

normandale

continuing education

FALL 2021

What's
Your Career
GOAL?
p 28

Corporate and
Employee Training - p 15

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS

REGISTRATION

We hope that the courses and programs in this catalog align to your interests and goals. With a focus on quality, convenience and value, you'll also see that we offer a variety of learning options. If you don't see what you are looking for or have questions, give us a call at 952-358-8343.

Online: normandale.edu/CE/classes
Phone: 952-358-8343
Credit cards: Visa, MasterCard, Discover

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

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

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

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

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

LEARNING FORMATS

Normandale offers several learning formats. It is our goal to align the delivery method to the needs of learners and business partners.

In Person: Learning is delivered on campus or at your business.

Virtual Live: Learning delivery is real-time with live instruction via a web platform such as Zoom. You'll enjoy interacting with your instructor and connecting with other learners in discussions and interactive activities.

Online: Learning delivery is instructor supported and schedules vary depending upon the course. This option provides flexibility and structured support to ensure that you are able to stay on track.

Blended: Learning can be delivered as a mix of virtual, online, and/or in person experiences.

Self-Paced: Learning is online and designed to accommodate your schedule.

SCHEDULED AND CUSTOM

Throughout this schedule, you will see courses presented in two key ways.

Scheduled: Our professional development courses are scheduled on a regular basis. Check our website as new programs and dates are continually added.

Custom: Courses and programs without a date or specific registration information indicate a custom option, which works well for employers and workforce agencies looking to provide training to a group of employees or individuals.

BUSINESSES AND WORKFORCE AGENCIES

When registering employees or individuals for continuing education classes, give us a call or email us at ncal@normandale.edu. We accept a number of payment options (credit cards, purchase orders (PO), checks, training authorizations, etc.) You will receive an email confirmation for each registration.

CONTENTS

Enrich Your Organization | 2
Computers and Technology | 14
Healthcare and Medical | 20
Integrative Health | 22

FEATURES

Working Remotely | 4
Corporate and Employee Training | 15
Learning Well Radio | 25
What's Your Career Goal? | 28



considering a job change?



YOU ARE NOT ALONE!

Employers are thinking about what work looks like after the pandemic, and so are employees. In a recent survey by Microsoft Work Trend Index, a whopping 40 percent of respondents indicated they may leave their current employer in the next 12 months. This builds on Prudential's Pulse of the American Worker Survey results, which found that 25 percent of US employees are expecting to look for a new employer this year.

By choice or necessity, we are all reevaluating our work and priorities. Some of us seek career advancement and greater earning potential, while others are wondering what it will take to move to an entirely new career.

Research also indicates that 72 percent of people who want to find a new job are worried about their skill set. If you are concerned your skills won't attract a new employer, consider earning a professional certificate. It will boost your resumé and provide you with the confidence to take on new responsibilities.

At Normandale, professional certificates are specifically designed for adult learners. They are aligned to employment trends and provide focused skill development and manageable time commitments.

bridging to new opportunities

Sometimes we are unsure about where we want to go with our work and career. You might be thinking about a new job or an entrepreneurial venture. You'll find programs designed to help you capture new opportunities, enter another field or build a business of your own.

CompTIA A+ Certification	p 14
Pharmacy Technician	p 21
Entrepreneurship Certificate	p 9

keeping pace

The following certificates will help you to become more productive and effective in your work.

Management Certificate	p 2
Supervision and Management	p 3
Certified ScrumMaster	p 12
Certificate in Data Analysis	p 11

accelerating advancement

Employers are looking for individuals who can create new value by improving the customer experience. Professionals who can produce engaging content in multiple forms of media are highly desired.

WordPress Certificate	p 6
Certificate in Business Writing	p 5
Web Design Certificate	p 16

Employers are also looking to hire or promote individuals who understand data and can uncover insights to improve business results.

Digital Analytics Certificate	p 10
Certificate in Mastering Excel	p 10
Google Analytics Certificate	p 7

Normandale provides many learning opportunities designed to meet career interests. Give us a call at 952-358-8343. We are here to help you achieve your goals.

Learning for Individuals, Teams and Organizations

LEADERSHIP

Management Certificate

This certificate will help you gain the skills and confidence needed to manage and motivate teams, leverage resources and enhance business results. See website for course descriptions. Sally Klauss, Joyce Odidison and Kassia Dellabough

Management Bootcamp

9/7 - 10/1 Online

Collaborative Management

11/4 - 10/29 Online

Managing Generations in the Workplace

11/1 - 11/26 Online

Individual: \$175 - \$295 | 1.6 CEU

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

Executive Assistant Certification

Executive assistants require excellent strategic, technical, and communication skills. This certification will train you for the role of an executive assistant and provide competency credibility. You'll learn MBA-level business management skills and prepare for the Certified Administrative Professional (CAP) exam. Exam voucher included. 45 CEU, \$4,295

Online, start anytime

Supervisory & Leadership Certificate

In this two-month certificate program, you will learn about effective delegation, performance management, and writing performance reviews. You will discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Each module offers strategies and techniques that can be applied immediately to your work.

3.2 CEU, \$395, Sally Klauss

9/7 - 10/29 Online

Certificate in Workplace Communication

Conflict Management

Discover a workable conflict management model, discuss case studies and learn strategies to apply in your workplace.

2.4 CEU, \$245, Sally Klauss

9/7 - 10/1 Online

Negotiation: Get What You Want

Negotiation is a key skill for success in business and everyday life. You'll work with a professional to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers.

1.6 CEU, \$195, Sally Klauss

10/4 - 10/29 Online

Using Personality Profiles for Better Work Performance

Learn to improve your communication skills, especially with those who don't share your same style. Fee includes DiSC assessment and review. 1.6 CEU, \$295, Sally Klauss

11/1 - 11/26 Online

Individual: \$195 - \$295 | 1.6 CEU

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

Office Manager Certification

Office managers are central to any organization and manage a broad array of business management activities. This certification will help you gain critical technical and professional skills including Microsoft Office 2019, QuickBooks 2019, and business management techniques. Microsoft Office (MOS) exam vouchers included. 81.5 CEU, \$6,645

Online, start anytime



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



Supervision and Management Certificate

The frontline supervisor is one of the most influential people in any organization. They make or break an employee's experience, but often lack the tools to effectively do the job. The Supervision and Management Certificate provides immediately applicable tools to help newer or experienced supervisors create a positive environment for engaged and productive employees.

Creating a Leadership Mindset

When individual contributors become supervisors, they need to learn a different set of skills to be successful. An effective leader complements technical excellence with the ability to lead different people in different situations. This course helps you develop those skills, whether you are new or have been supervising for years.

T 10/19 9:00am - 12:30pm Virtual Live

Coaching for Excellent Performance

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

T 10/26 9:00am - 12:30pm Virtual Live

Individual: \$150 | 0.35 CEU

Series: (save \$100) \$500 | 1.4 CEU

Managing Performance Problems

Even the best coaches do not control how employees perform on the job. This course builds skills in the handling of chronic performance problems and misconduct. Learn how to document the problem, and explain what the employee must do to address it.

T 11/2 9:00am - 12:30pm Virtual Live

Developing Your Leadership Style

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

T 11/9 9:00am - 12:30pm Virtual Live

Virtual Live courses are delivered via Zoom.



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.

FINANCIAL MANAGEMENT

Certificate in Accounting and Finance for Non-Financial Managers

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

Accounting and Finance for Non-Financial Managers

9/7 - 10/1 Online

Cash is King

10/4 - 10/29 Online

Financial Analysis and Planning for Non-Financial Managers

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

QuickBooks

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

Microsoft Excel – page 18

Bookkeeping Certificate

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

Understanding Debits and Credits

9/7 - 10/1 Online

General Ledger and Month End Procedures

10/4 - 10/29 Online

Closing Procedures and Financial Statements

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Accounting Fundamentals

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

Performing Payroll in QuickBooks

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

WORKING REMOTELY

Working remotely is here to stay. These engaging, fast-moving courses are designed for leaders, teams and individual contributors.

Leading Virtual Teams

Time Management for Remote Workers

Team Building for Remote Teams

Creating Effective Virtual Presentations

Maximizing Performance While Leading Remotely

Leveraging the Benefits of Collaboration Software

“Nearly a third of the American workforce struggles to communicate about their work in a remote setting.”

Fast Company, December 22, 2020

Employees will come away with easy to implement ideas that will make a big difference in the productivity of your organization.

Contact us to bring Working Remotely courses to your organization.



COMMUNICATION

Grammar Refresher Certificate

Whether you're a student, professional, career changer or a job seeker, this comprehensive program will equip you to write more effectively from day one.

Word-Level Grammar

9/7 - 10/1 Online

Sentence-Level Grammar

10/4 - 10/29 Online

Refining Your Writing

11/1 - 11/26 Online

Individual: \$145 | 1.6 CEU

Series: (save \$140) \$295 | 3.2 CEU

Virtual Presentations

Designed to build an employee's confidence and skill when presenting virtually, participants learn to craft a message, incorporate visual aids and utilize technology to keep their audience engaged. They practice various aspects of presenting virtually to ensure that they adopt best practices. This workshop can also be customized to meet the needs of a particular employee group, i.e. customer service, engineering, sales.

Custom scheduled for groups and organizations

Certificate in Business Writing

Gain the skills and insights needed to be a successful writer, whether you are writing a report, memo, letter or publicity notice.

Business Writing

9/7 - 10/1 Online

Effective Copywriting

10/4 - 10/29 Online

Writing News and Press Releases

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

Series: (save \$90) \$495 | 3.2 CEU

Technical Writing Certificate

Learn technical writing research methods, audience considerations, style, drafting, and revision techniques. This certificate program will elevate your technical writing to a professional level and teach you how to effectively collaborate with others during the process. 8 CEU, \$1,995

Online, start anytime

Persuasive Communication – page 8

Certificate in Workplace Communication – page 2

Microsoft Office Specialist Certification

Become a "Microsoft Office Specialist" and show the world your skills. Microsoft Office Suite productivity skills are **essential** in almost every job and are a basic expectation of most employers. This program prepares you to sit for the **Microsoft Office Specialist Certification Exams**, which cover Word, Excel, PowerPoint, Outlook, and Access. Exam vouchers included with program fee. \$2,699.

Online, start anytime

MARKETING

Certificate in Web Design

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

Introduction to Web Design

9/7 - 10/1 Online

Intermediate Web Design

10/4 - 10/29 Online

Advanced Web Design

11/1 - 11/26 Online

Individual: \$245 | 1.6 CEU

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

Advertising & Outreach Specialist Certificate

Effective advertisement and promotion are critical to any business and marketing strategy. This certificate will help you learn how to create advertising pieces for print and digital media. You will learn how to develop and execute all stages of an advertising campaign, from writing ad copy to story-boarding and measurement. 10 CEU, \$1,345

Online, start anytime

Graphic Design Software Essentials Certificate

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

Adobe Illustrator Essentials

9/7 - 10/1 Online

Adobe Photoshop Essentials

10/4 - 10/29 Online

Adobe InDesign Essentials

11/1 - 11/26 Online

Individual: \$225 | 1.6 CEU

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

Podcasting

Take your business or hobby and turn it into a podcast. 1.6 CEU, \$245, Travis Allison

9/7 - 10/1 Online

SEO Associate Certification

The internet is hands-down one of the most effective ways to engage new customers and nurture current buyers. Search Engine Optimization (SEO) helps drives digital marketing success and allows customers to learn about your company, products and services, and unique business value. This program prepares you to sit for the OMCA certification exam and includes exam voucher. 11 CEU, \$1,745

Online, start anytime

WordPress Certificate

WordPress is by far the most popular content management system (CMS) for website and blog design. This certificate will teach you how to build and maintain a WordPress website or blog and customize your WordPress site by hand-coding HTML, CSS, and PHP. See website for course descriptions. 4.8 CEU, \$495, Andy Helmi

Modules include:

- Website Setup
- WordPress Fundamentals
- Advanced WordPress

9/7 - 11/26 Online



WORDPRESS



MARKETING

Video Marketing Certificate

When done correctly, video can tell stories which connect people through emotional “triggers” that are not easily communicated through plain text. Customers who viewed product videos are 144% more likely to add the product to their cart. *See website for full course descriptions.* Rob Lee

Video Marketing

9/7 - 10/1 Online

YouTube for Business

10/4 - 10/29 Online

Individual: \$245 | 1.6 CEU

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

Digital Marketing Certificate

Learn to improve email promotions, analyze your web site traffic, do search engine optimization, and successfully employ online advertising. Relevant for any type of organization, including businesses, non-profits and government agencies. No eMarketing experience is necessary. This certificate is also designed for **self-paced** learning, allowing you to start classes anytime. Dan Belhassen and Susan Hurrell

Improving Email Promotions

9/7 - 10/1 Online

Boosting Your Website Traffic

10/4 - 10/29 Online

Online Advertising

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Email Marketing Associate Certification

Email marketing requires an understanding of the customer, appropriate messaging, requisite systems and technology, and so much more. This certification program will teach you how to effectively plan for, design, and implement email efforts and will prepare you for the OMCA certification exam. Exam voucher included. 7 CEU, \$1,695

Online, start anytime

Technical Writing Certificate – page 5

Google Analytics Certificate

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website. This certificate, aimed at non-technical users, will take you through key techniques to use website analytics. 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. A must for anyone serious about leveraging more success from their website. Dan Belhassen, Jeff Kritzer, and Susan Hurrell

Google Analytics

9/7 - 10/1 Online

Advanced Google Analytics

10/4 - 10/29 Online

Individual: \$195 | 1.6 CEU

Series: (save \$45) \$345 | 3.2 CEU

SALES AND CUSTOMER SERVICE

Certificate in Customer Service

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

Keys to Customer Service

9/7 - 10/1 Online

Extraordinary Customer Service

10/4 - 10/29 Online

Individual: \$145 | 1.6 CEU

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

Sales Representative Certificate

Learning basic sales mechanics is an effective way to start an entry-level career in sales. You will learn the fundamentals of selling, customer relationship management, telephone sales, and more. By course completion, you will understand key sales principles and techniques for effectively translating product knowledge into customer solutions. 10 CEU, \$1,345

Online, start anytime

Salesforce: Power User Certificate

Salesforce is the world's number one CRM. If you are a sales manager or sales person, learning the various best practices of Salesforce allows you to better manage time and increase sales. 7.5 CEU, \$795

Online, start anytime

Sales Manager Certificate

Leading a sales team requires a knowledge of sales practices and management expertise. This certificate program will show you the theories behind effective sales management and the skills needed for effective selling and how to build and lead dynamic sales teams. 20 CEU, \$2,295

Online, start anytime

Persuasive Communication

In business and in life, one of the most important skills to develop is the art of persuasion. Learning to craft a succinct and persuasive message is essential not only for selling but for leading teams, obtaining financing and running a business. From preparing a presentation for a group of decision makers or speaking informally to team members, you will gain the tools to become a more persuasive communicator. 3 CEU, \$145

Online, Self-Paced, start anytime

Professional Sales Skills

In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. You'll learn how to turn prospects into buyers, deliver excellent customer service, and to develop a sales plan. 2.4 CEU, \$115

Online, starts monthly



Employers are competing to find qualified sales professionals to fill almost 270,000 open positions in the Minneapolis/St. Paul metro area.

MN Department of Employment and Economic Development

Build your own business or use your talents to work as a micro-entrepreneur.



ENTREPRENEURSHIP

Entrepreneurship Certificate

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

Entrepreneur Boot Camp

9/7 - 10/1 Online

The Business Plan

10/4 - 10/29 Online

Entrepreneurial Marketing

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Certificate in Accounting and Finance for Non-Financial Managers – page 4

Start and Operate Your Own Home-Based Business

Starting a home-based business is the hottest trend in today's challenging business environment. This class provides great insight for starting your own business or enhancing the one you already have. 2.4 CEU, \$115, Helene K Liatsos

Online, starts monthly

Negotiation: Get What You Want – page 2

Social Media for Business Certificate

Entrepreneurs utilize Social Media to grow their businesses. Learn what social networks are and develop a two-way communication and marketing strategy for your organization. *See website for course details.* 2.4 CEU, Nicole Siscaretti and Jennifer Selke

Introduction to Social Media

9/7 - 10/1 Online

Marketing Using Social Media

10/4 - 10/29 Online

Integrating Social Media in Your Organization

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Google Analytics – page 7

Start Your Own Online Business

Learn a step-by-step approach to build a simplified strategy for branding your business. You'll dive into details of creating a product, and building/launching your website. Learn how to use tools and resources to engage with prospects and customers online to drive fresh leads to your business. 2.4 CEU, \$115, Brad Semp

Online, starts monthly

Classes are continually being added to our website. Check online for additional dates.

DATA ANALYTICS

Certificate in Mastering Excel

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. See *website for course descriptions*. Betsy Flanagan, Amy Klous and John Rutledge

Mastering Microsoft Excel

9/7 - 10/1 Online

Intermediate Excel

10/4 - 10/29 Online

Advanced Excel

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Introduction to Statistics

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

Introduction to Crystal Reports

Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand. 2.4 CEU, \$115 Online, starts monthly

Power BI Certificate

Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Add user friendly features to enhance your reports and analyze your results. Marion Williams

Introduction to Power BI

9/7 - 10/1 Online

Intermediate Power BI

10/4 - 10/29 Online

Advanced Power BI

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Introduction to SSRS and Power BI Tools – page 19

Accounting Fundamentals – page 4

Financial Analysis and Planning for Non-Financial Managers – page 4

Digital Analytics and Conversion Professional Certification

Digital marketing is a powerful method to create awareness, engagement, and sales with new and existing customers. This certification program will dive deep into analytics and conversions and empower you to make strategic business decisions based on web numbers. This program will prepare you for the OMCP certification exam and includes exam voucher. 20 CEU, \$2,245

Online, start anytime





DATA ANALYTICS

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but look for those who have the ability to analyze data, see trends and make predictions.

You will gain insights into how to utilize statistics for decision making. You'll also develop the skills to communicate data insights through illustrative and understandable graphs and text. This certificate is also offered in a **self-paced format**, allowing you to start classes anytime. See the website for course descriptions. John Rutledge, Mary Dereshiwsky and Jeff Kritzer

Introduction to Data Analysis

9/7 - 10/1 Online

Intermediate Data Analysis

10/4 - 10/29 Online

Advanced Data Analysis

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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

Microsoft Access – page 18

Classes are continually being added to our website. Check online for additional dates.

SQL Certificate

In this popular program, you will learn about relational database structures, the uses of Structured Query Language, and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. You'll also learn how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, you'll learn to write powerful queries that perform complicated searches and sorts on your data. Cecelia Allison

Introduction to SQL

9/7 - 10/1 Online

10/4 - 10/29 Online

11/1 - 11/26 Online

12/6 - 12/31 Online

Intermediate SQL

9/7 - 10/1 Online

10/4 - 10/29 Online

11/1 - 11/26 Online

12/6 - 12/31 Online

Advanced SQL

9/7 - 10/1 Online

10/4 - 10/29 Online

11/1 - 11/26 Online

12/6 - 12/31 Online

Individual: \$245 | 1.6 CEU

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

AGILE AND SCRUM

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



Certified ScrumMaster

Weekdays & Weekends

Two-day,
instructor led
(via Zoom)

Certified ScrumMaster (CSM)

WIOA

If you have experience on development teams, or you're facing complex product/ project development efforts, this class might be right for you. It is recommended that you have some familiarity with Agile. This interactive course is designed to leverage your knowledge, skills and experiences so that you can learn the practice of Scrum in the context of your organization and the work that you do. Course fee includes the Scrum Study Guide (a \$50 value) and a two-year membership in the Scrum Alliance. Upon course completion and passing the online test, you will be listed on the Scrum Alliance website as a Certified ScrumMaster. 1.4 CEU, \$780

S & Su	9/18 - 9/19	8:00am - 4:00pm	Virtual Live
W & Th	9/22 - 9/23	8:00am - 4:00pm	Virtual Live
S & Su	10/2 - 10/3	8:00am - 4:00pm	Virtual Live
W & Th	10/6 - 10/7	8:00am - 4:00pm	Virtual Live
W & Th	10/20 - 10/21	8:00am - 4:00pm	Virtual Live
S & Su	10/30 - 10/31	8:00am - 4:00pm	Virtual Live



Certified Scrum Product Owner

Weekdays & Weekends

See website, new dates
continually added.

Certified Scrum Product Owners (CSPO)

WIOA

Product Owners must have the skills to navigate market pressures, product design issues, and channel the energy of well-formed teams to deliver results. This course is for people who have some background in Agile, and is intended to help experienced practitioners focus on the challenges faced by product design teams. This two-day Certified Scrum Product Owner course will put you on the path to becoming a great leader of teams that focus their energy toward successful completion of projects with real value. Upon completion, you will be registered as a Certified Scrum Product Owner, which includes a two-year membership in the Scrum Alliance. 1.4 CEU, \$780

T & W	9/14 - 9/15	8:00am - 4:00pm	Virtual Live
S & Su	9/25 - 9/26	8:00am - 4:00pm	Virtual Live
W & Th	9/29 - 9/30	8:00am - 4:00pm	Virtual Live
S & Su	10/9 - 10/10	8:00am - 4:00pm	Virtual Live
T & W	10/12 - 10/13	8:00am - 4:00pm	Virtual Live
W & Th	10/27 - 10/28	8:00am - 4:00pm	Virtual Live



Certified by the Scrum Alliance, Doug Shimp is a founder and managing partner of 3Back Consulting. 3Back partners with Normandale to deliver training that is designed to "make teams better." He is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert with more than 20 years of experience in the technology field.



PROJECT MANAGEMENT

Optimizing Productivity

This is a practical application-based course where learners apply strategies to their own situations. We will start with some foundational time management concepts and self-assessments. Topics include: breaking down big projects into “bite size” pieces, streamlining tasks, managing emails, juggling multiple projects, and setting priorities. Learners also gain techniques to define priorities and integrate a mindfulness practice into their lives.

Custom scheduled for groups & organizations

Project Management Essentials

This workshop has been delivered hundreds of times at corporations throughout the Twin Cities and always receives great reviews. Learners appreciate the opportunity to gain practical tools and interpersonal skill development. Whenever possible, the workshop is also designed so that learners bring current projects to see how tools can be applied throughout all phases of a project.

Custom scheduled for groups & organizations

Project Manager Certificate with CAPM and PMP Prep

This comprehensive certificate program is designed for practicing project managers seeking to expand their knowledge and application of project management concepts and sit for either the CAPM or PMP certification. 25 CEU, \$2,795

Online, start anytime

Project Management Certificate

Whether you are interested in project management or are already doing it, you can gain in-demand skills, tools and templates to confidently manage a project. Christina Mitchell and Andy Stanhope

Introduction to Project Management

9/7 - 10/1 Online

Project Management Processes

10/4 - 10/29 Online

Project Management Knowledge Areas

11/1 - 11/26 Online

Individual: \$195 | 1.6 CEU

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



Earn a total of 14 PDUs toward your PMP recertification when you complete any one of these certifications:

Certified ScrumMaster

Certified Scrum Product Owner

PROGRAMMING

Web, digital media, software design and development, gaming, data analytics, and business intelligence all require at least an entry-level understanding of programming, languages, and concepts. We offer online and self-paced courses in C#, C++, Java, Python, JavaScript, Visual Basic, Mobile App Development, SQL, and many more. Visit our website for a complete listing of options. Classes start every month.

Certificate in Basic Game Design

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

Introduction to Game Design

9/7 - 10/1 Online

Intermediate Video Game Design

10/4 - 10/29 Online

Individual: \$245 | 1.6 CEU

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

Oracle SQL and PL/SQL Developer

This developer course will teach you how to use SQL to build applications, generate business reports, master SQL in Oracle, and learn PL/SQL to work within an Oracle database. 120 Contact Hours, \$ 1,295, Nat Dunn, Online

CompTIA A+ Certification

Earn an in-demand certification and break into an IT career or deepen your technology competency as a stackable skill. In just 3-6 months, you can earn the **Computer Technician A+ Certification** and become a computer technician. *Certification exam included.* 18.2 CEU, \$2,499, Online

Front-End Web Developer

Learn the core skills needed to build websites. In this course, you will learn how to use HTML, CSS, and JavaScript. 160 Contact Hours, \$2,395, Nat Dunn, Online

Python Developer

This in-depth course will teach you the ins and outs of Python programming. 155 Contact Hours, \$1,295, Nat Dunn, Online

JavaScript Developer

Master JavaScript, jQuery, and Vue.js and build out a responsive web application for your portfolio. 180 Contact Hours, \$2,395, Nat Dunn, Online

Coding Certificate

Coding is a skill that will bolster your ability to add new value to your organization. The highest demand is for programming languages with broad applicability. You will learn the basics of HTML, CSS, JavaScript and the practical uses for each. Jeff Kritzer and Andy Helmi

Introduction to Coding

9/7 - 10/1 Online

HTML Fundamentals

10/4 - 10/29 Online

CSS Fundamentals

11/1 - 11/26 Online

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

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

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

LEARN </CODE>



CORPORATE AND EMPLOYEE TRAINING

Achieving strategic goals means developing your most valuable resource, your employees. Let us do the heavy lifting so you can deliver impactful learning experiences that drive employee performance, engagement, and company strategy.

Ready-to-Go. Choose from proven training programs that you can serve up directly to your teams.

Customized. Our team of learning and development experts will work with you to customize programs that meet training goals while incorporating your company's terminology, work examples, and processes.

Built-to-Order. Our experts also offer an option to help you create brand new training programs and learning solutions that align directly to business needs and strategies.

Normandale serves a wide range of organizations from large corporations to small businesses. Call 952-358-8343 or email us at ncal@normandale.edu.

HIGH PERFORMANCE WORK PRACTICES

- Leadership & Supervision
- Coaching & Mentorship
- Conflict Management
- Change Management
- Project & Time Management
- Sales and Customer Experience
- Diversity, Equity and Inclusion

TECHNOLOGY & DATA

- Microsoft Office Suite
- Data Management & Applications
- SQL Data Management
- MS Excel for BI Insight
- Graphic & Web Design Software

CONTINUOUS IMPROVEMENT

- Agile and Scrum
- LEAN & Six Sigma
- Supply Chain

WELLNESS PRACTICES

- Stress Management
- Mindfulness & Meditation
- Tai Chi, Qigong, Yoga

GRAPHIC DESIGN & WEB DESIGN

Graphic and Web design concepts give you practical and creative skills to enhance your current work or bridge to a new career. Our certificate programs allow you to explore software tools, design concepts, and customer and user-experience approaches that you can apply immediately. Creative design and web skills are not just concepts that art directors, web developers, and graphic designers use. If you create communication and marketing pieces, design presentations, update or build web pages, this is an ideal program for you.

Introduction to Design Concepts

This course will introduce foundational design elements and principles related to layout, typography, color, and digital file formats. You will explore the visual communication skills required to update websites and produce image-oriented reports, presentations, and marketing materials. 0.7 CEU, \$175

W 9/22 9:00am - 4:00pm Virtual Live

Foundations of Adobe Photoshop

Discover the power of Photoshop and explore topics from basic photo editing and composite image effects to creating believable website mockups and developing an efficient workflow. Learn the main photo editing tools and more related to image resolution, size, printing, and web production. 0.7 CEU, \$175

W 9/29 9:00am - 4:00pm Virtual Live

Advanced Adobe Photoshop - for Photography

This class walks through photo retouching, working with raw file types, advanced masking techniques, and batch processing. 0.7 CEU, \$175

W 10/6 9:00am - 4:00pm Virtual Live

Foundations of Adobe Illustrator

This application is essential to branding, working with vector-based file types, and creating print-ready layouts. Exercises will focus on best practices and practical techniques. 0.7 CEU, \$175

W 10/13 9:00am - 4:00pm Virtual Live

Advanced Adobe Illustrator - Branding

Learn how to create professional quality graphic design materials frequently needed by businesses. Work with vector files and learn techniques and workflows common in graphic design. 0.7 CEU, \$175

W 10/20 9:00am - 4:00pm Virtual Live

Adobe InDesign

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

W 10/27 9:00am - 4:00pm Virtual Live

CERTIFICATES	GRAPHIC DESIGN	WEB DESIGN
Introduction to Design Concepts	✓	✓
Foundations of Adobe Photoshop	✓	✓
Foundations of Adobe Illustrator	✓	✓
Adv. Adobe Photoshop - for Photography	✓	
Adv. Adobe Illustrator - Branding	✓	
Adobe InDesign	✓	
Certificate Capstone	✓	✓
User Experience (UX) and Accessibility		✓
HTML/CSS Fundamentals		✓
WordPress & Content Mgmt Systems		✓



User Experience (UX) and Accessibility

Learn to speak the language of the web designer. This course is geared towards the skills and techniques needed to understand how websites are designed and how to increase engagement on various platforms. 0.7 CEU, \$175

W 11/3 9:00am - 4:00pm Virtual Live

Grant Chandler is literally the best teacher ever! Every class was super useful and practical – his words and instruction are like gold. And he provides you with so many resources to keep you a continual learner.

Graphic and Web Design Student

HTML/CSS Fundamentals

HTML and CSS are a common requirement in many roles, and although the syntax is simple, the theory can be overwhelming. 0.7 CEU, \$175

W 11/10 9:00am - 4:00pm Virtual Live

Certificate Capstone

Through your participation in the Graphic and Web Design certificates, you will have learned basic graphic and web design concepts in a variety of software programs. This capstone class offers you an opportunity to apply concepts learned in the graphic and web design programs to a realistic final project. When registering for this class, you will be provided access to the instructor's open calendar to sign up for a time to connect 1:1 for your capstone project. 0.7 CEU, \$175

W 12/1 9:00am - 4:00pm Virtual Live

WordPress & Content Management Systems

You will learn basic authoring techniques in WordPress and leave with a foundational understanding of how to create functional websites in several systems. 0.7 CEU, \$175

W 11/17 9:00am - 4:00pm Virtual Live



Grant Chandler is a digital marketing and technology specialist with a BFA in Graphic Design. As the owner of a successful digital marketing agency his expertise covers a broad range of topics, including web development, user experience, and career coaching. Grant helps students apply new skills in a real-world business setting and ideate potential career opportunities. Grant is an active volunteer and lends his technical expertise to local nonprofits, including the National Association of Women Business Owners (NAWBO) and MoneyWeave Academy.

MICROSOFT EXCEL

We live in a world of data, and those who can manage and analyze it put themselves in a great position to succeed. Most jobs require a basic understanding of Excel. Developing a more sophisticated ability will greatly enhance your marketability and make you stand out. 0.7 CEU, \$175, Sheila Arnett and Christy Leach, Virtual Live

The instructor had great step-by-step information, encouraged individual questions, and communicated well with us, always checking in to keep us moving forward. *Excel Student*

Level 1	S	9/18 - 9/25	8:30am - 12:00pm
Level 1	T	9/28 - 10/5	8:30am - 12:00pm
Level 1	M	11/8 - 11/15	8:30am - 12:00pm
Level 1	M	12/6 - 12/13	8:30am - 12:00pm

Level 2	S	10/2 - 10/9	8:30am - 12:00pm
Level 2	T	10/12 - 10/19	8:30am - 12:00pm
Level 2	M	11/22 - 11/29	8:30am - 12:00pm
Level 2	M	1/10 - 1/17	8:30am - 12:00pm

Level 3	S	11/6 - 11/13	8:30am - 12:00pm
----------------	---	--------------	------------------

MICROSOFT ACCESS

Our Access workshop series offers step-by-step guidance on how to develop a database from scratch and maintain/enhance a current database. Time is given for individual projects and to discuss real-world database needs. 0.7 CEU, \$175, Sheila Arnett, Virtual Live

Level 1	Th	9/23 - 9/30	12:30pm - 4:00pm
Level 1	T	10/26 - 11/2	5:30pm - 9:00pm
Level 1	Th	12/9 - 12/16	12:30pm - 4:00pm

Visit our website for additional classes.



Invest in Your Employees

Any of these programs can be delivered as custom training. You select the date, time, and location for the training. We provide the expert instruction.

CERTIFICATES	MS EXCEL	SQL DESIGN	MS ACCESS
Microsoft Excel Level 1	✓		
Microsoft Excel Level 2	✓		
Microsoft Excel Level 3	✓		
SQL Level 1		✓	
SQL Level 2		✓	
SQL Level 3		✓	
Microsoft Access Level 1		✓	✓
Microsoft Access Level 2			✓
Microsoft Access Level 3			✓
Intro to SSRS & Power BI Tools		✓	



SQL – STRUCTURED QUERY LANGUAGE

SQL

SQL rivals JavaScript as the most popular programming language around because it is reliable, open source, simple in nature, and highly universal to various database systems. SQL is designed to help users search, relate, and report data in meaningful ways. You will learn to read and write simple and complex SQL statements and apply advanced data analysis techniques through hands-on activities. 0.7 CEU, \$175, Virtual Live

Level 1	Th	9/9 - 9/16	12:30pm - 4:00pm
Level 1	T	10/12 - 10/19	5:30pm - 9:00pm
Level 1	Th	11/11 - 11/18	12:30pm - 4:00pm

Level 2	Th	10/7 - 10/14	12:30pm - 4:00pm
Level 2	T	11/9 - 11/16	5:30pm - 9:00pm
Level 2	Th	1/6 - 1/13*	12:30pm - 4:00pm

Level 3	Th	10/28 - 11/4	12:30pm - 4:00pm
Level 3	T	12/7 - 12/14	5:30pm - 9:00pm

Virtual Live courses are delivered via Zoom.

Introduction to SSRS and Power BI Tools

Learn the fundamentals of SQL Server Reporting Services' Report Builder and Excel's Power BI tools to create easy to understand reports and data visualizations that are packed full of valuable information. Special emphasis on active learning using SQL Server 2014 and public data available on the internet. *Prerequisite: SQL Level 1 or equivalent knowledge.* 0.7 CEU, \$175, Virtual Live

Th	11/11 - 11/18	12:30pm - 4:00pm
T	1/11 - 1/18*	5:30pm - 9:00pm

* Winter/Spring 2022

The instructor is great, well prepared and has a helpful style. I learned concepts that I have been struggling to learn on my own. Sheila had a great way to explain it.

SQL Certificate Student



Sheila Oakes Arnett has worked with hundreds of companies to create and modify custom databases and developed AccessAbility Advisor, a program for Disability Service Centers for colleges and universities across the US. She is committed to bringing students industry-relevant knowledge and up-to-date techniques.

MEDICAL CAREERS

Medical Coding & Billing

WIOA

Medical Coding and Billing Training Program is a comprehensive online program designed by industry experts for individuals who would like to work in the healthcare coding and billing industry. Mastering medical terminology, documentation, confidentiality, ethics, healthcare structure, pharmacology, disease processes, diagnostic coding and healthcare reimbursement are just a few of the subjects covered. This program prepares students to sit for the CCA (AHIMA) and/or CPC (AAPC) certification exams. 390/445 Contact Hours, \$3,899

Online, start anytime



There are currently
120,000 open jobs
in medical careers in
the Twin Cities.

*MN Department of Employment
and Economic Development*

Medical Billing

Developed by industry experts, this program includes real-world practical experience and is designed to help you gain the knowledge and skills needed to follow insurance claims all the way through to payment. You'll be prepared to work with industry-specific forms such as the CMS-1500 and UB-40. You will also gain a valuable body of knowledge to employ when working on process and health information system implementation or redesign, and healthcare revenue cycle projects. This program includes access to student support, technical support, and graduate support teams throughout the training. 180 Contact Hours, \$3,099

Online, start anytime

Medical Transcription

WIOA

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription program prepares students for medical transcription and editing careers. Topics include documentation, biomedical sciences, and editing theory, among others. The program emphasizes practical experience. Enrollment includes ten e-textbooks, a transcription foot pedal, an AHDI membership, and online reference library access. 640 Contact Hours, \$3,499

Online, start anytime

Medical Administrative Assistant with EHR

This program prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include ezEMRx EHR software, Microsoft Office, healthcare documentation, and office procedures. Enrollment includes e-books and exam vouchers for the two national certifications. 285 Contact Hours, \$3,199

Online, start anytime

Medical Assistant with Clinical Externships

WIOA

Medical assisting is becoming a must-have skill set for anyone interested in working in the healthcare industry – whether you want to become a care giver or work in an operational or administrative role. Learning the required skills and knowledge will open doors to many career opportunities and demonstrate an understanding of healthcare delivery and operations. A Medical Assistant provides general patient care in healthcare facilities such as physicians' offices, hospitals, and clinics. This course offers the flexibility of online learning AND also includes a 220 hour in-person clinical experience – a must have for on-the-job success. A complete ebook library, one-on-one help from instructors and technical support team, and a CCMA exam voucher are also included. 640 Contact Hours, \$3,999

Online, start anytime



Pharmacy Technician

WIOA

The Pharmacy Technician program is the only online program approved by the State of Minnesota Board of Pharmacy. The Pharmacy Technician program prepares students to earn their national certification by passing the Pharmacy Technician Certification Board (PTCB) Exam. Topics studied include pharmacology, pharmaceutical calculations, and pharmacy law, regulations and standards, among others. During the training, students will participate in an on-site externship at a local Walgreens or CVS Pharmacy. In addition to one-on-one instructor support and personalized graduate support, students receive six e-textbooks and a drug reference handbook. 600 Contact Hours, \$3,899

Online, start anytime

Medical Scribe

NEW

Driven by the need for accurate, timely patient data, medical scribes are in high-demand. Scribes document patient medical records within a variety of medical settings and ensure all information is accurate and thorough. Work can be done virtually (work from home) or at a provider's location. This work role is an ideal entry point for any healthcare administrative career and provides the learner with valuable foundational medical knowledge. Upon successful program completion, a student is prepared to sit for AHDP's Medical Scribe Certification exam. Career advising, job placement, and national certification exam voucher included. 80 Contact Hours, \$3,499

Online, start anytime

Patient Care Technician

NEW

The need for PCTs is increasing rapidly as our aging population grows. A PTC performs similar patient care activities as a medical assistant with a slightly broader scope of practice including blood draws, EKG and phlebotomy procedures. Technicians typically work in hospital settings and often transition into hemodialysis technicians or other medical support roles. Every student completes a clinical externship to gain practical experience. Upon successful completion, students qualify for one of three national certification exams. Career advising and job placement services provided. 130 Contact Hours, \$3,499.

Online, start anytime

FREE INFORMATION SESSIONS

Normandale's medical career programs will provide you with the knowledge and skills to feel confident in a new role.

Curriculum is continually updated to ensure it aligns to occupational, state and national requirements.

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

Webinars:

Thursday, September 9 • 12:00 - 1:00pm

Thursday, October 7 • 12:00 - 1:00pm

Thursday, November 4 • 12:00 - 1:00pm

Thursday, December 2 • 12:00 - 1:00pm

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

HEALTHCARE

Minnesota Board of Nursing Continuing Education Requirements

The Minnesota Board of Nursing is the source of specific information regarding individual registration requirements. All programs are designed to meet Minnesota Board of Nursing requirements for registered nurses and licensed practical nurses. It is up to the individual licensee to decide if the content enhances his or her ability to practice nursing.

Refresher Course in Nursing (RN)

This course is designed for registered nurses (RN) who need a review and update of nursing skills to return to active status. Visit website for more information. 170 Contact Hours, \$1,695, Trish Gonzales

In Person and Online 9/13 - 11/19

Certificate in Gerontology

25 Contact Hours, \$169, Cyndie Koopsen and Caroline Young

Online, Self-Paced, or starts monthly

Certificate in Infectious Diseases and Infection Control

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

Online, Self-Paced, or starts monthly

Emergency Medical Responder (EMR) Refresher

This 16-hour course enables the currently certified or recently expired First Responder or EMR (Emergency Medical Responder) to renew certification. Upon successful completion of the course, participants will be re-certified as a First Responder or EMR by the State of MN EMS Regulatory Board. In person testing will take place on 11/5/21. 16 Contact Hours, \$195, Mark Rosenblum

In Person and Online 10/25 - 11/5

Certificate in Pain Assessment and Management

12 Contact Hours, \$109, Betsy Knapp

Online, Self-Paced, or starts monthly

See website for course details.

NUTRITION

Holistic Nutrition Certificate

This certificate focuses on real nutrition—how to nourish the body, mind and spirit. It contrasts the Standard American Diet (S.A.D.) with the nourishing diet of primitive cultures. Learn which foods are highest in particular nutrients and how these nutrients function in the body. Discover the seven most deficient nutrients in the American diet. Explore the nutrient value of wild foods compared to that of marketed foods. Matthew Alfs

Individual: \$54 | 2.5 Contact Hours Series: (save \$47) \$385 | 20 Contact Hours

Traditional Diets and the Modern-American Diet - Part 1	M	10/11	6:30pm - 9:00pm	Virtual Live
Traditional Diets and the Modern-American Diet - Part 2	M	10/18	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 1	M	10/25	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 2	M	11/1	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 1	M	11/8	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 2	M	11/15	6:30pm - 9:00pm	Virtual Live
Minerals	M	11/22	6:30pm - 9:00pm	Virtual Live
Healing Applications of Nutrition	M	12/6	6:30pm - 9:00pm	Virtual Live

Virtual Live courses are delivered via Zoom.



HERBALISM

Herbalism Certificate

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

Individual: \$54 | 2.5 Contact Hours **Series:** (save \$47) **\$385** | 20 Contact Hours

Development, Forms and Energetics of Herbal Therapy – Part 1	W	10/20	6:30pm - 9:00pm	Virtual Live
Development, Forms and Energetics of Herbal Therapy – Part 2	W	10/27	6:30pm - 9:00pm	Virtual Live
Constituents and Properties of Herbs - Part 1	W	11/3	6:30pm - 9:00pm	Virtual Live
Constituents and Properties of Herbs - Part 2	W	11/10	6:30pm - 9:00pm	Virtual Live
Herbs for the Immune and Endocrine Systems	W	11/17	6:30pm - 9:00pm	Virtual Live
Herbs for Digestion and Elimination	W	12/1	6:30pm - 9:00pm	Virtual Live
Herbs for the Cardiovascular System	W	12/8	6:30pm - 9:00pm	Virtual Live
Herbs for the Mind, Spirit, Emotions, and Neuromuscular Systems	W	12/15	6:30pm - 9:00pm	Virtual Live

Matthew Alfs, M.H., A.H.G. is a clinical herbalist and one of fewer than 300 of such practitioners nationwide whose education and clinical skills have been peer reviewed by the American Herbalists Guild so as to be granted the status of a “registered herbalist” (R.H.). He is the director of the Midwest School of Herbal Studies and has been in clinical practice since 1997, helping thousands of people to obtain optimal health since that time.



AYURVEDA

Ayurveda Certificate

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

Individual: \$54 | 2.5 Contact Hours

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

Introduction to Ayurveda	T	10/5	6:00pm - 8:30pm	Virtual Live
Diet & Nutrition	T	10/12	6:00pm - 8:30pm	Virtual Live
Constitution & Wellness	T	10/19	6:00pm - 8:30pm	Virtual Live
Daily Routine & Harmony with Nature	T	10/26	6:00pm - 8:30pm	Virtual Live
Health Maintenance with Seasonal Changes	T	11/2	6:00pm - 8:30pm	Virtual Live
Herbs & Food for Healthy Living	T	11/9	6:00pm - 8:30pm	Virtual Live

Dr. Asavari is an absolute gem with a wealth of knowledge about Ayurveda and I feel so lucky to have learned an inkling of what she knows through these courses. She also handled the Covid-19 crisis wonderfully well!

Ayurveda Student

Ayurveda: Healing with Simple Home Remedies

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

T 11/16 6:00pm - 8:30pm Virtual Live

Explore Healing Effects of 10 Spices

When diet is wrong, medicine is of no use. When diet is correct, medicine is of no need. Explore various heart-healthy recipes to combine foods with optimum amounts of nutrition. 2.5 Contact Hours, \$59, Asavari Manvikar

T 11/23 6:00pm - 8:30pm Virtual Live



Wild Plant Walk: Identification for Food & Medicine

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

M 9/13 5:00pm - 7:30pm On-Campus



AROMATHERAPY

Aromatherapy Foundations Certificate

Gain practical knowledge and tools that you can easily integrate into your daily lifestyle. As you explore essential oils through both a scientific and holistic perspective, you will learn how to use them in ways that are economical, effective, and safe. Upon completion, you will be able to identify the possibilities and limitations of essential oil therapies; describe how they can affect the mind and body; distinguish between risks and benefits to safely utilize oils through inhalation and topical application; and demonstrate awareness of general safety precautions and guidelines. 12 Contact Hours, \$285, Jen Shepherd

M 9/27 - 10/25 6:00pm - 8:30pm Virtual Live

Aromatherapy Advanced Applications Certificate

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

12 Contact Hours, \$285, Jen Shepherd

M 11/8 - 12/13 6:00pm - 8:30pm Virtual Live

Register for both Aromatherapy Foundations Certificate and Advanced Applications Certificate for \$495 (save \$75).



Learning Well Radio

an internet radio program

Join national and international thought leaders from neuroscientists, functional doctors, psychologists, and integrative medicine experts as they share insights, discoveries, research, and tools and methods to live a full, healthy, abundant life. Distinguished guests include Dr. Jon Lieff, Isaac Lidsky, Dr. Catherine Kuroso, Dr. Allen Gaby, and many more.

normandale.edu/continuing-education/learning-well

Produced by the Integrative Health Education Center at Normandale Community College

EMOTIONAL FREEDOM TECHNIQUES

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

Simplified EFT Tapping™
Foundations Certificate

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

Th 10/7 - 10/28 6:00pm - 9:00pm Virtual Live



Valerie Lis, EFT, MA, a.k.a. “The Tapping Teacher,” and founder of Simplified EFT Tapping™, has conducted hundreds of workshops and supported thousands of individuals to obtain consistent, lasting results with EFT.

Classes are continually being added to our website. Check online for additional dates.

QIGONG

Spring Forest Qigong – Mindfulness Qigong

Learn how to use Qigong to enhance your awareness and transform unbalanced energy into something beautiful through meditation and movement. This practice will lead to improved life energy, a calm mind and mindful living by applying Spring Forest Qigong techniques to enhance health and develop mindful awareness of oneself. 3 Contact Hours, \$69, Jaci Gran

F 10/29 9:00am - 12:00pm Virtual Live

TAI CHI

Tai chi is an ancient Chinese tradition practiced as a graceful form of exercise and breathing through a series of movements performed in a slow, focused manner. Tai chi is a system of gentle physical exercise and stretching. Each posture flows into the next without pause, ensuring that your body is in constant motion. Tai chi promotes balance, stress reduction, and various other body, heart, and mind enhancements.

BEGINNING TAI CHI CLASSES					
ABCs of Tai Chi					
Virtual Live	M	9/20 - 10/25	6:45pm - 7:45pm	\$65	Soderberg
Virtual Live	M	11/1 - 12/6	6:45pm - 7:45pm	\$65	Soderberg
Qigong Practices					
Virtual Live	Th	9/23 - 10/28	6:45pm - 7:45pm	\$65	Soderberg
Yiquan					
Virtual Live	Th	11/4 - 12/16	6:45pm - 7:45pm	\$65	Soderberg
INTERMEDIATE/ADVANCED TAI CHI CLASSES					
Yang Style Short Form					
Virtual Live	M	9/20 - 12/6	8:00pm - 9:00pm	\$120	Soderberg
Yang Style Long Form					
Virtual Live	Th	9/23 - 12/16	8:00pm - 9:00pm	\$120	Soderberg



INTEGRATIVE AND HOLISTIC CERTIFICATES

Certificate in Complementary and Integrative Health

Enhance your professional marketability by gaining a broad understanding of complementary and integrative healthcare options.

Online or Self-Paced 24 Contact Hours \$159

Certificate in Food, Nutrition, and Health

Gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Online or Self-Paced 16 Contact Hours \$109

Certificate in Mindfulness

Learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships.

Online or Self-Paced 8 Contact Hours \$109

Certificate in Global Healing Systems

Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

Online or Self-Paced 13 Contact Hours \$109

Certificate in Spirituality, Health, and Healing

Discover the impact spiritual values and beliefs have on health and healing.

Online or Self-Paced 25 Contact Hours \$229

Certificate in Holistic and Integrative Health

Explore the exciting, growing field of holistic and integrative health in this comprehensive online course designed for health care professionals and consumers.

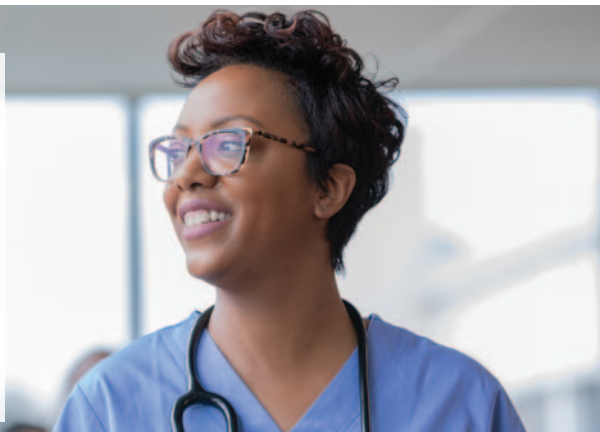
Online or Self-Paced 33 Contact Hours \$219

Spanish for Medical Professionals

Designed specifically for healthcare professionals, you will practice the basic, practical language skills needed to communicate with your Spanish-speaking patients and their families.

32 Contact Hours, \$290, Cristina Sempé

9/7 - 10/29 Online



Refresh forgotten skills

Sample new areas of interest

Simplify and demystify current work

Cultivate professional credibility

Bridge to new, different work roles

**Grow intellectually
and creatively**

What's Your Career Goal?

It may seem like everyone but you has a career vision. Don't worry – they don't. Take a deep breath and find comfort in that careers, professions, work roles, and employment are fluid. They may have a direct path or a wayward, zig-zagging trajectory. You don't have to have it all figured out. However, if you feel a need for change, here's how you can start exploring possibilities.

Start by investigating compelling job postings and note the types of skills and credentials each position requires. If you have an experience gap, a training certificate or certification can help you round out your resumé. These programs allow you to sample the subject matter and understand what it might be like to work in a new discipline. A certificate or

certification helps you verbalize your unique value to hiring managers in a language they understand. It proves to employers and colleagues that you have the subject matter expertise and skills to excel.

Once you understand your current learning gaps or opportunities, decide how deep or broad you need to develop. There is no magic formula, but page 29 provides a quick guide to help this decision-making process. All the listed programs can be found throughout this brochure. We also offer many other programs that are not included in this publication. Call or email at 952-358-8343, ncal@normandale.edu to learn more.



Leverage the Power of Certificates and Certifications

Each certificate or certification is designed to help you achieve your career goals.

Go Deep

Some career paths entail a deeper body of knowledge and require specialized skills and subject matter expertise. These roles are often highly technical or deal with complex systems or concepts.

- Project Management Certificate
- Data Analysis Certificate
- SQL Certificate
- Digital Analytics & Conversions Certification
- ScrumMaster Certification
- Scrum Product Owner Certification
- Technical Writing Certificate
- Computer Coding Certificate
- Computer Technician Certification
- Holistic & Integrative Health Certificate

Go Broad

Today's work calls for a more expansive understanding of business concepts and systemic thinking. Topics such as supervision and leadership, data and technology, communication, teamwork, diversity, and business writing are perfect examples of professional skills you will most likely need to progress in your career.

- Supervision & Management Certificate
- Customer Service Certificate
- Sales Representative Certificate
- Workplace Communication Certificate
- Business Writing Certificate
- SEO Certification
- MS Excel & MS Access Certificates

Go New

Changing your career path is not an easy task. Breaking into a new industry or bridging to a new job requires proof and credibility to hiring managers that you have practiced, applied, and understand the work at hand. If you are sitting with a degree or work experience that isn't opening doors for you, expanding your professional training portfolio can draw the line between you and a new career.

- Digital Marketing Certificate
- Sales Manager Certificate
- Executive Assistant Certification
- Computer Technician Certification
- Entrepreneurship Certificate
- Graphic Design Certificates
- Web Design Certificates
- Medical Coding & Billing Certification
- Pharmacy Technician Certification
- Medical Scribe Certification

Reach Your Target

Looking to change careers
or have your eye on a promotion?

Web Design Certificate	Certificate in Data Analysis
Social Media Certificate	Certified ScrumMaster
Pharmacy Technician	Power BI Certificate
Medical Coding and Billing	Paraprofessional to Teacher

Normandale offers affordable, short programs that provide
in-demand credentials – classes start frequently.

Give us a call at 952-358-8343. We are here for YOU!


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