

WINTER 2023

normandale

continuing education



ENRICH YOUR ORGANIZATION

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ENRICH YOUR ORGANIZATION

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LEADERSHIP

Supervision and Management Certificate

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

Creating a Leadership Mindset	T	2/21	8:30am - 12pm	Virtual Live
Coaching for Excellent Performance	T	2/28	8:30am - 12pm	Virtual Live
Managing Performance Problems	T	3/7	8:30am - 12pm	Virtual Live
Developing Your Leadership Style	T	3/14	8:30am - 12pm	Virtual Live

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

Individual: **\$150** | 0.35 CEU

Management Certificate

This certificate will help you gain the skills and confidence needed to manage and motivate teams, leverage resources and enhance business results.

Management Bootcamp	2/6 - 3/3	Online
Collaborative Management	3/6 - 3/31	Online
Managing Generations in the Workplace	4/3 - 4/28	Online

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

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

Supervisory & Leadership Certificate

3.2 CEU, \$395	2/6 - 3/31	Online
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Certificate in Leadership Development (For Gen Y)

Leadership Principles	2/6 - 3/3	Online
Developing Your Leadership Skills	3/6 - 3/31	Online
Developing Your Professional Career	4/3 - 4/28	Online

Series: (save \$40) **\$395** | 4.8 CEU

Individual: **\$145** | 1.6 CEU

Managing Remote Workers Certificate

Remote Working and Communicating	2/6 - 3/3	Online
Managing Remote Workers	3/6 - 3/31	Online

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

Individual: **\$245** | 1.6 CEU

Certificate in Non-Profit Administration

Revenue Generation for Non-Profits	2/6 - 3/31	Online
Program Evaluation for Nonprofit Professionals	4/3 - 4/28	Online

Series: (save \$145) **\$595** | 4.8 CEU

Individual: **\$245-\$495** | 1.6 CEU

SALES AND CUSTOMER SERVICE

Certificate in Customer Service

Keys to Customer Service	2/6 - 3/3	Online
Extraordinary Customer Service	3/6 - 3/31	Online

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

Individual: **\$145** | 1.6 CEU

SALES AND CUSTOMER SERVICE (continued)

Salesforce: Power User Certificate 7.5 CEU, \$795	Start Anytime	Online Self-Paced
Sales Representative Certificate 10 CEU, \$1,345	Start Anytime	Online Self-Paced
Sales Manager Certificate 20 CEU, \$2,295	Start Anytime	Online Self-Paced
Persuasive Communication 3 CEU, \$145	Start Anytime	Online Self-Paced
Professional Sales Skills 2.4 CEU, \$115	Start Anytime	Online Self-Paced

COMMUNICATION

Certificate in Effective Grammar 3.2 CEU, \$295	2/6 - 3/31	Online
Certificate in Business Writing		
Business Writing	2/6 - 3/3	Online
Effective Copywriting	3/6 - 3/31	Online
Writing News and Press Releases	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU	Individual: \$195 1.6 CEU	

Certificate in Workplace Communication		
Conflict Management	2/6 - 3/3	Online
Negotiation: Get What You Want	3/6 - 3/31	Online
Using Personality Profiles for Better Work Performance	4/3 - 4/28	Online
Series: (save \$140) \$595 4.8 CEU	Individual: \$195-\$295 1.6 - 1.8 CEU	

Technical Writing Certificate 12.5 CEU, \$2,195	Start Anytime	Online Self-Paced
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MARKETING

Integrated Marketing Certificate		
Advanced Marketing Concepts	2/6 - 3/3	Online
Successful Print Marketings	3/6 - 3/31	Online
Integrated Marketing Best Practices	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU	Individual: \$195 1.6 CEU	
Mastering Video Marketing Certificate		
Video Marketing	2/6 - 3/3	Online
YouTube for Business	3/6 - 3/31	Online
Series: (save \$95) \$395 3.2 CEU	Individual: \$245 1.6 CEU	



REGISTER ONLINE OR LEARN MORE

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

MARKETING (continued)

Digital Marketing Certificate

This certificate is also designed for self-paced learning, allowing you to start classes anytime.		
Improving Email Promotions	2/6 - 3/3	Online
Boosting Your Website Traffic	3/6 - 3/31	Online
Online Advertising	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Podcasting

1.6 CEU, \$245	2/6 - 3/3	Online
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Google Analytics Certificate

Google Analytics	2/6 - 3/3	Online
Advanced Google Analytics	3/6 - 3/31	Online
Series: (save \$45) \$345 3.2 CEU		Individual: \$195 1.6 CEU

Effective Copywriting

1.6 CEU, \$195	3/6 - 3/31	Online
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Writing News and Press Releases

1.6 CEU, \$195	2/6 - 3/3	Online
1.6 CEU, \$195	4/3 - 4/28	Online

Advertising & Outreach Specialist Certificate

10 CEU, \$1,345	Start Anytime	Online Self-Paced
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Digital Marketing Professional Certification

22 CEU, \$1,995	Start Anytime	Online Self-Paced
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AGILE AND SCRUM

Certified ScrumMaster (CSM)

WIOA

Earn your Certified ScrumMaster® (CSM) certification while learning online with real-time Scrum activities and simulations. This approachable program drives learning through robust simulations, hands-on experience, and high-quality instruction. You will learn the fundamentals of Scrum and how to facilitate, coach, and lead an agile project. Training is 100% online and requires no additional software applications or training materials. 2.0 CEU, \$495

Additional program values include:

- Start anytime, anywhere
- Scrum Study Guide and CSM Test Prep Course
- 2-Year membership to the Scrum Alliance
- Virtual-live office hours with industry expert instructors
- 20 PDU hours and 20 SEU hours



REGISTER ONLINE OR LEARN MORE

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

AGILE AND SCRUM (continued)

Certified Scrum Product Owners (CSPO)

WIOA

The Certified Scrum Product Owner training provides an understanding of the mechanics of routine activities, such as managing the Backlog, as well as enterprise-level concerns, such as strategic visioning with Scrum, managing multiple projects per Team, and managing single projects that span multiple Teams. Through a combination of lectures, activities, and simulation, students will learn the fundamentals of leading an agile project. The CSPO certification package includes a two-year membership to the Scrum Alliance and 20 PDU hours. 2.0 CEU, \$495, Start anytime.



DATA ANALYTICS

Certificate in Mastering Excel

Mastering Microsoft Excel	2/6 - 3/3	Online
Intermediate Excel	3/6 - 3/31	Online
Advanced Excel	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Certificate in Data Analysis

This certificate is also offered in a self-paced format, allowing you to start classes anytime.

Introduction to Data Analysis	2/6 - 3/3	Online or Self-paced
Intermediate Data Analysis	3/6 - 3/31	Online or Self-paced
Advanced Data Analysis	4/3 - 4/28	Online or Self-paced
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Introduction to Statistics

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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Structured Query Language (SQL) Certificate

This certificate is also offered monthly, please see our website for additional dates

Introduction to SQL	2/6 - 3/3	Online
Intermediate SQL	3/6 - 3/31	Online
Advanced SQL	4/3 - 4/28	Online
Series: (save \$140) \$595 4.8 CEU		Individual: \$245 1.6 CEU

Power BI Certificate

Introduction to Power BI	2/6 - 3/3	Online
Intermediate Power BI	3/6 - 3/31	Online
Advanced Power BI	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Statistics for Decision Making Certificate

Statistics for Decisions Using Surveys	2/6 - 3/3	Online
Evaluation Research	3/6 - 3/31	Online
Action Research	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Introduction to Crystal Reports

2.4 CEU, \$115	Start Monthly	Online
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FINANCIAL MANAGEMENT

Certificate in Accounting and Finance for Non-Financial Managers

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

Accounting and Finance for Non-Financial Managers	2/6 - 3/3	Online
Cash is King	3/6 - 3/31	Online
Financial Analysis and Planning for Non-Financial Managers	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Bookkeeping Certificate

Courses must be taken in order

Understanding Debits and Credits	2/6 - 3/3	Online
General Ledger and Month End Procedures	3/6 - 3/31	Online
Closing Procedures and Financial Statements	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Certificate in QuickBooks

QuickBooks Level 1	2/6 - 3/3	Online
QuickBooks Level 2	3/6 - 3/31	Online
Series: \$395 3.2 CEU		Individual: \$195 1.6 CEU

QuickBooks

2.4 CEU, \$129	Starts Monthly	Online
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The Basics of Bookkeeping

1.6 CEU, \$195	3/6 - 3/31	Online
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Accounting Fundamentals

2.4 CEU, \$129	Starts Monthly	Online
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PROJECT MANAGEMENT

Mastering Project Management Certificate with PMP Prep

15 CEU, \$1,345	Start Anytime	Online Self-Paced
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Project Management Essentials

Custom scheduled for groups & organizations

Project Manager Certificate with CAPM and PMP Prep

25 CEU, \$3,045	Start Anytime	Online Self-Paced
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ENTREPRENEURSHIP

Entrepreneurship Certificate

Entrepreneur Boot Camp	2/6 - 3/3	Online
The Business Plan	3/6 - 3/31	Online
Entrepreneurial Marketing	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Start and Operate Your Own Home-Based Business

2.4 CEU, \$115	Starts Monthly	Online
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Social Media for Business Certificate

Introduction to Social Media	2/6 - 3/3	Online
Marketing Using Social Media	3/6 - 3/31	Online
Integrating Social Media in Your Organization	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Start Your Own Online Business

2.4 CEU, \$115	Starts Monthly	Online
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COMPUTERS & TECHNOLOGY

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FOUNDATIONS OF COMPUTING

Keyboarding

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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Mastering Computer Skills for the Workplace

1.6 CEU, \$195	2/6 - 3/3	Online
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Microsoft Office Specialist (MOS) Certification Training

Exam voucher included. 33.5 CEU, \$2,949	Start Anytime	Online Self-Paced
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Certificate in Mastering Excel

Students must have Microsoft Excel to complete this certificate.		
Mastering Microsoft Excel	2/6 - 3/3	Online
Intermediate Excel	3/6 - 3/31	Online
Advanced Excel	4/3 - 4/28	Online

Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU
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IT Foundations Certification

6 CEUs, \$1,995	Start Anytime	Online Self-Paced
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Management for IT Professionals

39 CEUs, \$2,495	Start Anytime	Online Self-Paced
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HELP DESK & DESKTOP SUPPORT

Computer Technician

13.4 CEU, \$2,799	Start Anytime	Online Self-Paced
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Introduction to PC Troubleshooting

2.4 CEU, \$115	Starts Monthly	Online
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REGISTER ONLINE OR LEARN MORE

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

DATA ANALYTICS

Certificate in Data Analysis

This certificate is also offered in a self-paced format, allowing you to start classes anytime.		
Introduction to Data Analysis	2/6 - 3/3	Online
Intermediate Data Analysis	3/6 - 3/31	Online
Advanced Data Analysis	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Structured Query Language (SQL) Certificate

This certificate is also offered monthly, please see our website for additional dates		
Introduction to SQL	2/6 - 3/3	Online
Intermediate SQL	3/6 - 3/31	Online
Advanced SQL	4/3 - 4/28	Online
Series: (save \$140) \$595 4.8 CEU		Individual: \$245 1.6 CEU

Introduction to Machine Learning

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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Power BI Certificate

Introduction to Power BI	2/6 - 3/3	Online
Intermediate Power BI	3/6 - 3/31	Online
Advanced Power BI	4/3 - 4/28	Online
Series: (save \$90) \$495 4.8 CEU		Individual: \$195 1.6 CEU

Oracle SQL and PL/SQL Developer

12 CEU, \$1,295	Start Anytime	Online Self-Paced
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WEB DESIGN AND DEVELOPMENT

Graphic Design Software Essentials Certificate

Adobe Illustrator Essentials	2/6 - 3/3	Online
Adobe Photoshop Essentials	3/6 - 3/31	Online
Adobe InDesign Essentials	4/3 - 4/28	Online
Series: (save \$130) \$545 4.8 CEU		Individual: \$225 1.6 CEU

WordPress Certificate

Series: \$495 4.8 CEU	2/6 - 4/28	Online
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Certificate in Web Design

Introduction to Web Design	2/6 - 3/3	Online
Intermediate Web Design	3/6 - 3/31	Online
Advanced Web Design	4/3 - 4/28	Online
Series: (save \$140) \$595 4.8 CEU		Individual: \$245 1.6 CEU

JavaScript Developer

18 CEU, \$2,395	Start Anytime	Online Self-Paced
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PROGRAMMING & SOFTWARE DESIGN

Coding Certificate

Introduction to Coding	2/6 - 3/3	Online
HTML Fundamentals	3/6 - 3/31	Online
CSS Fundamentals	4/3 - 4/28	Online
Series: (save \$90) \$595 4.8 CEU		Individual: \$195 - \$245 1.6 CEU

C++ Programmer 10.8 CEU, \$1,195	Start Anytime	Online Self-Paced
Python Developer 15.5 CEU, \$1,295	Start Anytime	Online Self-Paced
Java Programmer 10 CEU, \$1,195,	Start Anytime	Online Self-Paced
Front-End Web Developer 16 CEU, \$2,395	Start Anytime	Online Self-Paced

NETWORK

CompTIA Network+ Certification 11 CEU, \$2,095	Start Anytime	Online Self-Paced
Introduction to Networking 2.4 CEU, \$125	Start Anytime	Online Self-Paced

SECURITY

Certified Information Security Manager (CISM) 7.5 CEU, \$1,495	Start Anytime	Online Self-Paced
Introduction to PC Security 2.4 CEU, \$125	Start Anytime	Online Self-Paced

ARCHITECTURE

CompTIA Cloud+ Certification 7.5 CEU, \$1,895	Start Anytime	Online Self-Paced
Understanding the Cloud 2.4 CEU, \$125	Start Anytime	Online Self-Paced

GAME DESIGN AND DEVELOPMENT

How to Get Started in Game Development 2.4 CEU, \$115	Start Anytime	Online Self-Paced
Video Game Design and Development 50 CEU, \$2,445	Start Anytime	Online Self-Paced
Digital Game Artist Certificate 60 CEU, \$2,795	Start Anytime	Online Self-Paced
Certificate in Basic Game Design Introduction to Game Design Intermediate Video Game Design	2/6 - 3/3 3/6 - 3/31	Online Online
Series: (save \$95) \$395 3.2 CEU		Individual: \$245 1.6 CEU

EXPAND YOUR CAREER

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EDUCATION AND TRAINING

Certificate in Online Teaching

Advanced Teaching Online	2/6 - 3/3	Online
Designing Online Instruction	3/6 - 3/31	Online
Fostering Online Discussion	4/3 - 4/28	Online

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

Individual: **\$195** | **1.6 CEU**

Advanced Live Online and Zoom Instructor Training

1.6 CEU, \$195	2/6 - 3/3	Online
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Certificate in Teaching Adults

3.2 CEU, \$295	2/6 - 4/28	Online
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Spanish in the Classroom

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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K - 12 EDUCATION

Certificate in Learning Styles

Developing the Socialization Skills for Students with ASD in the Inclusive Classroom	3/6 - 3/31	Online
Gender Matters: Gender in the Classroom	3/6 - 3/31	Online
Generational Learning Styles	4/3 - 4/28	Online

Series: (save \$40) **\$395** | **4.8 CEU**

Individual: **\$145** | **1.6 CEU**

Culturally Responsive Pedagogy in the Diverse Classroom

1.6 CEU, \$145	2/6 - 3/3	Online
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The Teen Brain

1.6 CEU, \$145	3/6 - 3/31	Online
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FACILITATING CAREER DEVELOPMENT

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

The Global Development Facilitator (GCDF) program is an internationally recognized certification program for people working with clients/students in career development (career development counselors, workforce development counselors, employment/placement specialists, and job search trainers). This course is for individuals working in or who wish to enter the career counseling field. The GCDF title designates individuals working in a variety of career development settings who have met the requirements set forth by the Council on Credentialing & Education, Inc. and the National Career Development Association. Students must purchase a textbook in order to complete the course.

Spring 2023	4/6 - 6/23	Online
Required Face-to-Face/Zoom Sessions: 4/6, 4/27, 5/18, 6/15		8:30am - 4:00pm

\$1,380 | **120 Contact Hours**



Considering a career in education? Teacher assistants are in high demand!

Normandale Community College and partners are offering a **free training opportunity** for individuals interested in a career in education. Gain knowledge in order to pass the paraprofessional assessment and then apply for jobs to work as a paraprofessional in a k-12 classroom.

The program starts in January, incorporates virtual and online learning. Free to qualified individuals. See our website for more details or call 952-358-8343 to get started.

[Click Here](#)

Career and Education Programs and Partnerships

Normandale works with organizations to design programs that remove barriers, optimize resources and provide relevant learning experiences.

The pacing and context of the curriculum are designed to build confidence and abilities needed at various stages of a career.

Entry – These programs and partnerships focus on developing a participant's core skills, knowledge and credentials. The college currently has pathway programs in human services, teacher education and public health fields with new programs under development.

Transitions – When people need to switch career paths, the process can seem overwhelming. Pathway programs create opportunities for individuals to see how their skills and work experiences can be enhanced as they upskill and move to new careers.

Advancement – When employers want to develop their own employees, pathway programs provide a model and a map for career advancement within the organization. This approach often includes academic coursework or degree completion strategies.

HEALTHCARE & MEDICAL

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MEDICAL CAREERS

Medical Coding & Billing

WIOA

This program prepares students to sit for the CCA (AHIMA) and/or CPC (AAPC) certification exams.
618 Contact Hours, \$3,699

Start Anytime

Online Self-Paced

Medical Billing

368 Contact Hours, \$3,399

Start Anytime

Online Self-Paced

Medical Transcription

WIOA

Enrollment includes ten e-textbooks, a transcription foot pedal, an AHDI membership, and online reference library access. 630 Contact Hours, \$3,799

Start Anytime

Online Self-Paced

Medical Administrative Assistant with EHR

Enrollment includes e-books and exam vouchers for the two national certifications.

260 Contact Hours, \$3,499

Start Anytime

Online Self-Paced

Medical Assistant with Clinical Externships

WIOA

Enrollment includes a complete ebook library, one-on-one help from instructors and technical support team, and a CCMA exam voucher.

583 Contact Hours, \$3,799

Start Anytime

Online Self-Paced

Pharmacy Technician

WIOA

The Pharmacy Technician program is the only online program approved by the State of Minnesota Board of Pharmacy. Students receive six e-textbooks and a drug reference handbook.

422 Contact Hours, \$4,199

Start Anytime

Online Self-Paced

Phlebotomy Technician

NEW

Students qualify to sit for the Certified Phlebotomy Technician (CPT) exam upon successful program completion. Career services are also provided.

365 Contact Hours, \$1,899

Start Anytime

Online Self-Paced

Medical Scribe

NEW

Upon successful program completion, a student is prepared to sit for AHDP's Medical Scribe Certification exam. Career advising, job placement, and national certification exam voucher included. 320 Contact Hours, \$3,199

Start Anytime

Online Self-Paced

Patient Care Technician

NEW

Upon successful completion, students qualify for one of three national certification exams.

362 Contact Hours + 100 Clinical Hours, \$3,799

Start Anytime

Online Self-Paced



Medical career jobs are in high demand and provide an excellent way to break into the healthcare industry. Each of our certification programs include foundational healthcare knowledge that is valuable for any role within healthcare, including medical terminology and a solid understanding of the patient care journey.

CLICK on the listings below for a deeper dive into each of the program details and start your exploration today.

- Medical Coding & Billing
- Medical Scribe
- Pharmacy Technician
- Medical Administrative Assistant with EHR
- Medical Billing
- Medical Assistant with Clinical Externship
- Phlebotomy Technician
- Patient Care Technician
- Medical Transcription

HEALTHCARE

Minnesota Board of Nursing Continuing Education Requirements

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

Certificate in Gerontology 25 Contact Hours, \$169	Start Anytime	Online Self-Paced
Certificate in Infectious Diseases and Infection Control 13 Contact Hours, \$119	Start Anytime	Online Self-Paced
Certificate in Pain Assessment and Management 12 Contact Hours, \$115	Start Anytime	Online Self-Paced
Certificate in Food, Nutrition, and Health 16 Contact Hours, \$115	Start Anytime	Online Self-Paced

INTEGRATIVE HEALTH & HEALING

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INTEGRATIVE AND HOLISTIC CERTIFICATES

Certificate in Complementary and Integrative Health 24 Contact Hours, \$159	Start Anytime	Online Self-Paced
Certificate in Mindfulness 8 Contact Hours, \$115	Start Anytime	Online Self-Paced
Certificate in Spirituality, Health, and Healing 25 Contact Hours, \$229	Starts Monthly	Online
Certificate in Global Healing Systems 13 Contact Hours, \$115	Start Anytime	Online Self-Paced
Certificate in Holistic and Integrative Health 32.5 Contact Hours, \$219	Start Anytime	Online Self-Paced
Certificate in Energy Medicine 10 Contact Hours, \$115	Start Anytime	Online Self-Paced

What does WIOA indicate? – WIOA (Workforce Investment Opportunity Act) designates programs that meet the requirements which are a part of federal legislation. The WIOA programs are designed to enhance and support our nation's public workforce system. WIOA programs help people (youth, unemployed, underemployed) to move into high-quality jobs and careers. This funding is also geared to helping employers hire, retain and promote their employees. Let us know if you would like to learn more about how WIOA funding can be used to support your enrollment in one of these programs or to schedule a program for your agency or business.

HERBALISM

Herbalism Certificate

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

Individual: \$54 | 2.5 Contact Hours **Series: (save \$47) \$295 | 15 Contact Hours**

Development, Forms and Energetics of Herbal Therapy – Part 1	W	3/29	6:30pm - 9:00pm	P1844
Development, Forms and Energetics of Herbal Therapy – Part 2	W	4/5	6:30pm - 9:00pm	P1844
Herbs for the Immune and Endocrine Systems	W	4/12	6:30pm - 9:00pm	P1844
Herbs for Digestion and Elimination	W	4/19	6:30pm - 9:00pm	P1844
Herbs for the Cardiovascular System	W	4/26	6:30pm - 9:00pm	P1844
Herbs for the Mind, Spirit, and Neuromuscular Systems	W	5/3	6:30pm - 9:00pm	P1844

NUTRITION

Wild Plant Walk: Identification for Food & Medicine

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

W 6/7 5:00pm - 7:30pm In Person

AYURVEDA

Ayurveda Certificate

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

Individual: \$54 | 2.5 Contact Hours **Series: (save \$47) \$275 | 15 Contact Hours**

Introduction to Ayurveda	M	2/27	6:00pm - 8:30pm	Virtual Live
Diet & Nutrition	M	3/6	6:00pm - 8:30pm	Virtual Live
Constitution & Wellness	M	3/13	6:00pm - 8:30pm	Virtual Live
Daily Routine & Harmony with Nature	M	3/20	6:00pm - 8:30pm	Virtual Live
Health Maintenance with Seasonal Changes	M	3/27	6:00pm - 8:30pm	Virtual Live
Herbs & Food for Healthy Living	M	4/3	6:00pm - 8:30pm	Virtual Live

AROMATHERAPY

Aromatherapy Foundations Certificate

This hands-on certificate will introduce you to foundational concepts and best practices of holistic aromatherapy. As you explore essential oils through both a scientific and holistic perspective, you will learn how to use them in ways that are economical, effective, and safe. During the program sessions there will be an experiential component of interacting with your essential oils, building new skills to create several different aromatherapy products that can be incorporated into your self-care routine. *Supplies will be included in-class. Supply fee of \$20 is payable at the time of registration.* 10 Contact Hours, \$245, Karissa Albrecht-Palmen

Th 3/16 - 4/6 6:00pm - 8:30pm In Person (P1844)

Aromatherapy Advanced Applications Certificate

In this experiential, advanced course, you will discover how to use essential oils and other aromatherapy products to help mitigate emotions and other stress related concerns such as sadness, worry, grief, anger, stress, focus, sleep, digestive discomfort, and pain. You will learn about additional brain based and mind-body approaches for supporting emotional wellness and mental health. In addition, you will learn about special concerns with the geriatric population like dementia and end of life care. *Supplies will be included in-class. Supply fee of \$35 is payable at the time of registration.* 10 Contact Hours, \$245, Karissa Albrecht-Palmen

Th 4/13 - 5/4 6:00pm - 8:30pm In Person (P1844)

HEALING TOUCH

Foundations of Healing Touch - HTI Certification

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

Course 1: Foundations of Healing Touch	Th &	4/20	8:00am - 5:00pm	In Person (P1810)
	F	4/21	8:00am - 4:00pm	In Person (P1810)

15.5 Contact Hours, \$335

Course 2: Energetic Patterning & Clinical Application	Th &	5/18	8:00am - 5:00pm	In Person (P1810)
	F	5/19	8:00am - 4:00pm	In Person (P1810)

15.5 Contact Hours, \$305

REIKI

Reiki Levels 1 & 2 Certification Program

NEW

This foundational course in Reiki Usui/Holy Fire® III Reiki levels I and II energy healing introduces students to the concept, history, techniques and practice of Reiki. Students will gain a deeper understanding of Reiki, how it works and what it can be used for, in addition to learning about the aura, chakras and how to develop and cultivate their intuition. Focus will be on learning both traditional and non-traditional (modern) Reiki level II symbols, their meanings/translations and how to use them most effectively. The course includes a Reiki manual, certificate, attunements and a small take-away pouch with a few goodies to get you started. There is no pre-requisite for this course. *This certification program will certify you in Reiki Levels 1 & 2 upon completion.* 14 Contact Hours, \$429, Paula Schuster.

Th & F 3/23 - 3/24 9:00am - 5:00pm In Person (Rm P1810)

TAI CHI

ABC of Tai Chi

This class will teach you the fundamentals of Tai Chi Chuan. It will utilize many different practices and techniques including Qigong, meditation, posture, walking, breath and alignment preparing you for further studies in Tai Chi. 6 Contact Hours, \$65, Jay Soderberg

T	1/17 - 2/28	7:00pm - 8:00pm	In Person (Rm S2330)
T	3/14 - 5/2	7:00pm - 8:00pm	In Person (Rm S2330)

Yang Style Short Form

The Yang Style Short Form class continues where the ABCs leaves off. We will continue learning new moves in Cheng Man Ching's 37-move form and deepen the Tai Chi experience. Continuing students will be able to refine their form and learn the subtleties of Tai Chi Chuan. 12 Contact Hours, \$120, Jay Soderberg

T	1/17 - 5/2	8:00pm - 9:00pm	In Person (Rm S2330)
Sa	1/21 - 5/13	10:00am - 11:00am	In Person (Rm S2330)

Yang Style Long Form

Following closely the teachings and practices of Sifu Fong Ha this class builds on either the ABCs of Tai Chi or Intro to Yang Long Form classes. Topics may include sitting and standing meditation, Qigong practice, the Yang Long Form (Yang 108), Tai Chi walking, and Tai Chi ruler. A student of this class should have previously studied Tai Chi Chuan (Yang style preferably) and have a commitment for self-directed practice. 12 Contact Hours, \$120, Jay Soderberg

Th	1/19 - 4/27	8:00pm - 9:00pm	In Person (Rm S2330)
Sa	1/21 - 5/13	9:00am - 10:00am	In Person (Rm S2330)

Two-Person Saber Form

This class will focus on a two-person saber form, which combines weapons training and two-person work. This helps the practitioner develop a deeper understanding of balance, sensitivity, and using their energy to control the blade. This form, much like sensing hands in the open hand form, extends the student's knowledge and provides feedback from your partner. It can also be practiced as a single person form. Prior Tai Chi experience is preferred because as with any weapon form, part of the objective is to further the student's ability to use their chi and remain comfortable and balanced while doing so (no previous weapon experience necessary). Requires a wooden practice saber (aka Dao) or a padded practice sword – actual metal sabers are not allowed. A limited number of wooden practice sabers are available for purchase from the instructor the first night of class. 12 Contact Hours, \$120, Jay Soderberg

Sa	1/21 - 5/13	11:00am - 12:00pm	In Person (Rm S2330)
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Yang Style 24 Form

The Yang 24-Form is the most popular tai chi form practiced today. It is an easy form to learn and its fluid movements help build the mind-body connection, while improving balance, flexibility, strength, and reduces stress. The Yang style Tai Chi Chuan is the most popular style of Tai Chi and is known for its graceful movements and moderate frame. Class will also include work on posture, tai chi walking and qigong exercises. 6 Contact Hours, \$65, Jay Soderberg

Th	1/19 - 2/23	7:00pm - 8:00pm	In Person (Rm S2330)
Th	3/2 - 4/27	7:00pm - 8:00pm	In Person (Rm S2330)



REGISTER ONLINE or LEARN MORE

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



Learning Well Radio

an internet radio program

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

Check out some of our past and future shows:

ce.normandale.edu/learning-well

Christopher Kerr, MD – Palliative & Hospice Care
Richard Johnson, MD – Obesity, Diabetes & Sugar
Frederic Bahnson, MD – Effective Decision-Making
Eben Alexander, MD - Near Death Experience (NDE)
Howard Weiner, MD - Neurology & Brain Diseases
Anna McConville - Body & Pain Management
Bijal Trivedi - Personalized Medicine
Cyndi Dale - Energy Medicine & Chakras
Wendy Wood, PhD - The Science and Power of Habits
Catherine Kurosu, MD - Integrative and Eastern Medicine
Donald Antrim – Suicide & Survival
T. Colin Campbell, PhD – Plant-Based Nutrition
Margee Kerr, PhD – Science of Pain and Fear
Theresa Cheung – Spirituality & Dreams
Richard Leider – The Power of Purpose

Produced by the Integrative Health Education Center at Normandale Community College

LANGUAGES

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SPANISH

Spanish in the Classroom

2.4 CEU, \$115

Starts Anytime

Online Self-Paced

Speed Spanish Series

7.2 CEU, \$299

Starts Monthly

Online

Spanish For Medical Professionals

3.2 CEU, \$290

2/6 - 3/31

Online

CORPORATE AND EMPLOYEE TRAINING

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

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

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

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

ESSENTIAL SKILLS

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

HIGH PERFORMANCE WORK PRACTICES

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

WORKING WITH US





Delivery Options

- ▶ Instructor-led sessions
- ▶ Virtual web-cast sessions
- ▶ On-the-job training
- ▶ Train the Trainer
- ▶ Hybrid—blended options

CONTINUOUS IMPROVEMENT

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

TECHNOLOGY & DATA

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

WELLNESS PRACTICES

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

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

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

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

—Sally Hed Dahlquist, owner and president,
ImmunoChemistry Technologies

CONTINUING EDUCATION REGISTRATION

Online: normandale.edu/CE-classes

Phone: 952-358-8343

Credit cards: Visa, MasterCard, Discover

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

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

Advanced registration is encouraged for all programs and must be accompanied by

payment or charge authorization.

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

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

LEARNING FORMATS

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

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

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

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

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

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

SCHEDULED AND CUSTOM

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

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

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

BUSINESSES AND WORKFORCE AGENCIES

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



NORMANDALE
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