



The **Computer Proficiency Certificate** has been developed to help individuals acquire and demonstrate a body of knowledge of popular computer programs. This 72-hour certificate provides participants with hands-on training in Microsoft® Windows, Word, Excel, Access, and PowerPoint as well as usage and benefits of the internet. **The Certificate requires the following 11 courses:**

- Microsoft Word Basic
- Microsoft Office Word 2007 Intermediate
- Microsoft Office Word 2007 Advanced
- Microsoft Office Excel 2007 Basic
- Microsoft Office Excel 2007 Intermediate
- Microsoft Office Excel 2007 Advanced
- Microsoft Office PowerPoint 2007 Basic
- Microsoft Office PowerPoint 2007 Advanced
- Microsoft Office Access 2007 Basic
- Microsoft Office Access 2007 Intermediate
- Microsoft Office Access 2007 Advanced

**Upon Completion, email [cynthia.jahnke@century.edu](mailto:cynthia.jahnke@century.edu) to receive your Computer Proficiency Certificate.** After completing this program, you should be prepared to take the MOUS Exam.

**All classes take place at Century College – East Campus, Room 2207; All classes cost \$139 + textbook with the exception of Access classes \$159 + textbook**

## ■ 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/>

- 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/>

- 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 Word 2007: Advanced

Learn to work with references, 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 2007 Advanced*, approximately \$25. Online book code 1CPT 0104. 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/>

- Wednesday, October 7, 2009, 8:30am-4:00pm  
**Course Number: 20103-001585**
- Tuesday, November 10, 2009, 8:30am-4:00pm  
**Course Number: 20103-001603**
- Wednesday, December 2, 2009, 8:30am-4:00pm  
**Course Number: 20103-001612**
- Wednesday, February 3, 2010, 8:30am-4:00pm  
**Course Number: 20105-000063**
- Tuesday, March 9, 2010, 8:30am-4:00pm  
**Course Number: 20105-000137**
- Wednesday, March 31, 2010, 8:30am-4:00pm  
**Course Number: 20105-000148**
- Thursday, April 22, 2010, 8:30am-4:00pm  
**Course Number: 20105-000158**
- Tuesday, May 11, 2010, 8:30am-4:00pm  
**Course Number: 20105-000168**
- Tuesday, June 15, 2010, 8:30am-4:00pm  
**Course Number: 20105-000181**
- Tuesday, July 27, 2010, 8:30am-4:00pm  
**Course Number: 20111-000016**
- Tuesday, August 17, 2010, 8:30am-4:00pm  
**Course Number: 20111-000027**

## ■ 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/>

- 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.

- 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., December 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., February 2 & 4, 2010, 5:30-9:00pm  
**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 Excel 2007: Advanced

Learn to use "what-if" analysis, analyze data with pivot tables, 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. 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.

- Thursday, October 8, 2009, 8:30am-4:00pm  
**Course Number: 20103-001586**
- Wednesday, October 28, 2009, 8:30am-4:00pm  
**Course Number: 20103-001597**
- Tuesday, December 1, 2009, 8:30am-4:00pm  
**Course Number: 20103-001610**
- Thursday, December 17, 2009, 8:30am-4:00pm  
**Course Number: 20103-001616**
- Thursday, February 4, 2010, 8:30am-4:00pm  
**Course Number: 20105-000124**
- Tue. & Thur., February 9 & 11, 2010, 5:30-9:00pm  
**Course Number: 20105-000125**
- Thursday, April 1, 2010, 8:30am-4:00pm  
**Course Number: 20105-000149**
- Wednesday, May 5, 2010, 8:30am-4:00pm  
**Course Number: 20105-000164**
- Wednesday, May 26, 2010, 8:30am-4:00pm  
**Course Number: 20105-000174**
- Wednesday, June 16, 2010, 8:30am-4:00pm  
**Course Number: 20105-000182**
- Wednesday, July 28, 2010, 8:30am-4:00pm  
**Course Number: 20111-000017**
- Wednesday, August 18, 2010, 8:30am-4:00pm  
**Course Number: 20111-000028**

## ■ 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/>

- 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 PowerPoint 2007: Advanced

Learn how to enhance charts, 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. 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/>

- Tuesday, October 20, 2009, 8:30am-4:00pm  
**Course Number: 20103-001591**
- Thursday, November 12, 2010, 8:30am-4:00pm  
**Course Number: 20103-001605**
- Tuesday, February 16, 2010, 8:30am-4:00pm  
**Course Number: 20105-000128**
- Tuesday, March 16, 2010, 8:30am-4:00pm  
**Course Number: 20105-000141**
- Wednesday, April 14, 2010, 8:30am-4:00pm  
**Course Number: 20105-000155**
- Tuesday, May 25, 2010, 8:30am-4:00pm  
**Course Number: 20105-000173**
- Thursday, June 10, 2010, 8:30am-4:00pm  
**Course Number: 20105-000179**
- Wednesday, June 30, 2010, 8:30am-4:00pm  
**Course Number: 20105-000185**
- Monday, August 9, 2010, 8:30am-4:00pm  
**Course Number: 20111-000022**

## ■ 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.

- 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.

- 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**

## ■ Microsoft Office Access 2007: Advanced

Learn to create advanced report, 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. 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: Intermediate or equivalent experience.

- Wednesday, November 4, 2009, 8:00am-5:00pm  
**Course Number: 20103-001601**
- Monday, February 22, 2010, 8:00am-5:00pm  
**Course Number: 20105-000131**
- Thursday, March 25, 2010, 8:00am-5:00pm  
**Course Number: 20105-000146**
- Monday, May 24, 2010, 8:00am-5:00pm  
**Course Number: 20105-000172**
- Monday, July 26, 2009, 8:00am-5:00pm  
**Course Number: 20111-000015**
- Monday, August 16, 2010, 8:00am-5:00pm  
**Course Number: 20111-000026**

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

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.