Continuing Education & Customized Training

JANUARY – MAY 2019

Motorcycle Training Coming soon
Please check our website January 1, 2019 to register
www.century.edu/motorcycle

Discover What’s Next

BUSINESS/CAREER
COMPUTERS AND TECHNOLOGY
HEALTH AND HUMAN SERVICES
PUBLIC SAFETY
MANUFACTURING
PERSONAL ENRICHMENT

SPRING 2019
Find your class and register online.
century.edu/training
One Size Does Not Fit All

Although we offer a wide variety of courses, sometimes a business has specific needs. We can customize training that is focused to your priorities and employee training needs.

Century College will work with you to understand your specific challenges, needs and priorities and then build a training solution that exceeds expectations.

Wide Range of Topics

Customized training programs are offered in a variety of areas including:

- Business and Communication
- Computer Technology
- Fire Services and EMS
- Health and Human Services
- Law Enforcement and Public Safety
- Leadership and Supervision
- Manufacturing and Trades
- Motorcycle Safety and Skills

Contact us today! 651.779.3341 / cect@century.edu

century.edu/training
FREE!
Health Unit Coordinator Information Session
page 24

BUSINESS AND LEADERSHIP
Accounting and Finance 4
Career Development 5
Communication 5
PMP® Certification Exam Prep 7
Grammar and Writing 8
Human Resources 9
Management and Supervision 9
Business Certificates 12-13
Project Management 15

COMPUTERS AND TECHNOLOGY
Microsoft Office 16

HEALTH AND HUMAN SERVICES
CPR Training 21
Health Unit Coordination/Medical Office 24
Medical Terminology 25
Nursing Continuing Education 25
Pharmacy Technician/Representative 26
Phlebotomy 27
Trained Medication Aide 28
Mental Health and Wellness 34-35
Nursing Assistant Class and Exam 30-32

PERSONAL ENRICHMENT
Music 35

MANUFACTURING AND SKILLED TRADES
Beekeeping and Horticulture 36
Manufacturing 38

PUBLIC SAFETY
Emergency Medical Services 40
Fire Service 43

OTHER TRAINING
Online Learning 46-47

RESOURCES
Mission and Vision 48
Location Directory 49
Staff Directory 49
Registration Info and Form 50

WIOA Approved!
Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

Go to positivelyminnesota.com

Find your class online at our registration website!
It’s easy and convenient. New classes added regularly.
century.edu/training

ACCESS INTERNET AT CENTURY COLLEGE?
You need to sign up for a Century Guest Account before you come to campus.
page 20
ACCOUNTING AND FINANCE

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.

Note: Bring a calculator to class.

Course # 1PDE-0099 $239
Sect 1 Jan 23 / 1 session / Copa W 8:30 am - 4:00 pm E 2313

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.

Note: Prerequisite: Accounting I. Bring a calculator to class.

Course # 1PDE-0100 $239
Sect 1 Jan 30 / 1 session / Copa W 8:30 am - 4:00 pm E 2313

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.

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

Course # 1PDE-0101 $239
Sect 1 Feb 6 / 1 session / Copa W 8:30 am - 4:00 pm E 2313

Payroll Accounting
Enhance your accounting skills with payroll accounting! This class will not only provide an overview of payroll accounting policies and procedures, you will explore payroll tax laws and reporting requirements, and the employer-employee relationship. Learn wage and deduction calculations, quarterly, and annual reporting. Day 2 of Payroll Accounting reinforces learning from Day 1 and includes a payroll simulation.

Note: Bring a calculator to class.

Course # 1PDE-0131 $399
Sect 1 Mar 27–Apr 3 / 2 sessions / Copa W 8:30 am - 2:30 pm E 2313

QuickBooks
Learn to use this small business accounting program to manage your business efficiently and quickly. Set up a company and create lists, enter and manage inventory, create invoices, process sales and payments, enter and pay bills. Work with bank accounts, including writing checks, and using registers. Reconcile accounts, transfer funds and generate reports.

REQUIRED TEXTBOOK: The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0181 $439
Sect 1 Feb 27–Mar 6 / 2 sessions / Copa W 8:30 am - 2:30 pm E 2312

Business and Leadership
CAREER DEVELOPMENT

Career-Boosting Professionalism

Reveal your inner superhero. This interactive seminar will help you to improve how you present yourself, so you will be perceived as the pro you are. Fine-tune your self-presentation skills so that you are ready for the next career advancement opportunity. Part one covers the use of body language to communicate self-confidence, impression management, and other in-person presentation techniques. Part two focuses on self-promotion and using social media to improve your personal brand, and will take place in a computer lab. Have your social media names and passwords handy for this very practical session.

Note: Class will begin in Room 2311 on the East Campus.

Course # 1PDE-0141  $233
Sect 1  Apr 1 / 1 session / Lambertson
M 8:00 am - 2:30 pm  E 2311/2312

COMMUNICATION

Conversations with Challenging People: Customer Service

Does your job require interactions with the public, clients or customers? Then, you are in the customer service business! Forbes cites that $62 billion dollars are lost by US businesses each year due to poor customer service experiences. Customer service may look different depending on your chosen field but we can all provide a better service to the public. Providing good customer service can be frustrating, difficult and thankless. However, you can learn techniques, tips, and strategies to help you help others.

Course # 1PDE-0145  $149
Sect 1  May 10 / 1 session / Phillips
F 8:00 am - 12:00 pm  E 2313

Conversations with Challenging People: The Workplace

Most workplace problems stem from communication issues. When was the last time you and your co-worker both walked out of a meeting with the same understanding of the material? Probably never because we all communicate differently. However, we can learn techniques and skills to improve our communication and avoid challenging conversations in the workplace.

Course # 1PDE-0147  $149
Sect 1  Apr 5 / 1 session / Phillips
F 8:00 am - 12:00 pm  E 2313

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 # 1PDE-0153  $149
Sect 1  Apr 16 / 1 session / Grace
Tu 8:00 am - 12:00 pm  E 2313

Enhancing Thinking

How many times have you responded too quickly to a message or made a hasty decision, only to find that you needed to correct yourself later because you didn’t think it all the way through? This type of scenario happens to the best of employees, especially in a work environment that is constantly changing and employees are trying to accomplish more with less. Positive intentions don’t always equate to successful outcomes. Critical thinking is simply defined as the ability to remove all emotion from an issue and observe the facts objectively to make a logical decision. This class will review simple and practical steps to use critical thinking skills in daily situations that lead to enhanced outcomes resulting in saved time and resources. Demonstrating critical thinking can lead to enhanced leadership, influence, creative thinking, better solutions, greater buy-in and more successful outcomes.

Course # 1PDE-0134  $149
Sect 1  Apr 18 / 1 session / Lynn
Th 8:00 am - 12:00 pm  E 2313
How to Avoid the Horror of Bad PowerPoint

You’ve seen it. You’ve lived it. Heck, you may have even caused it! What is it? Death By PowerPoint! You shoot people with bullet point list after bullet point list and wonder why no one remembers anything from your presentation. Think about this way - if you can’t inspire anyone with your ideas, it won’t matter how great those ideas are. Why? Because, ideas are only as good as the actions that follow the communication of those ideas. Your presentations are vital to communicating and inspiring action in others. In this engaging and informative session, you will learn how to improve any slide presentation. In just 31/2 hours you will learn how to:

• Be more productive with presentation time
• Get people to remember more from your presentations
• Leverage useful tips, hacks and techniques for improving PowerPoint and Apple Keynote slides
• Design slide graphics for the artistically challenged
• How to plan and execute great looking and effective presentations
• Frame your presentation in terms of the audience
• Present slides in a compelling and dynamic way.

Course # 1PDE-0148 $149

Infectious Creativity for Team Leaders

Be patient zero in your office and infect your team with creativity. Creativity can make your job feel less like work, and turn your coworkers into an effective group, freeing all from the drudgery of unproductive routines. This infection is the cure! Leave this interactive seminar with communication skills and fun exercises that you can share with your team.

Course # 1PDE-0142 $149

Increased Productivity through Financial Well-Being

Employees who are financially stressed are less productive at work. Financially literate employees on the other hand tend to have greater focus and less stress, making them more effective. Reduce your financial stress and increase your productivity by better understanding your employer benefits plan and enhancing the overall financial well-being of your family.

During this session, we will review and provide hands-on exercises on multiple financial education topics, including:

• spending and saving
• investments and retirement savings plans
• health benefits and life insurance

Course # 1PDE-0156 $149

Problem Solving and Decision Making

Most people spend more time and energy going around problems than in trying to solve them. Henry Ford We face decisions and problems every day - individually and in teams. Most the time it goes pretty well. Sometimes we get stuck or avoid the problem. These both can create conflict, a conflict that can’t be resolved without good problem solving and decision-making. Whatever challenges you face, this course will provide you with productive techniques and tools for moving forward. Upon completion, participants should be able to: think more critically to solve a wide range of problems outline the problem-solving process apply a variety of tools and techniques to assist you in the decision making and problem solving process.

Course # 1PDE-0146 $149
Project Management Professional (PMP) certification is one of the most valued and respected credentials in project management and a proven way to enhance your resume, elevate your career potential, and boost your earnings.

- Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US $20,000 more annually than non-credentialed jobholders.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 793,000 PMP credential holders.

Learn more about PMP certification benefits at pmi.org.

Prepare to pass the PMP® exam. Course materials align with the PMBOK® Guide–Sixth Edition and prepare you for the updated PMP exam.

Ensure you’re prepared for the rigorous PMP exam. This intensive online course combines expert instruction with The CertWise® Learning System for PMP® Exam Preparation training materials and meets PMI’s 35 contact hour PMP Exam requirement. Our course will help you learn faster, retain more knowledge and stay on track for success on the PMP exam, all in an on-line setting.

Course Topics
This course provides an in-depth exploration of the five knowledge domains and 10 Knowledge Areas tested on the PMP exam. You will also gain valuable test-taking tips and strategies to help you approach the PMP with confidence.

<table>
<thead>
<tr>
<th>5 Knowledge Domains (Process Groups)</th>
<th>10 Knowledge Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating the Project</td>
<td>Integration Management</td>
</tr>
<tr>
<td>Planning the Project</td>
<td>Scope Management</td>
</tr>
<tr>
<td>Executing the Project</td>
<td>Schedule Management</td>
</tr>
<tr>
<td>Monitoring and Controlling the Project</td>
<td>Cost Management</td>
</tr>
<tr>
<td>Closing the Project</td>
<td>Quality Management</td>
</tr>
<tr>
<td></td>
<td>Project Resource Management</td>
</tr>
<tr>
<td></td>
<td>Communications Management</td>
</tr>
<tr>
<td></td>
<td>Risk Management</td>
</tr>
<tr>
<td></td>
<td>Procurement Management</td>
</tr>
<tr>
<td></td>
<td>Stakeholder Management</td>
</tr>
</tbody>
</table>

PMP Prerequisites
Our course is designed to prepare individuals for the PMP Exam. The PMP is highly recommended for experienced project managers looking to advance their skills, career, and earning potential. Candidates must meet education and experience requirements detailed below, agree to a professional code of conduct, and pass the PMP Exam.

Education and Experience Prerequisites
To apply for the PMP, you need to meet all education and experience prerequisites in one of the following two categories:

<table>
<thead>
<tr>
<th>Category A</th>
<th>General Education</th>
<th>Project Management Experience</th>
<th>Project Management Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Degree (high school diploma, associate’s degree or the global equivalent)</td>
<td>Minimum of five (5) years of non-overlapping project management experience, with 7,500 hours leading and directing projects</td>
<td>35 hours of project management education</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category B</th>
<th>General Education</th>
<th>Project Management Experience</th>
<th>Project Management Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>A four-year degree (bachelor’s degree or the global equivalent)</td>
<td>Minimum of three (3) years of non-overlapping project management experience, with 4,500 hours leading and directing projects</td>
<td>35 hours of project management education</td>
<td></td>
</tr>
</tbody>
</table>

Note: You will need Internet access and an email address. Approximately one business day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1PDE-0149</th>
<th>$1,995</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Jan 15–Apr 30</td>
<td>12 sessions</td>
</tr>
<tr>
<td></td>
<td>Tu 6:00 pm - 9:00 pm</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

No Class: 1/22, 2/19, 3/19, 4/2
Public Speaking Hacks for Everyone

Are you nervous when speaking in front of others? Is speaking on the spot stressful? Do you have difficulty organizing your thoughts? Is it tough to get your point across? This class will help you manage common public speaking challenges and improve your confidence and skills regardless of your skill level. You will have fun while you learn to manage anxiety, speak extemporaneously, use question and answer to buy time, be persuasive and more.

Course # 1PDE-0150 $239

Sect 1 Mar 12 / 1 session / Grace
Tu 8:00 am - 2:30 pm E 2313

Reading Others Using Micro-expressions and Body Language

The face is the best indicator of a person’s emotions if you know how to read it. The good news is we can already tell a lot about someone by their face. A micro-expression is a brief, involuntary facial expression that is shown on the face of humans according to the emotions that are being experienced. Unlike regular pro-longed facial expressions, it is difficult to fake a micro-expression. There are seven universal micro-expressions: disgust, anger, fear, sadness, happiness, surprise, and contempt. This session will review how to accurately read others’ micro-expressions and body language which can enhance understanding and influence in any situation.

Course # 1PDE-0155 $149

Sect 1 Apr 30 / 1 session / Lynn
Tu 8:00 am - 12:00 pm E 2313

Simplifying Customer Service

Customer service is a dynamic process, although customers themselves are generally simple. They have a need and they want you to fulfill the need. Fully understand their needs and provide the right solution produces a satisfied customer who come back again and again.

In this class you will learn to:
• know the five expectations all customers have.
• effectively communicate with customers.
• differentiate between positive, negative, inflammatory and powerful language.
• use rapport building to establish trust.
• apply customer recovery to past, present, and future situations.
• maintain control when interacting with angry customers.
• project a positive, customer-focused attitude.

Course # 1PDE-0154 $149

Sect 1 May 2 / 1 session / Grace
Th 8:00 am - 12:00 pm E 2311

Verbal Judo

Being an effective communicator under stress is a skill that can be invaluable in both personal and professional situations. Yet for many, dealing with tense situations is an area full of trepidation. One practical tool that has been around for years, and that can provide immediate techniques to help de-escalate a tense situation is Verbal Judo. Verbal Judo is a simple and effective verbal method to reduce the possibility of increasing negative emotion or violence while remaining professional and in control. This class will introduce you to the practical and powerful techniques that you can use in any situation. These techniques can help you decrease stress, gain control and remain professional, no matter what you are facing.

Course # 1PDE-0132 $149

Sect 1 May 6 / 1 session / Lynn
M 8:00 am - 12:00 pm E 2313

GRAMMAR AND WRITING

Written Communication Skills That Get Results - Part I

‘Ugh!’...’Grrrr’...’Aaah!’ These are often words which escape our mouths when we write professionally. No need to fear! Whether it’s been awhile since you learned the basics in school or you are looking to sharpen what you already know, this class is for YOU. This class is a deep dive into the practice of grammar and punctuation. You will learn how to: use punctuation correctly, understand subordination, predication, and coordination, identify punctuation errors and avoid double negatives appropriately, use passive and active voice, use parallel structure and proofread quickly and effectively.

Course # 1PDE-0151 $239

Sect 1 Mar 25 / 1 session / Grace
M 8:00 am - 2:30 pm E 2313

Written Communication Skills That Get Results - Part II

A great deal of our communication in the workplace is written, and as busy employees, we don’t have time to decipher cryptic messaging. Stop the madness now! Learn how to save time creating documents and emails by having clear direction. Use persuasion to get what you need faster. Break bad email habits so your emails do what you need them to do.

Course # 1PDE-0152 $245

Sect 1 Apr 8 / 1 session / Grace
M 8:00 am - 4:00 pm E 2313
HUMAN RESOURCES

Human Resource Certification Test Preparation (online)

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The HR profession is no longer just about what you know, but how you do your job. Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession. Ensure you’re prepared with Century College’s Human Resource Certification Test Preparation, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success. This intensive program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam. For additional information, see shrmcertification.org Your materials will be mailed directly to you a couple of days prior to the start of class.

Note: This course is delivered entirely online. SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats. You will have access to this instructor-guided course for a period of 16 weeks. After the final week or upon completion of all required assignments, you will receive a Certificate of Completion.

Course # 1HRT-0013 $1,299

Sect 1 Jan 15–Apr 30* / 12 sessions / Marek
Tu 6:30 pm - 8:30 pm
*No class 1/22, 2/19, 3/19, 4/16

MANAGEMENT AND SUPERVISION

Generational Diversity in the Workplace

Our workplace has become a playing field of competing viewpoints and values as five generations share the same workspace. In today’s fast-paced and ever-changing environment, it has never been more vital to an organization’s success to find ways to maximize the performance of every person.

Understanding and appreciating one another’s perspective has always been the key to effectiveness and productivity at work and in today’s multi-generational workplace, an organization’s success depends on it. Course Goals/Objectives:

- What is a “Generation”?
- Understand and identify generational viewpoints
- Myths & Reality
- Define the Generations
- Workplace characteristics for each generation
- Be aware of your own generational perspectives and biases and use them to enhance outcomes
- Challenges of a multi-generational workforce
- Learn from a multi-generational workforce
- Deal with conflict among the different generations
- Recruit, retain and motivate employees to promote winning behaviors
- Enhance success by working with members of different generations

Course # 1SUP-0032 $149

Sect 1 Mar 28 / 1 session / Lynn
Th 8:00 am - 12:00 pm E 2313

Leading Virtual and Remote Teams

As the leader of a virtual or remote team, you need to manage performance and work relationships with employees you may not see very often and who may be hundreds or thousands of miles away. This up-to-date, hard-hitting seminar is designed to help you build truly effective long-distance teams. You will return to work with the tools and methods you need to manage and lead virtual and remote teams with confidence and success.

- Recognize and address the unique challenges of virtual and remote teams
- Identify your organization’s readiness and current capabilities for successfully using virtual and remote teams
- Align resources to plan and launch a successful virtual/remote team
- Maintain cohesiveness and trust within virtual teams
- Apply appropriate online tools and communication techniques in a virtual/remote environment
- Provide coaching and build creativity in virtual environments

Course # 1SUP-0055 $149

Sect 1 Feb 28 / 1 session / Lynn
Th 8:00 am - 12:00 pm E 2313
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 # 1SUP-0158 $149

Sect 1 May 16 / 1 session / Lynn
Th 8:00 am - 12:00 pm E 2313

Mentor Up and Coach Down for Sustainable Leadership

When we mentor or coach someone in our career, it is a privilege to impart our wisdom to help others in their development, learning and competencies. During this course, we will discuss the various levels of mentoring and coaching, as we focus primarily on a mentoring process that helps those showing potential by providing new opportunities to increase their leadership role. With coaching, we will review one of the most difficult processes: coaching down to subordinates or direct reports you may wish to influence but find it challenging when not everyone recognizes the need to be coached. Through group discussion and role playing, you will experience techniques to successfully do both mentoring and coaching, while sustaining the leadership of others in your team and organization.

Course # 1SUP-0162 $149

Sect 1 Jan 28 / 1 session / Hazzard
M 8:00 am - 12:00 pm E 2313

Performance Plus Learning Partners (PPLP) is a unique membership program providing a flexible and cost-effective way to partner with Century College to train employees. Purchase one or more seats and between September and June, and send different staff members relative to the content of each individual training session. Choose from more than seven professional development classes per semester in supervision, management, communication, accounting, project management, computers, technology, and more!

Our courses offer you the opportunity to:
- learn skills you need on a timetable that fits the individual and organization
- learn from knowledgeable instructors experienced in teaching adult learners

Program Benefits:
- Flexible and convenient
- Improve employee performance
- Industry expert instructors with advanced degrees and knowledge of current business trends
- HR/Training managers can create a year-long plan
- Participation reports throughout the year
- Certificate Programs for Professional Development

Call 651.773.1743 to learn more about this exciting program.
Negotiations 101

Haggling isn’t negotiating. Negotiating is trying to find creative ways to satisfy the different interests of those involved rather than just split the difference. The goal is to manage our emotions, and the tension between building deals that satisfy both parties’ interests, while maintaining a healthy working relationship. If you want to discover how to make smarter moves and set the stage for more productive interactions, join me for this session. You will leave this course with: ideas on how to create a problem-solving atmosphere where people feel safe, brainstorming and problem solving tools that will help you explore each side’s interests (hopes, fears, concerns, needs), techniques to keep you focused on the end game while resisting old behaviors such as threats or demands.

Course # 1SUP-0156  $149
Sect 1  May 21 / 1 session / Gesche
Tu 8:00 am - 12:00 pm  E 2313

Practical LEAN for the Workplace

Lean thinking and practice helps organizations become both innovative and competitive, which in turn allows them to become sustainable. Lean is about creating the most value for the customer while minimizing resources, time, energy and effort. A lean approach to work is about understanding what’s really going on at the place where value is created, and improving the processes by which products and services are created and delivered. This engaging course is designed to give you a practical understanding of what lean is, what it might look like in your workplace, and how to start applying it. By the end of the course, participants will be able to understand and/or demonstrate:

- Myths and truths of Lean Implementation
- Value Stream Maps and Development Tools
- Ability to identify waste and recognize opportunities where Lean approaches can improve processes within and between departments
- Practical skills to apply the appropriate
- Lean methods and tools to reduce waste of time, money, and people

Course # 1SUP-0159  $149
Sect 1  Feb 4 / 1 session / Lynn
M 8:00 am - 12:00 pm  E 2313

NeuroLeadership: The Practical Secret to Professional and Personal Success

NeuroLeadership is focused on bringing neuroscientific knowledge into the areas of leadership development, management training, change management, education, consulting and coaching. Learn new tools and strategies to transform your performance and the performance of others. Leave this class with new practical methods to lead and work more effectively.

Course # 1SUP-0125  $149
Sect 1  Feb 12 / 1 session / Lynn
Tu 8:00 am - 12:00 pm  E 2313

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. 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 # 1PDE-0144  $149
Sect 1  Apr 25 / 1 session / Gesche
Th 8:00 am - 12:00 pm  E 2313

WIOA Approved!

Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

Go to positivelyminnesota.com
Our 2018-2019 Business Leadership Certificate allows you to customize a program to meet your unique needs. You already have skills in some areas, so choose the classes where you need a little more knowledge. Or complete more than one certificate choosing the topics needed at the time, giving you breadth and depth as a business professional. It is your opportunity to create your own path and develop your own personal leadership style.

**Choose five classes to build your own certificate:**

- New! Leading Virtual and Remote Teams
- Responding to Conflict: Strategies for Improved Communication
- New! Conversations with Challenging People: The Workplace
- Plateaued? How to Re-Motivate and Inspire
- Neuroleadership: The Practical Secret to Professional and Personal Success
- Career-Boosting Professionalism
- The Strategy of Leadership: Developing Strategic Leaders
- New! Enhancing Thinking
- Building Phenomenal Teams
- New! Conversations with Challenging People: Customer Service
- New! The Ethical Leader
- New! Generational Diversity in the Workplace
- The Strategy of Leadership: Creating Success through Coaching
- New! Dealing with Conflict Confidently
- Succession Planning
- New! Problem Solving and Decision Making
- New! Leadership Basics
- Infectious Creativity for Team Leaders
- New! Resilience: Do You Bend or Break During Change?
- New! Women and Influence
- New! Understanding What Makes People Tick
- Problem Solving Through Critical Thinking
- New! Leading with Emotional Intelligence
- New! Negotiations 101
- Mindfulness: Staying on Course When You Feel Overworked and Overwhelmed

**Note:** 6-10 classes will create an advanced 2018-2019 Business Leadership Certificate.
BUSINESS
ACCOUNTING
CERTIFICATE

Our Business Accounting Certificate provides non-finance employees and managers an understanding of basic financial information and how to use that information to make confident decisions that positively impact the bottom line.

This certificate is geared toward:

• Anyone wanting to understand modern accounting principles and practices
• Individuals seeking new job skills for entry-level accounting positions
• Individuals with accounting experience but no degree
• Non-financial managers seeking to better understand financial reporting
• Employees responsible for accounting functions
• Individuals who need to understand how to meet financial accountability standards

Complete the following courses:

• Accounting I, II, and III
• QuickBooks
• Payroll Accounting
• Microsoft Excel 2016 Level I (or higher)

BUSINESS
COMMUNICATION
CERTIFICATE

Whether over the phone, in person or in writing, effective communication skills are crucial to your business success. This certificate explores a variety of techniques to achieve professionalism, using the written, electronic or spoken word and will help you gain confidence in sharing your ideas with clients and colleagues.

Complete the following courses:

• Public Speaking Hacks for Everyone
• Written Communication Skills that Get Results Part I and II
• New! Avoiding the Horror of Bad PowerPoint
• New! Reading Others Using Microexpressions and Body Language
• New! Simplifying Customer Service
• Better Work through Interpersonal Communication
• Microsoft Office 2016 PowerPoint Level I (or higher)

century.edu/training
Responding to Conflict: Strategies for Improved Communication

It’s time to manage conflict rather than have it manage you! Conflict is a normal by-product of working with others. How you deal with conflict and differing perspectives impacts your ability to manage people and enjoy your work. You will learn how to recognize the types of conflict, practice strategies for dealing with differences, and build skills for positively resolving differences.

Course # 1SUP-0022  $149
Sect 1  Jan 24 / 1 session / Gesche
Th 8:00 am - 12:00 pm  E 2313

NEW! Storytelling for Leaders

Leadership is an activity for connecting with people’s minds and hearts. Using the basic discipline of the narrative, storytelling leaders can empower others to imagine new possibilities. This workshop will provide examples of leader stories and give participants the opportunity to practice developing and presenting stories of their own.

Course # 1SUP-0161  $79
Sect 1  Jan 17 / 1 session / Schuelke
Th 10:00 am - 12:00 pm  E 2313

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 it 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 # 1SUP-0013  $149
Sect 1  Mar 20 / 1 session / Doolittle
W 1:00 pm - 5:00 pm  E 2313

The Strategy of Leadership: Developing Strategic Leaders

Being a strategist means having the courage to think deliberately and deeply about what you want to create and achieve. The ability to see the big picture, articulate your message, hire and retain talented people and navigate change effectively is more critical than ever in today’s economic climate. Gain an understanding on how to become a strategic thinker, conducting organizational strategic planning to reach key decisions and ways to develop strategic leaders within your organization.

Course # 1SUP-0155  $149
Sect 1  May 23 / 1 session / Thelander
Th 8:00 am - 12:00 pm  E 2313

Understanding What Makes People Tick

Employees don’t disengage without reason and they don’t do their best work in an environment that fails to inspire. If employees are going to have a stake in the success of an organization, it is important to understand what causes disengagement and what can be done to motivate others. Capitalize on the untapped awesomeness inside your people for their benefit and yours too.

In this class you will learn to:
• recognize signs of disengagement
• learn the 5 causes of disengagement
• identify current levels of engagement of your team members
• define motivation, intrinsic motivation, and extrinsic motivation
• understand what drives each person’s motivation.
• evaluate how thinking affects motivation
• learn tips for getting yourself and others motivated

Course # 1SUP-0084  $149
Sect 1  Apr 2 / 1 session / Grace
Tu 8:00 am - 12:00 pm  E 2313
Women and Influence

Have you ever felt or been told that you are too stiff, timid, aggressive, nervous, bossy, emotional, or lack confidence? If you want to influence others, especially in leadership roles, it is essential to hone your verbal and nonverbal messages. This training has been designed for women to enhance their influence and leadership presence. This session explores the key components of being powerful and influential. Filled with information, tools and personalized feedback, this is the ideal session for women who want to influence and maximize their leadership presence.

Course # 1SUP-0160 $149
Sect 1 Apr 23 / 1 session / Lynn
Tu 8:00 am - 12:00 pm E 2313

PROJECT MANAGEMENT

Foundations of Project Management: Creating and Managing Successful Projects

This class is designed to be an overview of key concepts in Project Management. If you are new to project management or are an experienced project manager but have never had a course in project management, then this class is for you! Explore Project Management processes, key tools and leadership principles. Build a solid understanding of the underlying principles in project management while developing knowledge of key project management concepts and terms. Learn the role of the project manager and be able to describe the interrelationships between the ten PMBOK® knowledge areas. Note: The class is designed to correspond to the PMBOK®, the Project Management Body of Knowledge published by the Project Management Institute.

Course # 1SUP-0127 $239
Sect 1 Apr 9 / 1 session / Kaman
Tu 8:30 am - 2:30 pm E 2313

Getting Things Done: Influencing without Authority

Many times when we are asked to lead a major project or complete a significant task involving numerous people, we lack explicit supervisory/management authority. This class will explore numerous ways in order to have a positive influence on the people you are working with to achieve your work objectives. We will explore topics such as: the difference between a group vs. a team, the latest research on motivation, leadership vs. management, and the importance of mission statements.

You will learn how to:
- develop a high performing team
- motivate the people you are working with
- use a leadership style that positively influences individuals and your team

Course # 1SUP-0132 $239
Sect 1 May 14 / 1 session / Kaman
Tu 8:30 am - 2:30 pm E 2313

WIOA Approved!

Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

Go to positivelyminnesota.com
Microsoft Office 2016 Access Level I
Microsoft Access 2016 Level I will introduce you to the basics of database software. Learn to build and use queries, use forms, use reports and modify database structure.
REQUIRED TEXTBOOK: Provided day of class.
Course # 1CPT-0171 $189
Sect 1 Jan 22 / 1 session / Lehr
Tu 8:00 am - 4:00 pm E 1733

Microsoft Office 2016 Access Level II
Learn to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries.
REQUIRED TEXTBOOK: Provided day of class.
Note: Prerequisite: Microsoft Office 2016 Access Level I.
Course # 1CPT-0174 $189
Sect 1 Feb 5 / 1 session / Lehr
Tu 8:00 am - 4:00 pm E 1733

Microsoft Office 2016 Access Level III
Learn to create advanced reports, build a database interface, create macros, create modules and VBA, and maintain the database.
REQUIRED TEXTBOOK: Provided day of class.
Note: Prerequisite: Microsoft Office 2016 Access I and II.
Course # 1CPT-0176 $189
Sect 1 Feb 19 / 1 session / Lehr
Tu 8:00 am - 4:00 pm E 1733

Microsoft Office 2016 Excel Level I
Microsoft Excel 2016 Level I will introduce you to the basics of electronic spreadsheets. Learn formulas and functions, format a worksheet, work with charts and analyze data using formulas.
REQUIRED TEXTBOOK: Provided day of class.
Course # 1CPT-0169 $179
Sect 1 Jan 16 / 1 session / Seys
W 8:00 am - 3:30 pm E 1733
Sect 2 Feb 20 / 1 session / Seys
W 8:00 am - 3:30 pm E 1733
Sect 3 Apr 24 / 1 session / Seys
W 8:00 am - 3:30 pm E 1733

TEXTBOOK PROVIDED
The required textbook for all Microsoft Office courses is included in the course fee and will be provided in class.

Computers and Technology
Microsoft Office 2016 Excel Level II

Microsoft Excel 2016 Level II will increase your knowledge of electronic spreadsheets. Learn to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts, and perform ‘what if’ analysis.

REQUIRED TEXTBOOK: Provided day of class.

Note: Prerequisite: Microsoft Office 2016 Excel Level I.

Course # 1CPT-0172 $179

Sect 1 Jan 23 / 1 session / Seys W 8:00 am - 3:30 pm E 1733
Sect 2 Feb 27 / 1 session / Seys W 8:00 am - 3:30 pm E 1733
Sect 3 May 1 / 1 session / Seys W 8:00 am - 3:30 pm E 1733

Microsoft Office 2016 Excel Level III

Learn to analyze data with pivot tables, exchange data with other programs, share Excel files and incorporate web information, customize Excel and advanced worksheet management and program with Excel.

REQUIRED TEXTBOOK: Provided day of class.

Note: Prerequisite: Microsoft Office 2016 Excel Level I and Level II.

Course # 1CPT-0175 $179

Sect 1 Jan 30 / 1 session / Seys W 8:00 am - 3:30 pm E 1733
Sect 2 Mar 6 / 1 session / Seys W 8:00 am - 3:30 pm E 1733
Sect 3 May 8 / 1 session / Seys W 8:00 am - 3:30 pm E 1733

Microsoft Office 2016 Excel Level IV

Take control of data with business analytics tools! Broaden your knowledge of pivot tables, slicers, charts and formulas by exploring Excel’s powerful BI (Business Intelligence) tools. Looking to build appealing visual dashboards to track key performance indicators, activity trends, custom calculated fields, geospatial mapping or sophisticated data models? This is the class for you! Learn to: use Power Query for Excel to bring all data together and start analyzing in seconds, enhance business data and pull together sophisticated data models with Power Pivot, create powerful Pivot Tables and Pivot Charts, perform geospatial explorations of your data using Power Map, and create Dashboards with Power BI to visualize data, share discoveries, and collaborate.

REQUIRED TEXTBOOK: Provided day of class.

Note: Prerequisite: Microsoft Office 2016 Excel Levels I, II and III.

Course # 1CPT-0180 $179

Sect 1 Feb 6 / 1 session / Seys W 8:00 am - 3:30 pm E 2312
Sect 2 Mar 13 / 1 session / Seys W 8:00 am - 3:30 pm E 2312
Sect 3 May 15 / 1 session / Seys W 8:00 am - 3:30 pm E 2312
Sect 4 May 22 / 1 session / Seys W 8:00 am - 3:30 pm E 2312
COMPUTER SPECIALIST CERTIFICATE

The Computer Specialist Certificate has been developed to help individuals acquire and demonstrate a body of knowledge of popular computer programs. Our certificate training is affordable and classes are small, allowing you to gain skills and hands-on experience with individual attention.

Choose your own Microsoft Office (MSO) 2016 specialty — in Access, Excel, PowerPoint or Word:

**Word Specialist**
- MSO 2016 Word Level 1
- MSO 2016 Word Level 2
- MSO 2016 Word Level 3

**Excel Specialist**
- MSO 2016 Excel Level 1
- MSO 2016 Excel Level 2
- MSO 2016 Excel Level 3
- NEW! MSO 2016 Excel Level 4

**PowerPoint Specialist**
- MSO 2016 PowerPoint Level 1
- MSO 2016 PowerPoint Level 2

**Access Specialist**
- MSO 2016 Access Level 1
- MSO 2016 Access Level 2
- MSO 2016 Access Level 3

---

**Microsoft Office 2016 OneNote**

OneNote is the best Microsoft program you’re probably not using. A digital notebook for capturing, storing and sharing thoughts, ideas and to-do’s. Use it on just about any device: Mac, iOS, Android, Chrome and Windows. Keep everything in one place, be it work, home or school. Share notebooks with others for viewing or editing, or share a snapshot of your notes with someone who doesn’t have OneNote by exporting in a variety of formats. Attach Excel spreadsheets, video diagrams, screenshots or information from the internet, just to name a few. Attend this class and relearn time management techniques of the 21st century!

REQUIRED TEXTBOOK: Provided day of class.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1CPT-0166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Apr 17</td>
</tr>
<tr>
<td></td>
<td>1 session</td>
</tr>
<tr>
<td></td>
<td>Seys</td>
</tr>
<tr>
<td></td>
<td>W 8:00 am - 12:00 pm</td>
</tr>
<tr>
<td></td>
<td>E 2312</td>
</tr>
</tbody>
</table>

**Microsoft Office 2016 Outlook**

Microsoft Outlook 2016 will teach you to manage your email more efficiently than ever. Learn and practice new skills to organize your inbox and stay on top of appointments, events, and meetings. Create contacts and keep them organized, link contact information from social media. Master task creation and assigning tasks to others. Manage email security in a changing world.

REQUIRED TEXTBOOK: Provided day of class.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1CPT-0183</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Feb 13</td>
</tr>
<tr>
<td></td>
<td>1 session</td>
</tr>
<tr>
<td></td>
<td>Seys</td>
</tr>
<tr>
<td></td>
<td>W 8:00 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>E 2312</td>
</tr>
</tbody>
</table>

**Microsoft Office 2016 PowerPoint Level I**

Microsoft PowerPoint 2016 Level I will introduce you to the basics of presentation software. Learn to create a presentation, modify a presentation, insert objects into a presentation, finish a presentation, and work with advanced tools and masters.

REQUIRED TEXTBOOK: Provided day of class.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1CPT-0173</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Apr 15</td>
</tr>
<tr>
<td></td>
<td>1 session</td>
</tr>
<tr>
<td></td>
<td>Lehr</td>
</tr>
<tr>
<td></td>
<td>M 8:00 am - 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>E 1733</td>
</tr>
</tbody>
</table>

---

**TEXTBOOK PROVIDED**

The required textbook for all Microsoft Office courses is included in the course fee and will be provided in class.

---

[century.edu/training](https://century.edu/training)
### Microsoft Office 2016 PowerPoint Level II
Learn to enhance charts, insert illustrations, objects and media clips, and use advanced features.

**REQUIRED TEXTBOOK:** Provided day of class.

**Note:** Prerequisite: Microsoft Office 2016 PowerPoint Level I.

- **Course #** 1CPT-0177
- **Price:** $99
- **Sect 1**
  - **Date:** Apr 29
  - **Session:** 1 session
  - **Instructor:** Lehr
  - **Time:** M 8:00 am - 12:00 pm
  - **Location:** E 1733

### Microsoft Office 2016 SharePoint
Learn how to navigate and work with SharePoint 2016 as a contributor or a site owner. Discover the proper way to add lists, libraries, and other content tools. Integrate with Microsoft Word, Excel, Outlook and OneNote.

**Note:** This class provides an introduction to SharePoint.

- **Course #** 1CPT-0185
- **Price:** $179
- **Sect 1**
  - **Date:** Mar 20
  - **Session:** 1 session
  - **Instructor:** Seys
  - **Time:** W 8:00 am - 3:30 pm
  - **Location:** E 1733

### Microsoft Office 2016 Word Level I
Microsoft Office 2016 Word Level I will introduce word processing software. Learn how to create documents, edit documents, format text and paragraphs, format documents and create and format tables.

**REQUIRED TEXTBOOK:** Provided day of class.

- **Course #** 1CPT-0170
- **Price:** $179
- **Sect 1**
  - **Date:** Mar 27
  - **Session:** 1 session
  - **Instructor:** Seys
  - **Time:** W 8:00 am - 3:30 pm
  - **Location:** E 1733

### Microsoft Office 2016 Word Level II
Learn to illustrate documents with graphics, work with themes and building blocks, merge Word documents, work with styles and templates, develop multi-page documents, and work with references.

**REQUIRED TEXTBOOK:** Provided day of class.

**Note:** Prerequisite: Microsoft Office 2016 Word I.

- **Course #** 1CPT-0167
- **Price:** $179
- **Sect 1**
  - **Date:** Apr 3
  - **Session:** 1 session
  - **Instructor:** Seys
  - **Time:** W 8:00 am - 3:30 pm
  - **Location:** E 1733

### Microsoft Office 2016 Word Level III
Learn to integrate Word with other programs, explore advanced graphics, build forms, collaborate with co-workers, and customize Word.

**REQUIRED TEXTBOOK:** Provided day of class.

**Note:** Prerequisite: Microsoft Office Word 2016 Level I and Level II.

- **Course #** 1CPT-0178
- **Price:** $179
- **Sect 1**
  - **Date:** Apr 10
  - **Session:** 1 session
  - **Instructor:** Seys
  - **Time:** W 8:00 am - 3:30 pm
  - **Location:** E 1733

---

**WIOA Approved!**
Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

**Go to positivelyminnesota.com**
Discover What’s Next!

• Choose professional development courses that give you options on furthering your healthcare career
• Train for a new career in health and human services
• Learn practical skills such as CPR

ARE YOU PLANNING TO BRING YOUR MOBILE DEVICE TO CAMPUS?

You need to sign up for a Century Guest Account before you come to campus.
Two easy steps to access wireless Internet service at Century College.

1. Create a Guest Account
   www.century.edu/guestaccount/

2. When you are on campus and ready to access the Internet:
   • Enter your self-generated username in this format: CenturyGuestUsername
   • Enter your self-generated password
BLS Instructor Course—American Heart Association

Become an American Heart Association Instructor for CPR, AED and First Aid classes. This two-part class will teach how to prepare and instruct classes on your own. Upon successful completion of the steps listed below, your Instructor Certification will be valid for two years. Part One: *Must complete the self-directed online class titled BLS Instructor Essentials (#98-1429); approximately $30. Go to: www.onlineaha.org *Upon completion of the Essentials course, print the Certificate of Completion to bring to the classroom portion offered through the college. *Approximate time needed is 2-4 hours (please complete in advance of the in-person class). Part Two: *Must attend an in-person class to learn the skills and practices needed to teach your own classes from our Training Center Faculty. *Approximate time needed is 8-9 hours.

REQUIRED TEXTBOOK: Basic Life Support (BLS) Instructor Manual (#15-1009), approximately $52. Online book code 1EMC 0010. Textbook should be purchased before the first class and is available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com.

Note: An instructor card is issued from the Training Center the candidate is aligned with, only after successful monitoring of a class. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association. The fees collected by Century College are used to cover expenses associated with marketing, coordinating, delivering and evaluating such classes.

BLS Instructor Recertification

This course is for current American Heart Association Basic Life Support instructors and includes course monitoring, demonstration of acceptable provider skills, and completion of provider written exam. A new instructor card will be issued from the training center the instructor is aligned with. Instructors must teach a minimum of four provider courses in two years to be eligible to renew their instructor status.

Course # 1EMC-0015 $110

Sect 1 Jan 4 / 1 session / Howard F 9:00 am - 2:00 pm E 1221

Sect 2 Feb 21 / 1 session / Howard Th 12:00 pm - 5:00 pm E 1221

Sect 3 Mar 28 / 1 session / Howard Th 12:00 pm - 5:00 pm E 1221

Sect 4 Apr 25 / 1 session / Howard Th 12:00 pm - 5:00 pm E 1221

Sect 5 May 17 / 1 session / Howard F 9:00 am - 2:00 pm E 1221

WIOA Approved!

Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

Go to positivelyminnesota.com
## BLS Provider Course

This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. The course includes: 1 and 2-rescuer CPR and AED for adults, children and infants, differences among adult, child and infant rescue techniques, bag-mask techniques for all victims, rescue breathing for all victims, and relief of choking for all victims. The textbook is included in the course fee. Non-healthcare persons who want CPR training should refer to the Heartsaver course.

**PARK IN LOT A OR B ON THE EAST CAMPUS OF CENTURY COLLEGE.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fees</th>
<th>Sect</th>
<th>Dates</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1EMC-0025</td>
<td>$109</td>
<td>Sect 1</td>
<td>Jan 11</td>
<td>1 session</td>
<td>Howard E 1221 F 9:00 am - 1:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 2</td>
<td>Feb 7</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 9:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 3</td>
<td>Mar 5</td>
<td>1 session</td>
<td>Howard E 1221 Tu 5:00 pm - 9:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 4</td>
<td>Apr 11</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 9:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 5</td>
<td>May 14</td>
<td>1 session</td>
<td>Howard E 1221 Tu 5:00 pm - 9:30 pm</td>
</tr>
</tbody>
</table>

## BLS Provider Renewal Course - American Heart Association

The Basic Life Support (BLS) Renewal Course is for current BLS providers with an unexpired BLS Provider card who need to renew their BLS skills and BLS Provider course completion card. This course features accelerated content that is designed for learners with existing BLS knowledge from a previous BLS Provider or HeartCode BLS Course, allowing for time efficiency while teaching both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings. Please bring your current BLS Provider card to class. If you have your book from your Provider course, you will not need to purchase the required textbook. Bring your textbook to class.

**REQUISITE TEXTBOOK:** Basic Life Support (BLS) Provider Manual, approximately $20. Online Book code, 1EMC 0026. Textbook(s) should be purchased before the first class. Textbooks are either available for purchase at the Century College Bookstore located on the West Campus or online at www.centurycollegebookstore.com

**PARK IN LOT A OR B ON THE EAST CAMPUS OF CENTURY COLLEGE.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fees</th>
<th>Sect</th>
<th>Dates</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1EMC-0026</td>
<td>$79</td>
<td>Sect 1</td>
<td>Jan 10</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 2</td>
<td>Feb 21</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 3</td>
<td>Mar 28</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 4</td>
<td>Apr 25</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sect 5</td>
<td>May 16</td>
<td>1 session</td>
<td>Howard E 1222 Th 5:00 pm - 8:00 pm</td>
</tr>
</tbody>
</table>

HEALTH AND HUMAN SERVICES
Orthotic and Prosthetic Office Specialist Certificate

Build the skills – Break into the field

Delivered 100% online, four individual modules (taken together or separately) give you the knowledge and skills required to work in offices and manufacturing, focused on orthotic, prosthetic, or pedorthic patients and products. Topics include specifics of orthotic and prosthetic billing, such as Medicare Basics, Medicare LCD Policy, Patient Intake and How to Get Paid for Services Rendered.

Prerequisite: Assessment score placement into RDNG 1000, or completion of RDNG 0900 or RDNG 0950 with a grade of C or higher, or instructor consent.

Recommendation: Concurrently enrolled in Medical Office Support Certificate program (or previously attained), or current employment in an orthotic, prosthetic or pedorthic office with employer recommendation.

Modules:

- Health Insurance Basics in Orthotics and Prosthetics (2 weeks)
- Coverage Rules in Orthotics and Prosthetics (4 weeks)
- Patient Paperwork for Orthotics and Prosthetics (2 weeks)
- Getting Paid in the Orthotics and Prosthetics Industry (3 weeks)

See Page 24 for registration details.

*Internet Notice

For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.

WIOA Approved!

Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.

Go to positivelyminnesota.com
HEALTH UNIT COORDINATION/MEDICAL OFFICE

Health Unit Coordinator

Prepare to become a vital member of the healthcare team. In the Health Unit Coordinator (HUC) program, you will learn about customer service and entry level insurance processing skills, and how to utilize electronic health care record (EHR) systems, transcribe doctors’ orders, respond to internal and external phones and other communication devices, perform clerical tasks for the nursing unit, and process patient admissions, transfers and discharges. The HUC program is a practical but intensive course of study utilizing both online and classroom instruction. Select hours of hands-on service learning experience in a healthcare setting will be included during the second half of the course. Service learning times will vary and may be on weekends, holidays or evenings. You are required to attend all service learning visits to successfully complete the course. HUC Certification information will be provided.

REQUIRED TEXTBOOKS: Lafleur Brooks’ Health Unit Coordinating, 7th Edition, approx $90. Online book code, 1HCT 0016. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com. (If you plan to purchase this text from another source, please call our registration desk 651.779.3341 first to make certain you will obtain the correct edition.)

Note: Service Learning Dates are: April 19, May 17, May 24, June 7, and June 14; meetings will take place off campus Special Notice: You must be at least 18 years old and be proficient in the English language and keyboarding. At the first class meeting you must provide proof of a current negative TB test (within previous 6 months). The background check needs to be completed in order to participate in the service learning experience. The background check form should be completed and brought to the first class session. Do not submit to DHS on your own or you will be charged for the fingerprinting process.

Orthotic and Prosthetic Office Specialist

Are you looking to enhance your office skills in an Orthotics an Prosthetics (O&P) clinic, or perhaps break into the exciting field of O&P? The Orthotics and Prosthetic Office Specialist course will equip you with the specialized skills needed in an O&P office. In this course, you will learn medical terminology, HIPAA regulations, and ethical behavior as it pertains to the field of orthotics, prosthetics, and pedorthics. Special emphasis will be placed on developing the background knowledge for the Medicare billing system specific to orthotics, prosthetics, and pedorthics. Most importantly, you will learn to function as an important member of the healthcare team by providing key services such as patient registration and scheduling, medical records management, diagnostic and procedural coding, insurance claim filing and daily financial practices.

Note: Recommendation: Medical Office Support Certificate; current employment in an orthotic, prosthetic or pedorthic office or medical office; or a minimum 2 years working in an administrative office environment.

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.
Medical Terminology Online

Introduction to Medical Terminology Online offers a course which gives you a quick start to understanding medical terminology. This class is valuable for anyone working in a non-medical health careers environment or needs to learn the basics of medical terminology. The class is targeted for entry level, non-medical personal that have either never taken medical terminology or need to renew their certificate. This class is highly recommended as a precursor to medical coding classes. The course emphasizes the definition and use of medical terms in healthcare related jobs.

This class includes:
- explain the meaning of medical terminology word roots, suffixes, and prefixes
- three course sections, with built in quizlets to test knowledge followed by a main quiz at the end of each section
- online support
- Certificate of Completion awarded at the end of successful completion of class (75% or above).

Note: Last day to enroll in this session is May 30. Delivery is entirely online. You can enroll in this self-study course at any time. Once enrolled, you will have access to class materials for seven weeks. Upon viewing all components and passing a final quiz, you will receive a Certificate of Completion.

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1HCT-0017 $125

Sect 1 ONLINE Class Study at your own pace; open-ended

Nursing Continuing Education

Perioperative Training for Registered Nurses

Operating room nursing is an increasingly complex area for patient care, characterized by rapid changes in technology and economic influences. This course offers a structured learning opportunity with emphasis on the application of theoretical knowledge to the professional practice of nursing in the OR. The program is based on AORN standards of recommended practice and is designed to give professional nurses without previous operating room experience an introduction to the basic competencies of the perioperative RN role. You will be provided with the opportunity to develop basic operating room skills through didactic education and clinical application. You will receive 32 hours of classroom didactic and complete 64 hours of hands-on clinical experience under the supervision of a RN preceptor giving a total of 96 contact hours upon course completion. The facilities used are under contracts that Century College has in place. Objectives: Apply the nursing process in patient care in the OR, Assess the physiological and psychological health status of the perioperative patient, Provide respectful and safe nursing care to all perioperative patients and their families, Demonstrate the application of the principles of aseptic technique to patient care, Demonstrate the application of infection control principles and practices to patient care, Demonstrate correct draping for surgical procedures, Describe four common surgical positions, Describe and practice correct methods of skin preparation, Demonstrate an aseptically correct surgical scrub, gowning, and closed gloving, Describe the safe use of equipment common to all surgeries, Complete an example of OR documentation with consideration of HIPAA regulations.

REQUIRED TEXTBOOKS: Berry and Kohn’s Operating Room Technique, approx. $135, and Fast Facts for the Operating Room Nurse, approx. $35. The online book code is 1NUR 0001. Textbooks should be purchased before the first class and are
available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com.

CLINICALS: These will be scheduled by the clinical coordinator and will be Monday through Friday, one day per week for eight weeks.

Note: Registration will close at the end of the day on February 26. Background checks are required and should be done at the time of registration. Proof of immunizations and CPR certification are up to date must be provided at the first class. The PDF for the immunization form is found via this link: Immunization Form A background check needs to be completed so you can complete your clinical tour. Print out the background check form and email to CECT@century.edu or fax to CECT at 651.779.5802. This needs to be done as soon as you register for the class. The PDF for the background check form is found via this link: Background Check Form. The links may NOT work in Internet Explorer.

Course # 1NUR-0001 $980
Sect 1 Mar 5–Apr 30* / 8 sessions / Linhoff Pepin
Tu 5:30 pm - 9:30 pm E 2313
*No class Tue 03/19

PHARMACY TECH/REP

Pharmacy Technician

Have you ever wanted to be part of a healthcare team that specializes in direct patient care? What about being part of a growing field integral to medication therapy? If yes, we invite you to be a part of the Pharmacy Technician Certification course at Century College. Our program, presented by an experienced Doctor of Pharmacy, uses a unique combination of online coursework, lab practicals, and an internship to prepare you for your role as a pharmacy technician. The expectation is that after this course and internship, you will be able to pass the Pharmacy Technician Certification Exam. Once you receive your certification, you are then eligible for work in numerous settings. The most common opportunities for work as a tech are community pharmacy, hospital pharmacy, pharmacy benefit management, and long-term care; however, there are potentially dozens of additional career paths for a Certified Pharmacy Technician. If you want to learn more, please feel free to come to our free information session.

Note: REQUIRED INFORMATION TO BEGIN INTERNSHIP: Immunization form completed by provider showing immunizations are up to date, a completed background check, and proof of registration as a NEW Pharmacy Technician with the Minnesota Board of Pharmacy. You will need to complete and provide the immunization form at the first class meeting. The PDF for the immunization form is found via this link: Immunization Form Background study applications will be filled out the first day of class. You are required to bring a photo ID, driver’s license, passport or other government-issued photo identification to class to verify your identity for the BCA application.

REQUIRED TEXTBOOKS: Pharmacy Technician 6e and The Pharmacy Technician Workbook and Certification Review 6e, approx. $135. Online Book code 1PHT 0001. Textbook should be purchased before the first class and is available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at http://www.centurycollegebookstore.com.

Note: Immunization form completed by provider showing immunizations are up to date, a completed background check, and proof of registration as a NEW Pharmacy Technician with the Minnesota Board of Pharmacy are all required to begin the internship. The background check form should be completed.
and brought to the first class session. Do NOT submit to DHS on your own or you will be charged for the fingerprinting process. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1PHT-0001  $959

Sect 1  Jan 8–Apr 30* / 16 sessions / Kleppe
Tu 7:30 pm - 9:00 pm  E 2311

*No class Tue 03/19

PHLEBOTOMY

Phlebotomy Technician Course

The Phlebotomy Technician program provides students the training necessary for employment and advancement in the healthcare field. Learn to perform routine phlebotomy procedures (venipuncture; blood-drawing or finger sticks) using several different methods. Proper collection, processing and transporting techniques will be presented, along with information for interaction with other healthcare providers and with your patients. Other topics that will be discussed in class include the circulatory system, other body systems, blood components and their functions.

**Note:** You will practice blood-drawing on each other. This course will cover: Phlebotomy practice and health care settings, Circulatory system, Basic anatomy and physiology of organ systems, Blood collection equipment, Order of draw of tubes, Venipuncture procedures, Vacutainer, Butterfly needle and syringe, Skin puncture procedures, Infection control, Specimen documentation and transportation, Complications in blood collections, Safety and first aid, Pediatric procedures, Arterial, intravenous and special collection procedures, Forensic toxicology, Quality control, Legal and regulatory issues, and Record-keeping, QA, and regulatory agencies. Upon successful completion, graduates should be prepared to sit for the National Center for Competency Testing Certified Phlebotomy Technician (CPT) exam. There is a separate fee for this exam. See the instructor for more details.

**REQUIRED TEXTBOOK:** NHA, study material and passcode, approximately $75. Certified Phlebotomy Technician study guide 2.0 and on-line access code to practice exams. Details about this purchase will be covered first day of class. DO NOT purchase this study pack or passcode before attending class.

**PREREQUISITE:** You MUST be a minimum of 18 years of age to register for this course. THIS IS A HANDS-ON CLASS. YOU MUST PARTICIPATE IN ALL ACTIVITIES. You will need closed-toe shoes to participate in this class.

**SPECIAL NOTICE:** You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1HCT-0295  $1,150

Sect 1  Jan 16–Mar 13 / 9 sessions / Havel
W 5:30 pm - 9:30 pm  E 3531

*Exam on 3/15 in E1733

Sect 2  Jan 14–Apr 1 / 10 sessions / Havel
M 5:30 pm - 7:30 pm  E 3531
M 7:30 pm - 9:30 pm  E 3511

*No class M 01/21, 02/18, 03/18

*Exam: 4/1 in E1733

---

*Internet Notice*

For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.
New to Medical Careers?

Whether your goal is advancing in your career, gaining occupational skills, or exploring new interests, we offer learning options to prepare you for medical careers.

Highly recommended for careers in Phlebotomy and Health Unit Coordinator, **Medical Terminology (page 25)** is a self-paced online course for students who are new to the field.

---

**TRAINED MEDICATION AIDE**

**Trained Medication Administration for Unlicensed Personnel**

TMA has expanded to 60 course hours to better assist students with content knowledge and hands-on skills training. This course will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

**REQUIRED TEXTBOOK:** Administering Medications, approximately $95. The online book code is 1TMA 0280. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (If you plan to purchase this text from another source, please call our registration desk 651.779.3341 first to make certain you will obtain the correct edition.)

**Note:** You must be at least 18 years old and employed as a nursing assistant for a minimum of 3 months prior to start of class. Class participation during lecture and on group projects is required. Faculty reserve the right to dismiss students who do not complete their portion of the group activities.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1TMA-0280</th>
<th>$625</th>
</tr>
</thead>
</table>
| Sect 1   | Jan 15–May 7* / 15 sessions / Sullivan  
Tu 9:00 am - 1:00 pm  
E 2311  
*No class Tue 02/05, Tue 03/19 |

---

*Internet Notice

For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.
Trained Medication Administration for Unlicensed Personnel—Partially Online

TMA has expanded to 60 course hours to better assist students with content knowledge and hands-on skills training. This course will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills. This course is offered in a blended format using both classroom and online curriculum.

REQUIRED TEXTBOOK: Administering Medications, approximately $95. The online book code is 1TMA 0001. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (If you plan to purchase this text from another source, please call our registration desk 651.779.3341 first to make certain you will obtain the correct edition.)

Note: You must be at least 18 years old, been employed as a nursing assistant for a minimum of 3 months prior to the start of the class, and should be proficient in the English language. Mandatory attendance of ALL class sessions is required. Class participation during lectures and in group activities is required. Faculty reserve the right to dismiss any students who do not complete their portion of the group activities. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats. Plan to spend about 9 hours a week in online work.

Course # 1TMA-0001 $625

| Sect 1 | Jan 17–Feb 21* / 5 sessions / Sullivan Th 5:30 pm - 9:30 pm | E 2311 |
|        | *No class Thu 01/24                                      |

| Sect 2 | Apr 4–May 9* / 5 sessions / Sullivan Th 5:30 pm - 9:30 pm | E 2311 |
|        | *No class Thu 04/11                                      |

| Sect 3 | May 30–Jun 27 / 5 sessions / Sullivan Th 5:30 pm - 9:30 pm | E 2311 |

ARE YOU A NURSING ASSISTANT?

Would you like to work in health care but prefer an office setting?

Health Unit Coordinators (HUCs) work in hospitals, nursing homes, or other health facilities performing administrative tasks that support physicians, nursing staff, and other departments.

See page 24 for course available Spring 2019
Attendance is important! Plan on attending every scheduled day and time. You are required to attend all clinical visits to successfully complete the course. Tardiness on clinical days is not acceptable. If you are 15 minutes late, you may be sent home and may be dropped from class. There is no refund available.

State Regulations: If you plan to work in another state, please check out their rules and regulations relating to training and testing.

Age Requirement: You MUST be a minimum of 16 years of age to register for this course.

Tuberculin Skin Test (TST): Please have your TST done by the first day of class (must be done within 90 days of clinical start date). Health services can be contacted at 651.779.3954.

Supplies:
- A watch with a second hand for classroom and clinical visits, scrubs for clinicals.
- Textbooks: • Skills packet is mandatory for Minnesota NA classes, approximately $15.25. Online book code, 1HHA 0003 (online class) or 1HHA 0245 (classroom class).
  - If * appears next to the Section # in the NA Class Chart, the instructor also requires you to purchase the textbook Lippincott’s Textbook for Nursing Assistants. This book costs approximately $78. Online book code, 1HHA 0245.
  - Any textbooks and skills packets needed for Minnesota NA classes should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at centurycollegebookstore.com.

Clinicals:
- You must pass a background check (Minnesota) before attending clinical sessions. The background check fee is included in the cost of the class.
- Clinical visits are typically held during the final week of each course section. Times will VARY and may CHANGE. Clinicals may be on weekends, holidays, evenings and may end before or extend beyond the last date of class listed on the website or in the catalog.

Dress Code:
- No low cut, strapless or revealing tops; a bra is required. No short shorts or short skirts. Please dress appropriately and professionally when you come to class and to test. You may be asked to leave if you are inappropriately dressed.
- You MUST be a minimum of 16 years of age to register for this course.

NURSING ASSISTANT

NA Class: Minnesota — Blended (Online & Classroom)

This blended format combines online learning with classroom lab exercises and clinical experience in a long-term healthcare facility. It is as rigorous as our classroom version, with the benefit of online study for certain portions of the training. This course meets the requirements of the Minnesota Department of Health and OBRA.

The online portion of the NA/HHA class is available 24/7 for each student to access as their time allows. Each student must complete assigned modules prior to attending the lab session that corresponds with the online information covered. Students should be proficient in reading, writing, and technical skills. Successful students in this online format recognize that a strong commitment to consistent participation, communication, and completion of all work is critical.

LAB: Lab sessions are mandatory.

INTERNET ACCESS: You will need Internet access and an email address. Approximately one business day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.

Course # 1HHA-0003 $895

Sect 1 Jan 16–May 3 / 13 sessions Sullivan, Bohmert

Classes W 5:30 pm – 9:30 pm / TBD NC 1/3, 2/13, 3/13, 3/20, 4/10

Clinicals Th 5/2 7am-3pm / Cerenity Care F 5/3 8am-4pm

NA Class: Minnesota

The curriculum is a total of 76 hours (60 classroom and 16 clinical). This course meets the requirements of the Minnesota Department of Health and OBRA.

$915 (See class/clinical schedules, page 31)

Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. This course includes lab exercises and clinical experience in a long-term healthcare facility. Upon successful completion of this course, students are eligible to take the Nursing Assistant Competency Examination.

$213 (See Competency Exam, page 32)
### NA CLASS & CLINICAL SCHEDULES

**Course # 1HHA-0245**

<table>
<thead>
<tr>
<th>SECT</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boutwells Lndg-Gables Care Center – 200 (clinicals onsite)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 OFF</td>
<td>Jan 14 – Jan 26</td>
<td>MTuWThF 1/14-1/24 8:30am-4:30pm <strong>NC 1/21</strong></td>
<td>FS 1/25, 1/26 6:30am-3pm</td>
</tr>
<tr>
<td>3 OFF</td>
<td>Jan 28 – Feb 9</td>
<td>MTuWTh 1/28-2/7 8:30am-4:30pm</td>
<td>FS 2/8, 2/9 6:30am-3pm</td>
</tr>
<tr>
<td>4 OFF</td>
<td>Feb 11 – Feb 27</td>
<td>MTuWThF 2/11-2/25 8:30am-4:30pm <strong>NC 2/12, 2/18, 2/22</strong></td>
<td>TW 2/26, 2/27 6:30am-3pm</td>
</tr>
<tr>
<td>5 OFF</td>
<td>Feb 28 – Mar 14</td>
<td>MTuWThF 2/28-3/12 8:30am-4:30pm <strong>NC 3/4</strong></td>
<td>WTh 3/13, 3/14 6:30am-3pm</td>
</tr>
<tr>
<td>6 OFF</td>
<td>Mar 25 – Apr 12</td>
<td>MTuWThF 3/25-4/9 5-10pm</td>
<td>WF 4/10, 4/12 6:30am-3pm</td>
</tr>
<tr>
<td>7 OFF</td>
<td>Apr 17 – May 1</td>
<td>MTuWThF 4/17-4/29 8:30am-4:30pm <strong>NC 4/26</strong></td>
<td>WF 4/30, 5/1 6:30am-3pm</td>
</tr>
<tr>
<td>8 OFF</td>
<td>May 7 – May 23</td>
<td>MTuWTh 5/7-5/21 8:30am-4:30pm <strong>NC 5/13</strong></td>
<td>WTh 5/22, 5/23 6:30am-3pm</td>
</tr>
<tr>
<td>9 OFF</td>
<td>May 28 – Jun 13</td>
<td>MTuWThF 5/28-6/10 8:30am-4:30pm <strong>NC 6/3, 6/5</strong></td>
<td>WTh 6/12, 6/13 6:30am-3pm</td>
</tr>
</tbody>
</table>

| **Langton Place - 2nd Floor (clinicals on site)** | | | |
| 17 OFF | Jan 17 – Mar 3 | Th 1/17-2/28 6-10pm Sa 1/26-2/23 9am-5pm **NC 2/16** | SaSu 3/2, 3/3 7am-3pm |
| 11 OFF | Feb 4 – Feb 25 | MTuW 2/4-2/25 4-10pm | SaSu 2/23, 2/24 6am-2:30pm |
| 12 OFF | Mar 4 – Mar 25 | MTuW 3/4-3/25 4-10pm | FSa 3/22, 3/23 6am-2:30pm |
| 13 OFF | Apr 1 – Apr 22 | MTuWThF 4/1-4/22 4-10pm | SaSu 4/20, 4/21 6:30am-3pm |
| 18 OFF | Apr 4 – May 5 | TuTh 4/4-4/30 6-10pm **NC 4/9, 4/11, 4/16** Sa 4/6-4/27 9am-5pm, Su 4/7 8am-5pm | SaSu 5/4, 5/5 7am-3pm |
| 14 OFF | May 1 – May 19 | MTuWTh 5/1-5/16 4-10pm | SaSu 5/18, 5/19 6am-2:30pm |
| 15 OFF | May 20 – Jun 7 | MTuWTh 5/20-6/5 8am-2:30pm **NC 5/27** | ThF 6/6, 6/7 6am-2:30pm |
| 16 OFF | June 10 – June 27 | MTuWTh 6/10-6/25 8am-2:30pm | WTh 6/26, 6/27 6am-2:30pm |

| **Episcopal Church Home – Basement (Clinicals onsite)** | | | |
| 27 OFF | Mar 25 – Apr 20 | MWTh 3/25-4/15 4:05-10:05pm | F 4/19 12-8:30pm, Sa 4/20 6:30am-2:30pm |
| 28 OFF | Apr 18 – May 13 | MWTh 4/18-5/8 4:05-10:05pm F 5/10 4:05-10:05pm | Su 5/12 12-8:30pm, M 5/13 6:30am-2:30pm |
| 29 OFF | May 29 – Jun 22 | MWTh 5/19-6/20 4:05-10:05pm **NC 6/12** | FF 6/21 12-8:30pm, Sa 6/22 6:30am-2:30pm |

| **Episcopal Church Home – Basement (Clinicals at Cerenity Care Center)** | | | |
| 19 OFF* | Jan 22 – Feb 13 | TuWTh 1/22-2/6 8:30am-4pm | M 2/11 7am-3pm, W 2/13 8am-4pm |
| 20 OFF* | Feb 25 – Mar 12 | MTuWThF 2/25-3/6 8:30am-4pm | M 3/11 7am-3pm, T 3/12 8am-4pm |
| 21 OFF* | Mar 25 – Apr 9 | MTuWThF 3/25-4/3 8:30am-4pm | M 4/8 7am-3pm, T 4/9 8am-4pm |
| 22 OFF* | Apr 8 – Apr 30 | MTuW 4/8-4/24 8:30am-4pm **NC 4/22** | M 4/29 7am-3pm, T 4/30 8am-4pm |
| 23 OFF* | Apr 29 – May 10 | MTuWThF 4/29-5/6 8:30am-4pm | Th 5/9 7am-3pm, F 5/10 8am-4pm |
| 24 OFF* | May 28 – Jun 11 | MTuWThF 5/28-6/6 8:30am-4pm | M 6/10 7am-3pm, T 6/11 8am-4pm |

| **Cerenity Care Center – Fireside Room (clinicals onsite)** | | | |
| 1 OFF | May 20 – Jun 2 | MTuWThF 5/20-5/31 8am-2:45pm **NC 5/27** | SaSu 6/1, 6/2 6:30am-2:30pm |

*For this class, the instructor also requires you to purchase the textbook Lippincott’s Textbook for Nursing Assistants. This book costs approximately $78. Online book code, 1HHA 0245.

More NA Classes are available online at century.edu/training
The Nursing Assistant Competency Exam is offered to qualified candidates seeking placement on the Minnesota Department of Health Registry which is required for employment in most nursing homes. State and federal laws require that most candidates for testing have completed a Minnesota state-approved nursing assistant or home health aide training program of 75 hours or more. The competency exam includes a written portion and hands-on demonstration of nursing assistant skills and abilities. The exam is scheduled by registration only.

**FEES AND REQUIREMENTS:**

**Exam Fees:** $213 — payable as follows:
- $149 due at the time of the registration, payable to Century College.
- $64 due at the scheduled exam session, payable to ‘Pearson VUE’ (the testing company).

• Cashier’s check, money order, or facility checks only (cash and personal checks are not accepted for the Pearson VUE fee).

**Cancellation**
- You will receive a full refund if we receive your cancellation three full business days before the first class date.
- Sorry, we cannot issue refunds or transfers for cancellations received within three full business days of the first class date.
- Should a class be canceled due to insufficient enrollment, you will receive a full refund.

• Please include two phone numbers and an email address so that we may notify you of any changes in the status of your class.

**Retesting Fees**
- Skills only: $149 payable to Century College; $22 payable to Pearson VUE.
- Written only, $50 payable to Century College, $42 payable to Pearson VUE.

Exams are available at the following sites:
- Century College, East Campus 3300 Century Avenue North, White Bear Lake, MN 55110 Monday evenings. You must be there exactly at the class start time to begin paperwork.
- Forest Lake High School, 6101 Scandia Trail N. Forest Lake, MN 55025. Rooms N308 and N310, enter through door number 9. Tuesday evenings. You must be there exactly at the class start time to begin paperwork.

You MUST bring with you to exam:
- Verification of completion of Minnesota state-approved nursing assistant or home health aide training of 75 hours or more within past two years. (Test-out option is available)
- Application for competency evaluation (signed and given to you by your instructor)
- Two forms of signature-bearing identification (one must be picture ID)
- Number 2 pencil
- Balance of fee, $64 payable to ‘Pearson VUE’ (money order/cashier’s check or facility check only, no personal checks or cash for this portion)

More NA Classes are available online at century.edu/training
MENTAL HEALTH AND WELLNESS

Chronic Pain and Mental Health
This course provides an overview of what pain is and how it relates to the brain, our perceptions of pain, and our quality of life. We will discuss how chronic pain relates to various mental health issues, such as mood disorders, anxiety, and substance use. Finally, we will review helpful skills and resources, such as cognitive-behavioral therapy, how to talk to providers about pain, and community and medical resources available in this area.

Course # 1HLP-0276
$59

Sect 1
Jan 30 / 1 session / De Kam
W 6:00 pm - 9:00 pm
E 2313

Early Warning Signs and Symptoms of Child/Adolescent Mental Health Disorders
This interactive course will cover warning signs and symptoms of childhood and adolescent mental health disorders. Topics will include, but are not limited to: autism spectrum disorder, ADHD, depression, anxiety, and suicide. Participants are encouraged to come with questions!

Course # 1HLP-0275
$59

Sect 1
Apr 10 / 1 session / Herold
W 5:00 pm - 8:00 pm
E 2311

Managing Stress: Easy Techniques to Help You Cope
Do you often find yourself worrying about family, work, and all the things on your "to-do" list? Do you notice that you often feel "stressed" or tense? This interactive course will discuss how the stress response works in the body and what we can do to counteract it. We will practice several types of relaxation techniques, including meditation, visual imagery, diaphragmatic breathing, progressive muscle relaxation, and cognitive reappraisal. You will leave with a personalized plan of what you can do to better manage your stress.

Course # 1HLP-0273
$59

Sect 1
Feb 27 / 1 session / Breyer
W 5:00 pm - 8:00 pm
E 2311

Suicide: Warning Signs and How to Help
Suicide is a confusing, elusive and scary topic for many. Come join Chris as he explains the nature of suicide, why it happens, and many of the warning signs and risk factors for suicide. Strategies for prevention and intervention will be discussed, as well as what to do if the worst happens.

Course # 1HLP-0277
$59

Sect 1
Mar 27 / 1 session / Caulkins
W 5:00 pm - 8:00 pm
E 2311
Interested in a specific mental health-related topic, or need a few hours of CEU credits?

We offer a variety of 3-hour trainings to fit your schedule!

**Mental Health Behavioral Aide Certificate**

This program provides students with the theoretical and practical knowledge to succeed in the mental health workforce. This certificate includes coursework that will help you understand human behavior, the causes, symptoms, and treatments of psychological disorders, and provide you with hands-on experience practicing skills that will help you respond to individuals with mental health concerns.

It prepares students for positions such as Mental Health Worker, Behavioral Technician, Psychiatric Technician, and more. The certificate can be completed almost completely online, or through day, evening, and weekend courses.

Please see the Century College website for more information.

[century.edu/training](http://century.edu/training)

**Behavioral Health: Implications and Interventions**

This course provides you with basic knowledge about psychological disorders and their treatments. In addition, you will practice a variety of techniques to help you communicate with individuals experiencing mental health concerns, such as de-escalation, as well as manage the stress that can come from assisting people in crisis.

Watch for more information coming soon!

**CEU’S**

It is the responsibility of the student to ensure that courses meet licensing requirements.

---

[century.edu/training](http://century.edu/training) . 651.779.3341 . **SPRING 2019**
**MUSIC**

**Century College Choir**

Experience the joy of singing in a NEW CHOIR that meets once a week on Thursday evenings. Members from the community are welcome and, as with any other music ensemble at Century College, will play a vital role in this ensemble.

You will:
- Sing engaging choral music from all parts of the world
- Experience the thrill of live performance in several venues, including a historic building in downtown Minneapolis
- Join a community of singers
- Become a vital part of YOUR community college

**NOTE:** Registration for choir may be done as an activity for academic credit or through Continuing Education. This section is for continuing education only. Additional rehearsal time will be scheduled for the week of the performance. The final concert will be Friday, May 10th at 8 PM in the Century College Theatre.

<table>
<thead>
<tr>
<th>Course #</th>
<th>1MUS-0008</th>
<th>$99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Mar 21–Apr 11 / 17 sessions / Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Th 7:00 pm - 8:50 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>W 2040</td>
<td></td>
</tr>
</tbody>
</table>

---

**Find your class online at our registration website!**

It’s easy and convenient. 
New classes added regularly. 
[century.edu/training](http://century.edu/training)

**Motorcycle Training coming soon**

Please check our website January 1, 2019 to register 
[century.edu/motorcycle](http://century.edu/motorcycle)
BEEKEEPING AND HORTICULTURE

Beekeeping: Beyond the Basics
This class is for beekeepers who know the basics, who currently are keeping honeybees, and who are ready to learn more about bee behavior, hive management, equipment, bee health, simple queen rearing, and swarms. Bring those questions that have come up as you have been tending your honeybees.

Course # 1TEC-0081  $99

Sect 1  May 30–Jun 6  /  2 sessions  /  Sabin
Th 6:00 pm - 9:00 pm  E 2313

The Art of Beekeeping in Northern Climates
Honeybees and native bees perform about 80% of all pollination. Much of the food on your table is available thanks to pollination, but bee populations are declining. There are many things we can do to help native bees survive but raising honey bees is also a rewarding activity that will invigorate your vegetables and fortify flowers and comes with a bonus of honey for the beekeeper. Our beekeeping class will help you get started in the fascinating world of beekeeping and introduce you to the basic tools and knowledge needed to keep honeybees responsibly and productively. Whether you are an experienced beekeeper, a new beekeeper, or about to start your own backyard or neighborhood hive, this class will walk you through the basic knowledge needed to start and maintain hives. You will learn: the benefits of bees in our environment, basic honeybee biology and behavior, how to select an apiary site and start a bee colony, which beekeeping equipment you absolutely need to keep honeybees in Minnesota, different types of safe colony management techniques used in Minnesota throughout the year, including: how to do regular colony inspections all spring, summer, and fall what to look for, how to prevent problems, and how to intervene when needed dive products including how to extract and care for honey, how to prepare your honeybee colonies for winter, how to manage surviving colonies the following year, what resources are available for beekeepers and how to connect with other beekeepers.

Course # 1TEC-0082  $149

Sect 1  Feb 7–Mar 7  /  5 sessions  /  Sabin
Th 6:00 pm - 9:00 pm  E 2313
Century College develops and delivers innovative, hands-on training solutions for manufacturing in order to bridge the skilled worker gap and prepare employees for industry certification. Our customized programs are portable, flexible and brought to your work site when you need it. We focus on addressing the needs of incumbent workers and underserved populations creating connections and partnerships between employers, individuals and the communities they serve.

For more information, contact:
Larry Raddatz, Manufacturing  
larry.raddatz@century.edu / 651.779.3362

What is our focus?
- Quality
- Control Panel Assembly
- Mechatronics
- Soldering
- Welding

What is our goal?
Implement Learn, Work, Earn, an academic framework in advanced manufacturing to include:
- State-wide standardized core curriculum
- Employer-driven apprenticeships
- Cooperative education opportunities leading to industry-recognized credentials

“More than 1,500 manufacturing jobs will be available in Minnesota each year for the next 10 years.”
— Minnesota Department of Employment and Economic Development

“More than 1,500 manufacturing jobs will be available in Minnesota each year for the next 10 years.”
— Minnesota Department of Employment and Economic Development
MANUFACTURING

Dream it – Design it – Make it

This class is setup to allow dedicated community access to the Century College Fab Lab. Students will have supervised access on the core general usage Fab Lab machines. This equipment includes:

- Laser cutters
- Vinyl cutter
- Afinia 3D printers
- ShopBot
- Hand & power tools as approved by the instructor.

This course curriculum will cover safety and proper operation of the machines but is primarily intended as an “open lab.” Individuals will be given assistance as needed but are encouraged to come in with their own ideas ready for creation.

Students will follow the current training and usage requirements of the Century College Fab Lab. A list of approved consumable materials will be given on the first day of class. Students will be responsible for the cost of all materials used.

Prerequisites: ECAD 1025 How to Make Almost Anything or verifiable CAD/machine experience.

Course # 1TEC-0085 $400

Sect 1 Jan 29–Apr 30 / 13 sessions / Huebscher
Tu 5:00 pm - 7:00 pm E 2650
*No class 03/19
Discover What’s Next.

• Get state-of-the-art training to improve your skills as a current public safety professional

• Start your journey toward a new career in emergency medical services, fire service or law enforcement

• Learn lifesaving skills and techniques

Find your class online at our registration website! It’s easy and convenient. New classes added regularly. century.edu/training
EMERGENCY MEDICAL SERVICES

Coaching the Emergency Vehicle Operator Course (CEVO) Refresher

Coaching the Emergency Vehicle Operator (CEVO) Refresher is a lecture-only based course for those who have previously taken the full CEVO course or who regularly drive emergency vehicles. Topics covered include:

- Self appraisal
- Vehicle inspection
- Cushion of safety
- Driving with lights and sirens
- Safe driving techniques
- Special considerations.

Course # 1EMS-0042 $69

Sect 1 Mar 5 / 1 session / Barthman
Tu 6:00 pm - 9:00 pm E2630

Emergency Medical Responder

This course delivers the National EMS Educational Standards adopted by the State of Minnesota for Emergency Medical Responder educational requirements. This course provides the EMR student the necessary knowledge and skill to manage patient care until the arrival of ambulance personnel at a scene of a medical or trauma emergency. Obtaining AHA Healthcare Provider CPR certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Upon successful completion, a student is eligible to acquire state of Minnesota EMR certification, pending Emergency Medical Services Regulatory Board (EMSRB) verification.

A student who has committed a misdemeanor, gross misdemeanor or felony may not qualify to gain initial certification in the state of Minnesota as an Emergency Medical Responder (formerly First Responder).

RESTRICTION: As a result of 1999 Minnesota Legislation, First Responders who have committed misdemeanors, gross misdemeanors, or felonies may not qualify to regain certification as a Minnesota First Responder. Students whose First Responder status has been expired for greater than one year are not allowed to take the First Responder Refresher Course.Expiration of greater than one year will require retaking a First Responder course to gain certification in Minnesota.

REQUIRED TEXTBOOKS: BLS Provider Manual, approx $19, and Emergency Medical Responder: First on Scene, approx $154. Online Book code, 1EMS 0002. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at http://centurycollegebookstore.com.

Note: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.

Course # 1EMS-0002 $465

Sect 1 Jan 17–Mar 14 / 9 sessions / Goerisch
Th 5:00 pm - 9:00 pm E 1221

Sect 2 Jan 26–Apr 6* / 9 sessions / Goerisch
Sa 8:00 am - 12:00 pm E 1221
*No class 02/16, 03/23

*Internet Notice
For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.
Emergency Medical Tech Refresher, Part I (National/Local Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 1) will offer the required 20 hours of national level content and the 10 hours of local content (local content will be determined by the EMSRB). This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete 30 out of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT. If you have any questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu.

Note: If students do not have at least 10 additional hours of individual choice continuing education, it is strongly recommended to register for the EMT Refresher NCCP Part 2 course, as well, to complete all 40 hours needed for EMT recertification. You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

<table>
<thead>
<tr>
<th>Course # 1EMS-0035</th>
<th>$325</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 1</td>
<td>Feb 19–Mar 5 / 5 sessions / Goerisch Tu, Th 5:00 pm - 9:30 pm E 1223</td>
</tr>
</tbody>
</table>

Emergency Medical Technician

People’s lives depend on the quick reaction and competent care of emergency medical technicians (EMTs). Learn how to provide critical care in emergency situations using the updated National EMT Curriculum. You will learn about the EMT role, safety concerns, airway management, patient assessment, medical emergencies, trauma emergencies, infants and children, and ambulance operations. Students will prepare for the National Registry of EMT practical and written tests offered at the end of the semester. As a result of successful national testing, you will obtain certification as an EMT for the State of Minnesota and National Registry of EMT. There is a separate registration/fee for this exam.

REQUIRED TEXTBOOK: Emergency Care with MyBradyLab and EMS Testing, approximately $228. Online Book code, 1EMS 0019. DO NOT ACCESS MyBradyLab until orientation the first day of class. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com.

Note: You must provide proof of a current Healthcare Provider CPR card prior to course completion. Fees include a background check, FIT Testing supply fee and liability insurance. An approved uniform is required for this course; approx $100 (to be discussed at the first class meeting).

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1EMS-0019 $1,614.75

| Sect 1 | Jan 14–May 1* / 28 sessions / Goerisch M, W 9:30 am - 4:00 pm E 1221 *No class 01/21, 02/18, 03/18, 03/20 |
| Sect 2 | Jan 14–May 6* / 26 sessions / Goerisch M, W 5:00 pm - 9:00 pm E 1221 *No class 01/21, 01/30, 02/13, 02/18, 03/18, 03/20, 04/17 |

Continuing Education SLOT Program for Law Enforcement and Criminal Justice

Century College offers a variety of educational opportunities within law enforcement, corrections, security, private detective, and other criminal justice professionals.

Find the complete list of classes at century.edu/continuing-education/certificates.

To become a member of the SLOT Program, contact Sharon Mason at 651.773.1743 or email her at sharon.mason@century.edu.
Emergency Medical Technician Refresher, Part II (Individual Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 2) will offer 10 hours of content that can be used to complete the Individual category of the EMT recertification requirements. This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete the remaining 10 hours of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT. If you have questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu.

Note: If students do not have 20 hours of the National Registry required Continuing Education hours and the 10 hours of Local Continuing Hours (as determined by the EMSRB in the State of Minnesota), it is strongly recommended to register for the EMT Refresher NCCP Part 1 course and the EMT Refresher Part 2 course to complete all 40 hours needed for recertification as an EMT in Minnesota. You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1EMS-0036 $105

Sect 1 Mar 7–Mar 12 / 2 sessions / Goerisch
Tu, Th 5:00 pm - 9:30 pm E 1223

EMT Nat’l Registry Exam Basic Level - Full Practical

EMT Basic State of Minnesota Practical Exam.

Note: You must receive prior approval from the EMT coordinator before registering for this course. Please contact Lynda Goerisch at lynda.goerisch@century.edu to receive approval.

Course # 1EMS-0274 $120

Sect 1 May 6 / 1 session / Goerisch
M 9:30 am - 2:00 pm E 1221

Sect 2 May 8 / 1 session / Goerisch
W 4:30 pm - 9:00 pm E 1221

**Turnout Notice**

You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation.

*Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira or email at steve.shapira@century.edu for gear leasing options.
FIRE SERVICE

Firefighter I
Learn fundamentals of firefighting beyond the basics. Instructional methodology will include lecture and hands-on approach. You will receive instruction in pre-incident planning, customer care, vehicle operations, rescues, basics of fire protection systems, scene preservation, and public education and prevention. The training and education is commensurate with NFPA 1001. 

REQUIRED TEXTBOOK: Fundamentals of Fire Fighting Skills, 3rd edition. This book will be available for use while you are in class.

Note: You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact steve.shapira@century.edu for gear leasing options. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1PSA-0020 $775

Sect 1 Jan 14–Mar 23 / 26 sessions / Korba, Vukelich M, W 6:00 pm - 10:00 pm first session meets in E 2311

Saturday hours vary, complete schedule online

*Internet Notice
For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.

Fire and Emergency Medical Training
Century College provides training for current emergency responders and those seeking to explore public safety training. Courses include CPR, Emergency Medical Technician, Emergency Medical Responder, Firefighter, Hazardous Materials, and Incident Management. Highly trained instructors teach to applicable standards and add value with street-smart applications of curriculum. Our goal is to deliver critical and consistent standards of leadership, command, technical training so that fire and emergency response teams are trained to the highest level possible.

Call us today to meet your training needs at 651.779.3341 or visit our website at century.edu/training.
Firefighter II

Learn fundamentals of firefighting beyond the basics. Instructional methodology will include lecture and hands-on approach. You will receive instruction in pre-incident planning, customer care, vehicle operations, rescues, basics of fire protection systems, scene preservation, and public education and prevention. The training and education is commensurate with NFPA 1001.

**REQUIRED TEXTBOOK:** Fundamentals of Fire Fighting Skills, 3rd edition. This book will be available for use while you are in class.

**Note:** You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira at Steve.shapira You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1PSA-0021</td>
<td>$375</td>
</tr>
</tbody>
</table>

**Sect 1**

Apr 15–May 11 / 11 sessions / Korba M, W 6:00 pm - 10:00 pm first session meets in E 2311

Saturday hours vary, complete schedule online

**Hazardous Material Operations**

This course is designed to provide a student with skills necessary to perform at the Hazardous Material Operations level. Students will receive classroom training and skills. Areas covered include: site control, identification of the problem, risk evaluation, PPE, decontamination (emergency and mass decon), monitoring, terrorism and WMD.

**REQUIRED TEXTBOOKS:** Fundamentals of Firefighting (3rd edition), and Current Emergency Response Guide. You should purchase these books prior to the start of class.

**Note:** You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira at steve.shapira You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1PSA-0046</td>
<td>$375</td>
</tr>
</tbody>
</table>

**Sect 1**

Mar 25–Apr 13 / 9 sessions / Korba M, W 6:00 pm - 10:00 pm first session meets at East Metro Trng

Saturday hours vary, complete schedule online

**Turnout Notice**

You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira or email at steve.shapira@century.edu for gear leasing options.
Rapid Intervention Teams (RIT) and Firefighter Survival

Rapid Intervention Teams have changed dramatically over the last 20 years, almost as much as fires have. This course will discuss the responsibilities of RIT personnel on today’s modern fire ground, and the skills needed to create a Firefighter that has a survivors mentality. Some of the subjects covered will include the history of RIT, command structure, communications, PAR, crew integrity and Firefighter Survivor Skills. The overall focus of this course is designed to show that as the modern fire ground has changed, a lot of our rescue tactics for our personnel have not. It is time for todays organizations to re-evaluate how they will answer that “Mayday.”

**Course #** 1PSA-0062  
**$125**

**Sect 1**  
Apr 13 / 1 session / Peterson  
Sa 8:00 am - 4:30 pm

Forest Lake Fire Department,  
1408 Lake St. S. Forest Lake, MN 55025.

*Internet Notice*  
For some classes, students will need Internet access and an email address. Approximately one day prior to the start of class, students will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats.
Online courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links, and more. You can complete any of these courses entirely from your home and office and at any time of the day or night.

Century College online courses are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors are actively involved in your online learning experience, responding to questions or concerns, as well as encouraging and motivating you to succeed.

Our partnership with ed2go means you are connected to the industry leader in online learning for adults. Hundreds of classes and subjects are available, including six-week instructor-led courses for personal enrichment and professional development, as well as six-month career training programs that prepare you for industry certification or to start a new career.

To view the online courses, go to century.edu/training, click “Online Learning.”

SAMPLE COURSES

- Variety of Languages
- Project Management Fundamentals
- Basic and Advanced Computer Skills
- Educator Continuing Education
- Communication Skills
- Nursing Continuing Education

For a complete list of courses and descriptions visit our website century.edu/training
ed2go FUNDAMENTAL CLASSES
ed2go.com/century
• Professional development and personal enrichment
• Sessions start monthly
• Convenient six-week format
• Interactive learning environment
• Instructors lead each course
• Award of completion with passing score

Ed2go ADVANCED
careertraining.ed2go.com/century
• Prepare for industry certification or begin a new career
• Start anytime
• Many programs completed in less than six months
• In-depth study, all learning materials provided
• Personal instructor assistance
• Certificate of Completion awarded with passing score

REGISTRATION FOR ONLINE ED2GO CLASSES:
• Visit the online instruction center.
• Review the various non-credit courses offered. After selecting the course you wish to participate in, click on the “Enroll Now” button on the page.
• Follow the online instructions that guide you through course schedule, payment information and username/password selection. Your confirmation will include follow-up information for payment and orientation.
• When your course starts, return to our online instruction center and select the “Classroom” link. To begin your studies, simply log in with the name and password you selected during orientation.

If you have any questions, please contact our registration staff:
651.779.3341 / cect@century.edu
Continuing Education & Customized Training

Mission:
Learning that works: personal, professional and workforce development.

Vision:
To become nationally recognized for quality, innovative and responsive programming that transforms lives, develops the workforce, and serves the community.
Most classes in this catalog are offered on East Campus of Century College.

CENTURY COLLEGE
3300 Century Ave N (Hwy 120)
White Bear Lake, MN 55110

East Campus is located on the east side of Hwy 120; West Campus is located on the west side of Hwy 120.

EAST CAMPUS PARKING
East campus parking is most plentiful on the northeast side of the building. Allow extra time for parking. As registered students, you should not park in the visitor spaces.

Lot C is convenient for most classes in this catalog. Entering from lot C provides easy access to the Bruening Room and lower level, go up one level for Continuing Education office and rooms numbered 2XXX (middle level), up two levels for rooms numbered 3XXX (upper level). You may also enter from lot G; however, parking is limited. Entering from lot G provides easy access to Continuing Education offices and rooms numbered 2XXX.

For additional information about locations, call 651.779.3341.

### Staff Directory

**Monica Ramirez**  
651.779.3235  
monica.ramirez@century.edu  
*Academic Dean*

**Duane Delperdang**  
651.779.3270  
duane.delperdang@century.edu  
*Motorcycle Training*

**Larry Raddatz**  
651.779.3362  
larry.raddatz@century.edu  
*Manufacturing*

**Lynnette Wies**  
651.779.3902  
lynette.wies@century.edu  
*Healthcare Careers*

**Sharon Mason**  
651.773.1743  
sharon.mason@century.edu  
*Business, Communications, IT, Law Enforcement, SLOT Program*

**Steve Shapira**  
651.779.5534  
steve.shapira@century.edu  
*Fire Services, EMS*
FIVE WAYS TO REGISTER

ONLINE

century.edu/training

Century College Continuing Education and Customized Training is proud to announce our new intuitive website. To register for courses, or learn about more courses that may be of interest, visit century.edu/training today!

PHONE
651.779.3341

Credit card payment only. You will be asked to provide the information requested on the registration form.

FAX
651.779.5802

Send completed registration form and credit card payment or completed business purchase order only.

MAIL

Century College
CECT, 3300 Century Avenue North
White Bear Lake, MN 55110

Send completed registration form. Provide credit card information, business purchase order, or separate check for exact amount of each class (to facilitate refunds should one of your requested classes be filled).

Please keep copies for your records.

IN PERSON

CECT, Room 2420, Century College East Campus, 3300 Century Avenue North
White Bear Lake, MN
(Hwy 120, just north of I-694)

Office Hours:
Mon–Thurs 9 am – 5:30 pm / Fri 9 am – 4 pm

Confirmation of Registration

Your class reservation is confirmed by payment of fee. You will be notified if your class is canceled.

Cancellation

• You will receive a full refund if we receive your cancellation three full business days before the first class date.
• Sorry, we cannot issue refunds or transfers for cancellations received within three full business days of the first class date.
• Should a class be canceled due to insufficient enrollment, you will receive a full refund.
• Please include two phone numbers and an email address so that we may notify you of any changes in the status of your class.

Severe Weather

• Announcements regarding closings are broadcast on WCCO 830AM. Closing of state offices/agencies include Century College.
• Check our website for closings or cancellations: century.edu/training

Accessibility & Accommodations

• Information in this schedule is also available in an alternate format in compliance with ADA requirements upon advance request (e.g., interpreter, Braille or large print materials).
• Please contact our Disability Access Center to make arrangements as soon as possible, 651.773.1745.

MINNESOTA STATE

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.
REGISTRATION FORM
Please fill out all information completely.
This data is for student tracking purposes only and will not be released or used for any other purpose.

Name ______________________________________ Date of Birth* __ __ / __ __ / __ __
*Under age 18 permitted only if indicated in course description.

Home Address ______________________________ Home Phone ( __ __ __ ) ______________

City ____________________________ State _______ Zip ______________________________

☐ Male  ☐ Female

☐ Accessibility & Accommodations Needed (Please call 651.779.3365 or 651.773.1715 TTY.)

Business Name _____________________________ Business Phone ( __ __ __ ) ______________

Address ______________________________________________________________________

City ____________________________ State_________ Zip ____________________________

Email address __________________________________________________________________

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>COURSE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________</td>
<td>___________</td>
<td>$ ________</td>
</tr>
<tr>
<td>_________</td>
<td>___________</td>
<td>$ ________</td>
</tr>
<tr>
<td>_________</td>
<td>___________</td>
<td>$ ________</td>
</tr>
<tr>
<td>_________</td>
<td>___________</td>
<td>$ ________</td>
</tr>
<tr>
<td>_________</td>
<td>___________</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

Total Course Fees*: $ ________

PAYMENT INFORMATION

☐ Check(s)* enclosed.
*Please write a separate check for the exact amount of each course, payable to Century College.

☐ Business purchase order attached.

☐ Please charge to my: ☐ VISA  ☐ MasterCard  ☐ Discover

Account # _____________ - _____________ - _____________ - _____________

Cardholder Name ____________________________________________________________

Expiration Date ______/____  Card ID (CVV2/CID) # ____________ [on back of card]
• **Career Pathway Day**: February 12
• **Spring Open House**: February 20
• **Spring Plays**:  
  A Streetcar named Desire – Feb 22-Mar 2  
  The Grapes of Wrath – Apr 26-May 4
• **Century Musical Concerts**:  
  College Choir – May 10  
  Chamber Orchestra – May 11  
  Concert Band – May 11  
  Jazz Ensemble – May 19