normandale
continuing education

WHAT TO LEARN...
NOW

Corporate and Employee Training, p 28

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.

DISTANCE LEARNING

Normandale is committed to providing a safe and healthy learning experience, so for the time being, programs are being offered in remote learning formats. As conditions change, we'll shift too. For now, you'll see that there are three main options.

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.

Self-Paced: Learning is 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 are able to 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

FEATURES

NORMANDALE
COMMUNITY COLLEGE

MINNESOTA STATE

Normandale Community College is a member of Minnesota State Colleges and Universities.

WHAT TO LEARN...
NOW

Everything about how we work, learn and live has changed over the last year. As businesses adapted to public health crises, technological innovations, globalization and other economic challenges, our jobs, careers and the very nature of work changed, too.

The latest research and hiring trends indicate employers seek individuals who can work across their organizations, even when working remotely. Employers want people who can uncover new solutions to complex problems and effectively use data to support decision making. People who can facilitate change and lead teams are considered highly valuable.

Engaging Communicators

Effective communicators move seamlessly between touchpoints and channels, as comfortable speaking with customers as they are with colleagues, and as proficient writing presentations as they are with proposals. Employers seek individuals who can create engaging content across multiple forms of media.

Insightful Data Specialists

We live in a data-dependent world, which is why employers increasingly hire and promote individuals with data skills. Translating data into meaningful information starts with expertise in the right tools, including Microsoft Excel, Microsoft Access and SQL. An insightful data specialist uncovers trends and communicates key observations.

Collaborative Innovators

Be the go-to person who untangles problems, tests new ideas and advances challenging projects at your organization.

Get Credentialed

If you hope to make a career change or land a promotion, consider earning a skills-based certificate. Certificates and credentials boost your resume and illustrate your commitment to advancing your career and your expertise. Normandale offers most certificates online, with multiple start dates. You can complete many at your own pace.

Normandale provides many learning opportunities designed to meet career interests. If you don't see what you are looking for, give us a call at 952-358-8343. We're 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
4/5 - 4/30   Online
6/7 - 7/2   Online

Collaborative Management
5/3 - 5/28   Online
7/6 - 7/30   Online

Managing Generations in the Workplace
6/7 - 7/2   Online
8/2 - 8/27   Online

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

Supervisory & Leadership Certificate

This two-month certificate program is designed to provide practical and insightful methods for new and experienced supervisors and managers. 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 as a leader and supervisor. 3.2 CEU, $395, Sally Klauss
4/5 - 5/28   Online
6/7 - 7/30   Online

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

BRENÉ BROWN WORKSHOPS

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

Daring Greatly™

In this workshop, you will learn to clarify your core values and use them as an anchor; let go of what other people think and embrace authenticity; discover practices for developing gratitude and joy; and understand how you can use vulnerability and empathy to become more courageous. 1.2 CEU, $345, Sarah Ciavarri
Tu & Th   5/18 - 5/27   6:00pm - 9:00pm   Virtual Live

Daring Greatly is designed for people of all ages who want to show up, be seen and live a braver life.

Dare to Lead™

This workshop is your invitation to become a braver leader as you learn to apply the four empirically proven skill sets of courageous leadership. You will learn and practice using the language, tools and frameworks needed to put these powerful skills into immediate practice. 2.0 CEU, $795, Sarah Ciavarri

W   5/5 - 6/2   9:00am - 1:00pm   Virtual Live

Virtual Live courses are delivered via Zoom.

Dare to Lead is designed for a work environment. Ideal for those who consult, coach, inspire, train and lead teams. If you want to develop your own leadership skillset and become braver in your working life, this program is for you.

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 they often are not given 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.

Th   6/8   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.

Th   6/15   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.

Th   6/22   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.

Th   6/29   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.

BUSINESS ACUMEN

Virtual Presentations

This workshop is 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 and utilize best practices. This workshop can also be customized to meet the needs of a particular group of employees, i.e. customer service, engineering, sales.

Custom scheduled for groups and organizations

Great Meetings with Microsoft Teams

If you are looking to implement a tool that will help facilitate effective virtual meetings, or you currently use this tool but want to up your skills, this session is for you. We'll show you a step-by-step process for setting up meetings in Microsoft Teams and provide key techniques that can be implemented immediately.

Custom scheduled for groups and organizations

WORKING REMOTELY

Working remotely is here to stay. These engaging, fast-moving courses are designed for leaders, teams and individual contributors. You and your employees will learn how to stay productive, keep your focus on your goals, and maintain positive working relationships with stakeholders – from those you've worked with for years, to those who have recently joined the organization.

Leading Virtual Teams	Creating Effective Virtual Presentations
Time Management for Remote Workers	Maximizing Performance While Leading Remotely
Team Building for Remote Teams	Leveraging the Benefits of Collaboration Software

"Success in remote work hinges on communication, but it's challenging. Most of us feel Zoom fatigue, and 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. Your employees will see that your company is not only interested in developing them as professionals but is also an inspiring place to work…wherever that place is!

Contact us to bring Working Remotely courses to your organization.

COMMUNICATION

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
4/5 - 4/30   Online
6/7 - 7/2   Online

Effective Copywriting
5/3 - 5/28   Online
7/6 - 7/30   Online

Writing News and Press Releases
6/7 - 7/2   Online
8/2 - 8/27   Online

Individual: **$195 | 1.6 CEU**
Series: (save $90) **$495 | 3.2 CEU**

Grammar Refresher Certificate

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

Word Level Grammar
4/5 - 4/30   Online
6/7 - 7/2   Online

Sentence Level Grammar
5/3 - 5/28   Online
7/6 - 7/30   Online

Refining Your Writing
6/7 - 7/2   Online
8/2 - 8/27   Online

Individual: **$145 | 1.6 CEU**
Series: (save $140) **$295 | 3.2 CEU**

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
4/5 - 4/30   Online
6/7 - 7/2   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
5/3 - 5/28   Online
7/6 - 7/30   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
6/7 - 7/2   Online
8/2 - 8/27   Online

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

Persuasive Communication – page 8

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.

Introduction to Web Design
4/5 - 4/30   Online
6/7 - 7/2   Online

Intermediate Web Design
5/3 - 5/28   Online
7/6 - 7/30   Online

Advanced Web Design
4/5 - 4/30   Online
6/7 - 7/2   Online
8/2 - 8/27   Online

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

Graphic Design Software Essentials Certificate

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

Adobe Illustrator Essentials
4/5 - 4/30   Online
6/7 - 7/2   Online

Adobe Photoshop Essentials
5/3 - 5/28   Online
7/6 - 7/30   Online

Adobe InDesign Essentials
6/7 - 7/2   Online
8/2 - 8/27   Online

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

Podcasting
See website for course description. 1.6 CEU, $245, Travis Allison
4/5 - 4/30   Online
6/7 - 7/2   Online

Create a personalized digital experience
for your customers and boost your success

Combine the power of personalization with marketing and spark business growth!

When a business implements personalized marketing techniques by tracking customer behaviors and targeting them based on their interests, sales increase and customer loyalty is enhanced.

If you are interested in gaining best practices and critical skills to grow your leads, sales and profits, consider taking a class or certificate in **social media** (p 9), **BI - business intelligence** (p 10) or **web design** (p 14). Our instructors are industry experts; ready to help you create a digital experience that is unique to your business needs.

If you or your employer have any questions or would like information about payment options, give us a call at **952-358-8343** or email us at **ncal@normandale.edu**.

MARKETING

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.

Google Analytics

4/5 - 4/30	Online
6/7 - 7/2	Online

Advanced Google Analytics

5/3 - 5/28	Online
7/6 - 7/30	Online

Individual:	**$195**	**1.6 CEU**
Series:	(save $45) **$345**	**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

4/5 - 4/30	Online
6/7 - 7/2	Online

Boosting Your Website Traffic

5/3 - 5/28	Online
7/6 - 7/30	Online

Online Advertising

6/7 - 7/2	Online
8/2 - 8/27	Online

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

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 description.* Rob Lee

Video Marketing

4/5 - 4/30	Online
6/7 - 7/2	Online

YouTube for Business

5/3 - 5/28	Online
7/6 - 7/30	Online

Individual:	**$245**	**1.6 CEU**
Series:	(save $95) **$395**	**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 Fred Bayley

Keys to Customer Service

4/5 - 4/30	Online
6/7 - 7/2	Online

Extraordinary Customer Service

5/3 - 5/28	Online
7/6 - 7/30	Online

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

Sales Representative

Learning basic sales mechanics is an effective way to start an entry-level career in sales and gain further experience in the field. This course will train you to be an effective sales representative in today's evolving global economy. 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. 10.0 CEU, $1,295

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. 3.0 CEU, $145

Online, Self-Paced, start anytime

Salesforce Power User

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

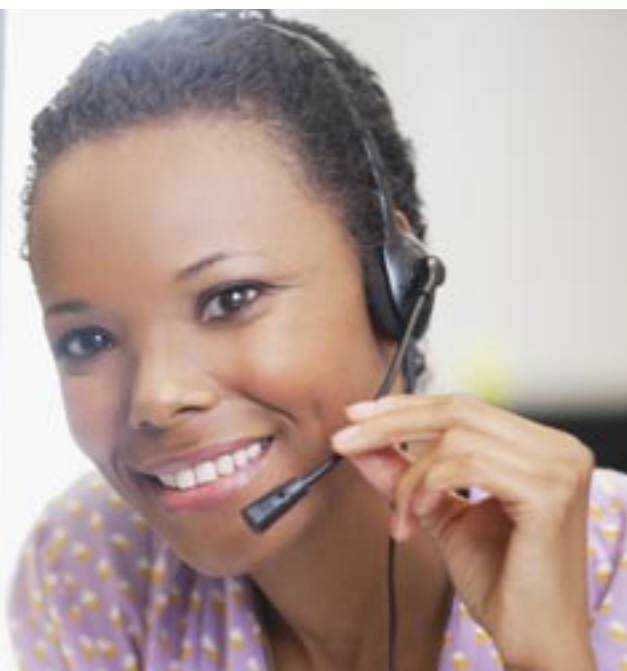Online, start anytime

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

The Confident Speaker: Sales and Call Center Professionals

This workshop is typically delivered in four sessions, where individuals build foundational skills and confidence. They learn to establish credibility when speaking or presenting, particularly virtually. The workshop provides practice with making presentations, fielding questions, leading discussions and providing demonstrations. Typically, organizations choose to limit enrollment to ensure that each individual is able to gain one-to-one feedback and coaching.

Custom scheduled for groups and organizations

ENTREPRENEURSHIP

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

Online, starts monthly

Google Analytics – page 7

Certificate in Accounting and Finance for Non-Financial Managers – page 10

Entrepreneurship Certificate

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

Entrepreneur Boot Camp
4/5 - 4/30	Online
6/7 - 7/2	Online

The Business Plan
5/3 - 5/28	Online
7/6 - 7/30	Online

Entrepreneurial Marketing
6/7 - 7/2	Online
8/2 - 8/27	Online

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

Start Your Own Online Business

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

Online, starts monthly

Negotiation: Get What You Want – page 5

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, $115, Jennifer Selke

Introduction to Social Media
4/5 - 4/30	Online
6/7 - 7/2	Online

Marketing Using Social Media
5/3 - 5/28	Online
7/6 - 7/30	Online

Integrating Social Media in Your Organization
6/7 - 7/2	Online
8/2 - 8/27	Online

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

DATA ANALYTICS

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
4/5 - 4/30	Online
6/7 - 7/2	Online

Cash is King
5/3 - 5/28	Online
7/6 - 7/30	Online

Financial Analysis and Planning for Non-Financial Managers
6/7 - 7/2	Online
8/2 - 8/27	Online

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

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
4/5 - 4/30	Online
6/7 - 7/2	Online

Intermediate Excel
5/3 - 5/28	Online
7/6 - 7/30	Online

Advanced Excel
6/7 - 7/2	Online
8/2 - 8/27	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
4/5 - 4/30	Online
6/7 - 7/2	Online

Intermediate Power BI
5/3 - 5/28	Online
7/6 - 7/30	Online

Advanced Power BI
6/7 - 7/2	Online
8/2 - 8/27	Online

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

DON'T FORGET

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

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
4/5 - 4/30	Online
6/7 - 7/2	Online

Intermediate Data Analysis
5/3 - 5/28	Online
7/6 - 7/30	Online

Advanced Data Analysis
6/7 - 7/2	Online
8/2 - 8/27	Online

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

Microsoft Access – page 18

Introduction to SSRS and Power BI – page 19

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. Ceclia Allison

Introduction to SQL
4/5 - 4/30	Online
5/3 - 5/28	Online
6/7 - 7/2	Online
7/6 - 7/30	Online
8/2 - 8/27	Online

Intermediate SQL
4/5 - 4/30	Online
5/3 - 5/28	Online
6/7 - 7/2	Online
7/6 - 7/30	Online
8/2 - 8/27	Online

Advanced SQL
4/5 - 4/30	Online
5/3 - 5/28	Online
6/7 - 7/2	Online
7/6 - 7/30	Online
8/2 - 8/27	Online

Individual:	**$245**	1.6 CEU
Series:	**$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

T & W	4/13 - 4/14	8:00am - 4:00pm	Virtual Live
S & Su	4/24 - 4/25	9:00am - 5:00pm	Virtual Live
W & Th	5/5 - 5/6	8:00am - 4:00pm	Virtual Live
W & Th	5/12 - 5/13	8:00am - 4:00pm	Virtual Live
S & Su	5/15 - 5/16	9:00am - 5:00pm	Virtual Live

Certified Scrum Product Owner

Weekdays & Weekends

See website, new dates continually added.

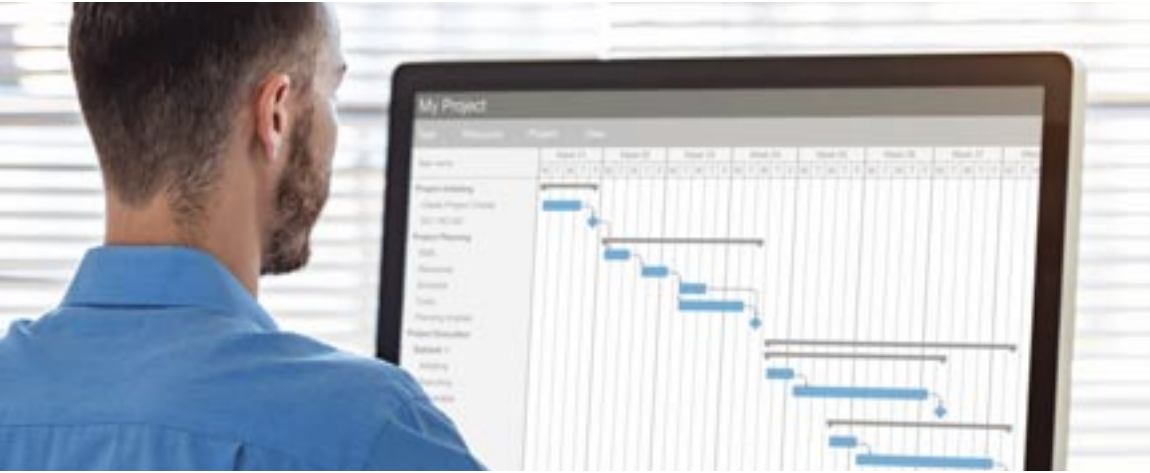### Certified Scrum Product Owners (CSPO)   WIOA

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

S & Su	4/17 - 4/18	8:00am - 4:00pm	Virtual Live
W & Th	4/28 - 4/29	9:00am - 5:00pm	Virtual Live
T & W	5/4 - 5/5	8:00am - 4:00pm	Virtual Live
S & Su	5/15 - 5/16	9:00am - 5:00pm	Virtual Live
W & Th	5/19 - 5/20	8:00am - 4:00pm	Virtual Live

"Scrum works because it is intuitive. Team members bring their best to what are usually considered high stakes projects. Scrum tools are easy to learn, so instead of feeling stressed out, people are able to contribute in creative and intelligent ways."

Jason Moffett, ScrumMaster at Cambria

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

Decision Making

Being conscious about decision making can save money, increase quality and reduce the effort and duration of any project. The amount of risk and the level of buy-in impacts the type of decision that is needed. Decision tools can help expedite a decision while also making sure that decision is data driven.

Custom scheduled for groups & organizations

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 Martinez and Andy Stanhope

Introduction to Project Management
4/5 - 4/30	Online
6/7 - 7/2	Online

Project Management Processes
5/3 - 5/28	Online
7/6 - 7/30	Online

Project Management Knowledge Areas
6/7 - 7/2	Online
8/2 - 8/27	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

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

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. 0.7 CEU, $175

W   5/12   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   5/19   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   5/26   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   6/2   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   6/9   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   4/7   9:00am - 4:00pm   Virtual Live
W   6/16   9:00am - 4:00pm   Virtual Live

CERTIFICATES	GRAPHIC DESIGN	WEB DESIGN
Introduction to Design Concepts	✓	✓
Foundations of Adobe Photoshop	✓	✓
Foundations of Adobe Illustrator	✓	✓
Adobe InDesign	✓	
Adv. Adobe Photoshop - for Photography	✓	
Adv. Adobe Illustrator - Branding	✓	
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 | 4/14 | 9:00am - 4:00pm | Virtual Live |
| W | 6/23 | 9:00am - 4:00pm | Virtual Live |

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 | 4/21 | 9:00am - 4:00pm | Virtual Live |
| W | 6/30 | 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 | 4/28 | 9:00am - 4:00pm | Virtual Live |
| W | 7/7 | 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 – Fall 2020

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 | 5/5 | 9:00am - 4:00pm | Virtual Live |
| W | 7/14 | 9:00am - 4:00pm | Virtual Live |

Grant Chandler, a Twin Cities based digital marketing professional, offers a broad range of knowledge to enhance practical skills needed in today's workplace. With a formal education in graphic design, Grant actively engages in web development, user experience and digital marketing in a wide range of professional settings.

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
4/5 - 4/30   Online

Intermediate Video Game Design
5/3 - 5/28   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
4/5 - 4/30   Online
6/7 - 7/2   Online

HTML Fundamentals
5/3 - 5/28   Online
7/6 - 7/30   Online

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

LEARN </CODE>

CSS Fundamentals
4/5 - 4/30   Online
6/7 - 7/2   Online
8/2 - 8/27   Online

Individual:	$195 - $245	1.6 CEU
Series:	(save $90) $595	4.8 CEU

BUSINESS PRODUCTIVITY

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

Microsoft Word

Microsoft Outlook

Microsoft PowerPoint

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

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

Mastering Computer Skills in the Workplace
1.6 CEU, $195, Betsy Flanagan
4/5 - 4/30   Online
6/7 - 7/2   Online

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

Business Writing - page 5

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

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

Self-paced, start upon registration

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 and developing a more sophisticated ability will greatly enhance your marketability. 0.7 CEU, $175, Virtual Live

Level 1	F	4/16 - 4/23	8:30am - 12:00pm
Level 1	M	5/3 - 5/10	1:00pm - 4:30pm
Level 2	F	4/30 - 5/7	8:30am - 12:00pm
Level 3	W	4/21 - 5/5	5:30pm - 7:50pm
Level 3	F	5/14 - 5/21	8:30am - 12:00pm

> 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 – Fall 2020*

Microsoft Excel Power BI

Learn how to connect to your data, create reports and dashboards, and distribute them via a web browser or mobile app. *Prerequisite: Excel Level 1 or equivalent knowledge.* 0.7 CEU, Virtual Live

T	6/29 - 7/13	5:30pm - 7:50pm

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, Virtual Live

Level 1	T	4/6 - 4/20	5:30pm - 7:50pm
Level 1	T	5/4 - 5/11	1:00pm - 4:30pm
Level 1	Th	6/3 - 6/17	5:30pm - 7:50pm
Level 2	T	5/4 - 5/18	5:30pm - 7:50pm
Level 3	T	6/1 - 6/15	5:30pm - 7:50pm

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

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

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	4/15 - 4/22	1:00pm - 4:30pm
Level 2	Th	5/6 - 5/13	1:00pm - 4:30pm
Level 3	Th	4/8 - 4/22	5:30pm - 7:50pm
Level 3	T	4/13 - 4/20	1:00pm - 4:30pm
Level 3	Th	6/3 - 6/10	1:00pm - 4:30pm

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	5/6 - 5/20	5:30pm - 7:50pm
T	5/18 - 6/1	1:00pm - 4:30pm
Th	7/1 - 7/8	1:00pm - 4:30pm

> 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 – Fall 2020*

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

> Consider a career in Medical Coding and Billing. The U.S. Bureau of Labor Statistics predicts over 27,000 new jobs in this field by 2026.

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   WIOA
with Clinical Externships

Medical assisting is becoming a must-have skill set for anyone interested in working in the healthcare industry – whether you want to become a care giver or work in an operational or administrative role. Learning the required skills and knowledge will open doors to many career opportunities and demonstrate an understanding of 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, April 1 • 12:00 - 1:00pm

Thursday, April 29 • 12:00 - 1:00pm

Thursday, May 20 • 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. Coursework will be a blend of onsite activities and e-learning. Clinical hours may include high fidelity simulations and/or at a sub-acute healthcare facility. Basic knowledge of computers is required. Course work includes 90 hours of didactic and 80 hours of clinical practice. Immunization, background study, CPR certification, and other important requirements can be found on our website. If you are considering this course, please consult with the MN Board of Nursing for any required paperwork as soon as possible. Additional costs not included in course fee include: Lab kits, textbook, and other learning resources. Visit website for more information. 170 Contact Hours, $1,695, Trish Gonzales
In Person and Online   4/26 - 7/4

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

See website for course details.

Certificate in Nutrition, Chronic Disease, and Health Promotion

Learn how nutrition impacts health and the development of chronic diseases. This certificate reveals the role food and water play in health and how making appropriate changes in nutrition can have powerful effects on a person's health throughout their life. 12 Contact Hours, $109

Online, Self-Paced, or starts monthly

Certificate in Pain Assessment and Management

12 Contact Hours, $109, Betsy Knapp

Online, Self-Paced, or starts monthly

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

4/5 - 5/28	Online
6/7 - 7/30	Online

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. *See website for course details.*

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

Traditional Diets and the Modern-American Diet - Part 1	M	4/12	6:30pm - 9:00pm	Virtual Live
Traditional Diets and the Modern-American Diet - Part 2	M	4/19	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 1	M	4/26	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 2	M	5/3	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 1	M	5/10	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 2	M	5/17	6:30pm - 9:00pm	Virtual Live
Minerals	M	5/24	6:30pm - 9:00pm	Virtual Live
Healing Applications of Nutrition	M	6/7	6:30pm - 9:00pm	Virtual Live

Virtual Live courses are delivered via Zoom.

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 with a new approach. Ayurveda is the ancient holistic medical system from India which has been practiced for more than 5000 years. Ayurveda places great emphasis on prevention and encourages the maintenance of health through balancing body, mind and consciousness. This series will introduce core Ayurvedic principles of right thinking, proper food choices, life style changes, and the use of herbs as key factors to create balance in energies responsible for body-mind functions and all mechanisms. You will learn about your own psychophysiological make up and techniques to integrate in your mind-body healing practice. *Introduction to Ayurveda is a prerequisite for ALL other Ayurveda classes in this series. However once you complete Introduction to Ayurveda, you may choose to attend one or all of the remaining five Ayurveda Series courses.*

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

Introduction to Ayurveda	T	4/6	6:00pm - 8:30pm	Virtual Live
Diet & Nutrition	T	4/13	6:00pm - 8:30pm	Virtual Live
Constitution & Wellness	T	4/20	6:00pm - 8:30pm	Virtual Live
Daily Routine & Harmony with Nature	T	4/27	6:00pm - 8:30pm	Virtual Live
Health Maintenance with Seasonal Changes	T	5/4	6:00pm - 8:30pm	Virtual Live
Herbs & Food for Healthy Living	T	5/11	6:00pm - 8:30pm	Virtual Live

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

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 this course. She also handled the Covid-19 crisis wonderfully well!

Ayurveda Student – Fall 2020

Wild Plant Walk:
Identification for Food & Medicine

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

W   6/9   5:00pm - 7:30pm

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. Oils and other supplies can be pre-ordered and delivered to your home. Various options to participate and gain a hands-on learning experience will be presented throughout this series. See website for recommended supply kits and ordering directions. 12 Contact Hours, $285, Jen Shepherd

M   4/12 - 5/10   6:00pm - 8:30pm   Virtual Live

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

M   5/3 - 5/24   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. 3.0 Contact Hours, $69, Jaci Gran

| F | 3/26 | 9:00am - 12:00pm | Virtual Live |

WORKPLACE WELLNESS

Building Team Resilience

Discover proven strategies to combat workplace stress and build team resilience. The session begins with an overview of what resilience is, an activity to help us identify sources of stress, and a discussion about how emotions act as primary drivers of physiology. Participants learn specific techniques through activities that build skills for team resilience.

Custom scheduled for groups & organizations

Heart Math® Stress Techniques

This webinar explores the impacts common workplace stressors have on the brain and executive functioning. To combat these effects, you will learn Heart Math® stress techniques and the value they have in helping with decision making, problem solving, and creative thinking. These are simple techniques that you and your team can start using immediately.

Custom scheduled for groups & organizations

The Impact of Emotions on our Bodies

We all experience a range of emotions while at work. We get annoyed at our team who assign deadlines without understanding the amount of work involved. We feel hurt when a colleague gets the pat on the back we thought we deserved. We become frustrated with clients who have unrealistic expectations. The impact of these emotions goes beyond feelings. This session offers an introductory look at how emotions affect us on a biological level and what effect these physical fluctuations can have on the workplace.

Custom scheduled for groups & organizations

Introduction to Mindfulness

This workshop is designed to introduce the science of mindfulness and provide practical applications that employees can incorporate into their daily routines.

Custom scheduled for groups & organizations

LIVE ○ WORK ○ LEARN *Mindfully*

Mindfulness is a strong antidote to our high-pressured and fast paced lives, not to mention it leads to greater health and happiness.

As its name indicates, mindfulness is the ability to be fully present. When someone is mindful, they are able to manage stress in ways that enhance their physical, mental and emotional performance. It is a quality that we all possess, however, most of us need to learn how to live it.

Practicing mindfulness allows us to suspend judgment and unleash our natural curiosity, which is why a growing number of businesses like General Mills and Target recognize that employee mindfulness programs contribute to greater productivity, creativity and satisfaction at work.

If you want to live more mindfully or bring wellness to your workplace, call us at 952-358-8343.

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

Learning Well
on Edge Talk Radio

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

blogtalkradio.com/edgemagazine.

Sponsored by the Integrative Health Education Center at Normandale Community College

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.

META SKILLS
- Working Remotely
- Communication & Presentation Skills
- Cultural Competency
- Diversity, Equity, & Inclusion
- Creativity & Problem Solving
- Design Thinking
- Managing Workplace Conflict
- Empathy & Growth Mindset
- Managing Stress & Wellness

HIGH PERFORMANCE WORK PRACTICES
- Leadership & Supervision
- Coaching & Mentorship
- Teamwork & Collaboration
- Conflict Management
- Change Management
- Project & Time Management
- Data & Information Literacy
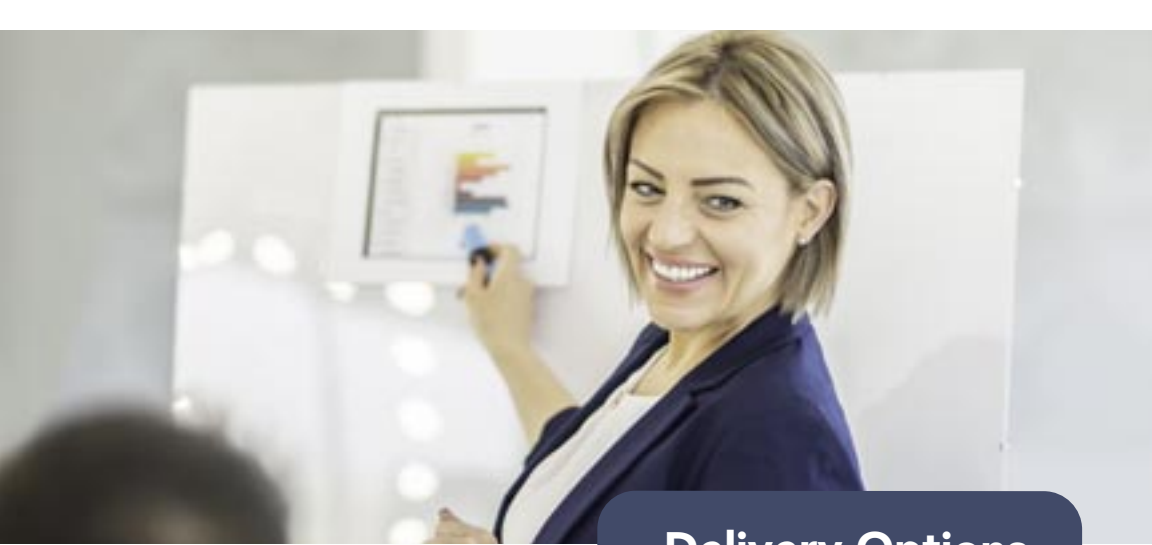- Sales and Customer Experience

WORKING WITH US

Stevens Equipment Supply
partnered with Normandale to design a **"Customer-First"** communications program for its sales and customer service staff. This training is enabling staff to create trusted customer experiences with a new level of confidence, professionalism, and relatability. The company has grown over 40% in the last three years. Empowering its sales team with these skills will support its business development goals and improve the overall customer experience – a top priority for the company.

Hennepin Healthcare
Tatyana Leyderman has a background in general **Quality and Analytics**. After completing a Normandale program tailored for healthcare data analysis, Tatyana was able to fill in the gaps to transition to a Health Care Analyst role at Hennepin Healthcare. "In my work, we use data to identify specific opportunities that allow us to take action … it's rewarding to see how your work is tied to improving care!"

TECHNOLOGY & DATA
- Microsoft Office Suite
- Data Management & Applications
- Business Intelligence Practices
- SQL Data Management
- MS Excel for BI Insight
- Graphic & Web Design Software

CONTINUOUS IMPROVEMENT
- Agile and Scrum
- LEAN
- Six Sigma
- Supply Chain
- ISO Standards

WELLNESS PRACTICES
- Stress Management
- Mindfulness & Meditation
- Wellness in the Workplace
- Tai Chi, Qigong, Yoga

Delivery Options

▶ Instructor-led sessions

▶ Virtual web-cast sessions

▶ On-the-job training

▶ Train the Trainer

▶ Hybrid options

Normandale serves a wide range of organizations from large enterprise, small businesses, non-profits, to governmental agencies.

Call 952-358-8343 or email us at ncal@normandale.edu.

Seagate

Communication seems easy, but poor communication is responsible for millions of dollars in lost revenue. It's even more complex in a loud room where all employees are in a cleanroom suit. Seagate invested in a **Communication** program to improve skills among their manufacturing staff. In short modules, employees learned to check for understanding, listen actively and decipher nonverbal cues. The result has been fewer mistakes and less conflict between employees.

Scott County

Scott County knows that recruiting people to the public sector is a challenge. When they have a great employee, they want to keep them, and that often means preparing for promotion. To build a pool of excellent candidates, Scott County has offered Normandale's **Supervision and Management** certificate program to current and potential leaders. The result has been a group of individuals ready to succeed as leaders retire.

ECRWSS
Residential Customer

Seeking a
New Career
Direction?

What marketable skills
do I have that
employers most value?

How do I take steps
to transition from
where I am to
where I want to be?

Who can I count on
for guidance to begin
a career change?

Normandale will help you to identify the steps needed
to explore and reach your career goals.

Give us a call at 952-358-8343;
we are here for YOU!

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COMMUNITY COLLEGE
CONTINUING EDUCATION
9700 France Avenue South
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