Performance Plus Learning Partners
SUMMER 2024 CATALOG
MAY 13 - JUNE 27, 2024

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Coaching for Success: People Growing

Workforce trends are requiring leaders and team members to use coaching strategies more and more. 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.

Course: 1SUP-0205  
Instructor: Michael Kiefer  
Tuition: $159.00  

SECT 1  Tu  5/21/2024  
8:00 AM - 12:00 PM  

LOCATION: Century East Campus - 2311 - Classroom

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. Having leadership agility means leaders being 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: 1SUP-0210  
Instructor: Lisa Sorensen  
Tuition: $159.00  

SECT 2  Tu  6/18/2024  
8:00 AM - 12:00 PM  

LOCATION: Online via Zoom**

Ethics and Moral Courage

Ethical struggles can be far more difficult and have devastating consequences when we fail to have the moral courage when confronted with an ethical conflict. This course looks at ethical struggles and how to apply ethical tools when confronted with this dilemma. This course also looks at real life cases and hopeful draws for the participants in addressing their concerns and struggles, providing you with the tools for making the right decision when confronted with an ethical struggle.

Course: 1SUP-0202  
Instructor: Everett Doolittle  
Tuition: $119.00  

SECT 1  Thu  6/27/2024  
9:00 AM - 12:00 PM  

LOCATION: Online via Zoom**

**SPECIAL NOTICE: This course will be held virtually through Zoom. You will need Internet connection and an email address. Approximately three days prior to the start of class, you will receive an email with the Zoom link to your class meeting. To prepare for your class, setup and test your Zoom connection. A troubleshooting guide can be found here. Your instructor will not be able to troubleshoot technology issues during class.**
Elevate Your Energy at Work!

Work doesn’t need to be draining! Energy is contagious. It impacts your decisions, your desire to communicate and collaborate, and affects everyone around you. Learn to elevate your energy through personal and organizational hacks designed to increase not only your own energy but how to pass it on to the people who surround you.

Course: 1PDE-0208  
Instructor: Carolyn Vreeman  
Tuition: $99.00  

SECT 2  Tu  6/11/2024  
1:00 PM - 3:00 PM  

LOCATION: Online via Zoom**

Goals You’re Actually Excited About

Does the word “goals” make you cringe? It doesn’t need to. Learn how to change your relationship with goals in a way that helps you achieve them faster than you’ve ever done before, and in a way that feels sustainable and collaborative. Once goals are set, we must set the conditions for lasting success and expand our capacity for failure so you are always moving the needle forward towards your goals.

Course: 1PDE-0209  
Instructor: Carolyn Vreeman  
Tuition: $159.00

SECT 1  W  5/22/2024  
12:00 PM - 4:00 PM  

LOCATION: Century East Campus - 2313 - Classroom

Let’s Review Your Burnout Prevention Plan

Burnout is real. You start to feel like you’re dragging then you’re exhausted. You start making mistakes and you start to hate a job you used to love... Even worse - you find this exhaustion and frustration spilling over into other parts of your life as well. Burnout can feel like a lot! How can you pull yourself out of burnout and avoid that black hole of despair?! In this session the instructor will review what researchers have learned about burnout and how to prevent it. Then, we’ll review the strategies you are currently using and discuss strategies you can start using to prevent burnout. We’ll end with a plan to make these strategies into reality so you can go beyond surviving to thriving!

Course: 1PDE-0211  
Instructor: Jamie Peterson  
Tuition: $119.00

SECT 1  Th  6/20/2024  
9:00 AM - 12:00 PM  

LOCATION: Online via Zoom**

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Present with Confidence

Does presenting make you nervous? Are you not sure how in-person and virtual presentations differ? Tackle whatever is holding you back from presenting confidently and effectively. Learn how to manage questions, anxiety, and difficult audiences; how to get clear on purpose and direction; improvising; and how to engage your audience in virtual environments.

Course: 1PDE-0197
Instructor: Jeannette Grace
Tuition: $279.00

SECT 1  M  5/20/2024
9:00 AM - 3:30 PM

LOCATION: Century East Campus - 2313 - Classroom

Write Like a Pro

Statistics say we write 40 emails per day and receive 121 emails per day at work. We are overwhelmed with written communication. Learn how to write emails that get read so you can get your work done! This course covers when to use and not to use email, how to write useful subject lines, construct appropriate openings and closings, and how to write powerful calls to action (and how to construct a diplomatic “no”). Improve the readability of your writing and proofread for professionalism and intention.

Course: 1PDE-0196
Instructor: Jeannette Grace
Tuition: $279.00

SECT 1  M  6/3/2024
9:00 AM - 3:30 PM

LOCATION: Century East Campus - 2313 - Classroom

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, 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: 1PDE-0207
Instructor: Lisa Sorensen
Tuition: $159.00

SECT 1  Tu  5/28/2024
8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2311 - Classroom

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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.

Course: 1CPT-0202
Instructor: Donna Seys
Tuition: $159.00

SECT 3 W 5/29/2024
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: 1CPT-0186
Instructor: Donna Seys
Tuition: $199.00

SECT 3 Tu, Th 6/4/2024 & 6/6/2024
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: 1CPT-0187
Instructor: Donna Seys
Tuition: $199.00

SECT 3 M, W 6/10/2024 & 6/12/2024
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 the class, you will receive an email with a 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: Excel Level III

All roads have led to this destination. Dive into Pivot Reports and learn the solution to slice and dice data. Discover how tools from previous classes are used 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 Macro instruction.

Course: 1CPT-0188  
Instructor: Donna Seys  
Tuition: $199.00

SECT 3  Tu, Th  6/18/2024 & 6/20/2024  
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. Importing data in from another source? Save endless hours with Get and Transform to quickly import, clean, shape, and analyze data sources. Construct and share data through geographical 3D Maps, PowerPivot, and dynamic dashboards. Transform those large data sets into clear summary reports.

Course: 1CPT-0189  
Instructor: Donna Seys  
Tuition: $199.00

SECT 3  M, W  6/24/2024 & 6/26/2024  
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

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.

Course: 1CPT-0203  
Instructor: Donna Seys  
Tuition: $159.00

SECT 1  W  5/15/2024  
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

NOTE: Course requirement: Must be familiar with Outlook and email. This is a tips class.

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.

Course: 1CPT-0209  
Instructor: Donna Seys  
Tuition: $159.00

SECT 1  M  5/13/2024  
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

NOTE: Prerequisite: Must be able to log into Office.com to use OneDrive and 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 the class, you will receive an email with a 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.
CONTACT US

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To register, contact your agency or company’s PPLP Coordinator.

QUICKLINKS:
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