



A member of Minnesota State

JANUARY – MAY 2020

# Continuing Education & Customized Training



BUSINESS AND LEADERSHIP  
COMPUTERS AND TECHNOLOGY  
HEALTH AND HUMAN SERVICES  
MANUFACTURING  
PUBLIC SAFETY  
MOTORCYCLE TRAINING

## SPRING 2020

Find your class and register online.

**century.edu/training**

**Discover What's Next**



# CUSTOMIZED TRAINING

## One Size Does Not Fit All

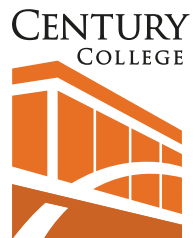
Although we offer a wide variety of courses, sometimes a business has specific needs. We can customize training that is focused on your priorities and employee training needs.

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](mailto:cect@century.edu)**

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

**Motorcycle Training**

Registration begins in January  
[century.edu/motorcycle](http://century.edu/motorcycle)  
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**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](http://Go to positivelyminnesota.com)

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**ACCESS INTERNET AT CENTURY COLLEGE?**

You need to sign up for a Century Guest Account before you come to campus.

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

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

# Business and Leadership

## 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.

<b>Course # 1PDE-0099</b>	<b>\$249</b>
<b>Sect 1</b> Jan 29 / 1 session / Copa W 8:30 am - 4:00 pm	E 2311

### 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.

<b>Course # 1PDE-0100</b>	<b>\$249</b>
<b>Sect 1</b> Feb 5 / 1 session / Copa W 8:30 am - 4:00 pm	E 2311

### 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.

<b>Course # 1PDE-0101</b>	<b>\$249</b>
<b>Sect 1</b> Feb 12 / 1 session / Copa W 8:30 am - 4:00 pm	E 2311

### 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.

<b>Course # 1PDE-0131</b>	<b>\$399</b>
<b>Sect 1</b> Apr 22–Apr 29 / 2 sessions / Copa W 8:30 am - 2:30 pm	E 2311







## QuickBooks

Begin your understanding of the basics of accounting and how to properly record information in this hands-on class, using QuickBooks 2018 DESKTOP. Learn how to set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter & pay bills, and use the EasyStep Interview.

**Note:** Textbook is included in the course fee and will be provided in class.

Course # 1CPT-0181

\$449

**Sect 1** Mar 25–Apr 1 / 2 sessions / Copa  
W 8:30 am - 2:30 pm

E 2312

## BUSINESS DEVELOPMENT

### Fundamentals of Training and Development

In today's workplace, a highly skilled and well-educated workforce is vital to an organization's survival and success. Whether you are creating a new program or redesigning an existing one, using a structured approach ensures course content will meet the needs of your learners and the organization. Understanding the fundamentals of development as well as training tools that match training needs to learner preferences and desired organizational outcomes is critical to training success. This course illustrates how to link organizational needs to training outcomes and overall success.

- Assessing training needs
- Developing training materials
- Facilitating training sessions in-person or online
- Implementation of training
- Evaluating training

Course # 1PDE-0158

\$149

**Sect 1** May 13 / 1 session / Lynn  
W 8:00 am - 12:00 pm

E 2313

## CAREER DEVELOPMENT

### Career-Boosting Communication

Reveal your inner superhero. The first part of this full-day interactive seminar will help you to improve soft skills and polish your self-presentation techniques, so that you will be perceived as the pro you are. Learn how to use body language to communicate your reliability, competence, and self-confidence. Discover how people form first impressions, and how to manage impressions in the future. Gain the tools you need to be ready for the next career advancement opportunity.

The second part of this seminar focuses on self-promotion techniques and how to use social media to improve your personal brand. Superheroes have costumes and catch phrases. Politicians have slogans. Products have logos and taglines. This branding helps to make the people and ideas memorable. What do people remember about you? Learn how to shape your messaging to reflect how you want to be perceived. Bring your resume, career history and skills list to the seminar so that you can work on your personal brand message. You will also have time to build a new LinkedIn profile or improve an existing one. A computer will be provided, but you can bring your laptop if you prefer.

**Note:** Bring your resume, career history and skills list to the seminar to work on your personal brand message.

Course # 1PDE-0163

\$279

**Sect 1** Feb 4 / 1 session / Lambertson  
Tu 8:00 am - 4:00 pm

E 1733

### ACCESS INTERNET AT CENTURY COLLEGE?

You need to sign up for a Century Guest Account before you come to campus.

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# PERFORMANCE PLUS LEARNING PARTNERS (PPLP)

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 professional development classes 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.**

## Managing Time Effectively

Efficient time management is one of the keys to getting the most out of your day. From managing email to managing meetings to juggling multiple projects and priorities, this time management session will provide practical tips and techniques to help enhance your effectiveness. Participants will:

- Understand effective time management
- Assess time management preferences
- Define what focus really means
- Review practical individual, team, and organizational tips & tools to manage more effectively

<b>Course # 1PDE-0160</b>	<b>\$149</b>
<b>Sect 1</b>	<b>Mar 24 / 1 session / Lynn</b>
	<b>Tu 8:00 am - 12:00 pm</b>
	<b>E 2313</b>

## Professional Ethics

This seminar focuses on ethics in today's changing and challenging world; addressing ethical conflicts that are faced daily throughout the public, private, and nonprofit professions. This seminar focuses on real-life situations many have faced. These dilemmas can help us learn together from our successes and failures. The overall goal is to provide tools to assist in confronting an ethical conflict or dilemma, rather than just acting instinctively and facing the consequences. Doing the right thing and being a person of integrity and of high moral character is not easy, but will greatly benefit you and your organization over the long-term. Dr. Doolittle has taught ethics classes for over twenty years and believes ethics is not about just understanding some old dead philosophers but is about the real world of today. It is directly related to your personal and professional survival along with that of your organization and profession, for ethics does matter.

<b>Course # 1PDE-0161</b>	<b>\$269</b>
<b>Sect 1</b>	<b>Apr 7 / 1 session / Doolittle</b>
	<b>Tu 8:00 am - 3:30 pm</b>
	<b>E 2313</b>





## COMMUNICATION

### Better Work Through Interpersonal Communication

Each of us is unique. Not only does this make communication interesting, it makes communication frustrating! There is a simple reason; we all have a preferred communication style. Find out why other people don't communicate like you do, why it drives you crazy, and what you can do about it.

You will learn how to:

- Identify assertiveness behaviors
- Identify responsiveness behaviors
- Determine a communication preference
- Understand your communication preferences
- Identify the communication preferences of others
- Recognize when and why we fight back
- Manage difficult interactions
- Adapt your communication style to improve relationships and productivity

**Note:** Textbook will be included in the course fee and provided in class.

**Course # 1SUP-0134** **\$279**

**Sect 1** Jan 28 / 1 session / Grace  
Tu 8:00 am - 4:00 pm **E 2313**

### Creating Candid Conversations

Rarely do arguments emerge because one or both parties are trying to be difficult. Differences are the reality of life. When handled proactively they can lead to progress. But conflict can emerge when people cross the fine line between healthy, productive disagreement and heated arguments. Explore small communication adjustments to help you ask better questions so you and others clearly understand the issue before you voice objections; speak your mind without letting the situation spiral

out of control; and listen and use language which reduces tension and creates rapport.

**Course # 1PDE-0157** **\$149**

**Sect 1** Feb 25 / 1 session / Gesche  
Tu 8:00 am - 12:00 pm **E 2313**

### Infectious Creativity for Team Leaders

The zombie epidemic has infected your office. The boss grumbles the same complaints. Coworkers have blank stares. Your staff is looking forward to Friday on Monday. Un-zombify your workplace by infecting your team with creativity. A productive imagination can make your job feel less like work, and turn your coworkers into an effective group, freeing all from the drudgery of routines. This fun and interactive seminar will help you to gain new techniques for creative problem solving. You will try methods used by brilliant people to energize their own creativity, and learn how to inspire creative excellence in your crew. Creativity is the cure! Leave this interactive seminar with strategies and methods to improve creativity that you can share with your team.

**Course # 1PDE-0142** **\$149**

**Sect 1** Feb 24 / 1 session / Lambertson  
M 8:00 am - 12:00 pm **E 2313**

### 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** Feb 27 / 1 session / Grace  
Th 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	Mar 2 / 1 session / Lynn
	M 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
- To effectively communicate with customers
- To differentiate between positive, negative, inflammatory and powerful language
- To use rapport building to establish trust
- To apply customer recovery to past, present, and future situations
- To maintain control when interacting with angry customers To project a positive, customer-focused attitude

Course # 1PDE-0154	\$149
Sect 1	Mar 5 / 1 session / Grace
	Th 8:00 am - 12:00 pm E 2313

Workplace Violence - Run, Hide, Respond

Do you know what to do in an active shooter incident? Most people don't! This class is based on the U.S. Dept. of Homeland Security civilian response methodology. You will learn this methodology as it applies to your workplace, public settings and proper prevention strategies. This is non-firearm training for what the average person can do in response to an incident.

Objectives:

- Understand the Run, Hide, Respond method in case of an active shooter incident
- Learn special prevention tips for teams, managers, supervisors and HR staff
- Perform rapid response thought drills and preparedness exercises
- Learn to be aware of your surroundings and improvised defensive tools

Course # 1PDE-0164	\$149
Sect 1	Feb 13 / 1 session / Kiefer
	Th 8:00 am - 12:00 pm E 2313

HUMAN RESOURCES

Essentials of Human Resource Management

This course will give you a solid overview of the key aspects of HR and provide tools you can immediately put to use in your organization. The content is newly updated with the latest HR regulations, trends and best practices. Case studies, competency connections and SHRM Body of Competencies and Knowledge (SHRM BoCK) principles are incorporated into the material to illustrate how HR helps drive overall business success.

**Note:** Course fee includes all materials. For additional information, see [shrmcertification.org](http://shrmcertification.org).

Course # 1HRD-5001	\$495
Sect 1	Apr 4-Apr 18* / 2 sessions / Marek
	Sa 8:30 am - 4:00 pm E 2311
	*No class Sat 04/11







### 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](http://shrmcertification.org). Your materials will be mailed directly to you a couple of days prior to the start of class.

**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 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 # 1HRD-0013		\$1,299
<b>Sect 1</b>	Feb 11–May 12* / 11 sessions / Marek Tu 6:30 pm - 8:30 pm No class 2/18, 3/17, 4/14	ONLINE





MANAGEMENT AND SUPERVISION

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 Apr 28 / 1 session / Lynn  
Tu 8:00 am - 12:00 pm E 2313

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 Mar 31 / 1 session / Gesche  
Tu 8:00 am - 12:00 pm E 2313

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 May 12 / 1 session / Gesche  
Tu 8:00 am - 12:00 pm E 2313

Situational Leadership

In times where resources are limited, change and growth are occurring and effectiveness is crucial, leaders need to ensure they are performing at their best. Now more than ever, leaders need to ensure they are effective at getting the job done working as effectively and efficiently as possible. The Situational Leadership Model is an essential tool for assessing the needs of the workplace and responding to the needs of others in the most effective and efficient manner. This model is proven, practical, and has been thoroughly updated to meet today's business challenges. This eye-opening experience can result in fast professional development.

Course # 1SUP-0056 \$149

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

## The Strategy of Leadership: Creating Success through Coaching

Coaching is one of the most powerful one-on-one management techniques for getting the best out of every employee. How do you sharpen your own coaching skills to help your employees/team achieve high performance?

This course will explore why coaching is critical in today's work environment and demonstrate what you can do to develop employees and help them meet, and exceed, expectations. Identify coaching styles and the consequences of each and how to communicate expectations in a way that makes others want to follow through. Gain an understanding of how to cultivate a culture where coaching is a daily occurrence and what it takes to be a great coach. Learn how to incorporate a simple coaching process for successful interactions and discuss barriers to effective coaching and how to deal with them.

**Course # 1SUP-0014**

**\$149**

**Sect 1** Apr 21 / 1 session / Okada  
Tu 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** May 7 / 1 session / Grace  
Th 8:00 am - 12:00 pm

**E 2313**

## Phi Theta Kappa Leadership Development Studies



Course participants will develop a comprehensive understanding of leadership theory and formulate their personal leadership philosophy. Theoretical concepts of different leadership styles are covered and practical skill taught include: effective decision making, conflict resolution, efficient teamwork, ethical leadership, diversity and inclusion, and techniques to articulate leadership vision.

The course can be individually customized based on prior consultation with the instructor. While this course is self-paced (per schedule) and completely online, the instructor will be available for virtual meetings throughout. Participants will be awarded a certificate from PTK International organization as well as Century College upon successful completion of the course.

Designed by the Phi Theta Kappa International Honor Society, this course has been recognized as exemplary on the basis of effectiveness, philosophy, sustainability and comprehensiveness. More information about the course can be found at [www.ptk.org/Programs/LeadershipDevelopmentStudies](http://www.ptk.org/Programs/LeadershipDevelopmentStudies).

*Please call 651.773.1743 to learn more about this exciting self-paced course.*


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	\$249
Sect 1 Mar 12 / 1 session / Vreeman Th 8:00 am - 3:30 pm	E 2313



**No time to go to class on campus?**  
Check out our 300+ online classes at  
[www.ed2go.com/century](http://www.ed2go.com/century)

Introduction to Agile/Scrum

Participants will learn about a different way of getting work done - this class is designed to be an overview to Agile and in particular, Agile Scrum. Several Agile variations such as Kanban and Xtreme Programming will be introduced. Discover the core principles and beliefs that drive agile thinking and agile scrum practice. Investigate the various roles, events, and artifacts of doing work in agile scrum. Agile scrum and Project Management will be contrasted to better understand both.

Course # 1PDE-0162	\$149
Sect 1 Apr 30 / 1 session / Vreeman Th 8:00 am - 12:00 pm	E 2313

Process Mapping and Root Cause Analysis

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

Course # 1SUP-0166	\$149
Sect 1 Apr 14 / 1 session / Kiefer Tu 8:00 am - 12:00 pm	E 2313





# BUSINESS LEADERSHIP

## CERTIFICATE

Our 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:

- Dealing with Conflict Confidently
- Five Generations in the Workplace
- Fundamentals of Training and Development
- Leadership Fundamentals, Part I
- Leadership Fundamentals, Part II
- Leading with Emotional Intelligence
- Managing Time Effectively
- Mindfulness: Staying on Course When You Feel Overworked and Overwhelmed
- Negotiations 101
- Professional Ethics
- Problem Solving through Critical Thinking
- Responding to Conflict: Strategies for Improved Communication
- Situational Leadership
- Storytelling for Leaders
- The Strategy of Coaching: Creating Success through Coaching
- Critical Thinking in the Workplace

**\*Note:** 10 classes in one year will create an advanced 2019-2020 Business Leadership Certificate.

**century.edu/training**

**Don't fall behind on your office skills!**

Stay current with Microsoft Office 2019/365

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# BUSINESS COMMUNICATION

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## 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:**

- Written Communication Skills that Get Results Part I and II
- Avoiding the Horror of Bad PowerPoint
- Responding to Conflict: Strategies for Improved Communication
- Storytelling for leaders
- New! Creating Candid Conversations

# BUSINESS ACCOUNTING

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## 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 2019/Office 365 Level I (or higher)

**[century.edu/training](https://century.edu/training)**

# Computers and Technology

## TEXTBOOK PROVIDED

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

## MICROSOFT OFFICE

### Microsoft Office 2019/365: Access Level I

Let this class introduce you to the basics of database design theory and development. Build and use queries, forms, reports, modify database structure, and tables. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0198	\$189
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Sect 1	Jan 13 / 1 session / Lehr	E 1733
	M 8:00 am - 3:30 pm	

### Microsoft Office 2019/365: Access Level II

Expand your database design skills! Take a deeper dive into queries, forms and reports, advanced query wizards and other advanced design features. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0199	\$189
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Sect 1	Feb 3 / 1 session / Lehr	E 1733
	M 8:00 am - 3:30 pm	

### Microsoft Office 2019/365: Access Level III

Be empowered to design Access as a user-friendly tool for others. Expand your knowledge by using sub forms, creating form letters, importing and integration with Excel, Word and other databases. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0200	\$189
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Sect 1	Mar 9 / 1 session / Lehr	E 1733
	M 8:00 am - 3:30 pm	

### Microsoft Office 2019/365: Excel Level I

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

Course # 1CPT-0186	\$189
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Sect 1	Jan 15 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

Sect 2	Feb 26 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

Sect 3	Apr 15 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

### Microsoft Office 2019/365: Excel Level II

It's time to explore views, data protection, and creation of Macros. 'What-if' analysis tools help discover all possible answers to changing variables in formulas. And Tables, the gem of Excel, turns any dataset into a dynamic range. Discover what you've been missing in Excel. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0187	\$189
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Sect 1	Jan 22 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

Sect 2	Mar 4 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

Sect 3	Apr 22 / 1 session / Seys	E 1733
	W 8:00 am - 3:30 pm	

## 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](https://www.positivelyminnesota.com)

# COMPUTER SPECIALIST

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## 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 (MOS) 2019 specialty — in Access, Excel, PowerPoint or Word:

### Word Specialist

- MOS 2019 Word Level 1
- MOS 2019 Word Level 2
- MOS 2019 Word Level 3

### Excel Specialist

- MOS 2019 Excel Level 1
- MOS 2019 Excel Level 2
- MOS 2019 Excel Level 3
- MOS 2019 Excel Level 4

### PowerPoint Specialist

(available Fall 2020)

- MOS 2019 PowerPoint Level 1
- MOS 2019 PowerPoint Level 2

### Access Specialist

- MOS 2019 Access Level 1
- MOS 2019 Access Level 2
- MOS 2019 Access Level 3

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

Upon completion of series, consider taking Microsoft Office Specialist Certification exam. Call 651.773.1743 for more information.

### TEXTBOOK PROVIDED

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

### Microsoft Office 2019/365: Excel Level III

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

Course #	1CPT-0188	\$189
Sect 1	Jan 29 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 2	Mar 11 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 3	Apr 29 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733

### Microsoft Office 2019/365: Excel Level IV

Produce powerful, interactive reports in minutes instead of hours. Drop data to Excel from another source? Save endless hours with Power Query to quickly import, clean, shape, and analyze disparate data sources. Construct and share data through geographical 3D Maps, PowerPivot, and dynamic dashboards. Transform those large data sets into clear summary reports. Data crowns distributed at end of class! The textbook is included in the course fee and will be provided in class.

Course #	1CPT-0189	\$189
Sect 1	Feb 5 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 2	Mar 25 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 3	May 6 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733





## Microsoft Office 2019/365: OneNote

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

Course # 1CPT-0196	\$109
<b>Sect 1</b> Feb 19 / 1 session / Seys W 8:00 am - 12:00 pm	E 1733

## Microsoft Office 2019/365: Outlook

New to Outlook or were you thrown into the software without any real training? There is so much more to Outlook than you know! Learn to manage email more effectively, organize your inbox and stay on top of appointments, events, and meetings. Keep your contacts organized and link information from social media. Be a master of task creation and assigning tasks to others. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0192	\$189
<b>Sect 1</b> Feb 12 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733

## Microsoft Office 2019/365: Word Level I

Learn the basics of this tried and true word processing software. Write with confidence by creating, editing, and formatting documents, create and format tables and learn tips & tricks to expand your Word horizons. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0193	\$189
<b>Sect 2</b> Apr 2 / 1 session / Matz Th 8:00 am - 3:30 pm	E 1733

## Microsoft Office 2019/365: Word Level II

Stay with the flow by illustrating documents with graphics, work with themes and building blocks, merge documents, work with styles and templates while developing multi-page documents. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0194	\$189
<b>Sect 1</b> Apr 23 / 1 session / Matz Th 8:00 am - 3:30 pm	E 1733

## Microsoft Office 2019/365: Word Level III

Integrate with other programs and collaborate with co-workers, friends, or family while learning advanced graphics, how to build a form and customizing Word to best suit your needs. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0195	\$189
<b>Sect 1</b> May 14 / 1 session / Matz Th 8:00 am - 3:30 pm	E 1733

## Microsoft Power BI

Dashboards and Visualization. Tell your data story with stunning interactive reports using Microsoft Power BI Desktop. Use industry-leading data query and modeling. Power BI Desktop helps you empower others with timely critical insights, anytime, anywhere. The textbook is included in the course fee and will be provided in class.

Course # 1CPT-0197	\$109
<b>Sect 1</b> Apr 8 / 1 session / Seys W 8:00 am - 12:00 pm	E 2312

# Health and Human Services

## CPR TRAINING

### 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 (#15-1420); approximately \$30. Go to: [www.onlineaha.org](http://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](http://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 the College are used to cover expenses associated with marketing, coordinating, delivering and evaluating such classes.

**Prerequisites:** Must have a current, un-expired, AHA Healthcare Provider CPR card. Must be aligned with an AHA BLS Training Center (Century College has a TC if you want to join).

Course # 1EMC-0010		\$185
Sect 1	Jan 9 / 1 session / Howard	
	Th 8:00 am - 4:00 pm	E 1221
Sect 2	May 7 / 1 session / Howard	
	Th 8:00 am - 4:00 pm	E 1221



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 \$119

**Sect 1** Jan 16 / 1 session / Howard  
Th 12:00 pm - 5:00 pm E 2313

**Sect 2** Mar 24 / 1 session / Howard  
Tu 12:00 pm - 5:00 pm E 1221

**Sect 3** May 14 / 1 session / Howard  
Th 12:00 pm - 5:00 pm E 1221

## 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.**

### Course # 1EMC-0025 \$115

**Sect 1** Jan 10 / 1 session / Howard  
F 9:00 am - 1:30 pm E 1221

**Sect 2** Feb 6 / 1 session / Howard  
Th 5:00 pm - 9:30 pm E 1222

**Sect 3** Mar 31 / 1 session / Howard  
Tu 5:00 pm - 9:30 pm E 1221

**Sect 4** Apr 23 / 1 session / Howard  
Th 5:00 pm - 9:30 pm E 1221

**Sect 5** May 12 / 1 session / Howard  
Tu 5:00 pm - 9:30 pm E 1221

### ACCESS INTERNET AT CENTURY COLLEGE?

You need to sign up for a Century Guest Account before you come to campus.

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## 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.

**REQUIRED 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](http://www.centurycollegebookstore.com).

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

Course #	1EMC-0026	\$85
<b>Sect 1</b>	Jan 16 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1222
<b>Sect 2</b>	Feb 27 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1222
<b>Sect 3</b>	Mar 24 / 1 session / Howard Tu 5:00 pm - 8:00 pm	E 1221
<b>Sect 4</b>	Apr 16 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1221
<b>Sect 5</b>	May 14 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1221

## 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 26) is a self-paced online course for students who are new to the field.







## 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



### HEALTH UNIT COORDINATION/ MEDICAL OFFICE

#### Coverage Rules in Orthotics and Prosthetics

How Medicare reimburses for Durable Medical Equipment Prosthetics, Orthotics, and Supplies (DMEPOS) is governed by a unique set of rules and guidelines. This course will provide you with a foundational knowledge of how to navigate the DMEPOS coverage documentation, and will enable you to minimize paperwork errors and claims denials in an O&P office. Topics in this course include What is Covered Under Medicare, the Medicare Coverage Policy Manual, Understanding Durable Medical Equipment Medicare Administrative Contractors (DME MACs), the Healthcare Common Procedure Coding System (HCPCS), and Working with Local Coverage Determination (LCD) Policies. Learning will be supported through weekly activities and online discussions.

**Prerequisite:** Completion of Health Insurance Basics in Orthotics and Prosthetics course or experience working in an O&P office environment or a minimum of 2 years experience working in a medical 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. You will have 4 weeks to complete this online course.

**Course # 1HCT-0037**

**\$139**

**Sect 1** Jan 27–Feb 21 / 36 hours / Collins  
M–Su 12:00 am - 11:59 pm **ONLINE**



## 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 a FREE! Health Unit Coordinator Information Session**



## **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/guestaccounts](http://www.century.edu/guestaccounts)

- 2. When you are on campus and ready to access the Internet:**

- Enter your self-generated username in this format: CenturyGuest\Username
- Enter your self-generated password



### Getting Paid in the Orthotics and Prosthetics Industry

The key to getting paid in the Orthotics and Prosthetics industry is clean billing. This course will help prepare O&P office staff for the most challenging aspects of claims submissions and reimbursement. Topics include Patient Medical Documentation, Proof of Delivery, Claims Submissions, Collections, and Audits and Appeals. Special attention will be given to Recovery Audit Contractors (RAC) audits. Learning will be supported through weekly activities and online discussions.

**Prerequisite:** Completion of Patient Paperwork in Orthotics and Prosthetics course or experience working in an O&P office environment or a minimum of 2 years experience working in a medical 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. You will have 3 weeks to complete this online course.

<b>Course # 1HCT-0039</b>	<b>\$129</b>
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<b>Sect 1</b>	Mar 23–Apr 10 / 27 hours / Collins
	M–Su 12:00 am - 11:59 pm ONLINE

### Health Insurance Basics in Orthotics and Prosthetics

In the practice of Orthotics & Prosthetics (O&P), health insurance is complicated and filled with pitfalls. This course will introduce learners to the basics of insurance coverage.

Topics covered include:

- How Health Insurance Works,
- Health Insurance Terminology,
- Medicare History, and Understanding the Different Parts of Medicare and how they relate to O&P.

Learning will be supported through weekly activities and online discussions.

**Note:** Experience working in an O&P or medical 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. You will have 2 weeks to complete this online course.

<b>Course # 1HCT-0036</b>	<b>\$109</b>
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<b>Sect 1</b>	Jan 13–Jan 24 / 18 hours / Collins
	M–Su 12:00 am - 11:59 pm ONLINE

### Patient Paperwork in Orthotics and Prosthetics

Carefully guiding a patient through their office visit is critical to patient satisfaction, and careless management of patient paperwork can lead to claim denials. For these reasons, it's important to get paperwork done right the first time in an Orthotics and Prosthetics office. Topics in this course include Patient Intake, Durable Medical Equipment Prosthetics, Orthotics, and Supplies (DMEPOS) Supplier Standards, Understanding Insurance Networks, Prior Authorization, and Advanced

**FREE!**  
**Health Unit Coordinator  
 Information Session**  
 page 24





Beneficiary Notices. Learning will be supported through weekly activities and online discussions.

**Prerequisite:** Completion of Coverage Rules in Orthotics and Prosthetics course or experience working in an O&P office environment or a minimum of 2 years experience working in a medical 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. You will have 2 weeks to complete this online course.

Course # 1HCT-0038		\$109
<b>Sect 1</b>	Feb 24–Mar 6 / 18 hours / Collins M–Su 12:00 am - 11:59 pm	ONLINE

**FREE! Health Unit Coordinator Information Session**

Prepare to become a vital member of the healthcare team and learn how to get started in the Health Unit Coordinator role. People in this role work in different settings such as hospitals, clinics and emergency departments. This position requires strong customer service skills and knowledge of healthcare setting protocols. Join us to learn more about this pivotal role in the healthcare industry. **Although a free event, please register for planning purposes.**

Course # 1HCT-0022		FREE
<b>Sect 1</b>	Apr 13 / 1 session / Orth M 3:35 pm - 4:35 pm	E 2311

**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. (If you plan to purchase this textbook from another source, please call our registration desk 651.779.3341).

**Note:** Off-campus service dates will take place off campus on 5/18, 5/25, 6/8 and 6/15\*

**Prerequisite:** You must be CPR Certified before class begins. Bring your CPR card to first class.

**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.

Course # 1HCT-0016		\$1,635
<b>Sect 1</b>	Jan 27–Jun 29* / 21 sessions / Orth M 9:00 am - 3:30 pm	E 2311
*No class Mon 02/17, Mon 03/16		





## 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 Surgical Instrumentation, approx. \$91. 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](http://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.

**SPECIAL NOTICE:** Registration will close at the end of the day on January 3, 2020. Background checks are required and should be done at the time of registration. Proof that 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](mailto:cect@century.edu) or fax to 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.

Course #	1NUR-0001	\$980
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<b>Sect 1</b>	Jan 14–Mar 17* / 8 sessions / Graening, Pepin Tu 5:30 pm – 9:30 pm	E 2561
	*No class Tue 02/11, Tue 03/10	



**No time to go to class on campus?**

Check out our 300+ online classes at  
[www.ed2go.com/century](http://www.ed2go.com/century)

MEDICAL TERMINOLOGY/ANATOMY

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:** 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	



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. \$136. 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 [www.centurycollegebookstore.com](http://www.centurycollegebookstore.com).

**SPECIAL NOTICE:** 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. 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 14–May 12* / 16 sessions / Kleppe	
Tu 7:30 pm - 9:00 pm	E 2311
*No class Tue 02/11, Tue 03/10	



## 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, approximately \$100, which will be payable at the time of exam. See the instructor for more details.

**REQUIRED TEXTBOOK:** The Complete Textbook of Phlebotomy, 5th edition. Approximate cost \$136. Online book code 1HCT 0295. Textbooks are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at [www.centurycollegebookstore.com](http://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.) In addition, the exam and study packet, approximately \$186, will be

ordered during the first class meeting. You will need a valid credit card to order your materials.

**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 must provide proof showing immunizations are up to date for: Rubella, Mumps, DT or DtaP, TB screening and the Hepatitis B series. Your documentation or this completed immunization form should be brought to the first class session. You will need closed-toe shoes for this class. You will need a valid credit card to order your exam and study packet during the first class meeting; cost is approximately \$186.

**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
<b>Sect 1</b>	Jan 15–Mar 25* / 10 sessions / Bork W 3:00 pm - 8:00 pm * last session in computer lab No class Wed 03/11	E3511 E1730



**NA Class: Minnesota — Blended (Online & Classroom) (includes Home Health Aide training)**

Our online nursing assistant training is a blended format including online, 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. Upon successful completion of this course, students are eligible to take the NA/HHA competency examination.

**REQUIRED TEXTBOOK:** Skills packet is mandatory, approximately \$15.25. Online book code, 1HHA 0003. Skills packets 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](http://www.centurycollegebookstore.com).

Please have your Tuberculin Skin Test (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.

**DRESS CODE:** No low cut, strapless or revealing tops; bra's 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.

**ONLINE INFORMATION:** 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 good readers and writers; have sufficient technical skills; have access to a computer that has online capability at all times; and successful students in this online format clearly recognize that, while there is flexibility in asynchronous learning, a strong commitment to consistent participation, communication, and completion of all work is critical.

**LAB INFORMATION:** Although an online course, lab sessions are mandatory.

**CLINICAL INFORMATION:** You must pass a background check before attending clinical sessions. Clinical visits are typically held during the final week of each course section. **THESE TIMES WILL VARY AND MAY CHANGE.** They 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. You are required to attend all clinical visits to successfully complete the course.

**SUPPLIES:** A watch with a second hand for classroom and clinical visits, scrubs for clinicals.



Please have your tuberculin skin test (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.

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

**IMPORTANT INFORMATION:** This is a blended online/classroom course. 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.

<b>Course # 1HHA-0003</b>		<b>\$915</b>
<hr/>		
<b>Sect 1</b>	Jan 16–Apr 17 / 12 sessions / Sullivan, Bohmert	
<hr/>		
<b>Classroom:</b>		
Thu Jan 16–Apr 9	5:30 pm - 9:30 pm	E 3573
*No class 1/23, 2/20, 3/12		
<hr/>		
<b>Clinicals:</b>		
Thu Apr 16,	7:00 am - 3:00 pm	
Fri Apr 17,	8:00 am - 4:00 pm	Cerenity Care



## NA Class: Minnesota (includes Home Health Aide training)

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 and meets the requirements of the Minnesota Department of Health and OBRA. Upon successful completion of this course, you are eligible to take the NA/HHA competency examination.

**CLINICAL:** You must pass a background check before attending clinical sessions. Clinical visits are typically held during the final week of each course section. THESE TIMES WILL VARY AND MAY CHANGE. They 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.

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

\*\*If your class is being held at the Episcopal Church Home, do not park in their parking lot or your vehicle will be subject to towing. Street parking is okay.

**QUESTIONS:** Call Century College Continuing Education Registration Staff at 651.779.3341.

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.

**Course # 1HHA-0245**

**\$915**

(includes background check fee)

See class/clinical schedules, page 30

**FREE!**

**Health Unit Coordinator  
Information Session**

**page 24**



## NURSING ASSISTANT GENERAL INFORMATION

**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 \$91. 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](http://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.



# NA CLASS & CLINICAL SCHEDULES (Includes Home Health Aide Training)

Course # 1HHA-0245

NC indicates “No Class” dates.

SECT	DATES	CLASS TIMES	CLINICALS
<b>Boutwells Lndg-Gables Care Center – 200 (clinicals onsite)</b>			
10 OFF	Jan 2 – Jan 15	MTuWThF 1/2-1/13 8:30am-4:30pm W 1/15 6:30am-3pm	Tu 1/14 8:30am-4:30pm
9 OFF	Jan 16 – Jan 30	MTuWThF 1/16-1/28 8:30am-4pm <b>NC 1/20</b> Th 1/30 6:30am-3pm	W 1/29 8:30am-4:30pm
11 OFF	Feb 3 – Feb 15	MTuWThF 2/3-2/13 8:30am-4:30pm Sa 2/15 6:30am-3pm	F 2/14 8:30am-4:30pm
12 OFF	Feb 18 – Mar 5	TuWTh 2/18-3/3 8:30am-4:30pm M (3/20 only) 8:30am-4:30pm	W 3/4 8:30am-4:30pm Th 3/5 6:30am-3pm
13 OFF	Mar 16 – Apr 20	MTuWThF 3/16-3/31 5pm-10pm	WTh 4/1-4/2 6:30am-3pm
14 OFF	Apr 6 – Apr 23	MTuWTh 4/6-4/21 8:30am-4:30pm <b>NC 4/9, 4/13</b>	W 4/22 8:30am-4:30pm Th 4/23 6:30am-3pm
15 OFF	Apr 28 – May 14	TuWTh 4/28-5/12 8:30am-4:30pm M (5/11 only) 8:30am-4:30pm	WTh 5/13-5/14 6:30am-3pm
16 OFF	May 19 – Jun 4	TuWTh 5/19-6/2 8:30am-4:30pm M (6/1 only) 8:30am-4:30pm	WTh 6/3-6/4 6:30am-3pm
17 OFF	Jun 9 – Jun 25	TuWTh 6/9-6/23 8:30am-4:30pm M (6/22 only) 8:30am-4:30pm	WTh 6/24-6/25 6:30am-3pm
<b>Cerenity Care Center – Fireside Room (clinicals onsite)</b>			
18 OFF	Jan 13 – Jan 29	MTuWTh 1/13-1/27 8am-4pm <b>NC 1/20</b>	TuW 1/28-1/29 6:30am-2:30pm
19 OFF	Feb 24 – Mar 6	MTuWThF 2/24-3/4 8am-4pm	ThF 3/5-3/6 6:30am-2:30pm
20 OFF	Mar 17 – Apr 3	TuWTh 3/17-4/1 8am-4pm	ThF 4/2-4/3 6:30am-2:30pm
21 OFF	Apr 14 – May 7	TW 4/14-5/5 8am-4pm Th 4/23 8am-4pm	WTh 5/6-5/7 6:30am-2:30pm
<b>Episcopal Church Home – Basement (Clinicals at Cerenity Care Center)</b>			
* For these sections, the instructor also requires you to purchase the textbook Lippincott's Textbook for Nursing Assistants. This book costs approximately \$91. Online book code, 1HHA 0245.			
25 OFF	Jan 21 – Feb 10	TuWTh 1/21-2/5 8:30am-4pm	F 2/7–7am-3pm M 2/10–8am-4pm
26 OFF	Feb 18 – Mar 6	TuWTh 2/18-3/3 8:30am-4pm M 3/2 8:30am-4pm	Th 3/5–7am-3pm F 3/6–8am-4pm
27 OFF	Mar 30 – Apr 14	MTuWThF 3/30-4/8 8:30am-4pm	M 4/13–7am-3pm Tu 4/14–8am-4pm
28 OFF	Apr 20 – May 5	MTuWThF 4/20-4/29 8:30am-4pm	M 5/4–7am-3pm Tu 5/5–8am-4pm
29 OFF	Jun 15 – Jun 30	MTuWThF 6/15-6/24 8:30am-4pm	M 6/29–7am-3pm Tu 6/30–8am-4pm
<b>Episcopal Church Home – Basement (Clinicals onsite)</b>			
22 OFF	Jan 13 – Feb 8	MWTh 1/13-2/5 4-10pm Tu 1/21 4-10pm <b>NC 1/20, 1/22</b>	F 2/7–12-8pm Sa 2/8–6:30am-3pm
23 OFF	Feb 6 – Mar 5	MWTh 2/6-3/2 4-10pm <b>NC 2/17</b>	WTh 3/5-3/5 3pm-11pm
24 OFF	Apr 8 – May 2	MWTh 4/8-4/30 4-10pm	F 5/1–12-8:30pm Sa 5/2–6:30am-2:30pm
<b>Century College – East Campus, Rm 3573 (Clinicals at Cerenity Care Center)</b>			
* ESOL-enhanced class ESOL Language Support will take place at Harmony Learning Center, 1961 Co Rd C East, Maplewood, MN			
1	Jan 7 – Apr 3 <b>NC 3/10, 3/11</b>	<b>Century College, East Campus Rm 3573</b> Tu Jan 7-Mar 31 3-7pm W Jan 8, Mar 4, Mar 18 3-7pm	<b>Cerenity Care Center</b> Th 4/2 7am-3pm F 4/3 8am-4pm
		<b>Harmony Learning Center 1:30-4pm:</b> January 6, 9, 13, 15, 16, 22, 23, 27, 29 30 February 3, 5, 6, 10, 12, 13, 17, 19, 20, 24, 26, 27 March 2, 5, 16, 19, 23, 25, 26, 30 April 1, 6, 8	

# Nursing Assistant Competency Exam

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.

## NA EXAM SCHEDULE:

- See additional exam details, right.

### Century College – East Campus - 2313

4:30 to 8:30 pm

sect	day	date	sect	day	date
1	M	Jan 13	9	M	Mar 30
2	M	Jan 27	10	M	Apr 6
3	M	Feb 3	11	M	Apr 13
4	M	Feb 10	12	M	Apr 20
5	M	Feb 24	13	M	Apr 27
6	M	Mar 2	14	M	May 4
7	M	Mar 16	15	M	May 11
8	M	Mar 23	16	M	May 18

### Forest Lake High School – 308

4:30 to 8:30 pm

sect	day	date	sect	day	date
1 OFF	Tu	Jan 21	4 OFF	Tu	Apr 14
2 OFF	Tu	Feb 18	5 OFF	Tu	May 12
3 OFF	Tu	Mar 17	6 OFF	Tu	Jun 9

## REGISTRATION PROCESS

- Choose a date and location for your exam. All sites require pre-registration through Century College.
- Register for the exam of your choice and provide required registration deposit.
- Please have the following information available prior to registering for the exam:
  1. Your last date of clinicals
  2. Location where you took your class
  3. Your Social Security number
  4. Your date of birth
- To register, call 651.779.3341

## 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.

## 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, 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 34. 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](https://century.edu/training)**



## TRAINED MEDICATION AIDE

### Trained Medication Administration (for Unlicensed Personnel-Partially Online)

The Trained Medication Aide (TMA) course has expanded to 60 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](http://www.centurycollegebookstore.com).

**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
<b>Sect 1</b>	Jan 15–Feb 19* / 5 sessions / Sullivan W 5:30 pm - 9:30 pm E 2311 *No class Wed 01/22	
<b>Sect 2</b>	Mar 25–Apr 29* / 5 sessions / Sullivan W 5:30 pm - 9:30 pm E 2311 *No class Wed 04/01	

## TEST PREP FOR HEALTHCARE (TEAS)

### TEAS Test Preparation Online Course

The TEAS (online) Exam Preparation course is designed to help prepare students who are planning on attempting the TEAS VI Nursing Entrance Exam test. The class will review all the major mathematics, science and English language topics covered in the official ATI TEAS VI preparation manual. Students will have access to 150 lecture videos on relevant topics and will be provided five free e-books for biology, chemistry, and mathematics. Additional notes and resources will be provided. D2L will instantly grade the answers and will provide correct answers for missed questions. This helps students with practicing TEAS VI type online quiz questions in the online environment. This class will be delivered entirely online with the instructor available for weekly online office hours through ZOOM, D2L chat, phone and email. Students will have access to the entire content of the course for the entire course duration and are not required to be online at any certain time.

**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. Instructor available for online office hours by appointment through ZOOM video call.

Course # 1HTP-0002		\$275
<b>Sect 1</b>	Jan 13–Feb 16 / 35 sessions / Kane M–Su 12:00 am - 11:59 pm ONLINE	
<b>Sect 2</b>	Feb 10–Mar 15 / 35 sessions / Kane M–Su 12:00 am - 11:59 pm ONLINE	
<b>Sect 3</b>	Mar 16–Apr 19 / 35 sessions / Kane M–Su 12:00 am - 11:59 pm ONLINE	
<b>Sect 4</b>	Apr 13–May 17 / 35 sessions / Kane M–Su 12:00 am - 11:59 pm ONLINE	

# Personal Enrichment

## PHOTOGRAPHY

### Step-By-Step Photography

Step-by-Step Photography will turn your pictures from mediocre to awesome! Whether you want to capture landscapes, sunsets, portraits or candid shots, this class will take your photos to the next level. You will learn the fundamentals of photography to help you become more comfortable with your camera. You will learn about your camera's settings, what they mean and how to manipulate them and create better compositions. The first class will be instructional. The second class will meet at an outdoor location to practice what you learned.

**Note:** What to bring: A working camera, your camera's manual, and a curious mind!

<b>Course # 1ART-0079</b>		<b>\$75</b>
<b>Sect 1</b>	Mar 26 & Mar 28 / 2 sessions / Filipi Thu 03/26 06:00 pm 08:00 pm Sat 03/28 09:00 am 11:00 am	E 2311

### Photographic Composition

Want to learn about how to make your images more interesting? Ever see an image and wonder how the photographer got it to look that way? In this class, you will learn the elements to creating a great photograph. Learn how to change the way you see things in order to create visual interest and dynamic in your images. We will learn first and then practice.

**Note:** What to bring: your camera, camera manual, warm clothes and a curious mind!

<b>Course # 1ART-0080</b>		<b>\$75</b>
<b>Sect 1</b>	Apr 2–Apr 9 / 2 sessions / Filipi Th 6:30 pm - 8:00 pm	E 2311

### Advanced Photography

In this class we will focus on composition and lighting. We'll cover such topics as compositions, framing, subjects and lighting. Learn how to read your camera settings and meter in order to compose better pictures. See light in a whole new way to change the mood and feel of your images.

**Note:** What to bring: your favorite photograph, a camera and a curious mind!

<b>Course # 1ART-0081</b>		<b>\$75</b>
<b>Sect 1</b>	Apr 16–Apr 23 / 2 sessions / Filipi Th 6:00 pm - 7:30 pm	E 2311

## FITNESS, HEALTH AND NUTRITION

### Yoga for Beginners

Yoga is a safe and natural way to manage stress, gain more balance in your life, and manage your overall wellbeing. This series will provide an introduction to yoga, how it can be helpful, and guidance on basic movement.

**Note:** Please bring a yoga mat and wear comfortable clothes that allow you to move freely.

<b>Course # 1PED-0027</b>		<b>\$65</b>
<b>Sect 1</b>	Mar 26–Apr 30 / 6 sessions / Jersak Th 6:30 pm - 7:30 pm	E 2313



# Manufacturing and Skilled Trades

## BEEKEEPING

### 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** Jan 15–Feb 12 / 5 sessions / Sabin  
Wed 6:00 pm - 9:00 pm E 2313  
*\* 1/29 will meet in E2561*

## Century College Fab Lab

An exceptional resource for digital fabrication technology for the student, professional and even retired individual.

### ECAD 1025–How to Make Almost Anything

Offered year round and gives students hands on experience with each of our core equipment and related software. This includes 3D printers, vinyl cutters, laser cutters and CNC routers.

### No experience necessary

Just a desire to “make” learn about digital fabrication technology.

### Credit and Non-Credit options available

Please contact the Century College Admissions Office to inquire about enrolling 651.773.1700.







**“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

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:**

Katie Swenson, Manufacturing  
katie.szczek@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

# Public Safety



## 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

### **\*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.

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

**It's easy and convenient.  
New classes added regularly.**

**[century.edu/training](https://century.edu/training)**





## EMERGENCY MEDICAL SERVICES

### 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 \$20, and Emergency Medical Responder: First on Scene, approx \$160. 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 [centurycollegebookstore.com](http://centurycollegebookstore.com).

**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-0002		\$465
<b>Sect 1</b>	Jan 16–Mar 19* / 9 sessions / Goerisch Th 5:00 pm - 9:00 pm *No class Thu 03/12	E 1221
<b>Sect 2</b>	Jan 25–Apr 4* / 9 sessions / Goerisch Sa 8:00 am - 12:00 pm *No class Sat 02/15, Sat 03/14	E 1221







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 \$230. 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](http://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	\$1,645.00
Sect 1	Jan 13–Apr 29* / 28 sessions / Goerisch M, W 9:30 am - 4:00 pm E 1221 *No class Mon 01/20, Mon 02/17, Mon 03/09, Wed 03/11	
Sect 2	Jan 13–May 4* / 25 sessions / Goerisch M, W 5:00 pm - 9:00 pm E 1221 *No class Mon 01/20, Mon 02/17, Wed 02/26, Mon 03/09, Wed 03/11, Mon 03/23, Mon 04/06, Wed 04/15	

\*Internet Notice

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 Technician 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](mailto: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.

Course # 1EMS-0035		\$325
Sect 1	Feb 6–Feb 27* / 6 sessions / Goerisch	
	Tu, Th 5:00 pm - 9:30 pm	E 1223
	*No class Tue 02/11	

**Find your class online at our registration website!**  
**It's easy and convenient.**  
**New classes added regularly.**  
**[century.edu/training](http://century.edu/training)**

## 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](http://century.edu/continuing-education/certificates).

To become a member of the SLOT Program, contact Sharon Mason at 651.773.1743 or [sharon.mason@century.edu](mailto: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](mailto: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 3–Mar 5 / 2 sessions / Goerisch Tu, Th 5:00 pm - 9:30 pm	E 1223

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



\*Internet Notice

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.



## Interested in becoming a law enforcement officer in Minnesota?

Through a flexible, customized pathway, Century College offers individuals with a qualifying degree the opportunity to pursue the Professional Peace Officer Education (PPOE) online and/or in the classroom before taking the final semester of skills at the institution of their choice. Individuals will be offered a personalized advising session with Century College faculty knowledgeable in verifying the PPOE learning objectives required by the Minnesota POST Board. Contact [LawEnforcement@Century.edu](mailto:LawEnforcement@Century.edu) and include an unofficial electronic copy of your transcript. We look forward to working with you!

### Most common courses fast-tracked:

- Juvenile Justice
- Intro to Criminal Justice
- Police and Community
- Law Enforcement Report Writing

### Paramedic Remediation

This one-on-one National Registry psychomotor remediation class is designed for the student who is required to complete the necessary remediation to gain access to a new PATT number for retesting the paramedic National Registry Practical Exam. The student will be given applicable critical thinking scenarios for self-assessment and instructor assessment on the six stations. Instruction will also cover the individual stations and what it takes to pass the paramedic exam.

**Prerequisite:** You must be a graduated paramedic student who will be testing for the National Registry.

<b>Course #</b>	<b>1EMS-0279</b>	<b>\$575</b>
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<b>Sect 1</b>	Feb 10 / 1 session / Schmitzer	
	M 8:00 am - 2:00 pm	E 1243

<b>Sect 2</b>	Mar 30 / 1 session / Schmitzer	
	M 8:00 am - 2:00 pm	E 1243

<b>Sect 3</b>	Apr 21 / 1 session / Schmitzer	
	Tu 8:00 am - 2:00 pm	E 1243

<b>Sect 4</b>	May 11 / 1 session / Schmitzer	
	M 8:00 am - 2:00 pm	E 1243

**Century College offers  
Report Writing courses.**

**see page 44**



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, 4th edition. This book will be available for purchase during class, approximately cost is \$100.

**SPECIAL 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@century.edu](mailto: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 13–Mar 21 / 27 sessions / Korba, Vukelich M, W 6:00 – 10:00 pm First session meets in E 2311

Saturday hours vary; complete schedule online

ACCESS INTERNET AT CENTURY COLLEGE?

You need to sign up for a Century Guest Account before you come to campus.

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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, 4th edition. This book will be available for purchase during class, approximately cost is \$100.

**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](mailto: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-0021	\$375
Sect 1	Apr 13–May 9 / 11 sessions / Korba M, W 6:00 – 10:00 PM First session meets in E 2311

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](mailto:steve.shapira@century.edu) for gear leasing options.

## Hazardous Material Operations 1072

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 Fire Fighting Skills, 4th edition. This book will be available for purchase during class, approximately cost is \$100. The book, Current Emergency Response Guide, will be provided at no charge.

**SPECIAL 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@century.edu](mailto: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.

<b>Course # 1PSA-0046</b>	<b>\$375</b>
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<b>Sect 1</b>	<b>Mar 23–Apr 8 / 7 sessions / Korba</b>
	<b>M, W 6:00 – 10:00 pm</b>
	<b>All sessions meet at East Metro</b>
	<b>Regional Public Safety Training Facility</b>

*Saturday hours vary; complete schedule online*

## LAW ENFORCEMENT

### Introduction to the Criminal Justice System

This course provides an overview of the criminal justice system in US society, including the philosophy, history, organization, and function of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice.

Topics include foundations of crime; justice and law; federal, tribal and state elements; victimization; victim rights; crime statistics and the extent of crime; police issues; juvenile justice system; juvenile delinquency; court systems; corrections, community corrections; professional career opportunities; and future trends. Major Content Causes of crime Constitutional issues Criminal law Current Issues Defining and measuring crime Juvenile justice Law enforcement and policing Prisons and jails Probation and community corrections Punishment and sentencing.

System overview: crime and punishment Terrorism Laws and rights Courts and trials Legal terms See link for learning objectives: [century.edu/cectintrocrim](http://century.edu/cectintrocrim).

**Note:** You must receive prior approval to enroll in this course. For information concerning this program, contact [lawenforcement@century.edu](mailto:lawenforcement@century.edu) You will have 6 months from the date of enrollment to complete this course.

**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.

<b>Course # 1LEF-0038</b>	<b>\$500</b>
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<b>Sect 1</b>	<b>Online Class</b>
	<b>Study at your own pace; open-ended</b>





# Juvenile Justice and Delinquency

This course emphasizes the origin, development, organization, functions, and jurisdiction of the Juvenile Justice System in America, with emphasis on the MN Juvenile Justice System. Topic areas include: processes and detention of juveniles; constitutional protections extended to juveniles; case disposition, juvenile statutes and court procedures relative to juvenile offenders, laws and procedures regarding child abuse, child neglect, juvenile records and juvenile court process.

Major Content:

- The historical development of delinquency and the juvenile justice system
- Juvenile crime: measurement and analysis
- Theoretical explanations for juvenile offending
- Female delinquency
- Schools, school crimes and student rights
- Classification of delinquency
- Victimization of juveniles
- The juvenile justice process
- Juveniles and the police
- Juvenile court structure and process: intake, diversion, and restorative justice
- Legal rights for juveniles: adjudication, disposition and appeal
- Juvenile correctional process and institutions
- Juvenile parole, group homes, and adoption
- Delinquency prevention and treatment for juveniles
- Juvenile punishment versus rehabilitation
- Child custody: parents versus the state

**Note:** You must receive prior approval to enroll in this course. For information concerning this program, contact [lawenforcement@century.edu](mailto:lawenforcement@century.edu). You will have 6 months from the date of enrollment to complete this course.

**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 # 1LEF-0037	\$500
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**Sect 1** Online Class  
*Study at your own pace; open-ended*

## Law Enforcement Report Writing

The learning objectives for this course are as follows: define key terms and concepts of writing police reports describe the role of police reports in the legal process describe the relationship between good report writing and testimony write a police report in first person differentiate between facts, inferences, and opinions when writing a police report use correct grammar, spelling, punctuation, capitalization, and sentence and paragraph structure in a police report write a police report that is clear, complete, concise, and accurate write a police report that presents all relevant details in chronological order

**Note:** You must receive prior approval to enroll in this course. For information concerning this program, contact [lawenforcement@century.edu](mailto:lawenforcement@century.edu) You will have 6 months from the date of enrollment to complete this course.

**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 # 1LEF-0040	\$500
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**Sect 1** Online Class  
*Study at your own pace; open-ended*



## Police and the Community

This course provides a practical overview of key issues, questions, and concepts related to police interaction with communities. Topic areas include ethics, leadership, diversity, problem-solving, and communication.

Major Content:

- Introduction to the historical development of policing in society
- Development of American police in relation to local and national security
- Professional reports and influence of police research
- Role of psychological and job testing
- Knowledge of field training officer (FTO) training aspects
- Police discretionary behavior
- Police hierarchy and career development
- Corruption and abuse of power
- Fostering integrity in American policing
- Civic and ethical responsibility and evaluation citizens' complaints
- Ethnic, racial, and female presence on the force
- Community policing and crime prevention
- Deadly force and hot pursuit driving, legal standards of liability
- Coping with occupational stress and agendas for change in American policing
- Police role in court and correctional process
- Diversity and respect in community collaboration and problem-solving
- Application of Constitutional amendments and State statutes

See link for learning objectives: [catalog.century.edu/preview\\_course\\_nopop.php?catoid=3&coid=3819](http://catalog.century.edu/preview_course_nopop.php?catoid=3&coid=3819).

**Note:** You must receive prior approval to enroll in this course. For information concerning this program, contact [lawenforcement@century.edu](mailto:lawenforcement@century.edu). You will have 6 months from the date of enrollment to complete this course.

**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 # 1LEF-0039

\$500

**Sect 1** Online Class

*Study at your own pace; open-ended*



## STILLWATER AREA PUBLIC SCHOOLS COMMUNITY EDUCATION

### UPCOMING CLASSES

- Basket Weaving
- Golf Lessons
- Gardening
- Personal Finance
- Healthy Eating and more!

***stillwater.ce.feepay.com***



# Online Learning

**Do you have the desire and drive to learn independently?**  
**Are you looking for flexibility to learn at your own pace?**

## **Century College provides a variety of online learning opportunities for you!**

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.

### **Planning a trip during spring break? Get prepared before embarking on your adventure**

- Travel Photography
- Introduction to Journaling
- Handling Medical Emergencies
- Photographing People
- Travel Writing
- Languages:  
Speed Spanish  
Instant Italian  
Conversational French  
Conversational Japanese

### **Now's the time to plan your New Year goals. Let us help you succeed!**

- Personal Finance
- Individual Excellence
- Lowfat Meal Planning
- Computer Applications
- Resume Writing
- Real Estate Investing

To view the online courses, go to  
**[www.ed2go.com/century](http://www.ed2go.com/century)**

### **ADDITIONAL SAMPLE TOPICS**

- Public Speaking
- Medical Terminology
- Basic and Advanced Computer Skills
- Web Design
- Grant Writing
- Nursing Continuing Education

*For a complete list of courses and descriptions visit our website*  
**[www.ed2go.com/century](http://www.ed2go.com/century)**



## FUNDAMENTAL CLASSES

**ed2go.com/century**

- Professional development and personal enrichment
- Courses start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score



## ADVANCED CLASSES

**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





## Make sure you are ready to ride better, smarter and longer in 2020.

Century College's motorcycle training classes, in partnership with the MN Motorcycle Safety Center and State of Minnesota Department of Public Safety, can help you prepare for the upcoming riding season. We offer the following courses:

- **Introduction to Motorcycle**
- **Basic Rider Course**
- **Intermediate Rider Course**
- **MN Advanced Rider**
- **MN Expert Rider**

Classes will start in April and continue through mid-October. Registration begins in January. [www.century.edu/motorcycle](http://www.century.edu/motorcycle)



## 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.

# Class Locations

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.

ABBREVIATION	FULL LOCATION NAME
E	Century East Campus (see left)
W	Century West Campus (see left)
Cerenity Care	Cerenity Care Center 4615 2nd Ave / White Bear Lake, MN 5511
East Metro Trng	East Metro Public Safety Training Facility 1881 Century Ave N / Oakdale, MN 55128
Forest Lake HS	Forest Lake High School 6101 Scandia Trail North / Forest Lake, MN 55025
Boutwell's Landing	Gables of Boutwells Landing 5600 Norwich Pkwy / Oak Park Heights, MN 55082
Episcopal Ch H	Episcopal Church Home 1879 Feronia Ave / St Paul, MN 55104

# Staff Directory

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

**Katie Swenson**  
651.779.3362  
katie.szczek@century.edu  
*Manufacturing and  
Skilled Trades*

**Steve Shapira**  
651.779.5534  
steve.shapira@century.edu  
*Fire Services, EMS*

**Jim Unger**  
651.423.8482  
jim.unger@dctc.edu  
*Motorcycle Training*

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

# Registration

## 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](http://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](http://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](mailto: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 651.773.1745 or 651.773.1715 TTY.)

Business Name \_\_\_\_\_ Business Phone ( \_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

COURSE #	COURSE NAME	COURSE FEE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
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)





- **Century College Choir Concert** – Dec 14, 2pm - Theatre
- **Ensemble Holiday Concert** – Dec 15, 3pm - Theatre
- **Winter Play** – Feb 21, 7:30pm  
"Last Summer at Bluefish Cove" - Theatre
- **Concert Band Performance**  
Winter Concert - Mar 3, 7:30pm - Theatre  
Spring Concert - May 9, 7:30pm - Theatre
- **Robot Show & Engineering Showcase**  
May 5, 3:30-5pm - Lincoln Mall - East Campus
- **Plant Sale** – coming in May 2020

## EVENTS

Late Fall 2019 –  
Spring 2020

## SHRM ESSENTIALS COURSE

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## PUBLIC SAFETY COURSES

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CONTINUING EDUCATION & CUSTOMIZED TRAINING

651.779.3341 / [century.edu/training](https://century.edu/training)