

# COMPUTER APPLICATIONS CERTIFICATES



Earning a continuing education certificate is a credible way of documenting training experience and the formal development of employable skills. Ask your instructor for a certificate application when taking your first class.

Courses may be taken in person or online. Online courses start every month and must be completed within 12 consecutive months.

Our programs are updated throughout the year, visit our website to register or contact the Continuing Education Office at (952) 358-8343 to receive a class schedule.

## CERTIFICATES

## CLASSROOM OR ONLINE

### Microsoft Excel Spreadsheet

Microsoft Excel Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
Microsoft Excel Level 2 (Intermediate)	7 hrs - \$175	24 hrs - \$109
Microsoft Excel Level 3 (Advanced)	7 hrs - \$175	24 hrs - \$109

### Microsoft Access Database Management

Microsoft Access Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
Microsoft Access Level 2 (Intermediate)	7 hrs - \$175	24 hrs - \$109
Microsoft Access Level 3 (Advanced)	7 hrs - \$175	24 hrs - \$109

### SQL Design & Reporting

Microsoft Access Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
SQL Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
SQL Level 2 (Intermediate)	7 hrs - \$175	24 hrs - \$109
Introduction to SSRS	7 hrs - \$175	NA

### Workplace Computer Skills

Computer Skills for the Workplace	Online	24 hrs - \$109
Keyboarding	Online	24 hrs - \$109
Window 7/8 (Introduction)	Online	24 hrs - \$109
Microsoft Outlook 2010/2013 Level 1 (Intro)	Online	24 hrs - \$109
Microsoft Word 2010/2013 Level 1 (Intro)	Online	24 hrs - \$109

### Computer Desktop Application

Microsoft Word Level 1 (Introduction)	Online	24 hrs - \$109
Microsoft Excel Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
Microsoft Access Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109
SQL Level 1 (Introduction)	7 hrs - \$175	24 hrs - \$109

# MICROSOFT EXCEL



These instructor-led classes allow for interactive learning and personalized attention. Valuable textbooks are included in the course fee.

## MS Excel Level 1

Microsoft Excel 2013 Level 1 will introduce you to the look, feel and function of electronic spreadsheets. Learn formulas, functions, commands, basic workbook management and style and formatting options. 0.7 CEU, \$175, Donna Seys

<b>ID: 52268</b>	Fri, 1/27/17 & 2/3/17	1:00pm – 4:30pm	RM: P1802
<b>ID: 52269</b>	Sat, 2/25/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52270</b>	Mon, 3/13/17 & 3/20/17	1:00pm – 4:30pm	RM: P1802
<b>ID: 52271</b>	Fri, 5/5/17 & 5/12/17	8:30am – 12:00pm	RM: P1802

## MS Excel Level 2

You will explore higher-level features such as advanced formulas and specialized functions, data analysis with conditional formatting, PivotTables, slicers and PivotCharts and data visualization options using basic charts. *Prerequisite: Excel Level 1 or equivalent knowledge.* 0.7 CEU, \$175, Donna Seys

<b>ID: 52272</b>	Sat, 1/21/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52273</b>	Mon, 2/6/17 & 2/13/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52275</b>	Mon, 4/3/17 & 4/10/17	1:00pm – 4:30pm	RM: P1802
<b>ID: 52276</b>	Mon, 5/15/17 & 5/22/17	1:00pm – 4:30pm	RM: P1802

## MS Excel Level 3

This course will offer more advanced and complex features. You will learn how to work with, share and protect complex and large workbooks, automate functionality through forms, controls and macros, conditional logic, analysis options like the Goal Seeker feature and Solver Tool and finally present your data visually using advanced chart options. *Prerequisite: Excel Level 2 or equivalent knowledge.* 0.7 CEU, \$175, Donna Seys

<b>ID: 52277</b>	Fri, 2/24/17	9:00am – 4:00pm	RM: P1802
<b>ID: 52278</b>	Fri, 4/14/17	9:00am – 4:00pm	RM: P1802
<b>ID: 52279</b>	Fri, 6/9/17	9:00am – 4:00pm	RM: P1802

## NEW Business Intelligence (BI) Tools for Data Insight with Excel

Explore Excel's flexible yet powerful BI (business intelligence) tools to shape, model, analyze and visualize data in a meaningful way while enjoying familiar features of Excel such as pivot tables, slicers, charts and formulas. Learn how to build appealing and visual dashboards to track key performance indicators or activity trends. Explore custom calculated fields, geospatial mapping and sophisticated data model – all within Excel. *Prerequisite: Microsoft Excel Level 2 or equivalent experience.* 0.7 CEU, \$175, Donna Seys

<b>ID: 51284</b>	Tue, 11/29/16	9:00am – 4:00pm	RM: P1802
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## NEW Introduction to SSRS and Power BI Tools for Excel

Learn the fundamentals of SQL Server Reporting Services' Report Builder and Excel's Power BI tools to create easy-to-understand reports and data visualizations. *Prerequisite: SQL Level 1 or equivalent experience.* 0.7 CEU, \$175, Sheila Arnett

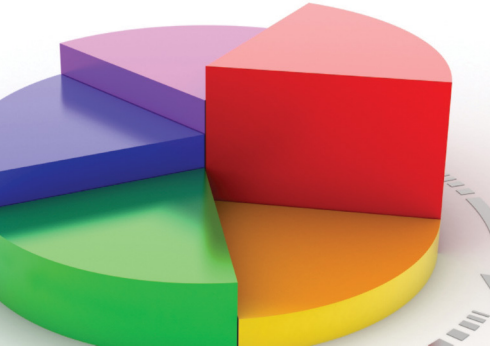
<b>ID: 52300</b>	Tue, 2/14/17 & 2/21/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52301</b>	Thur, 4/13/17 & 4/20/17	8:30am – 12:00pm	RM: P1802

Earn a **Microsoft Excel Spreadsheet Certificate** when you complete MS Excel 2013 Levels 1-3.

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

Classes are also available online, see website for details.

# MICROSOFT ACCESS



## Microsoft Access Level 1

Microsoft Access 2013 Level 1 will guide you through database design theory and development, creating and working with tables and relationships, and setting field properties. Queries, Forms and Reports using the Wizards will also be introduced.

0.7 CEU, \$175, Sheila Arnett

<b>ID: 52303</b>	Thurs, 1/5/17 & 1/12/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52304</b>	Sat, 2/11/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52305</b>	Tue, 3/14/17 & 3/21/17	8:30am – 12:00pm	RM: P1802

## Microsoft Access Level 2

This course will teach you the essential database design skills, taking a deeper dive into Queries, Forms and Reports, advanced query wizards and other advanced design features.

0.7 CEU, \$175, Sheila Arnett

<b>ID: 52306</b>	Thur, 1/26/17 & 2/2/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52307</b>	Sat, 3/11/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52308</b>	Tue, 4/11/17 & 4/18/17	8:30am – 12:00pm	RM: P1802

## Microsoft Access Level 3

This course will empower you to design Access as a user-friendly tool for others. It will cover sub forms, creating form letters, importing and integration with Excel, Word and other databases and provide a comprehensive introduction to Macros, a unique method for using Visual Basic actions, without being a programmer. 0.7 CEU, \$175, Sheila Arnett

<b>ID: 52309</b>	Sat, 4/22/17	8:00am – 3:00pm	RM: P1802
<b>ID: 52310</b>	Tue, 5/16/17 & 5/23/17	8:30am – 12:00pm	RM: P1802

## Microsoft Access – Advanced Queries and Calculations

This is a fast paced, information-packed course for the more knowledgeable Access user. Bring project work if you have it and experience hands-on, personalized learning. Learn techniques for basing one query upon another, effective use of Joins, Crosstab and Combo queries and how to use Functions for calculations in queries. 0.7 CEU, \$175, Sheila Arnett

<b>ID: 52311</b>	Tue, 5/2/17 & 5/9/17	8:30am – 12:00pm	RM: P1802
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Earn a **Microsoft Access Certificate** when you complete MS Access Levels 1-3.

Earn a **SQL Design and Reporting Certificate** when you complete SQL Levels 1-2, Microsoft Access Level 1 and Intro to SSRS



Sheila Oakes Arnett has been working in the computer industry since 1987. She has spent the last 15 years teaching computer applications and developing databases primarily using Microsoft Access. Sheila has worked with over 150 companies to create and modify custom databases. Sheila also developed Access Ability Advisor in conjunction with Salt Lake Community College, a program for Disability Service Centers. It is being used by colleges and universities across the US.

# STRUCTURED QUERRIES LANGUAGES



Earn a **SQL Design and Reporting Certificate** when you complete SQL Levels 1-2, Microsoft Access Level 1 and Intro to SSRS

**Normandale's classes are offered online and/or face-to-face. Visit our website for a complete listing of our programs**

**Register online** or Contact Continuing Education at 952-358-8343 [nca@normandale.edu](mailto:nca@normandale.edu)

SQL is a language (queries) used to view, add or remove data within a database. This is a powerful skill to have! Valuable textbooks included.

## SQL Level 1

SQL is the industry's top database programming language. Learn to read and write simple and complex SQL statements and advanced data manipulation techniques through hands-on activities. 0.7 CEU, \$175, Sheila Arnett

<b>ID: 52313</b>	Tue, 1/10/17 & 1/17/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52314</b>	Thur, 3/2/17 & 3/9/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52315</b>	Thur, 4/27/17 & 5/4/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52316</b>	Tue, 6/6/17 & 6/13/17	8:30am – 12:00pm	RM: P1802

## SQL Level 2

SQL Level 2 will solidify Level 1's learnings and also address: advanced joins, subqueries, and the interpretation of statements of increasing complexity. Valuable textbook included. 0.7 CEU, \$175, Sheila Arnett

<b>ID: 52317</b>	Tue, 1/31/17 & 2/7/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52318</b>	Thur, 3/23/17 & 3/30/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52319</b>	Thur, 5/18/17 & 5/25/17	8:30am – 12:00pm	RM: P1802

## **NEW** Introduction to SSRS and Power BI Tools for Excel

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

<b>ID: 52300</b>	Tue, 2/14/17 & 2/21/17	8:30am – 12:00pm	RM: P1802
<b>ID: 52301</b>	Thur, 4/13/17 & 4/20/17	8:30am – 12:00pm	RM: P1802

## PHP & MySQL (2 Levels offered)

Learn to create dynamic Web pages and leave with useful code templates to create your own Web-based, content management system. Learn to create a commercial online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. OL 2.4 CEU per class, \$109 per class, Richard Blum

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

## Crystal Reports

Crystal Reports is a business intelligence tool that allows you to develop reports against any database or structured file format, from SQL and Oracle, to flat file to text file to spreadsheets. 2.4 CEU, \$109, Allen Taylor

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

# COMPUTER BASICS

Visit our website for more courses/programs.

## Keyboarding

Learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and take a timed keyboarding test. 2.4 CEU, \$109, Kathy Van Pelt

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

## Mastering Computer Skills for the Workplace

The Microsoft Office Suite is the most used software tool in the world. Gain those “must-have” skills needed to succeed in the workplace. Learn to create, edit and manage documents, presentations and spreadsheets. You’ll master the basics so that you can work faster and more efficiently. 1.6 CEU, \$195, Betsy Flanagan

ID: 52020 Online class – 2/6/17 - 3/3/17

ID: 52439 Online class – 4/3/17 - 4/28/17

## Microsoft Outlook

Learn the basic features of email software, including creating, sending, saving and organizing emails, managing contacts, scheduling appointments, creating calendar entries plus much more. OL 2.4 CEU, \$109, Bill Mann

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

## Microsoft Word (2-Levels offered)

Introduction to Microsoft Word will teach you to edit, maneuver, store/save, design and format word documents. Next level Intermediate Microsoft Word will expose you to more creative, higher-level functions such as mail merge, templates, macros, desktop design and publishing. OL 2.4 CEU, \$109, Wallace Wang

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

## Microsoft PowerPoint

Create professional-quality slide presentations with text and objects, including pictures, shapes, WordArt, SmartArt, and learn to add multimedia effects to create animated presentations and much more. OL 2.4 CEU, \$109, Kathy Van Pelt

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

Register online or Contact  
Continuing Education at  
952-358-8343  
ncal@normandale.edu

## Bookkeeping

### NEW The Basics of Bookkeeping

This course offers a practical approach. Learn basic bookkeeping terminology and practices, and as you learn to track the numbers, you will also be able to better analyze financial records and results. 1.6 CEU, \$195, Sharon deFonteny

ID: 52659 Online class – 2/6/17 - 3/3/17

ID: 52660 Online class – 4/3/17 - 4/28/17

### Bookkeeping Administration (Certification)

Certification is through the American Institute of Professional Bookkeepers (AIPB). 28 CEU, \$2,725

Online class – start anytime

### Quickbooks

See website for courses details. 2.4 CEU, \$109, Scott Paxton

Online class – starts every month (1/18, 2/15, 3/15, 4/12, 5/17)

