SLOT
SUMMER 2021 CATALOG

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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: N/A
POST Hours: Not eligible

Sect 1 Th  3/11/2021 - 3/18/2021
8:00 AM - 3:30 PM

Instructor: Everett Doolittle
Tuition: $259.00

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.

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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Resilience: Do You Bend or Break During Change?

Life is full 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.

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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.

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Civil Rights Liability and Defenses for Criminal Justice Professionals

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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: N/A
POST Hours: Not eligible

Sect 1 F 3/26/2021 - 3/26/2021
9:00 AM - 12:00 PM

Instructor: Richard Hodsdon
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

Designing and Implementing an Effective Onboarding Program
...continued from previous page

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: Not eligible

Sect 1 M 3/29/2021 - 3/29/2021
12:00 PM - 4:00 PM

Instructor: Lisa Sorensen
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

Resilience: Do You Bend or Break During Change?

Life is full 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.

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Resilience: Do You Bend or Break During Change?
...continued from previous page

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: N/A
POST Hours: Not eligible

Sect 1 Tu 5/18/2021 - 5/18/2021
8:00 AM - 12:00 PM

Instructor: Nanette Gesche
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

Mind of a Sexual Predator
...continued from previous page

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: N/A
POST Hours: Not eligible

Sect 1M 5/10/2021 - 5/10/2021
8:00 AM - 12:00 PM

Instructor: Daniel Craft
Tuition: $159.00

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

Sect 2 Th 6/10/2021 - 6/10/2021
12:00 PM - 4:00 PM

Instructor: Lisa Sorensen
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

Mind of a Sexual Predator
...continues on next page
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

Sect 1  F  6/11/2021 - 6/11/2021  
9:00 AM - 12:00 PM

Instructor: Luke McClure  
Tuition: $139.00

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

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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.

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Crisis Negotiations 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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**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.

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### Crisis Negotiations for First Responders
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This class will discuss techniques for active listening; crisis negotiation for first 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:** N/A  
**POST Hours:** Not eligible

**Sect** 1 M 3/22/2021 - 3/22/2021  
8:00 AM - 4:30 PM

**Instructor:** Daniel Craft  
**Tuition:** $259.00

**LOCATION:** Online Delivery via Zoom*

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### Conversational Intelligence
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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. 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:** Not eligible

**Sect** 1 Tu 4/6/2021 - 4/6/2021  
8:00 AM - 12:00 PM

**Instructor:** Nanette Gesche  
**Tuition:** $159.00

**LOCATION:** Online Delivery via Zoom*

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### 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.

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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: N/A
POST Hours: Not eligible

Sect 1 Tu  5/4/2021 - 5/4/2021
8:00 AM - 12:00 PM

Instructor: Jeannette Grace
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

Communication and the Gentle Art of Interview: The Cognitive Interview

Communication and the Gentle Art of Interview is a course on gathering information, motivation, conflict resolution, and negotiation in resolving issues and conflicts. Research shows that it is the interview process that is the cause of why cases fail more than the interrogation, for interviewing is more than a questioning process to gather knowledge. The major areas covered are: motivation strategies the five steps of conflict resolution the cognitive interview process.

Communication and the Gentle Art of Interview: The Cognitive Interview  ...continued from previous page

This class requires participation and hands-on learning.

Course: 2LEF-0088
POST: 09250-0895
POST Hours: 7

Sect 1 Th  5/20/2021 - 5/20/2021
8:00 AM - 4:00 PM

Instructor: Everett Doolittle
Tuition: $245.00

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.

Interviewing and the Gentle Art of Persuasion: Conflict Resolution

Persuasion rather than interrogation is the strategy of this course. Interrogation and the gentle art of persuasion is designed for investigators in situations where the subject is not cooperating and/or lying and address persuasion strategies, question formulation, motivation enhancement, themes and rationalization development, probing processes, and negotiation strategies, for all of life is a continued process of negotiation.

Interviewing and the Gentle Art of Persuasion: Conflict Resolution  ...continues on next page
Leading and Working in a New Normal
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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: Not eligible

Sect 1 Th 4/15/2021 - 4/15/2021
12:00 PM - 4:00 PM

Instructor: Lisa Sorensen
Tuition: $159.00

LOCATION: Online Delivery via Zoom*

INTERVIEWING AND THE GENTLE ART OF
PERSUASION: CONFLICT RESOLUTION
...continued from previous page

This class looks at real-life cases, interrogations, and requires small group participation.

Course: 2LEF-0079
POST: 09250-0896
POST Hours: 7

Sect 1 Th 5/27/2021 - 5/27/2021
8:00 AM - 4:00 PM

Instructor: Everett Doolittle
Tuition: $245.00

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. It is suggested, but not required, that students have completed “Interviewing and the Gentle Art of Communication” class for the best opportunity, for they build on one another.
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.

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**Strengthening and Maintaining Team Spirit**

Nothing undermines morale and team spirit like personality clashes! This class will focus on valuing and understanding diversity and differences on your team. Participants will learn how to: motivate, communicate, understand values and recognize proper matching of people to tasks using the 4 square personality styles grid. 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:** Not eligible

**Sect** 1  
**Tu 4/20/2021 - 4/20/2021**  
**8:00 AM - 12:00 PM**

**Instructor:** Michael Kiefer  
**Tuition:** $159.00  
**LOCATION:** Online Delivery via Zoom*

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**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:** N/A  
**POST Hours:** Not eligible

**Sect** 1  
**Tu 5/11/2021 - 5/11/2021**  
**12:00 PM - 4:00 PM**

**Instructor:** Lisa Sorensen  
**Tuition:** $159.00  
**LOCATION:** Online Delivery via Zoom*

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**Coach the Coach**

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This workshop delivers a coaching strategy that is applicable to all communication preferred styles.

**Course:** 2LEF-0505  
**POST:** N/A  
**POST Hours:** Not eligible

**Sect** 1  
**F 4/23/2021 - 4/23/2021**  
**8:00 AM - 12:00 PM**

**Instructor:** Liz Weatherhead  
**Tuition:** $159.00  
**LOCATION:** Online Delivery via Zoom*

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**Coach the Coach**

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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.

**Course:** 2LEF-0505  
**POST:** N/A  
**POST Hours:** Not eligible

**Sect** 1  
**F 4/23/2021 - 4/23/2021**  
**8:00 AM - 12:00 PM**

**Instructor:** Liz Weatherhead  
**Tuition:** $159.00  
**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: N/A
POST Hours: Not eligible

Sect 1 W 5/12/2021 - 5/12/2021
8:00 AM - 11:00 AM

Instructor: Jana Fischer
Tuition: $119.00

LOCATION: Online Delivery via Zoom*

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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Participants of this session will get ideas on the use of: physical models, storytelling, engagement methods, YouTube videos, pictures, graphs, charts, etc. They will learn how to organize and enhance existing training materials with their personality and experiences.

Course: 2LEF-0500
POST: N/A
POST Hours: Not eligible

Sect 2 Th 6/17/2021 - 6/17/2021
8:00 AM - 12:00 PM

Instructor: Michael Kiefer
Tuition: $159.00

LOCATION: Online Delivery via Zoom*
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: Not eligible

Sect 1 Tu 3/30/2021 - 3/30/2021
8:00 AM - 9:30 AM

Sect 2 W 6/9/2021 - 6/9/2021
8:00 AM - 9:30 AM

Instructor: Carolyn Vreeman
Tuition: $59.00

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: Not eligible

Sect 1 Tu 3/30/2021 - 3/30/2021
10:30 AM - 12:00 PM

Sect 2 W 6/9/2021 - 6/9/2021
10:30 AM - 12:00 PM

Instructor: Carolyn Vreeman
Tuition: $59.00

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: Not eligible

Sect 1 Tu 4/13/2021 - 4/13/2021
8:00 AM - 9:30 AM

Sect 2 W 6/16/2021 - 6/16/2021
8:00 AM - 9:30 AM

Instructor: Carolyn Vreeman
Tuition: $59.00

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: Not eligible

Sect 1 Tu 4/13/2021 - 4/13/2021
10:30 AM - 12:00 PM

Sect 2 W 6/16/2021 - 6/16/2021
10:30 AM - 12:00 PM

Instructor: Carolyn Vreeman
Tuition: $59.00

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.

Computers

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.

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Microsoft Office 2019/365: Excel Level I
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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

Sect 2 W, Th 3/17/2021 - 3/18/2021
8:00 AM - 11:45 AM

Sect 3 W, Th 5/5/2021 - 5/6/2021
8:00 AM - 11:45 AM

Sect 4 W, Th 6/2/2021 - 6/3/2021
8:00 AM - 11:45 AM

Instructor: Donna Seys
Tuition: $195.00

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

Sect 2 W, Th 3/24/2021 - 3/25/2021
8:00 AM - 11:45 AM

Sect 3 W, Th 5/12/2021 - 5/13/2021
8:00 AM - 11:45 AM

Sect 4 W, Th 6/2/2021 - 6/3/2021
8:00 AM - 11:45 AM

Instructor: Donna Seys
Tuition: $195.00

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

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

Sect 3 W, Th 5/19/2021 - 5/20/2021
8:00 AM - 11:45 AM

Sect 4 M, Tu 6/14/2021 - 6/15/2021
8:00 AM - 11:45 AM

Instructor: Donna Seys
Tuition: $195.00

LOCATION: Online Delivery via Zoom*

Microsoft Office 2019/365: 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.

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Microsoft Office 2019/365: Excel Level IV
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Transform those large data sets into clear summary reports. Data crowns distributed at end of class! The textbook is included in the course fee and will be provided in class.

Course: 2LEF-0472
POST: N/A
POST Hours: Not eligible

Sect  2 W, Th  4/7/2021 - 4/8/2021
8:00 AM - 11:45 AM

Sect  3 W, Th  5/26/2021 - 5/27/2021
8:00 AM - 11:45 AM

Sect  4 M, Tu  6/21/2021 - 6/22/2021
8:00 AM - 11:45 AM

Instructor: Donna Seys
Tuition: $195.00

LOCATION: Century East Campus - 1733 - Computer Classroom
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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

Sect  1 M, W  4/19/2021 - 4/21/2021
8:00 AM - 11:45 AM

Instructor: Marnie Matz
Tuition: $195.00

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

Sect  1 T, Th  4/27/2021 - 4/29/2021
8:00 AM - 11:45 AM

Instructor: Marnie Matz
Tuition: $195.00

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

Sect  1 M, W  4/12/2021 - 4/14/2021
8:00 AM - 11:45 AM

Instructor: Marnie Matz
Tuition: $195.00

LOCATION: Online Delivery via Zoom*