



Continuing
Education
& Customized
Training



SLOT

FALL 2023 CATALOG

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Discover What's Next
century.edu/training

LAW ENFORCEMENT

Investigative Techniques for First Responders

Cases are solved or lost on the actions of the first responders. First responders' actions, observations, and initial investigation are critical to the solution of all cases. This class will teach first responders how to read crime scenes and look for clues to help narrow down the suspect pool. Officers attending this class will learn how a criminal thinks, their behavior, 10 filters to investigations, 4 major questions to access behavior at a crime scene, and why criminals commit crimes. The class will focus on motivation, what solves cases, sex crimes, pedophiles, sexual sadists, homicides, 4 phases of murder, psychology of violence, rules of evidence, the art of persuasion, and interview/interrogation techniques.

Course: 2LEF-0493

Instructor: Daniel Craft

Post: 9250-0976

Post Hours: 6

Tuition: \$279.00

SECT 1 Tu W 11/28 & 11/29/2023

1:00 PM - 4:00 PM

LOCATION: Online via Zoom**

Mind of a Sexual Predator

Behavior is motivated by sex and aggression, they are the two most basic human instincts. Individuals who are inhibited sexually develop unconventional forms sexual expression. Some are harmless, and some are harmful. Sex crimes are a sexual expression of aggression. This class will look at the mind of the sexual predator and how they think, what they do, how they do it, and why they do what they do (motives). This class will teach you how to recognize a pedophile, clues to look for, their behavior, their techniques for obtaining victims, their defenses, how to interview a pedophile, and what are the most important things for law enforcement to capitalize on. This class will also look at the mind and the motives of a rapist, and the violent sexual sadist, and the 7 most common characteristics of a sexual sadist.

Course: 2LEF-0492

Instructor: Daniel Craft

Post: 9250-0977

Post Hours: 4

Tuition: \$179.00

SECT 1 Tu 10/31/2023

12:00 PM - 4:00 PM

LOCATION: Online via Zoom**



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State and Federal Gun Laws in 2023 - A New Landscape

In the class, you will learn of Minnesota laws on the carrying of handguns, restrictions on venues, carrying under the influence and the rights and obligations of gun permit holders. From there we move on to an overview of the carry permit process in Minnesota, the requirements needed to get a permit and how street officer documentation and enforcement can make or break whether a permit is issued or denied or can be revoked once it has been granted. We finish with a discussion of what makes a person ineligible to possess a firearm under state and federal law and how, in many cases, the way an officer on the street processes paperwork and documents encounters with a subject will make the critical difference in this important public safety issue. Improper document and enforcement efforts can tie the hands of the public safety professional and cause needless civil liability.

Course: 2LEF-0573

Instructor: Richard Hodsdon

Post: 9250-0975

Post Hours: 4

Tuition: \$179.00

SECT 1 W 9/27/2023

8:00 AM - 12:00 PM

LOCATION: Blended. Century East Campus - 2311 or online via Zoom



The Disease of Certainty

The Disease of Certainty looks at the difficulties and dangers of becoming trapped within a truth. We can become so entrenched in what we believe is the right answer that we cannot see any other possibilities other than our reality. But, when our reality becomes the only reality within an investigation, the consequences can become enormous and affect the lives of innocent people and fail to pursue the correct path. I spent much of my career working cold case homicides and found this to be a reality. The investigator(s) knew who had committed the crime, but, over time, failed to bring the case to closure so reached out for our help. In many of these cases, the problem was the investigators were wrong and could not see other possibilities. The persons of interest had not gotten away with murder but, were in fact, innocent. Their lives were destroyed in so many ways - they became "secondary victims." This seminar looks at real-life cases and how to avoid such traps.

Course: 2LEF-0574

Instructor: Everett Doolittle

Post: 9250-0974

Post Hours: 3

Tuition: \$179.00

SECT 1 M 12/18/2023

9:00 AM - 12:00 PM

LOCATION: Online via Zoom**



ACCOUNTING

Accounting I: Recording Information

Begin your understanding of the basics of accounting and how to properly record information in this hands-on class. Learn the accounting cycle, debit/ credit theory, and who are the various users of accounting information. Apply this knowledge to enter in a journal and post to the ledger, and gain understanding of adjustments and the trial balance.

Course: 2LEF-0376

Instructor: Padma Ramlall

Post: Not eligible

Post Hours: N/A

Tuition: \$279.00

SECT 1 W 10/11/23

9:00 AM - 3:00 PM

LOCATION: Century East Campus - 1733

NOTE: Bring a calculator to class.

Accounting II: Reporting Information

Building on the principles learned in Accounting I: Recording Information, this hands-on class will focus on preparing financial statements. Learn to prepare an income statement, statement of earnings, a balance sheet and statement of cash flows.

Course: 2LEF-0377

Instructor: Padma Ramlall

Post: Not eligible

Post Hours: N/A

Tuition: \$279.00

SECT 1 W 10/18/23

9:00 AM - 3:00 PM

LOCATION: Century East Campus - 1733

NOTE: Prerequisite: Accounting I and II
Bring a calculator to class.

Accounting III: Analyzing Information

Take your accounting knowledge to the next level by learning to use financial statements to drive better business decisions. Drawing upon knowledge from the previous two classes, students will do a detailed analysis of local company financial statements, including ratio analysis, vertical analysis, and horizontal analysis.

Course: 2LEF-0378

Instructor: Padma Ramlall

Post: Not eligible

Post Hours: N/A

Tuition: \$279.00

SECT 1 W 10/25/23

9:00 AM - 3:00 PM

LOCATION: Century East Campus - 1733

NOTE: Prerequisite: Accounting I and II.
Bring a calculator to class.

MANAGEMENT & LEADERSHIP

Coach the Coach

Coaching conversations that bring forth reflection and action to the forefront of the conversation have a much greater impact than the traditional 'what to do & how to do it' conversation. Using practice scenarios and a brain-based four-step model, you will learn the framework of coaching, the strategy behind it, and how to apply it to all preferred communication styles.

Course: 2LEF-0505

Instructor: Liz Nolby

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 W 10/18/23

8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

Coaching for Success: People Growing

Learn the tools necessary to coach someone from start to finish! Learn how to: set up the right environment for coaching, goal setting, getting and giving feedback, establishing check points and review. As an in-class activity participants will use the GROW model to design a personalized coaching plan. Workforce trends are requiring leaders and team members to use coaching strategies more and more.

Course: 2LEF-0575

Instructor: Michael Kiefer

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 M 12/11/2023
8:00 AM - 12:00 PM

LOCATION: Online via Zoom**

Creating an Internship Program

The internship experience is a critical investment in the future of a business and the professional workforce. Interns gain first-hand experience in the work life of the professionals they shadow and in turn provide agencies with skilled, motivated employees. This class will focus on creating an internship program that benefits both the organization and the intern. Participants will identify suitable types of responsibilities in order to meet specific learning objectives, while also addressing recruitment, mentorship, and other issues related to the development of a quality internship program.

Course: 2LEF-0577

Instructor: John Stutzman

Post: Not eligible

Post Hours: N/A

Tuition: \$179.00

SECT 1 Tu 11/7/2023
1:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313

Developing the Leader Within

Leaders exist at all levels of an organization or company. Leadership is a state of mind. This half day, in person course will focus on developing skills related to personal leadership like growth mindset, continuous learning, and curiosity. It will tie personal leadership skills development to opportunities for formal and informal leadership, and equip participants with skills that are valued in the marketplace and government. This session will include assessment of individual personality types and how these personalities influence your personal leadership style.

Course: 22LEF-0584

Instructor: Carolyn Vreeman

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 11/30/2023
12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313



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Employee Engagement: Beyond the Buzzword

Employee engagement comes in all shapes and sizes and is critical to the success of any organization. But, how is it different from employee motivation? How does it differ from coaching? And, more importantly, what simple steps can leaders and supervisors take to elevate employee engagement? This course will demystify employee engagement and define the two critical factors essential for the organization and the employee to work in tandem to achieve higher business results. Learn to leverage the five different levels of engagement found in the workplace and how to move your team members up the ladder to full engagement and contribution.

Course: 2LEF-0579

Instructor: Liz Nolby

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 W 12/13/2023

8:00 AM - 12:00 PM

LOCATION: Online via Zoom**

Employee Retention : Keeping Good People Around

Wondering how to keep great people in their roles? In today's market where it is increasingly difficult to hire, building a retention strategy is key to stem the tide of 'churn and burn.' Learn what makes good employees leave and how you can take steps to reduce turnover, prevent attrition, and foster employee engagement.

Course: 2LEF-0585

Instructor: Carolyn Vreeman

Post: Not eligible

Post Hours: N/A

Tuition: \$99.00

SECT 1 Tu 9/25/2023

1:00 PM - 3:00 PM

LOCATION: Online via Zoom**

Enhancing Influence

To be effective in organizations today, you must be able to influence people. To drive ideas forward, you need to positively influence and persuade decision makers. In this session, you will discover methods and strategies for effectively influencing others to listen and accept your perspective and recommendations. You will improve your ability to influence people in situations where you cannot use formal authority. Proven techniques for improving your ability to influence and motivate others to buy products, services, and ideas will be reviewed.

Course: 2LEF-0580

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 9/28/2023

1:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313



Ethics and Moral Courage

Ethical struggles can be far more difficult and have devastating consequences when we fail to have the moral courage to do the right thing when confronted with an ethical conflict. This seminar will look at ethical struggles and how to apply ethical tools in helping you when confronted with an ethical dilemma. For this is not a time to act intensively and hope for the right outcome.

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Ethics and Moral Courage

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We see the consequence within law enforcement and business as they are now more than ever being held at a higher standard. This seminar looks at real life cases and hopeful draws for the participants in addressing their concerns and struggles, for you have a better chance of losing your job or worst for failing to be ethical than violating a law and my goal is to provide you with the tools to be able to make the right decision when confronted with a choice.

Course: 2LEF-0586

Instructor: Everett Doolittle

Post: 9250-0943

Post Hours: 5

Tuition: \$119.00

SECT 1 M 12/4/2023

9:00 AM - 12:00 PM

LOCATION: Online via Zoom**

Fostering Inclusion

Inclusion is ultimately about how your team functions and performs based on the quality of social connections, openness to learning, agility, and depth of decision making. How can you foster greater inclusion within your workgroup? Throughout this course you will be asked to reflect upon your own experiences and apply the lessons in your own role. You will examine the concept of climate, specifically inclusive climates, as well as learn about the specific behaviors and skills you need to demonstrate in order to be successful in shaping an inclusive climate. Analyze strategies for enforcing ethical standards, assess the inclusiveness of your unit's climate, and examine the critical role of leadership in setting an inclusive climate.

Course: 2LEF-0587

Instructor: Carolyn Vreeman

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/17/2023

12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313

Leadership Agility

In today's fluctuating and complex work environments, leaders must adapt and rise to the challenges created by constant changes. During times of stress, threat, complexity, and change, many leaders will retreat to their comfort zones by over-relying on their habits and strengths that have served them well in the past which may or may not work in today's environment. Leadership agility means leaders who are more self-aware and actively balanced in real time when navigating the world of work. Agile leaders are generally capable of identifying more options, engaging stakeholders more collaboratively, and making more informed decisions, which result in more successful outcomes.

Course: 2LEF-0589

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 10/26/2023

12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313

Making Decisions that Stick

Information is essential in making intelligent decisions, yet in today's data-rich environment it can feel overwhelming. Navigating a challenging issue is considerably easier when you have some fundamental tools at your disposal. We will look at and practice a few decision-making tools, (a simple decision matrix, multi-voting, and a force field analysis – depends on what is covered in the complex course) to gain new skills in how to use practical decision-making tools and make an immediate impact back on the job.

Course: 2LEF-0590

Instructor: Nanette Gesche

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 11/14/2023

8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

Mediation for Beginners

What is mediation? How is it similar and how does it differ from negotiation or other forms of dispute resolution? In this class you will learn about mediation and its' assorted styles, take a self-assessment to discover how you handle conflict, and work through simulated mediations which will provide opportunities to try different styles.

Course: 2LEF-0591

Instructor: Benjamin Lacy

Post: Not eligible

Post Hours: N/A

Tuition: \$279.00

SECT 1 W 11/1/2023 - 11/8/2023

9:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

The Lost Art of Customer Service

When was the last time you had a great customer service experience? Most customer service training programs have been long forgotten. Many employees don't have any idea on how to deliver excellent service. This session focuses on service through empowered, knowledgeable employees. In most cases when customer service complaints escalate, they result in big losses and serious public image/social media damage for the organization. This can all be avoided with proper training. This session covers: individual responsibility, the "bucket theorem", organizational public image, exact factors that contribute to poor and excellent service, a formula for dealing with difficult customers, the CPR technique, going the extra mile, speed of service, creating surprise and delight in the customer's mind. Learn what works in today's society.

Course: 2LEF-0560

Instructor: Michael Kiefer

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 M 11/6/2023

8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

Mentorship

Most professionals can recognize a superb individual, or several, who took an interest in their professional development. They were provided guidance, motivation, and support which influenced a successful career. Learn the benefits and strategies to "pay it forward," either by creating a formal mentorship program for your organization and/or create a personal opportunity to develop a mutually beneficial mentorship relationship to aid the growth of another professional.

Course: 2LEF-0592

Instructor: John Stutzman

Post: Not eligible

Post Hours: N/A

Tuition: \$119.00

SECT 1 M 11/20/2023

9:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313



PROJECT MANAGEMENT

Project Management for the Unwilling

Do you find yourself managing projects even though that was not in your job description? This short course will give you a quick overview of how to handle the expectations from your leadership. Items covered are the most common things asked for from people working on "small" projects, how to keep track of everything, and how to keep all of this on target.

Course: 2LEF-0571

Instructor: Carolyn Vreeman

Post: 9250-0936

Post Hours: 4

Tuition: \$159.00

SECT 1 W 9/20/2023

12:00 PM - 4:00 PM

LOCATION: Online via Zoom**



Project Management Foundations

You've been managing small projects at your organization. Now your leadership wants you to take it up a notch, or several notches! This course will give you solid foundations for those intermediate skilled project managers looking to up their game to the next level. Items covered include how to start projects, how to plan projects, doing the actual project work, dealing with reporting and any troubles, and how to gracefully end projects.

Course: 2LEF-0572

Instructor: Carolyn Vreeman

Post: Not eligible

Post Hours: N/A

Tuition: \$349.00

SECT 1 M 9/25/2023 - 10/23/2023

1:00 PM - 4:00 PM

LOCATION: Online via Zoom**



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MARKETING & COMMUNICATION

Communicate with Style

In a meeting, you observe a teammate with their brows furrowed and arms crossed. You believe they are angry. They could simply be demonstrating behaviors common to their learning style. Another team member jumps to conclusions without seeming logical thought. This could be an outcome of their preferred learning style. Move from assumptions to sound reasoning for communication behaviors. Discover your preferred learning style and how it shows up in day-to-day work life. Lacking an understanding of learning styles, can lead to negative assumptions and an unhealthy work environment. This class will bring many “aha” moments about yourself and your co-workers. The formal learning assessment completed during the workshop is the 4MAT Leadership Behavior Inventory.

Course: 2LEF-0534
Instructor: Liz Nolby
Post: Not eligible
Post Hours: N/A
Tuition: \$159.00

SECT 1 W 9/27/2023
8:00 AM - 12:00 PM

LOCATION: Online via Zoom**

Conflict Management for Beginners

In this class you will learn the basic art of conflict management, look at conflict management from external, internal, and global perspectives, and workshop conflicts collaboratively by applying the concepts we have learned to develop potential management models.

Course: 2LEF-0576
Instructor: Benjamin Lacy
Post: Not eligible
Post Hours: N/A
Tuition: \$119.00

SECT 1 W 12/6/2023
9:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

Conversations with Challenging People: The Workplace

As our workplaces evolve, so does our ability to communicate. Despite having more ways than ever before to connect with each other; many still find themselves struggling to convey their objectives. These miscommunications can often lead to challenging conversation with our coworkers and supervisors. However, we can learn techniques and skills to improve our communication skills to overcome challenging conversations in the workplace.

Course: 2LEF-0426
Instructor: Holly Phillips
Post: Not eligible
Post Hours: N/A
Tuition: \$159.00

SECT 1 Th 10/5/2023
12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313



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Cracking the Collaboration Code

It isn't always how smart you are, rather how effective you are in creating powerful conversations to build trusting relationships and mutual success. Business at its core is about people connecting with people, with everything happening thru conversations. Sharing and challenging different perspectives comes with the territory of moving up the ladder. Yet authentic communication can be a challenge, and if done poorly, can lead to miscommunication, lack of trust, and poor collaboration between team members. If you tend to put off conversations and want to expand your conversation skills to help you create buy-in for ideas, make better-informed decisions and obtain committed action from others, this interactive workshop is for you.

Course: 2LEF-0578

Instructor: Nanette Gesche

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/24/2023
8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

How Stress Impacts Performance

Experiencing stress at work is normal and is to be expected in any working environment. A little stress heightens alertness and improves our performance on complex tasks. Yet too much stress at work can leave you feeling overwhelmed and out of control. It's disabling, capable of diminishing your drive and decreasing your productivity. With its consistent presence in every workplace, it is important to understand how to better manage stress. This course can help by exploring the chief causes of workplace stress and how we respond to it effectively.

Course: 2LEF-0588

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 12/7/2023
12:00 PM - 4:00 PM

LOCATION: Online via Zoom**

Managing Difficult Conversations

Have you ever hesitated when faced with a disagreement or the need to confront someone about an uncomfortable situation? Whether it's at home or work, most of us want to avoid difficult conversations for fear of how people will react. Since ignoring disagreements doesn't make them go away, being able to deal with difficult conversations effectively is an essential skill in maintaining good relationships and succeeding in life. We want to help remove the fear factor from difficult conversations by sharing tools to help turn that tough talk into a constructive dialogue to keep your relationships intact and your career on track.

Course: 2LEF-0581

Instructor: Nanette Gesche

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 12/14/2023
8:00 AM - 12:00 PM

LOCATION: Online via Zoom**

Reading Deception

Lying has been described as one of the most fundamental human activities. In a ten-minute conversation you are likely lied to two to three times. 91% of people regularly lie at home and at work. You might not even realize how often the people in your life are being deceitful. We like to think we are great at spotting lies, but on average we can only detect deception with about 54% accuracy. This course will teach you how to spot lies and uncover hidden emotions in others.

Course: 2LEF-0593

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 10/12/2023
12:00 PM - 4:00 PM

LOCATION: Online via Zoom**



Sales Skills for Success

Sales jobs are easy to get but hard to succeed at. Why? This class teaches how to customize sales approaches, presentations, closing techniques, and follow-ups for different personality styles. Participants will learn best practice advertising and marketing methods. Bonus -- all participants will take a short personality survey to determine image projection and who they may easily sell to.

Course: 2LEF-0595

Instructor: Michael Kiefer

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 M 10/30/2023

8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313

Recognizing and Dealing with Mental Health at Work

Are you struggling with anxiety, depression, burnout, or bullying at work? Just as work can impact your mental health, so too, your mental health can affect your work, impacting your job performance and productivity. Recent estimates suggest mental health issues cost the global economy \$1 trillion annually in lost productivity, absenteeism, and staff turnover. The good news is that there are ways to cope with a toxic workplace, ease the stress of remote working, and improve your work-life balance.

Course: 2LEF-0594

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 12/21/2023

12:00 PM - 4:00 PM

LOCATION: Online via Zoom**

Steps to Effective Interviewing

No matter what position you hold or the industry in which you work, communication skills are crucial to your success in the workplace. Every job requires human interaction, whether it's with your supervisors and colleagues or with clients and customers. Developing strong communication skills can help facilitate these interactions with others, enabling you to perform your job more efficiently and productively.

Course: 2LEF-0582

Instructor: Everett Doolittle

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/3/2023

9:00 AM - 12:00 PM

LOCATION: Online via Zoom**

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Social Intelligence

Social Intelligence is about understanding your environment and having a positive influence. Increasing Social Intelligence will provide professional and personal benefits. Social Intelligence is a critical tool for coaching and development. Improving social skills through active listening, understanding body language, and being more empathic will give you the advantage in your interactions. Social interactions are a two-way street, know the rules of the road!

Course: 2LEF-0495

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 11/16/2023

12:00 PM - 4:00 PM

LOCATION: Online via Zoom**

The Science of Likability

Research shows genuinely likable people tend to be more successful - personally and professionally. Being likable is critical to building and maintaining effective relationships in today's work environments. Likable people are more often promoted into leadership positions. This course provides practical tips on how to develop strong bonds with others and how to present yourself in a comfortable manner in a variety of situations.

Course: 2LEF-0583

Instructor: Lisa Sorensen

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 11/9/2023

12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2311

Simplify Your Workday: Seven Hacks for Organization and Productivity

Does your day work you instead of you working it? Does your life move at lightning speed and you find yourself running to catch up? Let me introduce 'the hack,' specifically 7 hacks that will create better productivity in your work and help you organization your time more effectively. The hack is designed to be a shortcut, quick skill, or a new method to change your perspective. Your work day is a great place to use new tips and tricks to stop wasting time and energy on ways that do not allow for better efficiency. After this short course, you will be armed with new techniques to implement at your office to increase your productivity.

Course: 2LEF-0596

Instructor: Holly Phillips

Post: Not eligible

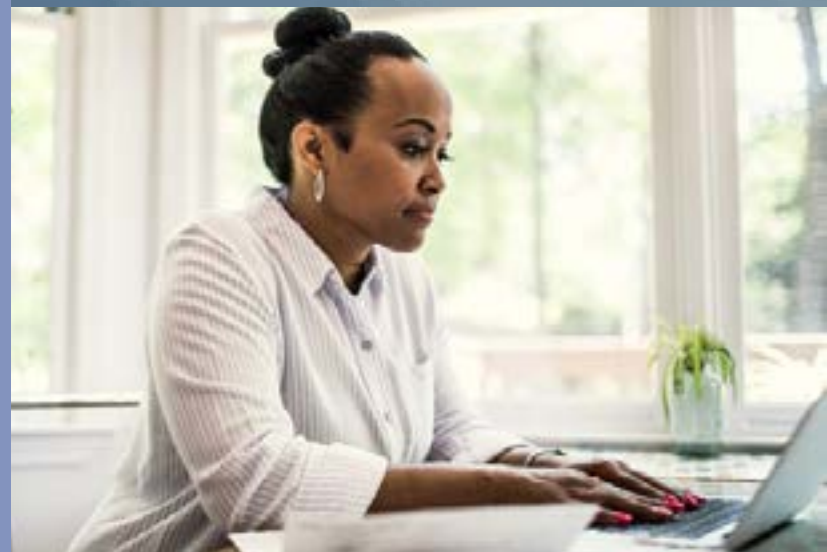
Post Hours: N/A

Tuition: \$99.00

SECT 1 Tu 12/12/2023

9:00 AM - 11:00 AM

LOCATION: Online via Zoom**



MICROSOFT APPLICATIONS

Dashboards in Excel

An Excel Dashboard is a one-page visual used to track KPIs, compare data points, and assist management in making informed decisions. Dashboards provide interactive form controls, dynamic charts, and widgets to summarize data and show key performance indicators in real-time. You will be provided with a sample dashboard and learn how to create one of your own. Prerequisite: Must be proficient with PivotTables and Charts..

Course: 2LEF-0568

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/17/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Formulas and Functions in Excel

This class will focus solely on the use of formulas and functions. Spend time learning the proper way to use Dates, Lookup, and If functions. Discover the value of Named Ranges and where to use them. What about the new XLookup? And the Spill area? Step up your game, increase your confidence, and build a better data story.

Course: 2LEF-0525

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/10/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel for Absolute Beginners

Are you afraid to take an Excel class because you are an absolute beginner? Welcome aboard! Don't worry if you have never opened Excel. Learn data entry, basic formulas, sheet manipulation, row/column management, sort, and number formats. Obtain skills to promote yourself to our Level 1 class. Materials will be included.

Course: 2LEF-0541

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Th 9/7/2023

SECT 2 Th 10/26/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level I

Whether you are new to Excel or an experienced user, this class is a building block to future classes. Lay the foundation for Excel files. Break old habits and learn new techniques. Topics include charts, statistical formulas, 21st century format tools, data entry shortcuts, headers/footers, tip & tricks, and more.

Course: 2LEF-0469

Instructor: Donna Seys

Post: 9250-0959

Post Hours: 7

Tuition: \$199.00

SECT 1 Tu, Th 9/12/2023 - 9/14/2023

SECT 2 Tu, Th 10/31/2023 - 11/2/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level II

Discover what you have been missing in Excel. Explore views, data protection, and the creation of 'What-if' analysis. Tables, the gem of Excel, turns any dataset into a dynamic range. Understand functions XLookup, VLookup, SumIf, IF, and formulas across sheets.

Course: 2LEF-0470

Instructor: Donna Seys

Post: 9250-0960

Post Hours: 7

Tuition: \$199.00

SECT 1 Tu, Th 9/19/2023 - 9/21/2023

SECT 2 Tu, Th 11/7/2023 - 11/9/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level III

All roads have led you to this destination. Dive into Pivot Reports and learn the solution to slice and dice data within Excel. Discover how tools from previous classes are brought together for a complete solution. Learn to: exchange data between Excel and other programs, work in a single file simultaneously, customize features to your liking, and advanced Macro instruction.

Course: 2LEF-0471

Instructor: Donna Seys

Post: 9250-0961

Post Hours: 7

Tuition: \$199.00

SECT 1 Tu, Th 9/26/2023 - 9/28/2023

SECT 2 Tu, Th 11/14/2023 - 11/16/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level IV

Produce powerful, interactive reports in minutes instead of hours. Drop data to Excel from another source? Save endless hours with Power Query to quickly import, clean, shape, and analyze disparate data sources. Construct and share data through geographical 3D Maps, PowerPivot, and dynamic dashboards. Transform those large data sets into clear summary reports.

Course: 2LEF-0472

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$119.00

SECT 1 W 10/3/2023 - 10/5/23

SECT 2 W 11/28/202 - 11/30/23

8:00 AM - 11:45 AM

LOCATION: Online via Teams*



***SPECIAL NOTICE:** This course will be held virtually through Microsoft Teams. You will need an internet connection and an email address. Approximately three days before the start of class, you will receive an email with the link to your class. To prepare for the class, test your connection by clicking [HERE](#). Your instructor will not be able to troubleshoot technology issues during class.



Microsoft Office 365: Word Level I

Learn the essentials of this tried and true document creator. Write with confidence by creating, editing, and formatting documents, create and format tables and learn tips & tricks to expand your Word horizons.

Course: 2LEF-0476

Instructor: Donna Seys

Post: 9250-0962

Post Hours: 7

Tuition: \$199.00

SECT 1 Tu, Th 12/5/2023 - 12/7/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Word Level II

Clarify your message with illustrations and graphics. Create personalized letters, envelopes, and emails using mail merge. Transform your multi-page documents with sections, page numbers, table of contents, and cover pages. Collaborate with others using Track Changes.

Course: 2LEF-0478

Instructor: Donna Seys

Post: 9250-0963

Post Hours: 7

Tuition: \$199.00

SECT 1 Tu, Th 12/12/2023 - 12/14/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*



***SPECIAL NOTICE:** This course will be held virtually through Microsoft Teams. You will need an internet connection and an email address. Approximately three days before the start of class, you will receive an email with the link to your class. To prepare for the class, test your connection by clicking [HERE](#). Your instructor will not be able to troubleshoot technology issues during class.

Microsoft Office 365: Outlook Tips & Tricks

Discover Outlook tools that help wrangle those emails. Learn to use folders, rules, reminders, alerts, categories, and tasks. Stay on top of your calendar. Learn to share calendars, and track events. This is a tips class.

Course: 2LEF-0548

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 10/24/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

PowerPoint Polishing

How do we improve our PowerPoint message? What tools make a presentation memorable? How do we keep an audience captivated? These questions answered as we transform your show from drab to dynamic. Learn effective design, use of visuals, video, and links to enhance your delivery.

Course: 2LEF-0570

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 12/19/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: OneNote

Dive into the best Microsoft program you are probably not using. Digitally capture and share thoughts, ideas and to-do's from just about any device while keeping it all in one place. Share notebooks with others to view or edit, or share a snapshot with someone who does not have OneNote. Attach spreadsheets, video diagrams, and information from the internet. OneNote is a great 21st century time management tool with unlimited possibilities.

Course: 2LEF-0477

Instructor: Donna Seys

Post: 9250-0972

Post Hours: 4

Tuition: \$159.00

SECT 1 Th 1/12/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office Integrations

Do your best work together - collaborate with Office 365. Learn OneDrive best practices, work together on files, share links, organize, and become more efficient. Learn security features, version history, synchronization, backup, and adding OneDrive to your Teams. Prerequisite: Must be able to log into Office.com to use OneDrive and Teams.

Course: 2LEF-0569

Instructor: Donna Seys

Post: Not eligible

Post Hours: N/A

Tuition: \$159.00

SECT 1 Tu 11/21/2023

8:00 AM - 11:45 AM

LOCATION: Online via Teams*



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