Continuing Education & Customized Training

ENHANCE YOUR SKILLS.
We can help.

BUSINESS/CAREER
COMPUTER TECHNOLOGY
HEALTH/HUMAN SERVICES
PUBLIC SAFETY
TRANSPORTATION

SPRING 2017

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

Although we offer a wide variety of courses, sometimes a business has specific needs. We can customize training that is focused to your priorities and employee training needs. Century College will work with you to understand your specific challenges, needs and priorities and then build a training solution that meets and 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
- Transportation

Contact us today! 651.779.3341 / cect@century.edu

century.edu/training
NEW!
Nursing Assistant Classes in Wisconsin
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WIOA Approved!
Many Century programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the State of Minnesota (or Wisconsin) Workforce Center in your county of residence to determine your eligibility.
Go to positivelyminnesota.com

Find your class online. It’s easy and convenient. New classes added regularly. century.edu/training

CERTIFICATE PROGRAMS
Business Accounting 5
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Computer Specialist 21
ACCOUNTING AND FINANCE

Basic Accounting C
Learn the basics of accounting including the users accounting information and the accounting cycle.
You will learn:
• Debit/credit theory
• Journal entries
• Posting to the ledger
• Adjustments and the trial balance.
Note: Bring a calculator to class.
$230
44993 / Mar 22 / 1 session / Copa
- W 8:30am - 4:00pm

Intermediate Accounting C
Building on basic accounting principles, you will learn how to prepare financial statements and how the items are interrelated. We will prepare the income statement, statement of earnings, balance sheet, and statement of cash flows.
Note: Prerequisite: Basic Accounting.
Bring a calculator to class.
$230
44996 / Mar 29 / 1 session / Copa
- W 8:30am - 4:00pm

Advanced Accounting C
Take your accounting knowledge to the next level by learning to use financial statements to drive better business decisions. We will do a detailed analysis of local company financial statements, including ratio analysis, vertical analysis, and horizontal analysis.
Note: Prerequisite: Basic and Intermediate Accounting classes. Bring a calculator to class.
$230
44997 / Apr 5 / 1 session / Copa
- W 8:30am - 4:00pm

Payroll Accounting C
Enhance your accounting skill set with this payroll course! This class will provide you with an overview of payroll accounting policies and procedures. We will explore payroll tax laws and reporting requirements, the employer-employee relationship, wage and deduction calculations and quarterly reporting.
You will learn:
• An understanding of the payroll legal framework
• How to define the employer/employee relationship
• Calculating wages and deductions
• Quarterly & annual reporting
Note: Bring a calculator to class.
$439
45022 / Apr 26–May 3 / 2 sessions / Copa
- W 8:30am - 2:30pm
QuickBooks

Learn to use this popular small business accounting package. Set up a company and create lists, enter inventory, create invoices, process payments, enter and pay bills. Work with bank accounts, including writing checks, using registers, reconcile accounts and transfer funds.

Learn how to:
- Set up a new company
- Manage inventory
- Process sales and payments
- Enter and pay bills
- Work with bank accounts

REQUIRED TEXTBOOK: Get Going with QuickBooks 2015. The textbook is included in the course fee and will be provided in class.

$439

44998 / Apr 12–Apr 19 / 2 sessions / Copa
• W 8:30am - 2:30pm

COMMUNICATION

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.

$149

45145 / Mar 7 / 1 session / Lynn
• Tu 8:00am - 12:00pm

BUSINESS ACCOUNTING CERTIFICATE

Hiring within the financial sector continues to be among the strongest areas of job growth in the nation. A recent report by the Bureau of Labor Statistics indicates that the accounting field will grow an estimated 11 percent by the year 2024, faster than average for all occupations.

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

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

century.edu/training
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 assertive & responsive behaviors
- Determine a communication preference
- Understand your communication preferences and identify the preferences of others
- Recognize when and why we fight back
- Manage difficult interactions
- Adapt your communication style to improve relationships and productivity

REQUIRED TEXTBOOK: People Styles at Work And Beyond: Making Bad Relationships Good and Good Relationships Better (2nd Ed). The textbook is included in the course fee and will be provided in class.

$245

45012 / Mar 1 / 1 session / Grace
- W 8:00am - 4:00pm  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.

$149

45147 / Apr 10 / 1 session / Lynn
- M 8:00am - 12:00pm  E 2313
Developing Powerful Presentations Part I

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. You will learn how to:

- Drive presentation design with clear objectives
- Analyze and connect with your audience
- Capture attention with an opening and write a powerful closing
- Organize in a way that makes sense
- Use storytelling to illustrate and persuade

$149

45007 / Jan 10 / 1 session / Grace
- Tu 8:00am - 12:00pm  E 2313

Developing Powerful Presentations Part II

This course focuses on application of learning from Part 1. In addition, you will learn how to take your presentation to the next level by actively managing your audience and building tools which enhance your overall message.

You will:

- Apply learning through evaluation and feedback
- Learn how to use props and handouts for impact
- Manage difficult audience members
- Handle question and answer sessions with confidence and finesse
- Enhance presentations with PowerPoint

Note: Prerequisite: Developing Powerful Presentations Part I

$245

45010 / Apr 12 / 1 session / Grace
- W 8:00am - 4:00pm  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
- 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 and overcome onfusing words

$149

44992 / Jan 19 / 1 session / Grace
- Th 8:00am - 12:00pm  E 2313

GRAMMAR AND WRITING

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
- 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 and overcome onfusing words

$245

45010 / Apr 12 / 1 session / Grace
- W 8:00am - 4:00pm  E 2313

Business Leadership Certificate information: page 11

Business Communication Certificate information: page 6
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 and state view confidently
- Acknowledge other side and provide solid evidence
- Make strong recommendations and communicate a call to action
- Avoid jargon and legalese
- Create comprehensive, persuasive proposals
- Format business letters, research memos, and business briefs

$245

45008 / Apr 25 / 1 session / Grace
  • Tu 8:00am - 4:00pm  E 2313

Punctuation and Grammar Can Be Your Friend, Part I

‘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. You will learn to:

- Use punctuation correctly
- Understand and use the eight parts of speech: adjective, adverb, conjunction, interjection, noun, preposition, pronoun, verb
- Understand independent and dependent clauses
- Write with verb-subject agreement
- Understand subordination, predication, and coordination

$149

45009 / Mar 20 / 1 session / Grace
  • M 8:00am - 12:00pm  E 2313

Punctuation and Grammar Can Be Your Friend, Part II

‘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. Learn to enjoy writing, be confident while you do, and impress your readers too! You will learn to:

- Identify punctuation errors
- Avoid double negatives
- Appropriately use passive and active voice
- Understand subordination, predication, and coordination
- Use parallel structure
- Proofread quickly and effectively
- Employ the Paramedic Method for concise writing

Note: Prerequisite: Punctuation and Grammar Can Be Your Friend, Part I

$149

45011 / Apr 3 / 1 session / Grace
  • M 8:00am - 12:00pm  E 2313

SCORE Lunch & Learn Seminars

St. Paul SCORE, a community volunteer organization, charged with assisting entrepreneurs in launching successful businesses, presents lunch & learn seminars on campus the first Tuesday of each month from 11:00 am-12:30 pm. These highly interactive seminars are led by SCORE volunteers and address a variety of business related topics.

January 3, February 7, March 7, April 4, and May 2 in Room E2561.

For more information, go to www.stpaul.score.org/localworkshops
HUMAN RESOURCES

Human Resource Certification Test Preparation (online)

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

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

For additional information, see shrmcertification.org. Your materials will be mailed directly to you a couple of days prior to the start of class. Note: **NO ONLINE MEETING ON 2/21, 3/14, 4/18** You will need an email address and Internet connection for this class. Approximately one day prior to the start of class, you will receive a user name and a password. 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.

$1,295

44991 / Jan 24–May 9 / 13 sessions / Marek
ONLINE: T 6:30pm - 8:30pm

MANAGEMENT AND SUPERVISION

Advanced Conflict Management: Conflict Competent Leadership C

Some types of conflict can be productive and are at the very heart of creative ideas and innovative approaches. Other conflict can be destructive if not handled effectively. The challenge is to know the difference and build on our productive conflict competence. As part of this course, you will complete an assessment to provide you with insight into how you currently approach conflict and offers suggestions for becoming more conflict competent. Upon completion of this course, you will be able to:

- Define the value of conflict
- Identify constructive and destructive conflict behaviors when dealing with conflict
- Describe specific actions you can take to demonstrate more constructive behaviors
- Establish team norms for handling conflict by creating the right climate for discussing issues
- Respond to conflict situations with more confidence and better outcomes

Note: This class includes a self-assessment which is included in the tuition. Please provide email address when enrolling so the Conflict Dynamics Profile may be emailed to you prior to class. Registration will close on March 28 in order to process the assessments.

$199

45094 / Apr 11 / 1 session / Gesche
Tu 8:00am - 12:00pm E 2313

Business Leadership Certificate
information: page 11
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 often 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 and manage conflict effectively
- Use creative brainstorming techniques
- Incorporate the five languages of appreciation

$149

45013 / Mar 30 / 1 session / Grace
• Th 8:00am - 12:00pm

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 and understand implications and consequences of interpretations
- Generate productive ideas based on a foundation of critique

$149

45014 / Feb 16 / 1 session / Grace
• Th 8:00am - 12:00pm

Confronting the Tough Stuff: Outside My Comfort Zone

Unfortunately, we can experience a great deal of discomfort in workplace situations. After all, we spend a large part of our waking hours working with people very different from ourselves, to achieve goals that may or may not be clear or realistic. It’s no wonder that situations emerge that we feel are outside of our comfort zones to address or solve. Discuss some of the most common (and most dreaded) examples of such situations and discover practical ways to approach each. Leave the class with a new repertoire of responses that will expand your comfort zone and give you increased confidence as an employee, supervisor, or manager.

$149

45099 / Mar 28 / 1 session / Lambertson
• Tu 8:00am - 12:00pm

Lead, Listen, and Build: Creating Success through Coaching

Coaching is one of the most powerful one-on-one management techniques for getting the best out of every employee. As a manager or supervisor, you need to sharpen your coaching skills if you want your employees to achieve high performance. This session will demonstrate what you can do to develop employees and help them meet, and exceed, organizational expectations.

You will learn how to:
- Identify coaching styles and their consequences
- Recognize what it takes to be a great coach/leader
- Understand why coaching is critical in today’s work environment
- Incorporate a simple coaching process for successful interactions
- Communicate expectations in a way that makes others want to follow through
- Learn barriers to effective coaching and how to deal with them

$149

45016 / Feb 9 / 1 session / Thelander
• Th 8:00am - 12:00pm
A good leader is more than just a supervisor. They are a coach, a mentor, a problem solver, and someone who inspires people. They set direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to “win” as a team or an organization; and it is dynamic and exciting. But leadership style can, and should be, as unique as you. Everyone has different professional and personal goals. Why not create your own certificate reflecting those goals?

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

Choose five classes to build your own certificate:

- NEW! NeuroLeadership: Using Your Brain More Effectively
- NEW! Performance Management and Performance Review
- NEW! Practical Emotional Intelligence
- NEW! Developing Powerful Presentations Part I
- Think Like a Strategist
- Professionalism at Work
- Preparing for Leadership
- NEW! Understanding and Avoiding the Five Dysfunctions of Teams
- NEW! Situational Leadership
- NEW! Developing Powerful Presentations Part II
- Critical Thinking in the Workplace
- Responding to Conflict: Strategies for Communication
- NEW! Personnel Data and Data Practice Security
- What Effective Managers Do Differently
- Leading at the Next Level
- Managing During Change
- Lead, Listen and Build: Creating Success through Coaching
- Confronting the Tough Stuff
- NEW! Skills for New Manager and Supervisors
- NEW! Effective Decision Making: Avoiding the Abilene Paradox
- NEW! Better Work Through Interpersonal Communication
- Exceeding Customer Expectations!
- NEW! Advanced Conflict Management
- Legal Considerations: What Every Supervisor Needs to Know
- NEW! Toxic Leadership
- Principles of Supervision
- NEW! Building Phenomenal Teams
NEW! 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.

$149

45143 / Jan 26 / 1 session / Lynn
  • Th 8:00am - 12:00pm   E 2313

Effective Decision Making: Avoiding the Abilene Paradox

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; and organizational efforts fail. This class examines the Road to Abilene where deeply held, logical values fall victim to group dynamics. It’s 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 opposition. Leaders and employees alike must create a workplace where people are free to disagree and are encouraged to voice their true opinions. This class will show you how to spot and avoid the Road to Abilene.

$149

45144 / Apr 4 / 1 session / Lynn
  • Tu 8:00am - 12:00pm   E 2313

Leading at the Next Level

Designed for people who have been promoted, or are soon to be, this highly interactive workshop explores the leadership mindset and how to take it your leadership to the next level. You will gain tools and insights along with specific behaviors to pick up and let go of that will help you succeed as you move forward in your organization or your career.

$149

45102 / Feb 7 / 1 session / Miller
  • Tu 8:00am - 12:00pm   E 2311

Exceeding Customer Expectations!

Is the customer always right? Customer service is not about meeting the needs of customers, but exceeding their expectations. The question of what makes good customer service is best answered from the point of view of the customer, and in order to grasp that, we must first understand who the customer is and why you need to pay attention to the relationship. In this class, participants will craft a practical definition of customer service specifically tailored to their own workplace/industry. We’ll also explore a variety of approaches to building relationships and identify and develop skills that will enable you to take customer service to the next level.

$149

45101 / May 1 / 1 session / Miller
  • M 8:00am - 12:00pm   E 2313
NEW! Leadership & Management: When To Lead; When To Manage
Management and leadership go hand in hand. Leaders set the vision and goals while managers manage the implementation process to meet the goals. They are not the same thing but they are complementary. In this class, we will review the necessary competencies for both leaders and managers and discuss how to be effective in each role. We will complete a preference assessment to understand natural tendencies and then, we will review practical tools and exercises that you can utilize for both roles.

$149
45150 / Mar 9 / 1 session / Lynn
  • Th 8:00am - 12:00pm
  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.

In this session, you will learn how to:
• Recognize and address sexual harassment issues, including hostile environment; quid pro quo; same-sex sexual harassment; and harassment by third parties
• Understand disability discrimination and accommodations
• Avoid negligent hiring and negligent retention
• Deal with objectionable behavior
• Use effective and legal discipline
• Handle employee grievances

$149
45020 / Apr 19 / 1 session / Hodsdon
  • W 8:00am - 12:00pm
  E 2313

Managing During Change
Do you feel under pressure to get more work done, of better quality, with fewer people, in less time, in new ways, with a smaller budget, in constantly changing conditions? If so, you are not alone! Change has become a way of life in most organizations, and the most effective leaders are learning how to adapt. While some organizations flourish on routine and the status quo, it’s more likely that today’s leaders are required to embrace change as a fact of life.

You will learn how to:
• Use proven tips and techniques for leading change
• Minimize resistance and stress among your team
• Anticipate failure and mitigate risks
• Thrive on change as a path to success

$149
45092 / Jan 31 / 1 session / Gesche
  • Tu 8:00am - 12:00pm
  E 2313

NEW! 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.

$149
45149 / Apr 27 / 1 session / Lynn
  • Th 8:00am - 12:00pm
  E 2313

Business Leadership Certificate
information: page 11
Performance Management & Performance Review

A sound and effective system or 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. If you are looking to understand the ins and outs of performance evaluations, this class is for you!

You will learn:
- Why we do performance evaluations
- How to properly handle personnel data and records concerning performance evaluation
- How to do effective, measurable evaluations and goal setting
- Avoid common errors and mistakes in conducting evaluations

$112

45018 / Feb 15 / 1 session / Hodsdon
- W 9:00am - 12:00pm E 2313

Personnel Data and Data Practice Security

A major source of liability for employers and managers is how personnel data and records are handled or sometimes mishandled. If you are in need of a refresher or are new to personnel data as a manager, employer or human resources professional, this course is for you!

You will learn:
- What personnel data is and what it includes
- The classifications of different types of personnel data
- How to handle data on applicants, volunteers, employees and former employees
- Discipline records and data
- Background and reference checks

$149

45019 / Mar 23 / 1 session / Hodsdon
- Th 8:00am - 12:00pm E 2313

Call 651.773.1743 to learn more about this exciting program.

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 75 classes per semester in areas such as professional development, 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.
Professionalism at Work

Are you looking for ways to move your career forward? In today’s work world, it’s not enough to be competent at what you do, it’s critical to present yourself and your skills in a professional manner. Self-presentation is one of three critical skills for career success. This course will help you fine tune your self-presentation abilities so that you’re ready for the next career advancement opportunity!

$149

45098 / Jan 24 / 1 session / Lambertson
- Tu 8:00am - 12:00pm   E 2311

Principles of Supervision - People Reading for Leaders

As a supervisor, you work with all personality types, but one style of communication does not fit all people. Learn the key principles to help you people read, supervise, and easily communicate with different personalities. Reduce your people stress and build your likeability factor to gain respect and cooperation. Tailor your conversation, email, delegation, and presentations to each of the four distinct personality types.

You will learn how to:
• Understand and work with people as they are
• Develop your leadership and likeability skills
• Discover the concept of tailoring your communication using the platinum rule

$149

45103 / Feb 23 / 1 session / Kiefer
- Th 8:00am - 12:00pm   E 2313

Responding to Conflict: Strategies for Improved Communication

It’s time to manage conflict rather than have it manage you! Conflict is a normal by-product of working with others. How you deal with conflict and differing perspectives impacts your ability to manage people and enjoy your work.

You will learn how to:
• Recognize types of conflict
• Practice strategies for dealing with differences
• Build skills for positively resolving differences

$149

45093 / Feb 28 / 1 session / Gesche
- Tu 8:00am - 12:00pm   E 2313

Situational Leadership

In times where resources are limited, change and growth are occurring and effectiveness is crucial, leaders need to ensure they are performing at their best. Now more than ever, leaders need to ensure they are effective at both getting the job done and also, 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 and benefit today’s leaders. This eye-opening experience can result in fast professional development.

$149

45146 / Feb 13 / 1 session / Lynn
- M 8:00am - 12:00pm   E 2313

SPRING 2017 . 651.779.3341 . century.edu/training | 15
Skills for New Managers and Supervisors

New managers and supervisors will explore key practices of successful leaders during this workshop. New managers and supervisors will gain comfort and confidence in their skills and understand what they can do to support their teams moving forward.

You will learn strategies to:
• Build personal power and decision-making skills
• Set clear plans, benchmarks, and accountability measures
• Improve communication (within and across teams/organization)
• Get others to act (deliver on outcomes)

$149

45100 / Mar 2 / 1 session / LaCroix-Dalluhn
• Th 8:00am - 12:00pm   E 2313

Toxic Leadership

When you work for a toxic supervisor, the work environment can become a dreaded treacherous place, feeling like there are land mines and grenades ready to explode all around you. Surviving in this type of environment can take its toll. But there are things you can do to survive if not thrive in this type of environment but also, ensure you do not take on the traits of toxic leadership. This session will focus on defining toxic leadership, developing a strategy to deal with or survive working within a toxic environment, and how to mitigate any behaviors that correlate with toxicity so others don’t describe you as a toxic leader or fellow employee.

$149

45148 / Mar 27 / 1 session / Lynn
• M 8:00am - 12:00pm   E 2313

Think Like a Strategist

It is difficult for an individual or a company to progress if where you are and where you have been is not first understood. An evaluation of mission, goals, and strategies can provide discoveries that define a revised or new course of action. It isn’t enough in a competitive marketplace to depend on gut feelings or on doing what has worked in the past. To move to the next level, individuals and companies need to analyze first, plan second, and execute last.

You will learn to:
• Assess your current strategy
• Determine the helpful and non-helpful practices of the past
• Stimulate necessary change and build employee support
• Prioritize strategic efforts in parallel with the big picture
• Incorporate company/department culture in roll out of revised or new strategy
• Execute a strategy after careful analysis and planning

$149

45015 / Apr 6 / 1 session / Thelander
• Th 8:00am - 12:00pm   E 2313

WIOA Approved!

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

Go to positivelyminnesota.com
What Effective Managers Do Differently

Have you ever wondered what great managers and supervisors do differently? Does it ever puzzle you why one task may engage, inspire, and motivate one person but quickly drain another? Managing people can be complex, but there is a science behind it. If you want to become a great manager, or understand what great management looks like when interviewing for your next position, be sure to attend this high-energy, highly interactive session!

You will learn:
- How to motivate, lead, and inspire a team
- The theory behind management and its intended purpose
- Why teamwork is beneficial to an organization and how teams are formed
- How to quickly understand and communicate with different personality styles

$149

45017 / Mar 21 / 1 session / Warren
- Tu 8:00am - 12:00pm  E 2313

PROJECT MANAGEMENT

Foundations of Project Management: Creating & Managing Successful Projects

This class is designed to be an overview of key concepts in Project Management. We will explore Project Management processes, key tools and leadership principles. The class is designed to correspond to the PMBOK®, the Project Management Body of Knowledge published by the Project Management Institute. If you are new to project management or are an experienced project manager but have never had a course in project management, then this class is for you!

Learning Objectives:
- To build a solid understanding of the underlying principles in project management
- To develop knowledge of key project management concepts and terms
- Understand the role of the project manager
- To describe the inter-relationships between the ten PMBOK® knowledge areas
- Applying hard-won lessons learned from an experienced project manager

$223

45097 / Feb 22 / 1 session / Kaman
- W 9:00am - 3:00pm  E 2313

Influencing without Authority

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

You will learn how to:
- Develop a high performing team
- Motivate the people you are working with
- Correct typical dysfunctions of a team
- Use a leadership style that positively influences your team

$223

45096 / Mar 22 / 1 session / Kaman
- W 9:00am - 3:00pm  E 2313

Risk Management

In this class we will explore the concept of risk and the activity of risk management. You will gain an understanding of how to do a risk management plan and will actually have an opportunity to create a risk management plan. We will also explore the advantages of developing a risk management plan during the planning stages of any project or work endeavor. Finally, we will learn how to monitor the status of a risk management plan during task execution and take corrective actions.

You will learn how to:
- Assess the numerous risks associated with any project or major task
- Analyze and prioritize risks
- Develop a risk management plan
- Track, implement, and modify the risk plan as work progresses

$223

45095 / May 2 / 1 session / Kaman
- Tu 9:00am - 3:00pm  E 2313

Textbooks

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.
Microsoft Office 2013 Publisher
Publisher is a desktop publishing program that lets you produce professional marketing materials customized to your company’s needs. Easy-to-use design templates and layouts in Publisher enable you to create a complete marketing program. From newsletters and identities to ads and brochures, Publisher gives your materials the style and punch they need to get noticed!
You will learn how to:
- Create Publications
- Work with Text, Text Boxes and Picture Placeholders
- Format Text and Paragraphs
- Apply Schemes
- Graph Objects to a Publication
- Run Design Checker
- Control Print in a Publication
- Create Templates and Masters
REQUIRED TEXTBOOK: Microsoft Publisher 2013. The textbook is included in the course fee and will be provided in class.

$179
45029 / Jan 26 / 1 session / Seys
  Th 8:00am - 3:30pm E 2312

Microsoft Office 2016 Access Level II
Learn to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries.
REQUIRED TEXTBOOK: Microsoft Office Access 2016 Intermediate. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office 2016 Access Level I.

$189
45033 / Feb 2 / 1 session / Seys
  Th 8:00am - 4pm E 2312

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

$189
45034 / Feb 9 / 1 session / Seys
  Th 8:00am - 4pm E 2312

Microsoft Office 2016 Excel Level I
Learn to get started with Excel 2016, work with formulas and functions, format a worksheet, work with charts, and analyze data using formulas.
REQUIRED TEXTBOOK: Microsoft Office Excel 2016 Intro. The textbook is included in the course fee and will be provided in class.

$179
45027 / Jan 19 / 1 session / Lehr
  Th 8:00am - 3:30pm Afton 116
45040 / Mar 28 / 1 session / Seys
  Tu 8:00am - 3:30pm Afton 116
Microsoft Office 2016 Excel Level II
Learn to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts, and use ‘what if’ analysis.
REQUIRED TEXTBOOK: Microsoft Office Excel 2016 Intermediate. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office 2016 Excel Level I
$179
45028 / Feb 6 / 1 session / Lehr
- M 8:00am - 3:30pm Afton 116
45041 / Apr 19 / 1 session / Seys
- W 8:00am - 3:30pm E 2312

Microsoft Office 2016 Excel Level III
Learn to analyze data with pivot tables, exchange data with other programs, share Excel files and incorporate web information, customize Excel and advanced worksheet management and program with Excel.
REQUIRED TEXTBOOK: Microsoft Office Excel 2016 Advanced. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office 2016 Excel Level I and Level II.
$179
45037 / Feb 15 / 1 session / Seys
- W 8:00am - 3:30pm E 2312
45042 / Apr 27 / 1 session / Seys
- Th 8:00am - 3:30pm E 2312

Microsoft Office 2016 Excel Level IV
Take control of data with Excel’s business analytics tools! Broaden your knowledge of the familiar Excel features such as 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? Then this is the class for you.
You will learn how 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
- Create Dashboards with Power BI to visualize data, share discoveries, and collaborate.
REQUIRED TEXTBOOK: Excel 2016: Pivot Table Data Crunching. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office 2016 Excel Levels I, II, and III.
$179
45036 / Feb 22 / 1 session / Seys
- W 8:00am - 3:30pm E 2312
45039 / May 4 / 1 session / Seys
- Th 8:00am - 3:30pm E 2312

Business Accounting Certificate
information: page 5

Computer Specialist Certificate
information: page 21
**Microsoft Office 2016 OneNote**

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

**REQUIRED TEXTBOOK:** Microsoft OneNote Step-by-Step. The textbook is included in the course fee and will be provided in class.

$99

**45031 / Apr 6 / 1 session / Seys**  
- Th 8:00am - 12:00pm  
E 2312

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**Microsoft Office 2016 PowerPoint Level I**

Learn to create a presentation in PowerPoint 2016, modify a presentation, inserting objects into a presentation, finish a presentation, and work with advanced tools and masters.

**REQUIRED TEXTBOOK:** Microsoft Office PowerPoint 2016 Intro. The textbook is included in the course fee and will be provided in class.

$179

**45024 / Feb 16 / 1 session / Lehr**  
- Th 8:00am - 3:30pm  
E 2312

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**Microsoft Office 2016 PowerPoint Level II**

Learn to enhance charts, insert illustrations, objects and media clips, and use advanced features.

**REQUIRED TEXTBOOK:** Microsoft Office PowerPoint 2016 Advanced. The textbook is included in the course fee and will be provided in class.

**PREREQUISITE:** Microsoft Office 2016 PowerPoint Level I

$179

**45025 / Mar 2 / 1 session / Lehr**  
- Th 8:00am - 3:30pm  
E 2312

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**Microsoft Office 2016 Project**

Project is a project management software developed by Microsoft. The application is designed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads.

Part one of this class teaches you how to get started using Project. Topics include creating a project plan, building a task list, setting up resources, assigning resources to tasks, formatting your plan and basic tracking. Part two covers fine tuning scheduling, task details, resource and assignment details, tracking your project, working with and formatting reports, customizing your project, sharing information with other programs, and consolidating and sharing your project and resources.

**REQUIRED TEXTBOOK:** Microsoft Project 2016 Step by Step. The textbook is included in the course fee and will be provided in class.

$358

**45026 / Apr 11–Apr 20 / 2 sessions / Lehr**  
- Tu 8:00am - 3:30pm  
4/11 E 2312  
- Th 8:00am - 3:30pm  
4/20 E 2312

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**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!

**REQUIRED TEXTBOOK:** Microsoft Visio 2016: Step-by-Step. The textbook is included in the course fee and will be provided in class.

$179

**45030 / Feb 1 / 1 session / Seys**  
- W 8:00am - 3:30pm  
E 2312

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Microsoft Office 2016
Word Level I
Learn how to create documents with Word 2016, edit documents, format text and paragraphs, format documents and create and format tables.
REQUIRED TEXTBOOK: Microsoft Office Word 2016 Intro. The textbook is included in the course fee and will be provided in class.
$179

45035 / Jan 18 / 1 session / Seys
• W 8:00am - 3:30pm  E 2312

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 multipage documents, and work with references.
REQUIRED TEXTBOOK: Microsoft Office Word 2016 Intermediate. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office 2016 Word Level I
$179

45038 / Mar 8 / 1 session / Seys
• W 8:00am - 3:30pm  E 2312

Microsoft Office 2016
Word Level III
Learn to integrate Word with other programs, explore advanced graphics, build forms, collaborate with co-workers, and customize Word.
REQUIRED TEXTBOOK: Microsoft Office Word 2016 Advanced. The textbook is included in the course fee and will be provided in class.
PREREQUISITE: Microsoft Office Word 2016 Level I and Level II.
$179

45043 / Mar 23 / 1 session / Seys
• Th 8:00am - 3:30pm  E 2312

Computer Specialist Certificate

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

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

Word Specialist
• MSO 2016 Word Level 1
• MSO 2016 Word Level 2
• MSO 2016 Word Level 3

Excel Specialist
• MSO 2016 Excel Level 1
• MSO 2016 Excel Level 2
• MSO 2016 Excel Level 3
• NEW! MSO 2016 Excel Level 4

PowerPoint Specialist
• MSO 2016 PowerPoint Level 1
• MSO 2016 PowerPoint Level 2

Access Specialist
• MSO 2016 Access Level 1
• MSO 2016 Access Level 2
• MSO 2016 Access Level 3

century.edu/training
FIRST AID & CPR

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.

$59 (textbook included in course fee)

45180 / Apr 20 / 1 session / Howard
• Th 5:00pm - 9:00pm  E 1221

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.

$59 (textbook included in course fee)

45179 / Apr 13 / 1 session / Howard
• Th 5:00pm - 9:00pm  E 1221

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

$109 (textbook included in course fee)

45170 / Jan 5 / 1 session / Howard
• Th 9:30am - 2:00pm  E 1221

These sessions meet Thursdays, 5:00pm - 9:30pm:
45171 / Jan 19 / 1 session / Howard  E 1222
45172 / Feb 9 / 1 session / Howard  E 1222
45175 / Mar 2 / 1 session / Howard  E 1223
45176 / Mar 23 / 1 session / Howard  E 1221
45181 / Apr 27 / 1 session / Howard  E 1221

These sessions meet Tuesdays, 5:00pm - 9:30pm:
45174 / Feb 28 / 1 session / Howard  E 1221
45177 / Apr 11 / 1 session / Howard  E 1221
45182 / May 2 / 1 session / Howard  E 1221

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.
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: 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.

NOTE: An instructor card is issued from the Training Center that the candidate is aligned with, only after successful monitoring of a class.
PREREQUISITES: Must have a current, un-expired, AHA Healthcare Provider CPR card. Must be aligned with an AHA BLS Training Center (Century College is a TC if you want to join)

$165

45184 / May 18 / 1 session / Howard
• Th 8:00am - 4:00pm E 1221

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.

$110

45173 / Jan 6 / 1 session / Howard
• F 9:30am - 2:30pm E 1221

45178 / Mar 31 / 1 session / Howard
• F 9:30am - 2:30pm E 1221

45183 / May 12 / 1 session / Howard
• F 9:30am - 2:30pm 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.
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 and an online component. 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: Please bring your textbook from class — Modern Dental Assisting: Bird 11E.

Note: 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. Approximately one day prior to the start of class, you will receive a user name, password, and log in instructions via email to access the D2L Brightspace system for coursework and chats.

$375
45165 / Jan 1–Jun 30 / Kupfer, Yang
• Online: Enroll Anytime

HEALTH UNIT COORDINATION/ MEDICAL OFFICE

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.

$0
44773 / Jan 13 / 1 session / Orth • F 10:00am - 11:30am
45120 / Jun 30 / 1 session / Orth • F 10:00am - 11:30am

Health Unit Coordinator
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.

A background check needs to be completed prior to completing the service learning experience. This needs to be done as soon as you register for the class.

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. (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: Special Notes:
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 [OFF CAMPUS] WILL OCCUR ON: 4/14, 4/28, 5/5, 5/19, 5/26

$1,525
45125 / Jan 27–Jun 23* / 42 sessions / Orth • F 9:00am - 12:00pm 1/27–6/23 E 2311
• F 1:00pm - 3:30pm 1/27–6/23 E 2312

*No class 3/17.

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
HELPING PROFESSIONALS/ SOCIAL WORK CEUS

Anxiety in College Students
Approximately 50% of people will develop a diagnosable mental health disorder at some point in their lives. For students, mental health concerns can have a significant impact on how they function both inside and outside of the classroom. This session will provide an overview of the symptoms of various anxiety-related disorders. We will discuss ways that these disorders can impact college students, and provide specific strategies that faculty, staff and helping professionals can use to help!

$30
45155 / Feb 6 / 1 session / Breyer
- M 12:00pm - 1:00pm E 2313

Depression in College Students
Approximately 50% of people will develop a diagnosable mental health disorder at some point in their lives. For students, mental health concerns can have a significant impact on how they function both inside and outside of the classroom. This session will provide an overview of the symptoms of Major Depressive Disorder, and Bipolar I and II. We will discuss ways that these disorders can impact college students, and provide specific strategies that faculty and staff and helping professionals can use to help!

$30
45156 / Mar 6 / 1 session / Breyer
- M 12:00pm - 1:00pm E 2313

Perfectionism: Helpful or Harmful?
Many people describe themselves as perfectionists. For some individuals, their perfectionism can be quite difficult to manage and can have many negative effects. Yet for others, it seems like their perfectionism helps motivate them to achieve their goals. So what does the research say? Is perfectionism helpful or harmful? And what can we do to combat the negative aspects of it? Attend this presentation to learn more about the concept of perfectionism and how to manage it.

$30
45157 / Apr 3 / 1 session / Breyer
- M 12:01pm - 1:01pm E 2313

MEDICAL CODING

FREE! Medical Coding Careers Information Session
Join us for a free information session on how to get started in the field of medical coding careers. Learn about the courses offered at Century College and strategies for beginning the process of training for a new career and for preparing for the national certification exam for Certified Coding Associate (CCA). Although a free event, please register for planning purposes.

$0
45153 / Feb 1 / 1 session / Pakonen
- W 4:00pm - 5:00pm E 2313
Medical Coding with CPT-4 (Current Procedural Terminology-4)

This course is an introduction to basic medical procedural coding guidelines. 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. Most commonly used on the clinical side of healthcare, this training is part of the skill base for medical coders and preparation for the CCA certification exam.


This course is delivered entirely online. Class dates/time are teacher’s online office hours; attendance optional.

Please see Internet Notice.*

$495

45152 / Jan 10–Apr 11* / 14 sessions / Pakonen
• ONLINE: Tuesdays 4-5 PM
*No class 3/14.

Medical Coding with ICD-10-CM

The focus of this course will be on the ICD-10-CM coding system which was implemented in the United States in October 2015. Learning ICD-10-CM is an important step in preparing for the Certified Coding Associate (CCA) credentialing exam offered by the American Health Information Management Association (AHIMA).

This course will provide the following content:
• What is coding and how does it relate to the healthcare systems?
• Guidelines for accurate coding assignment of health information
• Reimbursement methodologies
• Medical terminology related to coding
• Introduction to Encoder Software (You must have current computer knowledge. It is strongly recommended that you have a basic understanding of Microsoft Office Excel, as well as knowledge of medical terminology.)
• Preparation for taking the CCA exam. (You also need to register and complete the Medical Coding with CPT-4 course as part of this preparation.)


Please see Internet Notice.*

$1,400

45128 / Jan 11–May 3* / 32 sessions / O’Hearn
• ONLINE: Available 24/7
• Instructor Available Online: M 5:30pm - 6:30pm
• Classroom Meeting: W 5:30pm - 7:30pm
*No class 3/13, 3/15.

Textbooks

Please read course descriptions carefully for instructions on where and how to obtain books. Call 651.779.3341 with questions.
Medical Terminology & Anatomy for the Healthcare Professional

Prepare for effective ICD-10-CM/PCS coding with a complete introduction to relevant medical terminology and anatomy for coders. You will build your knowledge base for specific body systems, common diseases and diagnoses through the following sequence: word parts; anatomical terms; pathologic terms; procedural terms; and systematic approach to assigning the correct ICD-10 codes.

This class will help existing ICD-9 coders build their understanding for how ICD-10 codes are created. This class is also recommended for individuals new to the field of medical coding who plan to continue their career preparation with additional ICD-10 training.

REQUIRED TEXTBOOK: Ehrlich/Schroeder - Bundle: Medical Terminology for Health Professions (with Studyware CD-ROM), 8th + General MindLink for MindTap, approx $143. Online book code 1HCT 0024. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281. (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.)

This course is delivered entirely online. Class dates/time are teacher’s online office hours; attendance optional.

Please see Internet Notice.*

$600

45151 / Jan 9–May 1* / 17 sessions / Pakonen
• ONLINE: Mondays 4:00-5:00 PM
*No class 3/13.

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:
• Assess the physiological and psychological health status of the perioperative patient
• Provide respectful and safe nursing care to all perioperative patients and their families
• Demonstrate the application of the principles of aseptic technique to patient care
• Demonstrate the application of infection control principles and practices to patient care
• Demonstrate correct draping for surgical procedures

REQUIRED TEXTBOOKS: Berry and Kohn’s Operating Room Technique, approx. $128, and Surgical Care Made Incredibly Visual!, approx. $50. 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. CLINICALS: These will be scheduled by the clinical coordinator and will be Monday through Friday, day shift, one day per week for eight weeks.

IMPORTANT:
• An immunization form needs to be completed and brought to the first class. A background check needs to be completed so you can complete your clinical tour. Registration staff can provide you with these forms at the time of registration.
• Registration will close at the end of the day on Monday, February 13.

$960

45154 / Feb 21–Apr 11 / 8 sessions / Linhoff, Pepin
• Tu 5:30pm - 9:30pm E 2311
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.

**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.
- 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. See information on page 22. 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: 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 29)

**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 29)

**NEW! NA Class: Wisconsin**

This is a Wisconsin-specific nursing assistant certification program in partnership with St. Croix Health Center. The curriculum is a total of 120 hours: 75 hours in classroom and 45 hours clinical experience. This course meets the requirements of the Wisconsin Department of Health and OBRA.

**$839** (see class/clinical schedules, page 29)
### Classes meeting at Episcopal Church Home, St. Paul, MN**:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45090</td>
<td>Jan 9–Feb 17</td>
<td>MTh 4pm - 10pm (1/9–2/13) NC 1/16.</td>
<td>2/16, 2/17 (1pm - 9:30pm)</td>
</tr>
<tr>
<td>45116*</td>
<td>Jan 10–Jan 27</td>
<td>TuWTh 8:30am - 4pm (1/10–1/25)</td>
<td>1/28 (7am - 3pm), 1/27 (8am - 4pm)</td>
</tr>
<tr>
<td>45117*</td>
<td>Feb 14–Mar 3</td>
<td>TuWTh 8:30am - 4pm (2/14–3/1)</td>
<td>3/2 (7am - 3pm), 3/8 (8am - 4pm)</td>
</tr>
<tr>
<td>45091</td>
<td>Feb 23–Apr 8</td>
<td>MTh 4pm - 10pm (2/23–4/3) NC 2/13, 3/16.</td>
<td>4/7 (1pm - 9:30pm), 4/8 (6:30am - 2:30pm)</td>
</tr>
<tr>
<td>45118*</td>
<td>Mar 20–Mar 31</td>
<td>M–F 8:30am - 4pm (3/20–3/29)</td>
<td>3/30 (7am - 3pm), 3/31 (8am - 4pm)</td>
</tr>
<tr>
<td>45104</td>
<td>Apr 10–May 5</td>
<td>MTh 4pm - 10pm (4/10–5/3) NC 4/19.</td>
<td>5/4, 5/5 (1pm - 9:30pm)</td>
</tr>
<tr>
<td>45119*</td>
<td>Apr 18–May 5</td>
<td>TuWTh 8:30am - 4pm (4/18–5/3)</td>
<td>5/4 (7am - 3pm), 5/5 (8am - 4pm)</td>
</tr>
</tbody>
</table>

**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.

**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.

### Classes meeting at Gables of Boutwells Landing, Oak Park Heights, MN:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45106</td>
<td>Jan 3–Jan 20</td>
<td>TuWTh 8:30am - 4:30pm (1/3–1/18)</td>
<td>1/19, 1/20 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45107</td>
<td>Jan 24–Feb 7</td>
<td>TuWThF 8:30am - 4:30pm (1/24–2/3)</td>
<td>2/6, 2/7 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45108</td>
<td>Feb 9–Feb 23</td>
<td>M–F 8:30am - 4:30pm (2/9–2/21) NC 2/20.</td>
<td>2/22, 2/23 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45109</td>
<td>Feb 27–Mar 10</td>
<td>M–F 8:30am - 4:30pm (2/27–3/8)</td>
<td>3/9, 3/10 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45110</td>
<td>Mar 21–Apr 5</td>
<td>M–F 8:30am - 4:30pm (3/21–4/3) NC 3/24, 3/27.</td>
<td>4/4, 4/5 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45111</td>
<td>Apr 11–Apr 27</td>
<td>M–Th 8:30am - 4:30pm (4/11–4/25) NC 4/17.</td>
<td>4/26, 4/27 (6:30am - 3pm)</td>
</tr>
<tr>
<td>45105</td>
<td>May 2–May 18</td>
<td>TuWTh 8:30am - 4:30pm (5/2–5/16); Mon 8:30am - 4:30pm (5/15)</td>
<td>5/17, 5/18 (6:30am - 3pm)</td>
</tr>
</tbody>
</table>

### Classes meeting at Johanna Shores, Arden Hills, MN:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45127</td>
<td>Jan 10–Feb 22</td>
<td>TuWTh 6pm - 10pm (1/10–2/16); Sat 9am - 3pm (1/21); Sat 9am - 3pm (2/4)</td>
<td>2/21, 2/22 (1:30pm - 9:30pm)</td>
</tr>
<tr>
<td>45136</td>
<td>Feb 21–Mar 11</td>
<td>MThuW 8am - 2:45pm (2/21–3/8); Thu 8am - 2:45pm (3/9)</td>
<td>3/10, 3/11 (6:30am - 2:30pm)</td>
</tr>
<tr>
<td>45112</td>
<td>Mar 6–Mar 27</td>
<td>MThuW 4pm - 10pm (3/6–3/27)</td>
<td>3/25, 3/26 (6am - 2:30pm)</td>
</tr>
<tr>
<td>45126</td>
<td>Mar 23–May 4</td>
<td>Th 6pm - 10pm (3/23–4/5); Sat 9am - 3pm (3/25–4/29) NC 4/6.</td>
<td>5/2, 5/3 (6:30am - 2:30pm)</td>
</tr>
<tr>
<td>45113</td>
<td>Apr 3–Apr 24</td>
<td>MThuW 4pm - 10pm (4/3–4/24)</td>
<td>4/22, 4/23 (6am - 2:30pm)</td>
</tr>
<tr>
<td>45137</td>
<td>Apr 11–Apr 29</td>
<td>MThuW 8am - 2:45pm (4/11–4/26); Thu 8am - 2:45pm (4/27)</td>
<td>4/28, 4/29 (6:30am - 2:30pm)</td>
</tr>
<tr>
<td>45114</td>
<td>May 1–May 22</td>
<td>MThuW 4pm - 10pm (5/1–5/22)</td>
<td>5/20, 5/21 (6am - 2:30pm)</td>
</tr>
<tr>
<td>45115</td>
<td>Jun 5–Jun 26</td>
<td>MThuW 4pm - 10pm (6/5–6/26)</td>
<td>6/24, 6/25 (6am - 2:30pm)</td>
</tr>
</tbody>
</table>

### NEW! Classes meeting at St Croix Health Center, New Richmond WI:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45138</td>
<td>Feb 6–Mar 16</td>
<td>M–Th 4pm - 9pm (2/6–3/1)</td>
<td>3/2 - 3/16 (4pm - 9pm)</td>
</tr>
<tr>
<td>45139</td>
<td>Mar 26–Apr 27</td>
<td>M–Th 4pm - 9pm (3/26–4/12)</td>
<td>4/13 - 4/27 (4pm - 9pm)</td>
</tr>
<tr>
<td>45140</td>
<td>May 8–Jun 6</td>
<td>M–Th 8am - 3pm (5/8–5/24)</td>
<td>5/25 - 6/6 (6:30am - 1:30pm)</td>
</tr>
</tbody>
</table>

**NEW! Blended Classes meeting Online and at Century East Campus**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATES</th>
<th>CLASS TIMES</th>
<th>CLINICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45141</td>
<td>Jan 12–Apr 25</td>
<td>Classroom Meetings: Th 5:50pm - 9:30pm NC 1/19, 2/2, 3/2, 3/16, 3/30.</td>
<td>4/24 (7am - 3pm), 4/25 (6am - 4pm)</td>
</tr>
</tbody>
</table>

*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.
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.

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 various sites during the year. See the Exam Schedule (above, right) for information about upcoming exam locations.
- Note: You must arrive before the class start time to begin paperwork.

You MUST bring with you to exam:

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

Restrictions:

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

NA EXAM SCHEDULE:

- For fee information, see additional exam details on this page.
- All weekday exams are scheduled from 4:30 pm to 8:30 pm.
- Spring 2017 exams listed will meet in Room 2313 at Century East Campus.

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Exam Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>45054</td>
<td>M Jan 9</td>
<td>45061 M Mar 20</td>
</tr>
<tr>
<td>45055</td>
<td>M Jan 23</td>
<td>45062 M Mar 27</td>
</tr>
<tr>
<td>45056</td>
<td>M Jan 30</td>
<td>45063 M Apr 3</td>
</tr>
<tr>
<td>45057</td>
<td>M Feb 6</td>
<td>45064 M Apr 10</td>
</tr>
<tr>
<td>45058</td>
<td>M Feb 13</td>
<td>45065 M Apr 17</td>
</tr>
<tr>
<td>45059</td>
<td>M Feb 27</td>
<td>45066 M Apr 24</td>
</tr>
<tr>
<td>45060</td>
<td>M Mar 6</td>
<td>45067 M May 1</td>
</tr>
</tbody>
</table>

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.
Pharmacy Technicians assist and support licensed pharmacists in providing medications and other healthcare products to patients. Career opportunities in this field are increasing. This course will provide you with the skills and knowledge to gain employment in this rapidly growing industry and prepare you for national certification.

Coursework includes learning medical terminology related to common pharmacy work orders, and reading, interpreting, and dispensing of prescriptions. You will also learn dosage calculations, conversions, error checking, and inventory control along with billing, coding and reimbursement guidelines.

Technicians can find employment opportunities in retail, hospital, insurance, and other healthcare settings working under the supervision of a registered pharmacist. Upon successful completion of 45 hours classroom theory and 80 hours of work experience, you can increase your marketability by taking the national exam leading to the credential known as Certified Pharmacy Technician (CPhT).

Work experience internships should be completed within 60 days from the end of the class.

IMMUNIZATION: You will need to complete and provide the immunization form at the first class meeting. Registration staff can provide you with these forms at the time of registration.

REQUIRED TEXTBOOKS: MortyPak: Pharmacy Technician 6e, The Pharmacy Technician Workbook and Certification Review 6e, and Pharmacy Calculations 5e (bundle), approx. $168. Online Book code 1PH7 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.

MATERIALS: This class is web supplemented; additional materials will be available online.

INTERNET: 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.

REQUIRED FOR EXTERNSHIP: 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.

$975

45089 / Jan 12–May 4* / 15 sessions / Christensen
- Th 5:30pm - 8:30pm

E 2311

*No class 3/16, 4/6.
Entry Level IV Therapy

Learn more about this important entry-level healthcare skill. In this class, you will learn about the equipment needed to start an IV and maintain a saline lock. You will learn how to find a vein by palpation, to insert a catheter, secure the catheter, and about infection control and needle safety. You will practice on manikin arms. With the instructor’s approval, there may be an opportunity to practice on a live person.

NOTE: additional training may be required at your place of work, depending on the healthcare facility. You will be given a certificate of continuing education, it is up to you to make sure it meets your state license requirements for continuing education.

$300

45130  /  Feb 15  /  1 session  /  Sullivan
· W 5:30pm - 9:30pm  E 3573

Phlebotomy Technician Course

Expand your skills, learn phlebotomy. 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.

Note: you will practice blood-drawing on each other. 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.

$1,019

45121  /  Jan 9–Mar 16*  /  17 sessions  /  Pinc
· MW 9:00am - 1:00pm  1/9–3/15  Afton 115
· Th 5:00pm - 9:00pm  3/16  Afton 116
*No class 1/16, 2/8, 2/13, 2/20.

45123  /  Jan 9–Mar 6*  /  15 sessions  /  Wagener
· MW 6:00pm - 10:00pm  1/9–3/1  E 3511
· M 6:00pm - 10:00pm  3/6  E TBD
*No class 1/16, 2/20.

45122  /  Mar 20–May 23*  /  17 sessions  /  Pinc
· MW 9:00am - 1:00pm  3/20–5/22  Afton 115
· Tu 5:00pm - 9:00pm  5/23  Afton 116

45124  /  Mar 20–May 8  /  15 sessions  /  Wagener
· MW 6:00pm - 10:00pm  3/20–5/3  E 3511
· M 6:00pm - 10:00pm  5/8  E TBD

Phlebotomy Technician Course Topics:

- Phlebotomy methods, hands-on training, and practice
- Terminology
- Legal issues and patient rights
- Universal precautions and infection control
- Anatomy and physiology
- Equipment, including new safety devices and regulations
- Special techniques and tricks
- Record-keeping, QA, and regulatory agencies

Requirements:

IMMUNIZATIONS: A completed immunization form by provider showing immunizations are up to date is required.

DRESS: Attend first class to find out about lab coat and basic eyewear (available at the bookstore), and closed-toe shoes (not available at the bookstore).

TEXTBOOKS: Phlebotomy Essentials, 6th edition, by publisher Lippincott, Williams, and Wilkins. Approximate cost $85. Online book code 1HCT 0295. Textbooks are available at the Century College Bookstore located on the West Campus, 651.779.3281. (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.)

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. Thursday, March 16 class will meet in Rm 116, for the final exam from 5-9 PM.
**TEST PREP FOR HEALTHCARE (TEAS)**

**TEAS Test Preparation**

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 Review Manual, approximately $65. The online book code is 1HTP 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. (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.)

Please see Internet Notice.*

**$225**

All sections meet Thursdays, 8–10pm, in E 2313:

- **45004** / Jan 12–Feb 2 / 4 sessions / Kane
- **45005** / Feb 9–Mar 2 / 4 sessions / Kane
- **45006** / Apr 13–May 4 / 4 sessions / Kane

**TEAS Test Preparation Online**

This class will be delivered entirely online with weekly online meetings. The posted hours are the instructor’s online office hours; you are NOT required to attend these sessions. Please see required textbook information above.

For these sections, the instructor will be available online on Wednesdays, 8–10am:

- **45000** / Jan 4–Jan 25 / 4 sessions / Kane
- **44999** / Feb 1–Feb 22 / 4 sessions / Kane
- **45001** / Mar 1–Mar 29* / 4 sessions / Kane
  *No class 3/15.
- **45002** / Apr 5–Apr 26 / 4 sessions / Kane
- **45003** / May 3–May 24 / 4 sessions / Kane

*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 AIDE**

**Trained Medication Administration for Unlicensed Personnel Online**

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 $130. 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. (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: Student must be at least 18 years old and have English language proficiency.

Please see Internet Notice.*

Plan to spend about 9 hours a week in online work.

**$589**

- **45132** / Jan 11–Feb 2 / 4 sessions / Sullivan
  - W 5:30pm - 9:30pm 1/11 & 1/25 E 3573
  - WTh 5:30pm - 9:30pm 2/1–2/2 E 3573
- **45131** / Feb 8–Mar 2 / 4 sessions / Sullivan
  - W 5:30pm - 9:30pm 2/8 & 2/22 E 3573
  - WTh 5:30pm - 9:30pm 3/1–3/2 E 3573
- **45133** / Mar 8–Mar 30 / 4 sessions / Sullivan
  - W 5:30pm - 9:30pm 3/8 & 3/22 E 3573
  - WTh 5:30pm - 9:30pm 3/29–3/30 E 3573
- **45134** / Apr 5–Apr 27 / 4 sessions / Sullivan
  - W 5:30pm - 9:30pm 4/5 & 4/19 E 3573
  - WTh 5:30pm - 9:30pm 4/26–4/27 E 3573
- **45135** / May 3–May 25 / 4 sessions / Sullivan
  - W 5:30pm - 9:30pm 5/3 & 5/17 E 2311
  - WTh 5:30pm - 9:30pm 5/24–5/25 E 2311

See our on-line catalog to find additional TMA classes on campus only 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
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.

Note: This course requires approximately $100.00 worth of welding supplies that you will need to bring with you, beginning the first session. This list will be mailed out to you.

$429

45021 / Feb 1–Mar 15 / 7 sessions / Dessellier
- W 5:00pm - 9:00pm 2/1 E 2561
- W 5:00pm - 9:00pm 2/8–3/15 E 1661

BEEKEEPING

Introduction to Beekeeping

Honey bees, wild and domestic, perform about 80 percent of all pollination. Most of the food on your table is available thanks to bees, but bee populations are declining. Thankfully, raising bees is fairly easy and is a useful and rewarding trade to learn.

Our beekeeping class will introduce you to the basic tools and knowledge needed to keep bees responsibly and productively. You’ll learn how to invigorate your vegetables and fortify flowers (and those of the neighborhood) while contributing to the environment and producing your own pure raw honey. Whether you are an experienced beekeeper, a new beekeeper, or thinking about starting your own backyard or neighborhood beehive, our class will walk you through all of the basic knowledge to start and maintain hives.

You will learn:
- To define and identify beekeeping equipment
- Different types of safe colony management techniques used in Minnesota
- About hive products and honey management
- Bee survival
- About resources and how to connect with successful beekeepers

$139

44698 / Feb 9–Mar 30 / 8 sessions / Sitko
- Th 6:30pm - 8:30pm E 2313
Century College develops and delivers innovative, hands-on training solutions for manufacturing in order to bridge the skilled worker gap and prepare employees for industry certification. Our customized programs are portable, flexible and brought to your work site when you need it. We focus on addressing the needs of incumbent workers and underserved populations creating connections and partnerships between employers, individuals and the communities they serve.

For more information, contact:
Kim Johnson, MnAMP Project Coordinator
kimberly.johnson@century.edu / 651.779.3411

“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

Who are we?
The Minnesota Advanced Manufacturing Partnership (MnAMP) is a consortium of 12 colleges and two universities across the state.

What is our focus?
- Control Panel Assembly
- Mechtronics
- 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

For more information, contact:
Kim Johnson, MnAMP Project Coordinator
kimberly.johnson@century.edu / 651.779.3411

A Minnesota Advanced Manufacturing Partnership Project
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. EMR students gain 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 the 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 and are required to retake 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 on the West Campus, 651.779.3281.

Please see Internet Notice.*

$465

45189 / Jan 12–Mar 9 / 9 sessions / Goerisch
  • Th 5:00pm - 9:00pm  E 1221

45142 / Jan 21–Apr 1* / 9 sessions / Goerisch
  • Sa 8:00am - 12:00pm  E 1221
  *No class 2/18, 3/18.

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. Learn about the EMT role, safety concerns, airway management, patient assessment, medical emergencies, trauma emergencies, infants and children, and ambulance operations. Prepare for the National Registry of EMT practical and written tests offered at the end of the semester. With 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 is included in the course fee.

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.

Please see Internet Notice.*

$1,645

45190 / Jan 9–Apr 26* / 27 sessions / Goerisch
  • MW 9:30am - 4:00pm  E 1221
  *No class 1/16, 2/20, 3/8, 3/13, 3/15.

45191 / Jan 9–Apr 26* / 31 sessions / Goerisch
  • MW 5:00pm - 9:00pm  E 1221
  *No class 1/16, 2/20, 3/8, 3/13, 3/15.

EMT Nat’l Registry Exam

Basic Level - Full Practical

You must receive prior approval from the EMT coordinator before registering. Please contact Lynda Goerisch at lynda.goerisch@century.edu

$110

45185 / May 1 / 1 session / Goerisch
  • M 10:00am - 2:30pm  E 1221

45186 / May 3 / 1 session / Goerisch
  • W 5:00pm - 9:30pm  E 1221

*Internet Notice: 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 I
(National/Local Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 1) will offer the required 20 hours of national level content and the 10 hours of local content (local content will be determined by the EMSRB). This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete 30 out of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT.

If you have any questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu

Note: If students do not have at least 10 additional hours of individual choice continuing education, it is strongly recommended to register for the EMT Refresher NCCP Part 2 course, as well, to complete all 40 hours needed for EMT recertification.

You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

$310

45187 / Feb 16–Mar 2 / 5 sessions / Goerisch
- TuTh 5:00pm - 9:30pm 2/16–2/28  E 1223
- Th 5:00pm - 9:30pm 3/2  E TBD

Emergency Medical Technician Refresher, PART II
(Individual Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 2) will offer 10 hours of content that can be used to complete the Individual category of the EMT recertification requirements. This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete the remaining 10 hours of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT.

If you have questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu

Note: If students do not have 20 hours of the National Registry required Continuing Education hours and the 10 hours of Local Continuing Hours (as determined by the EMSRB in the State of Minnesota), it is strongly recommended to register for the EMT Refresher NCCP Part 1 course and the EMT Refresher Part 2 course to complete all 40 hours needed for recertification as an EMT in Minnesota.

You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

$95

45188 / Mar 7–Mar 9 / 2 sessions / Goerisch
- TuTh 5:00pm - 9:30pm  E 1223
**FIRE SERVICE**

**Hazardous Material Operations**

This course is designed to provide the 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: Fundamental of Fire fighting (3rd edition), and Current Emergency Response Guide. You should purchase these books prior to the start of class.

See Internet* and Turnout** Notices, page 39.

$300

**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.

EXAM: 3/18, 8am - 5pm, East Metro Training

See Turnout** Notice, page 39.

$700

**Fire Fighter I Additional Skill Days**

At the request of Chief groups, students enrolled in the Fire Fighter I class will be offered additional skill days. Students will receive additional skill practice and an opportunity to hone firefighting skill sets learned during the previous training sessions.

See Turnout** Notice, page 39.

$225

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

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

For a complete schedule with course descriptions visit century.edu/cect.

To become a member of the Slot Program, contact Anne Turnbull at 651.773.1785 or email her at Anne.Turnbull@century.edu.
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.

EXAM: 5/6, 7:30am - 4:00pm, East Metro Training

See Internet* and Turnout** Notices.

$300

45163 / Apr 10–May 6 / 10 sessions / Emans

Sessions meet either online or at East Metro Training. See website for complete schedule.

*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.

**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 John Ehret @ john.ehret@century.edu for gear leasing options.

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
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 offers online programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations.

Online courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links, and more. You can complete any of these courses entirely from your home and office and at any time of the day or night.

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

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

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

FREE! Commercial Truck Driving Information Session

Start here, drive anywhere! Join us for a free information session and learn about how to become a commercial truck driver. You will tour the Transportation Training Center (TTC), located in Afton, MN, meet with instructors, learn about career options, and obtain assistance with the registration process. If you are interested, you may even ride in one of the training trucks.

$0

All meet on Wednesdays, 2–3pm in Afton 115:

45081 / Jan 18 / 1 session
45082 / Feb 15 / 1 session
45083 / Mar 15 / 1 session
45084 / Apr 12 / 1 session
45085 / May 10 / 1 session
45086 / Jun 7 / 1 session

CDL Permit Prep Online Course

Prepare for the commercial driving permit test online! Gain the confidence you need by reviewing information needed to pass the state test for class A or class B for either Minnesota or Wisconsin. This course is self-paced and online giving you the flexibility to learn at your own pace. You will review and take sample tests on general knowledge, pre-trip inspections, combination vehicles and air-brake systems. Videos, charts, pictures, and other visual elements will assist you in learning the key items needed to pass the test. Enrolled students will be given a $100 credit towards the class fee in the next truck driver training course held at Century College.

REQUIRED TEXTBOOK: Commercial Driver’s Manual which can be found online for free at dps.mn.gov/divisions/dvs/forms-documents/Documents/CDLManual.pdf. It is highly recommended that you read this document prior to beginning the CDL Permit Prep Online course.

Note: You need an email address, broadband Internet connection (DSL or cable) and Adobe Flash Player. You will need Internet connection and an email address. Approximately one day after you have enrolled, you will receive a user name, password, and login instructions via email to access the D2L Brightspace system for coursework and chats. Registered students who do not have access to a computer are welcome to use the computer lab at the Transportation Training Center to take the course. Call 651.779.5205 to schedule.

$139

45044 / Jan 1–Jun 30 / ONLINE: Enroll anytime

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

“After completing the training, I passed my road test on the first try! Instructors were patient, knowledgeable and cared about my progress. This experience has enhanced my life and for the first time in a long time, I am confident about my future.”

— Century College CDL Student, April 2016
Commercial Driver’s License Skills Course - Class A

Trucking is a high-demand industry that offers rock-solid wages and job security. Our Commercial Driver License (CDL) training can get you up to speed and on the road in about 30 days. You will develop the knowledge and driving skills needed to obtain your Class A driver’s license.

The course concludes when you take the skills exam for the Class A license. Classes are offered year-round. Job placement assistance is provided. Drug testing, DOT physical and license fees are additional. To receive an information packet, please call 651.779.3341. To register for the class, please call the Transportation Center at 651.779.5205.

Note: You must be age 18 (21 for interstate travel); possess a valid driver’s license and Class A instruction permit; meet physical qualifications specified by MN Statute; and participate in a controlled substance and alcohol testing program as mandated by the Federal Motor Carrier Safety Administration.

$5,495

All sessions meet M-F, 7am-4pm at Afton 114:

45045 / Jan 10–Feb 7* / 20 sessions
  *No class 1/16.

45046 / Feb 8–Mar 8* / 20 sessions
  *No class 2/20.

45047 / Mar 9–Apr 5 / 20 sessions

45048 / Apr 5–May 2 / 20 sessions

45049 / May 3–May 31* / 20 sessions
  *No class 5/29.

45050 / Jun 1–Jun 28 / 20 sessions

Commercial Driver’s License Skills Course - Class B

Trucking is a high-demand industry that offers rock-solid wages and job security. You will develop the knowledge and driving skills needed to obtain your Class B driver’s license.

The course concludes when you take the skills exam for the Class B license. Classes are offered year-round. Drug testing, DOT physical and license fees are additional. To receive an information packet, please call 651.779.3341. To register for the class, please call the Transportation Center at 651.779.5205.

To take this class, you MUST have your CLASS B permit EIGHT DAYS PRIOR to class start date. Please plan accordingly and get your permit well in advance.

Note: You must be age 18 (21 for interstate travel); possess a valid driver’s license and Class B instruction permit; meet physical qualifications specified by MN Statute; and participate in a controlled substance and alcohol testing program as mandated by the Federal Motor Carrier Safety Administration.

$1,095

45051 / Feb 7–Feb 13 / 5 sessions
  • M–F 7:00am - 4:00pm Afton 115

45052 / May 2–May 8 / 5 sessions
  • M–F 7:00am - 4:00pm Afton 115
**Individual/Small Group CDL Instruction**

Continue to build your driving skills with individual or small group instruction. Instructors will provide an assessment of your driving skills and then be available to work one-on-one with you to overcome your driving challenges. Experienced drivers can also benefit from this course. Instructors have many years of professional truck driving and teaching experience. Class time is independently arranged between instructor and student. Call 651.779.5205 to schedule.

$125/hour (two hour minimum)

<table>
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<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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<tr>
<td>45053</td>
<td>Jan 3</td>
<td>Jun 30</td>
<td>One time</td>
<td>Afton Bay</td>
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**Forklift Training**

This course will include both classroom and behind-the-wheel training. You will learn about the OSHA standard that applies to Powered Industrial Trucks (29 CFR 1910.178). The course also covers proper driving techniques, proper balance for loads, load placement, and completing an inspection checklist. The training will take place at the Transportation Training Center in Afton, MN.

$239

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<th>Code</th>
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<td>1 session</td>
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**Motorcycle Safety Training**

Novice or veteran, we have the motorcycle training courses and the expert advice you need to skillfully and safely conquer the open road. We have classes to fit all skill levels at numerous daytime and weekend hours, with hands-on training at the largest motorcycle training facility in the Midwest. Classes start in April. Registration begins in mid-November.

Call 651.779.3341 for more information / century.edu/training
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.

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
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<tr>
<td>Afton</td>
<td>Afton Transportation Facility 14386 Hudson Rd S / Afton MN 55001</td>
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<td>E</td>
<td>Century East Campus (see left)</td>
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<tr>
<td>W</td>
<td>Century West Campus (see left)</td>
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<tr>
<td>Cerenity Care</td>
<td>Cerenity Care Center 4615 2nd Ave / White Bear Lake, MN 55111</td>
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<td>East Metro Trng</td>
<td>East Metro Public Safety Training Facility 1881 Century Ave N / Oakdale, MN 55128</td>
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<tr>
<td>Forest Lake HS</td>
<td>Forest Lake High School 6101 Scandia Trail North / Forest Lake, MN 55025</td>
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<tr>
<td>Boutwell's Landing</td>
<td>Gables of Boutwells Landing 5600 Norwich Pkwy / Oak Park Heights, MN 55082</td>
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<tr>
<td>Johanna Shores</td>
<td>Johanna Shores 3200 Lake Johanna Blvd / Arden Hills, MN 55112</td>
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<tr>
<td>Mpls Red Cross</td>
<td>American Red Cross Minneapolis Area Chapter 1201 West River Pkwy / Minneapolis, MN 55454</td>
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<td>Episcopal Ch H</td>
<td>Episcopal Church Home 1879 Feronia Ave / St Paul, MN 55104</td>
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<tr>
<td>St Croix Hlth Ctr</td>
<td>St. Croix County Health Center 1445 North 4th St / New Richmond, WI 54017</td>
</tr>
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FIVE WAYS TO REGISTER

ONLINE century.edu/training
Click “All Courses” to find your class, then add it to your cart and follow the instructions to complete the process.

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

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.

Century College is a member of the Minnesota State system of colleges and universities.
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 ___________________________________________________________________

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<th>COURSE #</th>
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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]