**BUSINESS & CAREER DEVELOPMENT**

**Criminal Prosecution for Police**

Have you ever put a lot of work into cases only to have the case be declined for prosecution? This course discusses several facets of criminal prosecution including following a case from the point of referral to the jury. Expect several case examples including those that were never prosecuted, some that were rejected by a judge, and others that have resulted in convictions.

**Course:** 2LEF-0457  
**POST:** 09250-0864  
**POST Hours:** 4 hours

**Section 1**  
**M 1/25/2021**  
**8:00 AM - 12:00 PM**  
**Instructor:** Benjamin Lacy  
**Tuition:** $159

**LOCATION:** Century East Campus - 2313 - CE/CT Classroom

Starting August 10, 2020 EVERYONE who plans to enter Century College must complete and pass a DAILY self-assessment before they arrive each day. [CLICK HERE](#) to access the COVID-19 health assessment tool. Choose ‘I am a visitor’ upon starting the assessment.

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**The Art and Science of Managing Anxiety in Uncertain Times**

The presentation will examine the rigors and stress of living in uncertain times with unknown outcomes. Emphasis will be placed on providing a theoretical understanding of the importance of stress related events and how to optimally process such experiences. Attendees will be provided with best practice psychological modes of dealing with stress and how to maximize healthy coping.

**Course:** 2LEF-0514  
**POST:** 09250-0938  
**POST Hours:** 4 hours

**Section 1**  
**F 2/5/2021**  
**8:00 AM - 12:00 PM**  
**Instructor:** Ernest Boswell  
**Tuition:** $159

**LOCATION:** Online Delivery via Zoom*

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**Train the Trainer: How to Design, Build, and Deliver Training Using a Modular Format**

Are your trainers just reading power point slides to people and putting them to sleep? In our society today, fast transfer of knowledge is essential. Being able to organize information in a logical, teachable fashion is critical. People learn in different ways. A trainer must be receptive to this and make the training active, fun, and engaging in order for it to stick and be remembered. If methods are taught, they need to be demonstrated or illustrated. The trainer needs to share their personal experiences to make an emotional connection with their audience.

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*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.*
Ethical Challenge: Finding Courage During Difficult Times

This seminar addresses many of the difficulties in policing from a moral or ethical standpoint. This is a hands-on seminar which requires small group and your direct involvement for we all bring our own stories and experiences and can learn and grow together. Ethics is not a soft subject and it takes great courage to be the ethical officer when faced with a difficult situation. This is not about judging right or wrongs, but to give you more tools to draw upon when confronted with an ethical dilemma rather than just acting instinctively and facing the consequences.

Course: 2LEF-0519
POST: 09250-0943
POST Hours: 14 hours

Section 1   Th 3/11/2021 - 3/18/2021
8:00 AM - 3:30 PM
Instructor: Everett Doolittle
Tuition: $259

LOCATION: Century East Campus - 2313 - CE/CT Classroom
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Civil Rights Liability and Defenses for Criminal Justice Professionals

The tide of civil lawsuits brought against law enforcement and other criminal justice professionals is not likely to abate any time soon and in fact many public officials are looking at changes that increase your and your agency liability exposure. In this class an experienced defense civil rights litigation attorney will take the mystery out of this Civil War era federal law that is used tens of thousands of times each year in the modern era to sue criminal justice professionals and other public officials for alleged violations of plaintiff’s constitutional rights.

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Civil Rights Liability and Defenses for Criminal Justice Professionals
...continued from previous page
While our focus is on criminal justice professionals, if you work for a government agency you are a potential defendant. Rick will explain the history of the Act, what a plaintiff must prove as well as defenses and ways to reduce the potential liability to you and your agency for damages, injunctions and attorney fees.

Course: 2LEF-0516
POST: 09250-0940
POST Hours: 3 hours

Section 1   F 3/26/2021
9:00 AM - 12:00 PM
Instructor: Richard Hodsdon
Tuition: $159

LOCATION: Online Delivery via Zoom*

The 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 the 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
POST: 09250-0945
POST Hours: 4 hours

Section 1   M 5/10/2020
8:00 AM - 12:00 PM
Instructor: Daniel Craft
Tuition: $159

LOCATION: Online Delivery via Zoom*

Designing and Implementing an Effective Onboarding Program
Too few companies appreciate how important the employee onboarding experience is. Studies show new hire productivity comes faster with an efficient and enticing onboarding experience, with 90% of employees deciding whether to stay with the company with the first 6 months of starting a new position. Guiding new employees through each step of the onboarding process can get them up to speed faster, ensure that appropriate goals are being assigned, help foster a sense of community and support, and increase productivity. This class will review key tools and techniques for effective onboarding of new staff as well as staff accepting promotional opportunities.

Course: 2LEF-0522
POST: N/A
POST Hours: N/A

Section 1   M 3/29/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery via Zoom*

Police Report Writing
Improve report writing skills by learning the tools to create a clear, concise, and correct narrative. Expand your knowledge on how police reports are used in the courtroom to make your reports more effective.

Course: 2LEF-0489
POST: 09250-0929
POST Hours: 3 hours

Section 1   F 6/11/2021
9:00 AM - 12:00 PM
Instructor: Luke McClure
Tuition: $139

LOCATION: Century East Campus - 2313 - CE/CT Classroom
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Microaggressions In Everyday Life and How To Effectively Deal With Them

Microaggressions are the everyday verbal, non-verbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons. While microaggressions are often not systemic and often covert, it can be very difficult for employers to identify and manage. Taking steps to positively address and mitigate microaggressions in the workplace requires identifying what microaggressions are and understanding the impact they can have.

Participants will learn:
• What microaggressions are and the negative effects they can have on others
• Why certain remarks are considered microaggressions
• How to respond to microaggressions positively and effectively

Course: 2LEF-0520
POST: N/A
POST Hours: N/A

Section 1   Tu  2/9/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery via Zoom*

Impact of Bias and Stereotypes in the Workplace

What are implicit and explicit biases, and why is it important to understand where they originate? We’ve all heard stories of workplace bias and stereotypes in the news and in our personal and professional lives. Explicit biases and stereotypes are those that we are conscious of and implicit biases and stereotypes are those that live deep in our unconsciousness. Both types of biases and stereotypes can have a dramatic effect on workplace effectiveness, engagement, and productivity. This training is intended to help you understand and minimize the role of bias within your experiences and communications. Through education and discussion, this training strategy will help you understand how to effectively recognize and manage your own and others’ biases and stereotypes at work.

Course: 2LEF-0496
POST: 09250-0932
POST Hours: 4 hours

Section 1   Tu  1/19/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery 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.
The Art of Effective Communication

Do you wonder why you get frustrated when communicating with others; you don’t feel heard or you feel misunderstood? In this course you will:

• Learn the communication feedback process model
• State the different types of communication
• Understand what makes communication ineffective
• Learn the different styles of communication and what your style is and how it affects your communication
• Establish an individual plan for effective communication

Course: 2LEF-0497
POST: 09250-0933
POST Hours: 3 hours

Section 1  W  2/17/2021
8:00 AM - 11:00 AM
Instructor: Jana Fischer
Tuition: $119

LOCATION: Online Delivery via Zoom*

A Good Story is Better than Great Information

During this 90 minute webinar, you will learn one of the most effective ways of sharing ideas and challenging different perspectives – storytelling. Stories are two times more powerful than facts because they have an impact on people while building a personal connection. The trick is learning how to equip yourself with the right story for the right reason at the right time. Come get some easy actionable advice and practice to ramp up your conversational intelligence!

Course: 2LEF-0521
POST: N/A
POST Hours: N/A

Section 1  Tu  2/23/2021
8:00 AM - 9:30 AM
Instructor: Nanette Gesche
Tuition: $79

LOCATION: Online Delivery via Zoom*

Overcome the Overwhelm

Most people are busier than ever and find that work-Life balance seems impossible. Do you know why? It is impossible! What would happen if you could get your work life and personal life to play nice together? What if you had more harmony? Find out how your brain works when you are overwhelmed, how to leverage your communication, and what to do to feed your motivation.

Course: 2LEF-0501
POST: N/A
POST Hours: N/A

Section 1  Tu  3/16/2021
8:00 AM - 12:00 PM
Instructor: Jeannette Grace
Tuition: $159

LOCATION: Online Delivery via Zoom*

Crisis Negotiation for First Responders

First responders are faced with dealing with crisis situations. A crisis situation could be a hostage taking, suicidal person, domestic situation, homicidal people, and any situation that creates a crisis. People who are in crisis act on very high emotions. The student will learn how to handle a crisis situation and defuse the crisis.

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Crisis Negotiation for First Responders
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This class will discuss techniques for active listening; crisis negotiation for 1st responders; concepts of negotiations (do’s and don’ts); abnormal psychology for crisis negotiations; negotiating in a correctional setting (good info for correctional officers); decision making; negotiating kidnappings; fundamentals of crisis negotiations; high risk situations; use of an interpreter or a mental health professional in hostage or barricaded situations; command posts; the tactical roll of the negotiator; police involved shootings; controlling emotions; and verbal containment.

Course: 2LEF-0526
POST: 09250-0944
POST Hours: 7 hours

Section 1   M  3/22/2021
8:00 AM - 4:30 PM
Instructor: Daniel Craft
Tuition: $259

LOCATION: Online Delivery via Zoom*

Conversational Intelligence
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After attending this session, our goal is for you to answer “yes” to the following statements:
• I understand my communication style and can effectively communicate with different styles
• I can share my perspectives and desires in a way that makes the other person want to hear more and feel safe to share their perspective — even when we disagree
• I can express my thoughts and feelings in ways that can strengthen relationships and builds success

Course: 2LEF-0524
POST: N/A
POST Hours: N/A

Section 1   Tu  4/6/2021
8:00 AM - 12:00 PM
Instructor: Nanette Gesche
Tuition: $159

LOCATION: Online Delivery via Zoom*

Conversational Intelligence

It isn’t always about 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 business conversations and want to expand your conversation skills to help you create buy-in for your ideas, make better-informed decisions and obtain committed action from others, this interactive workshop is for you.

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Dealing with Conflict Confidently

Life would be wonderful if we interacted with pleasant people all the time. The reality is - we don’t. So how do we learn to get along with a person who drives us crazy? The key is remembering we all want to feel important and respected - even the most difficult of human beings desire this. Learn to get along with others by knowing how to remain in control of your power while empowering the other person at the same time. In this class you will learn: To understand what drives difficult behavior. To define the four intents (or desires) of people. To define the type of difficult person we are. To identify personal triggers. To develop an awareness of how we affect others. To use language which promotes respect and understanding. To develop a plan for change.

Course: 2LEF-0428
POST: 09250-0877
POST Hours: 4 hours

Section 1   Tu  5/4/2021
8:00 AM - 12:00 PM
Instructor: Jeannette Grace
Tuition: $159

LOCATION: Online Delivery via Zoom*
The Ethical Leader

One of the greatest challenges in public and private sectors is the supposed conflict between efficiency and ethics. This has been a topic of discussion been during the times of Socrates and yet is still a real issue today. Look at the many individuals, from all positions of life that learned this lesson the hard way, for ethics does matter. The ethical leader is not a weak leader, but one of the most challenging and dynamic leaders an individual will ever work for or with. This course addresses what it takes to be an ethical leader and how important ethics is at all levels of the organization. Real life case studies will be used to address ethical dilemmas.

Course: 2LEF-0100
POST: 09250-0897
POST Hours: 7 hours

Section 1  Tu, F  1/8/2021 - 1/12/2021
8:30 AM - 12:00 PM
Instructor: Everett Doolittle
Tuition: $159

LOCATION: Online Delivery via Zoom*

Process Mapping and Root Cause Analysis

Learn how to apply these important techniques borrowed from Lean Six Sigma philosophy at your workplace. Participants will learn in small groups how to build a process map for any process or procedure, then compare each step to a master checklist. In doing so, any process may be improved and errors can be uncovered. Participants will gain insights in to how to critically analyze and search for process improvement ideas to increase speed, efficiency, and reduce errors. Special insights in to how to plan and hold a ‘Kaizen Event’ will also be discussed.

Course: 2LEF-0468
POST: N/A
POST Hours: N/A

Section 1  W  2/3/2021
8:00 AM - 12:00 PM
Instructor: Michael Kiefer
Tuition: $159

LOCATION: Online Delivery via Zoom*

Fostering an Inclusive Climate

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-0498
POST: 09250-0934
POST Hours: 4 hours

Section 1  M  3/1/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery via Zoom*
Leading and Working in a New Normal

Leaders will need to make bold choices for their organizations to respond to the substantial changes we are currently experiencing. We’re not going back to where we were. The new normal is still unknown. Leaders and employees find themselves in uncharted territory. The difficulty of leading in times of turmoil comes not just from the nature of the crisis at hand, but also from the challenges of working with organizational models that were built for scale, efficiency and stability. Worse, our brain wiring constrains us from the creativity we need to improvise in a totally new set of circumstances. This session will review tools and techniques that have proven successful when developing for the new normal. It will examine what is changing, and provide tools for leading in regards to working from a distance and during times of change.

Course: 2LEF-0508
POST: N/A
POST Hours: N/A

Section 1   Th  4/15/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery via Zoom*

Strengthening and Maintaining Team Spirit
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They will also gain insights into team spirit building activities based on real life examples from businesses and government agencies in Minnesota. Boost your team’s morale by helping everyone on your team understand each other better!

Course: 2LEF-0523
POST: N/A
POST Hours: N/A

Section 1   Tu  4/20/2021
8:00 AM - 12:00 PM
Instructor: Michael Kiefer
Tuition: $159

LOCATION: Online Delivery via Zoom*

Coach the Coach

Using a brain-based four-step model, Leaders and Supervisors will discover how to involve team members along the coaching continuum. 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 and how-to-do-it’ conversation. With customized practice scenarios, this entire workshop is a large application of the coaching framework. This workshop delivers a coaching strategy that is applicable to all communication preferred styles.

Course: 2LEF-0505
POST: N/A
POST Hours: N/A

Section 1   F  4/23/2021
8:00 AM - 12:00 PM
Instructor: Liz Weatherhead
Tuition: $159

LOCATION: Online Delivery via Zoom*

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Resilience: Do You Bend or Break During Change?

Life is full of changes, good and bad. These changes take their toll on our ability to accomplish personal and organizational goals unless we know how to bounce back when things don’t go as planned. We can’t stop change from happening, but we can change our response. Resilient people don’t dwell on the things that didn’t work. They accept the situation for what it is and learn from the experience to help them move forward. As a result, resilient people tend to be happier, more productive, and more innovative. Doesn’t that sound like a better way to deal with change?

Course: 2LEF-0412
POST: 09250-0936
POST Hours: 4 hours

Section 1   Tu  5/18/2021
8:00 AM - 12:00 PM
Instructor: Nanette Gesche
Tuition: $159

LOCATION: Online Delivery via Zoom*

Leadership

Are you interested in becoming a more effective leader? In this course you will:
• Identify leadership opportunities in everyday life
• Understand the differences in power vs. influence
• Learn the seven skills of effective leaders
• Understand the phases in negotiating
• Implement strategies to build resilience as a leader

Course: 2LEF-0499
POST: 09250-0935
POST Hours: 3 hours

Section 1   Tu  5/12/2021
8:00 AM - 11:00 AM
Instructor: Jana Fischer
Tuition: $119

LOCATION: Online Delivery via Zoom*

Leading with Emotional Intelligence

Why does emotional intelligence (EI) matter? Because at the core of every outstanding leader are the abilities to connect, achieve, inspire and act with resilience. Now you can learn to apply the best practices of an emotionally intelligent leader and give yourself a winning edge. EI helps you create and sustain unique opportunities and more impactful relationships. This course uses an integrated competency approach to help you develop this crucial skill. You’ll get hands-on implementable tools that can help you influence and motivate others to new heights of achievement.

Course: 2LEF-0437
POST: 09250-0883
POST Hours: 4 hours

Section 1   Tu  5/11/2021
12:00 PM - 4:00 PM
Instructor: Lisa Sorensen
Tuition: $159

LOCATION: Online Delivery via Zoom*

Questions?

Call: 651-779-3341
Email: cect@century.edu
Click: century.edu/training
Project Management 1 - Project Initialization

The focus of this 90-minute session will be on what must be done prior to a project getting underway. Learn about project charters, the components required for each project, resources a project manager should reference, and create a list of possible activities to be completed for any project (large or small).

Course: 2LEF-0502
POST: N/A
POST Hours: N/A

Section 1   Tu 3/30/2021
8:00 AM - 9:30 AM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

Project Management 3 - Project Execution & Monitoring

With both the team in place and the plan in hand, the hard work begins. Learn about project kick-off, project execution and necessary controls to monitor the work of all the integrated parts of the project.

Course: 2LEF-0506
POST: N/A
POST Hours: N/A

Section 1   Tu 4/13/2021
8:00 AM - 9:30 AM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

Project Management 2 - Project Planning

A project charter has been created and signed. What happens next and how do you prepare for work to begin? During this session you will learn how to build a team, create a plan for completing the project goals (deliverables), and start the project moving.

Course: 2LEF-0503
POST: N/A
POST Hours: N/A

Section 1   Tu 3/30/2021
10:30 AM - 12:00 PM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

Project Management 4 - Project Closure

The project is complete. What happens next is just as important as the planning and execution itself. Learn the responsibilities of the project manager at the end of a project, how to close and review, and how to ensure the organization gets the most value from the completed project.

Course: 2LEF-0507
POST: N/A
POST Hours: N/A

Section 1   Tu 4/13/2021
10:30 AM - 12:00 PM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

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Project Management 5 - Projects, Programs, Portfolios, and Change

This 90-minute session will focus on the bigger picture: how do project managers work together to support long-term goals of an organization and bring value to the organization through a coordinated effort.

Course: 2LEF-0509
POST: N/A
POST Hours: N/A

Section 1  Tu  4/27/2021
8:00 AM - 9:30 AM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

Microsoft Office 2019/365: Access Level I

Let this class introduce you to the basics of database design theory and development. Build and use queries, forms, reports, modify database structure, and tables.

Course: 2LEF-0483
POST: N/A
POST Hours: N/A

Section 1  W, Th  2/17/2021 - 2/18/2021
8:00 AM - 11:45 AM
Instructor: Donna Seys
Tuition: $195

LOCATION: Online Delivery via Zoom*

Project Management 6 - Organizational Change for Project Managers

Results of a project can be impactful on an organization. Learn the pivotal role a project manager plays in helping the organization change and adopt the deliverables from the project.

Course: 2LEF-0510
POST: N/A
POST Hours: N/A

Section 1  Tu  4/27/2021
10:30 AM - 12:00 PM
Instructor: Steve Compton
Tuition: $59

LOCATION: Online Delivery via Zoom*

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Microsoft Office 2019/365: Access Level II

Expand your database design skills! Take a deeper dive into queries, forms and reports, advanced query wizards and other advanced design features.

**Course:** 2LEF-0484  
**POST:** N/A  
**POST Hours:** N/A  

Section 1  W, Th  2/24/2021 - 2/25/2021  
8:00 AM - 11:45 AM  
**Instructor:** Donna Seys  
**Tuition:** $195  
**LOCATION:** Online Delivery via Zoom*

Microsoft Office 2019/365: Access Level III

Be empowered to design Access as a user-friendly tool for others. Expand your knowledge by using sub forms, creating form letters, importing and integration with Excel, Word and other databases.

**Course:** 2LEF-0485  
**POST:** N/A  
**POST Hours:** N/A  

Section 1  W, Th  3/3/2021 - 3/4/2021  
8:00 AM - 11:45 AM  
**Instructor:** Donna Seys  
**Tuition:** $195  
**LOCATION:** Online Delivery via Zoom*

Microsoft Office 2019/365: Excel Level I

New to Excel? Using it forever? This class is a must. Old habits die hard. Sit right down and acquire foundations of Excel & Office using 21st century tools. Learn how to make entries in cells, including formulas and functions. Tell your story with Styles and Themes and charts. Work on analyzing data with challenging formulas including the If function. There’s plenty here for all.

**Course:** 2LEF-0469  
**POST:** 09250-0898  
**POST Hours:** 7 hours  

Section 1  W, Th  1/6/2021 - 1/7/2021  
8:00 AM - 11:45 AM  
Section 2  W, Th  3/17/2021 - 3/18/2021  
8:00 AM - 11:45 AM  
**Instructor:** Donna Seys  
**Tuition:** $195  
**LOCATION:** Online Delivery via Zoom*

Microsoft Office 2019/365: Excel Level II

It’s time to explore views, data protection, and creation of Macros. ‘What-if’ analysis tools help discover all possible answers to changing variables in formulas. And Tables, the gem of Excel, turns any dataset into a dynamic range. Discover what you’ve been missing in Excel.

**Course:** 2LEF-0470  
**POST:** 09250-0899  
**POST Hours:** 7 hours  

Section 1  W, Th  1/13/2021 - 1/14/2021  
8:00 AM - 11:45 AM  
Section 2  W, Th  3/24/2021 - 3/25/2021  
8:00 AM - 11:45 AM  
**Instructor:** Donna Seys  
**Tuition:** $195  
**LOCATION:** Online Delivery via Zoom*
Microsoft Office 2019/365: 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
POST: 09250-0900
POST Hours: 7 hours

Section 1   W, Th 1/20/2021 - 1/21/2021
8:00 AM - 11:45 AM

Section 2   W, Th 3/31/2021 - 4/1/2021
8:00 AM - 11:45 AM

Instructor: Donna Seys
Tuition: $195

LOCATION: Online Delivery via Zoom*

Microsoft Office 2019/365: Word Level II

Stay with the flow by illustrating documents with graphics, work with themes and building blocks, merge documents, work with styles and templates while developing multi-page documents.

Course: 2LEF-0478
POST: 09250-0905
POST Hours: 7 hours

Section 1   M, W 4/19/2021 - 4/21/2021
8:00 AM - 11:45 AM
Instructor: Marnie Matz
Tuition: $195

LOCATION: Online Delivery via Zoom*

Microsoft Office 2019/365: Word Level III

Integrate with other programs and collaborate with co-workers, friends, or family while learning advanced graphics, how to build a form and customizing Word to best suit your needs.

Course: 2LEF-0479
POST: 09250-0906
POST Hours: 7 hours

Section 1   M, W 4/26/2021 - 4/28/2021
8:00 AM - 11:45 AM
Instructor: Marnie Matz
Tuition: $195

LOCATION: Online Delivery via Zoom*

Microsoft Office 2019/365: Word Level I

Learn the basics of this tried and true word processing software. 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
POST: 09250-0904
POST Hours: 7 hours

Section 1   M, W 4/12/2021 - 4/14/2021
8:00 AM - 11:45 AM
Instructor: Marnie Matz
Tuition: $195

LOCATION: Online Delivery 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.