

MAY – AUGUST 2020

CENTURY
COLLEGE



A member of Minnesota State

Continuing Education & Customized Training



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

SUMMER 2020

Find your class and register online.
century.edu/training
Discover What's Next!

CUSTOMIZED TRAINING



One Size Does Not Fit All

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

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

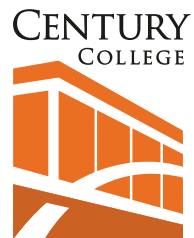
Wide Range of Topics

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

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



Contact us today! 651.779.3341 / cect@century.edu



century.edu/training

FREE!

**Health Unit Coordinator
Information Session**

page 13

BUSINESS AND LEADERSHIP

Business Development	4
Career Development	4
Communication	5
Management and Supervision	5

COMPUTERS AND TECHNOLOGY

Microsoft Office	10
------------------	----

HEALTH AND HUMAN SERVICES

CPR Training	12
Health Unit Coordination/Medical Office	13
Medical Terminology/Anatomy	13
Phlebotomy	14
Trained Medication Aide	15
Nursing Assistant	18
Nursing Assistant Class and Exam	22, 23

**Continuing Education classes
are usually designed to meet the
needs of adult learners.**

Unless otherwise stated in the course description, classes are open to individuals eighteen years or older.

WIOA Approved!

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

Go to positivelyminnesota.com

SUMMER CAMP

Stem Camp for Teens	24
---------------------	----

PUBLIC SAFETY

Emergency Medical Services	27
Law Enforcement	28

TRANSPORTATION

Motorcycle Training	32-37
---------------------	-------

OTHER TRAINING

Online Learning	38, 39
-----------------	--------

RESOURCES

Shakespeare & Company schedule	40
Class Locations	41
Staff Directory	41
Registration Information and Form	42

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

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

century.edu/training

Business and Leadership

BUSINESS DEVELOPMENT

Fundamentals of Training and Development

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

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

Course # 1PDE-0158 \$149

Sect 1 May 13 / 1 session / Lynn
W 8:00 am - 12:00 pm E 2313

CAREER DEVELOPMENT

Career-Boosting Communication

Reveal your inner superhero. The first part of this full-day interactive seminar will help you to improve soft skills and polish your self-presentation techniques, so that you will be perceived as the pro you are. Learn how to use body language to communicate your reliability, competence, and self-confidence. Discover how people form first impressions, and how to manage impressions in the future. Gain the tools you need to be ready for the next career advancement opportunity. The second part of this seminar focuses on self-promotion techniques and how to use social media to improve your personal brand. Superheroes have costumes and catch phrases. Politicians have slogans. Products have logos and taglines. This branding helps to make the people and ideas memorable. What do people remember about you? Learn how to shape your messaging to reflect how you want to be perceived. Bring your resume, career history and skills list to the seminar so that you can work on your personal brand message. You will also have time to build a new LinkedIn profile or improve an existing one. A computer will be provided, but you can bring your laptop if you prefer.

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

Course # 1PDE-0163 \$279

Sect 2 Jun 23 / 1 session / Lambertson
Tu 8:00 am - 4:00 pm E 1733





COMMUNICATION

Social Intelligence

Social Intelligence is about understanding your environment and having a positive influence. Increasing Social Intelligence will provide professional and personal benefits. Social Intelligence is a critical tool for coaching and development. Improving social skills through active listening, understanding body language, and being more empathic will give you the advantage in your interactions. Social interactions are a two-way street, know the rules of the road! Areas covered:

- Self-awareness
- Empathy
- Active Listening
- Social Cues
- Interpersonal Communication
- Body Language
- Building Rapport
- Conversation Skills

Course # 1PDE-0165 **\$149**

Sect 1 Jun 16 / 1 session / Lynn
 Tu 8:00 am - 12:00 pm E 2313

MANAGEMENT AND SUPERVISION

Negotiations 101

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

Course # 1SUP-0156 **\$149**

Sect 2 Jun 2 / 1 session / Gesche
 Tu 8:00 am - 12:00 pm E 2313

**ACCESS INTERNET AT
CENTURY COLLEGE?**

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

page 17



PERFORMANCE PLUS LEARNING PARTNERS (PPLP)

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

Our courses offer you the opportunity to:

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

Program Benefits:

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

Call 651.773.1743 to learn more about this exciting program.

Problem Solving through Critical Thinking

Take a step back and look from the outside in with an open and rational mind-this is the impetus of a critical thinker. So often our perspective is skewed by unintentional bias. Being able to recognize bias and look at a situation with multiple perspectives is a method used to break through thinking limitations. You will learn to: apply deBono's Six Thinking Hats, use questioning techniques for the right purpose, gather and assess useful information, develop criteria to measure interpretations, understand implications and consequences of interpretations, generate productive ideas based on a foundation of critique.

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

Sect 1 Jun 9 / 1 session / Grace
Tu 8:00 am - 12:00 pm **E 2313**

Responding to Conflict: Strategies for Improved Communication

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

Course # 1SUP-0022 **\$149**

Sect 1 May 15 / 1 session / Gesche
F 8:00 am - 12:00 pm **E 2311**

Understanding What Makes People Tick

Employees don't disengage without reason and they don't do their best work in an environment that fails to inspire. If employees are going to have a stake in the success of an organization, it is important to understand what causes disengagement and what can be done to motivate others. Capitalize on the untapped awesomeness inside your people for their benefit and yours too. In this class you will learn to: recognize signs of disengagement. learn the 5 causes of disengagement. identify current levels of engagement of your team members. define motivation, intrinsic motivation, and extrinsic motivation. understand what drives each person's motivation. evaluate how thinking affects motivation. learn tips for getting yourself and others motivated.

Course # 1SUP-0084 **\$149**

Sect 1 May 11 / 1 session / Grace
M 8:00 am - 12:00 pm **E 2313**

BUSINESS LEADERSHIP

CERTIFICATE

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

Choose five classes to build your own certificate:

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

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

century.edu/training





Phi Theta Kappa Leadership Development Studies

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

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

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

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



BUSINESS COMMUNICATION

CERTIFICATE

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

Complete the following courses:

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

**Look for a complete
lineup of fall training
opportunities in
mid-July.**

BUSINESS ACCOUNTING

CERTIFICATE

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

This certificate is geared toward:

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

Complete the following courses:

- Accounting I, II, and III
- QuickBooks
- Payroll Accounting
- Microsoft Excel 2019/Office 365 Level I (or higher)

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

Computers and Technology

TEXTBOOK PROVIDED

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

MICROSOFT OFFICE

Microsoft Office 2019/365: Excel Level I

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

Course # 1CPT-0186 \$189

Sect 4 Jun 4 / 1 session / Seys
Th 8:00 am - 3:30 pm E 1733

Microsoft Office 2019/365: Excel Level II

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

Course # 1CPT-0187 \$189

Sect 4 Jun 11 / 1 session / Seys
Th 8:00 am - 3:30 pm E 1733

WIOA Approved!

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

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

Microsoft Office 2019/365: Excel Level III

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

Course # 1CPT-0188 \$189

Sect 4 Jun 18 / 1 session / Seys
Th 8:00 am - 3:30 pm E 1733

Microsoft Office 2019/365: Excel Level IV

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

Course # 1CPT-0189 \$189

Sect 4 Jun 25 / 1 session / Seys
Th 8:00 am - 3:30 pm E 1733

Microsoft Office 2019/365: Word Level III

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

Course # 1CPT-0195 \$189

Sect 1 May 14 / 1 session / Matz
Th 8:00 am - 3:30 pm E 1733



COMPUTER SPECIALIST

CERTIFICATE

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

Choose your own Microsoft Office (MOS) 2019 specialty — in Access, Excel, PowerPoint or Word:

Word Specialist

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

Excel Specialist

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

PowerPoint Specialist

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

Access Specialist

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

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

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

Health and Human Services

CPR TRAINING

BLS Provider Course

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

Course #	1EMC-0025	\$115
Sect 5	May 12 / 1 session / Howard Tu 5:00 pm - 9:30 pm	E 1221
Sect 6	Jun 25 / 1 session / Howard Th 5:00 pm - 9:30 pm	E 1221
Sect 1	Jul 28 / 1 session / Howard Tu 5:00 pm - 9:30 pm	E 1221



The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association. The fees collected by Century College are used to cover expenses associated with marketing, coordinating, delivering and evaluating such classes.

BLS Provider Renewal Course - American Heart Association

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

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

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

Course #	1EMC-0026	\$85
Sect 5	May 14 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1221
Sect 6	Jun 4 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1221
Sect 1	Jul 14 / 1 session / Howard Tu 5:00 pm - 8:00 pm	E 1221
Sect 2	Aug 11 / 1 session / Howard Tu 5:00 pm - 8:00 pm	E 1221

BLS Instructor Recertification

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

Course #	1EMC-0015	\$119
Sect 3	May 14 / 1 session / Howard Th 12:00 pm - 5:00 pm	E 1221

HEALTH UNIT COORDINATION/ MEDICAL OFFICE

Health Unit Coordinator

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

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

Note: Service Learning dates will occur off campus on 10/12, 11/16 & 11/23. Instructor will provide additional information concerning off-campus service dates/locations.*Note that you can work online at anytime; disregard timeframe noted in schedule. Special Notice: You must be at least 18 years old and be proficient in the English language and keyboarding. At the first class meeting you must provide proof of a current negative TB test (within previous 6 months). The background check needs to be completed in order to participate in the service learning experience. The background check form should be completed and brought to the first class session. Do not submit to DHS on your own or you will be charged for the fingerprinting process.

Course # 1HCT-0016 \$1,695

Sect 1 Jul 20–Dec 14 / 39 sessions / Orth
Mon 09:00 am 03:30 pm E 2311
*No Class Mon 9/07

FREE! Health Unit Coordinator Information Session

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

Course # 1HCT-0022 FREE

Sect 1 Jul 13 / 1 session / Orth
M 3:35 pm - 4:35 pm E 2312

MEDICAL TERMINOLOGY/ ANATOMY

Medical Terminology Online

Introduction to Medical Terminology Online offers a course which gives you a quick start to understanding medical terminology. This class is valuable for anyone working in a non-medical health careers environment or needs to learn the basics of medical terminology. The class is targeted for entry level, non-medical personal that have either never taken medical terminology or need to renew their certificate. This class is highly recommended as a precursor to medical coding classes. The course emphasizes the definition and use of medical terms in healthcare related jobs. This class includes: *explain the meaning of medical terminology word roots, suffixes, and prefixes, *three course sections, with built in quizzes to test knowledge followed by a main quiz at the end of each section, *online support. * Certificate of Completion awarded at the end of successful completion of class (75% or above)

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

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

Course # 1HCT-0017 \$125

Sect 1 Jul 1–Aug 23 / 54 sessions / Orth
Online Class; Study at your own pace



PHLEBOTOMY

Phlebotomy Technician Course

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

Note: You will practice blood-drawing on each other. This course will cover: Phlebotomy practice and health care settings, Circulatory system, Basic anatomy and physiology of organ systems, Blood collection equipment, Order of draw of tubes, Venipuncture procedures, Vacutainer, Butterfly needle and syringe, Skin puncture procedures, Infection control, Specimen documentation and transportation, Complications in blood collections, Safety and first aid, Pediatric procedures, Arterial, intravenous and special collection procedures, Forensic toxicology, Quality control, Legal and regulatory issues, and Record-keeping, QA, and regulatory agencies. Upon successful completion, graduates should be prepared to sit for the National Center for Competency Testing Certified Phlebotomy Technician (CPT) exam. There is a separate fee, approximately \$100, which will be payable at the time of exam. See the instructor for more details.

REQUIRED TEXTBOOK: The Complete Textbook of Phlebotomy, 5th edition. Approximate cost \$136. Online book code 1HCT 0295. Textbooks are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (If you plan to purchase this text from another source, please call our

registration desk 651.779.3341 first to make certain you will obtain the correct edition.) **In addition, the exam and study packet, approximately \$186, will be ordered during the first class meeting. You will need a valid credit card to order your materials.**

Note: You can work online at anytime.

PREREQUISITE: You MUST be a minimum of 18 years of age to register for this course. THIS IS A HANDS-ON CLASS. YOU MUST PARTICIPATE IN ALL ACTIVITIES. You must provide proof showing immunizations are up to date for: Rubella, Mumps, DT or DtaP, TB screening and the Hepatitis B series. Your documentation or this completed immunization form should be brought to the first class session. You will need closed-toe shoes for this class.

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

Course # 1HCT-0295	\$1,150
---------------------------	----------------

Sect 1 May 27–Jul 29 / 10 sessions / Bork
3:00 pm - 8:00 pm
E 3531 (5/27 - 7/22)
E 1733 (7/29)

FREE!

**Health Unit Coordinator
Information Session**

page 13



TRAINED MEDICATION AIDE

Trained Medication Administration for Unlicensed Personnel

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

REQUIRED TEXTBOOK: Administering Medications, 9th ed, \$130. The online book code is 1TMA 0280. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (If you plan

to purchase this text from another source, please call our registration desk 651.779.3341 first to make certain you will obtain the correct edition.)

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

Course #	1TMA-0280	\$625
Sect 1	May 27–Jul 22* / 15 sessions / Aguilar M, W 4:30 pm - 8:30 pm *No class Mon 06/08, Wed 06/10	E 2311
Sect 2	Jul 27–Aug 12 / 8 sessions / Aguilar M, W, Th 9:00 am - 4:30 pm	E 2311

Discover What's Next!

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





ARE YOU A NURSING ASSISTANT?

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

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

See page 13 for a FREE! Health Unit Coordinator Information Session





Trained Medication Administration for Unlicensed Personnel-Partially Online

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

REQUIRED TEXTBOOK: Administering Medications, 9th Ed, \$130. The online book code is 1TMA 0001. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (If you plan to purchase this text from another source, please call our registration desk 651.779.3341 first to make certain you will obtain the correct edition.)

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

Course #	1TMA-0001	\$625
Sect 1	May 27–Jul 1 / 5 sessions / Sullivan Wed 5:00 pm - 9:00 pm	E 3573
Sect 2	Jul 8–Aug 12 / 5 sessions / Sullivan Wed 5:00 pm - 9:00 pm E 3573 (7/8 - 7/22) E 2311 (7/29 - 8/12) *No Class Wed 7/15	

ARE YOU PLANNING TO BRING YOUR MOBILE DEVICE TO CAMPUS?

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

1. Create a Guest Account

www.century.edu/guestaccounts

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

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

NURSING ASSISTANT

Nursing Assistant Class (includes Home Health Aide training) ESOL-Enhanced Class

This section includes an ESOL-enhanced component for non-native English speaking students. The ESOL portion will take place at Harmony Learning Center, 1961 Co Rd C East, Maplewood MN 55109. Only the ESOL class sessions will offer language support. Century College provides certificates of completion for the nursing assistant instruction, not the language support. Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment.

This course includes lab exercises and clinical experience in a long-term healthcare facility and meets the requirements of the Minnesota Department of Health and OBRA.

Upon successful completion of this course, you are eligible to take the NA/HHA competency examination. 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.

REQUIRED TEXT: Nursing Assistant Skills Packet is mandatory, approximately \$15.25. Online book code, 1HHA 0245. All textbooks and skills packets should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://centurycollegebookstore.com/>

SUPPLIES: A watch with a second hand for classroom and clinical visits, scrubs for clinicals. Please have your Tuberculin Skin Test (TST) done by the first day of class (must be done within 90 days of clinical start date). Health services can be contacted at 651.779.3954.

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

LOCATION: ESOL Language Support: Harmony Learning Center, 1961 Co Rd C East, Maplewood, MN* All sessions will take place between 1:30-4PM. The dates are: June 15, 18, 22, 24, 25 July 6, 8, 9, 13, 16, 20, 22, 23, 27, 29, 30 August 3, 5, 6, 10, 12, 13, 17, 26, 27, 31 September 2, 3, 9, 10, 14, 16, 21, 23

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

Course #	1HHA-0245	\$915
----------	-----------	-------

Sect 1	Jun 16–Sep 25 / 17 sessions / Sullivan, Bohmert
Classroom:	Century, East Campus Room 3573
	6/16-9/22 (Tues) 3:00 pm - 7:00 pm
	6/17 & 7/15 (Wed) 3:00 pm - 7:00 pm
Clinicals:	Cerentry Care Center
	Thu 09/24 7:00 am - 3:00 pm
	Fri 09/25 8:00 am - 4:00 pm





Nursing Assistant Class (includes Home Health Aide training) (Blended: online & classroom)

Our online nursing assistant training, based on 2019 Minnesota State Curriculum standards, is a blended format including online, classroom lab exercises and clinical experience in a long-term healthcare facility. It is as rigorous as our classroom version, with the benefit of online study for certain portions of the training. This course meets the requirements of the Minnesota Department of Health and OBRA. Upon successful completion of this course, students are eligible to take the NA/HHA competency examination.

REQUIRED TEXTBOOK: Skills packet is mandatory, approximately \$15.25. Online book code, 1HHA 0003. Skills packets should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://www.centurycollegebookstore.com>

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

ONLINE INFORMATION: The online portion of the NA/HHA class is available 24/7 for each student to access as their time allows. Each student must complete assigned modules prior to attending the lab session that corresponds with the online information covered. Students should be good readers and writers, have sufficient technical skills, have access to a computer that has online capability at all times, and successful students in this online format clearly recognize that, while there is flexibility

FREE!

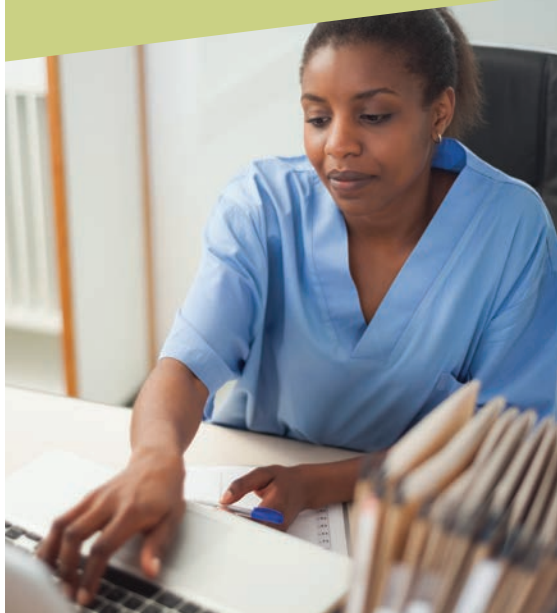
**Health Unit Coordinator
Information Session**

page 13

New to Medical Careers?

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

Highly recommended for careers in Phlebotomy and Health Unit Coordinator, **Medical Terminology** (*page 13*) is a self-paced online course for students who are new to the field.



HEALTH AND HUMAN SERVICES

in asynchronous learning, a strong commitment to consistent participation, communication, and completion of all work is critical.

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

SUPPLIES: A watch with a second hand for classroom and clinical visits, scrubs for clinicals. Please have your tuberculin skin test (TST) done by the first day of class (must be done within 90 days of clinical start date). Health services can be contacted at 651.779.3954.

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

LOCATION: Classroom: Century College, East Campus Room: 3573 5/28-8/6, Clinicals: Cerenity Care Center, 1900 Webber St, White Bear Lake, MN 55110 8/7 (7AM-3PM) & 8/10 (8AM-4PM) *Note that you can work online at anytime; disregard timeframe noted in schedule.

IMPORTANT INFORMATION: This is a blended online/classroom course. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats. You MUST be a minimum of 16 years of age to register for this course. Lab sessions will be discussed at orientation and will be arranged individually with the instructor.

BRING TO CLASS: Results of TST (Tuberculin Skin Test) (Test must have been done within 90 days of your first day of clinicals) Can be done by my own doctor or by Century College Health Services (call 651.779.3954 to schedule an appointment) Skills Packet (required for all classes) at Century College Bookstore on West campus or online at Century College Bookstore (online book code is 1HHA 0245) Government-issued photo ID and valid email address to the first day of class (necessary for completing your Background Study form) Watch with a second hand for classroom and clinical visits Scrubs for clinical visits

ADDITIONAL INFORMATION: Clinical Visits - Usually held during the final week of your training; times will vary; they may be on weekends or on holidays and may end before or extend beyond the last day of class listed) Questions? Concerns? Call Century College Continuing Education Registration Staff at 651.779.3341

Course # 1HHA-0003

\$915

Sect 1 May 28–Aug 10 / 20 sessions / Sullivan Bohmert

Classroom at Century College, E3573
Thu May 28–Aug 6 5:30 pm - 9:30 pm

Clinicals at Cerenity Care Center, White Bear Lake
Thu Aug 7, 7:00 am - 3:00 pm
Fri Aug 10, 8:00 am - 4:00 pm

Find your class online at our registration website!

It's easy and convenient.

New classes added regularly.

century.edu/training

*Internet Notice

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



NA Class: Minnesota (includes Home Health Aide training)

Start your healthcare career by learning basic nursing your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. This course includes lab exercises and clinical experience in a long-term healthcare facility and meets the requirements of the Minnesota Department of Health and OBRA. Upon successful completion of this course, you are eligible to take the NA/HHA competency examination.

REQUIRED TEXTBOOK: Nursing Assistant Skills Packet is mandatory, approximately \$15.25. If the note "NATB" appears below, the instructor also requires you purchase the textbook Lippincott's Textbook for Nursing Assistants. This book costs approximately \$91. Online book code, 1HHA 0245. All textbooks and skills packets should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://centurycollegebookstore.com>.

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

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

Course # **1HHA-0245**

\$915

(includes background check fee)
See class/clinical schedules, page 22.

FREE!

**Health Unit Coordinator
Information Session**

page 13



NURSING ASSISTANT GENERAL INFORMATION

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

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

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

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

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

TEXTBOOKS:

- Nursing Assistant Skills packet is mandatory for Minnesota NA classes, approximately \$15.25. Online book code, 1HHA 0003 (online class) or 1HHA 0245 (classroom class).
- If * appears next to the Section # in the NA Class Chart, the instructor also requires you to purchase the textbook Lippincott's Textbook for Nursing Assistants. This book costs approximately \$91. Online book code, 1HHA 0245.
- Any textbooks and skills packets needed for Minnesota NA classes should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at centurycollegebookstore.com.

CLINICAL INFORMATION:

- You must pass a background check (Minnesota or Wisconsin) before attending clinical sessions.
- Clinical visits are typically held during the final week of each course section. **THESE TIMES WILL VARY AND MAY CHANGE.** They may be on weekends, holidays, evenings and may end before or extend beyond the last date of class listed on the website or in the catalog. You are required to attend all clinical visits to successfully complete the course.

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 are in the classroom setting as well as during your exam. You may be asked to leave if you are inappropriately dressed.
- You **MUST** be a minimum of 16 years of age to register for this course.

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

Course # 1HHA-0245

NC indicates “No Class” dates.

SECT	DATES	CLASS TIMES	CLINICALS
Boutwells Lndg-Gables Care Center – 200 (clinicals onsite)			
16 OFF	May 19-Jun 4	MTuWTh 5/19-6/2 8:30am-4:30pm NC 5/25	WTh 6/3-6/4 6:30am-3pm
17 OFF	Jun 9-Jun 25	MTWTh 6/9-6/23 8:30 am-4:30pm NC 6/15	WTh 6/24-6/25 6:30am-3pm
1 OFF	Jul 7-Jul 23	MTuWTh 7/7-7/21 8:30am-4:30pm NC 7/13	WTh 7/22-7/23 6:30am-3pm
2 OFF	Jul 28-Aug 13	MTuWTh 7/28-8/11 8:30am-4:30pm NC 8/3	WTh 8/12-8/13 6:30am-3pm
3 OFF	Aug 18-Sept 3	MTuWTh 8/18-9/1 8:30am-4:30pm NC 8/24	WTh 9/2-9/3 6:30am-3pm
Episcopal Church Home – Basement (Clinicals at Cerenity Care Center)			
* For these sections, the instructor also requires you to purchase the textbook Lippincott’s Textbook for Nursing Assistants. This book costs approximately \$91. Online book code, 1HHA 0245.			
29 OFF	June 15-Jun 30	MTuWThF 6/15-6/24 8:30am-4pm	M 6/29 7am-3pm Tu 6/30 8am-4pm
7 OFF	June 29-Jul 14	MTuWThF 6/29-7/10 8:30am-4pm NC 7/3 & 7/6	M 7/13 7am-3pm Tu 7/14 8am-4pm
8 OFF	Jul 13-Jul 28	MTuWThF 7/13-7/22 8:30am-4pm	M 7/27 7am-3pm Tu 7/28 8am-4pm
Episcopal Church Home – Basement (Clinicals onsite)			
34 OFF	May 27-Jun 19	MWTh 5/27-6/17 4pm-10pm	ThF 6/18-6/19 12pm-8:30pm
10 OFF	Jun 28-Jul 25	MWTh 6/29-7/23 4pm-10pm NC 7/15 & 7/16	F 7/24 12pm-8:30pm Sa 7/25 6:30am-2:30pm
6 OFF	Jul 27-Aug 22	MWTh 7/27-8/17 4pm-10pm	F 8/21 12pm-8:30pm Sa 8/22 6:30am-2:30pm
Presbyterian Homes of North Oaks-Waverly Gardens-Crossway Household (Clinicals onsite)			
6 OFF	May 26-Jun 13	MTuWTh 5/27-6/10 4pm-10pm	FSa 6/12-6/13 6am-2:30pm
11 OFF	Jun 15-Jul 2	MTuWTh 6/15-6/30 8am-2:30pm	WTh 7/1-7/2 6am-2:30pm
12 OFF	Jul 6-Jul 23	MTuWTh 7/6-7/21 8am-2:30pm	WTh 7/22-7/23 6am-2:30pm
4 OFF	Jul 27-Aug 13	MTuWTh 7/27-8/11 8am-2:30pm	WTh 8/12-8/13 6am-2:30pm
5 OFF	Aug 17-Sep 6	MTuWTh 8/17-9/1 4pm-10pm	SaSu 9/5-9/6 6am-2:30pm
Cerenity Care Center – Fireside Room (clinicals onsite)			
35 OFF	May 26-Jun 24	MTu 5/26-6/22 8am-4pm	TuW 6/23-6/24 7am-3pm
9 OFF	Jul 14-Aug 12	MTu 7/14-8/10 8am-4pm	TuW 8/11-8/12 7am-3pm
Century College – East Campus, Rm 3573 (Clinicals at Cerenity Care Center)			
* ESOL-enhanced class ESOL Language Support will take place at Harmony Learning Center, 1961 Co Rd C East, Maplewood, MN			
1	Jun 16-Sep 25	East Campus, Rm 3573 3-7pm Tu 6/16-9/22 3pm-7pm W 6/17, 7/15 3pm-7pm NC 8/18	Cerenity Care Center Th 9/24 7am-3pm F 9/25 8am-4pm
		Harmony Learning Center 1:30-4pm MWTh 6/15-9/23 NC 6/17, 7/15, 8/19, 8/20, 8/24, 9/7, 9/17	

Nursing Assistant Competency Exam

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

NA EXAM SCHEDULE:

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

Century College – East Campus - 2313

sect	day	date	sect	day	date
15	M	May 11	1	M	Jul 6
16	M	May 18	2	M	Jul 13
21	M	Jun 1	3	M	Jul 20
22	M	Jun 8	4	M	Jul 27
23	M	Jun 15	5	M	Aug 3
24	M	Jun 22	6	M	Aug 10
25	M	Jun 29	7	M	Aug 17

Forest Lake High School – 308

sect	day	date	sect	day	date
5 OFF	Tu	May 12	1 OFF	Tu	Jul 7
6 OFF	Tu	Jun 9			

REGISTRATION PROCESS

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

Dress Code

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

FEES AND REQUIREMENTS:

Exam Fees: \$213 — payable as follows:

- \$149 due at the time of the registration, payable to Century College.
- \$64 due at the scheduled exam session, payable to 'Pearson VUE' (the testing company).
- Cashier's check, money order, only (cash and personal checks are not accepted for the Pearson VUE fee).

Cancellation

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

Retesting Fees

- Skills only: \$149 payable to Century College, \$22 payable to Pearson VUE.
- Written only, \$50 payable to Century College, \$42 payable to Pearson VUE.

Exams are available at the following sites:

- Century College, East Campus 3300 Century Avenue North, White Bear Lake, MN 55110 Monday evenings. You must be there exactly at the class start time to begin paperwork.
- Forest Lake High School, 6101 Scandia Trail N. Forest Lake, MN 55025. Rooms N308 and N310, enter through door number 34. Tuesday evenings. You must be there exactly at the class start time to begin paperwork.

You MUST bring with you to exam:

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

**More NA Classes are available
online at century.edu/training**

Summer Camp

SUMMER CAMP

Maker's Space STEM Camp

Using STEM methodologies, this hands-on camp teaches basic digital design (CAD) and how to operate equipment such as 3D printers, 3D scanners, CNC woodworking routers and laser engraving machines.

Note: This course is open to students between the ages of 13-17. Lunch is provided.

Course # **1TEC-0087**

\$295

Sect 1 Aug 3–Aug 6 / 4 sessions / Huebscher
M–Th 8:30 am - 3:00 pm E 2650



Century College Fab Lab

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

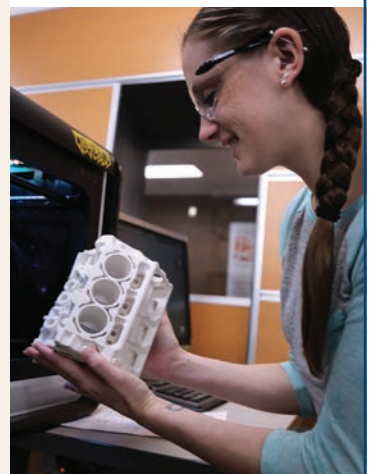
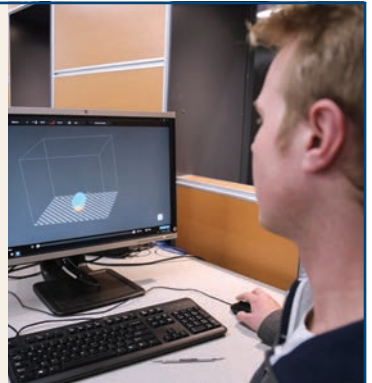
ECAD 1025—How to Make Almost Anything
Offered year round and gives students hands on experience with each of our core equipment and related software. This includes 3D printers, vinyl cutters, laser cutters and CNC routers.

No experience necessary

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

Credit and Non-Credit options available

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





**“More than 1,500
manufacturing jobs
will be available
in Minnesota each
year for the next
10 years.”**

— Minnesota Department
of Employment and
Economic Development

Century College develops and delivers innovative, hands-on training solutions for manufacturing in order to bridge the skilled worker gap and prepare employees for industry certification. Our customized programs are portable, flexible and brought to your work site when you need it. We focus on addressing the needs of incumbent workers and underserved populations creating connections and partnerships between employers, individuals and the communities they serve.

For more information, contact:

Katie Swenson, Manufacturing
katie.szczeczek@century.edu / 651.779.3362

What is our focus?

- Quality
- Control Panel Assembly
- Mechatronics
- Soldering
- Welding

What is our goal?

Implement Learn, Work, Earn, an academic framework in advanced manufacturing to include:

- State-wide standardized core curriculum
- Employer-driven apprenticeships
- Cooperative education opportunities leading to industry-recognized credentials

Public Safety



Discover What's Next.

- Get state-of-the-art training to improve your skills as a current public safety professional
- Start your journey toward a new career in emergency medical services, fire service or law enforcement
- Learn lifesaving skills and techniques

Find your class online at our registration website!

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

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





EMERGENCY MEDICAL SERVICES

Emergency Medical Technician

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

REQUIRED TEXTBOOK: Emergency Care with MyBradyLab and EMS Testing, approximately \$230. Online Book code, 1EMS 0019. DO NOT ACCESS MyBradyLab until orientation the first day of class. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com/

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

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

Course # **1EMS-0019** \$1,645

Sect 3 May 26–Jun 30 / 21 sessions / Goerisch
M–Th 8:00 am - 3:30 pm E 1221

Paramedic Remediation

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

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

Course # **1EMS-0279** \$575

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





LAW ENFORCEMENT

Introduction to the Criminal Justice System

This course provides an overview of the criminal justice system in US society, including the philosophy, history, organization, and function of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Topics include foundations of crime; justice and law; federal, tribal and state elements; victimization; victim rights; crime statistics and the extent of crime; police issues; juvenile justice system; juvenile delinquency;

*Internet Notice

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

court systems; corrections, community corrections; professional career opportunities; and future trends. Major Content Causes of crime Constitutional issues Criminal law Current Issues Defining and measuring crime Juvenile justice Law enforcement and policing Prisons and jails Probation and community corrections Punishment and sentencing System overview: crime and punishment Terrorism Laws and rights Courts and trials Legal terms.

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

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

Course # 1LEF-0038 \$500

Sect 1 Jul 1–Aug 23 / 54 sessions / Hager, Swanson, Vukelich Online Class; Study at your own pace





Juvenile Justice and Delinquency

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

Major Content:

- The historical development of delinquency and the juvenile justice system
- Juvenile crime: measurement and analysis
- Theoretical explanations for juvenile offending
- Female delinquency
- Schools, school crimes and student rights
- Classification of delinquency
- Victimization of juveniles
- The juvenile justice process
- Juveniles and the police
- Juvenile court structure and process: intake, diversion, and restorative justice

- Legal rights for juveniles: adjudication, disposition and appeal
- Juvenile correctional process and institutions
- Juvenile parole, group homes, and adoption
- Delinquency prevention and treatment for juveniles
- Juvenile punishment versus rehabilitation
- Child custody: parents versus the state

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

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

Course # 1LEF-0037

\$500

Sect 1 Jul 1–Aug 23 / 54 sessions / Hager, Swanson, Vukelich

Online Class; Study at your own pace

Continuing Education SLOT Program for Law Enforcement and Criminal Justice

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

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

To become a member of the SLOT Program, contact Sharon Mason at 651.773.1743 or sharon.mason@century.edu.

Law Enforcement Report Writing

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

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

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior

to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1LEF-0040

\$500

Sect 1 Jul 1–Aug 23 / 54 sessions / Hager, Swanson, Vukelich

Online Class; Study at your own pace

*Internet Notice

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



Interested in becoming a law enforcement officer in Minnesota?

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

Most common courses fast-tracked:

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

Police and the Community

This course provides a practical overview of key issues, questions, and concepts related to police interaction with communities. Topic areas include ethics, leadership, diversity, problem-solving, and communication. Major Content: Introduction to the historical development of policing in society Development of American police in relation to local and national security Professional reports and influence of police research Role of psychological and job testing Knowledge of field training officer (FTO) training aspects Police discretionary behavior Police hierarchy and career development Corruption and abuse of power Fostering integrity in American policing Civic and ethical responsibility and evaluation citizens' complaints Ethnic, racial, and female presence on the force Community policing and crime prevention Deadly force and hot pursuit driving, legal standards of liability Coping with occupational stress and agendas for change in American policing Police role in court and correctional process Diversity and respect in community collaboration and problem-solving

Application of Constitutional amendments and State statutes See link for learning objectives: http://catalog.century.edu/preview_course_nopop.php?catoid=3&coid=3819

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

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

Course # **1LEF-0039**

\$500

Sect 1 Jul 1–Aug 23 / 54 sessions / Hager, Swanson, Vukelich
Online Class; Study at your own pace

Fire and Emergency Medical Training

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

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



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

Transportation

MOTORCYCLE TRAINING

Basic Rider Course - Motorcycle Safety Foundation

Learn how to ride and earn your motorcycle license endorsement.

The new MSF Basic Rider Course consists of 4.5 hours of classroom, 10 hours of on-cycle training and a **required prerequisite** online course called The MSF Basic eCourse.

The MSF Basic eCourse is a highly interactive 3-hour online program that provides riders of all skill levels with the basics of motorcycling. The Basic eCourse prepares you for the 4.5 hours of activity-based classroom exercises, and the 10 hours of hands-on riding exercises.

After registering for the Basic Rider Course you will receive a confirmation email.

On the riding range, your MSF-certified RiderCoach will guide you through the basic skills of straight-line riding, stopping, shifting, and turning, gradually progressing to swerving and emergency braking. Motorcycles are provided for all the students enrolled in the Basic Rider Course. If you are an automatic scooter rider, you can bring your own scooter with proof of insurance if its 500cc or less, 400 pounds or less, in good working order and registered as a motorcycle. For a complete course description, visit www.motorcyclesafety.state.mn.us.

Use this link for the range locations on Century's East Campus: www.century.edu/sites/default/files/eastparking.pdf.

You **MUST** complete the Motorcycle Safety Foundation e-course prior to the first day of the Basic Rider Course in order to participate. This e-course is done individually and takes approximately 3 hours to complete. **Bring either a copy of your completion certificate or a photo of it on your phone to the first day classroom session.**

You must be at least 15 years old by the first day of the Basic Rider Course. If you are younger than 18, you are required to have a valid vehicle driver's permit or license. If you pass the course, you will receive course completion cards to allow you to take the motorcycle permit and skills test at a state exam station.

Participants under 18 years of age will be required to have a waiver form signed by a parent or guardian **IN PERSON AT THE START OF CLASS**, or if you prefer, you may have the form NOTARIZED, on

your own, before class begins. If you fail to do so, you will not be allowed to participate in the riding portion.

If you are 18 years of age or older and possess a valid motorcycle permit (from a MN license exam station) you will be eligible to earn your motorcycle endorsement upon successful completion of the entire course. An expired permit is acceptable if it has been expired for less than one year and does not have a failed skills test noted on it.

Note: Riders who have already failed a state and/or MMSC skills test twice are not eligible for the state skills test waiver and must skill test at a DVS exam station.

Important Note: This course is physically demanding and requires 100 percent attendance.

Participants MUST:

- be at least 15 years old (Parent/guardian signature is required for participants under 18 years of age)
- attend the entire course. If you are late, you will be dismissed and forfeit your registration fee.
- possess a valid automobile instructional permit or license.
- be able to balance and ride a bicycle.
- be able to safely control the motorcycle during every exercise. The instructor may dismiss you from the course if, at any time, they feel you are a danger to your own safety or the safety of other students.

Gear Requirements for ALL Rider Training Courses:

- Eye protection
- Long sleeved shirt/jacket
- Full-fingered gloves
- Long pants with no tears or holes
- Sturdy footwear covering ankles
- D.O.T. approved helmet

Classes are held rain or shine.
Rain gear is highly advisable.

For range locations, visit:
century.edu/continuing-education/locations

You are responsible for your own safety and learning.

Discuss all questions or concerns with your instructors. Notify them immediately of any hazards that you become aware of during the course. If at any time during the course you experience fatigue, dizziness, disorientation, excessive physical or mental stress, or continued difficulty performing any exercise, stop immediately and notify your instructor.

The riding portions begin with very basic skills, such as mounting the motorcycle and identifying its controls, and builds steadily upward from there.

Motorcycles are provided. You must bring the required protective gear. Equipment does not need to be brought to classroom session.

Note: Once you have registered and received your confirmation email follow the steps listed below to complete the e-Course.

- Click here to complete Student Information
- Click on Enroll Student
- Click on Complete Registration
- Accept and add your email address on the next screen, click on Complete Registration
- You will be given a user name and password on the next screen, this will also be sent via email
- Follow the eCourse link to begin your online class

If you have difficulty with the site, please contact technical support at mfsupport30 PM (PST). Please include your name and username/email that you use to log into the eCourse.

A copy, or photo on your phone, of the e-Course completion certificate must be presented to the instructor.

SPECIAL MESSAGE: Parent/guardian signature is required for participants under 18 years of age. If you are a MN resident, are over 18, and intend to earn your motorcycle endorsement while taking this course, you must obtain a motorcycle instruction permit before your class begins. You must bring the required protective gear. Equipment does not need to be brought to classroom session.

Motorcycle Cancellation/Refund Policy: If you are unable to attend a class you are registered for, a refund will only be issued if notification is given at least 3 business days prior to the start of the class, unless otherwise specified. Please check with our registration staff for complete details.

ACCESS INTERNET AT CENTURY COLLEGE?

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

page 17

Basic Rider Course

Course Number	Classroom Session	Range Sessions
1MOT-0001 13	Wed 5/13 5:30 PM-10 PM Century East Campus - 2561	Sat 5/16 8 AM-1 PM Sun 5/17 8 AM-1 PM East Campus - Parking Lot D
1MOT-0001 14	Thu 5/14 5:30 PM-10 PM Century East Campus - 2313	Sat 5/16 2 PM-7 PM Sun 5/17 2 PM-7 PM East Campus - Parking Lot B
1MOT-0001 15	Thu 5/21 5:30 PM-10 PM Century East Campus - 2314	Sat 5/23 8 AM-1 PM Sun 5/24 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 16	Thu 5/28 5:30 PM-10 PM Century East Campus - 2313	Sat 5/30 8 AM-1 PM Sun 5/31 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 18	Mon 6/1 8 AM-12:30 PM Century East Campus - 2313	Tues 6/2 8 AM-1 PM Wed 6/3 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 19	Thu 6/4 5:30 PM-10 PM Century East Campus - 2313	Sat 6/6 8 AM-1 PM Sun 6/7 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 20	Thu 6/4 5:30 PM-10 PM Century East Campus - 2311	Sat 6/6 2 PM-7 PM Sun 6/7 2 PM-7 PM East Campus - Parking Lot B
1MOT-0001 21	Thu 6/18 5:30 PM-10 PM Century East Campus - 2313	Sat 6/20 8 AM-1 PM Sun 6/21 8 AM-1 PM East Campus - Parking Lot D

Basic Rider Course *continued*

Course Number	Classroom Session	Range Sessions
1MOT-0001 22	Mon 6/22 5:30 PM-10 PM Century East Campus - 2314	Tue 6/23 5 PM-8:30 PM Wed 6/24 5 PM-8:30 PM Thu 6/25 5 PM-8 PM East Campus - Parking Lot B
1MOT-0001 23	Thu 6/25 5:30 PM-10 PM Century East Campus - 2313	Sat 6/27 8 AM-1 PM Sun 6/28 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 24	Thu 6/25 5:30 PM-10 PM Century East Campus - 2311	Sat 6/27 8 AM-1 PM Sun 6/28 8 AM-1 PM East Campus - Parking Lot D
1MOT-0001 1	Thu 7/9 5:30 PM-10 PM Century East Campus - 2311	Sat 7/11 8 AM-1 PM Sun 7/12 8 AM-1 PM East Campus - Parking Lot D
1MOT-0001 3	Mon 7/13 8 AM-12:30 PM Century East Campus - 2313	Tue 7/14 8 AM-1 PM Wed 7/15 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 4	Thu 7/16 5:30 PM-10 PM Century East Campus - 2311	Sat 7/18 8 AM-1 PM Sun 7/19 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 6	Thu 7/23 5:30 PM-10 PM Century East Campus - 2313	Sat 7/25 8 AM-1 PM Sun 7/26 8 AM-1 PM East Campus - Parking Lot D
1MOT-0001 7	Thu 7/30 5:30 PM-10 PM Century East Campus - 2313	Sat 8/1 8 AM-1 PM Sun 8/2 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 8	Thu 8/6 5:30 PM-10 PM Century East Campus - 2313	Sat 8/8 8 AM-1 PM Sun 8/9 8 AM-1 PM East Campus - Parking Lot B
1MOT-0001 9	Thu 8/13 5:30 PM-10 PM Century East Campus - 2313	Sat 8/15 8 AM-1 PM Sun 8/16 8 AM-1 PM East Campus - Parking Lot D

Intermediate Rider Course

If you are comfortable on your own motorcycle or scooter, the 5-hour Intermediate Rider Course will build upon your existing skills and knowledge. Newer motorcyclists, returning riders and experienced motorcyclists can all benefit from this course. The Intermediate Rider Course covers control, finesse, counter steering, cornering, swerving and braking. Make the Intermediate Rider Course an annual tune up for your riding skills. Groups or clubs may purchase an entire Intermediate Rider Course for only \$300. Riding Skills Practiced: Cornering Counter Steering Maximum braking Riding strategy Risk management Swerving Tight Turns Traction management U-turns There are no tests in this course. Passengers may participate at no charge. The MMSC recommends that you have 1,000 miles of riding experience before enrolling in this course. Eligibility Requirements Participants ride their own motorcycle during the course. Motorcycles must be street legal, licensed, insured and pass a basic

inspection. Riders must show proof of insurance to the instructor. Riders must have a valid driver's license with either a motorcycle endorsement or a valid motorcycle permit. Riders must be proficient in the basic skills of clutch control, straight-line riding, turning, shifting and stopping. Riders are required to bring a completed waiver form to participate in this course. Participants under 18 must have

Participants MUST:

- Be at least 15 years old. Parent/guardian signature is required for participants under 18 years of age.
- Possess a valid automobile instructional permit or license.
- Be able to balance and ride a bicycle.
- Wear appropriate gear for the cycle training sessions.



their parents sign a waiver form prior to on-cycle instruction. Riders must be comfortable on their own motorcycle. Riders must wear: DOT-approved helmet Eye protection Long sleeves Long pants Full-fingered gloves Over-the-ankle footwear Students are strongly encouraged to bring rain gear, courses run rain or shine. Use this link for the range locations on Century's East Campus: <https://www.century.edu/sites/default/files/eastparking.pdf> For additional information, please visit the Minnesota Motorcycle Safety Center.

Note: You must bring the required protective gear: eye protection, long sleeved shirt/jacket, full-fingered gloves, long pants with no tears or holes, sturdy footwear that covers the ankles, and a D.O.T. approved helmet. You must also bring your valid driver's license and motorcycle endorsement or instruction permit, and must show proof of insurance to the instructor. Eligibility Requirements Participants ride their own motorcycle during the course. Motorcycles must be street legal, licensed, insured and pass a basic inspection. Riders must show proof of insurance to the instructor. Riders must have a valid driver's license with either a motorcycle endorsement or a valid motorcycle permit. Riders must be proficient in the basic skills of clutch control, straight-line riding, turning, shifting and stopping. Riders are required to bring a completed waiver form to participate in this course. Participants under 18 must have their parents sign a waiver form prior to on-cycle instruction. Riders must be comfortable on their own motorcycle.

Course # 1MOT-0002 **\$55**

Sect 4 May 30 / 1 session / MSC
Sa 8:00 am - 1:00 pm E Parking Lot C

Sect 5 Jun 20 / 1 session / MSC
Sa 8:00 am - 1:00 pm E Parking Lot C

Sect 1 Jul 18 / 1 session / MSC
Sa 8:00 am - 1:00 pm E Parking Lot C

Introduction to Motorcycling

This four-hour course is designed for the true novice who would like a hands-on introduction to motorcycle controls and their operation before taking the Basic Rider Course. This course is not a pre-requisite for the Basic Rider Course, but may be especially beneficial for students who do not have experience using a clutch. There are no written or skills tests for this course. Students will be riding motorcycles in this course. Class will be held rain or shine. The following protective gear is required: D.O.T. approved helmet Eye protection Full-fingered gloves Long sleeve shirt or jacket Above-the-ankle footwear Long pants (no tears or holes)

Use this link for the range locations on Century's East Campus: <https://www.century.edu/sites/default/files/eastparking.pdf> For additional information, please visit the Minnesota Motorcycle Safety Center.

Note: Students must be at least 15 years old and possess either a valid driver's license or driver's permit. Parents of those under age 18 must sign a consent/release form prior to on-cycle instruction. A motorcycle permit is not required. Motorcycles are provided by the MMSC. Student-owned motorcycles are not permitted for use in this course.

Course # 1MOT-0011 **\$55**

Sect 2 May 16 / 1 session / MSC
Sa 2:00 pm - 6:00 pm E Parking Lot C

Sect 3 Jun 21 / 1 session / MSC
Su 2:00 pm - 6:00 pm E Parking Lot C

Sect 1 Jul 25 / 1 session / MSC
Sa 8:00 am - 12:00 pm E Parking Lot C



MN Advanced Rider Course

If you want razor sharp hazard avoidance riding skills, try the 8-hour MN Advanced Rider Course where you'll hone the skills you need to avoid the dangers of the road, such as other drivers, deer and debris. Being able to complete a 28-foot U-turn on your motorcycle is a requirement to take this course. Groups or clubs may purchase an entire Advanced Rider Course for only \$500. Riders use their own motorcycles for this course. Riders provide their own bikes. Course Drills: 40-mph brake-and-escape Brake control Eye and body position Instantaneous stops The Intersection (Iron Cross) J-turn and formation riding Low-speed clutch Slow and 30 mph offset weaves Throttle Tight and locked turns in confined spaces Participants will need to demonstrate basic motorcycle competency at the beginning of the course in order to participate in the rest of the course.

Participants must be proficient in the basic skills of clutch control, straight-line riding, turning, shifting and stopping. Passengers may participate at no charge. Because of the advanced nature of this course, it is recommended to prepare motorcycles for the course: Fresh oil and filter Adjust and lubricate chain Tires worn no more than 50 percent Increase tire pressure 3-5 psi for the riding drills Use this link for the range locations on Century's East Campus: <https://www.century.edu/sites/default/files/eastparking.pdf> Class will be held rain or shine. For additional information, please visit the Minnesota Motorcycle Safety Center.

Note: Eligibility Requirements Participants must be at least age 16 Have a valid driver's license with motorcycle endorsement Riders are required to bring a completed waiver form to participate in this course. Participants under age 18 must have parents sign a waiver form prior to instruction. Participants ride their own motorcycle during the course. Motorcycles must be street legal, licensed, insured, and comply with the equipment requirements outlined in the

Minnesota Motorcycle Manual Riders must furnish their own protective gear, including: DOT-approved helmet, eye protection, motorcycle jacket, heavy pants, full-fingered gloves and riding boots Rain gear is highly advisable, because courses run rain or shine. This course does not meet state licensing requirements or those for riders under age 18. You must also bring your valid driver's license and motorcycle endorsement or instruction permit, and must show proof of insurance to the instructor.

Course #	1MOT-0016	\$75
Sect 3	May 16 / 1 session / MSC Sa 8:30 am - 4:30 pm W Parking Lot N/O	
Sect 4	Jun 14 / 1 session / MSC Su 8:30 am - 4:30 pm W Parking Lot N/O	
Sect 1	Jul 25 / 1 session / MSC Sa 8:30 am - 4:30 pm W Parking Lot N/O	
Sect 2	Aug 16 / 1 session / MSC Su 8:30 am - 4:30 pm W Parking Lot N/O	

MN Expert Rider Course

If you've taken the Advanced Rider Course, your skills are sharper, you had a blast on your bike and you want more; you're ready to move up to the 8-hour MN Expert Rider Course where you'll master those crucial skills needed to escape the perils of the road. Groups or clubs may purchase an entire Expert Rider Course for only \$500. Riders use their own motorcycles for this course. The minimum engine size for this course is 400cc. Course Drills Bobby's Back Door Snowman; Brake and Escape Swerve; Brake and Escape Eligibility Requirements Participants must be at least age 16. Have a valid driver's license with motorcycle endorsement. Riders are required to bring a completed waiver form to participate in this course. Participants under age 18 must have parents sign

a waiver form prior to instruction. Participants ride their own motorcycle during the course. Motorcycles must be street legal, licensed, insured, and comply with the equipment requirements outlined in the Minnesota Motorcycle Manual. Riders must furnish their own protective gear, including: DOT-approved helmet, eye protection, motorcycle jacket, heavy pants, full-fingered gloves and riding boots. Rain gear is highly advisable, because courses run rain or shine. This course does not meet state licensing requirements or those for riders under age 18. Participants will need to demonstrate basic motorcycle competency at the beginning of the course in order to participate in the rest of the course. Participants must be proficient in the basic skills of clutch control, straight-line riding, turning, shifting and stopping. Passengers may participate at no charge. Special Recommendations: Because of the advanced nature of this course, it is recommended to prepare motorcycles for the course: Fresh oil and filter. Adjust and lubricate chain. Tires worn no more than 50 percent. Increase tire pressure 3-5 psi for the riding drills. Use this link for the range locations on Century's West Campus: <https://www.century.edu/sites/default/files/westparking.pdf> Class will be held rain or shine. For additional information, please visit the Minnesota Motorcycle Safety Center.

Note: Eligibility Requirements Participants must be at least age 16. Have a valid driver's license with motorcycle endorsement. Riders are required to bring a completed waiver form to participate in this course. Participants under age 18 must have parents sign a waiver form prior to instruction. Participants ride their own motorcycle during the course. Motorcycles must be street legal, licensed, insured, and comply with the equipment requirements outlined in the Minnesota Motorcycle Manual. Riders must furnish their own protective gear, including: DOT-approved helmet, eye protection, motorcycle jacket, heavy pants, full-fingered gloves and riding boots. Rain gear is highly advisable, because courses run rain or shine. Participants will need to demonstrate basic motorcycle competency at the beginning of the course in order to participate in the rest of the course.

Course # 1MOT-0017 **\$75**

Sect 2 Jun 28 / 1 session / MSC
Su 8:30 am - 4:30 pm W Parking Lot N/O

Three-Wheel Rider Course

The handling characteristics of three-wheeled motorcycles differ drastically from conventional two-wheeled motorcycles. The operating skills required to safely manage a three-wheeled motorcycle in turns, braking, steering and balance differ greatly even for the experienced two-wheeled motorcyclist. Newer and experienced 3-wheel operators can all benefit from this 4-hour course. You will be using your own sidecar rig or trike and should be familiar with motorcycle controls, shifting and stopping.

You must furnish your own protective gear including eye protection, long sleeves, long pants, full-fingered

gloves, over-the-ankle footwear, DOT-approved helmet, show proof of insurance to instructor and ride own cycle during class. Rain gear is highly advisable. Class will be held rain or shine.

Advanced Riding Exercises Cornering Evasive maneuvers Handling characteristics unique to three-wheelers Maximum braking Passengers may participate at no charge. Use this link for the range locations on Century's East Campus: <https://www.century.edu/sites/default/files/eastparking.pdf> For additional information, please visit the Minnesota Motorcycle Safety Center.

Note: Eligibility Requirements Riders must be proficient in basic motorcycle skills. Participants ride their own trike or motorcycle with sidecar. Motorcycles must be street legal, licensed, insured and comply with the equipment requirements outlined in the Minnesota Motorcycle Manual. Riders must show proof of insurance to the instructor and hold a valid driver's license with either: a motorcycle endorsement, a valid motorcycle permit or a three-wheel restriction. Riders and passengers must wear protective clothing (eye protection, motorcycle jacket, heavy pants, full-fingered gloves and over-the-ankle footwear). Rain gear is highly advisable, because courses run rain or shine. Participants must be at least 16 years of age. Participants under 18 must have their parents sign a waiver form prior to instruction. These courses do not meet training requirements for the state skill test waiver or for those less than age 18. Students cannot earn a three-wheel restriction or endorsement through this course.

Course # 1MOT-0015 **\$125**

Sect 2 Jun 20 / 1 session / MSC
Sa 8:00 am - 12:00 pm E Parking Lot C

Motorcycle Skill Retesting Course

This course is for students who have attended the Basic Rider Course and passed the written test but failed the driving test. It consists of five hours of driving and review of driving rules and regulations. Use this link for the range locations on Century's East Campus: <https://www.century.edu/sites/default/files/eastparking.pdf> Class will be held rain or shine.

Note: You must be referred into this course by a basic rider course instructor.

Course # 1MOT-0004 **\$55**

Sect 2 Jun 20 / 1 session / MSC
Sa 2:00 pm - 7:00 pm E Parking Lot B

Sect 1 Jul 19 / 1 session / MSC
Su 8:00 am - 1:00 pm E Parking Lot C

Sect 2 Aug 15 / 1 session / MSC
Sa 8:00 am - 1:00 pm E Parking Lot D

Online Learning

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

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

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

Online Courses especially for teachers and educators:

- Languages
- Tools for teachers
- Mathematics
- Science
- Test Prep
- Reading/Writing

Online courses to help you get ready for the big exam:

- GED Preparation
- GMAT Preparation
- GRE Preparation – Part 1
- GRE Preparation – Part 2
- Praxis Core Preparation
- Prep for the GED Math Test
- SAT/ACT Preparation – Part 1
- SAT/ACT Preparation – Part 2

To view the online courses, go to
www.ed2go.com/century

ADDITIONAL SAMPLE TOPICS

- Variety of Languages
- Project Management
- Basic and Advanced Computer Skills
- Communication skills
- Career Exploration
- Nursing Continuing Education

For a complete list of courses and descriptions visit our website

www.ed2go.com/century



FUNDAMENTAL CLASSES

ed2go.com/century

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



ADVANCED CLASSES

careertraining.ed2go.com/century

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

REGISTRATION FOR ONLINE ed2go CLASSES:

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

If you have any questions, please contact our registration staff:

651.779.3341 / cect@century.edu

Shakespeare & Company



Begins June 27, and runs weekends through August 2, presenting:

- ▶ **The Taming of the Shrew** by *William Shakespeare*, Directed by George M. Roesler
- ▶ **Twelfth Night** by *William Shakespeare*, Directed by Jeff Altier
- ▶ **Henry V** by *William Shakespeare*, Directed by Ann Frances Gregg

Season 2020 Performance Schedule:

Sat	June 27	The Taming of the Shrew	Fri	July 17	The Taming of the Shrew
Sun	June 28	The Taming of the Shrew	Sat	July 18	Henry V
Fri	July 3	Twelfth Night	Sun	July 19	Twelfth Night
Sat	July 4	The Taming of the Shrew	Fri	July 24	Twelfth Night
Sun	July 5	Twelfth Night	Sat	July 25	The Taming of the Shrew
Fri	July 10	Henry V	Sun	July 26	Henry V
Sat	July 11	Twelfth Night	Fri	July 31	Henry V
Sun	July 12	Henry V	Sat	August 1	Twelfth Night
			Sun	August 2	The Taming of the Shrew

All performances held at the Outdoor Theatre Complex, West Campus of Century College \$20.00 Adults-\$15.00 Seniors/Students, (children under 10 FREE). Friday & Saturday at 7:00 PM, Sunday at 6:00 PM.

Tickets available at the ticket booth prior to performance/No reservation necessary. Please bring a blanket or lawn chair and a picnic supper to the performance.

651.779.5818 www.shakespeareandcompany.org



STILLWATER AREA PUBLIC SCHOOLS COMMUNITY EDUCATION

ADULT PROGRAMMING

- Arts and Crafts
- Fitness and Recreation
- Technology
- Personal Finance
- Healthy Habits and more!

stillwater.ce.eleyo.com



Class Locations

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

CENTURY COLLEGE

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

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

EAST CAMPUS PARKING

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

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

You may also enter from lot G; however, parking is limited. Entering from lot G provides easy access to Continuing Education offices and rooms numbered 2XXX.

For additional information about locations, call 651.779.3341.

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

Staff Directory

Sharon Mason

651.773.1743

sharon.mason@century.edu

*Business, Communications, IT,
Law Enforcement*

Katie Swenson

651.779.3362

katie.szczek@century.edu

*Manufacturing and
Skilled Trades*

Steve Shapira

651.779.5534

steve.shapira@century.edu

Fire Services, EMS

Jim Unger

651.423.8482

jim.unger@dctc.edu

Motorcycle Training

Lynnette Lancor

651.779.3902

lynnette.wies@century.edu

Healthcare Careers

Registration

FIVE WAYS TO REGISTER

ONLINE century.edu/training

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

PHONE 651.779.3341

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

FAX 651.779.5802

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

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

Send completed registration form.

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

Please keep copies for your records.

IN PERSON CECT, Room 2420, Century College East Campus, 3300 Century Avenue North White Bear Lake, MN

(Hwy 120, just north of I-694)

Office Hours:

Mon–Thurs 9 am – 5:30 pm / Fri 9 am – 4 pm
(except Fridays May 15–Jul 31 closes at 12pm)

Confirmation of Registration

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

Cancellation

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

Severe Weather

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

Accessibility & Accommodations

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

Continuing Education classes are usually designed to meet the needs of adult learners.

Unless otherwise stated in the course description, classes are open to individuals eighteen years or older.



MINNESOTA STATE

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.

REGISTRATION FORM

Please fill out all information completely.

This data is for student tracking purposes only and will not be released or used for any other purpose.

Name _____ Date of Birth* ___ / ___ / ___

*Under age 18 permitted only if indicated in course description.

Home Address _____ Home Phone (___ ___) _____

City _____ State _____ Zip _____

Male Female

Accessibility & Accommodations Needed (Please call 651.773.1745 or 651.773.1715 TTY.)

Business Name _____ Business Phone (___ ___) _____

Address _____

City _____ State _____ Zip _____

Email address _____

COURSE #	COURSE NAME	COURSE FEE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Course Fees*:		\$ _____

PAYMENT INFORMATION

Check(s)* enclosed.

***Please write a separate check for the exact amount of each course, payable to Century College.**

Business purchase order attached.

Please charge to my: VISA MasterCard Discover

Account # _____ - _____ - _____ - _____

Cardholder Name _____

Expiration Date ___ / ___ Card ID (CVV2/CID) # _____ (on back of card)



Discover What's Next!

**MOTORCYCLE
COURSES**

page 32



**SUMMER CAMP
FOR TEEN "MAKERS"**

page 24

CONTINUING EDUCATION & CUSTOMIZED TRAINING

651.779.3341 / century.edu/training