts is helpful, but not required if registering for an individual class.

Aromatherapy Level 1: Foundations and Applications

Begin learning about the world of professional Aromatherapy with this foundational course and gain the information and core skills you need to get started working with essential oils safely and effectively. You will gain insight into aromatherapy as a healing art, develop assessment skills to determine effective methods of application and selection, and identify basic treatment strategies for common minor health concerns plus much more. 10.8 Contact Hours, \$139

Class ID: 18626

Mon, 2/6/12 – 2/27/12 6:00pm – 9:00pm RM: A2554
(no class 2/20/12)

Aromatherapy Level 2: Methods and Applications

This certificate will take you to the next level as you target specific areas of methods and applications such as balancing emotions, reducing stress, improving your immune and lymphatic systems as well as respiratory and musculoskeletal systems. You will understand the energetic aspects of essential oils, and learn about researched-based information for common health concerns. This course is interactive with hands-on practice and skill development for specific treatment methods for appropriate and effective application. *Prerequisite: Certificate in Aromatherapy Level 1.* 10.8 Contact Hours, \$139

Class ID: 18627

Mon, 3/12/12 – 3/26/12 6:00pm – 9:00pm RM: A2554

Jodi Baglien, CA, CST, is a practitioner and educator of Well Being. Certified in both clinical aromatherapy and shiatsu therapy, Jodi has worked in private practice for over 10 years. She is the "go to resource" for hands on aromatherapy training and resources and serves as the regional director and chair of the education committee for the Alliance of International Aromatherapists, helping to advance research and education for Aromatherapists and others interested in integrative healthcare and well-being.



Homeopathy

Homeopathy: Whole Health Healing

Would you like to learn about a system of healing that can restore both balance and harmony in your life? Come learn about the natural healing of homeopathy. Safe and drug-free, homeopathy is used by the Queen of England, Paul McCartney and 500 million people worldwide. Explore issues of whole health healing, and how you can treat both acute and chronic illnesses. Learn how homeopathy can be integrated with conventional medicine to restore balance between your body, mind and spirit. 3 Contact Hours, \$49, INSTR: Cilla Whatcott

Class ID: 18803 Wed, 2/15/12 6:00pm – 8:30pm RM: A2554

Homeopathy for Medical Professionals **NEW**

Designed for medically licensed, as well as natural practitioners, this class will familiarize you with the origins of homeopathic medicine and teach you how to integrate the principles into conventional care. You will examine safety, efficacy, and practical application of homeopathy for acute and chronic conditions. Integrate these valuable tools into your care treatment choices when patients ask for safe, and highly effective, natural options. 3 Contact Hours, \$49, INSTR: Cilla Whatcott

Class ID: 18809 Wed, 3/21/12 6:00pm – 8:30pm RM: A2554

Homeopathic First Aid

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

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

Immunizations From a Homeopathic Perspective

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

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



**Thrive and prosper as
a self-employed entrepreneur**

see page 68

Feng Shui

ALL NEW Feng Shui Courses



Feng Shui Exploration

This program is being offered to those who want to sample the versatility and the broad application of Feng Shui principles to many aspects of life. The classes can be enjoyed one-by-one based on personal interest or experienced in a bigger way by attending many or all of them. 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.

Discovery Feng Shui: A Personal Journey

NEW

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 their home, a ruler, pencil, and eraser to each in-person class.* 8.4 Contact Hours, \$99, INSTR: Carole Hyder and Lisa Janusz

Class ID: 18712

Sat, 1/28/12 – 2/11/12

9:00am – 12:00pm

RM: A2566

Note: 2/4/12 session will be a teleseminar: 10:00am – 11:00am

Feng Shui Your Way to Romance

NEW

Join us for this fun Pre-Valentine's Day class guaranteed to generate romantic sizzle whether your relationship status is Single, Married or "It's complicated." Explore the power of Feng Shui to bring more love and romance into your life. Please bring two red envelopes to class. 2.4 Contact Hours, \$49, INSTR: Elaine Anderson and Hinda Abrahamson

Class ID: 18786 Thur, 2/9/12

6:00pm – 8:00pm

RM: A2556

SPECIAL EVENT

from house to home

Featuring Carole Hyder & Margaret Lulic

Building a Relationship with
Your Home That Transforms
Your Day-to-Day Life



Saturday, March 24, 2012 • 8:30 a.m. to 12:30 p.m.

Normandale Community College

Early Bird Special: Register by March 22 for \$49; After March 22: \$59.

Dressing with Intention: A Fashion FengShui® Guide to Energize Your Wardrobe, Your Closet and You! **NEW**

Fashion can change your look and Feng Shui can change your life. Combining the two allows for an innovative approach to dressing for both personality and purpose. The powerful energies of the Five Elements will serve as a guide to assist you in choosing clothing and accessories that convey your Essence, Intention and Appearance. Learn how to dress your authentic self and conquer closet chaos in this interactive workshop. *Note: Please bring or wear an article of clothing you love and an article of clothing from your closet that you avoid wearing.* 3.6 Contact Hours, \$59, INSTR: Hinda Abrahamson

Class ID: 18785 Sat, 3/31/12 9:00am – 12:00pm RM: K1450

Wealth & Wallets: Prosperity with Feng Shui **NEW**

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

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

A Natural Harmony: Feng Shui in the Garden and Landscape **NEW**

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

2.4 Contact Hours, \$49, INSTR: Elaine Anderson

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



New Summer Feng Shui classes also available. Visit <http://normandale.augusoft.net> for class descriptions and details.



Sponsored by
Normandale's Integrative Health Education Center

Learning Well
on Edge Talk Radio



Carolyn
Vinup

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

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

Healing Spaces

Creating Healing Environments: Feng Shui for Healing Professionals

NEW

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

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

Peaceful Passages: Feng Shui for Hospice Care

NEW

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

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

Sounds for Your Space: Harmonics for the Home



Presentation & Workshop

Saturday, July 14

8:30am - 12:30pm

Fine Arts Auditorium • \$108

INSTR: Carole Hyder & Jeff Bova

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

“Harmonics for the Home” is a sound treatment that guides a home back to a state of balance and integrity, creating harmony and well-being.



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

Carole Hyder has accomplished international success as a Feng Shui consultant, speaker, teacher, author and trainer. Carole also presents a monthly Feng Shui segment on KARE 11 Today. Carole is founder and President of the Wind and Water School of Feng Shui, licensed by the Minnesota Higher Education Services Office.



Hypnosis

Self Hypnosis

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: 18776 Wed, 2/8/12 6:00pm – 9:00pm RM: A2554

Medical Hypnosis

NEW

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

Class ID: 18775

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

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



Stress Management

Introduction to Breathwork

Staying Calm, Cool & Focused

NEW

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

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

Emotional Freedom Techniques

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

Introduction to Emotional Freedom Techniques (EFT)

This introductory course provides 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

Class ID: 18768 Thur, 2/16/12 6:00pm – 8:00pm RM: A2554

Upon completion of Levels 1 and 2 you will have fulfilled initial requirements for certification as an EFT Intermediate Practitioner - 1, through EFT Universe.

Emotional Freedom Techniques: Level 1, 2 & 3 Certificates

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

Level 1 Certificate: 19.2 Contact Hours, \$375

Class ID: 18762

Sat & Sun, 1/28/12 & 1/29/12 8:00am – 4:30pm RM: A2556

Class ID: 18763

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

Level 2 Certificate: 19.2 Contact Hours, \$375

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

Class ID: 18764

Sat & Sun, 2/4/12 & 2/5/12 8:00am – 4:30pm RM: A2556

Class ID: 18765

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

Level 3 Certificate: 19.2 Contact Hours, \$375

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

Class ID: 18766

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



Valerie Lis, EFT, MA, an Emotional Freedom Techniques practitioner and trainer. Valerie has conducted training sessions and workshops on EFT since 2002. She also teaches college students and health professionals about the field of Integrative Health and frequently presents at conferences.

Interactive Tapping™ for Recovery!

NEW

Our addictions are connected to our emotions and fueled by our bio chemical 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 electrical energy system in your body, simultaneously stimulating the meridian points. Learn to “neutralize” the emotion and 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: 18767 Thur, 3/22/12 6:00pm – 9:00pm RM: A2552

Veterans: New Options for PTSD and Wartime Trauma

NEW

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

Class ID: 19539 Wed, 5/9/12 6:00pm – 8:00pm RM: A2556



INTEGRATIVE HEALTH EDUCATION CENTER at Normandale Community College



We invite you to an evening of...

Exploring the Healing Arts

Thursday, January 19, 2012 • 6pm – 9pm • FREE

featuring Valerie Lis

Come to this FREE interactive workshop to sample a variety of different healing modalities. Experience aromatherapy, reflexology, applied kinesiology, reiki, yoga, acupressure, music therapy, EFT, and more!

Take control of your health and have fun doing it!

Normandale Community College – Activities Building

For more info or to register: <http://normandale.augusoft.net> or call **952-358-8343**

EnergyWorks Certificate

In the **EnergyWorks Certificate** Program, you will learn the philosophies and descriptions of energy anatomy and energy healing and practice three major methods. To receive a certificate of completion, you must take all seven classes. However, you may 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 - 3 will be offered in Fall 2012

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. Covered are topics including geopathic stress, electro-pollution, auric fields, and morphology. **8.4 Contact Hours, \$145**

Class ID: 16753 Sat, 1/14/12 9:00am - 4:00pm RM: A2556

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: 16754 Sat, 2/11/12 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: 16755 Sat, 3/3/12 9:00am - 4:00pm RM: A2556

Class 7: Energy Work Practices

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

Class ID: 16756 Sat, 4/21/12 9:00am - 4:00pm RM: A2556

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.



Scan this code with your smartphone to visit our website.



Energy Work

Matrix Energetics:

Transformation and Consciousness Technology

This year will bring a tremendous amount of light and energy that we can all utilize. Developed by Richard Bartlett, Matrix Energetics is a system of transformation based on laws of subtle energy, consciousness and focused intent. It is a quick and easy way to bring energy work into your life in so many ways. Learn 3 easy ways to re-energize and clear negative energy, the “mirror effect” and much more. We will also practice entering the heart field and playing with each other and our life situations and challenges. You will also learn heart practices for staying stable during these turbulent times and will go home with immediate skills to make meaningful changes in your life. 2.4 Contact Hours, \$49, INSTR: Cindy Libman

Class ID: 18782 Thur, 2/16/12 6:00pm – 8:00pm RM: A2556



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: 18813 Sat, 2/11/12 8:00am – 4:00pm RM: C3061

Class ID: 18814 Sat, 3/17/12 8:00am – 4:00pm RM: C3061

Reiki Energy Therapy Level 2

This eight hour 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. Special attention is given to dealing with emotional and mental distress, and students learn to transmit Reiki Energy Therapy to a person in a different location. 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.* Please bring a bag lunch. 8.4 Contact Hours, \$150, INSTR: Lucille Crow

Class ID: 18815 Sat, 3/31/12 8:00am – 4:00pm RM: C3061



Lucille Crow, R.N., 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.

HeartSight® Series I



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

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

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

18 Contact Hours and \$275 for entire series

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

Class 1: Your Authentic Self

Are you searching for the real you? Learn how to tune into your authentic self and gain access to your inner wisdom. Through experiential learning, you will begin to discern the voice of the intellect from the voice of the soul and make decisions from your center of Knowing. Learn and practice concepts such as Grounding and Centering and learn the Three Ways of Knowing – Head, Heart and Gut. 3.6 Contact Hours, \$65

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

Class 2: Stepping into Your Energy Body

Do you wish you had more energy? Learn to access your Energy Body and play with your energy fields. Learn about the impact of energy on your physical, emotional, mental and psycho-spiritual states. Explore your health through the Energy Centers and develop skills to care for your Energy Body. 3.6 Contact Hours, \$65

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

Class 3: Maintaining Boundaries & Emotional Integrity

Do you feel overly sensitive to others' feelings or thoughts? Experience how to maintain healthy emotional boundaries. Practice using your intuitive gifts of feeling and sensing without losing yourself in the process. Learn to strengthen your uniqueness while staying connected to others. 3.6 Contact Hours, \$65

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

Class 4: Shadow Parts and the Law of Resonance

Do you feel stuck 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: 18780 Wed, 5/23/12 6:00pm – 9:00pm RM: A2552

Class 5: Intentions and the Law of Attraction

Are you wondering how the Law of Attraction really works? Come learn about the power of intention and the willingness to receive. Gain skills and strategies for personal empowerment through the paradigm of self-responsibility and choice. Explore tools for attracting and receiving what you need to live your life purpose. 3.6 Contact Hours, \$65

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

Nutrition and Diet

Adrenal Fatigue: Stress, Survival, Symptoms and Healing

NEW

Adrenal fatigue occurs when the amount of stress overextends the capacity of the body (mediated by the adrenals) to compensate and recover from that stress or the combined stresses. Once this capacity to cope and recover is exceeded, some form of adrenal fatigue occurs. Learn more about adrenal fatigue, signs and symptoms, coping with stress and solutions to healing. 2.4 Contact Hours, \$49, INSTR: Dr. Rhys Preston, DC

Class ID: 18833 Wed, 2/1/12 6:00pm – 8:00pm RM: A2552

Introduction to Nutrition

NEW

Current research suggests that a healthy diet is essential to improve quality of life and prevent the onset of chronic illness. Unfortunately, much of the standard American diet is based on nutritionism, a concept promoting the consumption of nutrients instead of foods. This breeds confusion and blurs the distinction between healthy and unhealthy foods. This class will cut through the confusion by introducing basic nutrition, discussing the food wisdom of native cultures, and providing practical steps and good habits to improve health by eating real food. 3.6 Contact Hours, \$49, INSTR: Paul Ratté, ND

Class ID: 18834 Tue, 3/27/12 6:00pm – 9:00pm RM: A2556

The Relevance of Vitamin D on Human Health

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

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



Nutrition, Fitness, and Longevity - It's all here!

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Stop by Normandale's booth to enter our drawing for a free class.
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Saturday and Sunday, January 21 & 22
Minneapolis Convention Center

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

Creativity & Personal Development

The Wisdom of Color Healing

NEW

This interactive and fun course is an introduction to the concept of color-energy along with an energetic typing process. Using the visual language of colors, pattern and imagery, you will learn to see yourself, your family members, clients, employees, bosses, and colleagues in a new light - according to their life energy and color-energetic attributes. Get a fresh perspective on colors and personal expression and learn which energy resonates with your physical, emotional, mental and spiritual needs. 3.6 Contact Hours, \$59, INSTR: Marit Solheim Witt

Class ID: 18807 Thur, 2/23/12 6:00pm – 9:00pm RM: A2552

Guided Imagery for Love, Health, and Prosperity

NEW

Guided imagery is an easy and effective tool for accessing your inner brilliance. It has been successfully used for thousands of years for healing, gaining insight, and receiving revelation. Cyndi will guide you through the fundamental steps of using guided imagery for general and specific goals. This course will cover the 12 different types of imagery, the art of “questing” and how to integrate it into your daily life. 2.4 Contact Hours, \$59, INSTR: Cyndi Dale

Class ID: 18808 Wed, 3/7/12 6:00pm – 8:00pm RM: A2552

Introduction to Intuition

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

Class ID: 18744 Tue, 3/13/12 6:00pm – 9:00pm RM: A2556

Class ID: 18745 Tue, 5/8/12 6:00pm – 9:00pm RM: A2554

Human and Animal Relations

NEW

This course presents an overview of the relationship between people and their companion animals. Students will explore how our animals affect our lives, from serving as companions and helpers to their documented influence on our health and emotional well-being. 3.6 Contact Hours, \$49, INSTR: Mary L Stoffel

Class ID: 18816 Tue, 6/19/12 6:00pm – 8:00pm RM: A2556

Your Best Year Yet!



2012

Ten questions to make your next 12 months your most successful ever! The Best Year Yet system is a step-by-step method for developing an authentic plan to set your year in action. It is designed to reach the core of how you think and perform, and to empower you to new levels of personal and professional effectiveness and fulfillment. In this workshop, you will apply the questions and leave with a plan to make your next 12 months your best ever. 2.4 Contact Hours, \$49, INSTR: Julie Delene

Class ID: 18743

Wed, 1/25/12 6:00pm – 8:00pm RM: A2552

Registration
information
page 28.

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. In this course you will learn how to apply numerology in many practical ways in your daily life. 9 Contact Hours, \$125, INSTR: Susan E. Shopek

Class ID: 18746

Thur, 2/2/12 – 2/16/12 6:00pm – 8:30pm RM: A2552

Class ID: 18747

Mon, 6/11/12 – 6/25/12 6:00pm – 8:30pm RM: A2552

Living the Sacred Through Mystical Practices **NEW**

Learn about ancient Sufi wisdom, the practices of remembrance, chanting, a process for forgiveness, finding and purifying the obstacles that block you. The workshop is experiential so come prepared to have a direct personal experience that will move both experienced practitioners and beginners alike. 3.6 Contact Hours, \$59, INSTR: Cindy Libman

Class ID: 18748 Sat, 3/17/12 9:00am – 12:00pm RM: A2556

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

Class ID: 18750 Sat, 4/14/12 & 8:30am – 4:30pm RM: A2554
Sun, 4/15/12 8:30am – 3:00pm RM: A2554

Reawakening the Feminine -

Harnessing Feminine Power for Healing **NEW**

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

Class ID: 18751 Sat 2/25/12 9:00am – 12:00pm RM: A2552

Class ID: 18752 Sat, 6/9/12 9:00am – 12:00pm RM: A2552

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

"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

Note: All attendees will receive Michael's newest book *Superconscious Power: The Science of Attracting Health, Wealth and Wisdom*, a \$24.95 value.



Unblocking the Creative Flow

NEW

Instructor, Elizabeth Diamond Gabriel works with you to inspire your own natural and inherent creative expressions in a fun atmosphere of acceptance and support. Unblocking The Creative Flow is centered on the idea that every one of us is—in some way—inherently an artist regardless of past art experiences or false, negative messages implied by the culture. This is a time to simply jump in and play with the images, the sounds and the colors that spontaneously come forward in the world of art making! See *required Art Supply list on our website*. 3 Contact Hours, \$49, INSTR: Elizabeth Diamond Gabriel

Class ID: 18757 Thur, 2/9/12 6:00pm – 8:30pm RM: F2250

Multidimensional Human Design

NEW

Come learn about an ancient system that contains powerful information that can 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. *Upon registration, you will receive a free personal MHDS Chart which you will bring to class. Your unique MHDS chart is determined by your date, time and place of birth. We will explore MHDS, the benefits of knowing your design and decision-making strategies for the five Types, which will reveal the first and most basic layer of MHDS.* 2.4 Contact Hours, \$59, INSTR: Maureen Pelton

Class ID: 18749 Wed, 2/15/12 6:00pm – 8:00pm RM: A2552

Superconscious Energy Activation

NEW

Improve your career, health, finances and relationships. Gain clarity of purpose, life balance, and reduce your stress! Attract the things you truly desire by taking conscious control of your mind and inducing the power of your superconscious. This workshop is based on historical and recent research in the fields of quantum physics and vibrational frequencies to understand mind science and is taught by a genetic engineer with years of experience bridging science and energy. 3.6 Contact Hours, \$59, INSTR: Michael Monroe Kiefer



Class ID: 18756 Thur, 3/29/12 6:00pm – 9:00pm RM: A2552

Michael Monroe Kiefer, PhD, is a trainer, researcher, keynote speaker, and author. His latest book *Superconscious Power: The Science of Attracting Health Wealth and Wisdom* is focused on how the subconscious and superconscious interact. He is passionate about human potential and has spent the last 14 years developing the Powermind system.

Self Mastery Certificate

NEW

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.

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: 18753 Mon, 3/12/12 6:00pm – 9:00pm RM: A2556

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: 18754 Mon, 3/19/12 6:00pm – 9:00pm RM: A2556

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 matter, 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: 18755 Mon, 3/26/12 6:00pm – 9:00pm RM: A2556



Entire series \$129 or
\$49 per course.



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. With music, voice, and is the author of "TaoZen Verses."

Wellness at Work

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

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

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

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



Movement and Body Work



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

Yoga

Yoga offers health maintenance, enrichment, musculoskeletal support and much more. Learn and practice 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. Wear comfortable clothing and bring a mat. 4.8 Contact Hours, \$49, INSTR: Marcy Lundquist

Class ID: 18827

Mon, 1/23/12 – 2/13/12 5:30pm – 6:30pm RM: A1560

Class ID: 18828

Mon, 3/26/12 – 4/16/12 5:30pm – 6:30pm RM: A1560

Massage for Two

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

Class ID: 18821 Mon, 3/5/12 6:00pm – 9:00pm RM: S2330

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

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

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

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

Class ID: 18829

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

Nordic Walking - Instructor Training Program **NEW**

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

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

Developing a Relationship with Your Body **NEW**

See website for more information.

Yoga Sampler Series

NEW

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

Class 1: Yoga Sampler

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

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

Class 2: Pranayama and Yoga Nidra

Pranayama is the art and science of yogic breathing techniques. The benefits include clarity of mind, physical well-being, purpose, intention, inner and outer health and fulfillment, lightness of heart, and even weight loss. Our breathing has a profound effect on the quality of our lives. Deeper and more restorative than sleep, Yoga Nidra is like nothing you have experienced before. This practice completely relaxes the nervous system, releasing physical, emotional and mental tension. One hour of Yoga Nidra is equivalent to three hours of sleep. 2.4 Contact Hours, \$49

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

Class 3: Mudras, Mantras, and Meditation

Ancient yogic placement of the body (mudras), repetition of words or sounds (mantras), and techniques to quiet the thought-waves of the mind (meditation) allow you to live with increased clarity, grace and ease. In this class you will have an opportunity to try out mudras, mantras, and eight different kinds of meditation, choosing one or two that you may wish to continue as a personal practice in your life. 2.4 Contact Hours, \$49

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

Class 4: Bhakti Yoga of Devotion

Bhakti yoga is that of devotion. It is the yoga of selfless love, compassion, humility, purity, and the desire and serious intention to merge with God. This class will include Kirtan music and chanting, allowing you to experience the profound effects that this meditative path can have on your life. 2.4 Contact Hours, \$49

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

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



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

Bring a mat, blanket,
water and wear
comfortable cloth-
ing.



Spring Forest Qigong

"a healer in every family and a world without pain"

Spring Forest Qigong is a simple and powerful form of Qigong. It was founded in 1994 by Master Chunyi Lin after having studied and practiced Qigong and Tai Chi with some of the world's most prominent and powerful masters. Master Lin has created these practical and simple learning workshops as part of his vision of creating "a healer in every family and a world without pain."

Level I Workshop

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

Class ID: 16893	Fri, 2/3/12	8:30am – 4:30pm	RM: A2566
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Class ID: 16894	Fri, 3/2/12	8:30am – 4:30pm	RM: A2566
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Class ID: 16901	Fri, 6/8/12	8:30am – 4:30pm	RM: A2566
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Level II Workshop

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

Class ID: 16895	Sat, 2/4/12 & Sun, 2/5/12	8:30am – 5:00pm 8:30am – 12:30pm	RM: A2566
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Class ID: 16896	Sat, 3/3/12 & Sun, 3/4/12	8:30am – 5:00pm 8:30am – 12:30pm	RM: A2566
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Class ID: 16903	Sat, 6/9/12 & Sun, 6/10/12	8:30am – 5:00pm 8:30am – 12:30pm	RM: A2566
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Learning manuals are provided for Level I and II workshops.

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

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



SFQ

SPRING FOREST QIGONG

Free Information Sessions

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

Class ID: 16806	Tue, 1/24/12	6:30pm – 7:30pm	RM: A2564
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Class ID: 16898	Tue, 2/21/12	6:30pm – 7:30pm	RM: A2564
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Class ID: 16899	Tue, 4/24/12	6:30pm – 7:30pm	RM: A2564
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Class ID: 16900	Tue, 5/22/12	6:30pm – 7:30pm	RM: A2564
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**BALANCE
ENERGY
MOVEMENT
EMPOWERMENT**

Tai Chi – Beginner

ABC's of Tai Chi

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

Class ID: 18837

INSTR: Russ Smiley

Wed, 1/18/12 – 3/28/12 7:00pm – 8:00pm RM: S2330
(no class 3/7/12)

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

INSTR: Keith Root

Thur, 5/31/12 – 8/9/12 7:00pm – 8:00pm RM: A1560
(no class 7/5/12)

Beginning Tai Chi for Health and Arthritis

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

Class ID: 18839 *(Free sitting/standing meditation from 10:05 - 10:30am)*

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

INSTR: Russ Smiley & Patricia Gonzalez

Sat, 1/14/12 – 3/31/12 10:30am – 12:00pm RM: S2330
(no classes 2/18/12 & 3/10/12)

Class ID: 18840 *(Free sitting meditation from 6:30 - 7:00pm)*

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

Mon, 1/23/12 – 4/2/12 7:00pm – 8:00pm RM: A1560
(no classes 2/20/12)

Class ID: 18841

Thur, 1/26/12 – 3/29/12 7:00pm – 8:00pm RM: A1560

Beginning Tai Chi for Health and Diabetes

A **beginner's course designed by Dr. Paul Lam** in conjunction with his Tai Chi associations and a team of medical experts to provide an exercise that promotes relaxation, prevents diabetes, and improves cellular uptakes and glucose metabolism. 12 Contact Hours, \$89 or \$10/class, INSTR: Keith Root

Class ID: 18842

Sat, 1/14/12 – 3/24/12 11:30am – 12:30pm RM: A1560
(no classes 2/18/12)

Tai Chi 5 Animal Frolics

NEW

The Tai Chi Five Animal Frolics are an ancient set of exercises based upon the movements of animals. The forms include the Crane which increases balance and agility, the Bear to develop power, the Monkey enhances flexibility, the Deer promotes grace, and the Tiger which builds muscular strength. These exercises teach how to move the body in accordance with tai chi principles, while enhancing vitality and health. The Animal Frolics can be an introduction to Tai Chi or an enhancement of your current practice. 12 Contact Hours, \$89 or \$10/class, INSTR: Linda Ebeling

Class ID: 18844

Wed, 2/15/12 – 4/18/12 8:00pm-9:00pm RM: A1560



Tai Chi Fan

The spiraling movements of the Tai Chi Fan form are based in the Yang style. The combination of fluid motion and stillness help us explore the balance of Yin and Yang. The 10 week course will include instruction in the use of the fan and the first section of the form. *Fans will be available for purchase in class.* 12 Contact Hours, \$89 or \$10/class, INSTR: Linda Ebeling

Class ID: 18845

Wed, 2/15/12 – 4/18/12

7:00pm – 8:00pm

RM: A1560

Tai Chi – Intermediate/Advanced

Intermediate courses are for the person who have taken a previous Tai Chi class and desires to learn a more focused training regimen and more in-depth series of Tai Chi Forms.

Sun Style 97 Form

12 Contact Hours, \$89 or \$10/class, INSTR: Russ Smiley & Patricia Gonzalez

Class ID: 18843

Sat, 1/14/12 – 3/31/12

9:00am-10:00am

RM: S2330

(no classes 2/18/12 & 3/10/12)

Yi Chuan

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

Class ID: 18846

Thur, 1/26/12 – 3/29/12

8:00pm-9:00pm

RM: A1560

Yang Style 32 Sword Form

12 Contact Hours, \$89 or \$10/class, INSTR: Russ Smiley

Class ID: 18850

Wed, 1/18/12 – 3/28/12

8:00pm-9:00pm

RM: S2330

(no classes 3/7/12)

Yang Style 40 Form

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

Class ID: 18847

Sat, 1/14/12 – 3/24/12

10:30am-11:30pm

RM: A1560

(no classes 2/18/12)

Class ID: 18848

Mon, 1/23/12 – 4/2/12

8:00pm - 9:00pm

RM: A1560

(no classes 2/20/12)

Yang Style 108 Form – Advanced Tai Chi

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

Class ID: 18849 (Free sitting/standing meditation from 8:00am-8:30am)

Sat, 1/14/12 – 3/24/12

8:30am-10:00am

RM: A1560

(no classes 2/18/12)

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



Scan this code with your smartphone to visit our website.

Tai Chi Certification Programs

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

Tai Chi for Arthritis – Teacher Certification 1

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

Class ID: 18851

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

Tai Chi for Arthritis – Teacher Certification 1 Update

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

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

Tai Chi for Arthritis – Teacher Certification 2

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

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



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

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

Tai Chi with Fong Ha

Join Fong Ha as he shares his power, graciousness and insight with you. Fong Ha currently directs the Integral Chuan Institute in Berkeley California and is a master of Yang style Tai Chi, having studied it since his youth with both Dong Yienjie and then Yang Shouzhong. He later studied YiQuan with Han Xingyuan and gained insights into QiQong with his friend Cai Songfang. YiQuan is a form of physical and mental training which requires no special equipment or skills. This standing meditation will help to develop one's internal energy or Qi for enhancing your health, reducing stress, improving concentration, and increasing vitality. You may find more information in “Warriors of Stillness” of “The Tao of YiQuan” written by Jan Diepersloot, one of Master Fong Ha’s students or by visiting his website at: www.fongha.com.



Entire Series - \$140 – 15.6 Contact Hours

Sat & Sun, 6/23/11 & 6/24/11 8:00am – 4:00pm & RM: S2330

Single Day Session - \$85 - 8.4 Contact Hours

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

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

explore languages

Arabic

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

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

Level 1: Class ID: 18658

Sat, 2/25/12 – 3/17/12

9:00am – 12:00pm RM: C2032

Level 2: Class ID: 18659

Sat, 3/31/12 – 4/21/12

9:00am – 12:00pm RM: C2032

Level 3: Class ID: 18660

Mon, 1/30/12 – 3/12/12
(no class 2/20/12)

6:00pm – 8:00pm RM: F2235

Level 4: Class ID: 18661

Mon, 3/26/12 – 4/30/12

6:00pm – 8:00pm RM: F2235

Chinese

Mandarin Chinese

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

Level 1: Class ID: 18584

Thur, 2/23/12 – 3/29/12

6:00pm – 8:00pm RM: F2250

Level 2: Class ID: 18585

Thur, 4/12/12 – 5/17/12

6:00pm – 8:00pm RM: F2250

French

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

Level 1: Class ID: 18586

Mon, 2/27/12 – 4/2/12

6:00pm – 8:00pm RM: C3147

Level 2: Class ID: 18587

Mon, 4/9/12 – 5/14/12

6:00pm – 8:00pm RM: C3147



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

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

Photo courtesy of Dave Zaffrann, SEIU



Visual Spanish™

An Engaging Approach to Accelerating Language Learning

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

Visual Spanish 1, 2 and 3

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

Visual Spanish 1:

Class ID: 19578 INSTR: LeAnn Taylor
Thur, 2/23/12 – 3/29/12 6:00pm - 8:00pm RM: C2042

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

Visual Spanish 2:

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

Class ID: 19582 INSTR: TBD
Sat, 5/12/12 – 6/9/12 9:00am – 12:00pm RM: C2042

Visual Spanish 3:

NEW

Class ID: 19580 INSTR: LeAnn Taylor
Thur, 5/17/12 – 6/21/12 6:00pm - 8:00pm RM: C2042

Visual Spanish Information Session on February 7.

See website for details.



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.

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

American Sign Language

These classes will emphasize a non-spoken classroom to help you achieve a mastery and confidence in your skills.

Textbook Required:
ASL 1 & 2 : Signing Naturally, Units 1-6 (includes student workbook and 2 DVDs) for \$64.95.

ASL 3 & 4: Signing Naturally, Units 13-17 for \$69.95.

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

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: 18725

Wed, 2/15/12 - 3/21/12

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. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 18726

Wed, 3/28/11 - 5/2/12

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. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 18727

Thur, 2/9/12 – 3/22/12

6:00pm – 8:00pm RM: A2566

(no class 3/1/12)

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. 1.2 CEU, \$99, INSTR: Jamey Guille

Class ID: 18728

Thur, 3/29/12 – 5/3/12

6:00pm – 8:00pm RM: A2566

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: 18644

Wed, 2/15/12 – 3/21/12

6:00pm – 8:00pm RM: F2235

Level 2: Class ID: 18645

Wed, 4/4/12 – 5/9/12

6:00pm – 8:00pm RM: F2235

English Speaking

English Made Easier

An Introduction to Accent Reduction

Reduce the frustration of job-hunting by improving your language skills. In this two hour session, you will learn secrets to make consonants less difficult to pronounce in the English language. All dialects (Spanish, Asian, East Indian and others) are welcome. FREE, INSTR: Claire Campbell-Tokar

Class ID: 18609 Mon, 3/5/12 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: 18592

Mon, 3/19/12 – 4/23/12 6:00pm – 8:00pm RM: A2570

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.



Educators

Human Relations for K-12 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

Human Relations for Teachers

Class ID: 18588

Wed & Fri, 1/11/12 – 2/17/12 4:00pm – 9:00pm RM: A2556

Class ID: 18589

4/13/12 – 5/5/12 Fri, 4:00pm – 9:00pm RM: C1101
Sat, 9:00am – 4:00pm

Class ID: 18590

Mon-Sat, 6/11/12 – 6/15/12 8:30am – 5:30pm RM: TBD

Human Relations for Teachers – American Indian Component

Class ID: 18591

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

New Online Courses for K-12 Teachers

(Graduate Credit Available)

See our website for complete course listing and descriptions.

expand your career



The New World of Work

Connecting People, Insights, and Skills

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

zCoach-Job Search & Career Planning Made Easy

A Step by Step Job Hunt Coaching System

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

Class ID: 19565 Online, self-directed – start anytime



Even You Can Learn to Love Networking

.4 CEU, \$99, INSTR: Angela Althoff

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

Social Networking Bootcamp

.3 CEU, \$59, INSTR: Kate -Madonna Hindes

Class ID: 19570 Wed, 3/7/12 6:00pm – 9:00pm RM: A2556

How to Turn Your Hobbies and Interests into a Profitable Micro-Business

NEW

.3 CEU, \$49, INSTR: Michael M. Kiefer

Class ID: 19571 Wed, 2/22/12 6:00pm – 9:00pm RM: A2552

Discovering Your Natural Talents and Genetic Skills for High Performance

NEW

.3 CEU, \$49, INSTR: Michael M. Kiefer

Class ID: 19572 Wed, 3/7/12 6:00pm – 9:00pm RM: A2552

First Impressions Really Do Matter

.2 CEU, \$49, INSTR: Monica Molstad Baresh

Class ID: 19574 Wed, 2/29/12 6:00pm – 8:00pm RM: A2552

Your Body Language - The Silent Image Influencer

.2 CEU, \$49, INSTR: Monica Molstad Baresh

Class ID: 19575 Wed, 3/21/12 6:00pm – 8:00pm RM: A2552



See website for course descriptions

FREE

Your Resume is not your Autobiography – Resume Tips that Work

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

Class ID: 20632 Thur, 3/15/12 6:00pm – 8:00pm RM: A2552

Class ID: 20633 Wed, 4/18/12 6:00pm – 8:00pm RM: A2564



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: 18593 Wed, 2/15/12 5:00pm – 6:00pm RM: F2264

Class ID: 18594 Mon, 3/19/12 5:00pm – 6:00pm RM: F2264

Class ID: 18595 Thur, 4/19/12 5:00pm – 6:00pm RM: F2235

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

Class ID: 18596 Thur, 2/9/12 5:00pm – 6:30pm RM: F2235

Class ID: 18597 Tue, 3/13/12 5:00pm – 6:30pm RM: F2235

Class ID: 18598 Wed, 4/1/12 5:00pm – 6:30pm RM: F2264

Class note: After registering for the assessment class, participants must come to the college to take the assessment 2-3 days before the class. The class facilitator will bring the results to class. To make an appointment for the assessment, please call the Career Center at 952-358-8638.

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 16 to 21 for a list of one-day, technical courses.

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



Entrepreneurship

Entrepreneurship for Freelancers and Consultants

This program is designed to help you identify new opportunities to work as a freelancer, contractor and independent professional.

Self Employment – Clarify Your Vision

NEW

This course is designed to help you consider the opportunities and trade-offs associated with becoming an independent professional. You will develop insight into how to utilize your own key talents and skills so that you can more easily transition into productive and satisfying self employment. .9 CEU, \$149 (includes materials and assessment), INSTR: Jeanne Larson

Class ID: 19568

Thur, 3/15/12 – 3/29/12

5:00pm – 8:00pm RM: A2554

Self Employment – Launch Your Business

NEW

You will learn to do market research by accessing reliable resources that are available at little or no cost. You will learn the latest methods for “affiliate marketing,” collaborative selling and the art of networking. You will gain resources and practice contract negotiations. Most importantly, you will see that these tools can be applied to your own knowledge and expertise so that your work remains meaningful while producing new and sustainable income. 1.2 CEU, \$169 (includes materials), INSTR: Jeanne Larson

Class ID: 19569

Thur, 4/5/12 – 4/26/12

6:00pm – 8:00pm RM: A2552



Jeanne Larson, MBA is the founder and President of The Incubator. Her company has been an advisor to over 1000 individuals and companies in entrepreneurship and business growth. Jeanne has been a serial entrepreneur for over 25 years and is experienced in all stages of business development.

The “OUT-OF-THE-BOX” Workshop

FREE

Are you looking to regain control of your career?

Are you interested in exploring new ways to earn a living?

Are you looking for opportunities to add meaning and purpose to your work?

If you answered yes to any of these questions, you may be an **out-of-the-box person!**



Instead of fear and frustration, you’ll see how vision, purpose and control can bring new hope and energy to a career in transition. Gain practical resources and strategies designed to help you create your own job inside or outside a company. Learn about the growing world of intrapreneurs – freelancers, consultants, contractors and specialists. Attend this inspiring workshop and see how people just like you are finding new income streams and ways to “go to work!” FREE, .2 CEU, INSTR: Jeanne Larson

Class ID: 19567 Thur, 3/8/12 5:00pm – 7:00pm RM: A2564

Is Self Employment Right for You?

Following the Out-of-the-Box workshop, stay and explore whether self employment is right for you. .1 CEU

Class ID: TBD Thur, 3/8/12 7:00pm – 8:00pm RM: A2564

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**.

DARE to be Remarkable! Success Day Keynote Session*

Tuesday, February 7 • 9:00am – 10:00am • Auditorium
What passion and talent are you hiding from the world? It's time to unleash the remarkable you & put your talents to work in a career you'll love! In this inspiring talk, you'll learn 3 simple steps for turning your dreams into your reality.



4 Simple Steps to a Great New Job: Get a Game Plan, Get a Job!

Tuesday, March 20 • 6:00pm – 8:00pm • C1095
4 Simple Steps to a Great New Job: Get a Game Plan, Get a Job! Starting a job search by writing a resume is like saying "I want to learn how to swim!" then jumping in at the deep end. Sure, you'll get a job ... eventually. But do you really want to work that hard? JOIN us and learn how to create and execute a personal job action hunt that will get you hired faster and easier. FREE, Class ID: 19563

Negotiate for What You Want!

Tuesday, May 1 • 6:00pm – 8:00pm • RM: C1095
Negotiate for What You Want! Did you know that people who regularly negotiate their salaries earn, on average, \$1M more than their counterparts over the course of their career? WOW. Whether asking for a promotion, more flexibility at work or a great new job, you CAN negotiate for what you want. It takes some preparation. Make sure your next move is a smart one. FREE, Class ID: 19564

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

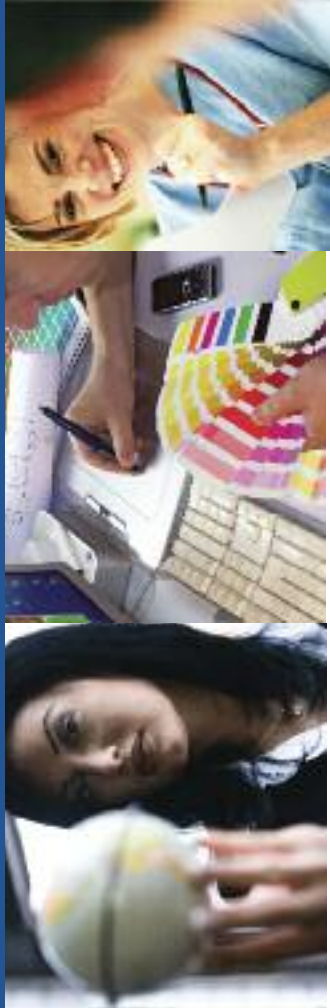
These workshops are sponsored by Thrivent Financial for Lutherans

* Normandale Success Day offers hundreds of free presentations.
Open to the public. See website for more information.



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