



Continuing Education & Customized Training

Computer Proficiency Certificate Program

Five Easy Registration Options

- **Online:** 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, Rm E2330
Mon–Thu 8:00am–7:00pm
Fri 8:00am–4:00pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

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



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 Office Word 2007 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, please email cassie.morrisette@century.edu to receive your Computer Competency Certificate

Microsoft Certified Application Specialist (MCAS)

After completing the Microsoft Office Word, Excel, PowerPoint, & Access 2007 Basic, Intermediate and Advanced classes, you should be prepared to take The MCAS Exam.

To obtain the MCAS Testing locations, contact Joan Peterson at joan.peterson@century.edu.

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.

East Campus, Rm 2207 **\$139**

Wednesday, Sept 22	8:30am-4:00pm
Tue & Thu, Oct 5 & 7	5:30pm-9:00pm
Tuesday, Oct 26	8:30am-4:00pm
Wednesday, Nov 17	8:30am-4:00pm
Wednesday, Jan 19,	8:30am-4:00pm
Tue & Thu, Jan 25 & 27	5:30pm-9:00pm
Tuesday, Feb 22	8:30am-4:00pm
Tue & Thu, Mar 1 & 3	5:30pm-9:00pm
Wednesday, Mar 16	8:30am-4:00pm
Tue & Thu, Apr 5 & 7	5:30pm-9:00pm
Thursday, Apr 7	8:30am-4:00pm
Tuesday, Apr 26	8:30am-4:00pm
Tuesday, May 31	8:30am-4:00pm
Tuesday, Jul 12	8:30am-4:00pm
Tuesday, Aug 2	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 multi-page documents.

Required Textbook: *Illustrated Course Guide: Microsoft Office Word 2007 Intermediate*, approximately \$25. Online book code 1CPT 0062.

East Campus, Rm 2207 **\$139**

Wednesday, Sept 29	8:30am-4:00pm
Tuesday, Nov 2	8:30am-4:00pm
Wednesday, Nov 24	8:30am-4:00pm
Wednesday, Jan 26	8:30am-4:00pm
Tuesday, Mar 1	8:30am-4:00pm
Wednesday, Mar 23	8:30am-4:00pm
Thursday, Apr 14	8:30am-4:00pm
Tuesday, May 3	8:30am-4:00pm
Tuesday, Jun 7	8:30am-4:00pm
Tuesday, Jul 19	8:30am-4:00pm
Tuesday, Aug 9	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 co-workers, and customize Word.

Required Textbook: *Illustrated Course Guide: Microsoft Office Word 2007 Advanced*, approximately \$25. Online book code 1CPT 0104.

East Campus, Rm 2207 **\$139**

Wednesday, Oct 6	8:30am-4:00pm
Tuesday, Nov 9	8:30am-4:00pm
Wednesday, Dec 1	8:30am-4:00pm
Wednesday, Feb 2	8:30am-4:00pm
Tuesday, Mar 8	8:30am-4:00pm
Wednesday, Mar 30	8:30am-4:00pm
Thursday, Apr 21	8:30am-4:00pm
Tuesday, May 10	8:30am-4:00pm
Tuesday, Jun 14	8:30am-4:00pm
Tuesday, Jul 26	8:30am-4:00pm
Tuesday, Aug 16	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, Rm 2207 **\$139**

Thursday, Sept 23	8:30am-4:00pm
Tue & Thu, Oct 12 & 14	5:30pm-9:00pm
Wednesday, Oct 13	8:30am-4:00pm
Tuesday, Nov 16	8:30am-4:00pm
Tue & Thu, Nov 30 & Dec 2	5:30pm-9:00pm
Tuesday, Dec 7	8:30am-4:00pm
Thursday, Jan 20,	8:30am-4:00pm
Tue & Thu, Feb 1 & 3	5:30pm-9:00pm
Wednesday, Feb 23	8:30am-4:00pm
Wednesday, Mar 2	8:30am-4:00pm
Tue & Thu, Mar 15 & 17	5:30pm-9:00pm
Tuesday, Mar 22	8:30am-4:00pm
Tue & Thu, Apr 12 & 14	5:30pm-9:00pm
Wednesday, Apr 20	8:30am-4:00pm



Wednesday, Apr 20	8:30am-4:00pm
Wednesday, May 11	8:30am-4:00pm
Wednesday, Jun 1	8:30am-4:00pm
Monday, Jul 18	8:30am-4:00pm
Wednesday, Aug 3	8:30am-4:00pm

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 2007 Intermediate*, approximately \$25. Online book code 1CPT 0059.

Prerequisite: Familiarity with the basics of Excel spreadsheets.

East Campus, Rm 2207 **\$139**

Thursday, Sept 30	8:30am-4:00pm
Tue & Thu, Oct 19 & 21	5:30pm-9:00pm
Wednesday, Oct 20	8:30am-4:00pm
Tuesday, Nov 23	8:30am-4:00pm
Tue & Thu, Dec 7 & 9	5:30pm-9:00pm
Tuesday, Dec 14	8:30am-4:00pm
Thursday, Jan 27	8:30am-4:00pm
Tue & Thu, Feb 8 & 10	5:30pm-9:00pm
Wednesday, Mar 9	8:30am-4:00pm
Tuesday, Mar 29	8:30am-4:00pm
Wednesday, Apr 27	8:30am-4:00pm
Wednesday, May 18	8:30am-4:00pm
Monday, Jun 13	8:30am-4:00pm
Wednesday, Jul 20	8:30am-4:00pm
Wednesday, Aug 10	8:30am-4:00pm

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.

Prerequisite: Familiarity with the basic & intermediate levels of Excel.

East Campus, Rm 2207 **\$139**

Thursday, Oct 7	8:30am-4:00pm
Wednesday, Oct 27	8:30am-4:00pm
Tuesday, Nov 30	8:30am-4:00pm
Thursday, Dec 16	8:30am-4:00pm
Thursday, Feb 3	8:30am-4:00pm
Thursday, Mar 31	8:30am-4:00pm
Wednesday, May 4	8:30am-4:00pm
Wednesday, May 25	5:30pm-9:00pm
Wednesday, Jun 15	8:30am-4:00pm
Wednesday, Jul 27	8:30am-4:00pm
Wednesday, Aug 17	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, Rm 2207 **\$139**

Tuesday, Oct 12	8:30am-4:00pm
Thursday, Nov 4	8:30am-4:00pm
Tuesday, Feb 8	8:30am-4:00pm
Thursday, Mar 3, 2011	8:30am-4:00pm
Wednesday, Apr 6, 2011	8:30am-4:00pm
Tuesday, May 17, 2011	8:30am-4:00pm
Monday, Jun 6, 2011	8:30am-4:00pm
Thursday, Jul 28, 2011	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*

Textbook Information

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 centurycollegebookstore.com

Advanced, approximately \$25. Online book code 1CPT 0103.

Tuesday, Oct 19	8:30am-4:00pm
Wednesday, Nov 10	8:30am-4:00pm
Tuesday, Feb 15	8:30am-4:00pm
Tuesday, Mar 15	8:30am-4:00pm
Wednesday, Apr 13	8:30am-4:00pm
Tuesday, May 24	8:30am-4:00pm
Thursday, Jun 9	8:30am-4:00pm
Wednesday, Jun 29	8:30am-4:00pm
Monday, Aug 8	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, Rm 2207 **\$159**

Thursday, Oct 14	8:00am-5:00pm
Tue & Thu, Oct 26 & 28	5:00pm-9:00pm
Thursday, Feb 10	8:00am-5:00pm
Tue & Thu, Feb 15 & 17	5:00pm-9:00pm
Thursday, Mar 10	8:00am-5:00pm
Tue & Thu, Mar 29 & 31	5:00pm-9:00pm

Thursday, Apr 28 8:00am-5:00pm
Thursday, Jun 16 8:00am-5:00pm
Thursday, Jul 14 8:00am-5:00pm
Thursday, Aug 4 8:00am-5:00pm

Tuesday, Nov 2 5:00pm-9:00pm
Tuesday, Nov 9 5:00pm-9:00pm
Thursday, Feb 17 8:00am-5:00pm
Thursday, Mar 17 8:00am-5:00pm
Thursday, May 5 8:00am-5:00pm
Thursday, Jun 23 8:00am-5:00pm
Thursday, Jul 21 8:00am-5:00pm
Thursday, Aug 11 8:00am-5:00pm

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.

Prerequisite: Microsoft Access 2007: Basic or equivalent experience.

East Campus, Rm 2207 **\$159**

Thursday, Oct 21 8:00am-5:00pm

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.

Prerequisite: Microsoft Access 2007: Intermediate or equivalent experience.

East Campus, Rm 2207 **\$159**

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228-1978 x 3354 or Minnesota Relay Service at 1.800.627.3529.

Wednesday, Nov 3 8:00am-5:00pm
Thursday, Mar 24 8:00am-5:00pm
Monday, May 23 8:00am-5:00pm
Monday, Jul 25 8:00am-5:00pm
Monday, Aug 15 8:00am-5:00pm

Computer Proficiency Certificate Program 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 # _____ - _____ - _____ (Confidential—to be used in registration system as your Student ID.) ___ 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 ____/____/____