Continuing Education
& Customized Training
Course Schedule

Spring 2016
January – May

Truck Driver Training  p. 27

IN THIS ISSUE:

Business  p. 2
Computer  p. 10
Health & Human Services  p. 13

Trades & Industry,  p. 25
Transportation  p. 27
Online Learning  p. 29

REGISTER ONLINE!
Visit century.edu/training for:
• 24/7 access
• Newest course offerings

Sign up for our eNewsletters! See details inside.
We have a new look and layout of our printed course schedule!

CPR TRAINING

HeartSaver AED

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

The textbook is included in the course fee.

$55

44345 / Apr 28 / 1 session / Instructor(s): D Howard

- Th 5:00 pm – 9:00 pm  Apr 28 East Rm 1222

How to Find Your Class!

STEP 1 Decide on an Industry or Career Area

- Business (accounting, marketing, management)
- Computer (Microsoft Office)
- Health & Human Services (nursing assistant, medical coding, pharmacy, EMS/fire service, CPR)
- Trades (welding, beekeeping)
- Transportation (truck driver training, forklift, motorcycle safety)

STEP 2 Review All Subject Areas

Review all subjects thoroughly. Not all of our classes make it into this printed schedule and some are only offered seasonally. Visit us ONLINE at century.edu/training for the full list!

STEP 3 REGISTER!

Online: visit us at century.edu/training

By phone: call us at 651.779.3341

By Fax or Mail: use the Registration Form at the back of this schedule. FAX to 651.779.5802 or mail it to us at Century College CECT, 3300 Century Ave N White Bear Lake, MN 55110

In person: we are located on Century Avenue (Hwy 120) just north of I-694 in White Bear Lake. The Continuing Education and Customized Training office is located on the main level on East Campus, Room E2420.

Other Important Information:

- Non-credit, continuing education classes DO NOT qualify for financial aid.
- Payment IN FULL is required at the time of registration.
- Many of our classes DO QUALIFY for Workforce Innovation and Opportunity Act (WIOA) funding. Contact your county’s Workforce Center to see if you qualify.
Online Registration: How to get there step-by-step

1. Go to century.edu/training
2. Click on All Courses on the left side bar
3. Scroll through the categories and select a topic
4. Click on the course title for a full course description
5. Click on Add to Cart to register, follow the online directions to complete your registration

Online registration benefits:
• New courses added regularly
• 24/7 access
• Hundreds of courses available for your professional development needs and for your personal enrichment enjoyment

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Continuing Education & Customized Training

Contact Information:

651.779.3341 Registration
651.779.5802 Fax
3300 Century Avenue North
East Campus, Room 2420
White Bear Lake, Minnesota 55110

Office Hours:
Monday – Thursday 9 am – 5:30 pm
Friday 9 am – 4 pm

century.edu/training

Century College is a Member of the Minnesota State Colleges and Universities System. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354.
BUSINESS WRITING

Effective Business Writing Workshop
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 reader before beginning to write
- Focus and clarify the purpose of the document you are writing
- Manage the tone conveyed in technical documents and correspondence
- Write attention-getting, effective openings for all correspondence
- Compose clear, concise sentences and paragraphs to convey the intended message
- Eliminate unnecessary and confusing words and phrases
- Avoid common errors in grammar, punctuation, and spelling
- Use email for greatest impact and clarity

$245

43244 / Mar 31 / 1 session / Instructor(s): T Rose
Th 8:00 am – 4:00 pm   East Rm 2313

Fearless Grammar and Painless Proofreading
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

$149

43244 / Jan 19 / 1 session / Instructor(s): J Grace
Tu 8:30 am – 12:30 pm   East Rm 2313


PHASE 1
Principles of Supervision
Lead, Listen and Build: Creating Success through Coaching
Generational Diversity in the Workplace
Responding to Conflict: Strategies for Improved Communication
Performance Management: Effective Strategies for Improved Employee Performance
How to Build High Performance Teams
The Ethical Leader
Legal Considerations

PHASE 2
Leading Change
Developing Powerful Presentations
Time Management: Work Smarter Not Harder
Principles of Successful Project Management
Effective Business Writing Workshop
Preparing for Leadership: What It Takes to Lead Effectively

PHASE 3
Confronting the Tough Stuff: Outside my Comfort Zone
Think Like a Strategist
Difficult Conversations – Handling Underperformers
Leading at the Next Level
Critical Thinking in the Workplace
Setting the Tone: Positive Workplace Attitude
Managing Chaos: Set Priorities and Make Decisions Under Pressure
Advanced Leadership: From Good to Great
**EDUCATOR DEVELOPMENT**

**Certificate for Training Professionals**

Highly skilled professional trainers are needed for all levels of business and industry employee development! Our NEW professional trainer certificate provides you a range of skills needed to become a great trainer using creative training techniques. Our program is designed to be interesting, practical, and implementable. We will review a variety of the latest proven design and delivery tools and techniques for delivering powerful training experiences in a variety of settings; keeping the program interactive and moderately paced. If you want to enhance your design and delivery effectiveness, this program is for you!

**Added bonus!** Two follow-up one-hour phone sessions with our instructor two months after the last class date!

In this certificate, you will learn to:

- Understand the fundamentals of learning
- Identify and determine the need for training
- Develop effective learning materials
- Use a variety of training materials and activities that match learner needs for engagement and optimal learning
- Know and apply learning concepts and techniques that match learner needs and expectations
- Present an interesting and effective training program
- Address challenging participants
- Evaluate learning effectiveness to enhance training materials and strategies
- In the final session, we will consider eLearning, because successful classroom trainers are frequently asked to deliver training online. What modes are available to you, and what are the features, benefits, and limitations of each? How do you begin to modify your content for online delivery?

**$595**

**43818 / Apr 5–May 3 / 5 sessions / Instructor(s): L Lynn**
- Tu 5:30 pm – 9:00 pm  East Rm 2311

**FINANCE**

**Basic Accounting**

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**

**43227 / Apr 11 / 1 session / Instructor(s): S Copa**
- M 8:30 am – 4:30 pm  East Rm 2311

**Intermediate Accounting**

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.

**Prerequisite:** Basic Accounting course. Bring a calculator to class.

**$230**

**43228 / Apr 18 / 1 session / Instructor(s): S Copa**
- M 8:30 am – 4:30 pm  East Rm 2311

**Advanced Accounting**

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.

**Prerequisite:** Basic and Intermediate Accounting courses. Bring a calculator to class.

**$230**

**43229 / Apr 25 / 1 session / Instructor(s): S Copa**
- M 8:30 am – 4:30 pm  East Rm 2311

**HUMAN RESOURCES**

**Human Resource Certification Test Preparation**

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.

**NO ONLINE MEETINGS ON 3/1 and 3/15**

You will need an email address and Internet connection for this class. Approximately one week 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**

**43241 / Feb 2 – May 3 / 14 sessions / Instructor(s): T Marek**
- ONLINE: T 6:00 pm – 8:00 pm  East Rm 2311

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**Sign Up for eNewsletters!**

Go to century.edu/cect and enter your email under “Sign up for our Email Newsletter.” You can select your preferred subject areas.
BUSINESS & CAREER

PROJECT MANAGEMENT

Budget Management Strategies for Project Managers

Learn how proven project managers organize, delegate and monitor work so that projects are completed on time and within approved budget.

$105

41206 / Apr 18 / 1 session / Instructor(s): M Hatalla
• M 8:30 am – 12:00 pm Afton TTC Rm 116

Microsoft Office Project 2013 Level 1

Learn to use Microsoft Project 2013, a powerful project management tool. Level I covers creating a project plan file including resources and resource assignments, tasks, breakdown structures, and determining the order of plan implementation.

REQUIRED TEXTBOOK: Microsoft Office Project 2013: Level 1, approximately $27. Online book code 1CPT 0164.

$169

41199 / Apr 4 / 1 session / Instructor(s): M Hatalla
• M 8:30 am – 4:00 pm Afton TTC Rm 116

Microsoft Office Project 2013 Level 2

This course is the second course in the Microsoft Project 2013 series. This course builds upon Microsoft Project 2013 Level 1 and gives you the opportunity to work with a project plan beyond implementation phase. You will exchange project plan data with other applications, update project plan custom reports, reuse project plan information, and collaborate on project plans with others.

REQUIRED TEXTBOOK: Microsoft Office Project 2013: Level 2, approximately $27. Online book code 1CPT 0165.

Prerequisite: Microsoft Office Project 2013 Level 1.

$169

41201 / Apr 11 / 1 session / Instructor(s): M Hatalla
• M 8:30 am – 4:00 pm Afton TTC Rm 116

Principles of Successful Project Management

Project management is a critical skill in today's workplace. Learn the basic principles of project management and how you can apply them in your current work setting. This course will be a practical introductory workshop.

You will learn:
• The six stages of a project life cycle
• How to build milestone charts
• How to build breakdown structures for project planning
• An introduction to GANTT charts

You will receive templates for project tracking and a list of project review questions. No prior project management experience is required for this class.

$240

43240 / Apr 7 / 1 session / Instructor(s): L Thomas
• Th 9:00 am – 4:00 pm East Rm 2313

SUPERVISION/MANAGEMENT

Advanced Leadership: Good to Great

Most workplaces are experiencing substantial challenges. Yet some are faring much better than others. What makes these organizations successful when others are not? What secrets have allowed them to thrive despite the stressors and problems of an economy in flux? This course is based on the ideas from Jim Collins’ book, Good to Great. You will review techniques that are used to recognize roadblocks and enhance individual, team, departmental and even organizational performance based on key leadership principles.

You will learn to:
• Identify the characteristics of Level 5 Leaders who have both personal humility and professional will
• Get the right people on the bus
• Always confront the brutal facts and why failure to do so can spell disaster
• Implement the Hedgehog Concept
• Develop and maintain a culture of self-discipline
• Use technology is an accelerator of change - not a change agent
• Build momentum by using the Flywheel Strategy

$149

44332 / Jun 2 / 1 session / Instructor(s): L Lynn
• Th 8:30 am – 12:30 pm East Rm 2313

“I learned a lot and you have some good instructors. I am planning to complete phases two and three, they will be very helpful!”

Deputy Keith Anderson, Washington County Sheriff’s Office
**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

**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. Critical thinking allows you to get at what lies underneath and then generate productive ideas.

You will learn to:
- Be an appropriate skeptic
- Ask questions that are thought provoking and relevant
- Gather and assess information before interpreting
- Develop criteria to measure interpretations against
- Understand implications and consequences of interpretations
- Generate productive ideas based on a foundation of critique

$149

**Developing Powerful Presentations**

It has been said that more people fear public speaking than fear death. Yet to succeed in today’s highly competitive business environment, you need to communicate well and present yourself successfully in a variety of settings. The ability to overcome nerves and deliver messages to a variety of audiences is crucial. If you want to develop more skill and confidence developing the message and speaking in front of others, this workshop is for you.

You will learn how to:
- Effectively prepare your message
- Convey information in a clear and concise manner
- Make an impact with your communication
- Use different presentation styles to influence the message
- Connect with the audience effectively
- Use visual tools for an enhanced delivery
- Deal with unruly audience members
- Re-inforce your message effectively
- Use practical techniques to make your next one-on-one or group presentation a success

$149

**Difficult Conversations – Handling Underperformers**

Workplace conversations can be challenging and especially so when you (or your manager) perceive someone on your team as an under-performer. Such necessary conversations can elicit a high level of conflict avoidance in the best of us. Being able to objectively recognize a situation for what it is and know you have eliminated any hint of discrimination, bias or other vulnerabilities is critical for such difficult conversations to have both a desired effect and a lasting impact.

You will learn how to:
- Set expectations up front to help steer employees clear of under-performance from the start
- Recognize the warning signs of under-performance and accompanying micro-expressions
- Understand employee motivations that can prompt them to perform at their best
- Apply your innate critical thinking skills to effectively analyze the situation for possible discrimination or bias
- Coach an employee through a performance improvement plan in partnership with your HR department
- Model high performing characteristic that are respected by others

$149

**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 I need to pay attention to our 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

**Generational Diversity in the Workplace**

Our workplace has become a playing field of competing viewpoints and values as five generations share the same workspace. In today’s fast-paced, ever-changing work environment, finding ways to maximize the performance of every person has never been more vital. Understanding and appreciating one another’s perspective has always been the key to effectiveness and productivity at work; in today’s multi-generational workplace, an organization’s success depends on it.

You will learn how to:
- Understand and identify generational viewpoints
- Be aware of your own generational perspectives and biases and use them to enhance outcomes
- Coach and manage intergenerational teams to maximum performance
- Deal with conflict among different generations
BUSINESS & CAREER

- Recruit, retain, and motivate employees to promote winning behaviors
- Enhance success by working with members of different generation

$149

43845 / Feb 4 / 1 session / Instructor(s): L Lynn
- Th 8:30 am – 12:30 pm East Rm 2313

How to Build High Performance Teams
Assigning several individuals to work together does not create a team. But a well formed team is a synergistic endeavor in which great things can be accomplished. The team involves many unique individuals at different levels of skills, abilities, and motivation. Through the dynamics of true teamwork, a task force or even an entire organization can accomplish far more than any one person could ever achieve alone.

You will learn how to:
- Recognize the factors contributing to the dysfunction of a team
- Address issues such as absence of trust, fear of conflict, lack of communication, avoidance of accountability, and inattention to results

$149

43239 / Feb 25 / 1 session / Instructor(s): T Rose
- Th 8:30 am – 12:30 pm East Rm 2313

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

43844 / Jan 28 / 1 session / Instructor(s): T Rose
- Th 8:30 am – 12:30 pm East Rm 2313

Professional Development Certificates 2015-2016

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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

43842 / Jan 14 / 1 session / Instructor(s): J Johnson
  - Th 8:30 am – 12:30 pm
  East Rm 2313

Managing Chaos: Set Priorities and Make Decisions Under Pressure

Falling victim to chaos can rob your energy and hinder your ability to reason. Instead of having a clear vision that is managed with purpose, you find yourself paralyzed by the stress or forging forward just to survived. Learn how to take charge of the things you can control with techniques for problem solving, time management, and negotiation.

You will learn to:
  - Use the DICE method for exploring alternative solutions
  - Identify your common time wasters and how to tackle them
  - Strategize when prioritizing to increase action
  - Use a diplomatic ‘no’ and give yourself permission to use it
  - Improve your ability to manage stressful situations

$149

44331 / May 26 / 1 session / Instructor(s): J Grace
  - Th 8:30 am – 12:30 pm
  East Rm 2313

Performance Management: Effective Strategies for Improved Performance

This is a hands-on, practical class that will have you gaining new skills you can put to work right away. We’ll discuss effective strategies for analyzing and planning for improved employee performance. By the end of the class, you’ll know how to account for skills, knowledge, systems, processes, and personal factors in the total performance equation.

You will learn to:
  - Assess employee performance discrepancies against standards and expectations
  - Successfully manage conflict among employees, including the most difficult people
  - Develop a performance management system

$149

43848 / Mar 3 / 1 session / Instructor(s): L Lynn
  - Th 8:30 am – 12:30 pm
  East Rm 2313

NEW! SCORE Lunch n’ Learn Seminars

St. Paul SCORE, a community volunteer organization to help entrepreneurs launch their businesses and succeed, will present Lunch n’ Learn seminars at Century College. These highly interactive lunches are led by SCORE volunteers and address a variety of business related topics. The seminars will be held on the first Tuesday of each month from 11 am – 12:30 pm on Century East Campus room 2561.

January 5, February 2, March 1

For more information, go to stpaul.score.org/localworkshops or contact Stef Hart at stpaul@scorevolunteer.org or Dr. Durga Panda at dppanda@hotmail.com for any registration questions.
Preparing for Leadership: What It Takes to Lead Effectively
Moving from the front-line into leadership can be an exciting yet challenging opportunity. New managers sometimes fail because they don’t fully understand what it means to “be in charge.” Leadership requires you to make changes that will enhance your team’s performance and, in turn, help the organization achieve its goals. This workshop will help you focus on results and make a successful transition into leadership. You will become a leader who thrives, not just survives, in your first leadership journey.

You will learn how to:
• Build on your personal foundation of capabilities, character, and interpersonal skills
• Make effective decisions
• Foster employee commitment
• Develop a team through coaching and mentoring
• Establish and maintain accountability
• Build personal power (creating and using networks, understanding office politics)

$149

4326 / Apr 14 / 1 session / Instructor(s): L LaCroix-Dalluhn
• Th 8:30 am – 12:30 pm East Rm 2313

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

43843 / Jan 21 / 1 session / Instructor(s): M Kiefer
• Th 8:30 am – 12:30 pm East Rm 2313

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

43243 / Feb 16 / 1 session / Instructor(s): M Johnson
• Tu 8:30 am – 12:30 pm East Rm 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.

In this session, you will learn how to:
• Recognize the types of conflict
• Practice strategies for dealing with differences
• Build skills for positively resolving differences

$149

43846 / Feb 11 / 1 session / Instructor(s): N Gesche
• Th 8:30 am – 12:30 pm East Rm 2313

Setting the Tone: Positive Workplace Attitude
One of a supervisor’s responsibilities is setting the tone of the team. Norms and team culture are created by this tone, and it is up to the supervisor to continually reinforce the kind of tone desired. Negativity can bloom in most team settings, and the supervisor who knows how to nip negativity in the bud can maintain the team environment wanted. Learn about team culture and norms, how to set and maintain them, and how to re-steer the team when dynamics shift.

$149

44329 / May 19 / 1 session / Instructor(s): T Rose
• Th 8:30 am – 12:30 pm East Rm 2313

The Ethical Leader
One of the greatest challenges in the public and private sectors is the supposed conflict between efficiency and ethics. This has been a topic of discussion even during the time of Socrates, and is still a real issue today. Look at the many individuals, from all positions in life, who learned this lesson the hard way: ethics matter.

In this session, you will learn how to:
• Recognize the importance of ethics at all levels of an organization
• Be a challenging and dynamic leader - and still ethical
• Address real-life ethical dilemmas, using real-life case studies

$149

43847 / Feb 18 / 1 session / Instructor(s): J Grace
• Th 8:30 am – 12:30 pm East Rm 2313

The Mindset of Success: It’s All in Your Head
Judgment is inherent in our day-to-day activities. On the positive side, judgment helps us to make good decisions, seek out potential allies, and manage competing priorities. Negative consequences can breed quickly, however, in the form of bias, discrimination, and myths around who is successful (or not) and why. As a valued employee, it is critical to your own success that you understand the groundbreaking take-aways of Carol Dweck’s work on Mindset including the essential power of not yet.
You will learn to:

- Question your understanding of intelligence and talent
- Test your own mindset and understand where your current thinking places you on a fixed vs growth scale
- Understand common counter-arguments to the growth-mindset philosophy
- Listen to your inner monologue and recognize the messages you communicate to others
- Create growth-mindset classes and teams within a group setting which will cultivate a growth-mindset campus

Note: Continental breakfast is included.

$39

44327 / Apr 21 / 1 session / Instructor(s): J Grace
- Th 8:30 am – 12:30 pm East Rm 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

44323 / Mar 24 / 1 session / Instructor(s): T Rose
- Th 8:30 am – 12:30 pm East Rm 2313

Why Good People and Organizations Do Bad Things

Why do good people and organizations act unethically? We assume unethical behavior is something we would never do, but can we really be sure? The session begins with a viewing and discussion of the classic Stanley Milgram electric shock experiments, seeking to understand how they help explain unethical behavior in the workplace. The class then uses specific case studies to provide a foundation for an analysis regarding how the fostering of ethical diversity and development of other strategies within organizations can promote ethically healthy organizations and behavior.

Note: Continental breakfast is included.

$39

42236 / Jan 13 / 1 session / Instructor(s): D Schultz
- W 7:30 am – 9:30 am East Rm 2313

Time Management: Work Smarter Not Harder

Everyone is being asked to do more in less time; therefore, you must become more efficient! Learn how to get more done in less time with great enthusiasm. It all starts with understanding the motivation and psychology of how to set and achieve personal, work, and activity goals. We will cover time savers in meetings, handling phone calls, paperwork, and more. You will have an opportunity to complete a personal time management survey and a goal setting template.

You will learn how to:

- Recognize the seven major time-wasters and how to counteract each one
- Discover your time management strengths and weaknesses
- Recognize the importance of life planning, personal efficiency and self-motivation

$149

41112 / May 4 / 1 session / Instructor(s): L Thomas
- W 7:30 am – 9:30 am East Rm 2313
MICROSOFT OFFICE

Microsoft Office Access 2013 Basic
Learn to get started with Access 2013, build and use queries, use forms, use reports, and modify the database structure.


$159

<table>
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<th>Session Code</th>
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<th>Session</th>
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<td>1 session</td>
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</tr>
<tr>
<td>43210</td>
<td>Jun 13</td>
<td>1 session</td>
<td>M 8:00 am – 4:30 pm</td>
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Microsoft Office Access 2013 Intermediate
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.


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<td>42833</td>
<td>Apr 11</td>
<td>1 session</td>
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</tr>
<tr>
<td>43212</td>
<td>Jun 27</td>
<td>1 session</td>
<td>M 8:00 am – 4:30 pm</td>
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Microsoft Office Access 2013 Advanced
Learn to create advanced reports, build a database interface, create macros, create modules and VBA, and maintain the database.


Prerequisite: Microsoft Office Access 2013 Basic and Intermediate

$159

<table>
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<th>Session Code</th>
<th>Date</th>
<th>Session</th>
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<td>43207</td>
<td>May 16</td>
<td>1 session</td>
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Microsoft Office Excel 2013 Basic
Learn to get started with Excel 2013, work with formulas and functions, format a worksheet, work with charts, and analyze data using formulas.


$149

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<th>Session Code</th>
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<td>43209</td>
<td>Jun 6</td>
<td>1 session</td>
<td>M 8:30 am – 4:00 pm</td>
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“I absolutely loved the Microsoft Office classes — the days just flew by. Both teachers were excellent.”

Mary Kirby
Microsoft Office Excel 2013 Intermediate

Learn to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts, and use ‘what if’ analysis.


Prerequisite: Microsoft Office Excel 2013 Basic

$149

43807 / Feb 17 / 1 session / Instructor(s): S Kaminski
- W 8:30 am – 4:00 pm Afton TTC Rm 116

42831 / Mar 28 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

42835 / Apr 25 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

43211 / Jun 20 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

Microsoft Office Excel 2013 Advanced

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


Prerequisite: Microsoft Office Excel 2013 Basic and Intermediate

$149

43811 / Apr 13 / 1 session / Instructor(s): S Kaminski
- W 8:30 am – 4:00 pm Afton TTC Rm 116

42836 / May 2 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

Microsoft Office PowerPoint 2013 Basic

Learn to create a presentation in PowerPoint 2013, modify a presentation, inserting objects into a presentation, finish a presentation, and work with advanced tools and masters.


$149

43248 / Jan 27 / 1 session / Instructor(s): S Kaminski
- W 8:30 am – 4:00 pm Afton TTC Rm 116

42828 / Feb 22 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

Microsoft Office PowerPoint 2013 Advanced

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


Prerequisite: Microsoft Office PowerPoint 2013 Basic

$149

43808 / Feb 24 / 1 session / Instructor(s): S Kaminski
- W 8:30 am – 4:00 pm Afton TTC Rm 116

42832 / Apr 4 / 1 session / Instructor(s): S Kaminski
- M 8:30 am – 4:00 pm East Rm 2312

Computer Proficiency Certificate

Gain the knowledge you need to navigate a variety of popular computer programs. Our 80-hour certificate provides you with hands-on training in Microsoft® Windows, Word, Excel, Access, and PowerPoint as well as usage and benefits of the Internet.

Complete the following:
- Microsoft Office Access 2013 Basic
- Microsoft Office Access 2013 Intermediate
- Microsoft Office Access 2013 Advanced
- Microsoft Office Excel 2013 Basic
- Microsoft Office Excel 2013 Intermediate
- Microsoft Office Excel 2013 Advanced
- Microsoft Office PowerPoint 2013 Basic
- Microsoft Office PowerPoint 2013 Advanced
- Microsoft Office Word 2013 Basic
- Microsoft Office Word 2013 Intermediate
- Microsoft Office Word 2013 Advanced

TAKE 11 AND SAVE$: Enroll in all 11 classes at the same time and save $166.90!
Total Fee: $1,669; Discount: $1502.10
Microsoft Office Word 2013 Basic
Learn how to create documents with Word 2013, edit documents, format text and paragraphs, format documents and create and format tables.


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Microsoft Office Word 2013 Intermediate
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.


Prerequisite: Microsoft Office Word 2013 Basic

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<td>M 8:30 am – 4:00 pm</td>
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Microsoft Office Word 2013 Advanced
Learn to integrate Word with other programs, explore advanced graphics, build forms, collaborate with co-workers, and customize Word.


Prerequisite: Microsoft Office Word 2013 Basic and Intermediate

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<th>Course Code</th>
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<th>Instructor(s): S Kaminski</th>
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<td>M 8:30 am – 4:00 pm</td>
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</table>
CPR TRAINING

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

The textbook is included in the course fee.

$55

44345 / Apr 28 / 1 session / Instructor(s): D Howard
  · Th 5:00 pm – 9:00 pm  East Rm 1222

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

$55

44346 / May 3 / 1 session / Instructor(s): D Howard
  · Tu 5:00 pm – 9:00 pm  East Rm 1223

CPR for the Healthcare Provider: American Heart Association
Learn basic life support of the cardiac and/or respiratory arrest victim. Training includes recognition of the early warning signs of a heart attack and prompt entry into the emergency medical system. Also includes adult, pediatric, and infant CPR and the use of Automatic External Defibrillators (AEDs). This course, also called Basic Life Support, meets the prerequisite for EMT course.

The textbook is included in the course fee.

$109

44334 / Jan 7 / 1 session / Instructor(s): D Howard
  · Th 10:00 am – 3:00 pm  East Rm 1221

44338 / Feb 18 / 1 session / Instructor(s): D Howard
  · Th 4:45 pm – 9:45 pm  East Rm 1243

44341 / Mar 24 / 1 session / Instructor(s): D Howard
  · Th 4:45 pm – 9:45 pm  East Rm 1222

44344 / Apr 14 / 1 session / Instructor(s): D Howard
  · Th 4:45 pm – 9:45 pm  East Rm 1222

44349 / May 12 / 1 session / Instructor(s): D Howard
  · Th 4:45 pm – 9:45 pm  East Rm 1222

CPR Refresher for the Healthcare Provider: American Heart Association
Refresh your CPR skills in basic life support of the cardiac and/or respiratory arrest victim. Training includes recognition of the early warning signs of a heart attack and prompt entry into the emergency medical system. Also includes adult, pediatric, and infant CPR and the use of Automatic External Defibrillators (AEDs). This course, also called Basic Life Support, meets the prerequisite for EMT course.

If you choose, please bring your book, Basic Life Support for Healthcare Providers, from your previous class.

Note: You must have an unexpired AHA BLS for Healthcare Provider CPR card to partake in this class. If your card is expired or from another source, you will need to register for the regular CPR class (five hour course).

$69

44335 / Jan 8 / 1 session / Instructor(s): D Howard
  · F 10:00 am – 2:00 pm  East Rm 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.
HEALTH & HUMAN SERVICES

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

REQUARED TEXTBOOK: Emergency Care+EMS Testing.com Access Pkg; approximately $144.

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

BASIC LIFE SUPPORT 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.

REQUIRED TEXTBOOK: Emergency Care+EMS Testing.com Access Pkg: approximately $144.

Note: You will need Internet connection and an email address. Approximately two days 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.

Emergency Medical Responder

This course delivers the National EMS Educational Standards adopted by the state of Minnesota for Emergency Medical Responder educational. This course delivers the National EMS Educational Standards adopted by the state of Minnesota for Emergency Medical Responder educational requirements. This course provides the EMT student the necessary knowledge and skill to manage patient care until the arrival of ambulance personnel at a scene of a medical or trauma emergency. Obtaining AHA Healthcare Provider CPR certification is a component of this course. Students must be able to perform physical tasks to complete course requirements. Upon successful completion, a student is eligible to acquire state of Minnesota EMR certification, pending Emergency Medical Services Regulatory Board (EMSRB) verification. A student who has committed a misdemeanor, gross misdemeanor, or felony may not qualify to gain initial certification in the state of Minnesota as an Emergency Medical Responder (formerly First Responder).

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

REQUIRED TEXTBOOK: Emergency Care+EMS Testing.com Access Pkg: approximately $144.

Emergency Medical Technician

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

REQUIRED TEXTBOOK: Emergency Care with MyBradyLab and EMS Testing, approximately $216. Online Book code, 1EMS 0019. DO NOT ACCESS MyBradyLab until orientation the first day of class.

Note: You must provide proof of a current Healthcare Provider CPR card prior to course completion. The National Registry exam will be held on May 4 at 12 PM. There is a separate registration/fee for this exam. You will need an email...
address and Internet connection for this class. Within a couple days prior to the start of class, you will receive a user name and a password. Fees include a background check and liability insurance. An approved uniform is required for this course; approx $100 (see instructor for further information).

$1,476

<table>
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<td>*No class 1/20, 2/15, 3/14, 3/16.</td>
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<tr>
<td>44397</td>
<td>Jan 11 – May 2* / 23 sessions</td>
<td>L Goerisch</td>
<td>MW 5:00 pm – 9:00 pm</td>
<td>East Rm 1221</td>
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</table>

**Emergency Medical Technician-Refresher**

EMTs, bring your skills up to the most current standards for the State of Minnesota. This refresher on updated emergency care skills and techniques for re-certification, along with completion of course requirements and successful practical testing, will result in a new two-year certification as an EMT-Basic.

RESTRICTION: As a result of 1999 Minnesota Legislation, EMTs who have committed misdemeanors, gross misdemeanors, or felonies may not qualify to regain certification as a Minnesota or nationally registered EMT. Students whose EMT status has been expired for more than one year will need to contact the EMSRB to determine if the course will fulfill all the requirements needed to gain certification as an EMT in the State of Minnesota.

An additional fee will be collected for the National Registry Exam towards the end of this class.

REQUIRED TEXTBOOK: *Transition Series: Topics for the EMT*, approximately $70. Online Book code, 1EMS 0003.

Note: There is a separate registration/fee for this the national registry exam which will be held March 3 at 5 PM. You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

$365

<table>
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<td>TuTh 5:00 pm – 9:00 pm</td>
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**EMT Nat’l Registry Exam Basic Level – Full Practical**

EMT Basic State of Minnesota Practical Exam.

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

$100

<table>
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</table>

**ENTRY LEVEL TRAINING**

**IV Therapy for the Experienced Provider**

This is a hands-on course designed for those currently practicing in the healthcare field and who are familiar with IV therapy or the process of initiating IV therapy. Intended for healthcare professionals including, but not limited to, RN, CMA, Rad Techs, EMT, Paramedic or similar. During the class time, we will focus on skills learned previously, new techniques, and the importance of properly administering an IV. This is a four hour course. If you are not familiar with IV therapy but are interested in this class please see the class labeled Entry Level IV Therapy.


Note: If you do not meet the required skill level, per the instructor, you will need to take the Entry Level IV Therapy class.

$89

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<td>D Lennartson</td>
<td>Sa 10:00 am – 2:00 pm</td>
<td>East Rm 3531</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Sessions</th>
<th>Instructor(s)</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>44388</td>
<td>Jan 8 / 1 session</td>
<td>S Orth</td>
<td>F 10:00 am – 11:30 am</td>
<td>East Rm 2311</td>
<td></td>
</tr>
<tr>
<td>44389</td>
<td>Jun 24 / 1 session</td>
<td>S Orth</td>
<td>F 10:00 am – 11:30 am</td>
<td>East Rm 2311</td>
<td></td>
</tr>
</tbody>
</table>

**Health Unit Coordinator**

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

**HEALTH UNIT COORDINATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Sessions</th>
<th>Instructor(s)</th>
<th>Times</th>
<th>Location</th>
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<td>44388</td>
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<td></td>
</tr>
<tr>
<td>44389</td>
<td>Jun 24 / 1 session</td>
<td>S Orth</td>
<td>F 10:00 am – 11:30 am</td>
<td>East Rm 2311</td>
<td></td>
</tr>
</tbody>
</table>
Our goal is to deliver critical and consistent standards of leadership, command and technical training so that fire and emergency response teams are trained to the highest level possible. Because when a crisis hits, you need skills already in place to respond and react.

**Foundational Skills**

*NFPA 1001* provides the basic skills fire officers need to react and respond to most emergencies. Start your foundational training here. (We offer day and evening classes as well as a blended format – classroom and online.)

- Firefighter I
- Firefighter II

Continue with **Fire Equipment Training**

- Fire Equipment Operator
- Coaching the Emergency Vehicle Operator (CEVO)
- Aerial Operations

**Leadership Programs**

Interested in becoming an officer? Take it to the next level with our intensive and hands-on leadership program training.

- Fire Officer I
- Fire Officer II
- Building Construction
- Strategies and Tactics
- Fire Ground Control
- Fire Instructor
- NFA Leadership series I, II and III
- Fire Inspector and Investigator

**Professional Development**

Continuing education and additional skills training are offered throughout the year depending on demand and industry needs. If you don’t see something here, contact us! We can develop any skills training you need!

- Promotional Exam Proctors
- Rapid Intervention Crew
- NFA Incident Safety Officer
- ICS 300 and ICS 400
- Technical Rescue
- CPR Training
- EMT and EMT Refresher
- Boat Operations
- Fire Services Certificate
- Public Safety AAS
to successfully complete the course. HUC Certification information will be provided.

A background check needs to be completed prior to completing the service learning experience.


Prerequisite: 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, and bring a valid driver’s license or Minnesota state ID.

$1,525

44395 / Jan 22–Jun 17* / 17 sessions / Instructor(s): S Orth
• F 9:00 am – 3:30 pm East Rm 2311, 2312
Service learning hours TBD *No class 3/18.

LAW ENFORCEMENT

Intro to Forensic Photography (Online)
Photographic documentation of evidence is important in many aspects of a case, from simply recording the condition of evidence to enhancing details that may not be discernable to the human eye. This online tutorial is designed to introduce the concepts of forensic photography to law enforcement officers and others. Some of the topics covered include: the uses of forensic imaging, tools needed for the job, alternate light sources, and techniques beyond photography.

This course is delivered entirely online. You will need Internet connection and an email address. After you register, you will receive a user name, password, and login instructions via email.

You may register and begin this course at any time; you will have four weeks to complete.

To receive CEUs/POST credits and a Certificate of Completion, you must achieve a score of 70 percent on the final quiz.

Note: This course is delivered entirely online. You will need Internet connection and an email address. After you register, you will receive a user name, password, and login instructions via email. You may register and begin this course at any time; you will have four weeks to complete. To receive CEUs and a Certificate of Completion, you must achieve a score of 70 percent on the final quiz. If you are a member of the SLOT program, do not register for this section. Please contact our registration staff at 651.779.3341.

$169

43220 / Available 24/7 starting Jan 1
• ONLINE

MEDICAL ASSISTING

Medical Assistant Refresher: Skill, Content and Certification Review
This 40 hour hybrid (partially online) course is designed for persons interested in updating their skills in medical assisting and or reviewing for the Certification Exam. This course will review and refresh on the content set forth by the Medical Assisting Education Review Board (MAERB). Students will be updated and refreshed on critical thinking based on knowledge of academic subject matter required for competence in the profession. Content covered will include but is not limited to vital signs, injections, pharmacology, laboratory skills, phlebotomy, EKG, medical terminology, medical records/EHR, administrative skills, professionalism, communication and certification review.


Note: You will need Internet connection and an email address. You will receive a user name, password, and login instructions via email, approximately two days before the class begins, to access the D2L system for coursework and chats. Online meetings will be arranged with instructor.

$550

44286 / Jan 25 – Feb 8 / 3 sessions / Instructor(s): J Lennartson
• M 4:00 pm – 9:00 pm East Rm 3531
 MEDICAL BILLING & 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

44380 / Apr 6 / 1 session / Instructor(s): S Pakonen
- W 4:00 pm – 5:00 pm East Rm 2313

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

Medical coders use their medical knowledge to ensure adherence to insurance requirements and federal regulations. This course is an introduction to basic medical procedural coding guidelines. Students will focus on basic Current Procedural Terminology (CPT-4) coding (anesthesia, E&M, 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.


Note: This class is delivered entirely online. You will need an email address and Internet connection for this class. Approximately two days 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.

$495

44390 / Jan 10 – Apr 17* / 13 sessions / Instructor(s): C Forsman
- W 9:00 am – 3:00 pm East Rm 2561
- ONLINE: Su 6:00 pm – 7:00 pm
*No class 3/13.

Medical Coding with ICD-10-CM

The focus of this course will be on the ICD-10-CM coding system which has been implemented in the United States in October, 2015. The content taught in this course will help prepare you for the National Exam for Certified Coding Associate (CCA). Although a free event, please register for planning purposes.

$365

44382 / Apr 6 / 1 session / Instructor(s): S Pakonen
- W 9:00 am – 3:00 pm East Rm 2313

Medical Terminology

This one-day course provides a lively and enjoyable opportunity to understand medical terminology. Course material will focus on basic vocabulary and a brief overview of body systems. Appropriate for entry-level healthcare workers and those looking for a refresher. No textbook required. Handouts provided by instructor.

$99

44385 / May 4 / 1 session / Instructor(s): S Pakonen
- W 9:00 am – 3:00 pm East Rm 2311

Medical Terminology & Anatomy for Medical Coding

Prepare for effective ICD-10-CM/PCS coding with a complete introduction to relevant medical terminology and anatomy for coders. This course will use a scaffold approach to learning about codes starting with simple concepts and moving to more complex or detailed information used in assigning the correct codes. 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.


Note: No online meeting January 18 or February 15. You will need Internet connection and an email address. Approximately two days 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.

$600

PHARMACY TECH/REP

FREE! Pharmacy Technician Information Session

Join us for a free information session on how to get started in the field of pharmacy related careers. Learn about the course 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 pharmacy technicians. Although this is a free event, please register for planning purposes.

$0

Pharmacy Technician

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 externships should be completed within 60 days from the end of the class.

REQUIRED INFORMATION TO BEGIN EXTERNSHIP: Proof of the National Career Readiness Credential (NCRC) showing a Silver Level Credential or above; immunization form completed by provider showing immunizations are up to date; a completed background check; and proof of registration as a NEW Career Readiness Credential (NCRC) showing a Silver Level Credential or abovearmacy 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 externships should be completed within 60 days from the end of the class.

REQUIRED INFORMATION TO BEGIN EXTERNSHIP: Proof of the National Career Readiness Credential (NCRC) showing a Silver Level Credential or above; 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. The NCRC test is available for no cost at your local workforce center.

REQUIRED TEXTBOOKS: MortyPak: Pharmacy Technician 5e, The Pharmacy Technician Workbook 5e, Pharmacy Calculations 4e (bundle), approx. $168. Online Book code 1PHT 0001.

$975

PHLEBOTOMY

Phlebotomy Technician Course

From a patient’s perspective, having blood drawn can be the least pleasant part of a medical visit. A skilled phlebotomy technician can make all the difference in the world. Learn to perform routine phlebotomy procedures (venipuncture; blood-drawing or finger sticks) using several different methods. Proper collection, processing and transporting techniques will be presented, along with information for interaction with other healthcare providers and with your patients.

Note: you will practice blood-drawing on each other.
HEALTH & HUMAN SERVICES

This course will cover:

- 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

Upon successful completion, graduates should be prepared to sit for the National Center for Competency Testing Certified Phlebotomy Technician (CPT) exam. There is a separate fee for this exam. See the instructor for more details.

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


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.

Nursing Assistant Class

Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. Topics include communication, safety issues, vital signs, nutrition, homemaking responsibilities, client personal hygiene, comfort and more. This course includes lab exercises and clinical experience in a long-term healthcare facility and meets the requirements of the Minnesota Department of Health and OBRA. Upon successful completion of this course, you are eligible to take the NA/HHA competency examination.

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.

CLINICAL INFORMATION: clinical visits are typically held during the final week of each course section. THESE TIMES WILL VARY AND MAY CHANGE. They may be on weekends, holidays, evenings and may end before or extend beyond the last date of class listed on the website or in the catalog.

REQUIRED TEXT: Skills packet is mandatory, approximately $15.25. If an * appears by the class ID, the instructor also requires you purchase Lippincott’s Textbook for Nursing Assistants. This book costs approximately $73. Online book code, 1HHA 0245.

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

DRESS CODE: No low cut, strapless or revealing tops; 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.

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

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

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

$839

Attendance is Important!

Classroom

If you miss even one classroom day, you may not be permitted to attend clinical. If you must miss a class due to illness, you may be required to bring in a note from your physician. You will be expected to make-up any missed instruction on your own. This is not the responsibility of the instructor. You are required to be on time to class and may be dismissed and dropped from class due to tardiness. There is no refund available.

Clinical

You must attend all clinical days to receive a Letter of Completion. Tardiness on clinical days is not acceptable. Students who are 15 minutes late may be sent home and may be dropped from class. There is no refund available.
### Nursing Assistant Class Schedules

**Classes meeting at Episcopal Church Home:**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Dates</th>
<th>Classroom Days &amp; Times</th>
<th>Clinical Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>44261*</td>
<td>Jan 4 – Jan 15</td>
<td>M – F 8:30 am – 4:00 pm (Jan 4 – Jan 13)</td>
<td>Jan 14 (7:00 am – 3:00 pm), Jan 15 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44319</td>
<td>Jan 4 – Feb 6</td>
<td>M – Th 4:00 pm – 10:00 pm (Jan 4 – Feb 4)</td>
<td>Feb 5 (1:00 pm – 9:00 pm), Feb 6 (8:30 am – 2:30 pm)</td>
</tr>
<tr>
<td>44333*</td>
<td>Jan 18 – Jan 29</td>
<td>M – F 8:30 am – 4:00 pm (Jan 18 – Jan 27)</td>
<td>Jan 28 (7:00 am – 3:00 pm), Jan 29 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44352*</td>
<td>Feb 1 – Feb 12</td>
<td>M – F 8:30 am – 4:00 pm (Feb 1 – Feb 10)</td>
<td>Feb 11 (7:00 am – 3:00 pm), Feb 12 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44220</td>
<td>Feb 8 – Mar 12</td>
<td>M – Th 4:00 pm – 10:00 pm (Feb 8 – Mar 10)</td>
<td>Mar 11 (1:00 pm – 9:00 pm), Mar 12 (6:30 am – 2:30 pm)</td>
</tr>
<tr>
<td>44353*</td>
<td>Feb 17 – Mar 1</td>
<td>M – F 8:30 am – 4:00 pm (Feb 17 – Feb 26)</td>
<td>Feb 29 (7:00 am – 3:00 pm), Mar 1 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44354*</td>
<td>Feb 29 – Mar 11</td>
<td>M – F 8:30 am – 4:00 pm (Feb 29 – Mar 9)</td>
<td>Mar 10 (7:00 am – 3:00 pm), Mar 11 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44321</td>
<td>Mar 14 – Apr 18</td>
<td>M – Th 4:00 pm – 10:00 pm (Mar 14 – Apr 18)</td>
<td>No class on 3/17. Apr 22 (1:00 pm – 9:00 pm), Apr 23 (8:30 am – 2:30 pm)</td>
</tr>
<tr>
<td>44355*</td>
<td>Mar 21 – Apr 1</td>
<td>M – F 8:30 am – 4:00 pm (Mar 21 – Mar 30)</td>
<td>Mar 31 (7:00 am – 3:00 pm), Apr 1 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44356*</td>
<td>Apr 4 – Apr 15</td>
<td>M – F 8:30 am – 4:00 pm (Apr 4 – Apr 13)</td>
<td>Apr 14 (7:00 am – 3:00 pm), Apr 15 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44357*</td>
<td>Apr 18 – Apr 29</td>
<td>M – F 8:30 am – 4:00 pm (Apr 18 – Apr 27)</td>
<td>Apr 28 (7:00 am – 3:00 pm), Apr 29 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44322</td>
<td>Apr 21 – May 27</td>
<td>M – Th 4:00 pm – 10:00 pm (Apr 21 – May 23)</td>
<td>May 25 (10:00 pm – 9:00 pm)</td>
</tr>
<tr>
<td>44358*</td>
<td>May 2 – May 13</td>
<td>M – F 8:30 am – 4:00 pm (May 2 – May 11)</td>
<td>May 12 (7:00 am – 3:00 pm), May 13 (8:00 am – 4:00 pm)</td>
</tr>
<tr>
<td>44359*</td>
<td>May 16 – May 27</td>
<td>M – F 8:30 am – 4:00 pm (May 16 – May 25)</td>
<td>May 26 (7:00 am – 3:00 pm), May 27 (8:00 am – 4:00 pm)</td>
</tr>
</tbody>
</table>

**Classes meeting at Gables of Boutwells Landing:**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Dates</th>
<th>Classroom Days &amp; Times</th>
<th>Clinical Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>44251</td>
<td>Jan 5 – Jan 22</td>
<td>Tu W Th 8:30 am – 4:30 pm (Jan 5 – Jan 20)</td>
<td>Jan 21, Jan 22 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44252</td>
<td>Jan 26 – Feb 12</td>
<td>Tu W Th 8:30 am – 4:30 pm (Jan 26 – Feb 10)</td>
<td>Feb 11, Feb 12 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44253</td>
<td>Feb 16 – Mar 4</td>
<td>Tu W Th 8:30 am – 4:30 pm (Feb 16 – Mar 2)</td>
<td>Mar 3, Mar 4 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44254</td>
<td>Mar 8 – Mar 25</td>
<td>Tu W Th 8:30 am – 4:30 pm (Mar 8 – Mar 23)</td>
<td>Mar 24, Mar 25 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44255</td>
<td>Mar 29 – Apr 15</td>
<td>Tu W Th 8:30 am – 4:30 pm (Mar 29 – Apr 13)</td>
<td>Apr 14, Apr 15 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44256</td>
<td>Apr 19 – May 6</td>
<td>Tu W Th 8:30 am – 4:30 pm (Apr 19 – May 4)</td>
<td>May 5, May 6 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44257</td>
<td>May 10 – May 26</td>
<td>Tu W Th 8:30 am – 4:30 pm (May 10 – May 24); Mon 8:30 am – 4:30 pm (May 23)</td>
<td>May 25, May 26 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44258</td>
<td>May 31 – Jun 17</td>
<td>Tu W Th 8:30 am – 4:30 pm (May 31 – Jun 15)</td>
<td>Jun 16, Jun 17 (6:30 am – 3:00 pm)</td>
</tr>
</tbody>
</table>

**Classes meeting at Johanna Shores:**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Dates</th>
<th>Classroom Days &amp; Times</th>
<th>Clinical Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>44244</td>
<td>Jan 4 – Jan 19</td>
<td>M – F 8:00 am – 2:00 pm (Jan 4 – Jan 15)</td>
<td>Jan 18, Jan 19 (6:00 am – 2:30 pm)</td>
</tr>
<tr>
<td>44243</td>
<td>Jan 20 – Feb 11</td>
<td>Tu W Th 9:00 am – 5:00 pm (Jan 20 – Feb 4); Tue 9:00 am – 5:00 pm (Feb 9)</td>
<td>Feb 10, Feb 11 (6:00 am – 2:30 pm)</td>
</tr>
<tr>
<td>44250</td>
<td>Feb 22 – Mar 4</td>
<td>M – F 8:00 am – 4:00 pm (Feb 22 – Mar 2)</td>
<td>Mar 3, Mar 4 (6:30 am – 3:00 pm)</td>
</tr>
<tr>
<td>44245</td>
<td>Mar 7 – Mar 28</td>
<td>M Tu W 4:00 pm – 10:00 pm (Mar 7 – Mar 28)</td>
<td>Mar 26, Mar 27 (6:00 am – 2:00 pm)</td>
</tr>
<tr>
<td>44259</td>
<td>Mar 15 – Apr 13</td>
<td>Tu W 9:00 am – 5:00 pm (Mar 15 – Mar 29); Tue, Wed 9:00 am – 5:00 pm (Apr 5, Apr 6); Wed 9:00 am – 5:00 pm (Mar 30); Sat 9:00 am – 3:30 pm (Mar 19), Apr 12, Apr 13 (6:00 am – 2:30 pm)</td>
<td>Apr 30, May 1 (6:00 am – 2:00 pm)</td>
</tr>
<tr>
<td>44246</td>
<td>Apr 4 – May 1</td>
<td>M Tu W 4:00 pm – 10:00 pm (Apr 4 – Apr 25)</td>
<td>Apr 30, May 1 (6:00 am – 2:00 pm)</td>
</tr>
<tr>
<td>44260</td>
<td>Apr 19 – May 11</td>
<td>Tu W Sa 9:00 am – 5:00 pm (Apr 19 – May 7); Wed 9:00 am – 5:00 pm (Apr 27)</td>
<td>No class on 4/27; May 10, May 11 (6:00 am – 2:30 pm)</td>
</tr>
<tr>
<td>44247</td>
<td>May 2 – May 29</td>
<td>M Tu W 4:00 pm – 10:00 pm (May 2 – May 23)</td>
<td>May 28, May 29 (6:00 am – 2:00 pm)</td>
</tr>
<tr>
<td>44249</td>
<td>May 12 – Jun 10</td>
<td>Th F 9:00 am – 5:00 pm (May 12 – Jun 3)</td>
<td>Jun 9, Jun 10 (6:30 am – 2:30 pm)</td>
</tr>
<tr>
<td>43222</td>
<td>May 17 – Jun 15</td>
<td>Tu W 9:00 am – 4:00 pm (May 17, May 18); Tue, Wed 9:00 am – 5:00 pm (May 24 – Jun 1); Tue, Wed 9:00 am – 4:00 pm (Jun 7, Jun 8)</td>
<td>Jun 14, Jun 15 (8:30 am – 2:30 pm)</td>
</tr>
<tr>
<td>44248</td>
<td>Jun 6 – Jun 27</td>
<td>M Tu W 4:00 pm – 10:00 pm (Jun 6 – Jun 27)</td>
<td>Jun 25, Jun 26 (6:00 am – 2:00 pm)</td>
</tr>
</tbody>
</table>

**REQUIRED TEXTBOOK:** Skills packet is mandatory, approximately $15.25. If an * appears by the class ID, the instructor also requires that you 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 (ECH), do not park in any ECH lot or your vehicle will be subject to towing. Street parking is okay.
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.

The total cost for the exam is $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).

### Fees for retesting:
- Skills only: $149 payable to Century College/$22 payable to Pearson VUE
- Written only: $50 payable to Century College/$42 payable to Pearson VUE

### Registration Process:
1. Choose a date and location for your exam. All sites require pre-registration through Century College.
2. Register for the exam of your choice and provide required registration deposit.

### Exams are available at the following sites:
- **Century College, East Campus**
  3300 Century Avenue North
  White Bear Lake, MN 55110
  Monday evenings; Saturday mornings

  You must be there exactly at the class start time to begin paperwork.

- **Forest Lake High School**
  Rooms 345 and 354; enter through door number 1 on the side of building 6101 Scandia Trail North
  Forest Lake, MN 55025
  Tuesday evenings

  You must be there exactly at the class start time to begin paperwork.

**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)

**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.

**Note:** You MUST be a minimum of 16 years of age to register for this course. Please have the following information available prior to registering for the exam:
1. Your last date of clinical work
2. The name of the location where you took your class
3. Your social security number
4. Your date of birth

### Nursing Assistant Competency Exam Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Exam Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>Century East Campus</td>
<td>44229 M</td>
<td>$149</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Century East Campus</td>
<td>44230 M</td>
<td>$149</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Century East Campus</td>
<td>44231 M</td>
<td>$149</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Century East Campus</td>
<td>44232 M</td>
<td>$149</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Century East Campus</td>
<td>44233 M</td>
<td>$149</td>
</tr>
<tr>
<td>Feb 8</td>
<td>Century East Campus</td>
<td>44234 M</td>
<td>$149</td>
</tr>
<tr>
<td>Feb 29</td>
<td>Century East Campus</td>
<td>44235 M</td>
<td>$149</td>
</tr>
<tr>
<td>Mar 7</td>
<td>Century East Campus</td>
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<td>$149</td>
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<tr>
<td>Mar 14</td>
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</tr>
<tr>
<td>Mar 21</td>
<td>Century East Campus</td>
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</tr>
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<td>Mar 28</td>
<td>Century East Campus</td>
<td>44239 M</td>
<td>$149</td>
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<td>Apr 2</td>
<td>Century East Campus</td>
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</tr>
<tr>
<td>May 2</td>
<td>Century East Campus</td>
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<tr>
<td>May 9</td>
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<td>May 16</td>
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<td>Jun 6</td>
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<tr>
<td>Jun 13</td>
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<tr>
<td>Jun 20</td>
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<td>Jun 27</td>
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<td>Jan 12</td>
<td>Forest Lake High School</td>
<td>44223 Tu</td>
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<tr>
<td>Feb 9</td>
<td>Forest Lake High School</td>
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<td>Mar 8</td>
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<td>Apr 12</td>
<td>Forest Lake High School</td>
<td>44226 Tu</td>
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<tr>
<td>May 17</td>
<td>Forest Lake High School</td>
<td>44227 Tu</td>
<td>$149</td>
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<tr>
<td>Jun 14</td>
<td>Forest Lake High School</td>
<td>44228 Tu</td>
<td>$149</td>
</tr>
</tbody>
</table>

### PEARSON VUE INFORMATION:
- All sessions are facilitated by a Century CE Instructor.
- All weekday exams are scheduled from 4:30 pm to 8:30 pm.
- All weekend sessions are scheduled from 8:00 am to 12:00 pm.
TEAS Test Preparation Course

The TEAS exam preparation course is designed to help prepare students who are planning on attempting the TEAS V 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: Study Manual for the Test of Essential Academic Skills (TEAS), Version V, approximately, $60. The online book code is 1HTP 0001.

$225

TEAS Test Preparation Online Course

The TEAS exam preparation course is designed to help prepare students who are planning on attempting the TEAS V 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.

This class will be delivered entirely online with weekly online meetings.

REQUIRED TEXTBOOK: Study Manual for the Test of Essential Academic Skills (TEAS), Version V, approximately, $60. The online book code is 1HTP 0002.

Note: You will need an email address and Internet connection for this class. Approximately two days 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.

$225
Trained Medication Administration for Unlicensed Personnel

Being cross-trained may enhance and advance your career in Healthcare. This course will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

REQUIRED TEXTBOOK: Administering Medications, approximately $120. The online book code is 1TMA 0280.

Note: You must be at least 18 years old and should be proficient in the English language. Mandatory attendance of ALL class sessions is required.

$579

TRAINED MEDICATION AIDE

Textbooks should be purchased before the first class and are available at the Century College Bookstore, located on the West Campus. Visit the bookstore online at centurycollegebookstore.com or call 651.779.3281.

WIOA Approved!

Many of our programs qualify for Workforce Innovation and Opportunity Act (WIOA) funding. Contact your nearest State of Minnesota Workforce Center to determine your eligibility. Workforce Centers are determined by your county of residence. Go to positivelyminnesota.com.
FAMILY, HOME & HOBBY

Backyard Beekeeping

Beekeeping is a fascinating and rewarding hobby. This class will prepare you for your beekeeping hobby in early spring. All basics of beekeeping will be covered including:

• Hives and equipment
• Honeybee society and biology
• Hive products and marketing
• Diseases, parasites, pests
• Seasonal management

If you have ever been interested in keeping bees, this is your opportunity to learn from a certified Master Beekeeper.

$125

41305 / Feb 11 – Apr 7* / 8 sessions / Instructor(s): R Sitko
   • Th 6:30 pm – 8:30 pm East Rm 2313
   *No class 3/17.

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 supplies that you will need to bring with you, beginning the first session. The first session will meet in East Campus Room 2561. Remaining sessions will meet in East Campus Room 1661 (welding lab).

$360

44351 / Feb 10 – Mar 23 / 7 sessions / Instructor(s): L Dessellier
   • W 5:00 pm – 9:00 pm Feb 10 (1x) East Rm 2561
   • W 5:00 pm – 9:00 pm Feb 17 – Mar 23 East Rm 1661
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.

“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?
- Mechtronics
- Machining
- 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 or 651.779.3411

LEARN WORK EARN
A Minnesota Advanced Manufacturing Partnership Project
COMMERCIAL TRUCK DRIVER TRAINING

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 take a ride in one of the training trucks. Call 651.779.3341 to register.

All sessions are FREE and are located at the TTC at 14386 Hudson Road South, Afton, MN.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>44365</td>
<td>Mon</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>44366</td>
<td>Mon</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>44370</td>
<td>Mon</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>44377</td>
<td>Mon</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>44378</td>
<td>Wed</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

CDL Permit Prep Online

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 licensing 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, air-brake systems, and general Federal Motor Carrier Safety Administration (FMCSA) information. 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 can be found online for free at dps.mn.gov. Search for “Commercial Driver’s Manual” and click on the corresponding PDF. It is highly recommended that you read this document prior to beginning the CDL Permit Prep Online course.

Note: This is a self-study, online course. You need an email address and an Internet connection. Registered students who do not have access to a computer may use the computer lab at the Transportation Training Center. Call 651.779.5205 to schedule.

$139

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>44361</td>
<td>Jan 1 – Jun 30</td>
<td>ONLINE: Available 24/7</td>
</tr>
</tbody>
</table>

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 on the road in about 30 days. You will develop the knowledge and driving skills needed to obtain your Class A driver’s license.

You will learn:
- Basic driving skills
- Principles of safe vehicle operation
- Air brake systems
- Pre-trip inspections
- Defensive driving techniques
- Entry level driver training requirements

The course concludes when you take the skills exam for the Class A license. Classes are offered year-round. Instructors have many years of professional truck driving and teaching experience. Job placement assistance is provided. Drug testing and license fees are additional. To receive an information packet or to obtain further information, call the Continuing Education office at 651.779.3341.

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.

All classes are Monday – Friday from 7:00 am to 4:00 pm for 20 sessions each at the Transportation Training Center (TTC), 14386 Hudson Road South, Afton, MN.

$3,995

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>44362</td>
<td>Jan 5 – Feb 2*</td>
<td>*No class 1/18.</td>
</tr>
<tr>
<td>44364</td>
<td>Feb 3 – Mar 2*</td>
<td>*No class 2/15.</td>
</tr>
<tr>
<td>44369</td>
<td>Mar 30 – Apr 26</td>
<td></td>
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<tr>
<td>44375</td>
<td>Apr 27 – May 24</td>
<td></td>
</tr>
<tr>
<td>44376</td>
<td>May 25-Jun 22*</td>
<td>*No class 5/30.</td>
</tr>
</tbody>
</table>

Commercial Driver’s License Skills Course - Class B

Trucking is a high-demand industry that offers rock-solid wages and job security. Our Commercial Driver’s 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 B driver’s license.

You will learn:
- Basic driving skills
- Principles of safe vehicle operation
TRANSPORTATION

- Air brake systems
- Pre-trip inspections
- Defensive driving techniques
- Entry level driver training requirements

The course concludes when you take the skills exam for the Class B license. Classes are offered year-round. Instructors have many years of professional truck driving and teaching experience. Job placement assistance is provided. Drug testing and license fees are additional. To receive an information packet or to obtain further information, call the Continuing Education Office at 651.779.3341.

To take this class, you must have your Class B permit at least EIGHT DAYS PRIOR to the 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 obtained 8 days prior to class start date; 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.

All classes are Monday – Friday from 7:00 am to 4:00 pm for five sessions each at the Transportation Training Center (TTC), 14386 Hudson Road South, Afton, MN.

$1,095

44363 / Jan 5 – Jan 11 / 44372 / Apr 26 – May 2 /

FORKLIFT TRAINING

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) which includes the different types of powered industrial trucks used and the hazards present in the work environment. The course also covers proper driving techniques, proper balance for loads, center of gravity, load placement, safe fueling/recharging and completing an inspection checklist.

Each four-hour session takes place in a climate controlled, indoor environment in our state-of-the-art Transportation Training Center located at 14386 Hudson Road South, Afton, MN from 1:00 pm to 5:00 pm.

$239

44366 / Feb 23 /
44371 / Apr 19 /
44379 / Jun 14 /

 Individual/Small Group CDL Instruction

Continue to build your driving skills with individual or small group (2 students) 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.

Note: Course fee is $125/hour with a two-hour minimum. Use the following class codes (on the check-out screen) to reduce the course fee based on the number of hours purchased: CDL2, CDL4, CDL6. Class time is independently arranged between instructor and student. Call 651.779.5205 to schedule.

$125/hour, minimum of two hours

44360 / Jan 4 – Jun 30 / M – F 7:00 am – 5:00 pm / Afton TTC Rm Bay

MOTORCYCLE SAFETY TRAINING

Novice or veteran, we have motorcycle training courses and the expert advice you need to conquer the open road. We have classes to fit all skill levels and at all times of the day or night, with hands-on training at the largest facility in the Midwest.

Classes start in April.

Call 651.779.3341 for more information!

Funding Available* for Veterans for CDL Training!

Century College has been awarded a federal grant to help train military families for jobs in the transportation industry. Funding is available for veterans and their spouses for Class A commercial driver’s license (CDL) training. Trucking companies are hiring and this is a great way to get back into the workforce. (Note: Must be a veteran, or spouse of a veteran, and at least 21 years old.)

* This funding is currently only available through March 3.

Call 651.779.3341 for details!

Financial support and assistance is made possible by the United States Department of Transportation, Federal Motor Carrier Safety Administration, under grant number FM-DTG-0025-14-01-00.
Online Learning

We offer 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 areas, supplementary links, and more. You can complete any of these courses entirely from your home or 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. To view the Century-developed online courses, go to century.edu/training, click on “All Courses” and then select the “Online” button.

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 professional and personal development, as well as six month career training programs that prepare you for industry certification or to start a new career.

Registration for 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.

Note: effective October, 2015, the registration process for ed2go classes has changed. You will no longer enroll on the Century College online registration website. You will create a user profile on the ed2go site for any instructor-led or career track course and access all training from the ed2go website.

If you have any questions, please contact our registration staff at 651.779.3341 or email cect@century.edu.

<table>
<thead>
<tr>
<th>ED2GO INSTRUCTOR-LED COURSES</th>
<th>ED2GO CAREER TRAINING PROGRAMS</th>
<th>CENTURY COLLEGE ONLINE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional development and personal</td>
<td>Prepare for industry certification or start a new</td>
<td>Web-Supplemented - The class will meet entirely</td>
</tr>
<tr>
<td>enrichment</td>
<td>career</td>
<td>in classroom but materials will be made available</td>
</tr>
<tr>
<td>Sessions start monthly</td>
<td>Start Anytime</td>
<td>online</td>
</tr>
<tr>
<td>Convenient six-week format</td>
<td>Many programs completed in less than six months</td>
<td>Partially Online - The class will be comprised of</td>
</tr>
<tr>
<td>Interactive learning environment</td>
<td>In-depth study, all learning materials provided</td>
<td>both classroom and online instruction</td>
</tr>
<tr>
<td>Instructors lead each course</td>
<td>Personal Instructor assistance</td>
<td>Online - The entire class will be held online</td>
</tr>
<tr>
<td>Award of completion with passing score</td>
<td>Certificate of completion awarded with passing score</td>
<td></td>
</tr>
</tbody>
</table>
MAPS & DIRECTIONS

CENTURY COLLEGE
Century College is located at 3300 Century Avenue just north of Hwy. 694 in White Bear Lake, MN.

From Downtown St. Paul:
I-35E north to I-694 east, exit at Hwy. 120 (Century Avenue). North approximately 1/2 mile. Century’s East Campus is on the right side of the road, and West Campus is on the left side.

From Downtown Minneapolis:
I-35W north to Hwy. 36. East on Hwy. 36 to I-35E north, follow to I-694. Go east on I-694 and exit at Hwy. 120 (Century Avenue). North on Hwy. 120 for approximately 1/2 mile. Century’s East Campus is on the right side of the road, and West Campus is on the left side.

Alternative from St. Paul/Minneapolis:
I-94 east to I-35E, go north on I-35E to I-694. Follow I-694 east and exit at Hwy. 120 (Century Avenue). North on Hwy. 120 for approximately 1/2 mile. Century’s East Campus is on the right side of the road and West Campus is on the left side.

EAST CAMPUS PARKING* & ROOM LOCATION
EAST campus parking is most plentiful on the northeast side of the building. Lot C is convenient for most classes in this catalog. Allow extra time for parking.

Entering from lot C provides easy access to the Bruening Room and lower level. Go up one level for Continuing Education offices 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.

*Please note: if you are taking a class, you should not park in the visitor spots.
FIVE WAYS TO REGISTER

By Phone 651.779.3341
You will be asked to provide the information requested on the registration form. Credit card payment only.

By Fax 651.779.5802
Send completed registration form and credit card payment or completed business purchase order only.

By Mail Century College, CECT, 3300 Century Ave N, 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
Century College is conveniently located on Century Avenue North (Hwy 120) just north of I-694 in White Bear Lake. For directions, call 651.779.3341. The Continuing Education and Customized Training office is located on the main level on East Campus Rm 2420.

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

Online century.edu/training
Click-by-click instructions in the box to the right.

IMPORTANT INFORMATION

Confirmation of Registration
Your class reservation is confirmed by payment of fee. You will also receive written confirmation by mail. You will be notified if your class has been 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 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. There are no refunds or transfers allowed if you notify us fewer than three business days before the class starts. 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
1. Announcements regarding closings are broadcast on WCCO 830AM. Closings of state offices/agencies include Century College.

2. Check our website at century.edu/training for closings or cancellations.

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 does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age, or disability.

Staff Directory

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mary.nienaber@century.edu
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Velvet Walker 651.779.3926
velvet.walker@century.edu
Interim Dean

Sue Gergen 651.779.3261
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Larry Raddatz 651.779.3362
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Fire Services, EMS

Program Planners

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Larry Raddatz 651.779.3362
larry.raddatz@century.edu

Manufacturing
Carm Seifert 651.779.5788
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Healthcare
Anne Turnbull 651.773.1785
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Melissa Kiehl 651.773.1797
melissa.kiehl@century.edu
REGISTRATION FORM

Please fill out all information completely. Date of birth or social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Legal Name ___________________________________________ Date of Birth_____/_____/_____ Home Phone (_____ ) __________________
(Under age 18 permitted only if indicated in course description)

Home Address __________________________________________ City __________________________ State _______ Zip__________

Social Security # ______-_____-_______ (To be used in registration system as your Student ID.) ☐ Male ☐ Female ☐ Accessibility & Accommodations Needed

Business Name________________________________________________________________ Business Phone (_____ ) __________________

Address ________________________________________________City____________________________State_________Zip_____________

Email address ____________________________________________

Course Number Course Name                    Course Fee
1. __ __ __ __   ________________________________________________________________________    $ __________
2. __ __ __ __   ________________________________________________________________________    $ __________
3. __ __ __ __   ________________________________________________________________________    $ __________
4. __ __ __ __   ________________________________________________________________________    $ __________
5. __ __ __ __   ________________________________________________________________________    $ __________

Total Course Fees: $ __________

REQUEST FOR CONFIDENTIAL INFORMATION

This information will assist Minnesota State Colleges and Universities in analyzing participant demographics. It will not be used as a basis for admission and is voluntary.

1. Are you Hispanic or Latino? Yes ___  No___
(a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture, regardless of race)

2. Race and Ethnic Background (select any that apply):
   ☐ American Indian or Alaska Native
   (a person having origins in any of the original peoples of North, Central, or South America and who maintains tribal affiliation or community attachment)
   ☐ Asian
   (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent)
   ☐ Black or African American
   (a person having origins in any of the black racial groups of Africa)
   ☐ Native Hawaiian or Other Pacific Islander
   (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
   ☐ White
   (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

3. What is the highest level of education for your parents/guardians? Please respond for the parent(s), stepparent(s), adoptive parent(s) or guardian(s) who raised you. (Check only one box for each parent/guardian.)

Parent/Guardian #1
☐ No high school diploma
☐ High school diploma
☐ Some college
☐ Two-year degree/diploma
☐ Bachelor’s degree or higher
☐ Not sure/don’t know

Parent/Guardian #2
☐ No high school diploma
☐ High school diploma
☐ Some college
☐ Two-year degree/diploma
☐ Bachelor’s degree or higher
☐ Not sure/don’t know

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’s Name____________________________________
Expiration Date______/______/______

Your Continuing Education fees may be tax deductible. Courses you take to maintain or improve your skills related to your current profession are tax deductible. Be sure to contact your tax accountant to get maximum savings.

Century College, Continuing Education & Customized Training
3300 Century Avenue North, East Campus 2420
White Bear Lake, MN 55110
651.779.3341 phone / 651.779.5802 fax
century.edu/training

Thank you for your participation.
An Equal Opportunity Educator and Employer. A Member of the Minnesota State Colleges and Universities System.
New Year, New Faces!

New Interim Dean of Continuing Education & Customized Training

Mary Nienaber

Mary will be serving in an interim capacity for the coming year and comes to the Century Continuing Education and Custom Training department with a depth of experience in the Minnesota State Colleges and Universities (MnSCU) including professional development, human resources and business experience. Mary has a master degree in human resource management from the Carlson School of Management and has served as a chief human resources officer in MnSCU for the last 20 years, including responsibility for employee development. Mary has also served as an adjunct instructor for several institutions over the years and as a system-wide trainer in supervisory management. Prior to serving in higher education, Mary spent several years in the healthcare setting and small business. She has maintained strong connections to these area of workforce development.

New Healthcare Team

Melissa Kiehl

Melissa has worked as a lead proctor on nursing assistant exams and will now expand her work to encompass the full logistics and compliance duties at Century’s home and offsite testing locations. As the nursing assistant exam coordinator she will provide continued excellent customer care to students and affiliate sites. You can reach Melissa by phone at 651.773.1797 or email her at melissa.kiehl@century.edu.

Lynnette Lancor-Wies

Serving as the program director and contract training manager of healthcare careers, Lynnette joins the team with more than 15 years of health science sales and publishing experience. A graduate of the University of Wisconsin, Stevens Point, her background in nursing and health related education as well as her knowledge of eLearning will help to enhance the team’s success in the continuing education and customized training markets. You can reach Lynnette by phone at 651.779.3902 or email at lynnette.wies@century.edu.

Carm Siefert

Carmian Siefert is expanding her role with Century’s healthcare team. Her responsibilities will be primarily program planning for the pharmacy technician, medical coding, perioperative nursing, health unit coordinator, and TEAS test prep programs. Carm is a graduate of the University of Minnesota, holds a Master’s Degree in public health, and is known for her healthcare expertise as an RN. She has worked with nursing continuing education as well as Century’s Umatter suicide prevention grant. Her phone number is 651.779.5788 and her email is carmian.seifert@century.edu.

Pictured left to right: Melissa Kiehl, Lynnette Lancor-Wies and Carm Siefert
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