



CenturyCollege
Continuing Education
& Customized Training

Microsoft Office PowerPoint 2007 Specialist Certificate 2009-2010

Microsoft Office PowerPoint 2007 Specialist Certification is for those whose responsibilities include the use of PowerPoint to create PowerPoint presentations using advanced tools, illustrations and media clips. You will receive instruction in our complete lineup of PowerPoint classes and build a solid foundation with PowerPoint Basic fundamentals 2007 before moving on to more advanced topics in PowerPoint Advanced 2007. **Once completed, email cynthia.jahnke@century.edu to receive your Century College Microsoft PowerPoint 2007 Specialist Certificate. Prerequisite:** Knowledge of Windows, ability to use keyboard and mouse. To register, call 651-779-3341. For Program Information, call Joan Peterson at 651-773-1743 or email: joan.peterson@century.edu.

All classes take place at Century College - East Campus, Room 2207; Class fee \$139 + textbook.

Microsoft Office Specialist Certification

After completing the Microsoft Office PowerPoint 2007 Basic and Advanced classes, you should be prepared to take the Microsoft Office PowerPoint 2007 Exam



■ 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

**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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