normandale
continuing education

Workforce Partners and Career Counselors
p 14

This schedule is being presented in **digital format.**
Use the links below to navigate or to view
our Table of Contents.

Employment Training
Pathways - p 16

LEARNING FOR INDIVIDUALS, TEAMS AND ORGANIZATIONS

CONTINUING EDUCATION REGISTRATION

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.

The Winter 2022 edition of the Continuing Education schedule is available in a digital format.
Look for future schedules in print and digital 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 Instructor-Led: 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.

Online 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.

NORMANDALE
COMMUNITY COLLEGE

MINNESOTA STATE

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

Use the links below to go to each category and section

table of contents

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
2/7 - 3/4   Online

Collaborative Management
3/7 - 4/1   Online

Managing Generations in the Workplace
4/4 - 4/29   Online

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

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
2/7 - 4/1   Online

Certificate in Leadership Development (For Gen Y)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), this certificate provides practical information to advance your leadership potential. Discover your style of leadership and how it impacts task completion, building relationships and managing change to achieve goals. See the website for course descriptions. William Draves and Tawanda McLaurin

Leadership Principles
2/7 - 3/4   Online

Developing Your Leadership Skills
3/7 - 4/1   Online

Developing Your Professional Career
4/4 - 4/29   Online

Individual:	$145	1.6 CEU
Series:	(save $40) $395	4.8 CEU

Managing Remote Workers Certificate

Discover the keys to effectively managing remote workers, one of the fastest growing sectors of the workforce. Some 80 percent of employers are scheduling remote work. As a result, it is critical for leaders to understand how to lead and communicate remotely in order to ensure that productivity and engagement remain high. William Draves

Remote Working and Communicating
2/7 - 3/4   Online

Managing Remote Workers
3/7 - 4/1   Online

Individual:	$245	1.6 CEU
Series:	(save $95) $395	3.2 CEU

Executive Assistant Certification

See website for course details. Online Self-Paced

Office Manager Certification

See website for course details. Online Self-Paced

Certificate in Non-Profit Administration

While it is important to gain a solid foundation of core competencies which are focused on public service and non-profit management, it is also important to understand how the marketplace is changing for non-profits in areas like revenue generation, employee management and program evaluation. *See the website for course descriptions.*

Revenue Generation for Non-Profits
2/7 - 3/4   Online

Program Evaluation for Nonprofit Professionals
3/7 - 4/1   Online

Individual:	$245-495	1.6 CEU
Series:	(save $145) $595	4.8 CEU

Browse Courses on Our Website

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   5/5   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   5/12   9:00am - 12:30pm   Virtual Live

Individual: **$150 ǀ 0.35 CEU**
Series: (save $100) **$500 ǀ 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   5/19   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   5/26   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.

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
2/7 - 3/4   Online Instructor-Led

Extraordinary Customer Service
3/7 - 4/1   Online Instructor-Led

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

Sales Representative Certificate

Most business interactions require persuasion and an understanding of the needs and motivations of those with whom you are interacting. This certificate program will train you for a career in both inside and outside sales and help you relate to other key stakeholders. You will learn how to communicate a product and service's features in anticipation of a customer's needs. The skills you gain in this program will be vital when entering a sales role and will improve your ability to interact with colleagues and leadership.10 CEU, $1,345, Jamie Calbeto, Online Self-Paced

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, Jeff Rees, Online Self-Paced

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 building and leading a sales team. 20 CEU, $2,295, Jamie Calbeto, Online Self-Paced

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

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, Dave Paquin, Online Instructor-Led

REGISTER ONLINE OR LEARN MORE
Use this link to view full course descriptions or to register.

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

Browse Courses on Our Website

COMMUNICATION

Certificate in Effective Grammar

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.
3.2 CEU, $295, Ellen Feld
2/7 - 4/1   Online Instructor-Led

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. Dionne Felix, Kathryn Lynch-Morin, and William A. Draves

Business Writing
2/7 - 3/4   Online Instructor-Led

Effective Copywriting
3/7 - 4/1   Online Instructor-Led

Writing News and Press Releases
4/4 - 4/29   Online Instructor-Led

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

Certificate in Workplace Communication

Conflict Management

Discover a workable conflict management model, discuss case studies and learn strategies to apply in your workplace.
1.8 CEU, $245, Greg Marcello
2/7 - 3/4   Online Instructor-Led

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, Greg Marcello
3/7 - 4/1   Online Instructor-Led

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, Greg Marcello
4/4 - 4/29   Online Instructor-Led

Individual:	**$195 - $295**	**1.6 CEU**
Series:	(save $140) **$595**	**4.8 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, Lynn Atkinson, Online Self-Paced

MARKETING

Advertising & Outreach Specialist Certificate

Effective advertisment 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 and develop and execute all stages of an advertising campaign, from writing ad copy to story-boarding and measurement. 10 CEU, $1,345, Liselle Turner, Online Self-Paced

Integrated Marketing Certificate

The Integrated Marketing certificate provides the core principles and best practices needed to implement an effective strategy for your organization by strategically aligning your advertising, direct and digital marketing. You will understand the keys to success in the almost forgotten but still remarkably effective area of print, including catalogs and direct mail. Start any month. Come away with a new marketing expertise to make your value in the workplace even stronger. Danny Sill, Garrett Stern, and William A. Draves

Advanced Marketing Concepts
2/7 - 3/4   Online Instructor-Led

Successful Print Marketings
3/7 - 4/1   Online Instructor-Led

Integrated Marketing Best Practices
4/4 - 4/29   Online Instructor-Led

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

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, your products and services, and your unique business value. This program prepares you to sit for the OMCA certification exam and includes exam voucher. 11 CEU, $1,745, Online Self-Paced

Podcasting

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. 1.6 CEU, $245, Matt Honsberger

Effective Copywriting
See website for course details. 1.6 CEU, $195, Kathryn Lynch-Morin

3/7 - 4/1   Online Instructor-Led

Writing News and Press Releases
See website for course details. 1.6 CEU, $195, William A. Draves

4/4 - 4/29   Online Instructor-Led

Digital Analytics and Conversion Professional Certification

Digital marketing is a powerful method to create awareness, engagement, and sales with new and exisitng customers. This certification program will dive deep into analytics and conversion 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 Self-Paced
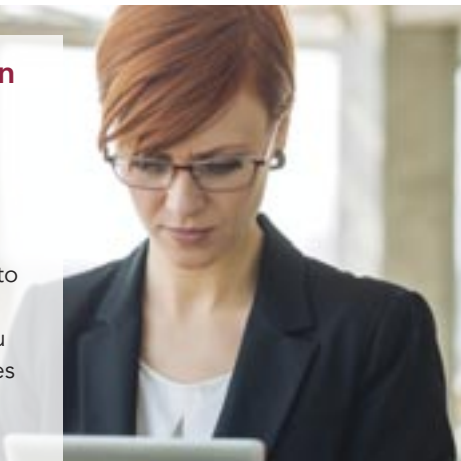
Browse Courses on Our Website

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
2/7 - 3/4   Online Instructor-Led

YouTube for Business
3/7 - 4/1   Online Instructor-Led

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
2/7 - 3/4   Online Instructor-Led

Boosting Your Website Traffic
3/7 - 4/1   Online Instructor-Led

Online Advertising
4/4 - 4/29   Online Instructor-Led

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 for the OMCA certification exam. Exam voucher included. 7 CEU, $1,695, Online Self-Paced

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
2/7 - 3/4   Online Instructor-Led

Advanced Google Analytics
3/7 - 4/1   Online Instructor-Led

Individual:	**$195**	**1.6 CEU**
Series:	(save $45) **$345**	**3.2 CEU**

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
2/7 - 3/4   Online Instructor-Led

Cash is King
3/7 - 4/1   Online Instructor-Led

Financial Analysis and Planning for Non-Financial Managers
4/4 - 4/29   Online Instructor-Led

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

The Basics of Bookkeeping
Whether you are looking to advance in your career, or you're an entrepreneur, this course will help you understand the numbers. You will learn how to record, reconcile, compare and evaluate the finances of your business. Even if you outsource your bookkeeping needs, this course will help you to understand what happens with the money earned and the money spent by your business. 1.6 CEU, $195, Sharon deFonteny
3/7 - 4/1   Online Instructor-Led

Performing Payroll in QuickBooks
See website for course details. 2.4 CEU, $129, Scott Paxton

Bookkeeping Certificate
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. *Courses must be taken in order.* 4.8 CEU, $495, Sharon deFonteny and Cristina Sempé

Understanding Debits and Credits
2/7 - 3/4   Online Instructor-Led

General Ledger and Month End Procedures
3/7 - 4/1   Online Instructor-Led

Closing Procedures and Financial Statements
4/4 - 4/29   Online Instructor-Led

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

Entrepreneurs and business owners – No one will care more about the financial health of your business than you! It's imperative that you understand how the process of accounting works for your business even if you plan to outsource your bookkeeping.

Accounting Fundamentals
Learn the basics of double-entry bookkeeping, analyzing and recording financial transactions, and other core banking activities. 2.4 CEU, $129, Nancy Koenig

Entrepreneurship
The Kauffman Foundation reports that "new business creation by Americans age 55 to 64 is responsible for nearly 25 percent of all business starts." If you are interested in using your talents to build your own business or work as a micro-preneur, see page 9 and begin to pursue your dream.

Navigate using the links below:

- **Enrich Your Organization**
- **Expand Your Career**
- **Computers and Technology**
- **Healthcare and Medical**
- **Integrative Health and Healing**
- **Table of Contents**

Browse Courses on Our Website

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
2/7 - 3/4   Online Instructor-Led

The Business Plan
3/7 - 4/1   Online Instructor-Led

Entrepreneurial Marketing
4/4 - 4/29   Online Instructor-Led

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

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 Instructor-Led

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.* Jennifer Selke

Introduction to Social Media
2/7 - 3/4   Online Instructor-Led

Marketing Using Social Media
3/7 - 4/1   Online Instructor-Led

Integrating Social Media in Your Organization
4/4 - 4/29   Online Instructor-Led

| 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 Instructor-Led

REGISTER ONLINE OR **LEARN MORE**
Use this link to view full course descriptions or to register.

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
2/7 - 3/4   Online Instructor-Led

Intermediate Excel
3/7 - 4/1   Online Instructor-Led

Advanced Excel
4/4 - 4/29   Online Instructor-Led

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 Insructor-Led or Online Self-Paced

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, Allen G. Taylor, Online Self-Paced

Unlocking the Riches of Business Intelligence (BI)

Companies – big and small, established and start-up, service and manufacturing – are intent on unlocking the fortunes that are stored in their data.

Organizations know that hidden within their data are treasure troves of prospects, efficiencies and new ideas. However, those opportunities are currently difficult to crack. In fact, the estimate is that almost 85 percent of data is considered unstructured, or difficult to access, search or view.

With BI, companies can have up-to-date, data-driven intelligence at their fingertips and can make faster, more confident decisions. While BI is about using tools and technologies, the real breakthroughs come when employees have the skills and keys to turn insights into strategies that produce golden results.

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. Marion Williams

Introduction to Power BI
2/7 - 3/4   Online Instructor-Led

Intermediate Power BI
3/7 - 4/1   Online Instructor-Led

Advanced Power BI
4/4 - 4/29   Online Instructor-Led

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

REGISTER ONLINE OR LEARN MORE
Use this link to view full course descriptions or to register.

Browse Courses on Our Website

DATA ANALYTICS

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, Sheila Arnett, Virtual Live

| Level 1 | Th | 1/27 - 2/10 | 6:00pm - 8:20pm |
| Level 1 | T | 3/15 - 3/22 | 12:30pm - 4:00pm |

| Level 2 | Th | 3/10 - 3/24 | 6:00pm - 8:20pm |
| Level 2 | T | 4/19 - 4/26 | 12:30pm - 4:00pm |

| Level 3 | Th | 4/28 - 5/12 | 6:00pm - 8:20pm |
| Level 3 | T | 5/17 - 5/24 | 12:30pm - 4:00pm |

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. 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, Sheila Arnett, Virtual Live

| Th | 4/7 - 4/21 | 6:00pm - 8:20pm |
| T | 5/3 - 5/10 | 12:30pm - 4:00pm |

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
2/7 - 3/4   Online or Self-paced

Intermediate Data Analysis
3/7 - 4/1   Online or Self-paced

Advanced Data Analysis
4/4 - 4/29   Online or Self-paced

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

W & Th	1/12 - 1/13	8:00am - 4:00pm	Virtual Live
S & Su	1/22 - 1/23	8:00am - 4:00pm	Virtual Live
W & Th	2/2 - 2/3	8:00am - 4:00pm	Virtual Live
S & Su	2/19 - 2/20	8:00am - 4:00pm	Virtual Live
T & W	3/1 - 3/2	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

S & Su	1/15 - 1/16	8:00am - 4:00pm	Virtual Live
W & Th	1/19 - 1/20	8:00am - 4:00pm	Virtual Live
S & Su	1/29 - 1/30	8:00am - 4:00pm	Virtual Live
W & Th	2/16 - 2/17	8:00am - 4:00pm	Virtual Live
S & Su	2/26 - 2/27	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.

Browse Courses on Our Website

PROJECT MANAGEMENT

Mastering Project Management Certificate with PMP Prep

This certificate program takes you beyond the basics of project management. In this intermediate/advanced level course, you'll translate your knowledge into skills by exploring key project management topics in depth and prepare for the PMP exam. 15 CEU, $1,345, Online Self-Paced

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 expand their kowledge and application of project management concepts and sit for either the CAPM or PMP certification. 25 CEU, $2,795, Nikki Choyce, Online Self-Paced

Project Management Certificate

This certificate program is designed to provide basic project management skills. This program is not intended to prepare you for a PMI Certification. You will gain practical skills, tools and templates to confidently manage a project. Christina Mitchell and Andy Stanhope

Introduction to Project Management
2/7 - 3/4   Online Instructor-Led

Project Management Processes
3/7 - 4/1   Online Instructor-Led

Project Management Knowledge Areas
4/4 - 4/29   Online Instructor-Led

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

REGISTER ONLINE OR LEARN MORE

Use this link to view full course descriptions or to register.

PMI Project Management Institute
Registered Education Provider

Earn a total of 14 PDUs toward your PMP recertification when you complete any one of these certifications:
Certified ScrumMaster
Certified Scrum Product Owner

CAREER DEVELOPMENT PROFESSIONALS

We at Normandale Community College know how hard you work to support your clients and want to help you by providing access to relevant educational options and information that you can pass along to them.

This schedule contains courses designed to build skills, transition strengths and introduce new options for careers. There are courses that lead to certifications or certificates as well as courses designed to bridge skill gaps and to help job seekers build confidence. Some of our courses are WIOA certified and some are listed on the state's ETPL site. At this time, most offerings are virtual, but as it is safe to do so, we will schedule courses in person as well.

- Enrich Your Organization
- Computers and Technology
- Healthcare and Medical
- Employment Training Pathways

If you or your clients don't see what you are looking for either here or elsewhere on our website, please reach out to us! We have resources that could customize curriculum to meet the needs of your client group and are happy to discuss how we can serve you, as you serve your clients.

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.

To ask questions, make a suggestion or to get more information – please contact Velvet Walker, Director of Adult Learning and Workforce Partnerships, 952-358-8936 or velvet.walker@normandale.edu.

Advance Your Career
Earn the GCDF/CCSP Credential

Normandale Community College is Minnesota's recognized provider of these internationally accepted credentials.

These credentials designate individuals who have met the requirements set forth by the National Career Development Association (NCDA) and the Center for Credentialing and Education (CCE) to offer professional career development services in education, workforce development, non-profit, government and community agencies as well as in consulting and private practice.

Individuals who hold these credentials deliver services and demonstrate core competency in the field of career services.

Navigate using the links below:

- **Enrich Your Organization**
- **Expand Your Career**
- **Computers and Technology**
- **Healthcare and Medical**
- **Integrative Health and Healing**
- **Table of Contents**

Browse Courses on Our Website

FACILITATING CAREER DEVELOPMENT

Global Career Development Facilitator (GCDF) and Certified Career Servies Provider (CCSP) Certificate

WIOA Approved

Winter 2022:
1/10 - 4/8
Required Zoom Sessions:
8:30 am - 4:00 pm
on 1/13, 2/3, 3/3, 3/31

Spring 2022:
4/4 - 6/26
Required Zoom Sessions:
8:30 am – 4:00 pm
on 4/7, 4/28, 5/19, 6/16

This 120-hour hybrid certificate program is highly interactive and paced for working adults. Both new and experienced career development professionals will benefit from taking this program. Participants who typically participate work in education, workforce development, non-profit, government and community agencies as well as in consulting and private practice.

Learners will complete online learning modules and will meet several times throughout the course, as a cohort via zoom. Online content can be accessed anytime, at the learner's convenience. Zoom class dates are meant to provide opportunities for collaboration and for participants to develop their skills in career development core competencies such as - labor market information, helping skills, employability skills, career development models, ethical and legal issues, diverse populations and many more. 12 CEU, $1,380, Jessica Ayub, GCDF, CCSP

Jessica Ayub, MA, GCDF, CCSP is certified in the Myers-Briggs Type Indicator and is a State of Minnesota Licensed Professional Counselor (LPC). Jessica has worked in higher education including for the Minnesota State Colleges and Universities system for over nine years. Most recently she served, as Career Services Director, for Dakota County Technical College and has been teaching GCDF courses at Normandale Community College for the past several years. She has held numerous leadership positions with NCDA and other national career organizations and remains very involved in career development initiatives.

ncal@normandale.edu | **normandale.edu/CE/classes** | Normandale Continuing Education **15**

WHEN LEARNING IS MORE THAN QUALIFYING FOR A JOB,
IT'S ABOUT GAINING A GREAT CAREER

Employment Training Pathway Model

We have all heard about the challenges employers face when looking for skilled workers. At the same time workers struggle to find good jobs. This disconnect creates angst for everyone involved, but there is a solution. Normandale Community College sees this as an opportunity for the creation of an Employment Training Pathway program.

Pathway programs prepare and connect talented and motivated adults who are looking to find that really good job – one that provides a livable wage, challenging projects and offers opportunities for growth – with employers who are looking to hire talented, prepared workers.

Each pathway is unique and utilizes a cohort model whereby learners are supported by peers, advisors, instructors and career navigators. Participants complete job training, earn college credits, participate in internships, and acquire the skills needed to succeed in high demand positions. Typically, these pathway programs are no/low cost to the individual.

Normandale is proud to be the educational partner in these kinds of projects. Dr. Joyce Ester, Normandale President, explains that "pathway programs align with our mission — providing a great education that supports the career goals and busy lives of our students."

> "pathway programs align with our mission — providing a great education that supports the career goals and busy lives of our students."
>
> –Dr. Joyce Ester, Normandale President

Examples of pathway programs:
- Human Services Representative
- Community Health Worker/Navigator
- Paraprofessional/Teacher Assistant
- Supply Chain Associate

New pathways are being developed; current programs start throughout the year.

This forward-looking approach depends on interested participants and strong partnerships.

If you are an *individual* interested in participating in a cohort employment pathway program, we would be happy to provide additional information on how to help you get started.

If you represent a *business* and are interested in exploring how a pathway model might enhance your recruitment pipeline for specific, in-demand jobs give us a call.

Contact Velvet Walker, Director of Adult Learning and Workforce Partnerships, 952-358-8936 or velvet.walker@normandale.edu.

Normandale's Employment Training Pathway Model is based on research and best practices associated with this national movement. The model utilizes key partners to expand economic opportunities for underserved people while meeting regional talent needs.

Components of an Employment Training Pathway Model

Employer Involvement. Pathway programs begin with an identified, market driven need for diverse skilled workers in a specific position, with specific employers. Business partners provide resources, input and support at all stages of the pathway.

Normandale. The Learning focus is varied and customized to prepare students for success in an identified, high need position. Curriculum can include credit classes, essential skills topics, career focused topics and can be delivered virtually or in-person. Books and materials are provided and tutoring and other success measures are embedded in the programs.

Community Partners. Pathways recognize that adults have many responsibilities so the work/life balance is important. Each program and all individuals are supported by career and human services advocates through appropriate community-based partners.

Funding. Resources for pathway projects come from various sources to include employment partners, state and federal grants and private foundations. The cost to students is typically covered via these funding resources.

Normandale Community College

Employer Partners

Key Partners
Employment Training Pathway Model

For the purpose of increasing the local supply of skilled workers.

Community Based Organization

Funders (public or private entities)

EDUCATION AND TRAINING

Certificate in Online Teaching

Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this certificate will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the field. Your instructors are teachers, authors, speakers and consultants in online learning and teaching. William Draves, Dionne Felix and Mary Dereshiwsky

Advanced Teaching Online
2/7 - 3/4   Online Instructor-Led

Designing Online Instruction
3/7 - 4/1   Online Instructor-Led

Fostering Online Discussion
4/4 - 4/29   Online Instructor-Led

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

Certificate in Teaching Adults

Whether you want to teach or train others or currently do so, in any setting, either formally or informally, this course is for you. You will gain both the fundamental and advanced information and techniques needed to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course. See website for compete description. 3.2 CEU, $295, William Draves
2/7 - 4/1   Online Instructor-Led

Advanced Live Online and Zoom Instructor Training   NEW

Take your Live Online teaching to the next level for greater learner engagement, retention and satisfaction, Come away with information you can use Monday morning, including practical, how-to tips and techniques, plus the pedagogy of Live Online teaching. *See website for complete description.* 1.6 CEU, $195
2/7 - 3/4   Online Instructor-Led

K - 12 EDUCATION

Certificate in Learning Styles

In the past, most teachers taught everyone equally by teaching them the same. But research informs us that everyone has learning preferences and differences. In the Certificate in Learning Styles, you will gain key information about the three most important and prevalent characteristics: generation, gender, and the autism spectrum. See website for complete course descriptions. Julie Coates, William Draves and Kassia Dellabough

Developing the Socialization Skills for Students with ASD in the Inclusive Classroom
2/7 - 3/4   Online Instructor-Led

Gender Matters: Gender in the Classroom
3/7 - 4/1   Online Instructor-Led

Generational Learning Styles
4/4 - 4/29   Online Instructor-Led

Individual: **$145 | 1.6 CEU**
Series: (save $40) **$395 | 4.8 CEU**

Culturally Responsive Pedagogy in the Diverse Classroom

(previously Learning While Black)
Educators and psychologists know that learning is significantly affected by factors such as stress, anxiety, self-image, cultural expectations and societal expectations. In today's public schools, the majority of teachers, 80 percent are white, and the majority of learners are students of color. This fact alone suggests a strong potential for a cultural and communication gap between teachers and their students. In this course, we will examine the factors that come together to create unique challenges to students of color in the classroom and explore ways in which teachers can minimize those challenges and support school success for all students. See website for complete course description. 1.6 CEU, $145, Dr. Dionne Felix and Julie Coates
2/7 - 3/4   Online Instructor-Led

PARAPROFESSIONAL PATHWAY PROGRAM

While teachers have always been held in high regard, recent years have highlighted the positive impact that teachers have on individual students and communities at large. Currently, teachers are critical and are very much in demand.

The Paraprofessional/Teacher Assistant Pathway has been designed to help you get started in your own rewarding career in education. Paraprofessionals are employed in school districts to deliver support to students and teachers in classrooms and in virtual learning environments. With direction from a classroom teacher, a paraprofessional may work with children one-on-one or in small groups to reinforce learning. Duties vary depending upon the school and the needs of individual children.

Paraprofessionals typically work 30 hours a week during a nine-month school year, but this may vary too depending upon need.

Program Overview:

- You will learn about important topics in education and will prepare to take the ParaPro exam required to obtain a position as a paraprofessional.

- You will also complete Normandale's Introduction to Education course (4 credits) as well as complete an in-service experience.

- Once you complete the program, you will be prepared to interview for positions with local school districts.

- Courses will be delivered as a mix of online and in-person learning experiences. (In-person classes will be scheduled as it's safe to do so, following all MN COVID-19 safety protocols.)

- Typically, there is no cost to attend this program. Participants attend information sessions and apply for acceptance.

Training and working to be a paraprofessional can be a first step for those interested in a teaching career.

This program is scheduled to start in 2022.
Call or email for more information and to be placed on a list where we will keep you updated on the schedule.

Micro-Credentials Lead to Major Success

We have all heard about the persistent talent shortage and its impact on the workplace. Research by Robert Half revealed that 95 percent of executives report that "it is somewhat or very challenging" to find employees with the skills and talents needed for today's jobs, no matter the industry.

Subsequently, employers and colleges have realized that it's time to get creative with how we recognize and support talent development. More organizations are shifting from old approaches to employee recruitment, selection, training, and promotion to strategies that match career opportunities to people. This is why micro-credentials have become so popular.

Micro-credentials document the competencies that are important for how work is done today. Also known as certificates, badges, or stackable credentials, micro-credentials clarify competence in specific qualifications, including skills, knowledge, and/or experience in a subject area or capability. For those of us who want to move to a new career, these targeted, bite-sized chunks of education are helpful in connecting experiences to new fields or industries.

The term micro-credential is often used to define specific qualifications, which can be attributed to skills, knowledge, and/or experience in a subject area or capability.

Colleges often use certificates to bundle or package micro-credentials.

Individual Benefits

Compared to semester-long courses and degree programs, most micro-credentials are designed to be affordable and completed in a few months. The variety of micro-credentials available allows individuals to deepen a skill or to add breadth to their experience. Degree holders and non-degree holders alike use micro-credentials on their resumes to complement other credentials and educational achievements and highlight specific areas of expertise and interest.

Employer Benefits

Employers use micro-credential and stackable training programs to support reskilling, upskilling and career pathing within their organizations. These types of programs not only fill immediate gaps in their skill base but support strategies to attract and retain talent.

Mutually Beneficial

As schools continue to untangle the needs of employers who are looking for talented people and people who are looking for good employers and meaningful work, micro-credentials deliver win-win benefits. The following are some examples of why certificates and professional credentials are making a big impact and meeting key needs for individuals and businesses.

Crossover and hybrid skills

Micro-credentialing is a key approach to gaining and demonstrating crossover skills. For example, a marketer who codes, a social worker who has mastered statistics, a nurse who is adept in IT. Today's complex problems require hybrid solutions.

In-demand work roles

Sometimes we are unsure where we want to go with our work and career. Use career-focused credentials to build the skills needed to enter a new career, land a new job, or secure a promotion.

Digital communication skills

Whether communicating with customers or employees, you compete for eye-share and mind-share. Employers seek individuals who are skilled at utilizing new forms of media to create engaging content and memorable communications.

Data-driven competencies

It is no secret that we are now living in a data-dependent world, which is why employers in every sector seek individuals with data skills. Becoming proficient with Microsoft applications is a great way to start. You will stand out when you earn certificates that are designed to boost your abilities to work with statistics, see trends, and make decisions based on data insights.

Innovative and teambuilding talents

Employers need people who are known to inspire creativity and drive productive engagement. Individuals who can establish high-performing teams, manage change, and lead go-to-market innovations are indispensable.

Most courses are a month long and certificates can generally be earned in 3 months

4–8 hours of learning per week, most courses are entirely online

Weekly modules, flexible learning

Refresh your resume, earn a respected certificate

Normandale designs programs for adult learners and businesses. Our programs are aligned to employment trends and provide focused skill development and manageable time commitments. 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

FOUNDATIONS OF COMPUTING

Keyboarding

If you want to learn to touch-type or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use a typing tutorial designed for personal computers to learn how to touch-type. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. 2.4 CEU, $115, Kathy Van Pelt, Online Instructor-Led or Online Self-Paced

Mastering Computer Skills for the Workplace

Must-have skills in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Master the most common uses so that you can work faster and more efficiently and take your computer skills from plain and drab to exciting and engaging. 1.6 CEU, $195, Betsy Flanagan
2/7 - 3/4   Online Instructor-Led

Microsoft Office Specialist 2016 (MOS) Certification Training

Microsoft Office 2016 skills are important to have in any profession or workplace. Being able to work with Office programs is a must whether you are preparing for an entry-level position or are an experienced professional. You will learn essential introductory and advanced Office skills across Microsoft Office's Word, Excel, PowerPoint, Outlook, and Access programs and be prepared to sit for the Microsoft Office Specialist Certification exams. Exam voucher included. 33.5 CEU, $2,795, Tracy Berry, Online Self-Paced

Contact us to talk through computer training options aligned to your specific career goals.

Certificate in Mastering Excel

Microsoft Excel is the most used spreadsheet tool in the world and a must-have skill to succeed in business. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Increase your efficiency by learning how to organize, display and calculate your data into useful information and identifying different types of data and how data can be best visually represented or formatted. You will also learn a variety of Excel's most powerful features to analyze data quickly and easily and how to attractively visualize your data into meaningful information with confidence. *Students must have Microsoft Excel to complete this certificate.* Betsy Flanagan, Amy Klous and John Rutledge

Mastering Microsoft Excel
2/7 - 3/4   Online Instructor-Led

Intermediate Excel
3/7 - 4/1   Online Instructor-Led

Advanced Excel
4/4 - 4/29   Online Instructor-Led

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

IT Foundations Certification

This course teaches the basics of IT Service Management (ITSM) and project management, while incorporating ITIL, SIAM, and DevOps framework, concepts and processes. You will also be prepared to pass the globally recognized ITIL Foundation, SIAM Foundation, and DevOps Foundation certification exams. 6 CEUs, $1,995, Claire Agutter, Online Self-Paced

Management for IT Professionals

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This course focuses on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success. 39 CEUs, $2,495, Katherine Squires Pang, Online Self-Paced

Browse Courses on Our Website

WEB DESIGN AND DEVELOPMENT

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
2/7 - 3/4   Online Instructor-Led

Adobe Photoshop Essentials
3/7 - 4/1   Online Instructor-Led

Adobe InDesign Essentials
4/4 - 4/29   Online Instructor-Led

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

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. Andy Helmi

Website Setup
2/7 - 3/4   Online Instructor-Led

WordPress Fundamentals
3/7 - 4/1   Online Instructor-Led

Advanced WordPress
4/4 - 4/29   Online Instructor-Led

Series: **$495** | **4.8 CEU**

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
2/7 - 3/4   Online Instructor-Led

Intermediate Web Design
3/7 - 4/1   Online Instructor-Led

Advanced Web Design
4/4 - 4/29   Online Instructor-Led

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

JavaScript Developer

Learn this valuable scripting language to add and control dynamic content on a website. HTML and CSS give web browsers instructions on how to display a website with features like headers, fonts, and paragraphs. JavaScript the executes the features on a page that need to update in real time such as animated graphics, scrolling video, and interactive maps. JavaScript is an important addition to any web designer and developer's skill set. You will build out a responsive web application for practical applied learning. 12 CEU, $2,395, Nat Dunn, Online Self-Paced

PROGRAMMING & SOFTWARE DESIGN

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.

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
2/7 - 3/4   Online Instructor-Led

HTML Fundamentals
3/7 - 4/1   Online Instructor-Led

CSS Fundamentals
4/4 - 4/29   Online Instructor-Led

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

C++ Programmer

C++ still continues to dominate the programming industry because of its widespread use. Applicates such as Adobe Systems (Illustrator, Photoshop, etc.), Win Amp Media Player, MySQL, Postgres, Apple OS (some parts), Microsoft Windows OS, (Windows 95, ME, 98; XP, Microsoft Office etc.), Mozilla Firefox, and Chrome browser run on C++ plus many more. This course will teach you fundamental programming concepts, including decision making, looping, and classes, with the support of practical, step-by-step examples. 10.8 CEU, $1,195, Jeffrey A. Kent, Online Self-Paced

REGISTER ONLINE OR **LEARN MORE**

Use this link to view full course descriptions or to register.

Python Developer

Python is an incredibly versitile programming language and used in many different programming scenarios, from games to web applications. Some consider it the second most popular programming language in the world. Businesses are using Python to push the boundaries of emerging technologies like data science, data analytics, artificial intelligence, natural language processing, and AI/machine learning. It is a recommended starter language to learn foundational programming syntax.15.5 CEU, $1,295, Nat Dunn, Online Self-Paced

Java Programmer

Java is one of the most popular programming languages used for the development of platforms and web applications. Known as a user-friendly and general-purpose language, it can be used to develop end-to end mobile or desktop applications that run on different servers and operating systems as a platform-independent language. In this course you will learn about Java syntax elements, concentrating on fundamental and universally useful elements was well as more advanced concepts. 10 CEU, $1,195, Nat Dunn, Online Self-Paced

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. 16 CEU, $2,395, Nat Dunn, Online Self-Paced

Become a Better Designer, Assistant, Marketer, Teacher, Entrepreneur.
LEARN </CODE>
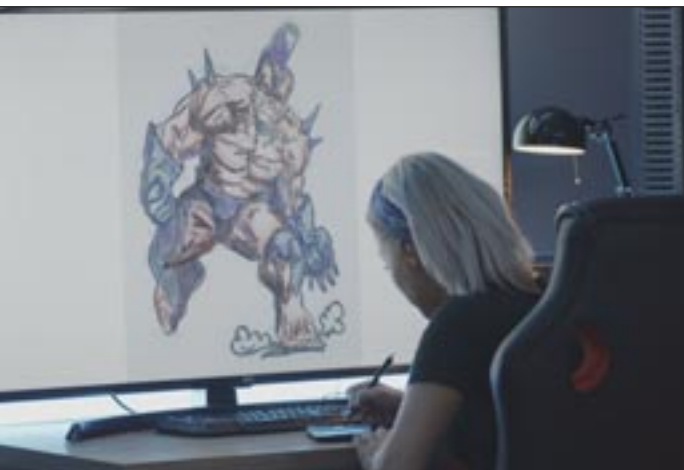
Browse Courses on Our Website

GAME DESIGN AND DEVELOPMENT

There has never been a better time to start a career in the game development industry. Games can be found on computers, the web, gaming consoles, and virtually every mobile tablet and phone. Industry forecasts indicate that gaming will be worth close to $100 billion dollars in the next two years. Talented, creative, and enthusiastic people are in great demand.

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
2/7 - 3/4   Online Instructor-Led

Intermediate Video Game Design
3/7 - 4/1   Online Instructor-Led

Individual:	**$245**	**1.6 CEU**
Series:	(save $95) **$395**	**3.2 CEU**

How to Get Started in Game Development

This course will expose you to the fundamentals of game development and an overview of game genres, platforms, and audiences. You will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop games. You will also learn why many games fail and how to ensure your games are positioned for success. You will gain hands-on experience in many of the game development processes. By the end of the course, you will have the experience and confidence to start developing your own games. 2.4 CEU, $115, Chad Walker, Online Instructor-Led or Online Self-Paced

Video Game Design & Development

Game Developers are responsible for designing, programming and testing games. They create the visual content of a game as well as write the code necessary to implement its features, especially for those that enjoy gaming. This course will cover programming languages, mathematics skills, game asset creation, and modern real-time game engines. You will design, document, and create your own game using all of the programming and game art skills. 5 CEU, $2,295, Frank Luna, Online Self-Paced

Digital Game Artist Certificate

This skills-based online course will train you to become a professional video game artist. Training centers around developing core skills for jobs related to Digital Art, 3D Art, Modeling, Character Design and Environmental Art Design. This course takes you beyond software and game related techniques and touches on just about everything, including general design and concept art. You will learn the fundamental principles of what makes good art great and the key social aspects needed for continued growth and professional development. 60 CEU, $2,795, Christian Bradley, Online Self-Paced

NETWORK

CompTIA Network+ Certification

This course will prepare you for a career as a network technician, broaden career opportunities, and qualify you to take the CompTIA Network+ certification exam. This certification will give you the skills you need to install and manage basic network infrastructure. You'll master a variety of networking concepts and gain a fundamental knowledge of network design, security, cloud computing, and routing and switching. 11 CEU, $1,895, Jeff Rees, Online Self-Paced

Introduction to Networking

This course explains computer networking basics in easy-to-understand terms, using concepts common to everyday, non-computing experience. Learn to perform basic computer networking tasks such as DSL connectivity, configuring connections to an ISP and creating a private network. Foundational networking knowledges provides a better overall understanding of computer and data workings, especially for early IT careerists. 2.4 CEU, $125, David Iseminger, Online Instructor-Led or Online Self-Paced

SECURITY

Certified Information Security Manager (CISM)

CISM is one of the most valued certifications in the IT security industry. Ransomware, phishing, and cloud jacking are all dangerous risks for any business. IT security is one of the fastest growing job markets and with good reason. Security breaches are financially devastating and tarnish a company's reputation and brand. This online course will prepare you to explore IT security roles and to sit for the CISM certification exam. Exam voucher included. 7.2 CEU, $1,495, Jeff Rees, Online Self-Paced

Introduction to PC Security

In this course, a security expert will teach you the fundamentals of PC and network security as you learn to install and configure a firewall to build an impenetrable moat around your computer or network. Learn what are the risks and how to protect personal and business data from the outside world. IT security is one of most sought-after expertise in the tech job market. 2.4 CEU, $125, Debbie Mahler, Online Instructor-Led or Online Self-Paced

ARCHITECTURE

CompTIA Cloud+ Certification

Cloud computing is a growing field as experts create innovative ways to store, manage, access, and protect some of the world's most important data. This online course is designed for individuals who are just starting out in information technology and want to stand out as an emerging IT professional. Key concepts covered include virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity. You will be prepared to sit for the CompITA Cloud+ exam, voucher included. 7.5 CEU, $1,895, Jeff Rees, Online Self-Paced

Understanding the Cloud

In today's digital economy, cloud computing is a cost effective and customer-centric way for consumers and businesses to use computer applications without the need off any installation and provides access to files and data from any computer or device with an internet access. Data storage is offered through a cloud service provider instead of owning such computing infrastructure or data centers. This foundational course will give you an understanding cloud computing, how the cloud works, what drives it, why it is so popular, and what it can do for you. 2.4 CEU, $125, David Iseminger, Online Instructor-Led or Online Self-Paced

HELPDESK & DESKTOP SUPPORT

Computer Technician

The Computer Technician (CompTIA A+ Certification) program is an ideal training to launch a technology career. It provides foundational knowledge and skills across the different computer discipline domains and how they are interconnected. Computer technicians help develop and maintain network technology, debug issues, resolve server problems, and identify viruses that cause trouble for users. Specific training topics include: installing hardware and software systems, maintaining and repairing equipment, troubleshooting computer issues, setting up computer security measures, configuring computer networks, and providing technical support on-site or virtually. Upon successful program completion, you will be qualified to sit for the CompTIA A+ Certification, the industry's premier credential for IT support roles.
13.4 CEU, $2,499, Online Self-Paced

Introduction to PC Troubleshooting

The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. This course takes you step by step through the typical hardware and operating system problems encountered by technicians, demonstrating troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems. Finally, you will learn how to maintain and optimize a Windows PC.
2.4 CEU, $115, Scott Jernigan, Online Instructor-Led

Launch Your IT Career

The Computer Technician job market is growing rapidly. The Department of Labor projects an 11% increase in employment opportunities - over 89,000 new job by 2026. In addition to these new jobs, this field also offers clear advancement opportunities, which creates additional job openings as people move to new positions. The growing demand for computer technician services reflects the need by companies to support more complex and sophisticated computer equipment and software in all business areas.

89,000 new jobs by 2026

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
2/7 - 3/4   Online Instructor-Led

Intermediate Data Analysis
3/7 - 4/1   Online Instructor-Led

Advanced Data Analysis
4/4 - 4/29   Online Instructor-Led

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

Introduction to Machine Learning

Machine learning (ML) is a type of artificial intelligence (AI) that focuses on enabling a system to learn without being explicitly programmed. Using ML, an AI system can figure things out on its own and learn from its mistakes, much as a human might do. You will discover how to differentiate offline and online training and predictions, automated machine learning, and how the cloud environment affects machine learning functions. It will also cover building and deploying Machine Learning apps. Additionally, you will explore some of the most significant areas in the field of machine learning research. 2.4 CEU, $115, David Iseminger, Online Instructor-Led or Online Self-Paced

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
2/7 - 3/4   Online Instructor-Led

Intermediate Excel
3/7 - 4/1   Online Instructor-Led

Advanced Excel
4/4 - 4/29   Online Instructor-Led

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

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
2/7 - 3/4   Online Instructor-Led

Intermediate Power BI
3/7 - 4/1   Online Instructor-Led

Advanced Power BI
4/4 - 4/29   Online Instructor-Led

Individual:	**$195**	**1.6 CEU**
Series:	(save $90) **$495**	**4.8 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. 12 CEU, $1,295, Nat Dunn, Online Instructor-Led or Online Self-Paced

SQL DESIGN AND REPORTING CERTIFICATE

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 | 1/27 - 2/10 | 6:00pm - 8:20pm |
| Level 1 | T | 3/15 - 3/22 | 12:30pm - 4:00pm |

| Level 2 | Th | 3/10 - 3/24 | 6:00pm - 8:20pm |
| Level 2 | T | 4/19 - 4/26 | 12:30pm - 4:00pm |

| Level 3 | Th | 4/28 - 5/12 | 12:30pm - 4:00pm |
| Level 3 | T | 5/17 - 5/24 | 6:00pm - 8:20pm |

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 | 4/7 - 4/21 | 6:00pm - 8:20pm |
| T | 5/3 - 5/10 | 12:30pm - 4:00pm |

MS Access

| Level 1 | Th | 2/17 - 3/3 | 6:00pm - 8:20pm |
| Level 1 | T | 4/5 - 4/12 | 12:30pm - 4:00pm |

**SQL certificate classes include
SQL Levels 1-3, Access Level 1, and
SSRS and Power BI Tools.**

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. 617 Contact Hours, $3,899, Online Self-Paced

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. 367 Contact Hours, $3,099, Online Self-Paced

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. 630 Contact Hours, $3,499, Online Self-Paced

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. 260 Contact Hours, $3,199, Online Self-Paced

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. 583 Contact Hours, $3,999, Online Self-Paced

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. 422 Contact Hours, $3,899, Online Self-Paced

Phlebotomy Technician   NEW

Having a skillful, personable practitioner draw a blood sample can make a huge difference in a patient's experience. If you are detail-oriented and looking for a career in a lab or clinic setting, this program includes thorough online training that you complete on your schedule, followed by a 40-hour clinical externship for essential hands-on experience. Upon completion, you will be prepared for employment in any number of medical settings, including hospitals, doctors' offices, urgent care centers, diagnostic laboratories, blood donor centers, and home health agencies, among others. Students qualify to sit for the Certified Phlebotomy Technician (CPT) exam upon successful program completion. Career services are also provided. 462 Contact Hours, $1,899, Online Self-Paced

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:

Tuesday, January 11 • 6:00 - 7:00pm
Tuesday, February 8 • 6:00 - 7:00pm
Tuesday, March 8 • 6:00 - 7:00pm

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

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 Self-Paced

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 Self-Paced

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. The entire program is 10 weeks long. Coursework is asynchronous through text readings, assignments, quizzes, activities, etc. and will be online and self-paced with your instructor "at the elbow." Each week will have expected coursework and assignment deadlines. Additional costs NOT included in course fee include lab kits and e-textbook (approx. $355 total). If you are considering this course, please consult with the MN Board of Nursing for any required paperwork as soon as possible. Visit website for more information. 160 Contact Hours, $1,695, Trish Gonzales, BSN, MA.

In Person and Online　　4/25 - 7/2

Certificate in Gerontology

25 Contact Hours, $169, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Certificate in Infectious Diseases and Infection Control

13 Contact Hours, $119, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Certificate in Pain Assessment and Management

12 Contact Hours, $115, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Certificate in Food, Nutrition, and Health

16 Contact Hours, $115, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Navigate using the links below:

- **Enrich Your Organization**
- **Expand Your Career**
- **Computers and Technology**
- **Healthcare and Medical**
- **Integrative Health and Healing**
- **Table of Contents**

Browse Courses on Our Website

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.

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

Traditional Diets and the Modern-American Diet - Part 1	M	3/21	6:30pm - 9:00pm	Virtual Live
Traditional Diets and the Modern-American Diet - Part 2	M	3/28	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 1	M	4/4	6:30pm - 9:00pm	Virtual Live
Macronutrients - Part 2	M	4/11	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 1	M	4/25	6:30pm - 9:00pm	Virtual Live
Vitamins - Part 2	M	5/2	6:30pm - 9:00pm	Virtual Live
Minerals	M	5/9	6:30pm - 9:00pm	Virtual Live
Healing Applications of Nutrition	M	5/16	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.

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   3/21 - 4/18   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   4/25 - 5/23   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

Learning Well is a monthly internet podcast program featuring leaders, change-agents and transformers in the field of integrative and holistic health and wellness. The program provides practical information and tools that listeners can use in their daily life and work. It is our hope that these programs will also inspire listeners to take action in their own lives and provide information or ideas that listeners can share with friends, loved ones or clients and patients. Check out some of our past and future shows:

www.normandale.edu/continuing-education/learning-well

Here's a sample of just a few of our past episodes

Donald Antrim – Suicide & Survival

T. Colin Campbell, PhD – Plant-Based Nutrition

Margee Kerr, PhD – Science of Pain and Fear

Danielle Ofri, MD, PhD – Doctor-Patient Relationship

Theresa Cheung – Spirituality & Dreams

Vivian Brown, MD – Healthy Aging

Richard Leider – The Power of Purpose

Greg Hammer, MD – Burnout & Resiliency

Jon Lieff, MD – Neuropsychiatry & Cell Intelligence

Christopher Winer, MD – Sleep Medicine & Neurology

…many more!

Produced by the Integrative Health Education Center at Normandale Community College

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	3/23	6:30pm - 9:00pm	Virtual Live
Development, Forms and Energetics of Herbal Therapy – Part 2	W	3/30	6:30pm - 9:00pm	Virtual Live
Constituents and Properties of Herbs - Part 1	W	4/6	6:30pm - 9:00pm	Virtual Live
Constituents and Properties of Herbs - Part 2	W	4/13	6:30pm - 9:00pm	Virtual Live
Herbs for the Respiratory System	W	4/27	6:30pm - 9:00pm	Virtual Live
Herbs for Liver Function & Detoxification	W	5/4	6:30pm - 9:00pm	Virtual Live
Herbs for the Lymphatic & Urinary System	W	5/11	6:30pm - 9:00pm	Virtual Live
Herbs for Women's Reproductive Health	W	5/18	6:30pm - 9:00pm	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 spring and early summer. *See website for course details.* 2.5 Contact Hours, $54, Matthew Alfs

M	6/8	5:00pm - 7:30pm	On-Campus

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	3/1	6:00pm - 8:30pm	Virtual Live
Diet & Nutrition	T	3/8	6:00pm - 8:30pm	Virtual Live
Constitution & Wellness	T	3/15	6:00pm - 8:30pm	Virtual Live
Daily Routine & Harmony with Nature	T	3/22	6:00pm - 8:30pm	Virtual Live
Health Maintenance with Seasonal Changes	T	3/29	6:00pm - 8:30pm	Virtual Live
Herbs & Food for Healthy Living	T	4/5	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, $54, Asavari Manvikar

T	4/12	6:00pm - 8:30pm	Virtual Live

### Spring Cleaning   NEW

During the cold, heavy, snowy winter, we generally feel heavy and sluggish. So spring is a great time to do a gentle cleanse to kick start the metabolism and get rid of toxins. In this course you will explore a healthy way of cleaning by changing your diet and lifestyle to prepare for a vibrant summer. 2.5 Contact Hours, $54, Asavari Manvikar

T	4/19	6:00pm - 8:30pm	Virtual Live

Dr. Manvikar completed her master's degree in Ayurvedic medicine from University of Pune, India. She has been practicing Ayurveda for over 20 years and is a founder and lead faculty at the Minnesota Institute of Ayurveda, a professional level school of Ayurveda in the Midwest since 2016. She also teaches at the University of Minnesota's Center for Spirituality and Healing.
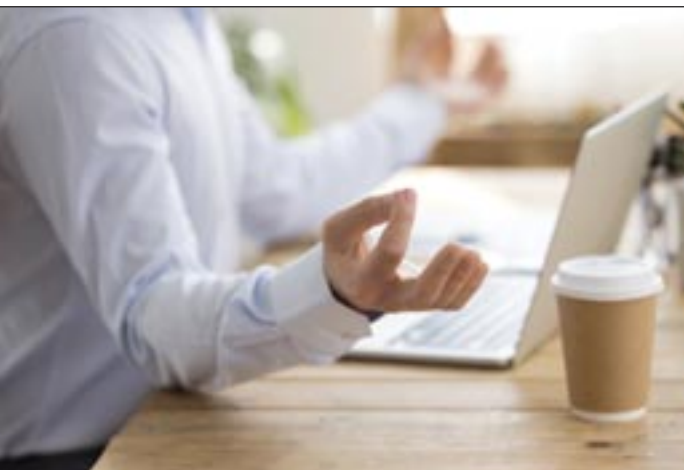
Browse Courses on Our Website

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. 24 Contact Hours, $159, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Certificate in Mindfulness

Learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships. 8 Contact Hours, $115, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

Certificate in Spirituality, Health, and Healing

Discover the impact spiritual values and beliefs have on health and healing. 25 Contact Hours, $229, Cyndie Koopsen and Caroline Young, Online Instructor-Led

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. 13 Contact Hours, $115, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

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. 33 Contact Hours, $219, Cyndie Koopsen and Caroline Young, Online Instructor-Led or Online Self-Paced

REGISTER ONLINE OR LEARN MORE

Use this link to view full course descriptions or to register.

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
2/7 - 4/1   Online Instructor-Led

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 3/31 - 4/21   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.

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					
In Person	M	1/18 - 3/1	6:45pm - 7:45pm	$65	Soderberg
In Person	M	3/15 - 5/3	6:45pm - 7:45pm	$65	Soderberg
Yang Style 24-Form					
In Person	Th	1/20 - 2/24	6:45pm - 7:45pm	$65	Soderberg
In Person	Th	3/3 - 5/5	6:45pm - 7:45pm	$65	Soderberg
INTERMEDIATE/ADVANCED TAI CHI CLASSES					
Yang Style Short Form					
In Person	M	1/18 - 5/3	8:00pm - 9:00pm	$120	Soderberg
Yang Style Long Form					
In Person	Th	1/20 - 5/5	8:00pm - 9:00pm	$120	Soderberg

ENERGY MEDICINE

Certificate in Energy Medicine

This introductory course allows you to explore the use of healing energy medicine technique including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques like Reiki and reflexology. 10 Contact Hours, $115, Cyndie Koopsen and Caroline Young, Online Self-Paced

HEALING TOUCH

Foundations of Healing Touch - HTI Certification

Healing Touch International (HTI) Healing Touch Certificate Program is an in-depth program including five courses based in energy healing. Completion of the five courses leads to eligibility to apply for certification as a Certified Healing Touch Practitioner through Healing Beyond Borders. See website: www.healingbeyondborders.org for additional information.

Course 1:
Foundations of Healing Touch

Learn the fundamentals of the energy system and several energy healing techniques that interface with the mind, body and spirit to bring balance, promote health and healing for yourself and others. Learn to foster healing presence, remain grounded and heart-centered. A framework will also be shared to guide your practice of Healing Touch techniques. This is the first of five courses that lead to certification eligibility. 15.5 Contact Hours, $335, Sheila Judd

F &	4/29 &	8:00am - 5:00pm
Sa	4/30	8:00am - 4:00pm In Person

Course 2:
Energetic Patterning & Clinical Application

Learn to conduct an intake interview, assess clients, and integrate techniques from the Foundations course, as well as learn new techniques for spinal health and overall well-being. After Course 2, you'll hold a set of skills and techniques to conduct full-length healing sessions. This is the second of five courses that lead to certification eligibility. 15.5 Contact Hours, $305, Sheila Judd

W &	7/13 &	8:00am - 5:00pm
Th	7/14	8:00am - 4:00pm In Person

Healing Touch is a relaxing, nurturing, heart-centered energy therapy that uses gentle, intentional touch that assists in balancing physical, emotional, mental, and spiritual well-being. It enhances the body's natural ability to heal through the energy field and works in harmony with standard medical care and complements other health care systems.

Sheila Judd is passionate about helping individuals and organizations with Integrative Health techniques and teachings, mindfulness-based emotional intelligence practices, and personal and leadership development. She has worked with the Mayo Clinic, Benedictine Health System, Consortium of Academic Health Centers for Integrative Medicine, various colleges, universities, and other organizations. Sheila draws on more than two decades experience in learning and development, teaching, and program design.

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 culture, 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.

ESSENTIAL 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

CONTINUOUS IMPROVEMENT

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

TECHNOLOGY & DATA

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

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—blended options

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

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

"Normandale played a huge role in our company becoming ISO certified. As a small company that mostly focuses on research, the ISO process would have been difficult for us to navigate. Normandale made sure that we were informed and prepared to succeed every step of the way." –Sally Hed Dahlquist, owner and president, ImmunoChemistry Technologies

Thinking about a new job?

By choice or necessity, many of us are reevaluating our work priorities.

Some of us are looking for career advancement and greater earning potential, while others are wondering what it will take to move to an entirely new career.

At Normandale, you will find programs and certificates that are designed for the needs and interest of adult learners. We align employment trends to learning experiences in ways that offer focused skill development, manageable time commitments and respected credentials. You will find a range of programs designed to position you for a promotion, such as leadership certificates or programs that might lead you to a new path like healthcare, sales, IT or entrepreneurship.

When you find a job that aligns with your interests, personal goals and core values, you naturally feel more fulfilled in your career.

If you are unsure as to which professional direction might be best for you, give us a call at 952-358-8343. We are here for YOU!