



If you feel unprepared in the level of computer competency for today's job market, this certificate is for you! The **Computer Competency Certificate** is designed to provide experience and expertise in the use of computers. You will be provided with a thorough overview of computers and basic desktop software applications. **To obtain your Computer Competency Certificate, please complete the following 8 courses:**

- Basic Computer Keyboarding
- Microsoft Office Word 2007 Basic
- Microsoft Office Word 2007 Intermediate
- Microsoft Office Excel 2007 Basic
- Microsoft Office Excel 2007 Intermediate
- Microsoft Office PowerPoint 2007 Basic
- Microsoft Office Access 2007 Basic
- Microsoft Office Access 2007 Intermediate

Email cynthia.jahnke@century.edu to receive your completion certificate. After completing courses, you should be prepared to take the Word, Access, and Excel Exams.

■ Computer Keyboarding: Beginning and Intermediate Level

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:** *Keyboarding Made Simple*, approximately \$20. Online book code 1CPT 9080. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$225 + textbook

- 3 Tues, Sept. 22 – Oct. 6, 2009, 8:30am-12:30pm
Course Number: 20103-001576
- 3 Tues, Jan. 19 – Feb. 2, 2010, 8:30am-12:30pm,
Course Number: 20105-000056
- 3 Tuesdays, April 6 – 20, 2010, 8:30am-12:30pm,
Course Number: 20105-000150

■ Microsoft Office Word 2007: Basic

Getting started with Word 2007 includes: creating documents, formatting text and paragraphs, and formatting/editing documents. **Required textbook:** *Illustrated Course Guide: Microsoft Office Word 2007*

Basic, approximately \$25. Online book code 1CPT 0061. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$139 + textbook

- Wednesday, September 23, 2009, 8:30am-4:00pm
Course Number: 20103-001577
- Tue & Thur, October 6 & 8, 2009, 5:30-9:00pm
Course Number: 20103-001584
- Tuesday, October 27, 2009, 8:30am-4:00pm
Course Number: 20103-001596
- Wednesday, November 18, 2009, 8:30am-4:00pm
Course Number: 20103-001607
- Wednesday, January 20, 2010, 8:30am-4:00pm
Course Number: 20105-000057
- Tuesday, February 23, 2010, 8:30am-4:00pm
Course Number: 20105-000132
- Wednesday, March 17, 2010, 8:30am-4:00pm
Course Number: 20105-000142
- Thursday, April 8, 2010, 8:30am-4:00pm
Course Number: 20105-000153
- Tuesday, April 27, 2010, 8:30am-4:00pm
Course Number: 20105-000159
- Tuesday, June 1, 2010, 8:30am-4:00pm
Course Number: 20105-000175
- Tuesday, July 13, 2010, 8:30am-4:00pm
Course Number: 20111-000009
- Tuesday, August 3, 2010, 8:30am-4:00pm
Course Number: 20111-000019

■ 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. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

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- Wednesday, September 30, 2009, 8:30am-4:00pm
Course Number: 20103-001582
- Tuesday, November 3, 2009, 8:30am-4:00pm
Course Number: 20103-001599
- Wednesday, November 25, 2009, 8:30am-4:00pm
Course Number: 20103-001609
- Wednesday, January 27, 2010, 8:30am-4:00pm
Course Number: 20105-000060



- Monday, March 1, 2010, 8:30am-4:00pm
Course Number: 20105-000134
- Wednesday, March 24, 2010, 8:30am-4:00pm
Course Number: 20105-000145
- Thursday, April 15, 2010, 8:30am-4:00pm
Course Number: 20105-000156
- Tuesday, May 4, 2010, 8:30am-4:00pm
Course Number: 20105-000163
- Tuesday, June 8, 2010, 8:30am-4:00pm
Course Number: 20105-000178
- Tuesday, July 20, 2010, 8:30am-4:00pm
Course Number: 20111-000012
- Tuesday, August 10, 2010, 8:30am-4:00pm
Course Number: 20111-000023

■ 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. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$139 + textbook

- Thursday, September 24, 2009, 8:30am-4:00pm
Course Number: 20103-001580
- Tue & Thur., October 13 & 15 2009, 5:30-9:00pm
Course Number: 20103-001588
- Wednesday, October 14, 2009, 8:30am-4:00pm
Course Number: 20103-001589
- Tuesday, November 17 2009, 8:30am-4:00pm
Course Number: 20103-001606

- Tue. & Thur., December 1 & 3, 2009, 5:30-9:00pm
Course Number: 20103-001704
- Tuesday, December 8, 2009, 8:30am-4:00pm
Course Number: 20103-001614
- Thursday, January 21, 2010, 8:30am-4:00pm
Course Number: 20105-000058
- Tue. & Thur., January 26 & 28, 2010, 5:30-9:00pm
Course Number: 20105-000059
- Wednesday, February 24, 2010, 8:30am-4:00pm
Course Number: 20105-000133
- Wednesday, March 3, 2010, 8:30am-4:00pm
Course Number: 20105-000135
- Tue. & Thur., March 9 & 11, 2010, 5:30-9:00pm,
Course Number: 20105-000138
- Tuesday, March 23, 2010, 8:30am-4:00pm
Course Number: 20105-000144
- Tue. & Thur., April 13 & 15, 2010, 5:30-9:00pm
Course Number: 20105-000154
- Wednesday, April 21, 2010, 8:30am-4:00pm
Course Number: 20105-000157
- Wednesday, May 12, 2010, 8:30am-4:00pm
Course Number: 20105-000169
- Wednesday, June 2, 2010, 8:30am-4:00pm
Course Number: 20105-000176
- Monday, July 19, 2010, 8:30am-4:00pm
Course Number: 20111-000011
- Wednesday, August 4, 2010, 8:30am-4:00pm
Course Number: 20111-000020

■ 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 2007 Intermediate*, approximately \$25. Online book code 1CPT 0059. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>
Prerequisite: Familiarity with the basics of Excel spreadsheets.

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$139 + textbook

- Thursday, October 1, 2009, 8:30am-4:00pm
Course Number: 20103-001583
- Tue. & Thur., October 20 & 22, 2009 5:30-9:00pm
Course Number: 20103-001592
- Wednesday, October 21, 2009, 8:30am-4:00pm
Course Number: 20103-001593
- Tuesday, November 24, 2009, 8:30am-4:00pm
Course Number: 20103-001608
- Tue. & Thur., Dec. 8 & 10, 2009, 5:30-9:00pm
Course Number: 20103-001613
- Tuesday, December 15, 2009, 8:30am-4:00pm
Course Number: 20103-001615
- Thursday, January 28, 2010, 8:30am-4:00pm
Course Number: 20105-000061
- Tue. & Thur., Feb. 2 & 4, 2010, 8:30am- 4:00pm
Course Number: 20105-000062
- Wednesday, March 10, 2010, 8:30am-4:00pm
Course Number: 20105-000139

- Tuesday, March 30, 2010, 8:30am-4:00pm
Course Number: 20105-000147
- Wednesday, April 28, 2010, 8:30am-4:00pm
Course Number: 20105-000160
- Wednesday, May 19, 2010, 8:30am-4:00pm
Course Number: 20105-000171
- Monday, June 14, 2010, 8:30am-4:00pm
Course Number: 20105-000180
- Wednesday, July 21, 2010, 8:30am-4:00pm
Course Number: 20111-000013
- Wednesday, August 11, 2010, 8:30am-4:00pm
Course Number: 20111-000024

■ 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. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/>

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$139 + textbook

- Tuesday, October 13, 2009, 8:30am-4:00pm
Course Number: 20103-001587
- Thursday, November 5, 2009, 8:30am-4:00pm
Course Number: 20103-001602
- Tuesday, February 9, 2010, 8:30am-4:00pm
Course Number: 20105-000126
- Thursday, March 4, 2010, 8:30am-4:00pm
Course Number: 20105-000136
- Wednesday, April 7, 2010, 8:30am-4:00pm
Course Number: 20105-000151
- Tuesday, May 18, 2010, 8:30am-4:00pm
Course Number: 20105-000170
- Monday, June 7, 2010, 8:30am-4:00pm
Course Number: 20105-000177
- Thursday, July 29, 2010, 8:30am-4:00pm
Course Number: 20111-000018

■ 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. Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/> **Prerequisite:** Windows experience.

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$159 + textbook

- Thursday, October 15, 2009, 8:00am-5:00pm
Course Number: 20103-001590

- Tue. & Thur., Nov. 3 & 5, 2009, 5:00-9:00pm
Course Number: 20103-001600
- Thursday, February 11, 2010, 8:00am-5:00pm
Course Number: 20105-000127
- Thursday, March 11, 2010, 8:00am-5:00pm
Course Number: 20105-000140
- Wed. & Thur., April 7 & 8, 2010, 5:00-9:00pm
Course Number: 20105-000152
- Thursday, April 29, 2010, 8:00am-5:00pm
Course Number: 20105-000161
- Thursday, June 17, 2010, 8:00am-5:00pm
Course Number: 20105-000183
- Thursday, July 15, 2010, 8:00am-5:00pm
Course Number: 20111-000010
- Thursday, August 5, 2010, 8:00am-5:00pm
Course Number: 20111-000021

■ 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*, approximately \$25. Online book code 1CPT 0100. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at <http://centurycollegebookstore.com/> **Prerequisite:** Microsoft Access 2007: Basic or equivalent experience.

All classes take place at Century College – East Campus, Room 2207; Class Fee: \$159 + textbook

- Thursday, October 22, 2009, 8:00am-5:00pm
Course Number: 20103-001594
- Tue. & Thur., Nov. 10 & 12, 2009, 5:00-9:00pm
Course Number: 20103-001604
- Thursday, February 18, 2010, 8:00am-5:00pm
Course Number: 20105-000129
- Thursday, May 6, 2010, 8:00am-5:00pm
Course Number: 20105-000165
- Thursday, June 24, 2010, 8:00am-5:00pm
Course Number: 20105-000184
- Thursday, July 22, 2010, 8:00am-5:00pm
Course Number: 20111-000014
- Thursday, August 12, 2010, 8:00am-5:00pm
Course Number: 20111-000025

To register, call 651-779-3341. For class information, call Joan Peterson at 651-773-1743 or email: joan.peterson@century.edu

This document can be made available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

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