



A member of Minnesota State

JANUARY – MAY 2018

# Continuing Education & Customized Training

GROW  
YOUR  
SKILLS.

**NEW!**

**Stress Reduction, Balance  
and Healthy Living  
Workshop**

details on page 40

BUSINESS/CAREER

COMPUTER  
TECHNOLOGY

HEALTH/HUMAN  
SERVICES

PUBLIC SAFETY

MANUFACTURING

SPRING 2018

Find your class and register online.

**century.edu/training**



# 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 to your priorities and employee training needs.

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



## Wide Range of Topics

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

- **Business & Communication**
- **Computer Technology**
- **Fire Services & EMS**
- **Law Enforcement & Public Safety**
- **Leadership & Supervision**
- **Manufacturing & Trades**
- **Motorcycle Safety & Skills**



**Contact us today! 651.779.3341 / [cect@century.edu](mailto:cect@century.edu)**



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

### NEW!

**Medical Terminology & Introduction to Human Anatomy & Physiology**  
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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)**

#### 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://century.edu/training)**

# Business & 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.

Course # 1PDE-0099	\$230
Sect 1 Mar 14 / 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.

Course # 1PDE-0100	\$230
Sect 1 Mar 21 / 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.

Course # 1PDE-0101	\$230
Sect 1 Mar 28 / 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.

Course # 1PDE-0131	\$439
Sect 1 Apr 4 & Apr 11 / 2 sessions / Copa W 8:30 am - 2:30 pm	E 2311



# QuickBooks

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

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

Course # 1CPT-0181	\$439
Sect 1	Apr 18 & Apr 25 / 2 sessions / Copa W 8:30 am - 2:30 pm E 2312

# CAREER DEVELOPMENT

## Career-Boosting Professionalism

Reveal your inner superhero. This seminar will help you to improve how you present yourself, so that you will be perceived as the pro you are. Fine tune your self-presentation skills so that you're ready for the next career advancement opportunity.

Course # 1PDE-0141	\$149
Sect 1	Feb 20 / 1 session / Lambertson Tu 8:00 am - 12:00 pm E 2313

# 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.

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

Course # 1SUP-0134	\$245
Sect 1	Apr 19 / 1 session / Grace Th 8:00 am - 4:00 pm E 2313

## Conversations with Challenging People: Problem Solving with Purpose

Think of the last frustrating conversation you had with a co-worker, a loved one, or customer service. What was more upsetting, the behavior of the other person or your own? When we engage in conversations with people, we expect an equal (for the most part) exchange of ideas or experiences. When others do not seem to demonstrate this time honored social compact, we get frustrated or even angry. Challenging people will always exist; however, you can learn strategies and techniques to change your behaviors or response to minimize the level of frustration you experience.

Course # 1PDE-0139	\$149
Sect 1	Mar 23 / 1 session / Phillips F 8:00 am - 12:00 pm E 2313

## Developing Critical Thinking

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

Course # 1PDE-0134	\$149
Sect 1	Apr 12 / 1 session / Sorensen Th 1:00 pm - 5:00 pm E 2313

## Finding Success Outside of Your Comfort Zone

Strengths, skills, and success can be earned when you venture beyond your comfort zone. Join us in a seminar that will help you to build confidence and deal with challenges that come from everyday situations. You will recognize past successes and craft a new vision of your true potential. Leave the class with communication skills that will help you to grow personally and professionally, and build mettle as an employee, supervisor, or manager.

Course # 1PDE-0140	\$149
Sect 1	Jan 23 / 1 session / Lambertson Tu 8:00 am - 12:00 pm E 2313



Infectious Creativity for Team Leaders

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

Course # 1PDE-0142	\$149
Sect 1	Apr 24 / 1 session / Lambertson Tu 8:00 am - 12:00 pm E 2311

Stress Reduction, Balanced and Healthy Living

This session focuses on specific techniques to help you stay physically healthy and mentally balanced by controlling your daily thoughts from the time you get up in the morning to the time you go to bed at night. Medical research studies in the field of psychoneuroimmunology (PNI) have clearly demonstrated that your mental attitude has a direct and immediate impact on your energy level and immune system. Striking research from the Rochester Institute of Technology will be presented along with daily tips. You will learn the dangers of mental chatter, how to use thought substitution, the power of affirmations, goal setting, achievement, and vision boards.

Course # 1PDE-0143	\$149
Sect 1	Mar 8 / 1 session / Kiefer Th 8:00 am - 12:00 pm E 2313

Verbal Judo

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

Course # 1PDE-0132	\$149
Sect 1	Feb 1 / 1 session / Sorensen Th 1:00 pm - 5:00 pm E 2313

GRAMMAR AND WRITING

Developing Powerful Presentations

It has been said that more people fear public speaking than fear death. Yet to succeed in today's highly competitive business environment, you need to communicate well and present yourself successfully in a variety of settings. The ability to overcome nerves and deliver messages to a variety of audiences is crucial. If you want to develop more skill and confidence developing the message and speaking in front of others, this workshop is for you. Get your presentation started with the right objectives and discover how to analyze your audience or manage difficult audiences. Learn how to use props and handouts and handle question and answer. Gain understanding of how to capture attention (the opening), organization and storytelling (the body) and how to wrap it up (the close).

NOTE: Some class time will occur in a lab to learn how PowerPoint may enhance presentations

NOTE: Students will begin in classroom 2313 on the East Campus.

Course # 1SUP-0148	\$245
Sect 1	Feb 14 / 1 session / Grace W 8:00 am - 4:00 pm E 2313

Effective Business Writing, Part I

This workshop will help you write clear, concise, effective correspondence that reflects your professionalism. Through engaging, hands-on practice, you will sharpen your business writing skills and gain the confidence you need to be a more effective writer in any situation.

You will learn how to:

- assess the audience before beginning to write,
- focus and clarify the purpose of the document you are writing,
- use formal or informal writing style appropriately,
- eliminate unnecessary and confusing words and phrases,
- compose clear, concise sentences and paragraphs to convey the intended message,
- organize documents for maximum clarity and impact,
- write professional emails that get read,
- design aesthetically pleasing documents,
- apply proofreading tips,
- overcome confusing words.

Course # 1SUP-0135	\$245
Sect 1	Jan 11 / 1 session / Grace Th 8:00 am - 4:00 pm E 2313

# Effective Business Writing, Part II

This workshop focuses on advanced writing skills. Learn to organize your documents and write persuasively so your audience reads what you write, likes it, and takes action. You will learn how to:

- use four phases of writing,
- frame issue persuasively,
- state views confidently,
- acknowledge the other sides,
- provide solid evidence,
- make strong recommendations,
- communicate a call to action,
- avoid jargon and legalese,
- create comprehensive, persuasive proposals,
- format business letters, research memos, and business briefs,
- overcome confusing words.

<b>Course # 1SUP-0136</b>	<b>\$245</b>
<b>Sect 1</b> Jan 25 / 1 session / Grace Th 8:00 am - 4:00 pm	<b>E 2313</b>

# Punctuation and Grammar Can Be Your Friend

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

<b>Course # 1SUP-0149</b>	<b>\$223</b>
<b>Sect 1</b> Mar 27 / 1 session / Grace Tu 8:00 am - 2:00 pm	<b>E 2313</b>

# HUMAN RESOURCES

## Human Resource Certification Test Preparation (online)

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The HR profession is no longer just about what you know, but how you do your job. Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession. Ensure you’re prepared with Century College’s Human Resource Certification Test Preparation, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.



This intensive program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay

on track for success on the exam. For additional information, see [shrmcertification.org](http://shrmcertification.org). Your materials will be mailed directly to you a couple of days prior to the start of class.

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.

<b>Course # 1HRD-0013</b>	<b>\$1,295</b>
<b>Sect 1</b> Feb 6–May 8 / ONLINE / Marek Tu 6:30 pm - 8:30 pm Note: No Class Mar 13 & Apr 10	





## MANAGEMENT AND SUPERVISION

### Building Phenomenal Teams

When a team works together effectively, the results can be incredible. When a team doesn't, the results can be devastating for the team members and the company. Often the underlying problem is that individuals just don't know how to operate as a team. Give your team members the skills and knowledge they need to increase respect, communication, and camaraderie in their teams.

You will learn how to:

- identify successful team traits,
- move teams through natural stages of development,
- determine if and why teams are dysfunctional,
- communicate respectfully,
- manage conflict effectively,
- use creative brainstorming techniques,
- incorporate the five languages of appreciation.

**Course # 1SUP-0128** **\$149**

**Sect 1** Apr 3 / 1 session / Grace  
Tu 8:00 am - 12:00 pm **E 2313**

### WIOA Approved!

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[Go to positivelyminnesota.com](http://Go.to/positivelyminnesota.com)

### Critical Thinking in the Workplace

Take a step back and look from the outside in with an open and rational mind. This is the impetus of a critical thinker. So often our perspective is skewed by unintentional bias. Being able to recognize bias and look at a situation with multiple perspectives is a method used to break through thinking limitations. You will learn to:

- apply deBono's Six Thinking Hats,
- use questioning techniques for the right purpose,
- gather and assess useful information,
- develop criteria to measure interpretations,
- understand implications and consequences of interpretations,
- generate productive ideas based on a foundation of critique.

**Course # 1SUP-0077** **\$149**

**Sect 1** May 1 / 1 session / Grace  
Tu 8:00 am - 12:00 pm **E 2313**

### Customer Service at Every Level

Customer service is not just about meeting the needs of customers, but exceeding them. In this hands-on class, learn to recognize your external and internal customers, their needs, and their expectations.

Explore practical definitions of customer service within your own workplace/industry. Learn a variety of approaches to build relationships and skills that will enable you to better connect with customers. Practice how to close the communication loop to improve customer experience, manage conflict and disagreement, and stay focused and motivated.

NOTE: Bring to class a copy of your job description and your company's mission statement.

**Course # 1SUP-0072** **\$149**

**Sect 1** Jan 22 / 1 session / Hazzard  
M 8:00 am - 12:00 pm **E 2313**

### Effective Team Decision Making

Has fear led you to say "yes" to a proposed endeavor when "no" was your true response? It's a common dilemma and the reason many individuals, teams, departments or organizational efforts struggle. It can be a bumpy ride culminating in meaningless outcomes and blame, but you can skip the trip if you know how to read the road signs. Employees will often "go along to get along" if they have any doubt at all about what will happen if they present a differing perspective. Leaders and employees alike must create a workplace where people are encouraged to communicate their perspective. Learn methods to voice differing views, gain confidence, and disagree without creating conflict in order to reach a better outcome.

**Course # 1SUP-0130** **\$149**

**Sect 1** Feb 7 / 1 session / Sorensen  
W 1:00 pm - 5:00 pm **E 2313**



## Generational Diversity: Building a Better Organization

In 2015, Baby Boomers were surpassed by Millennials as the largest generation in the workforce. Multiple generations occupying the workforce is nothing new, but what makes today different from previous times? Identifying and understanding what the motivational factors are for each generation provides a better foundation in which to create a more efficient organization. Explore the generations and what it means to work together to achieve a better work place. Learn to understand the differences between the generations and to recognize each generational strength and weakness. Gain strategies for incorporating multiple generations within a department/team/group and how to apply these strategies to gain efficiency.

**Course # 1SUP-0141** **\$149**

**Sect 1** Apr 20 / 1 session / Phillips  
F 8:00 am - 12:00 pm E 2561

## Leading at the Next Level

Designed for people who have been promoted, are soon to be, or are taking on additional responsibilities, this highly interactive workshop explores the leadership mindset and how to take your leadership to the next level. Gain tools and insights along with specific behaviors to pick up (and let go of) which will assist you with being more successful as you move forward in your organization or career.

**Course # 1SUP-0111** **\$149**

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

## Legal Considerations: What Every Supervisor Needs to Know

Employment law can seem complicated and intimidating. As a supervisor you need to understand and follow the law-you can't afford not to! This course will help you gain a basic understanding of employer and employee rights, and be ready to address them in your own situation. Learn to understand disability and other discrimination, accommodations and BFOQ's and the various forms and theories of unlawful discrimination claims and enforcement. Understand and avoid negligent hiring and negligent retention. Deal with objectionable behavior through effective and legal discipline process and discover how to handle employee grievances.

**Course # 1SUP-0005** **\$149**

**Sect 1** Feb 22 / 1 session / Hodsdon  
Th 8:00 am - 12:00 pm E 2313



## Mindfulness: Staying on Course When You Feel Overworked and Overwhelmed

With everything you're trying to accomplish, clearing out an overflowing inbox, juggling a calendar that's racked and stacked, deadlines, bosses, employees, customers, family commitments, personal care, running your household, the list goes on-it's no wonder you feel overwhelmed. Because of the demands of a 'do-more-with-less' environment and a hyper-connected way of life, individuals find themselves in a chronic state of fight or flight. The effects of that can be devastating, for your professional and personal effectiveness and satisfaction. During this session, we will review what happens when you're overworked and overwhelmed and how practical, easy-to-do mindful exercises can help you feel less stress and show up at your best.

**Course # 1PDE-0136** **\$149**

**Sect 1** Jan 16 / 1 session / Sorensen  
Tu 1:00 pm - 5:00 pm E 2313

## NeuroLeadership: The Practical Secret to Professional & Personal Success

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

**Course # 1SUP-0125** **\$149**

**Sect 1** Mar 20 / 1 session / Sorensen  
Tu 1:00 pm - 5:00 pm E 2313

Performance Management & Performance Review

If you are looking to understand the ins and outs of performance evaluations, this class is for you! Learn why we do performance evaluations and how to set goals which create effective, measurable evaluations. Gain knowledge on how to properly handle personnel data and records concerning performance evaluations. Understand how to avoid common errors and mistakes that occur in conducting evaluations. A sound and effective system of performance evaluations not only improves productivity and morale, but is a major way employers minimize liability for poor performance or misconduct. The lack of a sound, effective system or one that does not consider the employees perspective can be problematic.

Course # 1SUP-0140	\$112
Sect 1 Mar 22 / 1 session / Hodsdon	E 2313
Th 9:00 am - 12:00 pm	

Personnel Data and Data Practice Security

Need of a refresher or new to personnel data as a manager, employer or human resources professional? This course is for you! A major source of liability for employers and managers is how personnel data and records are handled or sometimes mishandled. Learn what personnel data is and what it includes, the classifications of different types of personnel data and how to handle data on applicants, volunteers, employees and former employees. Understand how to properly handle discipline records and data as well as background and reference checks.

Course # 1SUP-0131	\$149
Sect 1 Feb 2 / 1 session / Hodsdon	E 2313
F 8:00 am - 12:00 pm	

Plateaued? How to Re-Motivate and Inspire

How do you motivate an already overworked individual or team? Learn guidelines for handling motivation-related issues and how to convey enthusiasm and organizational objectives that inspire. Explore how to individualize your approach to motivation, and reward people for good performance. Gain understanding of how to inspire your employees to excel and how to set expectations for excellence.

Course # 1SUP-0151	\$149
Sect 1 Mar 19 / 1 session / Hazzard	E 2313
M 8:00 am - 12:00 pm	

Process Improvement & Workflow Mapping to Increase Efficiency

Inefficient processes and important details falling through the cracks lead to wasted time, rework, scrap, and costly errors! Healthcare administration, government agencies, manufacturing, non-profits, schools, law enforcement and corporations are all searching for ways to streamline their processes. By analyzing processes from start to finish, wasted time and effort are easily exposed. This session is an introduction to workflow/process mapping. Participants will analyze a process or procedure and construct a 'current state' map of how the process is currently done. They will then compare each step in the process to an efficiency checklist to increase speed, eliminate waste, save money, reduce risk, improve quality and make decisions faster. Finally, a 'future state' map of the process will be constructed incorporating the improvements. Numerous case studies will be cited during this course.

Course # 1SUP-0152	\$149
Sect 1 Feb 8 / 1 session / Kiefer	E 2313
Th 8:00 am - 12:00 pm	

Resilience: Do You Bend or Break During Change?

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

Course # 1PDE-0144	\$149
Sect 1 Apr 24 / 1 session / Gesche	E 2313
Tu 8:00 am - 12:00 pm	

**WIOA Approved!**

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[Go to positivelyminnesota.com](http://Go.to/positivelyminnesota.com)



## 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** Feb 27 / 1 session / Gesche  
Tu 8:00 am - 12:00 pm E 2313

## Servant Leadership **NEW!**

There is a misnomer that servant leadership requires the leader to be a servant. That's not quite right. What we're really talking about is a humble leader who focuses on his or her people. A leader who puts personal agendas aside for the best outcome for all employees in an organization. A leader who takes responsibility for employee performance, develops individuals continuously, and creates a sense of community. Are you that leader?

**Course # 1SUP-0154** **\$245**

**Sect 1** Apr 17 / 1 session / Grace  
Tu 8:00 am - 4:00 pm E 2313

### TEXTBOOKS

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.

## 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 and 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** May 2 / 1 session / Sorensen  
W 1:00 pm - 5:00 pm E 2313

## Skills for New Managers and Supervisors

New managers and supervisors will learn key practices of successful leaders during this intensive workshop. Gain comfort and confidence in your skills and understand what you can do to support your teams moving forward.

Learn how to:

- manage and grow yourself as a leader,
- build successful communications skills to achieve results,
- lead and empower others to act,
- avoid common issues that lead to team dysfunction,
- develop plans with clear benchmarks and performance measures,
- solve problems and gain comfort in decision-making.

**Course # 1SUP-0146** **\$223**

**Sect 1** Mar 21 / 1 session / LaCroix-Dalluhn  
W 8:00 am - 2:00 pm E 2313

# BUSINESS & COMPUTER

## CERTIFICATES

**Advanced Certificates are available in the following areas:**

- Business Accounting
- Business Communication
- Business Leadership
- Computer Specialist
- Microsoft 2016 Access
- Microsoft 2016 Excel
- Microsoft 2016 PowerPoint
- Microsoft 2016 Word

Call 651.779.3341 or email  
[cect@century.edu](mailto:cect@century.edu)  
for more information.

### Succession Planning

No matter the industry, one thing is certain, and that is change. A growing organization is a changing organization and it needs the right people in the right roles to move its mission and vision forward. Learn how to groom future leaders (as well as yourself) in this highly engaging class. Develop tools for a mentor program that generates new leaders, forecast future leadership needs to support sustainability, define your organization's leadership system and understand how to identify the competencies for specific positions.

**Course # 1SUP-0150**

**\$149**

**Sect 1** Apr 16 / 1 session / Hazzard  
M 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** Feb 15 / 1 session / Thelander  
Th 8:00 am - 12:00 pm

**E 2313**







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 send different staff members relative to the content of each individual training session. Choose from more than seven professional development classes per semester in supervision, management, communication, accounting, project management, computers, technology, and more!

Our courses offer you  
the opportunity to:

- learn skills you need on a timetable that fits the individual and organization,
- learn from knowledgeable instructors experienced in teaching adult learners.

Program Benefits:

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

Call 651.773.1743 to learn more  
about this exciting program.

Managing Risk

Help make your project a success by identifying and controlling risks. Every project contains risks, and management of these risks is a key part of bringing your project in on time, within budget and delivering the requirements your stakeholders need and want. In this course, participants will learn how to identify and prioritize risks and develop risk response plans. We will then explore how to manage and control risks during project execution. The course focuses on both threat-based risks and also on opportunities and how to enhance potential opportunities. The course design is based on the Project Management Institute's PMBOK Guide® and examines processes that are proven successful. Participants will gain an in-depth understanding of the key processes and tools of risk management and participate in exercises and case studies to identify, analyze and prioritize risks and then create risk response plans.

Course #	1SUP-0137	\$223
Sect 1	Apr 25 / 1 session / Kaman	
	W 8:30 am - 3:30 pm	E 2313

Project Meeting Techniques for  
Non-Project Managers

Are you are working on a terrible project and your project meetings are even worse? There are simple, collaborative meeting techniques that you can use to get your team back on track without giving up control of the meeting or the project. Learn proven meeting facilitation strategies and tactics such as collaborative focused conversations, design engaging requirements and user story sessions. Gain the skills to have productive project kickoff meetings, engaging status meetings with team participation, and how to facilitate risk assessment workshops (aka Gripe Sessions).

Course #	1PDE-0137	\$149
Sect 1	May 3 / 1 session / Kassulker	
	Th 8:00 am - 12:00 pm	E 2313

TEXTBOOKS

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.

# Computers & 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 2016 Access Level I

Microsoft Access 2016 Level I will introduce you to the basics of database software. Learn to build and use queries, use forms, use reports and modify database structure.

<b>Course # 1CPT-0171</b>	<b>\$189</b>
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<b>Sect 1</b>	Jan 9 / 1 session / Lehr	
	Tu 8:00 am - 4:00 pm	E 1733

### Microsoft Office 2016 Access Level II

Learn to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries.

Prerequisite: Microsoft Office 2016 Access Level I

<b>Course # 1CPT-0174</b>	<b>\$189</b>
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<b>Sect 1</b>	Jan 23 / 1 session / Lehr	
	Tu 8:00 am - 4:00 pm	E 1733

### Microsoft Office 2016 Access Level III

Learn to create advanced reports, build a database interface, create macros, create modules and VBA, and maintain the database. **REQUIRED TEXTBOOK:** Microsoft Office Access 2016 Advanced. The textbook is included in the course fee and will be provided in class.

Prerequisite: Microsoft Office 2016 Access I and II

<b>Course # 1CPT-0176</b>	<b>\$189</b>
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<b>Sect 1</b>	Feb 13 / 1 session / Lehr	
	Tu 8:00 am - 4:00 pm	E 1733

### Microsoft Office 2016 Excel Level I

Microsoft Excel 2016 Level I will introduce you to the basics of electronic spreadsheets. Learn formulas and functions, format a worksheet, work with charts and analyze data using formulas.

<b>Course # 1CPT-0169</b>	<b>\$179</b>
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<b>Sect 1</b>	Jan 10 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 2</b>	Feb 14 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 3</b>	Mar 21 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

### Microsoft Office 2016 Excel Level II

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

Prerequisite: Microsoft Office 2016 Excel Level I

<b>Course # 1CPT-0172</b>	<b>\$179</b>
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<b>Sect 1</b>	Jan 17 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 2</b>	Feb 21 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 3</b>	Mar 28 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

### Microsoft Office 2016 Excel Level III

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

Prerequisite: Microsoft Office 2016 Excel Level I and II.

<b>Course # 1CPT-0175</b>	<b>\$179</b>
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<b>Sect 1</b>	Jan 24 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 2</b>	Feb 28 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

<b>Sect 3</b>	Apr 4 / 1 session / Seys	
	W 8:00 am - 3:30 pm	E 1733

Microsoft Office 2016 Excel Level IV

Take control of data with business analytics tools! Broaden your knowledge of pivot tables, slicers, charts and formulas by exploring Excel’s powerful BI (Business Intelligence) tools. Looking to build appealing visual dashboards to track key performance indicators, activity trends, custom calculated fields, geospatial mapping or sophisticated data models? This is the class for you! Learn to: use Power Query for Excel to bring all data together and start analyzing in seconds, enhance business data and pull together sophisticated data models with Power Pivot, create powerful Pivot Tables and Pivot Charts, perform geospatial explorations of your data using Power Map, and create Dashboards with Power BI to visualize data, share discoveries, and collaborate. Prerequisite: Microsoft Office 2016 Excel Levels I, II and III.

Course # 1CPT-0180		\$179
Sect 1	Jan 31 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312
Sect 2	Mar 7 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312
Sect 3	Apr 11 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312

Microsoft Office 2016 OneNote

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

Course # 1CPT-0166		\$99
Sect 1	Feb 15 / 1 session / Seys Th 8:00 am - 12:00 pm	E 1733

WIOA Approved!

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

[Go to positivelyminnesota.com](http://Go.to/positivelyminnesota.com)

TEXTBOOK PROVIDED

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

Microsoft Office 2016 Outlook

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

Course # 1CPT-0183		\$179
Sect 1	Jan 18 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733
Sect 2	Mar 8 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733

Microsoft Office 2016 PowerPoint Level I

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

Course # 1CPT-0173		\$179
Sect 1	Feb 26 / 1 session / Lehr M 8:00 am - 3:30 pm	E 1733

Microsoft Office 2016 PowerPoint Level II with Sway

Go beyond the basics of PowerPoint and learn to enhance charts, insert illustrations, objects and media clips, and use advanced features. Take your knowledge of presentation software to the next level by incorporating Sway into your personal or professional life. Sway is Microsoft’s easy-to-use digital storytelling app for creating interactive reports, presentations, and personal stories. Focus on what you are trying to communicate, and share with others by combining text and media to create a web presentation without the time-consuming process of learning and mastering layout.

NOTE: Prerequisite: Microsoft Office 2016 PowerPoint Level I

Course # 1CPT-0184		\$179
Sect 1	Mar 19 / 1 session / Lehr M 8:00 am - 3:30 pm	E 1733



## Microsoft Office 2016 SharePoint

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

Course # 1CPT-0185		\$99
<b>Sect 1</b>	Apr 17 / 1 session / Seys Tu 8:00 am - 12:00 pm	E 1733

## Microsoft Office 2016 Visio

Spend less time explaining and more time delivering powerful visual messages everyone can understand! A drawing and diagramming tool, Visio can help transform business and technical concepts into visual diagrams which enable you to communicate information clearly and with more impact than with text and numbers. With extensive applications in project management, marketing, quality assurance, strategic planning, or human resources, Visio is the industry standard business drawing tool. Create organizational charts, work flow, business processes, engineering diagrams, system layouts, and even floor plans. You will learn how to create graphical diagrams, timelines, office layout plans, workflow diagrams, organizational charts, maps, flowcharts and more!

Course # 1CPT-0168		\$179
<b>Sect 1</b>	Mar 29 / 1 session / Seys Th 8:00 am - 12:00 pm	E 1733

### TEXTBOOK PROVIDED

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

## Microsoft Office 2016 Word Level I

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

Course # 1CPT-0170		\$179
<b>Sect 1</b>	Apr 12 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733

## Microsoft Office 2016 Word Level II

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

Course # 1CPT-0167		\$179
<b>Sect 1</b>	Apr 19 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733

## Microsoft Office 2016 Word Level III

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

Course # 1CPT-0178		\$179
<b>Sect 1</b>	Apr 26 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733

# Health & 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: BLS Instructor Essentials (#90-1429); 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: 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: 8-9 hours

**REQUIRED TEXTBOOK:** Basic Life Support (BLS) Instructor Manual(#15-1009), approximately \$40. 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). Please 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. NOTE: 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		\$165
Sect 1	Apr 26 / 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		\$110
Sect 1	Jan 5 / 1 session / Howard F 9:30 am - 2:30 pm	E 1221
Sect 2	Mar 23 / 1 session / Howard F 9:30 am - 2:30 pm	E 1221
Sect 3	May 11 / 1 session / Howard F 9:30 am - 2:30 pm	E 1221

**Usui Reike System of  
Natural Healing**  
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## 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	\$109
<b>Sect 1</b>	Jan 4 / 1 session / Howard Th 9:30 am - 2:00 pm	E 1221
<b>Sect 2</b>	Jan 18 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1222
<b>Sect 3</b>	Feb 8 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1223
<b>Sect 4</b>	Feb 27 / 1 session / Howard Tu 5:00 pm - 9:30 pm	E 1221
<b>Sect 5</b>	Mar 22 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1221
<b>Sect 6</b>	Apr 5 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1221
<b>Sect 7</b>	Apr 19 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1221
<b>Sect 8</b>	May 3 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1221
<b>Sect 9</b>	May 17 / 1 session / Howard Th 9:30 am - 2:00 pm	E 1221

## Heartsaver CPR AED

Learn the basic techniques of adult, child and infant CPR and how to use an AED. You will also learn about using barrier devices in CPR and giving first aid for choking, as well as how to recognize the signs of four major emergencies: heart attack, stroke, cardiac arrest and foreign-body airway obstruction. This class is intended for responders such as police, airline personnel, security personnel, corporate employees, family members of patients at high risk for sudden cardiac death, other rescuers, and those who need or want to learn CPR and how to operate an AED. The textbook is included in the course fee.

Course #	1EMC-0020	\$59
<b>Sect 1</b>	May 1 / 1 session / Howard Tu 5:00 pm - 9:00 pm	E 1221



### PLEASE NOTE:

If taking any ACLS or PALS course, there is a pre-course work that must be done before the first day of class. See website for details.

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

## HeartSaver First Aid

This basic first aid course will teach you general principles, medical emergencies, injury emergencies and environmental emergencies. Students who successfully complete the course will receive a Heartsaver First Aid card, valid for two years. The textbook is included in the course fee. \*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.

Course #	1EMC-0011	\$59
<b>Sect 1</b>	May 10 / 1 session / Howard Th 5:00 pm - 9:00 pm	E 1221

## WIOA Approved!

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

[Go to positivelyminnesota.com](http://Go.to/positivelyminnesota.com)

# Interested in energy work?

## Wondering where to start?

**Usui Reiki System of Natural Healing is a great way to start on your healing journey.**

If you want to learn more on how to manage your own stress while helping family members and friends, if you want grow spiritually and learn how to tap into your higher power, if you want to experience peace, harmony and relaxation, whether you are new to holistic wellness or want to integrate Reiki into your existing practice, then this class is for you. Classes are small, personal, and fun. All classes combine discussion, attunements, meditations and experiential practice in a well-organized and relaxed atmosphere.

### Recommendations for all three Reiki Classes

- Dress comfortably, and wear layers as body temperatures do change.
- Bring a blanket, pillow and water bottle.
- Recommended before class:  
Minimize your use of caffeine drinks and sweets. Cut back on smoking. No alcohol. Try increasing water and juice. Optional: Refraining from eating meat, fowl or fish for three days prior to class as these foods often contain toxins that can make your system sluggish and out of balance.
- Recommended after class:  
Plan some quiet time for reflection, or a walk in nature. Try to avoid alcohol, TV, and news.

**NEW** workshop

**Stress Reduction, Balance  
and Healthy Living**

page 40

### Usui Reiki System of Natural Healing, Level I

Students will learn the history and principles of Reiki, using Reiki and feeling the energy and Gassho meditation. Participants will receive Reiki I attunement, which enables you to channel Reiki healing energy. You will also learn the Reiki hand positions, how to give a complete Reiki treatment for yourself and others using techniques as taught by Dr. Usui. Discussion of the body's energy field, chakras, auras & meridians, and talk about the ethics of healing work.

You will receive a Certificate of Completion for Reiki Level I. Continuing Education Contact Hours can be awarded for class participation. You may take Reiki Level I and Level II together back to back - no time needed between classes.

NOTE: An additional \$20 fee for the workbook, payable to the instructor, is due at the start of class. This book covers both Reiki Level I and Level II. Dress comfortably. Bring a blanket, pillow, water bottle and bag lunch.

Course # 1HEP-0002		\$125
Sect 1	Jan 25 / 1 session / Tschida	
	Th 9:00 am - 4:30 pm	E 2561
Sect 2	Mar 1 / 1 session / Tschida	
	Th 9:00 am - 4:30 pm	E 2561

### TEXTBOOKS

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.



## HEALTH UNIT COORDINATION/ MEDICAL OFFICE

### Health Unit Coordinator

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

**REQUIRED TEXTBOOKS:** Lafleur Brooks' Health Unit Coordinating, 7th Edition, approx \$84. Online book code, 1HCT 0016. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at [www.centurycollegebookstore.com](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.)

**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 information for the background check will be collected prior to completing your registration.

Service learning dates: 4/13, 5/4, 5/11, 5/18. 5/25, 6/1 and 6/8 **FIRST SESSION WILL MEET IN EAST CAMPUS, RM 2313 MORNINGS WILL MEET IN EAST CAMPUS, RM 2311 AND AFTERNOONS WILL MEET IN EAST CAMPUS, RM 2312**

### Usui Reiki System of Natural Healing, Level II

The class will begin with an overview of Reiki Level I. You will receive Reiki Level II attunement which greatly increases the strength of your Reiki energy. You will also receive three (3) Reiki symbols and learn how to use them for healing, releasing unwanted habits and empowering goals. You can practice complete treatment using all symbols and do meditation, breathing and ground work. We will discuss spiritual development and self care, Reiki in hospitals, Reiki exchange groups and developing and incorporating Reiki into your practice, and creating ambiance. Since each level includes personal attunement, class size is limited.

You will receive a Certificate of Completion for Reiki Level II. Continuing Education Contact Hours can be awarded for class participation. You may take Reiki Level I and Level II together back to back - no time needed between classes.

**NOTE:** An additional \$20 fee for the workbook, payable to the instructor, is due at the start of class. This book covers both Reiki Level I and Level II. Dress comfortably. Bring a blanket, pillow, water bottle and bag lunch.

Course # 1HEP-0003		\$125
<b>Sect 1</b>	Jan 26 / 1 session / Tschida F 9:00 am - 4:30 pm	E 2561
<b>Sect 2</b>	Mar 2 / 1 session / Tschida F 9:00 am - 4:30 pm	E 2561

Course # 1HCT-0016		\$1,525
<b>Sect 1</b>	Jan 26–Jun 29 / 46 sessions / Orth Fridays 9:00 am 01:00 pm OR Fridays 1:05 pm 03:35 pm	E 2313

### TEXTBOOKS

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.

## 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

\$0

**Sect 2** Jan 12 / 1 session / Orth  
F 10:00 am - 11:30 am E 2561

**Sect 1** Jun 29 / 1 session / Orth  
F 10:00 am - 11:30 am E 2311

## MEDICAL CODING

### Medical Coding with CPT-4 (Current Procedural Terminology-4)

This course is an introduction to basic medical procedural coding guidelines in the outpatient and clinic settings. Students will focus on basic Current Procedural Terminology (CPT-4) coding (anesthesia, Evaluation & Management, surgical, pathology/laboratory, radiology and medicine) and Healthcare Procedural Coding System (HCPCS) codes. This course is intended to be used as a refresher and/or to prepare you for the CPC certification exam, offered by the American Academy of Professional Coders (AAPC). **REQUIRED TEXTBOOKS:** The Complete Procedure Coding Solution, approximately \$125 and CPT 2017 Professional Edition, approximately \$115. Online book code 1HCT 0023. 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:** This course is delivered entirely online. You should plan to spend approximately 3 hours a week on coursework. Instructor is available Wednesdays 8-11 am and will respond to emailed questions within 24 hours. Microsoft Outlook and Medical Terminology are strongly recommended before taking this 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.

### Course # 1HCT-0023

\$895

**Sect 1** Jan 8–May 9 / 48 hours / Bushaw  
M–Su 12:00 am - 11:59 pm ONLINE



### Medical Coding with ICD-10-CM

This course will introduce the student to the ICD-10-CM classification system. Emphasis will be placed on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus will be on rules, conventions, and instructions of ICD-10-CM. In addition, the chapter specific guidelines including criteria for assignment of principal and additional diagnoses in all applicable patient settings will be addressed.

**REQUIRED TEXTBOOKS:** ICD-10-CM Expert for Physicians 2017, approx \$116 and The Complete Diagnosis Coding Solutions w/Connect Access, approx \$142. Online book code 1HCT 0034. 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:** This course is delivered entirely online. You should plan to spend approximately 4 hours a week on coursework. Microsoft Outlook, Medical Terminology, and Introduction to Human Anatomy and Physiology are strongly recommended before taking this course. Instructor is available Tuesdays/Thursdays 10-11 am and will respond to emailed questions within 24 hours.

**Please see Internet Notice.\***

### Course # 1HCT-0034

\$1,195

**Sect 1** Jan 8–May 9 / 64 hours / Juenemann  
M–Su 12:00 am - 11:59 pm ONLINE

### 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)

Introduction to Human Anatomy  
& Physiology **NEW!**

Introduction to Human Anatomy and Physiology is a tour of our human bodies and how they function, from the cellular level all the way up to the whole organism. The course covers the basics of human anatomy and physiology, including anatomical terminology, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Whether you are taking this course as a review or as an introduction to Human Anatomy and Physiology, this class will cover the material at an introductory level that would be useful for all! Students taking this class are commonly looking to pursue a career in health sciences or related technician level positions in programs such as medical coding, Health Unit Coordinator, Phlebotomy, Pharmacy technician, Massage therapy, Sonography, social service and more. This class is highly recommended as a precursor to medical coding classes. This online course is taught using video lectures and an anatomy teaching platform that uses animations and videos. Throughout the course you will have access to a full eBook. No additional text book purchase required. This is not a lab course.

NOTE: You can enroll in this self-study course at any time. Once enrolled, you will have access to class materials for six weeks. Upon viewing all components and passing a final quiz, you will receive a Certificate of Completion.

Please see Internet Notice.\*

Course #	1HCT-0040	\$300
Sect 1	Jan 1–Jun 30 No registrations after Jun 15 Correspondence Class <i>Study at your own pace; open-ended</i>	

**\*Internet Notice**

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

New to  
Medical Careers?

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

Highly recommended for Medical Coding, Phlebotomy and Health Unit Coordinator, **Medical Terminology** (page 23) is a self-paced online course for students who are new to the medical careers.

**Introduction to Human Anatomy and Physiology** (page 23), also a self-paced online course, provides the opportunity to learn, refresh and review body systems for medical careers.

Medical Terminology Online **NEW!**

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 quizzes 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.

Please see Internet Notice.\*

Course #	1HCT-0017	\$125
Sect 1	Jan 1–Jun 30 No registrations after Jun 15 Correspondence Class <i>Study at your own pace; open-ended</i>	





## 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

### *Perioperative Training, continued*

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. \$128, and Fast Facts for the Operating Room Nurse, approx. \$35. The online book code is 1NUR 0001. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at [centurycollegebookstore.com](http://centurycollegebookstore.com).

**CLINICALS:** These will be scheduled by the clinical coordinator and will be Monday through Friday, day shift, one day per week for eight weeks. A background study will be required to complete the clinical portion of this class. 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. Proof that immunizations and CPR certification are up to date must be provided at the first class. Complete the PDF online at: [www.century.edu/sites/default/files/CECT\\_Immunization\\_Form.pdf](http://www.century.edu/sites/default/files/CECT_Immunization_Form.pdf). **SPECIAL NOTICE:** Registration will close at the end of the day on February 20. Proof that immunizations and CPR certification are up to date must be provided at the first class. A background check will also be completed at the first class session in order to participate in the clinical experience.

Course #	1NUR-0001	\$960
<b>Sect 1</b>	Mar 6–Apr 24 / 8 sessions / Linhoff Pepin Tu 5:30 pm - 9:30 pm	E 2561

## ATTENTION: HEALTH CAREER STUDENTS

**Background study form and fingerprinting must be completed in order to participate in Service Learning, Clinical Course Work and Internships.**

- You must bring a government-issued photo ID and valid email address to the first day of class. You must use the same form of identification at the fingerprint location.
- You will fill out the Background Study form at the first day of class.
- Your information will be processed and you will receive a confirmation email to complete your fingerprint and photo ID requirements within 10 days. The fingerprint and photo service fee is \$9.10.

**You must bring the following items to the fingerprint and photo location:**

- The fingerprint and Photo Authorization form with the background study subject's background study ID number and driver's license, government-issued ID, or other acceptable identification.

## 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.

- **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. Complete the PDF online at: [www.century.edu/sites/default/files/CECT\\_Immunization\\_Form.pdf](http://www.century.edu/sites/default/files/CECT_Immunization_Form.pdf). Background study applications will be filled out the first day of class. You are required to bring a photo ID, driver's license, passport or other government-issued photo identification to class to verify your identity for the BCA application.
- **REQUIRED TEXTBOOKS:** Pharmacy Technician 6e and The Pharmacy Technician Workbook and Certification Review 6e, approx. \$135. Online Book code 1PHT 0001. Textbook should be purchased before the first class and 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).
- **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. You should plan to spend 3 hours a week on coursework online. 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** **\$955**

**Sect 1** Jan 2–Jun 26\* / 25 sessions / Kleppe  
 Tu 6:00 pm - 7:00 pm E 2313  
 \*No class Tue 03/13

## 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, record-keeping, QA, and regulatory agencies. Upon successful completion, graduates should be prepared to sit for the National Center for Competency Testing Certified Phlebotomy Technician (CPT) exam. There is a separate fee for this exam. See the instructor for more details. Attend first class to find out about textbooks, lab coat, basic eyewear (available at the bookstore), and closed-toe shoes (not available at the bookstore).

**TEXTBOOKS:** Phlebotomy Essentials, 6th edition (textbook and workbook), by publisher Lippincott, Williams, and Wilkins. Approximate cost \$125. 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.

**NOTE: 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.**

**Course # 1HCT-0295** **\$1,019**

**Sect 1** Jan 16–May 3\* / 28 sessions /  
 Reynolds-Barrys  
 Tu, Th 2:00 pm - 4:00 pm  
 \*No class Tue 02/06, Tue 03/13, Thu  
 03/15, Thu 04/05

# Nursing Assistant Class

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

## NA Class: Minnesota

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

**\$915** (See class/clinical schedules, page 27)

## NA Class: Minnesota — Blended (Online & Classroom)

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

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

**LAB:** Lab sessions are mandatory.

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

**\$915** (See class/clinical schedules, page 27)

## 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.
- If \* appears next to the Class ID in the NA Class Chart, the instructor also requires you to purchase the textbook Lippincott's Textbook for Nursing Assistants. This book costs approximately \$73. 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 [www.centurycollegebookstore.com](http://www.centurycollegebookstore.com).
- Textbooks will be provided for class use in Wisconsin NA classes only.

### Clinicals:

- You must pass a background check (Minnesota or Wisconsin) 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.



# NA CLASS & CLINICAL SCHEDULES

NC indicates “No Class” dates.

CLASS	DATES	CLASS TIMES	CLINICALS
<b>Classes meeting at Boutwells Landing:</b>			
20 OFF	Jan 16 – Jan 27	M-F 8:30am - 4:30pm (1/16 - 1/25)	1/26, 1/27 (6:30am - 3pm)
21 OFF	Jan 29 – Feb 16	M- F 5pm - 10pm (1/29 - 2/13)	2/15, 2/16 (6:30am - 3pm)
22 OFF	Feb 20 – Mar 8	TuWTh 8:30am - 4:30pm (2/20 - 3/6)	3/7, 3/8 (6:30am - 3pm)
23 OFF	Mar 20 – Apr 4	M-Th 8:30am - 4:30pm (3/20 - 4/2)	4/3, 4/4 (6:30am - 3pm)
24 OFF	Apr 10 – Apr 25	M-Th 8:30am - 4:30pm (4/10 - 4/23)	4/24, 4/25 (6:30am - 3pm)
25 OFF	Apr 26 – May 10	M-Th 8:30am - 4:30pm (04/26 - 5/8)	5/9, 5/10 (6:30am - 3pm)
26 OFF	May 15 – Jun 01	TuWTh 8:30am - 4:30pm (5/15 - 5/30)	5/31, 6/1 (6:30am - 3pm)
<b>Classes meeting at Episcopal Church Home (Clinical: Cerenity Care Center):</b>			
15 OFF*	Jan 9 – Jan 25	TuWTh 8:30am - 4:30pm (1/9 - 1/23)	1/24 (7am - 3pm) 01/25 (8am - 4pm)
17 OFF*	Mar 19 – Mar 30	M-Th 8:30am - 4pm (3/19 - 3/28)	3/29 (7am - 3pm) 3/30 (8am - 4pm)
19 OFF*	Apr 16 – May 04	M-Th 8:30am - 4pm (4/16 - 4/30)	5/3 (7am - 3pm) 5/4 (8am - 4pm)
<b>Classes meeting at Episcopal Church Home:</b>			
10 OFF	Jan 8 – Feb 3	M-Th 4pm - 10pm (1/8 - 1/31)	2/2 (1pm - 9pm) 2/3 (6:30am - 2:30pm)
11 OFF	Feb 1 – Mar 3	M-Th 4pm - 10pm (2/1 - 2/28)	3/2 (1pm - 9pm) 3/3 (6:30am - 2:30pm)
12 OFF	Mar 19 – Apr 14	M-Th 4pm - 10pm (3/19 - 4/12)	4/13 (1pm - 9pm) 4/14 (5:30pm - 2:30pm)
13 OFF	Apr 16 – May 10	M-Th 4pm - 10pm (4/16 - 5/7)	5/9, 5/10 (2:30pm - 10:30pm)
14 OFF	May 21 – Jun 16	M-Th 4pm - 10pm (5/21 - 6/14)	6/15 (12pm - 8:30pm) 6/16 (6:30am - 2:30pm)
<b>Blended Class -- Classes meeting at Century East Campus - 3573, Cerenity Care Center:</b>			
01 ON	Jan 17–May 2	W 5:30pm - 8:30pm (1/17-5/2) NC 1/24, 2/28, 3/14, 3/21, 4/11	4/23 (7am-3pm) 4/24 (8am-4pm)
<p>*For this class, the instructor also requires you to purchase the textbook Lippincott’s Textbook for Nursing Assistants. This book costs approximately \$73. Online book code, 1HHA 0245.</p> <p>**If your class is being held at the Episcopal Church Home, do not park in their parking lot or your vehicle is subject to towing. Street parking is okay.</p>			

More NA Classes are available online at [century.edu/training](http://century.edu/training)



# 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:

- All weekday exams are scheduled from 4:30 pm to 8:30 pm.
- All weekend exams are scheduled from 9:00 am to 1:00 pm.
- See additional exam details, right.

### Century College – East Campus:

01 ON	M	Jan 8	12 ON	M	Apr 16
02 ON	M	Jan 22	13 ON	M	Apr 23
03 ON	M	Jan 29	14 ON	M	Apr 30
04 ON	M	Feb 5	15 ON	M	May 7
05 ON	M	Feb 12	16 ON	M	May 14
06 ON	M	Feb 26	17 ON	M	May 21
07 ON	M	Mar 5	18 ON	M	Jun 4
08 ON	M	Mar 19	19 ON	M	Jun 11
09 ON	M	Mar 26	20 ON	M	Jun 18
10 ON	M	Apr 2	21 ON	M	Jun 25
11 ON	M	Apr 9			

### Forest Lake High School:

01 OFF	Tu	Jan 16	04 OFF	Tu	Apr 17
02 OFF	Tu	Feb 13	05 OFF	Tu	May 15
03 OFF	Tu	Mar 20			

## 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.

## FEES & 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).
- NOTE: Cashier’s check, money order, or facility checks only (cash and personal checks are not accepted for the Pearson VUE fee).

### 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.

### Exam Locations:

- Exams are available at the following sites:  
Century College, East Campus 3300 Century Avenue North, White Bear Lake, MN 55110  
Monday evenings, Saturday mornings. You must be there exactly at the class start time to begin paperwork. Directions to Century East Campus [www.century.edu/about/hours-maps-parking](http://www.century.edu/about/hours-maps-parking).
- Forest Lake High School Rooms 345 and 354, enter through door number 1 on the side of building 6101 Scandia Trail North, Forest Lake, MN 55025 Tuesday evenings. You must be there exactly at the class start time to begin paperwork. [www.century.edu/sites/default/files/CECT\\_locations\\_forestlake.pdf](http://www.century.edu/sites/default/files/CECT_locations_forestlake.pdf).

### 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 ‘PearsonVUE’ (money order/cashier’s check or facility check only, no personal checks or cash for this portion).

### 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.



## TEST PREP FOR HEALTHCARE (TEAS)

### TEAS Test Preparation Course

The TEAS Exam Preparation course is designed to help prepare students who are planning on attempting the TEAS VI test. The class will review all the major mathematics, science, and English grammar topics important for the TEAS exam. Notes and additional resources will be provided as needed.

**REQUIRED TEXTBOOK:** ATI TEAS Study Manual, 6th Edition, approximately, \$50. The online book code is 1HTP 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 [centurycollegebookstore.com](http://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.

Course # 1HTP-0001	\$225
<b>Sect 1</b> Jan 8–Jan 29 / 4 sessions / Kane M 8:00 pm - 10:00 pm E 2313 *No class Mon 01/15	
<b>Sect 2</b> Feb 12–Mar 19 / 4 sessions / Kane M 8:00 pm - 10:00 pm E 2561	
<b>Sect 3</b> Apr 9–Apr 30 / 4 sessions / Kane M 8:00 pm - 10:00 pm E 2313	
<b>Sect 4</b> May 10–May 31 / 4 sessions / Kane M 8:00 pm - 10:00 pm E 2313	

### 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 Skype, 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.

**REQUIRED TEXTBOOK:** ATI TEAS Study Manual, 6th Edition, approximately, \$50. The online book code is 1HTP 0002. Textbook 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). 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.

The posted hours are the instructor's online office hours; you are NOT required to attend these sessions.

**Please see Internet Notice.\***

Course # 1HTP-0002	\$225
<b>Sect 01 OFF</b> Jan 3–Jan 24 / 4 sessions / Kane W 8:00 am - 10:00 am ONLINE	
<b>Sect 02 OFF</b> Feb 6–Feb 27 / 4 sessions / Kane Tu 8:00 am - 10:00 am ONLINE	
<b>Sect 03 OFF</b> Mar 7–Mar 28 / 4 sessions / Kane W 8:00 am - 10:00 am ONLINE	
<b>Sect 04 OFF</b> Apr 4–Apr 25 / 4 sessions / Kane W 8:00 am - 10:00 am ONLINE	
<b>Sect 05 OFF</b> May 2–May 23 / 4 sessions / Kane W 8:00 am - 10:00 am ONLINE	
<b>Sect 06 OFF</b> Jun 6–Jun 27 / 4 sessions / Kane W 8:00 am - 10:00 am ONLINE	





## TRAINED MEDICATION AIDE

### Online TMA - Trained Medication Administration for Unlicensed Personnel

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

**SPECIAL MESSAGE:** You must be at least 18 years old, been employed as a nursing assistant for a minimum of 6 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

### *Online TMA continued*

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.

**Please see Internet Notice.\***

Course #	1TMA-0001	\$625
<b>Sect 1</b>	Jan 25–Feb 22 / 5 sessions / Sullivan Th 5:30 pm - 9:30 pm	E 2311
<b>Sect 2</b>	Mar 29–Apr 26 / 5 sessions / Sullivan Th 5:30 pm - 9:30 pm	E 2311

### **\*Internet Notice**

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

## Trained Medication Administration for Unlicensed Personnel

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

**REQUIRED TEXTBOOK:** Administering Medications, approximately \$95. The online book code is 1TMA 0280. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at [www.centurycollegebookstore.com](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.)

**SPECIAL MESSAGE:** You must be at least 18 years old and employed as a nursing assistant for a minimum of 6 months prior to start of class. Class participation during lecture and on group projects is required. Faculty reserve the right to dismiss students who do not complete their portion of the group activities.

Course # 1TMA-0280		\$625
<b>Sect 1</b>	Jan 16–May 1* / 12 sessions / Sullivan Tu 12:00 pm - 5:00 pm E 2311 *No class Tue 02/06, Tue 02/13, Tue 03/13, Tue 04/10	
<b>Sect 2</b>	Jan 24–Feb 5* / 8 sessions / Aguilar M–F 8:30 am - 4:00 pm E 2311 *No class Tue 01/30	
<b>Sect 3</b>	Mar 19–May 2 / 12 sessions / Aguilar M, W 5:00 pm - 10:00 pm E 2311 *No class M 04/09, W 04/11	



**NEW!**

## Medical Terminology & Introduction to Human Anatomy & Physiology

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### DENTAL

## Dental Assistant Exam Remediation

This is an independent review, designed for the student who has failed the Minnesota Board of Dentistry's Licensure exam two times. It is guided by one of the dental assisting instructors. This course will be delivered on an individual basis, with limited seat time. This course will help to prepare the student to retake their MN Licensure exam. Student should bring a copy of their failed exam results to the first class meeting. Required Textbook: Modern Dental Assisting: Bird 11E. Be sure to bring your textbook from your dental assisting class.

**Note:** This course is open to Century College Dental Assistant students who have failed the dental assistant exam twice. This is a one-to-one review session lasting up to four weeks. Student will meet one time in person with instructor with remaining time outside of a classroom setting. Class time is independently arranged between instructor and student. Call 651.773.1772 to schedule. You will need an email address and Internet connection for this class.

**Please see Internet Notice.\***

Course # 1DEN-0003		\$375
<b>Sect 1</b>	Jan 2–Jun 29 / 129 sessions / Kupfer Yang M–F 12:00 am - 11:59 pm	

### \*Internet Notice

For some classes, students will need an Internet connection 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.

# Manufacturing & Skilled Trades



## BEEKEEPING AND HORTICULTURE

### 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, and hive products, including how to extract and care for honey, how to prepare your honeybee colonies for winter, how to manage surviving colonies the following year, what resources are available for beekeepers, and how to connect with other beekeepers.

**Course # 1TEC-0082** **\$149**

**Sect 1** Feb 8–Mar 8 / 5 sessions / Sabin  
Th 6:00 pm - 9:00 pm E 2313

### Beekeeping: Beyond the Basics

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

**Course # 1TEC-0081** **\$89**

**Sect 1** Jun 7–Jun 14 / 2 sessions / Sabin  
Th 6:00 pm - 9:00 pm E 2313

## WELDING/METAL WORK

### Welding Technology: Basic

The basic welding class is an introduction to the four common welding processes. In addition to shop safety, you will learn how to set up and use Oxygen/Acetylene welding, SMAW (stick welding), GMAW (MIG), and GTAW (TIG). Plasma cutting and flame cutting are also reviewed. The class is ideal for beginners that are looking for the right process to tackle their hobby and farm projects.

**SPECIAL NOTICE:** This course requires approximately \$100.00 worth of welding supplies that you will need to bring with you, beginning the first session.

**Course # 1TEC-0599** **\$449**

**Sect 1** Jan 24–Mar 7 / 7 sessions / Dessellier  
W 5:00 pm - 9:00 pm E 2561

**Sect 2** Mar 21–May 2 / 7 sessions / Dessellier  
W 5:00 pm - 9:00 pm E 2561







**“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:**

Larry Raddatz, Manufacturing  
larry.raddatz@century.edu / 651.779.3362

**What is our focus?**

- 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

## 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 for Healthcare Providers Student Manual, approx \$16, and Emergency Medical Responder: First on Scene, approx \$120. 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).

Course # 1EMS-0002		\$465
<b>Sect 1</b>	Jan 11–Mar 8 / 9 sessions / Goerisch Th 5:00 pm - 9:00 pm	E 1221
<b>Sect 2</b>	Jan 20–Mar 31* / 9 sessions / Goerisch Sa 8:00 am - 12:00 pm	E 1221
*No class Sat 02/17, Sat 03/17		

### 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 \$216. 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. An approved uniform is required for this course; approx \$100 (to be discussed at the first class meeting). Fees include a background check, FIT Testing supply fee and liability insurance.

**SPECIAL NOTICE:** 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).

Course # 1EMS-0019		\$1,614.75
<b>Sect 1</b>	Jan 8–Apr 25* / 28 sessions / Goerisch M, W 9:30 am - 4:00 pm	E 1221
*No class Mon 01/15, Mon 02/19, Mon 03/12, Wed 03/14		
<b>Sect 2</b>	Jan 8–Apr 25* / 23 sessions / Goerisch M, W 5:00 pm - 9:00 pm	E 1221
*No class Mon 01/15, Mon 01/29, Wed 02/07, Mon 02/19, Wed 03/07, Mon 03/12, Wed 03/14, Mon 04/02, Wed 04/18		



## 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.

**Course # 1EMS-0035**

**\$310**

**Sect 1** Feb 15–Mar 1 / 5 sessions / Goerisch  
Tu, Th 5:00 pm - 9:30 pm E1243

## Continuing Education Slot Program for Law Enforcement and Criminal Justice

The SLOT Program is a unique membership program providing a flexible way to partner with Century College for educational opportunities within law enforcement, corrections, security, private detective, and other criminal justice professionals. Call 651.773.1743 to learn more about this program.

Find the complete list of classes at [www.century.edu/continuing-education/certificates](http://www.century.edu/continuing-education/certificates)

Classes may be taken individually. Call 651.779.3341 to register.

### 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://positivelyminnesota.com)**

### \*Internet Notice

For some classes, students will need an Internet connection 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 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.

Course # 1EMS-0036	\$95
Sect 1	Mar 6–Mar 8 / 2 sessions / Goerisch Tu, Th 5:00 pm - 9:30 pm E1243

Motorcycle Training  
Coming soon

Please check our wesite April 2018  
[www.century.edu/training](http://www.century.edu/training)

\*Internet Notice

For some classes, students will need an Internet connection 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.

Hazardous Materials Operations 472

This course meets the National Fire Protection Association’s most current edition (NFPA) 472 standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. This course covers such topics as hazard classes and divisions, container identification, markings and dangerous goods, Firefighter/Inspector Safety Training and collecting hazard information. The primary target audience for this 40-hour course are First Responders charged with response actions associated with hazardous material releases. Students will learn and adapt the knowledge and skill requirements for effective scene and response management. This program is designed to train and educate the student in hazardous materials response at the hazardous materials technician level and in accordance with NFPA 472. You will be eligible to take the State Certification test after completing and passing this course.

REQUIRED TEXTBOOK: Hazardous Materials Managing the Incident, 4th edition, will be used in class. You should bring a copy to class.

Course # 1PSA-0049	\$435
Sect 1	Jan 11–Mar 15 / 10 sessions / Voigt Th 6:00 pm - 10:00 pm  Hosted by: Newport F.D. 155 20th Street Newport, MN 55055

FIRE SERVICE

Fire Fighter I

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

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

See Internet\* and Turnout\*\* Notices.

Course # 1PSA-0020	\$775
Sect 1	Jan 8–Mar 24 / 26 sessions / Emans M 6:00 pm - 10:00 pm E2311 *No class Mon 01/15, Mon 02/19 Complete schedule online: <a href="http://century.edu/training">century.edu/training</a>



## Hazardous Material Operations

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

REQUIRED TEXTBOOKS: Fundamentals of Fire Fighting (3rd edition), and Current Emergency Response Guide. Purchase these books prior to the start of class.

See Internet\* and Turnout\*\* Notices.

Course # 1PSA-0046

\$375

**Sect 1** Mar 26–Apr 14 / 8 sessions / Emans  
M, W 6:00 pm - 10:00 pm  
S 8:00 am - 5:00 pm

*Sessions meet at East Metro Training Ctr.*

## Fire Fighter II

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

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

See Internet\* and Turnout\*\* Notices.

Course # 1PSA-0021

\$375

**Sect 1** Apr 16–May 12 / 11 sessions / Emans  
*Sessions meet online or at East Metro Training Ctr.*  
*Complete schedule online: [century.edu/training](http://century.edu/training)*

## 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)

### \*\*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 at [steve.shapira@century.edu](mailto:steve.shapira@century.edu) for gear leasing options.



# 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.

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

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

To view the online courses, go to [century.edu/training](http://century.edu/training), click "Online Learning."





### **ED2GO INSTRUCTOR-LED**

Professional development  
and personal enrichment

Sessions start monthly

Convenient six-week format

Interactive learning environment

Instructors lead each course

Award of completion with  
passing score

### **ED2GO CAREER TRAINING**

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 at [ed2go.com/century](http://ed2go.com/century).
- 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](mailto:cect@century.edu)

# STRESS REDUCTION, BALANCE AND HEALTHY LIVING

**This NEW workshop will help you “push the reset button”.**

Learn the wish-listing method from peak performer research on how to set balanced daily and yearly goals.

Learn the technique of “micro-time management” to allow for work, family, rest, relaxation and fun...every day!

Learn to boost your body’s immune system with easy biofeedback techniques based on the amazing Rochester Institute of Technology medical studies.

Identify and eliminate your hidden stressors as well as positives to get connected to.

Build a personal vision board in class to keep your daily thoughts on track with imagery and affirmation, based on right-brain, left-brain research.

Learn little-known facts about: addictive food additives, body weight, controlling your blood pressure and cholesterol without meds.

Understand common myths about diet programs, exercise, genetically modified foods and clean eating systems, know what works and what doesn’t!



Dr. Michael Monroe Kiefer has degrees in genetic engineering and psychology. He is the author of 9 books including, The Powermind System Series.

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**Thursday  
March 8  
8 am – 12 pm**

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**TRANSFORMING  
LIVES FOR  
50 YEARS.**

# Class Locations

Most classes in this catalog are offered on East Campus of Century College.

**CENTURY COLLEGE**  
3300 Century Ave (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
Johanna Shores	Johanna Shores 3200 Lake Johanna Blvd / Arden Hills, MN 55112
Episcopal Ch H	Episcopal Church Home 1879 Feronia Ave / St Paul, MN 55104

# Staff Directory

**Sonja Simpson**  
651.779.3235  
sonja.simpson@century.edu  
*Dean*

**Duane Delperdang**  
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*Motorcycle Training*

**Larry Raddatz**  
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*Manufacturing*

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

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

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

# 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 [www.century.edu/training](http://www.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 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, 651.779.3355 or 651.773.1715 TTY.



**MINNESOTA STATE**

Century College is a member of Minnesota State.

We are an affirmative action, equal opportunity employer and educator.

# 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 \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ☐ Male ☐ Female

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

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

Address \_\_\_\_\_

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

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

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)





3300 Century Avenue North  
White Bear Lake, MN 55110

Nonprofit Org.  
U.S. Postage  
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Twin Cities, MN



## MANUFACTURING

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## CERTIFIED NURSING ASSISTANT

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## BUSINESS STRATEGY

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CONTINUING EDUCATION & CUSTOMIZED TRAINING

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