

CENTURY
COLLEGE



A member of Minnesota State

SEPTEMBER – DECEMBER 2019

Continuing Education & Customized Training



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

FALL 2019

Find your class and register online.
century.edu/training

CUSTOMIZED TRAINING



One Size Does Not Fit All

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



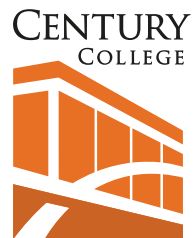
Wide Range of Topics

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

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

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WIOA Approved!

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

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

Find your class online at our
registration website!

It's easy and convenient.
New classes added regularly.
century.edu/training

Business and Leadership

ACCOUNTING AND FINANCE

Accounting I: Recording Information

Begin your understanding of the basics of accounting and how to properly record information in this hands-on class. Learn the accounting cycle, debit/credit theory, and who are the various users of accounting information. Apply this knowledge to enter in a journal and post to the ledger, and gain understanding of adjustments and the trial balance.

Note: Bring a calculator to class.

Course # **1PDE-0099** \$249

Sect 1 Sep 25 / 1 session / Copa
W 8:30 am - 4:00 pm E 2311

Accounting II: Reporting Information

Building on the principles learned in Accounting I: Recording Information, this hands-on class will focus on preparing financial statements. Learn to prepare an income statement, statement of earnings, a balance sheet and statement of cash flows.

Note: Prerequisite: Accounting I. Bring a calculator to class.

Course # **1PDE-0100** \$249

Sect 1 Oct 2 / 1 session / Copa
W 8:30 am - 4:00 pm E 2311

Accounting III: Analyzing Information

Take your accounting knowledge to the next level by learning to use financial statements to drive better business decisions. Drawing upon knowledge from the previous two classes, students will do a detailed analysis of local company financial statements, including ratio analysis, vertical analysis, and horizontal analysis.

Note: Prerequisite: Accounting I and II. Bring a calculator to class.

Course # **1PDE-0101** \$249

Sect 1 Oct 9 / 1 session / Copa
W 8:30 am - 4:00 pm E 2311

NEW! Government and Not-for-Profit Accounting

Learn the basic concepts and techniques of fund accounting and the financial reporting for government and not-for-profit entities. Additionally, the accounting cycle for funds, their associated account groups, and related financial statements is covered along with the financial reporting. This course is intended for accounting majors, CPA candidates, and/or others who wish to supplement their basic accounting knowledge base. Book will be included in class.

Note: Bring a three-ring binder and calculator to class.

Course # **1PDE-0159** \$649

Sect 1 Sep 23–Nov 25* / 8 sessions / Ramlall
M 6:00 pm - 8:00 pm E 2561
*No class Mon 10/14, Mon 11/11





Payroll Accounting

Enhance your accounting skills with payroll accounting! This class will not only provide an overview of payroll accounting policies and procedures, you will explore payroll tax laws and reporting requirements, and the employer-employee relationship. Learn wage and deduction calculations, quarterly, and annual reporting. Day 2 of Payroll Accounting reinforces learning from Day 1 and includes a payroll simulation.

Note: Bring a calculator to class.

Course # **1PDE-0131** \$399

Sect 1 Dec 4–Dec 11 / 2 sessions / Copa
W 8:30 am - 2:30 pm E 2311

QuickBooks

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

Course # **1CPT-0181** \$449

Sect 1 Oct 30–Nov 6 / 2 sessions / Copa
W 8:30 am - 2:30 pm E 1733

Not seeing what you are looking for?

Century College can customize a course to fit your organizations needs.

century.edu/training

BUSINESS DEVELOPMENT

NEW! 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 on-line
- Implementation of training
- Evaluating training

Course # **1PDE-0158** \$149

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

CAREER DEVELOPMENT

NEW! 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.

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.

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

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

Course # **1PDE-0163** \$279

Sect 1 Nov 26 / 1 session / Lambertson
Tu 8:00 am - 4:00 pm E 1733

NEW! Managing Time Effectively

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

- understand effective time management
- assess time management preferences
- define what focus really means
- review practical individual, team, and organizational tips & tools to manage more effectively

Course # **1PDE-0160** \$149

Sect 1 Oct 7 / 1 session / Lynn
M 8:00 am - 12:00 pm E 2313





NEW! Professional Ethics

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

Course # **1PDE-0161** \$269

Sect 1 Oct 15 / 1 session / Doolittle
Tu 8:00 am - 3:30 pm E 2313

COMMUNICATION

NEW! Creating Candid Conversations

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

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

Sect 1 Sep 17 / 1 session / Gesche
Tu 8:00 am - 12:00 pm E 2313

Dealing with Conflict Confidently

Life would be wonderful if we interacted with pleasant people all the time. The reality is - we don't. So how do we learn to get along with a person who drives us crazy? The key is remembering we all want to feel important and respected - even the most difficult of human beings desire this. Learn to get along with others by knowing how to remain in control of your power while empowering the other person at the same time. In this class you will learn: to understand what drives difficult behavior to define the four intents (or desires) of people to define the type of difficult person we are to identify personal triggers to develop an awareness of how we affect others to use language which promotes respect and understanding to develop a plan for change.

Course # **1PDE-0153** \$149

Sect 1 Nov 14 / 1 session / Grace
Th 8:00 am - 12:00 pm E 2313

How to Avoid the Horror of Bad PowerPoint

You've seen it. You've lived it. Heck, you may have even caused it! What is it? Death By PowerPoint! You shoot people with bullet point list after bullet point list and wonder why no one remembers anything from your presentation. Think about this way - if you can't inspire anyone with your ideas, it won't matter how great those ideas are. Why? Because, ideas are only as good as the actions that follow the communication of those ideas.

Your presentations are vital to communicating and inspiring action in others. In this engaging and informative session, you will learn how to improve any slide presentation. In just 3 1/2 hours you will learn how to:

- Be more productive with presentation time
- Get people to remember more from your presentations
- Leverage useful tips, hacks and techniques for improving PowerPoint and Apple Keynote slides
- Design slide graphics for the artistically challenged

- How to plan and execute great looking and effective presentations
- Frame your presentation in terms of the audience
- Present slides in a compelling and dynamic way

Course # **1PDE-0148** \$149

Sect 1 Nov 7 / 1 session / Shore
Th 1:00 pm - 5:00 pm E 2313

Infectious Creativity for Team Leaders

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

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

Sect 1 Sep 26 / 1 session / Lambertson
Th 8:00 am - 12:00 pm E 2313

Reading Others Using Micro-expressions and Body Language

The face is the best indicator of a person's emotions if you know how to read it. The good news is we can already tell a lot about someone by their face. A micro-expression is a brief, involuntary facial expression that is shown on the face of humans according to the emotions that are being experienced. Unlike regular pro-longed facial expressions, it is difficult to fake a micro-expression. There are seven universal micro-expressions: disgust, anger, fear, sadness, happiness, surprise, and contempt. This session will review how to accurately read others' micro-expressions and body language which can enhance understanding and influence in any situation.

Course # **1PDE-0155** \$149

Sect 1 Oct 29 / 1 session / Lynn
Tu 8:00 am - 12:00 pm E 2313

GRAMMAR AND WRITING

Written Communication Skills That Get Results - Part I

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

Course # **1PDE-0151** \$229

Sect 1 Sep 16 / 1 session / Grace
M 8:00 am - 2:30 pm E 2313

Written Communication Skills That Get Results - Part II

A great deal of our communication in the workplace is written, and as busy employees, we don't have time to decipher cryptic messaging. Stop the madness now! Learn how to save time creating documents and emails by having clear direction. Use persuasion to get what you need faster. Break bad email habits so your emails do what you need them to do. *Part II may be taken independently of Part I.*

Course # **1PDE-0152** \$279

Sect 1 Oct 1 / 1 session / Grace
Tu 8:00 am - 4:00 pm E 2313



Not seeing what you are looking for? Go to century.edu/training

Century College can customize a course to fit your organizations needs.



HUMAN RESOURCES

Human Resource Certification Test Preparation (online)

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The HR profession is no longer just about what you know, but how you do your job. Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional



(SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These professional certifications can open doors for professional

advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession. Ensure you're prepared with Century College's Human Resource Certification Test Preparation,

designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

This intensive program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam. For additional information, see shrmcertification.org. Your materials will be mailed directly to you a couple of days prior to the start of class.

Note: This course is delivered entirely online.

SPECIAL NOTICE: You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats. You will have access to this instructor-guided course for a period of 16 weeks. After the final week or upon completion of all required assignments, you will receive a Certificate of Completion.

Course # 1HRD-0013

\$1,299

Check online mid-November to enroll



MANAGEMENT AND SUPERVISION

NEW! Five Generations in the Workplace

Five generations in the workplace not only impacts HR professionals but the leaders that work within today's multigenerational team environments. Starting in 2020, greater diversity challenges will require organizations to examine how these generation gaps impact our social and collaboration interactions. This course will focus on identifying specific values that span across each generation and apply the essential techniques to achieve high performance and superb customer service in today's competitive markets.

Course # 1SUP-0163	\$149
Sect 1 Nov 18 / 1 session / Hazzard M 8:00 am - 12:00 pm	E 2313

NEW! Leadership Fundamentals, Part 1

The best leaders are those who are flexible and inspire their employees to be better and do better. Since not all employees are alike, leading each one in the same way is a mistake. Avoid that leadership mistake by learning multiple leadership approaches and communication tools and when to use them. In this class you will learn to:

- Assess own leadership skills
- Determine skills and characteristics of successful leader
- Understand transactional and transformational leadership
- Use personal power vs. position power to influence
- Practice listening and questioning to understand your employee's needs and wants
- Use effective non-verbal communication skills

Course # 1SUP-0164	\$279
Sect 1 Oct 10 / 1 session / Grace Th 8:00 am - 4:00 pm	E 2313

NEW! Leadership Fundamentals, Part 2

Employees work harder and better when they trust and believe in their leaders. Helping your employees become valuable contributors requires investing time and effort in the important interpersonal working relationship. Learn to build trust through respectful coaching and delegation, and to inspire your employees to perform at their best. In this class you will learn: Understand the needs of employees as whole people Communicate clear expectations Coach employee performance successfully Give useful

and helpful feedback Set employees up for success through delegation Deliver difficult messages.

Note: Leadership Fundamentals Pt 2 may be taken independently of Pt. 1 but it is recommended they be taken consecutively.

Course # 1SUP-0165	\$279
Sect 1 Oct 22 / 1 session / Grace Tu 8:00 am - 4:00 pm	E 2313

Leading with Emotional Intelligence

Why does emotional intelligence (EI) matter? Because at the core of every outstanding leader are the abilities to connect, achieve, inspire and act with resilience. Now you can learn to apply the best practices of an emotionally intelligent leader and give yourself a winning edge. EI helps you create and sustain unique opportunities and more impactful relationships. This course uses an integrated competency approach to help you develop this crucial skill. You'll get hands-on implementable tools that can help you influence and motivate others to new heights of achievement.

Course # 1SUP-0158	\$149
Sect 1 Dec 3 / 1 session / Lynn Tu 8:00 am - 12:00 pm	E 2313

Mindfulness: Staying on Course When You Feel Overworked and Overwhelmed

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

Course # 1PDE-0136	\$149
Sect 1 Sep 24 / 1 session / Lynn Tu 8:00 am - 12:00 pm	E 2311

Not seeing what you are looking for?

Century College can customize a course to fit your organizations needs.

century.edu/training

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:

- New! Leading Virtual and Remote Teams
- Responding to Conflict: Strategies for Improved Communication
- New! Conversations with Challenging People: The Workplace
- Plateaued? How to Re-Motivate and Inspire
- Neuroleadership: The Practical Secret to Professional and Personal Success
- New! Career-Boosting Communication
- The Strategy of Leadership: Developing Strategic Leaders
- New! Enhancing Thinking
- Building Phenomenal Teams
- New! Conversations with Challenging People: Customer Service
- New! Professional Ethics
- New! Generational Diversity in the Workplace
- The Strategy of Leadership: Creating Success through Coaching
- New! Dealing with Conflict Confidently
- Succession Planning
- New! Problem Solving and Decision Making
- New! Leadership Basics
- Infectious Creativity for Team Leaders
- New! Resilience: Do You Bend or Break During Change?
- New! Women and Influence
- New! Understanding What Makes People Tick
- Problem Solving Through Critical Thinking
- New! Leading with Emotional Intelligence
- New! Negotiations 101
- Mindfulness: Staying on Course When You Feel Overworked and Overwhelmed

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

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

Negotiations 101

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

Course # 1SUP-0156 \$149

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

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 Oct 24 / 1 session / Grace
Th 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 Dec 10 / 1 session / Gesche
Tu 8:00 am - 12:00 pm E 2313

Situational Leadership

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

Course # 1SUP-0056 \$149

Sect 1 Nov 4 / 1 session / Lynn
M 8:00 am - 12:00 pm E 2313

Storytelling for Leaders

Leadership is an activity for connecting with people's minds and hearts. Using the basic discipline of the narrative, storytelling leaders can empower others to imagine new possibilities. This workshop will provide examples of leader stories and give participants the opportunity to practice developing and presenting stories of their own.

Course # 1SUP-0161 \$129

Sect 1 Nov 21 / 1 session / Schuelke
Th 9:00 am - 12:00 pm E 2313





The Strategy of Leadership: Creating Success through Coaching

Coaching is one of the most powerful one-on-one management techniques for getting the best out of every employee. How do you sharpen your own coaching skills to help your employees/team achieve high performance? This course will explore why coaching is critical in today's work environment and demonstrate what you can do to develop employees and help them meet, and exceed, expectations. Identify coaching styles and the consequences of each and how to communicate expectations in a way that makes others want to follow through. Gain an understanding of how to cultivate a culture where coaching is a daily occurrence and what it takes to be a great coach. Learn how to incorporate a simple coaching process for successful interactions and discuss barriers to effective coaching and how to deal with them.

Course # 1SUP-0014	\$149
Sect 1 Oct 28 / 1 session / Okada M 8:00 am - 12:00 pm	E 2313

PROJECT MANAGEMENT

Introduction to Agile/Scrum

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

Course # 1PDE-0162	\$149
Sect 1 2-Dec / 1 session / Vreeman M 8:00 am - 12:00 pm	E 2313

Foundations of Project Management: Creating and Managing Successful Projects

This class is designed to be an overview of key concepts in Project Management. If you are new to project management or are an experienced project manager but have never had a course in project management, then this class is for you! Explore Project Management processes, key tools and leadership principles. Build a solid understanding of the underlying principles in project management while developing knowledge of key project management concepts and terms. Learn the role of the project manager and be able to describe the interrelationships between the ten PMBOK® knowledge areas.

NOTE: The class is designed to correspond to the PMBOK®, the Project Management Body of Knowledge published by the Project Management Institute.

Course # 1SUP-0127	\$249
Sect 1 25-Sep / 1 session / Vreeman W 8:00 am - 3:30 pm	E 2313

Process Mapping and Root Cause Analysis

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

Course # 1SUP-0166	\$149
Sect 1 Nov 7 / 1 session / Kiefer Th 8:00 am - 12:00 pm	E 2313

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
- New! Creating Candid Conversations

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 2016 Level I (or higher)

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.

Course #	1CPT-0186	\$189
Sect 1	Sep 4 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 2	Oct 2 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 3	Nov 6 / 1 session / Seys W 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 1	Sep 11 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 2	Oct 9 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 3	Nov 13 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733

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.

Course #	1CPT-0188	\$189
Sect 1	Sep 18 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 2	Oct 23 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733
Sect 3	Nov 20 / 1 session / Seys W 8:00 am - 3:30 pm	E 1733

Microsoft Office 2019/365: Excel Level IV

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

Course #	1CPT-0189	\$189
Sect 1	Sep 25 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312
Sect 2	Oct 30 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312
Sect 3	Dec 4 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312
Sect 4	Dec 11 / 1 session / Seys W 8:00 am - 3:30 pm	E 2312

Available Spring 2020

- Microsoft Access
- Power Pivot
- Data Modeling

Microsoft Office 2019/365: OneNote

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

Course # 1CPT-0196	\$109
Sect 1 Oct 31 / 1 session / Seys Th 8:00 am - 12:00 pm	E 1733

How to Avoid the Horror of Bad Powerpoint

page 7

Microsoft Office 2019/365: Outlook

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

Course # 1CPT-0192	\$189
Sect 1 Oct 3 / 1 session / Seys Th 8:00 am - 3:30 pm	E 1733

Microsoft Office 2019/365: PowerPoint Level I

Whether you are using it for personal or professional use, learn the basics of this fantastic presentation software. Learn to: create and modify a presentation, insert objects into a presentation, finish a presentation, and work with advanced tools.

Course # 1CPT-0190	\$189
Sect 1 Sep 30 / 1 session / Lehr M 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

century.edu/training

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



Microsoft Office 2019/365: PowerPoint Level II

Build on your knowledge of presentation software basics by enhancing charts, inserting illustrations, objects and media clips, plus advanced features of the software.

Course # **1CPT-0191** \$109

Sect 1 Oct 14 / 1 session / Lehr
M 8:00 am - 12:00 pm E 1733

Microsoft Office 2019/365: Word Level I

Learn the basics of this tried and true word processing software. Write with confidence by creating, editing, and formatting documents, create and format tables and learn tips & tricks to expand your Word horizons.

Course # **1CPT-0193** \$189

Sect 1 Oct 21 / 1 session / Seys
M 8:00 am - 3:30 pm E 1733

Microsoft Office 2019/365: Word Level II

Stay with the flow by illustrating documents with graphics, work with themes and building blocks, merge documents, work with styles and templates while developing multi-page documents.

Course # **1CPT-0194** \$189

Sect 1 Nov 12 / 1 session / Seys
Tu 8:00 am - 3:30 pm E 1733

Don't fall behind on your office skills!

Stay current with Microsoft Office 2019/365

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.

Course # **1CPT-0195** \$189

Sect 1 Dec 9 / 1 session / Seys
M 8:00 am - 3:30 pm E 1733

NEW! Microsoft Power BI

Dashboards and Visualization. Tell your data story with stunning interactive reports using Microsoft Power BI Desktop. Use industry-leading data query and modeling. Power BI Desktop helps you empower others with timely critical insights, anytime, anywhere.

Course # **1CPT-0197** \$109

Sect 1 Nov 19 / 1 session / Seys
Tu 8:00 am - 12:00 pm E 2312

Not seeing what you are looking for? Go to century.edu/training

Century College can customize a course to fit your organizations needs.

Health and Human Services

CPR TRAINING

ACLS Provider Recertification

AHA's ACLS Course has been updated to reflect new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. This course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR. This advanced course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS). Features Course uses learning stations for practice of essential skills simulated clinical scenarios that encourage Active participation Hands-on class format reinforces skills proficiency Classroom-based works well for learners who prefer group interaction and instructor feedback while learning skills Course Content Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED Recognition and early management of respiratory and cardiac arrest Recognition and early management of peri-arrest conditions such as symptomatic bradycardia Airway management

Related pharmacology Management of ACS and stroke Effective communication as a member and leader of a resuscitation team.

REQUIRED TEXTBOOK: AHA ACLS Provider Manual (Part 15-1005), approx \$39. Students should purchase this book on their own.

Course #	1EMC-0017	\$245
Sect 1	Sep 9 / 1 session / Asauskas M 8:00 am - 4:30 pm	E 1222
Sect 2	Sep 30 / 1 session / Asauskas M 8:00 am - 4:30 pm	E 1222
Sect 3	Oct 28 / 1 session / Asauskas M 8:00 am - 4:30 pm	E 1222

ACCESS INTERNET AT CENTURY COLLEGE?

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

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

BLS Instructor Recertification

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

Course # **1EMC-0015** \$119

Sect 1 Nov 14 / 1 session / Howard
Th 12:00 pm - 5:00 pm E 1221

BLS Provider Course

This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

The course includes: 1 and 2-rescuer CPR and AED for adults, children and infants, differences among adult, child and infant rescue techniques, bag-mask techniques for all victims, rescue breathing for all victims, and relief of choking for all victims. The textbook is included in the course fee. Non-healthcare persons who want CPR training should refer to the Heartsaver course. ****PARK IN LOT A OR B ON THE EAST CAMPUS OF CENTURY COLLEGE.**

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

Sect 1 Sep 12 / 1 session / Howard
Th 5:00 pm - 9:30 pm E 1222

Sect 2 Oct 3 / 1 session / Howard
Th 5:00 pm - 9:30 pm E 1222

Sect 3 Nov 7 / 1 session / Howard
Th 5:00 pm - 9:30 pm E 1221

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

FREE!

**Health Unit Coordinator
Information Session**

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BLS Provider Renewal Course - American Heart Association

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

REQUIRED TEXTBOOK: Basic Life Support (BLS) Provider Manual, approximately \$20. Online Book code, 1EMC 0026. Textbook(s) should be purchased before the first class. Textbooks are either available for purchase at the Century College Bookstore located on the West Campus or online at www.centurycollegebookstore.com **PARK IN LOT A OR B ON THE EAST CAMPUS OF CENTURY COLLEGE.

Course #	1EMC-0026	\$85
Sect 1	Aug 29 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1222
Sect 2	Sep 26 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1222
Sect 3	Oct 24 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1222
Sect 4	Nov 14 / 1 session / Howard Th 5:00 pm - 8:00 pm	E 1221

New to Medical Careers?

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

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





Discover What's Next!

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



HEALTH UNIT COORDINATION/ MEDICAL OFFICE

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 Oct 11 / 1 session / Orth

F 3:00 pm - 4:00 pm

E 2311



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 21 for a FREE! Health Unit Coordinator Information Session



ARE YOU PLANNING TO BRING YOUR MOBILE DEVICE TO CAMPUS?

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

- 1. Create a Guest Account**
www.century.edu/guestaccounts

- 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



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 includes:

- explain the meaning of medical terminology word roots, suffixes, and prefixes
- three course sections, with built in quizlets to test knowledge followed by a main quiz at the end of each section
- online support
- Certificate of Completion awarded at the end of successful completion of class (75% or above).

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

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

Course # **1HCT-0017**

\$125

Sect 1 Online Class

Study at your own pace; open-ended

NURSING CONTINUING EDUCATION

Perioperative Training for Registered Nurses

Operating room nursing is an increasingly complex area for patient care, characterized by rapid changes in technology and economic influences. This course offers a structured learning opportunity with emphasis on the application of theoretical knowledge to the professional practice of nursing in the OR. The program is based on AORN standards of recommended practice and is designed to give professional nurses without previous operating room experience an introduction to the basic competencies of the perioperative RN role. You will be provided with the opportunity to develop basic operating room skills through didactic education and clinical application. You will receive 32 hours of classroom didactic and complete 64 hours of hands-on clinical experience under the supervision of a RN preceptor giving a total of 96 contact hours upon course completion. The facilities used are under contracts that Century College has in place. Objectives: Apply the nursing process in patient care in the OR, Assess the physiological and psychological health status of the perioperative patient, Provide respectful and safe nursing care to all perioperative patients



- Enjoy learning on a schedule that works for you
- Instructor-led online courses now available

See page 47 for more information



and their families, Demonstrate the application of the principles of aseptic technique to patient care, Demonstrate the application of infection control principles and practices to patient care, Demonstrate correct draping for surgical procedures, Describe four common surgical positions, Describe and practice correct methods of skin preparation, Demonstrate an aseptically correct surgical scrub, gowning, and closed gloving, Describe the safe use of equipment common to all surgeries, Complete an example of OR documentation with consideration of HIPAA regulations.

REQUIRED TEXTBOOKS: Berry and Kohn's Operating Room Technique, approx. \$135 and Surgical Instrumentation, approx \$91. The online book code is 1NUR 0001. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com.

CLINICALS: These will be scheduled by the clinical coordinator and will be Monday through Friday, one day per week for eight weeks.

SPECIAL NOTICE: Registration will close at the end of the day on September 6, 2019. Background checks are required and should be done at the time of registration. Proof that immunizations and CPR certification are up to date must be provided at the first class. The PDF for the immunization form is available in course description online. A background check needs to be completed so you can complete your clinical tour. Print out the background check form and email to cect@century.edu or fax to 651.779.5802. This needs to be done as soon as you register for the class. The PDF for the background check form is found in course description online.

Course # **1NUR-0001** \$1000 (inc fees)

Sect 1 Sep 17–Nov 12* / 8 sessions / Graening
 Tu 5:30 pm - 9:30 pm E 2561
 *No class Tue 11/05

PHARMACY TECH/REP

Pharmacy Technician

Have you ever wanted to be part of a healthcare team that specializes in direct patient care? What about being part of a growing field integral to medication therapy? If yes, we invite you to be a part of the Pharmacy Technician Certification course at Century College. Our program, presented by an experienced Doctor of Pharmacy, uses a unique combination of online coursework, lab practicals, and an internship to prepare you for your role as a pharmacy technician. The expectation is that after this course and internship, you will be able to pass the Pharmacy Technician Certification Exam. Once you receive your certification, you are then eligible for work in numerous settings. The most common opportunities for work as a tech are community pharmacy, hospital pharmacy, pharmacy benefit management, and long-term care; however, there are potentially dozens of additional career paths for a Certified Pharmacy Technician. If you want to learn more, please feel free to come to our free information session.

REQUIRED INFORMATION TO BEGIN

INTERNSHIP: Immunization form completed by provider showing immunizations are up to date, a completed background check, and proof of registration as a NEW Pharmacy Technician with the Minnesota Board of Pharmacy. You will need to complete and provide the immunization form at the first class meeting. The PDF for the immunization form is available in course description online.

FREE!

**Health Unit Coordinator
 Information Session**

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Background study applications will be filled out the first day of class. You are required to bring a photo ID, driver's license, passport or other government-issued photo identification to class to verify your identity for the BCA application.

REQUIRED TEXTBOOKS: Pharmacy Technician 6e and The Pharmacy Technician Workbook and Certification Review 6e, approx. \$136. Online Book code 1PHT 0001. Textbook should be purchased before the first class and is available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://www.centurycollegebookstore.com>.

SPECIAL NOTICE: Immunization form completed by provider showing immunizations are up to date, a completed background check, and proof of registration as a NEW Pharmacy Technician with the Minnesota Board of Pharmacy are all required to begin the internship. 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. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1PHT-0001 **\$979 (inc fees)**

Sect 1 Aug 27–Dec 17* / 16 sessions / Kleppe
 Tu 7:30 pm - 9:00 pm E 2311
 *No class Tue 11/05

TRAINED MEDICATION AIDE

Trained Medication Administration for Unlicensed Personnel-Partially Online

The Trained Medication Aide (TMA) course has expanded to 60 hours to better assist students with content knowledge and hands-on skills training. This course will review information required for unlicensed personnel to administer medications while

under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills. This course is offered in a blended format using both classroom and online curriculum.

REQUIRED TEXTBOOK: Administering Medications, approximately \$95. The online book code is 1TMA 0001. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at www.centurycollegebookstore.com (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 Aug 28–Oct 9* / 5 sessions / Sullivan
 W 5:30 pm - 9:30 pm E 2311
 *No class Wed 09/11, Wed 09/18

Sect 2 Oct 23–Dec 4* / 5 sessions / Sullivan
 W 5:30 pm - 9:30 pm E 2311
 *No class Wed 10/30, Wed 11/27

NURSING ASSISTANT

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

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

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

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

DRESS CODE: No low cut, strapless or revealing tops; bra's required. No short shorts or short skirts. Please dress appropriately and professionally when you come to class and to test. You may be asked to leave if you are inappropriately dressed.

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

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

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

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



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

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

IMPORTANT INFORMATION: This is a blended online/classroom course. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course # 1HHA-0003 \$915 (inc fees)

Sect 1 Aug 29–Dec 7 / 13 sessions / Sullivan, Bohmert

Classes Th 5:30 pm - 9:30 pm E 3573
No class 9/5, 10/3, 10/17/11/28

Clinicals F 12/6 7 am - 3 pm Cerenity Care
Sa 12/7 8 am - 4 pm Cerenity Care

NA Class: Minnesota (includes Home Health Aide training)

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

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

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

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

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

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

Course # **1HHA-0245**

\$915

(includes background check fee)

See class/clinical schedules, page 28

FREE!

**Health Unit Coordinator
Information Session**

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NURSING ASSISTANT GENERAL INFORMATION

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

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

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

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

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

Textbooks:

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

Clinicals:

- You must pass a background check (Minnesota) before attending clinical sessions. The background check fee is included in the cost of the class.
- Clinical visits are typically held during the final week of each course section. Times will VARY and may CHANGE. Clinicals may be on weekends, holidays, evenings and may end before or extend beyond the last date of class listed on the website or in the catalog.

Dress Code:

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

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

Course # 1HHA-0245

NC indicates "No Class" dates.

SECT	DATES	CLASS TIMES	CLINICALS
Boutwells Lndg-Gables Care Center – 200 (clinicals onsite)			
2 OFF	Sept 10 – Sept 26	MTuWTh 9/10-9/23 8:30am-4:30pm	WTh 9/25-9/26 6:30am-3pm
3 OFF	Sept 27 – Oct 16	MTuWThF 9/27-10/14 5pm-10pm	TuW 10/15-10/16 6:30am-3pm
4 OFF	Oct 22 – Nov 8	TuWTh 10/22-11/6 8:30am-4:30pm	ThF 11/7-11/8 6:30am-3pm
5 OFF	Nov 12 – Nov 27	MTuWThF 11/12-11/25 8:30am-4:30pm NC 11/18, 11/22	TuW 11/26-11/27 6:30am-3pm
6 OFF	Dec 3 – Dec 20	TuWTh 12/3-12/18 8:30am-4:30pm	ThF 12/19-12/20 6:30am-3pm
Langton Place - 2nd Floor (clinicals on site)			
15 OFF	Sept 9 – Sept 30	MTuW 9/9-9/30 4pm-10pm	SaSu 9/28-9/29 6am-2:30pm
16 OFF	Oct 7 – Oct 28	MTuW 10/7-10/28 4pm-10pm	SaSu 10/26-10/27 6am-2:30pm
17 OFF	Nov 4 – Nov 25	MTuW 11/4-11/25 4pm-10pm	SaSu 11/23-11/24 6am-2:30pm
18 OFF	Dec 14 –Dec 30	Sa 12/14 4pm-10pm MTuWThF 12/16-12/30 4pm-10pm NC 12/24, 12/25	SaSu 11/23-11/24 6:30am-3pm
Episcopal Church Home – Basement (Clinicals onsite)			
1 OFF	Aug 26 – Sept 22	MWTh 8/26-9/18 4pm-10pm NC 9/2	SaSu 9/21-9/22 6:30am-2:30pm
12 OFF	Oct 21 – Nov 16	MWTh 10/21-11/13 4pm-10pm NC 11/11	F 11/15 12pm-8:30pm Sa 11/16 6:30am-2:30pm
13 OFF	Nov 18 – Dec 14	MWTh 11/18-12/11 4pm-10pm NC 11/28	F 12/13 12pm-8:30pm Sa 12/14 6:30am-2:30pm
14 OFF	Oct 8 – Nov 24	Sa 10/12,10/26,11/2,11/16 9am-5pm Tu 10/8,10/15,10/22,10/29,11/5,11/12, 11/19 6pm-10pm	SaSu 11/23-11/24 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.			
7 OFF*	Sept 4- Sept 26	MWF 9/4-9/20 8:30am-4pm	W 9/25 7am-3pm Th 9/26 8am-4pm
8 OFF*	Sept 23 – Oct 15	MWF 9/23-10/9 8:30am-4pm	M 10/14 7am-3pm Tu 10/15 8am-4pm
9 OFF*	Oct 21 – Nov 5	MTuWThF 10/21-10/31 8:30am-4pm NC 10/22	M 11/4 7am-3pm Tu 11/5 8am-4pm
10 OFF*	Nov 12 – Nov 26	MTuWThF 11/12-11/21 8:30am-4pm	M 11/25 7am-3pm Tu 11/26 8am-4pm
11 OFF*	Nov 25 – Dec 11	MTWThF 11/25-12/6 8:30am-4pm NC 11/28, 11/29	Tu 12/10 7am-3pm W 12/11 8am-4pm

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

Nursing Assistant Competency Exam

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

NA EXAM SCHEDULE:

- See additional exam details, right.

Century College – East Campus - 2313

4:30 to 8:30 pm

sect	day	date	sect	day	date
1	M	Aug 26	10	M	Nov 4
2	M	Sept 9	11	M	Nov 18
3	M	Sept 16	12	M	Nov 25
4	M	Sept 23	13	M	Dec 2
5	M	Sept 30	14	M	Dec 9
6	M	Oct 7	15	M	Dec 16
7	M	Oct 14	16	M	Dec 23
8	M	Oct 21	17	M	Dec 30
9	M	Oct 28			

Forest Lake High School – 308

4:00 to 8:00 pm

sect	day	date	sect	day	date
1 OFF	Tu	Sept 10	3 OFF	Tu	Nov 12
2 OFF	Tu	Oct 8	4 OFF	Tu	Dec 17

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

Personal Enrichment

FITNESS, HEALTH AND NUTRITION

Brazilian Jiu Jitsu

This course will introduce Brazilian Jiu Jitsu (BJJ) as a form of self-defense and lifetime wellness activity for those with little or no self-defense experience, as well as those with experience. We will cover basic knowledge and skills needed for a progressive skill building approach with an emphasis on proper technique, mobility, pressure, and leverage awareness. Intended for those interested in establishing a foundational knowledge of BJJ, or for those who would like to learn self-defense utilizing ground techniques. An emphasis will be placed on history, culture, and etiquette. Students are responsible for transportation to the off-campus training studio.

LOCATION: FIRST session will meet at Century College, West Campus, Room: 3530, remaining sessions will meet at Spartan Martial Arts Gym, 432 Hayward Ave N, Oakdale, MN 55128, Training Room. There will be an additional cost of \$99 payable to Spartan Martial Arts for the use of the facility.

Course # **1SDF-0004** \$189

Sect 1 Aug 27–Oct 17 / 16 sessions / Hanks
Tu, Th 2:15 pm - 3:30 pm W 3530
(first session only)

MUSIC

Century Concert Band

The Century Concert Band is a musical ensemble dedicated to the study and performance of quality band literature. The music performed is from a wide variety of styles ranging from the Baroque period to the music of today. The objective of this course is to expand students' understanding and enjoyment of music through the performance and study of music of various periods and styles. The membership in the band includes students and community members. Registration for band may be done as an activity for academic credit or through Continuing Education.

Note: This section is for continuing education only. You must have prior experience playing a wind or percussion instrument.

Course # **1CCB-0002** \$65

Sect 1 Aug 27–Dec 17 / 17 sessions / Preis
Tu 7:00 pm - 9:30 pm W 2045

Available Spring 2020!

Beekeeping and
Photography classes

Check online
mid-November to enroll.

century.edu/training





Century Chamber Orchestra

The Century Chamber Orchestra rehearses and performs a wide variety of orchestral music in a series of concerts during the academic year. The primary object of the ensemble is to develop the musicians' ensemble-playing ability and their understanding of orchestral technique and literature.

Note: An interview and audition with the instructor is required. For an audition, please contact the instructor at elliott.wilcox@century.edu

Registration for orchestra may be done as an activity for academic credit or through Continuing Education. This section is for continuing education only. Additional rehearsal time will be scheduled for the week of each performance.

Course # **1CCO-0001** \$65

Sect 1 Sep 9–Nov 18* / 10 sessions / Wilcox
M 7:00 pm - 9:30 pm W 2045
*No class Mon 11/11



- Enjoy learning on a schedule that works for you
- Instructor-led online courses now available

See page 47 for more information

Century College Choir

Experience the joy of singing in a NEW CHOIR that meets once a week on Thursday evenings. Members from the community are welcome and, as with any other music ensemble at Century College, will play a vital role in this ensemble. You will:

- Sing engaging choral music from all parts of the world
- Experience the thrill of live performance in several venues, including an historic building in downtown Minneapolis
- Join a community of singers
- Become a vital part of YOUR community college
- Check out these ensembles at Century College:
 - Chamber Orchestra
 - Concert Band
 - Popular-Styles Ensemble

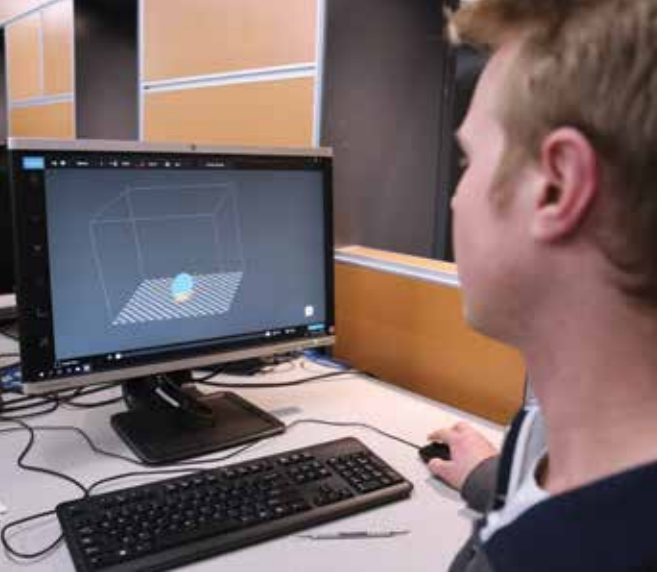
Note: Registration for choir may be done as an activity for academic credit or through Continuing Education. This section is for continuing education only. Additional rehearsal time will be scheduled for the week of the performance.

Course # **1MUS-0008** \$65

Sect 1 Oct 3–Dec 19* / 10 sessions /
Christiansen
Th 7:00 pm - 8:50 pm W 2040
*No class Thu 10/17, Thu 11/28

Attend one of our seasonal concerts.

Visit century.edu for dates and times



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:

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

What is our focus?

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

What is our goal?

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

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

Public Safety



Discover What's Next.

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

*Internet Notice

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

Find your class online at our registration website!

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

century.edu/training





EMERGENCY MEDICAL SERVICES

Emergency Medical Responder

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

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

not allowed to take the First Responder Refresher Course. Expiration of greater than one year will require retaking a First Responder course to gain certification in Minnesota.

REQUIRED TEXTBOOKS: BLS Provider Manual, approx \$19, and Emergency Medical Responder: First on Scene, approx \$160. Online Book code, 1EMS 0002. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://centurycollegebookstore.com>.

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

Course #	1EMS-0002	\$465
Sept 1	Aug 29–Oct 31* / 9 sessions / Goerisch Th 5:00 pm - 9:00 pm *No class Thu 10/17	E 1221
Sept 2	Sep 7–Nov 9* / 9 sessions / Goerisch Sa 8:00 am - 12:00 pm *No class Sat 10/19	E 1221





Emergency Medical Technician

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

REQUIRED TEXTBOOK: Emergency Care with MyBradyLab and EMS Testing, approximately \$230. Online Book code, 1EMS 0019. DO NOT ACCESS

MyBradyLab until orientation the first day of class. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651-779-3281 or online at www.centurycollegebookstore.com.

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	\$1645 (inc fees)
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Sect 1	Aug 26–Dec 4* / 28 sessions / Goerisch	
	M, W 9:30 am - 4:00 pm	E 1221
	*No class Mon 09/02, Mon 11/11	

Sect 2	Aug 26–Dec 9* / 25 sessions / Goerisch	
	M, W 5:00 pm - 9:00 pm	E 1221
	*No class Mon 09/02, Wed 09/25, Wed 10/16, Wed 10/30, Mon 11/11, Wed 11/27	

**Turnout Notice

You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira or email at steve.shapira@century.edu for gear leasing options.





Emergency Medical Technician Refresher, Part I (National/Local Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 1) will offer the required 20 hours of national level content and the 10 hours of local content (local content will be determined by the EMSRB). This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete 30 out of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT. If you have any questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu.

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

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

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

Course #	1EMS-0035	\$325
Seat 1	Nov 7–Nov 26 / 6 sessions / Tu, Th 5:00 pm - 9:30 pm	Goerisch E 1223

Find your class online at our registration website!

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

century.edu/training

Continuing Education SLOT Program for Law Enforcement and Criminal Justice

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

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

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

Emergency Medical Technician Refresher, Part II (Individual Content)

As of April 1, 2016, Continuing Education requirements for EMTs in the State of Minnesota will follow the National Registry of EMT NCCP (National Continued Competency Program) model. EMT Refresher (NCCP Part 2) will offer 10 hours of content that can be used to complete the Individual category of the EMT recertification requirements. This blended class will meet on campus and will have additional assignments to complete outside of class. This course will complete the remaining 10 hours of the 40 Continuing Education hours required by the National Registry and State of Minnesota for recertification as an EMT. If you have questions, please contact Lynda Goerisch at either 651.773.1720 or lynda.goerisch@century.edu.

Note: If students do not have 20 hours of the National Registry required Continuing Education

hours and the 10 hours of Local Continuing Hours (as determined by the EMSRB in the State of Minnesota), it is strongly recommended to register for the EMT Refresher NCCP Part 1 course and the EMT Refresher Part 2 course to complete all 40 hours needed for recertification as an EMT in Minnesota. You must provide proof of a current Healthcare Provider CPR card prior to course completion, plus your MN EMT Number and expiration date.

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

Course #	1EMS-0036	\$105
Sect 1	Dec 3–Dec 5 / 2 sessions / Goerisch Tu, Th 5:00 pm - 9:30 pm	E 1223

Fire and Emergency Medical Training

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

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



**Turnout Notice

You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation. *Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira or email at steve.shapira@century.edu for gear leasing options.



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
- Report Writing

Paramedic Refresher

This course is designed to meet the State of Minnesota re-certification requirements and the National Registry Section 1 requirements. The class consists of a combination of 48 concentrated hours of lecture, skills, and discussion.

Course # **1EMS-0018** \$345

Sect 1 Sep 20–Oct 12 / 6 sessions / Erickson
F 8:00 am 04:30 pm E 1222
*no class 10/4
S 7:30 am 04:00 pm
*no class 10/5

*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.

**Century College offers
Report Writing courses.**

**Call 651.773.1743
for more information**



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.

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

Course #	1EMS-0279	\$575
Sect 1	Sep 24 / 1 session / Schmitzer Tu 8:00 am - 2:00 pm	E 1221
Sect 2	Oct 4 / 1 session / Schmitzer F 8:00 am - 2:00 pm	E 1221
Sect 3	Nov 18 / 1 session / Schmitzer M 8:00 am - 2:00 pm	E 1222
Sect 4	Dec 13 / 1 session / Schmitzer F 8:00 am - 2:00 pm	E 1221

SPECIAL NOTICE: You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation.

Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact steve.shapira@century.edu for gear leasing options. You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course #	1PSA-0020	\$775
Sect 1	Aug 26–Nov 2 / 27 sessions / Korba, Vukelich M, W 6:00 pm - 10:00 pm First session meet in	E 2311

Saturday hours vary, complete schedule online

FIRE SERVICE

Firefighter I

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

REQUIRED TEXTBOOK: Fundamentals of Fire Fighting Skills, 4th edition. This book will be available for purchase during class, approximately cost is \$100.

LOCATION: Complete location schedule online. Note: schedule is subject to change. Consult your instructor if you have questions.



Firefighter II

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

REQUIRED TEXTBOOK: Fundamentals of Fire Fighting Skills, 4th edition. This book will be available for purchase during class, approximately cost is \$100.

LOCATION: Click here for complete location schedule. Note that schedule is subject to change. Consult your instructor if you have questions. You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation.

Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira at Steve.shapira You will need Internet connection and an email address. Approximately one day prior to the start of class, you will receive a user name, password, and login instructions via email to access the D2L Brightspace for CECT system for coursework and chats.

Course #	1PSA-0021	\$375
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Sect 1	Nov 25–Dec 21 / 11 sessions / Korba, Vukelich M, W 6:00 pm - 10:00 pm First session meet in	E 2311
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Saturday hours vary, complete schedule online

Hazardous Material Operations 1072

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

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

LOCATION: Click here for complete location schedule. Note that schedule is subject to change. Consult your instructor if you have questions. You must have full NFPA compliant turnout, NFPA compliant SCBA, SCBA Fit Test and current respirator medical evaluation.

Chiefs may have the authority to supplement compliant turnout. If you need turnout gear, please contact Steve Shapira at steve.shapira You will need Internet connection and an email address.

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

Course #	1PSA-0046	\$375
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Sect 1	Nov 4–Nov 23 / 8 sessions / Korba, Vukelich M, W 6:00 pm - 10:00 pm *no class 11/11	East Metro Trng
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Saturday hours vary, complete schedule online

LAW ENFORCEMENT

Fit for Duty (9250-0881)

This course is designed for Law Enforcement students or students in career fields that require a higher level of fitness. Coursework helps students prepare to meet the physical fitness standards for their chosen career. Students participate in workouts to prepare for their professional physical fitness assessments and to maintain a requisite fitness level to perform professional duties. The course also covers healthy lifestyle habits as a way to decrease health risks and improve quality of life.

Course #	1LEF-0030	\$189
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Sect 1	Aug 26–Dec 16* / 15 sessions / Hanks M 2:30 pm - 3:30 pm *No class Mon 09/02, Mon 11/11	W2600
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Sect 2	Oct 22–Dec 17* / 16 sessions / Hanks Tu, Th 2:30 pm - 3:30 pm *No class Thu 11/28	W2600
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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

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.

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.

Gear should include:

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

Class will be held rain or shine.



Basic Rider Course

Course # **1MOT-0001** \$195

Classroom: Thurs 5:30pm – 10pm, East Campus of Century College, Room 2313 (first date)

Driving Experience: Sat AND Sun 8am – 1pm OR 9am – 2pm, East Campus of Century College, Parking Lot B or D (last two dates)

Section	Dates	Driving Experience
Sect 1	Sept 5, 7, 8	Lot D – 8 am
Sect 2	Sept 12, 14, 15	Lot B – 8 am
Sect 3	Sept 19, 21, 22	Lot D – 8 am
Sect 4	Sept 26, 28, 29	Lot B – 9 am
Sect 5	Oct 3, 5, 6	Lot B – 9 am



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.

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/course-locations



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 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 ññ 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
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Sect 1	Sep 7 / 1 session / MSC
	Sa 8:00 am - 1:00 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 1 Sep 29 / 1 session / MSC
Su 9:00 am - 2:00 pm E Parking Lot C

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 the website: century.edu/continuing-education/course-locations



STILLWATER AREA PUBLIC SCHOOLS COMMUNITY EDUCATION

UPCOMING CLASSES

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

stillwater.ce.feepay.com



Online Learning

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

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

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

**Considering a career change?
Explore a New Career...
While Still at Your Current Job**

- Medical Transcription
- Nursing
- Grant Writing
- Physical Therapy Aide
- Administrative Medical Assistant
- Medical Coding

Looking to enhance your marketable skills? Consider adding an industry recognized certification to your resume.

- NASM Certified Personal Trainer
- AutoCAD 2018 Certified User
- Microsoft Office Master or Specialist Certification Training
- Medical Interpreter (Spanish/English)
- Certified Electronic Health Records Specialist (CEHRS)
- Certified Six Sigma Green Belt

To view the online courses, go to **century.edu/training**, click "Online Learning."

ADDITIONAL SAMPLE TOPICS

- Variety of Languages
- Project Management Fundamentals
- Basic and Advanced Computer Skills
- Educator Continuing Education
- Communication Skills
- Nursing Continuing Education

For a complete list of courses and descriptions visit our website
century.edu/training



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



Weekends through August 4, presenting:

- ▶ **The Merry Wives of Windsor** by *William Shakespeare*, Directed by George M. Roesler
- ▶ **The Two Gentlemen of Verona** by *William Shakespeare*, Directed by Ann Frances Gregg
- ▶ **Coriolanus** by *William Shakespeare*, Directed by Jeff Altier

Season 2019 Performance Schedule:

Fri	July 19	The Merry Wives of Windsor	Fri	August 2	Coriolanus
Sat	July 20	Coriolanus	Sat	August 3	The Two Gentlemen of Verona
Sun	July 21	The Two Gentlemen of Verona	Sun	August 4	The Merry Wives of Windsor
Fri	July 26	The Two Gentlemen of Verona			
Sat	July 27	The Merry Wives of Windsor			
Sun	July 28	Coriolanus			

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.

651.779.5818 www.shakespeareandcompany.org

Continuing Education & Customized Training

Mission:

Learning that works: personal, professional and workforce development.

Vision:

To become nationally recognized for quality, innovative and responsive programming that transforms lives, develops the workforce, and serves the community.

Class Locations

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

CENTURY COLLEGE

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

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

EAST CAMPUS PARKING

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

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

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

For additional information about locations, call 651.779.3341.

ABBREVIATION	FULL LOCATION NAME
E	Century East Campus (see left)
W	Century West Campus (see left)
Cerenity Care	Cerenity Care Center 4615 2nd Ave / White Bear Lake, MN 5511
East Metro Trng	East Metro Public Safety Training Facility 1881 Century Ave N / Oakdale, MN 55128
Forest Lake HS	Forest Lake High School 6101 Scandia Trail North / Forest Lake, MN 55025
Boutwell's Landing	Gables of Boutwells Landing 5600 Norwich Pkwy / Oak Park Heights, MN 55082
Episcopal Ch H	Episcopal Church Home 1879 Feronia Ave / St Paul, MN 55104
Langton	Langton Place 1910 Co Rd D West / 2nd Floor St Paul, MN 55112

Staff Directory

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Healthcare Careers

Sharon Mason

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*Business, Communications, IT,
Law Enforcement, SLOT Program*

Steve Shapira

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Fire Services, EMS

Registration

FIVE WAYS TO REGISTER

ONLINE century.edu/training

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

PHONE 651.779.3341

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

FAX 651.779.5802

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

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

Send completed registration form.

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

Please keep copies for your records.

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

(Hwy 120, just north of I-694)

Office Hours:

Mon–Thurs 9 am – 5:30 pm / Fri 9 am – 4 pm

Confirmation of Registration

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

Cancellation

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

Severe Weather

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

Accessibility & Accommodations

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



MINNESOTA STATE

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

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)



- **Shakespeare and Company**

Weekends through Aug 4, presenting:

- The Merry Wives of Windsor
- The Two Gentlemen of Verona
- Coriolanus

- **Discover Century Information Session** – Aug 6

- **Fall Play** – Nov 1

“The 25th Annual Putnam County Spelling Bee”

- **Concert Band Performance** – Nov 22, 7:30pm

EVENTS

Fall 2019

BUSINESS COURSES

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TRAINED MEDICATION AIDE

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CONTINUING EDUCATION & CUSTOMIZED TRAINING

651.779.3341 / century.edu/training