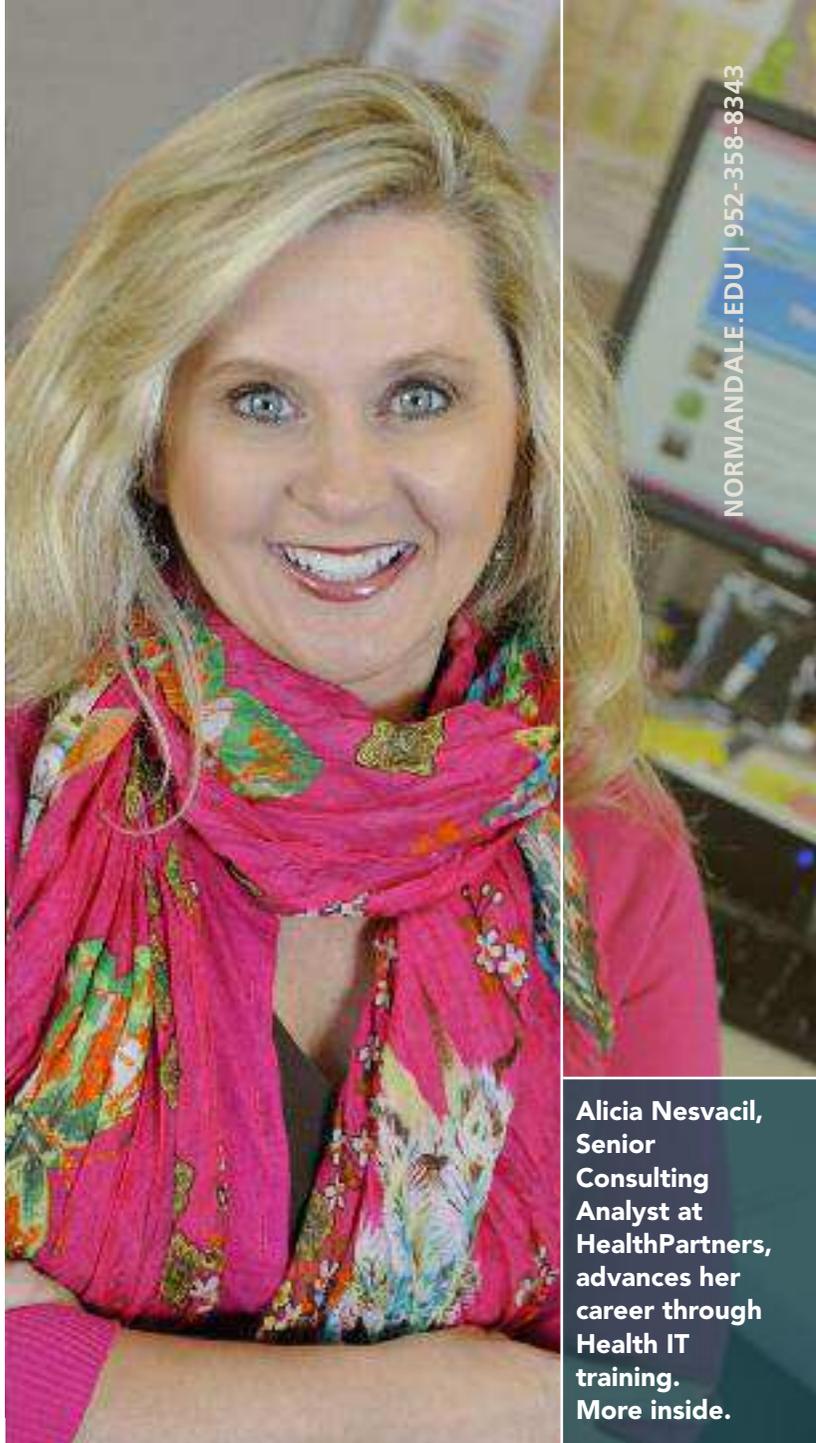


normandale

continuing education



NORMANDALE.EDU | 952-358-8343

Alicia Nesvacil, Senior Consulting Analyst at HealthPartners, advances her career through Health IT training. More inside.

FALL
2013

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NORMANDALE
COMMUNITY COLLEGE





Pivotal Learning

One of the hottest buzzwords for startups and businesses these days is “pivot.” The term was coined by noted entrepreneur and business author Eric Ries, who uses it to describe how smart companies respond quickly to market feedback, while staying grounded. They learn to keep a foot planted in their values as they step in and test new opportunities. Pivots allow for progress while taking advantage of experience, expertise and insight.

The art of pivoting works for individuals too. From time to time, we feel stuck or somewhat off track from our goals. Other times we are unsure how to take advantage of a great opportunity. In these situations, why not pivot? Within this schedule, you’ll find a variety of programs that are designed to bring new insight as you move forward in reaching your goals, one pivot at a time!

Career Pivots

If you are in the middle of a job search or unsure about the direction of your career, you will find many classes and events designed to connect you to new opportunities and professional networks...many are FREE.

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Professional Pivots

Professional development and employment trends mirror a changing workplace. Advances in technology continue to fuel new opportunities for individuals. Businesses are becoming ever more dependent on employees who can lead teams, facilitate change and manage innovation. Employers know that new thinking fosters growth, satisfies customers and improves overall competitiveness.

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Health Information Technology	page 30
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Personal Pivots

Give yourself an opportunity to gain a new skill, move past your comfort zone or explore a new culture. You’ll find many classes designed to stretch your mind, body and spirit.

Social and Emotional Intelligence	page 2
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American Sign Language	page 59
Wild Plant Walk	page 35
Cuba: Travel and Learn	page 60



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Whether you want to advance your career or enrich your personal life, Normandale Continuing Education can help you achieve your goals. Call us at 952-358-8343; we’re here to help.

Learning for Individuals, Teams and Organizations

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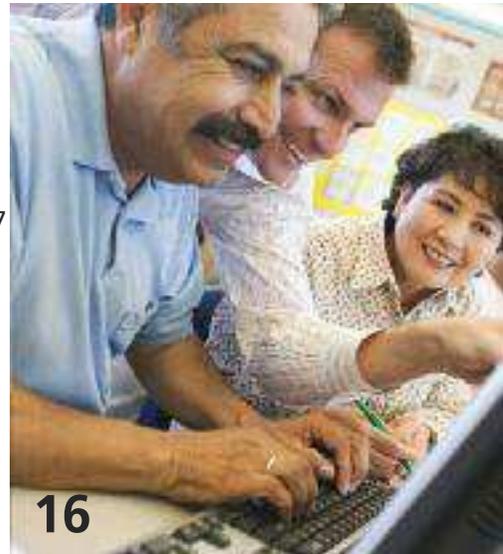
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enrich your organization

Business Acumen

Social and Emotional Intelligence

NEW

Are you interested in creating a more innovative, collaborative and productive team or work environment? This interactive workshop will introduce you to the powerful outcomes that can be achieved when emotions are managed in positive and healthy ways. Gain skills and insights to enhance creativity, problem-solving and decision-making. This workshop embeds the fundamentals of Emotional Intelligence into practical, skill based applications that are designed to build positive behaviors in the workplace. You'll discover where empathy lives in the brain, and gain insight into how you can develop this "people acumen" skill. .3 CEU, \$89, INSTR: Ann Wagner

Class ID: 30401 Mon, 10/28/13 1:00pm – 4:00pm RM: P1844

Negotiation: Get What You Want

NEW

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Work with a pro 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. Invest in these skills now and reap a lifetime of rewards. See the website for more information. 1.6 CEU, \$195, INSTR: Julia King Tamang

Class ID: 30403 Online class – 11/4/13 – 11/29/13



Think Like an Analyst

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

Class ID: 29948 Tue, 11/5/13 8:30am – 12:30pm RM: P1844

Building and Leading an Effective Team

NEW

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

Class ID: 29966 Wed, 12/11/13 8:30am – 12:30pm RM: P1840

Fundamentals of Agile Development

See page 10 for course description.

Class ID: 29956 Tue, 10/8/13 8:30am – 12:30pm RM: P1844

Class ID: 29957 Tue, 11/12/13 8:30am – 12:30pm RM: P1844



Throughout our schedule, you will see this matrix barcode (or QR code).

Smartphones and other devices equipped with barcode readers are able to scan this code and gain instant access to our website.



Managing Time, Workload, and Responsibilities

Time is the common equalizer. This course will expose common time wasters and brainstorm effective methods to eliminate the waste. Discover tools and methods to manage your workload most effectively and efficiently. .4 CEU, \$99, INSTR: Erin O'Hara Meyer

Class ID: 29951 Tue, 10/29/13 8:30am – 12:30pm RM: P1844

Practical Strategies for Taming Conflict

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

Class ID: 29950 Fri, 11/15/13 8:30am – 3:30pm RM: P0830

Working with Difficult People

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

Class ID: 29949 Tue, 11/19/13 8:30am – 12:30pm RM: P1844

Designing Successful Webinars

Webinars are a hot new meeting format that saves money and reaches more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. You will discover the power of successful webinars for your business organization. Then learn the key strategies, tips and techniques to make your webinars even more successful. 1.6 CEU, \$195, INSTR: William A. Draves

Class ID: 29293 Online class – 10/7/13 – 11/1/13



Evernote: Personal and Professional Organization **NEW**

See page 20 for course description.

Class ID: 30395 Online class – 9/23/13 – 10/18/13



Class ID: 30396 Online class – 10/28/13 – 11/22/13

“According to a 2013 study from Brother Corporation, the average US worker loses 76 hours per year as a result of disorganization and inefficiency. This equates to an estimated \$177 billion loss to organizations.”

New Certification in Presentation Media

see page 4

Business Communication

Refresh Your Grammar

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

Class ID: 29952 Wed, 10/9/13 8:30am – 12:30pm RM: P1840

Business Writing

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

Class ID: 29953

Wed, 10/23/13 & 10/30/13 8:30am – 12:30pm RM: P1840

Certificate in Presentation Media

Whether your presentation is online or in-person, presentation media will not only enhance your message but often makes your message more impactful and memorable. Take one course or earn this certificate when you complete all three courses. Enroll in the certificate for \$495 (a savings of \$90).

Prezi

NEW

Find out how to use Prezi, the new slide software that goes beyond one-dimensional, PowerPoint presentations. Learn to tap into your creative side as you produce amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. 1.6 CEU, \$195, INSTR: Kimba Green

Class ID: 30019 Online class – 9/3/13 – 9/27/13



Photoshop for Presentations

NEW

Learn what the pros know and acquire the skills to navigate an extensive list of Photoshop features. You will practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. 1.6 CEU, \$195, INSTR: Dan Hood

Class ID: 30351 Online class – 10/7/13 – 11/1/13



Creating Visual Presentations

NEW

Learn the graphic design techniques needed to create contemporary and professional looking presentations, including page layout, typography and basic design considerations. You'll take away the skills needed to work in any presentation software program that you choose. Ensure that your visual presentations and materials effectively communicate your message. 1.6 CEU, \$195, INSTR: Jenna Soard

Class ID: 30352 Online class – 11/4/13 – 11/29/13



“Great hands-on activities and real world application.”
– Business Writing student

Effectively using presentation media is key to enhancing meetings, sales, speeches and other forms of business communication.

Customer Service Certificate

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



Keys to Customer Service

Learning to build your customer service skills can have a powerful impact on your career as well as success in other areas of your life. In this course, you will understand the value of long-term loyal customers—and the cost of losing them. Subjects include how to listen to customers, the qualities of web-based customer service, customer turn-off and managing customer expectations. You can help translate good intentions into a workable plan for great service. 1.6 CEU, \$145, INSTR: Nanette Sanders-Cobb

Class ID: 29272 Online class – 9/3/13 – 9/27/13



Extraordinary Customer Service

Transform your customer service into something extraordinary, and gain more repeat business which will improve your bottom line. This course will focus on the few essential elements that yield big results—understanding your customer, setting expectations, developing processes and improving the customer's experience. You will take away a plan that will help you focus on your pathway to extraordinary customer service. 1.6 CEU, \$145, INSTR: Nanette Sanders-Cobb and Fred Bayley

Class ID: 29273 Online class – 10/7/13 – 11/1/13



Introduction to Call Center Careers

NEW

See course description on page 64.

Class ID: 30407 Mon, 10/14/13 1:00pm – 4:00pm RM: P1844

Customer Insight

Certificate in Customer Research

NEW

Your customers hold the key to your organization's success. Getting to know your customers leads to higher retention, strong sales and increased customer satisfaction. When you learn to interact and engage your customers, you will gain invaluable feedback and strategically rich information. You'll learn low and no cost methods of customer research as you discover new techniques for collecting information that will improve your organization's products and services, promotion and marketing, and even bottom line finances. Whether you need to improve service, introduce a new product or enhance profitability, the eight stage needs assessment model will give you a step by step proven approach to meeting your goals. 3.2 CEU, \$395, INSTR: William A. Draves

Class ID: 30404 Online class – 9/3/13 – 10/25/13



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

Fundamentals of Supervision Certificate



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.

Gallup Organization research indicates that an employee joins an organization, but leaves a supervisor. When an individual contributor is promoted to supervisor, the transition can be a difficult one. This certificate will provide the new supervisor with the foundational skills needed for the job. Register for the Fundamentals of Supervision Certificate for \$400 (a savings of \$100). INSTR: Julie Berg

Module 1: Making the Transition to Leadership

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

Class ID: 29962 Thur, 10/31/13 12:30pm – 4:30pm RM: P1840

Module 2: Coaching Performance

Effective leaders understand that different situations and individuals call for different approaches. This workshop introduces coaching skills for guiding individuals and teams toward achieving successful results. Leaders learn how to recognize and approach each coaching opportunity as a catalyst for success—providing the spark to prompt people toward successful results. .4 CEU, \$125

Class ID: 29963 Wed, 11/6/13 12:30pm – 4:30pm RM: P1840

Module 3: Managing Performance Problems

Even the best coaches do not control how employees perform on the job. This course builds skills in the handling of chronic performance problems or serious misconduct. Learn how to document the problem, and explain what the employee must do to address it. Learners gain skills in discussing and imposing formal consequences while adhering to their organization’s disciplinary policies and procedures. .4 CEU, \$125

Class ID: 29964 Thur, 11/14/13 12:30pm – 4:30pm RM: P1840

Module 4: Developing Your Leadership Style

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

Class ID: 29965 Thur, 11/21/13 12:30pm – 4:30pm RM: P1840

Building and Leading an Effective Team

NEW

See page 2 for course description.

Class ID: 29966 Wed, 12/11/13 8:30am – 12:30pm RM: P1840

Leading Through Change

NEW

See page 8 for course description.

Class ID: 29967 Thur, 12/5/13 12:30pm – 4:30pm RM: P1840

Human Resources

Human Resource Certification Test Preparation

Would you like the freedom and convenience of learning from the comfort of your home? Our program prepares you to successfully complete the PHR or SPHR exam administered by the Human Resource Institute (HRCI). The program is built upon the SHRM Learning System's six modules and delivered in a blended learning format. You will be engaging in a weekly, 1.5 hour instructor-led session, discussion board posts, on-line exercises, flashcards, and structured exercises for maximum retention. Our curriculum is officially endorsed by the Society of Human Resource Management (SHRM). 3.6 CEU, \$1,095, INSTR: Tawnya Chandler

Class ID: 30405 Online class – Tue, 9/10/13 – 12/10/13



Managing Generations in the Workplace

NEW

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

Class ID: 30387 Online class – 11/4/13 – 11/29/13



Using Personality Profiles for Better Work Performance

NEW

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review. 1.6 CEU, \$295, INSTR: Sally Klaus

Class ID: 30388 Online class – 10/7/13 – 11/1/13



The Society for Human Resource Management (SHRM) represents more than 250,000 members in over 40 countries.



Improving Business Results

THROUGH DIVERSITY

Minnesota is becoming more and more diverse. In just 10 years, people of color will make up 30% of the Twin Cities' population. Other segments of our population, like women and the LGBT community, will continue to grow in influence and visibility. Whether your organization is for profit or non-profit, whether you work in a store, an office setting or a religious institution, it is essential for survival that you create an inclusive environment for employees and customers.



Attend **"Improving Business Results Through Diversity"** and gain practical take-aways designed to help you engage diverse communications, including building relationships, marketing basics and community outreach. .4 CEU, \$99

Class ID: 30397 Wed, 11/13/13 8:30am – 12:30pm RM: P1844

Instructor Jim Langemo is a unique expert in this field, combining skills as a diversity thought leader with extensive experience as a profitable business leader.

Change Management and Leadership

There are exciting developments occurring in the world of change leadership. This momentum is borne out of the constant pressure on organizations to manage the dizzying array of changes they see every day. In response, Normandale is developing key partnerships with experts in change management, and supporting the development of national certification standards. Together, we have created learning tools and classes designed to meet the varied needs of today's employees, change practitioners and businesses.

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

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

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

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

Class ID: 29955 Thur, 10/24/13 8:30am – 12:30pm RM: P1844

Managing Ambiguity:

Navigating Gray in a Black and White World **NEW**

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

Class ID: 29954 Tue, 12/3/13 8:30am – 12:30pm RM: P1840

Leading Through Change **NEW**

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

Class ID: 29967 Thur, 12/5/13 12:30pm – 4:30pm RM: P1840

"Change leadership is becoming a niche area at Normandale. To advance this program requires innovative use of internal and external resources. We are developing partnerships with organizations like STAR Collaborative, to build capacity as well as key connections. STAR is one of the fastest growing companies in the country, and their expertise in change leadership and business implementation is invaluable. Look for more from partnerships like this as we help build the change ecosystem together!"

Jeff Hudson, Director

Change Agent Certification

Practicing Implementation Effectiveness Change Agent Certification

NEW

This workshop is designed to help partners in the change process refine their skills. Learn to identify resistance, diagnose needs, and recognize which organizational levers can be pulled to drive change. Discover how to coach “change champions” and execute the components of a change plan. This workshop is designed for HR professionals, project team members and leaders who wish to increase their effectiveness and implement change. In addition, communication or education practitioners seeking a deeper understanding of change principles will find this course valuable. 1.6 CEU, \$895 (If you would like to pursue Change Agent certification, there will be additional work outside of the workshop. The cost of the course with certification is \$1,195.) INSTR: Terry Smith and Lisa Zweber-Smith

Class ID: 29968

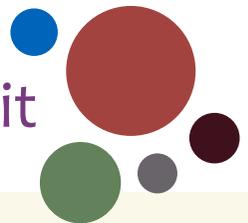
Thur & Fri, 11/14/13 & 11/15/13 8:30am – 4:30pm RM: P1844

The **Implementation Institute™** is dedicated to increasing organizations’ capabilities to manage change and effectively implement initiatives. Through the Institute, Smith and Zweber-Smith integrate experience and cutting-edge research with innovative education, coaching, mentoring and assessment to positively impact leaders and organizations worldwide.



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

you're invited to attend an upcoming Change Summit



There is a growing need for change management professionals in the Twin Cities due to a high concentration of Fortune 100 companies who embrace change management.

Gain new insight from featured experts while connecting with other leaders and practitioners committed to implementing and advancing change practices in their organizations.

Who Should Attend: Change agents and champions in the workplace; practicing change management professionals; and consultants who drive change projects to completion and make them stick. Everyone is welcome.

Change Summits are FREE
Join us once a month from 4pm – 6pm
Partnership Center at Normandale

See website or call 952-358-8343 for dates and additional information.

Sponsored by Minnesota Change Management Network
in partnership with Normandale Continuing Education.

The MNCMN seeks to build a robust change management ecosystem that nurtures and develops change management talent and creates a recognized and accepted progression of change tools and skills.

Agile & Scrum

Normandale is the connecting point for Agile methods and Scrum training in Minnesota.

There is a way to focus on the right things, in the right order, and at the right level of detail without sacrificing speed, quality, cost and people. The solution lies in becoming agile. Agile is being quicker than those things which can hurt your product development, and agility results from proper focus. It's a lot like driving: you need to keep your eyes on the road, but not on every stone in it. You need to watch the turns ahead, but not the ones two states away.

Fundamentals of Agile Development

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

Class ID: 29956 Tue, 10/8/13 8:30am – 12:30pm RM: P1844

Class ID: 29957 Tue, 11/12/13 8:30am – 12:30pm RM: P1844



Certified ScrumMaster

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 the work that you do. *Included in your course fee, you will receive the Scrum Study Guide (a \$50 value), a two-year membership in the Scrum Alliance, and upon completion will be listed on the Scrum Alliance website as a Certified ScrumMaster.* 1.4 CEU, \$1,260, INSTR: Doug Shimp

Class ID: 29958

Wed & Thur, 9/25/13 & 9/26/13 8:30am – 4:30pm RM: P0806
Register by 9/9/13 to receive Early Bird Discount (\$1,060)

Class ID: 29959

Tue & Wed, 10/29/13 & 10/30/13 8:30am – 4:30pm RM: P0806
Register by 10/14/13 to receive Early Bird Discount (\$1,060)

Class ID: 29960

Wed & Thur, 12/11/13 & 12/12/13 8:30am – 4:30pm RM: P0806
Register by 11/25/13 to receive Early Bird Discount (\$1,060)

Who Should Attend Certified

ScrumMaster:

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



The Project Management Institute (PMI) has approved Scrum training for PDU credits. Each Contact Hour from our Certified ScrumMaster or Scrum Product Owner training can be converted to one PDU, allowing you to earn a total of 14 PDUs per course toward your PMP recertification.



Certified Scrum Product Owner

Product Owners must have the skills to navigate market pressures, solve product design issues, and channel the energy of well-formed teams to deliver results. This course is for those who have some background in Agile project work and is intended to help experienced Agile practitioners focus on difficult challenges faced by product design teams. This two-day course will enhance your team leadership abilities in new ways and help you to steer your energy toward successful completion of products. *Upon completion participants are registered as Certified Scrum Product Owners, including a two-year membership in the Scrum Alliance.* 1.4 CEU, \$1,260, INSTR: Doug Shimp

Class ID: 29961

Wed & Thur 11/20/13 & 11/21/13 8:30am – 4:30pm RM: P0806
Register by 11/4/13 to receive Early Bird Discount (\$1,060)

Douglas Shimp is founder and managing partner of 3Back Consulting and partners with Normandale to deliver training programs. Doug is a leader “making teams better” at applied Agile product development. He is a Certified ScrumMaster Trainer, Use Case, and Agile Process expert with 17 years experience in the technology field. One of his distinctions is his focus on the interaction of technology and corporate. He is certified by the Scrum Alliance.

The Agile Manifesto was written in 2001, and contains principles related to trust, sustainability and simplicity.

Quality and Six Sigma

Six Sigma Green Belt Certificate

WIA Approved

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

Class ID: 29298

Mon & Tue, 10/28/13 – 11/19/13 8:30am – 4:30pm RM: P1840
(n/c 11/11/13, additional class 11/13/13)
Register by 10/18/13 to receive Early Bird Discount (\$2,850)

Contact Ann Wagner at 952-358-8426 to schedule Green Belt or Black Belt certification at your company, or to receive a group discount.

Dale K. Mize, lead Six Sigma Instructor, has more than 20 years of consulting and training experience and 21 years of technical and managerial experience comprised of customer service, product engineering, and manufacturing as a quality engineer, quality manager, and corporate director of quality assurance. Dale is co-author of the SPC training workbook, *An Ounce of Prevention*.



“I learned much more than expected. I’m proud to be Six Sigma certified and use this knowledge.” – Six Sigma student

Marketing

Media Buying Strategies

Discover how to delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. Come away with knowledge of media buying strategies to promote your organization and boost sales and profits. 1.6 CEUs, \$195, INSTR: Erin Parnell

Class ID: 29296 Online class – 10/7/13 – 11/1/13



Google Analytics

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

Class ID: 29987 Online class – 10/7/13 – 11/1/13



Web Marketing and Search Engine Optimization

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

Class ID: 29919 Fri, 11/22/13 8:30am – 12:30pm RM: P1802

Designing Your Website for Mobile Devices

Creating a website that can be viewed effectively on mobile devices is not just a recommendation; it is a necessity. Whether your customers are viewing your website on an iPad, iPod or Smart Phone, you want to build your site and applications in a manner that avoids frustration. Learn how to effectively design websites and applications for seamless access on a variety of media devices. Emphasis will be on hands-on application. .3 CEU, \$75, INSTR: Tim Daniels

Class ID: 29918 Fri, 11/15/13 1:00pm – 4:00pm RM: P1802

Certificate in Customer Research

See page 5 for course description.

Class ID: 30407 Online class – 9/3/13 – 10/25/13

NEW



Graphic and Web Design Programs page 21

See our website for more eMarketing Courses and Certificates

Thrive and prosper as a self-employed entrepreneur see page 67

eMarketing Essentials Certificate

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

Improving Email Promotions

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

Class ID: 29274 Online class – 9/3/13 – 9/27/13



Boosting Your Website Traffic

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

Class ID: 29275 Online class – 10/7/13 – 11/1/13



Online Advertising

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

Class ID: 29276 Online class – 11/4/13 – 1/29/13



Social Media for Business Certificate

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

Introduction to Social Media

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

Class ID: 29286 Online class – 9/3/13 – 9/27/13



Marketing Using Social Media

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

Class ID: 29287 Online class – 10/7/13 – 11/1/13



Integrating Social Media in Your Organization

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

Class ID: 29288 Online class – 11/4/13 – 1/29/13



Creating Dynamic Websites Using WordPress

see page 24

The Social Media for Business certificate is a prerequisite for the NISM Social Media certification. See page 14.

Enroll in the certificate for \$495 (a savings of \$90)

Inbound Marketing Certificate

Inbound marketing is built on content that offers real value. It is content that shares ideas, answers questions and solves problems. Inbound marketing is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Earn this certificate when you complete all three courses. INSTR: Suzanne Kart, Michael Weiss, Susan Hurrell and Dan Belhassen

Introduction to Inbound Marketing

You will discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales. 1.6 CEU, \$195

Class ID: 30382 Online class – 9/3/13 – 9/27/13



Content Marketing

Discover ways to identify and define your ideal audience. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month, you will be better equipped to create your own content marketing strategy and a content-rich website that exceeds your visitors' needs. 1.6 CEU, \$195

Class ID: 30383 Online class – 10/7/13 – 11/1/13



Advanced Inbound Marketing

Get under the hood of inbound marketing and learn how to monitor, measure and manage the integrated results of your inbound marketing activities at a more advanced level. You'll learn to focus on the data that actually matters and how it is influenced by visitor/user engagement. Gain deeper insights into user behavior; learn how to track meaningful conversions, measure visitor engagement and how to use landing pages more effectively – including how to create forms that get results. 1.6 CEU, \$195

Class ID: 30384 Online class – 11/4/13 – 11/29/13



Before taking this course, you must take the first two courses in the Social Media for Business Certificate (page 13) and take the third course before or while taking this course. Together these courses are designed to prepare you to become a Certified Social Media Strategist (CSMS) through The National Institute for Social Media.

NISM Social Media Strategist Certification

The Social Media Strategist Certification will put you at the forefront of social media in business today. Earning this credential will distinguish you as someone with the knowledge and skills to manage social media methodologies, campaigns and communities. This program is designed to prepare to take the NISM Social Media Strategist Certification Examination.

Social Media Strategist Certification Course **NEW**

This course outlines the strategic questions that every business must consider in order to implement the right mix of tools and engagement to successfully drive results. Each organization is different and the social media strategy for a business should reflect its unique goals. You will develop your understanding of the various principles and practices related to legal compliance, campaign management, community management as well as social media research and analytics. See the website for a complete course description. 2.4 CEU, \$245, INSTR: Eric Mills

Class ID: 30402 Online class – 9/3/13 – 10/11/13



Video Marketing Certificate

Video marketing is one of the hottest marketing trends. When done correctly, video can tell a story, and stories connect people. Video connects our emotional “triggers” in ways that are not easily achieved through plain text. Earn this certificate when you complete both courses. Enroll in the certificate for \$395 (a savings of \$95) Instructors are Erin Huggins and Jennifer Selke

Video Marketing

NEW

Sight, sound and motion are much more compelling than static words on a page. Discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn to use Google and YouTube with your video to market your business 24/7. 1.6 CEU, \$245

Class ID: 29289 Online class – 9/3/13 – 9/27/13



YouTube for Business

NEW

Increase your business with YouTube, the online video site and now the second largest search engine. You'll learn what types of video work best, how other business organizations use YouTube, how to create your own YouTube channel, and how to add captions, annotations and other extra features. 1.6 CEU, \$245

Class ID: 29290 Online class – 10/7/13 – 11/1/13



Customers who viewed product videos were 144% more likely to add the product to their cart and video with good SEO has a 53% higher chance of showing up on page one of Google searches.

Agile and Scrum

Learn the Latest Software Development Tools and Strategies



Doing business today requires an ability to develop customer-focused products and services faster than ever. Agile methods and Scrum training provide strategies and tools to teams who are charged with managing complex projects. Agile product development is one of the fastest growing areas in project management. With origins in the software development community, Scrum training has now become a sought-after approach for new product development across business sectors.

Normandale works with national experts to deliver Certified ScrumMaster and Scrum Product Owner training programs.

More than 400 employees from companies of all sizes have attended these programs in the last few years. Companies represented have included Accenture, Datacard, HealthPartners, General Mills, The Nerderly, Seagate, Starkey Labs, SuperValu, Target Corporation, Travelers Insurance, and Wells Fargo.

Normandale is the connecting point for Agile methods and Scrum training in Minnesota. See page 10 for more information.

computer and technology



Whether you are looking to update your professional skill set or earn an employment-oriented credential, Normandale offers valuable courses and certificates geared for today's work environments. We offer certifications for those interested in software applications focused on accounting, project management, SQL, programming, networking, security, voice technologies and other in-demand IT fields.

Microsoft Word

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

Introduction to Microsoft Word 2010

This class is designed for those who are new to Word, self-taught, or need to brush-up on tips and techniques. Topics include: shortcuts/tips, editing, formatting, and using templates, tabs, and clipart. *Prerequisite: Knowledge of Windows.* 0.5 CEU, \$125, INSTR: Sherri Cady

Class ID: 29920 Tue, 10/29/13 8:00am – 1:00pm RM: P1802

Intermediate/Advanced Microsoft Word 2010

Topics include: reports, tables, mail merge, creating templates and forms, drawing, charting, and SmartArt. You'll also learn to create styles, macros, and much more. *Prerequisite: Introduction to Word or equivalent.* 1.0 CEU, \$250, INSTR: Sherri Cady

Class ID: 30379

Tue, 11/5/13 & 11/12/13 8:00am – 1:00pm RM: P1802

Computer Applications Certificates

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

X = Required Course for Certificate E = Elective Course Recommended



Microsoft PowerPoint

Introduction to Microsoft PowerPoint 2010

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

Class ID: 29930

Tue, 9/24/13 & 10/1/13

5:30pm – 8:00pm

RM: P1802

Intermediate Microsoft PowerPoint 2010

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

Class ID: 29931

Tue, 10/8/13 & 10/22/13

5:30pm – 8:00pm

RM: P1802

Prezi

See page 4 for course description and dates.

NEW

Microsoft Project

Foundations of Microsoft Project 2010

This course will introduce the tools and techniques to create a project plan file, outline tasks, identify deliverables, set constraints, assign resources, view the critical path, set a baseline, and display project summary information. 1.4 CEU, \$350, INSTR: Donna Seys

Class ID: 29941

Mon, 11/18/13 & 11/25/13

8:30am – 3:30pm

RM: P1802

Foundations of Microsoft Visio 2010

See page 20 for course decryption and dates.

NEW

Sherri Cady is our lead office applications instructor. Sherri provides expertise in the areas of instruction, program development and delivery. Sherri has over 25 years of academic and training experience and a Masters degree in Business Education with an emphasis in Computer Applications and Management Information Systems/Accounting.



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

Microsoft Excel

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

Donna Seys has over 10,000 hours of classroom training experience on Microsoft, Adobe, and a variety of other products. Her specific talents include explaining technical and high-level concepts in an easy to learn way.

Excel Basics for the Absolute Beginner 2010

If you have struggled with constructing formulas and would like to refresh math skills needed for Excel, this course is for you. This course will reinforce spreadsheet construction with formulas. The goal of this course is to increase confidence with math as it applies to Excel. .5 CEU, \$125

Class ID: 29922 INSTR: Sherri Cady
Tue, 9/17/13 8:00am – 1:00pm RM: P1802

Class ID: 29923 INSTR: Treva Bastyr
Sat, 10/12/13 8:00am – 1:00pm RM: P1802

Introduction to Microsoft Excel 2010

This course is designed for students with some spreadsheet experience. Spreadsheet construction, formula building, absolute addressing, charting, efficient tips and techniques, and formatting will be introduced. .5 CEU, \$125

Class ID: 29924 INSTR: Sherri Cady
Tue, 9/24/13 8:00am – 1:00pm RM: P1802

Class ID: 29925 INSTR: Treva Bastyr
Sat, 10/26/13 8:00am – 1:00pm RM: P1802

Intermediate Microsoft Excel 2010

Topics include: database analysis tools, data extraction, consolidation and validation. Learn tables and charts, financial functions, 3D formulas, and file-linking. *Prerequisite: Introduction to Excel or equivalent knowledge.* 1.0 CEU, \$250

Class ID: 29926 INSTR: Sherri Cady
Tue, 10/1/13 & 10/8/13 8:00am – 1:00pm RM: P1802

Class ID: 29927 INSTR: Treva Bastyr
Sat, 11/2/13 & 11/9/13 8:00am – 1:00pm RM: P1802

Advanced Microsoft Excel 2010

Topics include: conversion functions, import/export, custom views, tracking, template creation, macros, advanced tables and charts, and dashboard creation. *Prerequisite: Intermediate Excel or equivalent knowledge.* 1.0 CEU, \$250

Class ID: 29928 INSTR: Sherri Cady
Tue, 10/15/13 & 10/22/13 8:00am – 1:00pm RM: P1802

Class ID: 29929 INSTR: Treva Bastyr
Sat, 11/16/13 & 11/23/13 8:00am – 1:00pm RM: P1802

QuickBooks

Foundations of QuickBooks 2011

Learn techniques of setting up a company, working with customer and vendor transactions, creating invoices, processing payments, working with bank accounts, reports/graphs, and paying bills. You will build on that foundation with instruction in sales tax transactions, managing inventory, and using balance sheet accounts. This course will also cover creating estimates, job costing, time tracking, payroll, general journal, and customizing QuickBooks. 1.4 CEU, \$350, INSTR: Donna Seys

Class ID: 29940
Mon, 10/21/13 & 10/28/13 8:30am – 3:30pm RM: P1802

Microsoft Access

Introduction to Microsoft Access 2010

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

Class ID: 29932 Thur, 9/19/13 8:00am – 1:00pm RM: P1802

Class ID: 30010 Tue, 11/19/13 8:00am – 1:00pm RM: P1802

Intermediate Microsoft Access 2010

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

Class ID: 29933

Thur, 9/26/13 & 10/3/13 8:00am – 1:00pm RM: P1802

Class ID: 29934

Tue, 11/26/13 & 12/3/13 8:00am – 1:00pm RM: P1802

Advanced Microsoft Access 2010

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

Class ID: 29935

Thur, 11/7/13 & 11/14/13 8:00am – 1:00pm RM: P1802

SQL – Structured Query Language

Introduction to SQL—Structured Query Language

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

.5 CEU, \$125, INSTR: Sherri Cady

Class ID: 29936 Thur, 10/24/13 8:00am – 1:00pm RM: P1802

Class ID: 29937 Tue, 12/10/13 8:00am – 1:00pm RM: P1802

Intermediate SQL – Structured Query Language

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

Class ID: 29938 Thur, 10/31/13 8:00am – 1:00pm RM: P1802

Class ID: 29939 Tue, 12/17/13 8:00am – 1:00pm RM: P1802



“Ms. Cady did an excellent job of exposing me to the program’s capabilities.”



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

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

Normandale offers a variety of programs and certificates that offer professional development for this growing field.

Organization And Efficiency Tools



Evernote can index all of your bookmarked websites with personal notes, making it easy to find information quickly.

There will be an optional in-person session prior to class where students will have an opportunity to experience the online platform.

9/19, 2:00 – 4:00pm
10/24, 6:00 – 8:00pm
RM: P1802

Foundations of Microsoft Visio 2010

NEW

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

Class ID: 29942 Mon, 12/2/13 8:30am – 3:30pm RM: P1802

Foundations of Microsoft OneNote 2010

NEW

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

Class ID: 29943 Mon, 11/4/13 8:30am – 3:30pm RM: P1802

Evernote: Personal and Professional Organization **NEW**

This course reviews the basics of the Evernote application and website, including account setup and creating notes and notebooks. We'll explore the many ways to generate detail rich notes through text enhancements, pictures and audio recordings. Participants will build their Evernote account during the session by considering the needs of their unique personal or professional situation. 1.2 CEU, \$125, INSTR: Amy Jauman

Class ID: 30395 Online class – 9/23/13 – 10/18/13

Class ID: 30396 Online class – 10/28/13 – 11/22/13



Amy Jauman is the Chief Education Officer and Owner of Remotely Smart, a virtual company that provides educational support to traditional and virtual organizations. Amy has a Master's Degree in Experiential Education and a Doctorate in Organization Development.

Adobe Acrobat

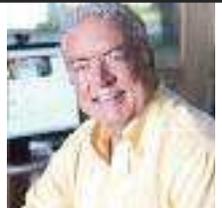
Foundations of Acrobat Pro 10

Adobe Acrobat Professional 10 is a course that covers everything from basic electronic document conversion to multimedia projects. You will learn navigational structures, how to create, edit and distribute documents, as well as how to build searchable PDF libraries and catalogs. Additionally, you will learn how to create forms that can be filled out by anyone, distributed by email or on a website, and changed at any time. .7 CEU, \$175, INSTR: Donna Seys

Class ID: 29944 Mon, 12/9/13 8:30am – 3:30pm RM: P1802

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

–Wesley Hayne, Web Design Certificate





Graphic and Web Design

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

Graphic and Web Design Software Certificates

	Graphic Design Software	Web Design
Design Basics	X	X
Introduction to Web Development		X
Adobe Photoshop I	X	X
Adobe Photoshop II	X	
Adobe Illustrator	X	X
Adobe InDesign	X	
HTML/CSS		X
Adobe Dreamweaver I		X
Adobe Dreamweaver II		X
Writing for the Web		E
Project Portfolio	X	X
Introduction to Acrobat Pro	E	E
Web Animation using Dreamweaver & JQuery		E
Designing for Mobile Devices		E
Web Marketing and Search Engine Optimization		E
Creating Dynamic Websites using WordPress		E

X = Required Course for Certificate
E = Elective Course Recommended



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

Design Basics

This class is designed to support those who are expected to utilize visual communication skills to update websites and produce image-oriented reports, presentations and marketing materials. You will be introduced to the design elements and principles related to layout, typography, color and digital file formats. .4 CEU, \$99

Class ID: 29898 Fri, 9/20/13 9:00am – 1:00pm RM: P1802

Class ID: 29899 Wed, 10/16/13 9:00am – 1:00pm RM: P1802

Adobe Photoshop I

Learn to enhance the look and image of reports, presentations, brochures and web pages. Topics range from opening photos with PictureBridge to image correction, distortion, restoration, design and exportation. Learn the main photo editing tools. Topics related to image resolution, size, printing and web production will also be discussed. Exercises will emphasize technique and aesthetics for both web and non-web applications. .7 CEU, \$175

Class ID: 29900 Fri, 9/27/13 8:30am – 3:30pm RM: P1802

Class ID: 29901 Wed, 10/23/13 8:30am – 3:30pm RM: P1802

Adobe Photoshop II

Learn to utilize Photoshop to enhance your ability to create professional and exciting designs and publications. Create artistic and real-life images using filters and other advanced techniques. Topics include masking, extraction, photo restoration and manipulation. .7 CEU, \$175

Class ID: 29902 Wed, 10/9/13 8:30am – 3:30pm RM: P1802

Class ID: 29903 Wed, 10/30/13 8:30am – 3:30pm RM: P1802

Adobe Illustrator

Gain new creative freedom with Illustrator. Create custom designs, logos and images. This software tool allows you to paint intuitively. Learn to convert bitmaps to vector artwork and save time with intelligent palettes and optimized workspaces. Class exercises will introduce you to paths, text, and color to create stunning graphics in web and print production. .7 CEU, \$175

Class ID: 29904 Fri, 10/4/13 8:30am – 3:30pm RM: P1802

Class ID: 29905 Wed, 11/6/13 8:30am – 3:30pm RM: P1802

Adobe InDesign

InDesign improves the productivity of creative professionals. It allows you to closely integrate the applications that you use the most. You'll see how design layouts are enhanced, especially when sophisticated graphics and typography are involved in the design of everything from single page ads to multipage layouts like newsletters, catalogs and books. You will work on projects that focus on importing graphics, text boxes, packaging, printing and saving. .7 CEU, \$175

Class ID: 29906 Fri, 10/18/13 8:30am – 3:30pm RM: P1802

Class ID: 29907 Wed, 11/13/13 8:30am – 3:30pm RM: P1802

Adobe Dreamweaver I

Learn to utilize Dreamweaver CS6 to create and modify websites. You will learn how to plan and define a website, create pages and format text, define structural elements, create and apply CSS style rules, insert and modify tables, images and links, test and manage website files, and publish a site. .7 CEU, \$175

Class ID: 29914 Fri, 11/1/13 8:30am – 3:30pm RM: P1802

Class ID: 29915 Thur, 12/5/13 8:30am – 3:30pm RM: P1802

Adobe Dreamweaver II

Build on your knowledge of Dreamweaver CS6 by learning how to add interactive functions that result in a true multi-media site including search functions by keyword, developing functional forms, and imbedding audio/video files. .7 CEU, \$175

Class ID: 29916 Fri, 11/8/13 8:30am – 3:30pm RM: P1802

Class ID: 29917 Wed, 12/11/13 8:30am – 3:30pm RM: P1802

Project Portfolio

Through your participation in the certificate series, you will have learned basic design concepts in a variety of software programs. The Project Portfolio class offers you an opportunity to apply those concepts to a realistic final project. In order to complete the Graphic Design Software or Web Design certificate, you must attend TWO Project Portfolio classes. Plan to attend one session somewhere in the middle of your certificate, and a second session after you have completed all classes and your project. In the first session, you will present your project idea and get feedback. In the second session, you will present your completed project. .35 CEU, \$88

Class ID: 29908 Fri, 10/11/13 8:30am – 12:00pm RM: P1802

Class ID: 29910 Fri, 11/15/13 8:30am – 12:00pm RM: P1802

Class ID: 29909 Wed, 11/20/13 8:30am – 12:00pm RM: P1802

Class ID: 29911 Thur, 12/19/13 8:30am – 12:00pm RM: P1802



All Adobe classes will be taught using version CS6 in a lab with computers that use both Windows and Mac operating systems.



Strengthen Your Training Plan

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

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

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

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

Web Development

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

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



Scan this code with your smartphone to visit our website.

Introduction to Web Development

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

Class ID: 30419 Thur, 10/10/13 8:00am – 2:00pm RM: P1802

HTML/CSS

Learn how to “speak the language” of HTML (Hyper-text Markup Language) and CSS (Cascading Style Sheets) in order to more effectively use web design software. Learn current web standards for designing and building basic web pages. You will learn how to use HTML to structure content such as embedded images, text objects, headings, bullet lists, and interactive links. Key differences between xHTML & HTML 5 will be discussed along with current browser concerns. CSS will be used to add style to this structure and provide the layout for your new web pages. .7 CEU, \$175, INSTR: Tim Daniels

Class ID: 29912 Fri, 10/25/13 8:30am – 3:30pm RM: P1802

Class ID: 29913 Wed, 11/27/13 8:30am – 3:30pm RM: P1802

Web Animation Using Dreamweaver & JQuery

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

Class ID: 29946 Fri, 10/11/13 12:30pm – 4:30pm RM: P1802

Web Marketing and Search Engine Optimization

See page 12 for course description.

Class ID: 29919 Fri, 11/22/13 8:30am – 12:30pm RM: P1802

Creating Dynamic Websites Using WordPress

Take the basic free blogging software to the next level! Learn how to turn a WordPress blog into a robust website. You will learn the basics of CMS (Content Management Systems) and build your own site in class. You will gain experience in installing WordPress, managing a server, customizing themes, installing plugins and widgets and creating posts and content. 1.4 CEU, \$350, INSTR: Tim Daniels

Class ID: 29945

Fri, 12/6/13 & 12/13/13 8:30am – 3:30pm RM: P1802

Design Your Website for Mobile Devices

See page 12 for description and dates.

Class ID: 29918 Fri, 11/15/13 1:00pm – 4:00pm RM: P1802

Information Technology

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

MS Network Certification

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

IT Foundations

ITIL Foundations is the most widely adopted certification for IT service management. This fall you'll find several options for these and other IT Foundations training programs.

Cisco Certifications

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

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

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

Programming and Development

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



Survey of CIOs Reveals Increased IT Hiring Projections

Businesses continue to identify IT hiring needs, according to the just released Robert Half Technology IT Hiring Index and Skills Report.

The areas of greatest need include:

- IT Security Professionals
- Applications Development Professionals
- Data and Database Management Professionals

The report is available at rht.mediaroom.com/ITHiringIndex



We know that IT training can depend on many factors. We'll help you find a course or develop a training plan that fits your budget, timeframe, location and learning goals.

Give us a call at **952-358-8343** to learn more about customized IT training solutions.

Talent Stackers



New descriptors of today’s professionals are popping up everywhere — multitasking, transliterate, cross-professionals, talent stackers. Employers are seeking individuals with deep knowledge or experience in one area while being able to “speak the language” of other disciplines. Individuals who can cross-pollinate their skills and knowledge are in high demand.

Stackable Opportunities

A key example is in the field of Health Information Technology, (Health IT). Health IT is a hybrid field, combining the knowledge of healthcare and information technology. It offers great opportunities for people currently working in either medical or IT fields to cross-train and advance in their careers.

In 2010, Normandale received an \$800,000 grant from the U.S. Department of Health and Human Services to develop a Health IT training program. The goal was to train professionals for the significant changes impacting healthcare systems. In Normandale’s immersive cross-training program, individuals with traditional backgrounds in healthcare gain stackable skills in areas like workflow, quality and IT. At the same time, IT, quality and administrative professionals build their skills and credentials in the world of patient care. The program is delivered online and provides relevant practicums to boost greater confidence and skills.

Almost 500 Health IT professionals have been successfully trained through the program. Graduates are working for companies like HealthPartners, the Minnesota Department of Health, Park Nicollet, United Healthcare, Blue Cross Blue Shield, and Prime Therapeutics.



Alicia Nesvacil

Successful Talent Stackers

Alicia Nesvacil completed the Health IT program in 2011, while working for HealthPartners. Nesvacil saw an opportunity to build on her current skills through the program and jumped on it. She is now a Senior Consulting Analyst for HealthPartners.

“After completing the Health IT training, I spread the word to others in HealthPartners about the benefits of the program” said Nesvacil. “Since going through the program, my assignments have

Article written by
Steven Geller

Photography by
Katie Heymer

been more enterprise-level and incorporate both IT and operational areas. The knowledge I gained in the program played a big role in that step.”

Darin Coleman had some experience in Health IT, but joined the program to get a more diverse understanding of the field. Prior to starting the program, Coleman was laid off from his job. However, through the program, he gained a contract position with Optum and was eventually hired full-time.

Jennifer Ortiz originally came to Normandale to get an associate’s degree in computer technology. She had been working at Park Nicollet for 11 years prior to signing up for the program. As a single mom with three kids, her time was in short supply. Ortiz heard about the program in the fall of 2011, and was encouraged by a coworker to do it.

During her time in the program, Ortiz gained a great deal of knowledge of the healthcare industry and how it relates to information technology in today’s world. The program also placed heavy emphasis on networking and gaining contacts. Building relationships put Ortiz’s career trajectory in motion.

“As soon as I finished the program, I received an email from one of my networking contacts in IT indicating that he had received a promotion and thought I would be great for his old position,” said Ortiz. “I applied and was hired as an Application Analyst I. I went from working my day-to-day job with no possibilities of rising much higher, to endless opportunities to learn and excel in my career. Six months ago, I was promoted to an Application Analyst II.”

Sidney Salehi was in the middle of a career transition from finance to IT and Health Informatics. Salehi had just finished her Master’s degree in health informatics, but wanted to develop more practical skills. She decided to enroll in the Health IT Program. Her choice paid dividends in the form of a position as a Health Informatician at the Office of Health Information Technology at the Minnesota Department of Health.

“The Health IT program and my job started around the same time,” said Salehi. “It ended up being a beneficial experience for me to match what I was learning in the program with my current position. I believe that my participation in the Health IT training program helped me get the job.”



Sidney Salehi

**To learn more about
the Health IT program
see page 30 or visit
www.MNHealthIT.com**

**“I went from
working my
day-to-day job
with no possibilities
of rising much
higher, to endless
opportunities to
learn and excel
in my career.”**



Jennifer Ortiz

healthcare and medical



Medical Career Programs

Medical Administrative Assistant

WIA Approved

Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA) offered by the National Healthcareer Association. The online learning platform provides 24/7 access to the curriculum and interactive learning tools. Students have access to all the necessary curriculum and materials, integrated software, IT help desk, personalized student support and career guidance to complete the program, prepare for the CMAA exam and transition to employment. 240 Contact Hours, \$1,475

Class ID: 30413 Online class – start anytime



Medical Transcription

WIA Approved

Medical transcription is the process of transcribing the dictated audio reports of doctor-patient interactions. These transcribed reports become part of the patient's permanent medical record and are vital to ensuring proper and consistent patient care. This online program helps you develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. 570 Contact Hours, \$2,250

Class ID: 30414 Online class – start anytime



Medical Transcription Editor

WIA Approved

The Medical Transcription Editor online program will focus on editing and formatting physician-dictated medical records, fixing grammatical errors and improving content in an efficient and accurate manner. The program also emphasizes practical experience, and by completion, you will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. 640 Contact Hours, \$2,675

Class ID: 30420 Online class – start anytime



Free Laptop!

When enrolling in one of the following medical career programs before October 31, 2013.

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



OR

Free Kindle Fire

When enrolling in one of the following medical career programs before October 31, 2013.

- > Pharmacy Technician
- > Medical Billing
- > Medical Administrative Assistant



Free Medical Career Information Sessions – September 25

1:30pm – 3:00pm RM: P1844 or
6:00pm – 8:00pm RM: P0806A



Pharmacy Technician

WIA Approved

The Pharmacy Technician training program is designed to help students gain the knowledge and skills necessary to work as pharmacy technicians and prepare to sit for the PTCB national certification exam. Pharmacy technicians work in retail, hospital, and clinic pharmacies. They assist pharmacists in formulating, labeling, and dispensing medications. Numerous exercises and assessments throughout each of the 14 modules ensure that students master each concept before moving on, and knowledgeable student support advisors are available from start to finish. This program is designed to be completed in 6 months or less, with approximately 285 hours of instruction. Program provides career and graduate services to help you identify job opportunities, develop your resume and interviewing skills and perhaps obtain a letter of recommendation to show prospective employers. 285 Contact Hours, \$1,975

Class ID: 30415 Online class – start anytime



Professional Medical Coding & Billing

WIA Approved

The Professional Medical Coding and Billing Training Program is a comprehensive independent study 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. 565 Contact Hours, \$2,650

Class ID: 30412 Online class – start anytime



Medical Billing

**NEW
WIA Approved**

Developed by industry experts, this program includes real-world practical experience and is designed to help you gain the knowledge and skills needed to follow insurance claims all the way through to payment. 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/redesign, and healthcare payment/revenue cycle projects. This program includes access to student support, technical support, and graduate support teams throughout the training. 145 Contact Hours, \$1,350

Class ID: 30416 Online class – start anytime



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



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

BE IN DEMAND



Health Information Technology

Upgrade
your career
in just 6 months!

MN **HIT**

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

Normandale's MN Health IT program has helped over 450 professionals reach their Health IT goals.

100%
online



6 month



workforce
training
program

apply
now



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

– Tatyana Leyderman,
Healthcare Data Analyst at HCMC

Program starts September 23rd

For more information about Normandale's MNHIT program, visit:

www.MNHealthIT.com

Nursing & Certification

Refresher Course in Nursing

This course is designed for registered nurses (RN) who need a review and update of nursing skills to return to active status. Prearranged supervised clinical experience is included. Basic knowledge of computers is required. There will be ten class lectures plus 80 hours clinical. Clinicals will be in a sub-acute setting, typically during weekday hours. These will be scheduled one week prior to class start date. *See website for health status, security and textbook requirements.* 170 Contact Hours, \$990, INSTR: Debra Condon, MSN, RN

Class ID: 30391

Sat, 9/21/13 - 11/23/13 8:00am – 1:00pm RM: S2333

Healthcare Provider CPR - American Heart Association

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

Class ID: 29882 Sat, 11/2/13 8:00am – 4:00pm RM: A1570

Healthcare Provider CPR - Renewal

This 4-hour course is a review of the skills and knowledge covered in the American Heart Association’s (AHA) CPR for the Professional Rescuer course. Skills include Adult, Child and Infant CPR. Upon successful completion of the course, an American Heart Assoc. Healthcare Provider course completion card will be issued. 4.8 Contact Hours, \$56, INSTR: Bob Hansen

Class ID: 29975 Sat, 9/28/13 8:00am – 12:00pm RM: A1570

Class ID: 29893 Sat, 10/12/13 8:00am – 12:00pm RM: A1570

Class ID: 29894 Sat, 11/16/13 8:00am – 12:00pm RM: A1570

Emergency Medical Responder Refresher

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

Class ID: 29892

Sat & Sun, 9/28/13 & 9/29/13 8:00am – 4:30pm RM: A1570

Minnesota Board of Nursing Continuing Education Requirements

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



Attention Nurses:

The MN Board of Nursing now requires a refresher course if you have not actively practiced nursing for over 5 years.

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

integrative health and wellness



Healing Practices

Ayurveda Certificate

NEW

Ayurveda is the 5,000 year-old holistic medical system from India that emphasizes prevention and encourages health through balancing body, mind and consciousness. This series will introduce core Ayurvedic principles of right thinking, food choices, life style changes, and the use of herbs to create balance in energies responsible for body-mind functions. You will learn about your own psycho-physiological make up and techniques to integrate in your mind-body healing practice. **18 Contact Hours and \$249/series or 3 Contact Hours and \$49/class, INSTR: Asavari Manvikar.**

After completing Introduction to Ayurveda, you may attend any of the courses individually or as a series.



Scan this code with your smartphone to visit our website.

Introduction to Ayurveda

This foundational course covers the history, science and purpose of Ayurveda, the five elements and the Dosha, one of the three vital bioenergies. *Introduction to Ayurveda is a prerequisite for ALL other Ayurveda classes in this series.*

Class ID: 30012 Tue, 10/1/13 6:00pm – 8:30pm RM: P1808

Class 1: Diet & Nutrition

Learn the concepts of Agni, Ama (toxins), the six tastes and some basic rules for eating food and unhealthy food combinations.

Class ID: 30013 Tue, 10/8/13 6:00pm – 8:30pm RM: P1808

Class 2: Constitution & Wellness

Discover characteristics of Ayurveda's Vata, Pitta and Kapha body types, individualized for your own body and system.

Class ID: 30014 Tue, 10/15/13 6:00pm – 8:30pm RM: P1808

Class 3: Daily Routine & Harmony with Nature

Tune into nature's patterns and rhythms and learn a general routine, your Dosha specific routine, to support your practice.

Class ID: 30015 Tue, 10/22/13 6:00pm – 8:30pm RM: P1808

Class 4: Health Maintenance with Seasonal Changes

Learn about seasonal changes to the body, health and emotional levels, different stages of body imbalance and detox techniques.

Class ID: 30016 Tue, 10/29/13 6:00pm – 8:30pm RM: P1808

Class 5: Herbs & Food for Healthy Living

Bring balance to your individual constitution through the use of specific foods, herbs and spices to boost immunities.

Class ID: 30017 Tue, 11/5/13 6:00pm – 8:30pm RM: P1808

“According to Ayurvedic principles, everything that is available from nature takes the form of potential remedies.”





Three-Systems Approach to Health

This series will enable you to gain a thorough understanding of your interactive system of hormones. Gain practical applications and tools to implement immediately. **10.8 Contact Hours, \$159 for series, INSTR: Dr. Rhys Preston**

Adrenal Fatigue:

Stress, Survival, Symptoms and Healing

NEW

Adrenal fatigue occurs when the amount of stress over extends the capacity of the body (mediated by the adrenals) to compensate and recover from that stress often causing adrenal fatigue. Learn more about adrenal fatigue, signs and symptoms, coping with stress and solutions to healing. **3.6 Contact Hours, \$59**

Class ID: 29850 Thur, 11/7/13 6:00pm – 9:00pm RM: P0840

Balancing Female Hormones Naturally

NEW

Confused about female hormones? Suffer from symptoms like hot flashes, insomnia, sweet and carb cravings, weight gain? Learn the tools to prevent and manage these symptoms. Your energy levels will improve and the fat will melt off. **3.6 Contact Hours, \$59**

Class ID: 29851 Thur, 11/14/13 6:00pm – 9:00pm RM: P0840

The Natural Path to Thyroid Health

NEW

The thyroid gland controls the rate at which the body produces energy from food and therefore has a primary effect on overall energy levels. It regulates digestion, oxygen consumption, and mobilization of fat from storage. Learn why thyroid issues are difficult to treat, leading to sluggishness, weight gain, and accelerated aging. **3.6 Contact Hours, \$59**

Class ID: 29852 Thur, 11/21/13 6:00pm – 9:00pm RM: P0840

Naturopathy

Naturopathic Medicine

Naturopathic medicine is a system of medicine that focuses on prevention and the use of non-toxic, natural therapies to empower an individual to achieve optimal health. In this tradition, health is much more than the absence of disease, it is the vitality that results from the daily integration of what you think, how you move, and what you eat. Learn basic naturopathic strategies to improve digestion, detoxification, and the stress response. **3.6 Contact Hours, \$49, INSTR: Paul Ratté**

Class ID: 29834 Tue, 11/12/13 6:00pm – 9:00pm RM: P0842

Over 15 million people suffer from hypo/hyper thyroidism.



Dr. Rhys Preston, DC is a nutrition counselor, personal trainer and has taught at the Aveda Institute, Center Pointe School of Massage, and the American Academy of Acupuncture and Oriental Medicine.

Herbalism Certificate



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

See website for full course descriptions.

Herbal therapy is the oldest and most widespread form of healing on planet earth, generally regarded as safer and just as effective (if not more) as orthodox medicine and easily learned and used by the lay person. Learn to apply herbal therapy through the use of tinctures, glycerites, teas, capsules, poultices, compresses, and salves to support the constitution referencing an array of conditions and in close consideration of guidelines to indications, dosage, and contraindications. **24 Contact Hours and \$290 for series or 3 Contact Hours and \$45 per class**

NEW! This series has been extended to 8 classes to expand on the depth of materials and deeper exploration of the history and development of Herbal Therapy.

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

This 2-part class introduces the major herbal systems of the world.

Part 1:

Class ID: 29980 Mon, 9/23/13 6:30pm – 9:00pm RM: P0840

Part 2:

Class ID: 29981 Mon, 9/30/13 6:30pm – 9:00pm RM: P0840

Class 2: The Constituents and Properties of Herbs

This 2-part class covers the chemical properties of herbs in detail.

Part 1:

Class ID: 29982 Mon, 10/7/13 6:30pm – 9:00pm RM: P0840

Part 2:

Class ID: 29983 Mon, 10/14/13 6:30pm – 9:00pm RM: P0840

Class 3: Herbs for the Mind, Spirit, Emotions and Neuromuscular Systems

Learn how herbs influence various conditions and states of being.

Class ID: 29984 Mon, 10/21/13 6:30pm – 9:00pm RM: P0840

Class 4: Herbs for the Immune and Endocrine Systems

Learn the effects of herbs on the immune and endocrine system.

Class ID: 29985 Mon, 10/28/13 6:30pm – 9:00pm RM: P0840

Class 5: Herbs for Digestion and Elimination

Explore herbs that can help our digestion and elimination process.

Class ID: 29993 Mon, 11/4/13 6:30pm – 9:00pm RM: P0840

Class 6: Herbs for Cardiovascular System

Discover herbs that support the heart and circulation.

Class ID: 29994 Mon, 11/18/13 6:30pm – 9:00pm RM: P0840

Textbook available for purchase in class - *300: Herbs: Their Indications & Contraindications (A Materia Medica & Repertory)* (2003) - \$15.

Wild Plant Walk:

Identification for Food & Medicine

NEW

Learn to identify and appreciate basic edible and medicinal uses of wild plants and shrubs of late summer and early autumn. Explore plant life in Normandale's expansive natural setting and learn how to utilize them for food and medicine. Register early, class size is limited. No prerequisite. 3 Contact Hours, \$49, INSTR: Matthew Alf

Class ID: 29995 Mon, 9/9/13 5:00pm – 7:30pm RM: P0840

Holistic Health Assessment –

An Herbal Perspective

NEW

Learn to assess overall health using holistic-evaluation techniques. This class will expand upon the Herbalism Series to determine the health of an individual, energetic imbalances; the strength of his/her vital force, blood quality and digestion; and the level of toxicity. Skills covered will include tongue, pulse, facial (physiognomy), skin, and symptom analysis as well as muscle testing and laboratory tests that can be ordered directly without the need for a physician's order. Prerequisite: Successful completion of the complete Herbalism Series. 9 Contact Hours, \$135, INSTR: Matthew Alf

Class ID: 29996

Mon, 11/25/13 – 12/9/13 6:30pm – 9:00pm RM: P0840



Learning Well

on Edge Talk Radio

First Tuesday of the Month – 6 pm

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

Maureen is a highly sought-after expert who engages local and national thought leaders in meaningful conversations to create conscious change.

Visit www.blogtalkradio.com/edgemagazine or call 714-364-4750 to listen or ask Maureen or her guest a question. Can't make it? Listen to archive of show at <http://normandale.augusoft.net>.



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

See website for more information.



INTEGRATIVE HEALTH EDUCATION CENTER
at Normandale Community College

Nutrition and Diet

New Series! Three-Systems Approach to Health

See page 33 for
more information

Beyond Gluten: Introduction to Digestive Health

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

Class ID: 29853 Mon, 10/7/13 6:00pm – 9:00pm RM: P0806A

Habits of Healthy Eaters – Nutrition 101

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

Class ID: 29854 Mon, 10/28/13 6:00pm – 9:00pm RM: P0806A

Energetic Food: Nature's Medicine

NEW

See page 49 for course description

Class ID: 30356 Wed, 10/17/13 6:30pm – 8:30pm RM: P1840

Dispelling the Myths of Cholesterol

NEW

This workshop will help you regulate your cholesterol. The bulk of cholesterol is made in the liver. It's part of every cell in your body. Learn the difference between 'good' cholesterol and 'bad' cholesterol. You will learn 10 simple steps to raise your good cholesterol and lower your bad cholesterol levels, as well as how to decrease your body fat. This class information is foundational knowledge about cholesterol and will deepen your understanding of the three health systems approach series. 3.6 Contact Hours, \$59, INSTR: Dr. Rhys Preston

Class ID: 30358 Thur, 10/24/13 6:00pm – 9:00pm RM: P0840

Practical Applications for Heart Health

NEW

Heart Disease has been the leading cause of death in the U.S. (as well as Europe, Russia, and China) for many decades. One American dies of heart disease approximately every 30 seconds, and one from a heart attack every minute. Because of their relative longevity, more women than men die from heart disease. There are food combinations that act as the 'silent killer' to the heart and food combinations that will prevent heart disease. 3.6 Contact Hours, \$59, INSTR: Dr. Rhys Preston

Class ID: 30357 Thur, 12/5/13 6:00pm – 9:00pm RM: P0840

Dental Health Professionals

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

Diets and Food Theories

NEW

With so many diets available—how do you choose? We'll cover ten food theories, including Ayurveda, Fallon/Price, blood type, vegetarian, macrobiotic, longevity, low-glycemic, raw, and DNA Nutrigenomics plus more. You will learn about the history, benefits and weaknesses of each and will be able to match appropriate diet options to your lifestyle and health goals. 3 Contact Hours, \$49, INSTR: Laurie Nathe

Class ID: 30393 Wed, 11/6/13 6:00pm – 8:30pm RM: P0842

Brain and Digestive Health

NEW

Our stomach is our second brain. If we are not digesting properly then our brain is not functioning at its peak. If you wonder how to improve brain health for yourself or someone you love who struggles with anxiety, depression, learning challenges, food intolerances, dementia or Alzheimer's, this class is for you. We will discuss the latest research and tools, and you will take home a kefir starter and recipes to improve your digestion and brain health. 3 Contact Hours, \$49, INSTR: Laurie Nathe

Class ID: 30394 Wed, 12/4/13 6:00pm – 8:30pm RM: P0840

Bonus: You will make a kefir drink, and receive recipes to improve brain and digestion health.

Dental Health

Making Dentistry Whole: Integrating the Best of Eastern and Western Philosophy

Learn about holistic dentistry versus conventional dentistry, holistic treatment plans and what role energetic meridians play in dental health. You will learn how to ask for more holistic dentistry from a conventional dentist. Topics include mercury fillings, root canals, fluoride and bone cavitations and detoxification options for symptoms related to dental work. 3.6 Contact Hours, \$59, INSTR: Bette Jo Arnett

Class ID: 29891 Tues, 10/1/13 6:00pm – 9:00pm RM: P0840

Wellness at Work

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

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

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

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



Aromatherapy



Aromatherapy Foundations – Level 1 Certificate

This beginning level course in Aromatherapy teaches you the foundational information and skill set needed to begin using essential oils in safe, practical, and cost-effective ways. Essential oils are unique in that they work on three levels of healing: the physical body, emotionally, and energetically – bringing healing and balance simultaneously. Aromatherapy is perfect for caregivers, holistic practitioners or for your own personal care. 15.6 Contact Hours, \$225, INSTR: Jodi Baglien

Class ID: 29836

Fri, 10/11/13

8:30am – 4:30pm

& Sat. 10/12/13

9:00am – 4:00pm

RM: P1840

Aromatherapy Applications – Level 2 Certificate Reducing Stress and Pain

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

Class ID: 29837

Fri, 11/8/13

8:30am – 4:30pm

& Sat. 11/9/13

9:00am – 4:00pm

RM: P1840

Recommended textbook for Levels 1 & 2: *The Complete Guide to Aromatherapy* 2004 (2nd edition) by Salvatore Battaglia. Available at major textbook retailers.

Essential Oils & Shiatsu

NEW

Do you want to experience a shift towards better balance, harmony and well-being? Then come and learn how genuine essential oils paired with key acupoints on the body produce quick, effective rebalancing on the physical, emotional and energetic bodies. This introductory class will teach you two powerful stress reducing techniques that you can use right away for overall healing, tension and stress relief. By pairing aromatherapy and shiatsu, you can profoundly enhance your well-being routine and add a new rich dimension to your holistic practice with essential oils. 3.6 Contact Hours, \$59, INSTR: Jodi Baglien

Class ID: 29838

Mon, 9/30/13

6:15pm – 9:15pm

RM: P0806A



Jodi Baglien, CA, CST, is an experienced holistic practitioner and instructor, combining her years of training and experience in clinical aromatherapy and shiatsu therapy with her passion for awakening and mastering our inherent intuitive gifts. Jodi is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider.

“This was a wonderful class, great hands-on experience.”

– Aromatherapy Student

Homeopathic Medicine Certificate

This new certificate program prepares you with practical skills that can be applied immediately, including; the basic laws of homeopathy, how remedies are made, and applications for infectious disease and acute conditions. Individual courses will introduce you to more in-depth treatment options for influenza, natural immunization information, and first aid applications. **18 Contact Hours/\$280 for series.**

Class 1: Foundations of Homeopathic Medicine

This course provides an overview of the art and science of homeopathic medicine. You will learn the basics of homeopathy to treat yourself and others using the 3 basic laws of homeopathy and simple cell salts. Learn how to engage the body's natural defenses to maintain more vibrant health. **7.2 Contact Hours, \$149**

Class ID: 30006 Sat, 9/28/13 9:00am – 4:00pm RM: P1844

Class 2: Homeopathy and Influenza

Designed for medically licensed, natural practitioners, and lay people, this class will familiarize you with the origins of homeopathic medicine for use with infectious, contagious disease. You will learn natural methods to deal with influenza and other viral illnesses, examine conventional flu vaccines for ingredients and efficacy and the historic and current practical application of homeopathy for acute infectious, contagious disease. You will also learn about the history and application of homeoprophylaxis. **3.6 Contact Hours, \$49**

Class ID: 30007 Sat, 10/12/13 9:00am – 12:00pm RM: P1844

Class 3: Immunization from a Homeopathic Perspective

This course is designed for parents questioning the best way to protect their children as well as health professionals looking for answers to the complex issues surrounding the increased vaccine recommendations. This class will look at methods of vaccination and the safe and effective alternative solution called "homeoprophylaxis." **3.6 Contact Hours, \$49**

Class ID: 30008 Sat, 11/2/13 9:00am – 12:00pm RM: P1844

Class 4: Homeopathic First Aid

Learn the basics of using homeopathy to treat minor acute injuries and illnesses and to engage the body's natural defenses to maintain more vibrant health. You will become familiar with effective remedies for burns, wounds, ear infections, learn the main characteristics of an illness and how to match them to a remedy choice as well as how to dose a remedy safely and when to stop dosing. Each participant will go home with a sturdy plastic case for keeping remedies and 30c of arnica. **Prerequisite: Foundations of Homeopathic Medicine. 3.6 Contact Hours, \$89**

Class ID: 30009 Sat, 11/16/13 9:00am – 12:00pm RM: P1844

Cilla Whatcott, H.D., RHom, CCH is a graduate of Arizona State University and Northwestern Academy of Homeopathy. She is nationally certified as a classical homeopath and an international speaker on homeopathy.



Complementary Medicine

Continues to Grow

Over the past ten years, sales of homeopathic medicine have yielded an increase of 10 to 20 percent each year and worldwide, 70 to 90 percent of people use alternative medicine.

All natural, over-the-counter, homeopathic remedies are FDS approved and safe for children, adults and the elderly.



Energy Medicine Certificate



Cyndi Dale, MTAEH is the president of Life Systems Services Corporation and is an internationally recognized author of dozens of books on spiritual development, personal growth and energy healing.

Classes 4 - 7 will be offered in **Winter/Spring 2014**. See website for more description

The **Energy Medicine Certificate** introduces the philosophies and descriptions of energy anatomy and energy healing. To earn the certificate, you must take all seven classes. However, you can also choose to enroll in individual classes. **58.8 Contact Hours and \$875 for the entire series or 8.4 Contact Hours and \$145 per class**

Class 1: The Holistic Process: What Is Energy Work

Explore the exciting fundamentals of energy, both physical (measurable) and subtle (immeasurable). Learn about the major energetic systems and how they work, as well as the leading-edge research substantiating their existence and functions. We will analyze the various diseases, conditions, and lifestyle issues best addressed by which modalities before we get down to business and practice moving energy. Start filling your toolbox with necessary energy mastery techniques. **8.4 Contact Hours, \$145**

Class ID: 29809 Sat, 10/26/13 9:00am – 4:00pm RM: P0842

Class 2: The Tools of the Energy Trade

Just as an electrician requires a tool kit, so does an energy worker need his or her own medicine bag. What's in the energy worker's toolbox? The kit includes intuition, boundaries, ethics, intention, protection, prayer, and your own version of the Hippocratic Oath, and grace. We will also review the nature of energetic interference, energetic bindings, and techniques to access safe spiritual sources, in addition to the importance of beliefs and feelings. You'll leave this class with a clear sense of your most important energy medicine tools and ways to apply them, all covered in this dynamic workshop. **8.4 Contact Hours, \$145**

Class ID: 29810 Sat, 11/16/13 9:00am – 4:00pm RM: P0842

Class 3: Energy Anatomy: Channels

In this class, we'll explain the two main energy channels, the meridians and the nadis, that support and determine our physical, mental, emotional, and spiritual wellbeing. Learn the historical and scientific evidence of these carriers of healing and thought as you learn ways to apply this information in energy work. **8.4 Contact Hours, \$145**

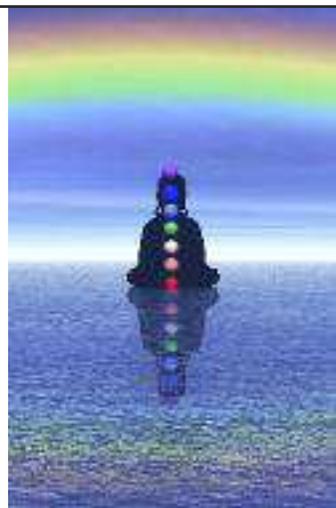
Class ID: 29811 Sat, 12/14/13 9:00am – 4:00pm RM: P0842

Advanced Energy Medicine Workshop

NEW

Have you been studying healing or intuition? Are you ready to practice, practice, practice? This hands-on workshop will be conducted via demonstration and by working on the issues represented in the class. We will cover advanced insights on healing trauma, autoimmune dysfunctions, emotional and mental challenges, pain, finances, and relationship issues, by using your personal gifts to develop your own unique techniques. This is a rare opportunity to hone your special gifts while working on others. *Prerequisite: Energy Medicine Certificate (classes 1 - 7).* **3.6 Contact Hours, \$145, INSTR: Cyndi Dale**

Class ID: 29820 Sat, 11/9/13 9:00am – 12:00pm RM: P0842



Energy Works

Energetic Boundaries for Caring Professionals

Learn how to keep your energy clear and strong while you help others. If you feel drained, stressed or upset after interacting with clients or difficult co-workers it could be that your energetic boundaries are weak and you may be taking on someone else's "stuff." Learn how to set up and maintain energy boundaries with clients and coworkers. This course is designed for health care practitioners, nurses, teachers, social workers, therapists, caregivers, massage therapists, and holistic practitioners. 2.4 Contact Hours, \$49, INSTR: Kay Grace

Class ID: 29895 Tue, 10/8/13 7:00pm-9:00pm RM: P0806

Energetic Food: Nature's Medicine

NEW

See page 49 for course description

Class ID: 30356 Thur, 10/17/13 6:30pm – 8:30pm RM: P1840

Reiki Energy Therapy

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

Reiki Energy Therapy Level 1

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

Class ID: 29841 Sat, 10/5/13 8:00am – 4:00pm RM: C3061

Class ID: 29842 Sat, 11/2/13 8:00am – 4:00pm RM: C3061

Reiki Energy Therapy Level 2

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

Class ID: 29843 Sat, 12/7/13 8:00am – 4:00pm RM: C3061

"An enjoyable course that I plan using for myself and others.

It was very practical and effective. "

– Reiki student



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

Light Energy

Light Energy for Health and Healing Certificate

NEW

This exciting new series will introduce you to the healing concept of light energy. You will learn recent research and theories about the relationship of light to human physiology and health with an emphasis on the mind-body connection and the four core principles of quantum physics. **18 Contact Hours and \$275 for series or 3.6 Contact Hours and \$65 per class**

Introduction to Light and Health

Human beings use light as information on all levels: physical, emotional, mental and spiritual. We process light from the environment through our eyes and skin. Scientists now believe that all molecular processes in the body are potential sources of biophotons – emissions of light which may be part of an unrecognized communication network in the body. This course will explore definitions of energy, the potential roles of light and biophotons in the body, and how quantum physics and theory of relativity apply to biological systems. **3.6 Contact Hours, \$65**

Class ID: 30353 Sat, 10/5/13 9:00am – 12:00pm RM: P0806

Class 1: Light and the Heart

The heart is the largest generator of electromagnetic energy in the body. In this class we study how the quantum principle of cohesion can be applied to the rhythmic energy of the heart in its role as a principal communicator and interpreter of information. You will be introduced to the circadian rhythms and the neurochemistry of the heart and how consciousness and cohesion translates the heart's energy and intelligence into health. Through guided imagery, symbols and creative techniques, you will learn to cultivate qualities that foster heart-energy such as insight, compassion, intuition and awe **3.6 Contact Hours, \$65**

Class ID: 30354 Sat, 10/26/13 9:00am – 12:00pm RM: P0806

Class 2: Light and the Mind

The brain uses light and other forms of electromagnetic energy to organize, encode, store and transmit information throughout the body. The quantum principle of “phase locking” may explain this brain-body communication. We will define key components of the mind-body connection including how our mind's sense of time relates to our body and light energy of the four seasons, chronobiology, and role of clock genes in generating rhythms of consciousness and communication. As an experiential activity, you will identify archetypal patterns of light, colors and geometry as a grammar of consciousness and explore how these relate to your mind-body faculties such as analysis, intention, and decision-making. **3.6 Contact Hours, \$65**

Class ID: 30355 Sat, 11/23/13 9:00am – 12:00pm RM: P0806

Certificate Information: To earn the Light Energy for Health & Healing Certificate, you must complete all 5 Light Energy Courses. Introduction to Light and Health and Class #3, Light & Emotions and Class #4, Light & Breath will be offered in Winter/Spring 2014.

Introduction to Light and Health is a prerequisite for all other Light classes in this series. Visit website for required reading and materials.

Marit Solheim-Witt is the founder of Alpha Element Institute and teaches strategies for personal development, creative thinking, stress and energy management to support the wellbeing of individuals.

Healing Touch

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

Healing Touch International (HTI) Level 1

Healing Touch is relaxing, nurturing energy therapy which uses gentle, heart-centered touch to assist in balancing physical, mental, emotional and spiritual well-being and enhances the body's natural ability to heal. The class is open to anyone who desires to study energy therapy with a commitment to help others. Healing touch works in complement with standard medical care and other health care systems and is safe for all ages. 18 Contact Hours, \$295 (workbook included), INSTR: Barb Schommer

Class ID: 29839

Fri & Sat, 11/15/13 & 11/16/13 8:00 am – 4:30pm RM: P1840

Barb Schommer, RN, MS, CHTP, CHTI. Barb draws on her 45 year career as a public health nurse, combining standard medical care with energy therapy. As a Certified Healing Touch Instructor, Barb is gentle and loving in her approach of allowing participants to unfold in their own life healing journey as they learn Healing Touch.



Professional Development for Healthcare Practitioners

Normandale's courses are designed to support healthcare providers and caregivers with tools and healing options that can be easily and readily integrated into one's work or practice, offering a diversity of programs to enhance your professional skills and quality of care.



Choose from:

- Reiki Energy Therapy
- EFT & Hypnosis
- Aromatherapy
- Homeopathy
- Energy Work
- Healing Touch
- Tai Chi & Qigong
- Mindfulness
- Breathwork
- Sound Therapy
- Feng Shui

Plus much more

Stress Management

Introduction to Breathwork Staying Calm, Cool and Focused

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

3.6 Contact Hours, \$49, INSTR: Patrick Weseman

Class ID: 29858 Tue, 10/1/13 6:00pm – 9:00pm RM: P1840

Managing Stress with Spring Forest Qigong

NEW

See page 48 for course description.

Joy of Living

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

The Joy of Living program contains three levels:

Calming the Mind • Opening the Heart • Awakening Wisdom

Joy of Living Level I: The Practice of Mindfulness Meditation

NEW

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

Class ID: 29896 Fri & Sat, 12/13/13 & 12/14/13 9:00am – 5:00pm RM: P1840

Level 2 will be offered in Winter/Spring 2014

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



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

Meditation

Taoist Healing & Transformation Meditation

Join Certified Universal Tao Instructor Bryan D. Bertsch for an inspiring series of self-healing meditation techniques. You will learn “The Inner Smile” and “MicroCosmic Orbit,” which are part of the Universal Tao System as taught by Master Mantak Chia. These techniques teach you how to transform everyday stress into vitality and balance negative emotions with positive ones to create internal harmony. Learn how to relieve chronic pain, detoxify your system, increase your energy and enjoy better health. 3.6 Contact Hours, \$69, INSTR: Brian Bertsch

Class ID: 29840

Tue, 11/12/13 & 11/19/13

7:00pm – 8:30pm

RM: P0840



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

— Mingyur Rinpoche

Yongey Mingyur Rinpoche, founder of the Joy of Living program

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

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

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

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



Emotional Freedom Techniques

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

Emotional Freedom Techniques Basics

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

Class ID: 29808 Tue, 9/24/13 6:00pm – 8:00pm RM: P0840

EFT: Level 1, 2 & 3 Certificates

These hands-on workshops are part of the required training for certification as a practitioner through EFT Universe. You will learn the core concepts of EFT through step-by-step instruction, demonstration, and supervised hands-on practice. The workshops are designed to build your skills and confidence and are also intended for those who simply want to learn about and become more proficient with EFT in a supervised environment. 19.2 Contact Hours, \$350 per certificate

Level 1 Certificate:

Class ID: 29802

Sat & Sun, 9/28/13 & 9/29/13 8:00am – 4:30pm RM: P0842

Level 2 Certificate:

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

Class ID: 29806

Sat & Sun, 10/12/13 & 10/13/13 8:00am – 4:30pm RM: P1838

Level 3 Certificate:

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

Class ID: 29807

Sat & Sun, 12/7/13 & 12/8/13 8:00am – 4:30pm RM: P0842

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

Holistic Techniques for Pain Management

NEW

Experience a variety of holistic techniques and methods for pain management including guided imagery, breathwork, hand mudras, aromatherapy, acupressure, reflexology, and Emotional Freedom Techniques (EFT). Recommended for anyone who desires to use these simple tools in private practice or at hospitals, clinics, and long-term care facilities and also to resolve individual chronic pain. 4.8 Contact Hours, \$65, INSTR: Valerie Lis

Class ID: 30409 Sat, 11/9/13 9:00am – 1:00pm RM: P0840



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



Hypnosis

Self Hypnosis – Part 1

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

Class ID: 29816 Thur, 9/26/13 6:00pm – 9:00pm RM: P0840

Self Hypnosis – Part 2

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

Class ID: 29817 Thur, 10/3/13 6:00pm – 9:00pm RM: P0840

Self Hypnosis For Pain Control

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

Class ID: 29818

Tue, 10/15/13 & 10/22/13 6:00pm – 9:00pm RM: P1840

Mind Body Techniques for Anxiety Reduction

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

Class ID: 29819 Thur, 11/14/13 6:00pm – 9:00pm RM: P1840

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



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

– Mayo Clinic



Spring Forest Qigong



Managing Stress with Spring Forest Qigong **NEW**

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

Class ID: 30392 Thur, 12/5/13 6:30pm – 8:30pm RM: P1840

Chunyi Lin is a certified International Qigong Master and coauthor of a #1 Amazon.com bestseller, "Born a Healer."

Sound Healing Mastery Certificate

Introduction to Sound Healing Basics

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

Class ID: 29825 Fri, 9/27/13 6:00pm – 8:00pm RM: P0840

Class 1: The Healing Power of Sound – Foundation

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

Class ID: 29826 Sat, 9/28/13 9:00am – 4:00pm RM: P0840

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

Shamans have used drums to anchor those traveling into other dimensions, while others have used drums to call in a state of being, create a ritual, raise energy, or to release stuck or stagnant energy. Learn to use drums, movement and music to feel more grounded. 7.2 Contact Hours, \$145

Class ID: 29827 Sun, 9/29/13 9:00am – 3:00pm RM: P0840

Class 3: Voice I – Your Soul Signature

Learn to recognize and honor your authentic Voice. Use your voice to shift your energy with sound toward greater harmony and purpose. We'll explore the ancient art of chanting and sacred mantras. 8.4 Contact Hours, \$145

Class ID: 29828 Sat, 10/12/13 9:00am – 4:00pm RM: P1842

Class 4: Voice II – As a Healing Tool

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

Class ID: 29829 Sun, 10/13/13 9:00am – 3:00pm RM: P1842

Sound healing has been around for thousands of years. From tribal or ecstatic dance, to rhythm, drums and the didgeridoo of the Australian Aborigines, these ancient sounds connect us to the earth.



Spring Forest Qigong

Energetic Food: Nature's Medicine

NEW

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

Class ID: 30356 Thur, 10/17/13 6:30pm – 8:30pm RM: P1840

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



SFQ

SPRING FOREST QIGONG

Class 5: Singing Metals –

Tibetan Bowls, Chimes & Tuning Forks

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

Class ID: 29830 Sat, 11/16/13 9:00am – 4:00pm RM: P0840

Class 6: Sounding the Light – Color & Clarity

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

Class ID: 29831 Sun, 11/17/13 9:00am – 3:00pm RM: P0840

Class 7: Crystals and Clairaudience

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

Class ID: 29832 Sat, 12/7/13 9:00am – 4:00pm RM: P0840

Class 8: Ethics and Building a Sound Healing Practice

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

Class ID: 29833 Sun, 12/8/13 9:00am – 3:00pm RM: P0840

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

See website
for Advanced
Sound courses

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



Feng Shui Personal Program



This 4-part series will provide you with a strong foundation of Feng Shui principles. After the first class, you will be able to start applying general Feng Shui principles immediately to affect change in various aspects of your life. You will gain a new vision of your space and develop a solid base from which to pursue more in-depth Feng Shui study. *These classes are comprehensive as a series, although may also be taken individually. This program was designed for the individual interested in learning deeper in Feng Shui principle. It does not certify an individual as a Feng Shui consultant.*

Class 1: Discovery Feng Shui: A Personal Journey

This program has been designed to teach you what you must know to get your home in Feng Shui order. You will learn how to apply the principles of Feng Shui to your own home to maximize benefits and minimize challenges so that you can create a space that is in harmony with your life-goals. It provides an excellent foundation for your continued Feng Shui Journey. *Special Offer: Each student will receive a 15 minute personal phone consultation with instructor to review blueprint information and ask individualized questions.* 3.6 Contact Hours, \$69, INSTR: Lisa Janusz

Class ID: 29979 Sat, 10/26/13 9:00am – 12:00pm RM: P0840

Class 2: Attracting Wealth & Prosperity with Feng Shui

We'll show you the money! Whatever the state of your financial situation is – you will learn strategies to enhance your wealth. Whether you are protecting your current status or hoping to increase the flow of prosperity in your life, this class will give you simple Feng Shui tools to apply quickly. 2.4 Contact Hours, \$49, INSTR: Michelle Skally Doilney

Class ID: 29977 Tue, 11/5/13 6:00pm – 8:00pm RM: P1840

Class 3: Feng Shui Your Wardrobe

You are MORE than your reflection in the mirror, or the roles you play in life. Come and gain a new insight into how you express yourself in the world through your clothing choices. Feng Shui is all about your environment, and what could be a more intimate, personal environment than your clothing? You will use the Five Elements of nature (water, wood, fire, earth, and metal) to help you see yourself in a new way and take control of your wardrobe. **Note:** You are asked to bring one piece of clothing that you love and wear frequently. 2.4 Contact Hours, \$49, INSTR: Carol Seiler

Class ID: 30011 Tue, 11/12/13 6:00pm – 8:00pm RM: P1840

Class 4: Clearing Clutter with Feng Shui

Before you start applying too many Feng Shui principles, you must deal with clutter. This class will take you through the seen – and unseen – issues that too much stuff can have in your space. By the end of this session you will know what constitutes clutter, how to deal with it without feeling overwhelmed and where to start. 2.4 Contact Hours, \$49, INSTR: Dorine King

Class ID: 29978 Tue, 11/19/13 6:00pm – 8:00pm RM: P0840



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

Creativity & Personal Development

Self-Discovery with Enneagram

NEW

Are you a Peacemaker? Challenger? Helper? Achiever? Come and discover your personal Enneagram type through two unique personality tools that will help you learn about how you relate to others and the world around you. This self-discovery course will deepen your self-awareness and provide a better understanding, empathy, and acceptance of others. It is ideal for navigating career pathways, relationships and making better, healthier choices. 2.4 Contact Hours, \$62 (including textbook), INSTR: Vera Snow

Class ID: 30360 Wed, 10/9/13 6:00pm – 8:00pm RM: P1840

Class ID: 30361 Wed, 12/4/13 6:00pm – 8:00pm RM: P1840

Drum it Up with HealthRhythms®

In this three part series, you will discover your personal rhythm with HealthRHYTHMS® group empowerment drumming and wellness exercises. Group drumming is an evidenced based wellness program that promotes relaxation and boosting of the immune system. No experience necessary and drums will be provided. 7.2 Contact Hours, \$89, INSTR: Cheri Bunker

Class ID: 29824

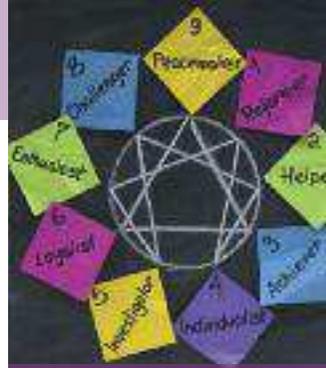
Tue, 10/8/13 – 10/22/13 6:00pm – 8:00pm RM: P0840

Exploring Your Heart's Desire Through Numerology

NEW

Discover the essence of your Heart's Desire through the lens of numerology. In numerology your Heart's Desire represents your inner wisdom, also known as the Soul's Desire or Motivation number which indicates the nature of the vibration in your energy field that seeks to express more fully in your life and the outside world. You will receive a brief overview of numerology, learning about your inner strengths, internal motivations, and unique sources of happiness represented by your Heart's Desire number. 3 Contact Hours, \$49, INSTR: Susan Elaine Shopek

Class ID: 30359 Thur, 10/10/13 6:00pm – 8:30pm RM: P0840



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

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

Visit our Normandale booth to enter our free drawing. See what's new, meet our staff and explore our cutting edge programs.



October 19 & 20
Minneapolis Convention Center

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

Self Mastery

Self Mastery Level 1 Certificate

Self Mastery is necessary in the world today. When you master the self you master the world. Clarity and certainty are attainable once the powers of the mind, body, heart and spirit are harnessed. **10.8 Contact Hours and \$129 for series**

3.6 Contact Hours and \$49 per class

Class 1: Unleashing the Warrior in You

Class ID: 29803 Wed, 10/16/13 6:00pm – 9:00pm RM: P0840

Class 2: Expanding Awareness and Sensitivities

Class ID: 29804 Wed, 10/23/13 6:00pm – 9:00pm RM: P0840

Class 3: Developing Your Natural Abilities

Class ID: 29805 Wed, 10/30/13 6:00pm – 9:00pm RM: P0840

Self Mastery Level 2 Certificate: Pathway's to Personal Power and Freedom

Become the master of your life. This series builds on Level 1's work by integrating and applying the awakened abilities and awareness to create a new path as master of your life. It is open to anyone who has successfully completed the Self Master Level 1 Certificate. **10.8 Contact Hours and \$129 or 3.6 Contact Hours and \$49**

Class 1: The Hero's Journey

Class 2: From Ordinary to Extraordinary

Class 3: Becoming the Master

Wed, 11/6/13 – 11/20/13

Call 952-358-8343 to register for this course.

"I've been taking classes here for years and this is one of the absolute best." - Self Mastery student

The Philosophy of Nothing:

Accessing the Essence of Self and Universe **NEW**

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

Class ID: 29801 Wed, 10/9/13 6:00pm – 9:00pm RM: P0840

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



Spiritual Evolution

The human species has been evolving from purely physical, through levels of emotional and mental activity, to our current focus on spiritual development. This program focuses on your personal evolution into expanded consciousness, deeper purpose, and sense of connection to the whole. It starts with a deep appreciation of humanity's history and trajectory and recognition of your own place in that history. Next you will be introduced to the chakras—the seven spiritual centers of the body—and learn meditation to bring them all into harmony through focus on the third eye. Finally, your own unique path will be illuminated through an introduction to astrology and numerology. **2.4 Contact Hours and \$49 per class; 7.2 Contact Hours and \$129 for series, INSTR: Barbara Everett**

Class 1: Humanity's Spiritual Evolution

Expand your awareness of the many dimensions of human consciousness and the unfolding of the cosmic design for humanity.

Class ID: 30368 Thur, 10/3/13 5:30 pm – 7:30 pm RM: P1840

Class 2: Chakras: The Seven Spiritual Centers

Learn about the history of Ageless Wisdom, the Illuminated Chakras and more.

Class ID: 30369 Thur, 10/10/13 5:30 pm – 7:30 pm RM: P1840

Class 3: Your Unique Spiritual Evolution

You will learn your individual evolution through astrology, numerology and more.

Class ID: 30370 Thur, 10/24/13 5:30 pm – 7:30 pm RM: P1840

Astrology

Easy and Effective Astrology:

Discovering Yourself through Your Natal Chart

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

Class ID: 30410 Mon, 10/21/13 6:00pm – 9:00pm RM: P1840



¡Hola! ¿cómo se siente usted?

New online course:
Healthcare for Medical Professionals, see page 61

Yoga Sampler Series



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

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

Yoga will strengthen the body, open the heart, and quiet the mind. This four-part series will introduce you to the eight-limbed path of yoga. Bring a mat, blanket, water, and wear comfortable clothing. **9.6 Contact Hours, \$149 for series**

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

This course will introduce you to the eight-limbed path of yoga, allowing you to sample Pranayama (breathing), Pratyahara (sense withdrawal), Dharana (concentration), Dhyana (meditation), and Asana (postures). You will feel the power and love of a deep yogic experience as you come home to your body and quiet the thought-waves of your mind. **2.4 Contact Hours, \$49, INSTR: Sharon Hills-Bonczyk**

Class ID: 29846 Thur, 10/3/13 6:00pm – 8:00pm RM: P0806

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

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

Class ID: 29847 Thur, 10/24/13 6:00pm – 8:00pm RM: P0806

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

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

Class ID: 29848 Thur, 11/14/13 6:00pm – 8:00pm RM: P0806

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

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

Class ID: 29849 Thur, 12/5/13 6:00pm – 8:00pm RM: P0806

A York University study found that practicing yoga reduced physical and psychological symptoms of chronic pain in women with fibromyalgia.

Movement and Body Work

Nordic Walking For Body, Mind, and Spirit

Make your walk the best walk it can be - make it a Nordic Walk! From beginning walker to experienced runner the simple addition of Nordic Walking poles turns your walk into an all body workout. You will burn more calories, increase your heart rate, support your lower joints and engage up to 90% of your body's muscles in weight bearing exercise. It's fun, it's easy and it's social. 7.2 Contact Hours, \$59, INSTR: Linda Lemke

Class ID: 29845

Mon, 9/23/13 – 10/7/13 6:00pm – 8:00pm RM: P0806B

No, Not Me! Personal Safety and Self-Defense

Some estimates indicate that two million Americans are victims of violent crimes each year. Empower yourself by mastering simple and effective techniques to ensure that you don't become one of them. Learn how to prevent, escape, and defend yourself from any attacker – regardless of your size or fitness level. Developed through a combination of research and real-world experience. No other course can offer this much valuable training in a compressed timeframe. 3.6 Contact Hours, \$69, INSTR: Alan Horner, MBA, US Navy Seal Officer

Class ID: 29844 Thur, 10/10/13 5:30pm – 8:30pm RM: P0806

Radiant Lotus Qigong

NEW

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

Class ID: 29872

Wed, 9/11/13 - 10/16/13 6:30pm – 7:30pm RM: A1560

Class ID: 29873

Wed, 10/23/13 - 12/04/13 6:30pm – 7:30pm RM: A1560



**Bring a friend
for free!**



OPEN HOUSE

Beginning Tai Chi for Health & Arthritis

Saturday, 9/7/13 10:30 – 11:30am
Saturday, 10/19/13 12:00 – 1:00pm
RM: S2330

See website to register
or call 952-358-8343.

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

Tai Chi

Tai Chi Energy Workshop

NEW

This course combines two contrasting tai chi styles, Chen and Sun, into a fun and easy routine. Using the fast and slow movements and powerful spiral force of Chen combined with Sun Style's unique qigong and agile footwork, Dr. Paul Lam has put together 16 forms which complement each other and build internal energy. 2.4 Contact Hours, \$29, INSTR: Linda Ebeling

Class ID: 29998 Sat, 9/21/13 1:30pm – 3:30pm RM: S2330

Sun Style Workshop

NEW

Review of entire Sun 41 and warm ups. Revisions and enhancements offered according to skill level. Discussion of some tai chi principles highlighting balance and weight transfer. History and evolution of Taijichuan with emphasis on Yin/Yang theory in all aspects of Taijichuan will be introduced in the afternoon session. 3.6 Contact Hours, \$45, 7.2 Contact Hours and \$75 for both. INSTR: Keith Root & Linda Ebeling

Class ID: 30000 Sat, 10/26/13 8:30am – 11:30am RM: A1560

Class ID: 30001 Sat, 10/26/13 1:00pm – 4:00pm RM: A1560

Beginning Tai Chi for Health and Arthritis Open House

See page 55 for details

Tai Chi Certification Programs

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

Tai Chi for Arthritis – Teacher Certification 1

This course is endorsed by many arthritis foundations worldwide. The certification is "Tai Chi for Arthritis". *Note: An instructional DVD will be sent prior to the workshop.* 16.8 Contact Hours, \$240, INSTR: Jim Starshak, Keith Root, Linda Ebeling

Class ID: 30003

Sat, 11/16/13 8:30am – 4:30pm RM: S2330

& Sun, 11/17/13 8:30am – 3:30pm RM: S2330

Tai Chi for Arthritis – Teacher Certification 1 Update

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

Class ID: 30004 Sat, 11/16/13 8:30am – 4:30pm RM: S2330

Tai Chi for Arthritis – Teacher Certification 2

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

Class ID: 30005 Sun, 11/17/13 8:30am – 3:30pm RM: S2330

The Sun Style workshops are advanced level. See website for more details.



Tai Chi

Tai Chi Shibashi Level 1 Workshop

NEW

Shibashi is an easy to learn qigong set based on the movements of Yang style Tai Chi. The gentle, flowing movements improve health and energy while reducing stress. In this workshop you will not only learn the movements, but also how the principles of Traditional Chinese Medicine are used in the set. This class is open to all experience levels. 2.4 Contact Hours, \$20, INSTR: Linda Ebeling

Class ID: 30002 Sat, 12/7/13 1:30pm – 3:30pm RM: S2330

Tai Chi Pushing/Sensing Hands Workshop

NEW

Sense/push hands training uses various patterns and partner exercises to develop sensitivity to an incoming force. Learn to apply Tai Chi principles to maintain your equilibrium. Sensing hands exercises develop mobility and sharpen your ability to anticipate your partner's intent. 2.4 Contact Hours, \$20, INSTR: Keith Root

Class ID: 29877 Sat, 10/19/13 2:00pm – 4:00pm RM: A1560

Class ID: 29878 Sat, 12/7/13 2:00pm – 4:00pm RM: A1560



TAI CHI COURSES

Beginning Tai Chi

ABC's of Tai Chi	Time	Instructor	Fee
Class ID: 29866 Thu, 9/12/13 – 10/17/13	7pm – 8pm	Root	\$59
Class ID: 29867 Thu, 10/24/13 – 12/12/13	7pm – 8pm	Root	\$59
Beg Tai Chi for Health and Arthritis			
Class ID: 29870 Mon, 9/9/13 – 10/14/13	7pm – 8pm	Root	\$59
Class ID: 29871 Mon, 10/21/13 – 12/2/13	7pm – 8pm	Root	\$59
Class ID: 29868 Sat, 9/14/13 – 10/19/13	10:30am – 11:30pm	Gonzales	\$59
Class ID: 29869 Sat, 10/26/13 -12/14/13	10:30am – 11:30pm	Gonzales	\$59
Tai Chi 5 Animal Frolics			
Class ID: 29874 Sat, 11/9/13	1:30pm – 3:30pm	Ebeling	\$20
Radiant Lotus Qigong			
Class ID: 29872 Wed, 9/11/13 – 10/16/13	6:30pm – 7:30pm	Ebeling	\$59
Class ID: 29873 Wed, 10/23/13 – 12/4/13	6:30pm – 7:30pm	Ebeling	\$59
Tai Chi Fan			
Class ID: 29875 Wed, 9/11/13 – 12/4/13	6:30pm – 7:30pm	Ebeling	\$120

Intermediate/Advanced Tai Chi

Tai Chi Pushing/Sensing Hands	Time	Instructor	Fee
Class ID: 29876 Thu, 9/12/13 – 12/12/13	8:00pm – 9:00pm	Root	\$120
Sun Style 97 Form			
Class ID: 29997 Sat, 9/14/13 – 12/14/13	9:00am – 10:00am	Gonzales	\$120
Yang Short Form			
Class ID: 29880 Mon, 9/9/13-12/2/13	8pm – 9pm	Root	\$120
Class ID: 29881 Sat, 9/14/13 – 12/14/13	10:30 – 11:30am	Root	\$120
Yang Long Form			
Class ID: 29879 Sat, 9/14/13 – 12/14/13	8:30 – 10am	Root	\$150

* check website for specific dates and rooms

explore languages

Chinese

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

Level 1: Class ID: 28586

Tue, 9/24/2013 - 10/29/2013 6:00pm – 8:00pm RM: P1844

Level 2: Class ID: 28587

Tue, 11/5/2013 - 12/10/2013 6:00pm – 8:00pm RM: P1844

Japanese

Learn the practical and essential language patterns used in everyday life. You will be introduced to 20 Kanji characters in each course, as well as Japanese sentence structures. Japanese culture will also be discussed as you build a firm foundation for more advanced study. 1.2 CEU, (Level 1 Tuition includes the textbook, *Japanese for Busy People*), INSTR: Michiko Dressen

Level 1: Class ID: 29466

Wed, 9/18/13 - 10/23/13 6:00pm – 8:00pm RM: P1844

Level 2: Class ID: 29467

Wed, 11/6/13 - 12/18/13 6:00pm – 8:00pm RM: P1844

French

Learn French phrases that are commonly used in airports, hotels, restaurants, and among your French colleagues. You will practice French vocabulary with the instructor and fellow classmates. You will also be given worksheets and activities for “at home” practice. 1.2 CEU, \$99, INSTR: Rose Mingo-Holtz

Level 1: Class ID: 29860

Thur, 9/26/2013 - 10/31/2013 6:30pm – 8:30pm RM: P0842

Level 2: Class ID: 29861

Thur, 11/7/2013 - 12/19/2013 6:30pm – 8:30pm RM: P0842

Level 3: Class ID: 29862

Mon, 9/23/2013 - 10/28/2013 7:00pm – 9:00pm RM: P0842

Level 4: Class ID: 29863

Mon, 11/4/2013 - 12/16/2013 7:00pm – 9:00pm RM: P0842

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





ASL, Fall 2012

American Sign Language

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

American Sign Language 1

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

Class ID: 29889

Wed, 9/25/2013 - 10/30/2013 6:00pm – 8:00pm RM: P1810

American Sign Language 2

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

Class ID: 29890

Wed, 11/6/2013 - 12/11/2013 6:00pm – 8:00pm RM: P1810

American Sign Language 3 & 4

will be offered in Winter/Spring 2014

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

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

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



Russian

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

Level 1: Class ID: 29311

Tue, 9/24/2013 - 10/29/2013 6:30pm – 8:30pm RM: P1810

Level 2: Class ID: 29312

Tue, 11/12/2013 - 12/17/2013 6:30pm – 8:30pm RM: P1810

Arabic Level 1 and 2

Will be offered in Winter/Spring 2014 – see website for class dates.

Spanish

Beginning Spanish 1

This is the first course in our traditional Spanish series. Beginning Spanish 1 is for students who have little or no experience with the language. Learn commonly used questions and answers for engaging in simple conversations, communicating numbers, dates and times, and basic vocabulary related to everyday language. By the end of the class, you will also be familiar with some regular and irregular present tense verbs. 1.2 CEU, \$129 (includes textbook for Beginning Spanish 1 - 4), INSTR: LeAnn Taylor

Class ID: 30377

Wed, 9/25/13 – 10/30/13

6:30pm – 8:30pm

RM: P0808A

Beginning Spanish 2

This is the second of four courses in the Beginning Spanish sequence. You'll practice basic conversational skills using reflexive verbs and some verbs in the perfect and imperfect tenses. Direct and indirect object nouns will be introduced, as you add to your vocabulary and conversational skills. 1.2 CEU, \$99, INSTR: LeAnn Taylor

Class ID: 30378

Wed, 11/6/13 – 12/18/13

6:30pm – 8:30pm

RM: P0808A

Beginning Spanish 3 & 4 will be offered in the Winter/Spring 2014

Cuba Travel and Learn

March 7 to March 16, 2014

The Architecture, Art, Music, and the Cars are just the beginning...

Join us and see the revolutionary changes taking place in today's

Beautiful and Welcoming Cuba!



This program offers an affordable yet rich experience beginning with a cultural course, taught by Joyce Carey, and culminating in a one week trip to Cuba.

While traveling, you will meet Cubans who work in social services, education, healthcare, agriculture, organic farming and more. You will also gain new and lasting insights into Cuba's remarkable social and natural history.

Learn more at an upcoming information session. See the website for more details or call **952-358-8343**.



"Visiting Cuba has been a goal of ours for quite some time, and we're particularly happy to have made the trip before things completely change. It was a very well planned and executed trip, and a great introduction to Cuba. Joyce's guidance made navigating customs and flight connections a snap.

—Steve and PJ Harris, travelers on the 2013 trip

Visual Spanish™

An Engaging Approach to Accelerating Language Learning

Visual Spanish is an innovative, accelerated Spanish program that uses a proven visual learning methodology to quickly build basic conversational skills. Popular among adult learners and business organizations alike, Visual Spanish provides you with a light-hearted and relaxed learning environment in which you will build a vocabulary of high-frequency words and phrases.

Visual Spanish 1: Essential Conversation Starters

Master the basic building blocks of initiating and responding to simple communication with another person in one-on-one conversations in Spanish. You will be able to initiate and participate in simple conversations using essential words and phrases, and basic questions and answers. In addition, you learn to speak and ask about feelings, emotions and “everyday objects” around you in a variety of situations. 1.2 CEU, \$145 (includes materials), INSTR: Tim Owen

Class ID: 30375

Thur, 9/19/13 - 10/24/13

6:00pm – 8:00pm

RM: P1842

Visual Spanish 2: Essential Conversation Structures

Visual Spanish 2 offers an intensive, accelerated approach to building sentences and asking questions using fourteen essential high-frequency language structures for basic Spanish conversation. You will quickly learn to incorporate fifty common verbs with the essential structures to facilitate conversations in formal and informal “one-on-one” situations. 1.2 CEU, \$145 (includes materials), INSTR: Tim Owen

Class ID: 30376

Thur, 11/7/13 – 12/19/13

6:00pm – 8:00pm

RM: P1842

Spanish for Medical Professionals

NEW

Designed specifically for healthcare professionals, you will practice the basic, practical language skills needed to communicate with your Spanish-speaking patients and their families. Gain an understanding of the culture, and know how to ask the questions that are vital to quality healthcare. Develop confidence to more effectively communicate with your Spanish-speaking patients. 1.6 CEU, \$145, INSTR: Cristina Sempé

Class ID: 30408

Online class – 10/7/13 – 11/1/13



Italian

NEW

Your instructor will provide a fun learning environment with many opportunities to interact and practice all four modes of communication. Through the use of audio, video, simple readings and written exercises you will learn everyday expressions and develop your speaking and comprehensive skills. Textbook is included in Level 1 and will be used for Levels 1 - 4. 1.2 CEU, INSTR: Paola Foresti Faul

Level 1: Class ID: 29864

\$99

Thur, 9/26/2013 - 10/31/2013

6:30pm – 8:30pm

RM: P1810

Level 2: Class ID: 29865

\$99

Thu, 11/7/2013 - 12/19/2013

6:30pm – 8:30pm

RM: P1810



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

Who Should Attend: Visual Spanish is designed to facilitate rapid acquisition of conversational ability for those who are new to Spanish and for those who want to brush up on their conversational skills.

Whether you are interested in art, opera, history or architecture, learning Italian will lead you to a deeper understanding of these and many other expressions of Italian culture.

Hebrew

See website for more Hebrew classes

Hebrew

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

Level 1: Class ID: 30380			\$139
Thur, 9/26/13 – 10/31/13	6:30pm – 8:30pm	RM: P1844	
Level 2: Class ID: 30381			\$99
Thur, 11/7/13 – 12/19/13	6:30pm – 8:30pm	RM: P1844	

English Speaking

English Made Easier

FREE

An Introduction to Accent Reduction

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

Class ID: 29972 Mon, 9/16/13 6:00pm – 8:00pm RM: A2570

Enhance Your English Speaking Skills, All Dialects

Learn to accurately pronounce all English vowel and consonant sounds. Retrain your "ear", lips, and tongue. Imitate sounds and self - correct by watching your mouth positions in a mirror. Translate and identify difficult sounds using the International Phonetic Alphabet (IPA). Practice specific sounds with word lists, drills, and sentences. Clear speech and pronunciation can be applied to reading, conversation, and the speaking requirements of your job. 1.2 CEU, \$129, INSTR: Claire Campbell-Tokar

Class ID: 29973
Mon, 9/23/13 – 10/28/13 6:00pm – 8:00pm RM: A2570

Class ID: 29974
Wed, 10/2/13 – 11/6/13 2:00pm – 4:00pm RM: A2570



Clair Tokar is a language consultant for an international PR firm, coaching their foreign clients. She applies the same techniques that are successful in private sessions to small classes of learners with international backgrounds thorough Normandale.



Join the
global community

Get connected. Enroll in a language course or schedule a customized program at your organization.

Believe it or not, most of the world does not speak English (an estimated 80 percent). And as the world gets smaller, it is important to stay connected.

Learning a language offers many advantages, personal and professional. It will open you up to new ideas, partnerships and it will set you apart in the workplace.

Check our website for more language learning options or give us a call 952-358-8343.



Learn When You Want, Where You Want

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

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

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

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

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

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

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

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

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

**Courses start
as low as \$99**

Start whenever you're ready!

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expand your career

New World of Work



Keys to Telecommuting Success

Telecommuting has become a “mainstay of corporate America,” according to a recent MSNBC story. Studies indicate that telecommuters are 25% more productive than people who work in a traditional office setting. Discover the keys to making telecommuting a success for you and your organization. For those new to telecommuting and those already working from home, get advanced how-to tips not available anywhere else from experienced teleworkers with more than 12 years experience managing and working from home. This course includes a 100-page guide to telecommuting and is part of the Managing Telework Certificate. (The certificate, which includes two courses, is \$395.) See our website for more information. 1.6 CEU, \$195, INSTR: Julie Coates and William Draves

Class ID: 29281

Online class - 9/3/13 – 9/27/13



The customer call center industry is well established in Minnesota...

~ Minnesota Department of Employment and Economic Development

Introduction to Call Center Careers

NEW

Statewide, there are thousands of open positions in customer call centers and businesses that manage their own in-house calling operations. This workshop is designed to introduce you to the many career opportunities within call centers. You will see how you can complement work experience in a particular field with a new set of skills to advance or transition your career. Through various scenarios and exercises, you will practice some of the professional skills needed to effectively handle customer service situations in a call center. .3 CEU, \$35, INSTR: Ann Wagner

Class ID: 30407

Mon, 10/14/13 1:00pm – 4:00pm RM: P1844

Thinking about going back to school for that **MBA**?

You'll find that we offer great skill building courses designed to prepare you for your graduate studies.

Ensure Acceptance

The GMAT Preparation course is delivered online and offered monthly. You will gain test-taking techniques, methods for improving your score and practice on actual GMAT tests from previous years.

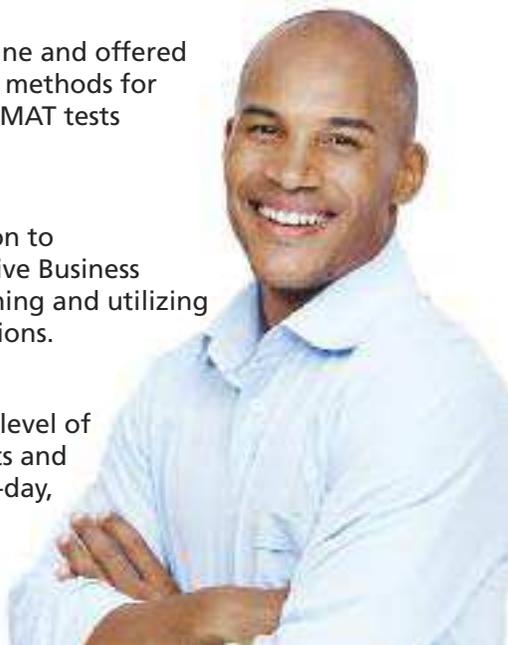
Prepare for Research

The Business Research Certificate – Introduction to Business Research, Business Statistics, Qualitative Business Research – will help you to succeed in researching and utilizing the “right” data in your papers and presentations.

Update Technical Skills

Almost all schools require at least a minimum level of proficiency with word processing, spreadsheets and databases. See pages 16 to 20 for a list of one-day, technical courses.

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





Career Assessments

Normandale offers career assessment to help you identify your interests to guide you in college planning and career options.

Myers-Briggs Type Indicator - MBTI .15 CEU, \$35

Class ID: 30365 Thur, 10/10/13 5:00pm – 6:30pm RM: P0808

Class ID: 30366 Wed, 11/20/13 5:00pm – 6:30pm RM: P0806A

Class ID: 30367 Thur, 12/12/13 5:00pm – 6:30pm RM: P0808

Strong Interest Inventory - SII .15 CEU, \$35

Class ID: 30362 Thur, 10/3/13 5:00pm – 6:30pm RM: P0808

Class ID: 30365 Thur, 11/7/13 5:00pm – 6:30pm RM: P0808

Class ID: 30364 Wed, 12/4/13 5:00pm – 6:30pm RM: P0806A

Class note:

Participants will come to the college to take their assessment (2-3 days prior to class). You will see your results in class. To schedule an assessment, please call the Career Center at 952-358-8261.

The New World of Work

Connecting People, Insights and Skills

JOIN US and see that you can take control of your career while bringing direction, purpose and meaning to your work!

Dream job: POSSIBLE!

FREE

Unhappy at work? You're not alone! Nearly 80% of Americans say they are (Manpower) and 60% now want a new job! (Yahoo Finance/Parade). If you are ready to do something about it; join us to learn 3 simple steps for breaking through the job search barriers.

Class ID: 26772 Tue, 9/17/13 6:00pm – 8:00pm RM: P0806

No Choking!

FREE

Keys to Igniting Your Interview Success!

Kiss your fear goodbye, and learn 5 secrets from hiring managers that will put you ahead of your competition every time.

Class ID: 26773 Tue, 11/12/13 6:00pm – 8:00pm RM: P0806

These practical, inspiring workshops are facilitated by **Catherine Byers Breet**.

Sponsored by Thrivent Financial for Lutherans



Catherine Byers

Breet has been closing the gap between employers and job seekers since 1997. Through her online job hunt coaching system, consulting and workshops, she delivers direct and honest confessions from the other side of the hiring desk.

Career Development Professionals

Global Career Development Facilitator Certificate

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

For information, call 952-358-8343 or see our website for course details.

Educators

These online courses are designed for K-12 teachers interested in professional development. They are \$145 each, with an optional additional \$40 paid later for graduate credit.

See our website for complete course descriptions and learning objectives.

Online Courses for K-12 Teachers

(Graduate Credit Available)

Students with Aspergers	10/7/13 – 11/1/13
Gender in the Classroom	10/7/13 – 11/1/13
Online Teaching and Learning for K12 Teachers	10/7/13 – 11/1/13
Generational Learning Styles for K12 Teachers	11/4/13 – 11/29/13
Social Media and Online Tools for K12 Teachers	11/4/13 – 11/29/13
Substitute Teacher Preparation	10/7/13 – 11/1/13



Resources for K-12 Teachers

In partnership with MN Department of Education, Normandale offers K-12 certification and recertification programs.

Human Relations for Teachers -This course is designed to meet the Minnesota requirement for in-service teachers with teaching certificates and is offered several times each year.

The American Indian Component – This course is for teachers with teaching certificates who need American Indian studies to satisfy the human relations requirement for certification.



Teachers are responsible to verify their individual status with the department of education prior to registration for these courses. Additional information is available at the MN Department of Education website <http://education.state.mn.us>.

For more information, call 952-358-8343 or visit website normandale.augusoft.net

Entrepreneurship

Entrepreneur Boot Camp

NEW

Statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. Learn to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business. 1.6 CEU, \$195, INSTR: Conrad Brian Law

Class ID: 29294 Online class – 9/3/13 – 9/27/13



The Business Plan

NEW

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

Class ID: 20986 Online class – 11/4/13 – 11/29/13



Business Research Certificate

NEW

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

This certificate is designed for business professionals, entrepreneurs and graduate students who need information such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. 4.8 CEU, INSTR: Cathy Proffitt Boys and Mary Dereshiwsy

Class ID: 29271 Online class



Introduction to Business Research	9/3/13 – 9/27/13
Business Statistics	10/7/13 – 11/1/13
Qualitative Business Research	11/4/13 - 11/29/13

Best Practices in Event Management

Event planners need to manage a variety of details from decorating, to the use of technology, and everything in between. In this course you will learn that information and much more. It is through planned events that we remember our shared history, our friends, family, and community. We include information on greener events, corporate social responsibility, international best practices, and the expanding event field. You will also learn how technology, including the use of social media, may be harnessed to improve the financial, environmental, and other strategic outcomes of a special event. 30 CEU, \$1,545

Class ID: 31280 Online class – 12 months, start anytime



registration information

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

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

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

Refund Policies may vary according to class type. Our general policy requires that we be notified at least 4 days prior to the class start date in order to qualify for a refund. Refund policies for other classes and programs may be found on our website: <http://normandale.augusoft.net>

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

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

FIVE WAYS TO REGISTER!

Online: Available 24/7
Use your Visa/MC/Discover
<http://normandale.augusoft.net>

Phone: 952-358-8343

Fax: 952-358-8240

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

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



registration form

Name _____ Birthdate _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

WHEN REGISTERING PLEASE INCLUDE:

CLASS TITLE	CLASS ID	BEGIN DATE	TIME	FEE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL FEES _____

___ Enclosed is a check or money order payable to Normandale Community College.

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



JOURNAL OF THE MINNESOTA STATE COLLEGE
AND UNIVERSITY ASSOCIATION

If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, Braille or large print materials), such an accommodation can be available upon request. Normandale is an affirmative action, equal opportunity educator and employer. The contents of this brochure and other college publications are subject to change without notice. The information in this brochure is available in alternate formats.

Don't wait
for opportunity,
create it.

"After I finished the Web Design Certificate, I felt more confident taking on other online and social media ventures and clients."

—Karla Mae,
Artist, Writer & Publisher

LEADERSHIP AND MANAGEMENT

Supervision and Management Certificate
Business Research Certificate
Change Agent Certification
Customer Service Certificate

MARKETING

eMarketing Essentials Certificate
Graphic Design Software Certificate
Web Design Software Certificate

BUSINESS APPLICATIONS

Computer Essentials Certificate
Intermediate Computer Skills Certificate
Excel Spreadsheet Certificate
Database Management Certificate

QUALITY AND SIX SIGMA

Six Sigma Green Belt Certificate
Six Sigma Black Belt Certificate

AGILE AND SCRUM

Certified Scrum Product Owner
Certified ScrumMaster

INFORMATION TECHNOLOGY

Microsoft Network Certifications
Cisco Certifications
Programming and Development Certifications

HEALTHCARE AND MEDICAL

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

INTEGRATIVE HEALTH AND WELLNESS

Herbalism Certificate
Energy Medicine Certificate
Sound Healing Mastery Certificate
Emotional Freedom Techniques
Healing Touch Certifications
Tai Chi Teacher Certifications

Get Certified!

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



what's new

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