



# Computer Courses

## Continuing Education & Customized Training

### Five Easy Registration Options

- **Online:** [century.augusoft.net](http://century.augusoft.net)
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.  
3300 Century Avenue North  
White Bear Lake, MN 55110
- **In Person:** East Campus  
Mon-Thu, 8am-7pm  
Fri, 8am-4pm

### Questions?

Contact **Joan Peterson**  
at [joan.peterson@century.edu](mailto:joan.peterson@century.edu)  
or **651.773.1743**.

These programs can also be brought to your business/organization! Call Joan for more details.

**century.edu**



### Computer Courses for the "Unwired" to the Guru!

Whether you need to brush up on basic software programs or are an advanced IT professional, our courses will give you the computer skills you need to increase your confidence and improve productivity. Our programs are affordable and classes are small, allowing you to gain skills and hands-on experience with individual attention. Take one course or a series, and receive a certificate of completion noting the Continuing Education Units (CEUs) earned.

Choose from a variety of courses:

- Computer Keyboarding Beginning and Intermediate
- Microsoft Office Word 2007/2010 Basic
- Microsoft Office Word 2007/2010 Intermediate

- Microsoft Office Word 2007/2010 Advanced
- Microsoft Office Excel 2007/2010 Basic
- Microsoft Office Excel 2007/2010 Intermediate
- Microsoft Office Excel 2007/2010 Advanced
- Microsoft Office PowerPoint 2007/2010 Basic
- Microsoft Office PowerPoint 2007/2010 Advanced
- Microsoft Office Access 2007/2010 Basic
- Microsoft Office Access 2007/2010 Intermediate
- Microsoft Office Access 2007/2010 Advanced
- Publisher 2007 Basic
- Flash Professional CS

### Computer Keyboarding: Beginning and Intermediate

Do you wish you knew how to type? Learn keyboarding basics including the correct hand positions for alphabetic, numeric, and symbol

keys. Get guided practice to improve your speed, technique and accuracy. REQUIRED TEXTBOOK: *Course ILT Keyboarding: A-Z*, approximately \$30. Online book code 1CPT 9080.

East Campus, Room 2207 \$225

Tues, Jan 17, 24, 31, 2012 8:30 am-12:30 pm  
Tues, Apr 3, 10, 17, 2012 8:30 am-12:30 pm

**Microsoft Office Word 2007: Basic**

Learn to get started with Word 2007, create documents, format text and paragraphs, and format/edit documents. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Basic*, approximately \$25. Online book code 1CPT 0061.

East Campus, Room 2207 \$139

Wed, Nov 16, 2011 8:30am-4:00pm  
Tues, Feb 21, 2012 8:30am-4:00pm  
Thurs, Apr 5, 2012 8:30am-4:00pm  
Tues, May 29, 2012 8:30am-4:00pm

**Microsoft Office Word 2007: Intermediate**

Learn how to illustrate a document with graphics, build a document using themes, merge Word documents, work with styles and templates and develop multipage documents. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Intermediate*, approximately \$25. Online book code 1CPT 0062. **Prerequisite: Microsoft Office Word 2007 Basic**

East Campus, Room 2207 \$139

Wed, Nov 23, 2011 8:30am-4:00pm  
Tues, Feb 28, 2012 8:30am-4:00pm

**Microsoft Office Word 2007: Advanced**

Learn to work with references, integrate Word with other programs, explore advanced graphics, build forms, collaborate with coworkers, and customize Word. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Advanced*, approximately \$25. Online book code 1CPT 0104. **Prerequisite: Microsoft Office Word 2007 Basic and Intermediate**

East Campus, Room 2207 \$139

Tues, Mar 6, 2012 8:30am-4:00pm  
Thurs, Apr 19, 2012 8:30am-4:00pm  
Tues, June 12, 2012 8:30am-4:00pm

Tues, Aug 14, 2012 8:30am-4:00pm

**Microsoft Office Excel 2007: Basic**

Get started with Excel 2007 including: working with formulas and functions, formatting a worksheet, working with charts, and analyzing data using formulas. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2007 Basic*, approximately \$25. Online book code 1CPT 0058.

East Campus, Room 2207 \$139

Wed, Feb 22, 2012 8:30am-4:00pm  
Tues & Thurs, Mar 20 & 22, 2012 5:30pm-9:00pm  
Tues & Thurs, April 10 & 12, 2012 5:30pm-9:00pm

**Microsoft Office Excel 2007: Intermediate**

Learn how to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts, share Excel files, and incorporate Web information. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel Intermediate*, approximately \$25. Online book code 1CPT 0059. **Prerequisite: Microsoft Office Excel 2007 Basic**

East Campus, Room 2207 \$139

Tues & Thurs, Oct 18 & 20, 2011 5:30pm-9:00pm  
Tues, Nov 22, 2011 8:30am-4:00pm  
Thurs, Jan 26, 2012 8:30am-4:00pm  
Wed, Mar 7, 2012 8:30am-4:00pm  
Wed, May 16, 2012 8:30am-4:00pm  
Wed, July 18, 2012 8:30am-4:00pm

**Microsoft Office Excel 2007: Advanced**

Learn to use "what-if" analysis, analyze data with PivotTables, exchange data with other programs, customized Excel and advanced worksheet management, and program with Excel. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2007 Advanced*, approximately \$25. Online book code 1CPT 0102. **Prerequisite: Microsoft Office Excel 2007 Basic and Intermediate**

East Campus, Room 2207 \$139

Tues, Nov 29, 2011 8:30am-4:00pm  
Thurs, Feb 2, 2012 8:30am-4:00pm  
Wed, May 23, 2012 8:30am-4:00pm  
Wed, July 25, 2012 8:30am-4:00pm

**Microsoft Office PowerPoint 2007: Basic**

Learn how to create a presentation in PowerPoint 2007, modify a presentation, insert objects into a presentation, finish a presentation, and work with advanced tools and masters. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2007 Basic*, approximately \$25. Online book code 1CPT 0060.

East Campus, Room 2207 \$139

Tues, Feb 7, 2012 8:30am-4:00pm  
Wed, April 4, 2012 8:30am-4:00pm  
Mon, June 4, 2012 8:30am-4:00pm

**Microsoft Office PowerPoint 2007: Advanced**

Learn how to enhance charts and insert illustrations, objects and media clips using advanced features. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2007 Advanced*, approximately \$25. Online book code 1CPT 0103. **Prerequisite: Microsoft Office PowerPoint 2007 Basic**

East Campus, Room 2207 \$139

Tues, Feb 14, 2012 8:30am-4:00pm  
Wed, Apr 11, 2012 8:30am-4:00pm  
Thurs, June 7, 2012 8:30am-4:00pm  
Wed, June 27, 2012 8:30am-4:00pm

**Microsoft Office Access 2007: Basic**

Getting started with Access 2007 includes: building and using queries, using forms, using reports, and modifying the database structure. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2007 Basic*, approximately \$25. Online book code 1CPT 0057. **Prerequisite: Windows experience.**

East Campus, Room 2207 \$159

Tues & Thurs, Oct 25 & 27, 2011 5:00pm-9:00pm  
Thurs, Feb 9, 2012 8:00am-4:30pm  
Tues & Thurs, Mar 27 & 29, 2012 5:00pm-9:00pm  
Thurs, June 14, 2012 8:00am-4:30pm

**Microsoft Office Access 2007: Intermediate**

Learn how to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2007 Intermediate*,



## MOS (Microsoft Office Specialist)

Discover the only performance-based certification that validates the skills needed to get the most out of Microsoft Office. Whether you want to drive your career or increase your productivity on the job, earning the Microsoft Office Specialist (MOS) certification demonstrates the valuable expertise you need to succeed.

### Why get certified

Earning a MOS certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients. For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

For more information or to obtain MOS testing locations, contact Joan Peterson at [joan.peterson@century.edu](mailto:joan.peterson@century.edu) and 651.773.1743.

approximately \$25. Online book code 1CPT 0100.

#### **Prerequisite: Microsoft Office Access 2007 Basic**

East Campus, Room 2207	\$159
Thurs, Oct 20, 2011	8:00am-4:30pm
Tues, Nov 1 & 8, 2011	5:00pm-9:00pm
Thurs, June 21, 2012	8:00am-4:30pm

#### **Microsoft Office Access 2007: Advanced**

Learn to create advanced reports, manage database objects, create macros, modules, VBA and maintain databases. **REQUIRED TEXTBOOK:** *Illustrated Course Guide: Microsoft Office Access 2007 Advanced*, approximately \$25. Online book code 1CPT 0101. **Prerequisite: Microsoft Office Access 2007 Basic and Intermediate**

East Campus, Room 2207	\$159
Thurs, Mar 8, 2012	8:00am-4:30pm

#### **Microsoft Office Word 2010 Basic**

Learn how to create documents with Word 2010, edit documents, format text and paragraphs, format documents and create and format tables. **REQUIRED TEXTBOOK:** *Illustrated Course Guide: Microsoft Office Word 2010 Basic*, approximately \$25. Online book code 1CPT 0129.

East Campus, Room 2207	\$139
Tues, Oct 25, 2011	8:30am-4:00pm
Wed, Jan 18, 2012	8:30am-4:00pm

Tues & Thurs, Jan 24 & 26, 2012 5:30pm-9:00pm  
Tues, Feb 28 & Thurs, Mar 1, 2012

	5:30pm-9:00pm
Wed, Mar 14, 2012	8:30am-4:00pm
Tues & Thurs, Apr 3 & 5, 2012	5:30pm-9:00pm
Tues, Apr 24, 2012	8:30am-4:00pm
Tues, July 10, 2012	8:30am-4:00pm

#### **Microsoft Office Word 2010 Intermediate**

Learn how to illustrate documents with graphics, work with themes and building blocks, merge word documents, work with styles and templates, develop multipage documents, and work with references. **REQUIRED TEXTBOOK:** *Illustrated Course Guide: Microsoft Office Word 2010 Intermediate*, approximately \$25. Online book code 1CPT 0130. **Prerequisite: Microsoft Office Word 2010 Basic**

East Campus, Room 2207	\$139
Tues, Nov 1, 2011	8:30am-4:00pm
Wed, Jan 25, 2012	8:30am-4:00pm
Wed, Mar 21, 2012	8:30am-4:00pm
Tues, May 1, 2012	8:30am-4:00pm
Tues, July 17, 2012	8:30am-4:00pm

#### **Microsoft Office Word 2010 Advanced**

Learn to integrate word with other programs, explore advanced graphics, build forms, collaborate with co-workers, and customize word. **REQUIRED TEXTBOOK:** *Illustrated Course Guide: Microsoft Office Word 2010 Advanced*, approximately \$25. Online book code 1CPT 0128.

**Prerequisite: Microsoft Office Word 2010  
Basic and Intermediate**

East Campus, Room 2207 \$139

Tues, Nov 8, 2011 8:30am-4:00pm  
Wed, Feb 1, 2012 8:30am-4:00pm  
Wed, Mar 28, 2012 8:30am-4:00pm  
Tues, May 8, 2012 8:30am-4:00pm  
Tues, July 24, 2012 8:30am-4:00pm

**Microsoft Office Excel 2010 Basic**

Learn to get started with Excel 2010, work with formulas and functions, format a worksheet, work with charts, and analyze data using formulas. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Basic*, approximately \$25. Online book code 1CPT 0134.

East Campus, Room 2207 \$139

Tues, Nov 29 & Thurs, Dec 1, 2011 5:30pm-9:00pm  
Tues, Dec 6, 2011 8:30am-4:00pm  
Tues, Jan 31 & Thurs, Feb 2, 2012 5:30pm-9:00pm  
Tues, Mar 20, 2012 8:30am-4:00pm  
Wed, Apr 18, 2012 8:30am-4:00pm  
Wed, May 30, 2012 8:30am-4:00pm  
Wed, Aug 1, 2012 8:30am-4:00pm

**Microsoft Office Excel 2010  
Intermediate**

Learn to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts and use what if analysis. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Intermediate*, approximately \$25. Online book code 1CPT 0135.

**Prerequisite: Microsoft Office Excel 2010  
Basic**

East Campus, Room 2207 \$139

Wed, Oct 19, 2011 8:30am-4:00pm  
Tues & Thurs, Dec 6 & 8, 2011 5:30pm-9:00pm  
Tues, Dec 13, 2011 8:30am-4:00pm  
Wed & Thurs, Feb 8 & 9, 2012 5:30pm-9:00pm  
Tues, Mar 27, 2012 8:30am-4:00pm  
Wed, Apr 25, 2012 8:30am-4:00pm  
Mon, June 11, 2012 8:30am-4:00pm  
Wed, Aug 8, 2012 8:30am-4:00pm

**Microsoft Office Excel 2010 Advanced**

Learn to analyze data with pivot tables, exchange data with other programs, share excel files and incorporate web information, customize



excel and advanced worksheet management and program with excel. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Advanced*, approximately \$25. Online book code 1CPT 0136. **Prerequisite: Microsoft Office Excel 2010 Basic and Intermediate**

East Campus, Room 2207 \$139

Wed, Oct 26, 2011 8:30am-4:00pm  
Thurs, Dec 15, 2011 8:30am-4:00pm  
Thurs, Mar 29, 2012 8:30am-4:00pm  
Wed, May 2, 2012 8:30am-4:00pm  
Wed, June 13, 2012 8:30am-4:00pm  
Wed, Aug 15, 2012 8:30am-4:00pm

**Microsoft Office PowerPoint 2010 Basic**

Learn to create a presentation in PowerPoint 2010, modify a presentation, inserting objects into a presentation, finish a presentation, and work with advanced tools and masters. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2010 Basic*, approximately \$25. Online book code 1CPT 0137.

East Campus, Room 2207 \$139

Thurs, Nov 3, 2011 8:30am-4:00pm  
Thurs, Mar 1, 2012 8:30am-4:00pm  
Tues, May 15, 2012 8:30am-4:00pm  
Thurs, July 26, 2012 8:30am-4:00pm

**Microsoft Office PowerPoint 2010  
Advanced**

Learn to enhance charts, insert illustrations, objects and media clips and use advanced features. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2010 Advanced*, approximately \$25. Online book code 1CPT 0138.

East Campus, Room 2207 \$139

Wed, Nov 9, 2011 8:30am-4:00pm  
Tues, Mar 13, 2012 8:30am-4:00pm  
Tues, May 22, 2012 8:30am-4:00pm  
Mon, Aug 6, 2012 8:30am-4:00pm

**Microsoft Office Access 2010 Basic**

Learn to get started with Access 2010, build and use queries, use forms, use reports, and modify the database structure. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2010 Basic*, approximately \$25. Online book code 1CPT 0131.

East Campus, Room 2207 \$159

Tues & Thurs, Feb 14 & 16, 2012 5:00pm-9:00pm  
Thurs, Apr 26, 2012 8:00am-4:30pm  
Thurs, July 12, 2012 8:00am-4:30pm  
Thurs, Aug 2, 2012 8:00am-4:30pm

**Microsoft Office Access 2010 Intermediate**

Learn to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries.

REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2010 Intermediate*, approximately \$25. Online book code 1CPT 0132. **Prerequisite: Microsoft Office Access 2010 Basic**

East Campus, Room 2207 \$159  
 Thurs, May 3, 2012 8:00am-4:30pm  
 Thurs, July 19, 2012 8:00am-4:30pm  
 Thurs, Aug 9, 2012 8:00am-4:30pm

**Microsoft Office Access 2010 Advanced**

Learn to create advanced reports, build a database interface, create macros, create

modules and VBA, and maintain the database. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft office Access 2010 Advanced*, approximately \$25. Online book code 1CPT 0133.

East Campus, Room 2207 \$159  
 Wed, Nov 2, 2011 8:00am-4:30pm  
 Mon, May 21, 2012 8:00am-4:30pm  
 Mon, July 23, 2012 8:00am-4:30pm  
 Mon, Aug 13, 2012 8:00am-4:30pm

**Publisher 2007 Basic**

Learn how to create and edit publications, arrange text and pictures, work with mater pages, and create/format tables. You will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing. REQUIRED TEXTBOOK: *Publisher 2007: Basic + Certblaster, Student Manual with Data*,

approximately \$20. Online book code 1CPT 0143.  
 East Campus, Room 2207 \$135  
 Mon, Nov 21, 2011 8:30am-2:30pm

**Flash Professional CS**

Adobe Flash is used by designers, game programmers, and hobbyists to create interactive websites, multimedia digital experiences, and mobile content. The latest release of Flash promises exciting new capabilities. Learn about Frames, Keyframes, and Symbols to create amazing animations. REQUIRED TEXTBOOK: *Flash Professional CS5 Digital Classroom*, approximately \$38. Online book code 1CPT 0142.

East Campus, Room 2207 \$135  
 Mon, Dec 5, 2011 8:30am-2:30pm

**Computer Courses Registration Form**

Please fill out all information completely. Date of birth or social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \_\_ Male \_\_ Female  
 Business Name \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_  
 Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail address \_\_\_\_\_

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
Total Course Fees:		\$ _____

**PAYMENT INFORMATION**

- Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College.)
- Business purchase order attached
- Please charge to my: \_\_\_ VISA \_\_\_ MasterCard \_\_\_ Discover Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Century College, Continuing Education and Customized Training, 3300 Century Avenue N., White Bear Lake, MN 55110 T 651.779.3341 • F 651.779.5802

[www.century.edu/continuinged](http://www.century.edu/continuinged)