



Computer Proficiency Certificate

Continuing Education & Customized Training

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus
Mon-Thu, 8am-7pm
Fri, 8am-4pm

Questions?

Contact **Joan Peterson**
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to your business/organization!



Turning Motivated Individuals into Office Superstars

Century College's Computer Proficiency Certificate has been developed to help individuals acquire and demonstrate a body of knowledge of popular computer programs. This 81+ hour certificate provides participants with hands-on training in Microsoft® Windows, Word, Excel, Access, and PowerPoint as well as usage and benefits of the Internet.

The certificate requires the following courses:

- Microsoft Office Word 2007/2010 Basic
- Microsoft Office Word 2007/2010 Intermediate
- Microsoft Office Word 2007/2010 Advanced

- Microsoft Office Excel 2007/2010 Basic
- Microsoft Office Excel 2007/2010 Intermediate
- Microsoft Office Excel 2007/2010 Advanced
- Microsoft Office PowerPoint 2007/2010 Basic
- Microsoft Office PowerPoint 2007/2010 Advanced
- Microsoft Office Access 2007/2010 Basic
- Microsoft Office Access 2007/2010 Intermediate
- Microsoft office Access 2007/2010 Advanced

Upon completion, please email joan.peterson@century.edu to receive your Computer Proficiency Certificate.

Microsoft Office Word 2007: Basic

Getting started with Word 2007 includes: creating documents, formatting text and paragraphs, and formatting/editing documents. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Basic*, approximately \$25. Online book code 1CPT 0061.

East Campus, Room 2207	\$139
Tues, Sept 13, 2011	8:30am-4:00pm
Wed, Nov 16, 2011	8:30am-4:00pm
Tues, Feb 21, 2012	8:30am-4:00pm
Thurs, Apr 5, 2012	8:30am-4:00pm
Tues, May 29, 2012	8:30am-4:00pm

Microsoft Office Word 2007: Intermediate

Learn how to illustrate a document with graphics, build a document using themes, merge Word documents, work with styles and templates and develop multipage documents. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Intermediate*, approximately \$25. Online book code 1CPT 0062. **Prerequisite: Word Basic.**

East Campus, Room 2207	\$139
Thurs, Sept 15, 2011	8:30am-4:00pm
Wed, Nov 23, 2011	8:30am-4:00pm
Tues, Feb 28, 2012	8:30am-4:00pm

Microsoft Office Word 2007: Advanced

Learn to work with references, integrate Word with other programs, explore advanced graphics, build forms, collaborate with coworkers, and customize Word. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2007 Advanced*, approximately \$25. Online book code 1CPT 0104. **Prerequisite: Word Basic and Intermediate.**

East Campus, Room 2207	\$139
Wed, Oct 5, 2011	8:30am-4:00pm
Tues, Mar 6, 2012	8:30am-4:00pm
Thurs, Apr 19, 2012	8:30am-4:00pm
Tues, June 12, 2012	8:30am-4:00pm
Tues, Aug 14, 2012	8:30am-4:00pm

Microsoft Office Excel 2007: Basic

Get started with Excel 2007 including: working with formulas and functions, formatting a worksheet, working with charts, and analyzing data using formulas. REQUIRED TEXTBOOK:

Illustrated Course Guide: Microsoft Office Excel 2007 Basic, approximately \$25. Online book code 1CPT 0058.

East Campus, Room 2207	\$139
Thurs, Sept 22, 2011	8:30am-4:00pm
Tues & Thurs, Oct 11 & 13, 2011	5:30pm-9:00pm
Wed, Feb 22, 2012	8:30am-4:00pm
Tues & Thurs, April 10 & 12, 2012	5:30pm-9:00pm

Microsoft Office Excel 2007: Intermediate

Learn how to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts, share Excel files, and incorporate Web information. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel Intermediate*, approximately \$25. Online book code 1CPT 0059. **Prerequisite: Familiarity with the basics of Excel spreadsheets.**

East Campus, Room 2207	\$139
Thurs, Sept 29, 2011	8:30am-4:00pm
Tues & Thurs, Oct 18 & 20, 2011	5:30pm-9:00pm
Tues, Nov 22, 2011	8:30am-4:00pm
Thurs, Jan 26, 2012	8:30am-4:00pm
Wed, Mar 7, 2012	8:30am-4:00pm
Wed, May 16, 2012	8:30am-4:00pm
Wed, July 18, 2012	8:30am-4:00pm

Microsoft Office Excel 2007: Advanced

Learn to use "what-if" analysis, analyze data with PivotTables, exchange data with other programs, customized Excel and advanced worksheet management, and program with Excel. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2007 Advanced*, approximately \$25. Online book code 1CPT 0102. **Prerequisite: Excel Basic and Intermediate.**

East Campus, Room 2207	\$139
Thurs, Oct 6, 2011	8:30am-4:00pm
Tues, Nov 29, 2011	8:30am-4:00pm
Thurs, Feb 2, 2012	8:30am-4:00pm
Wed, May 23, 2012	8:30am-4:00pm
Wed, July 25, 2012	8:30am-4:00pm

Microsoft Office PowerPoint 2007: Basic

Learn how to create a presentation in PowerPoint 2007, modify a presentation, insert objects into a presentation, finish a presentation, and work with advanced tools and masters. REQUIRED

TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2007 Basic*, approximately \$25. Online book code 1CPT 0060.

East Campus, Room 2207	\$139
Wed, Sept 14, 2011	8:30am-4:00pm
Tues, Feb 7, 2012	8:30am-4:00pm
Wed, April 4, 2012	8:30am-4:00pm
Mon, June 4, 2012	8:30am-4:00pm

Microsoft Office PowerPoint 2007: Advanced

Learn how to enhance charts and insert illustrations, objects and media clips using advanced features. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2007 Advanced*, approximately \$25. Online book code 1CPT 0103. **Prerequisite: PowerPoint Basic.**

East Campus, Room 2207	\$139
Tues, Oct 18, 2011	8:30am-4:00pm
Tues, Feb 14, 2012	8:30am-4:00pm
Wed, Apr 11, 2012	8:30am-4:00pm
Thurs, June 7, 2012	8:30am-4:00pm
Wed, June 27, 2012	8:30am-4:00pm

Microsoft Office Access 2007: Basic

Getting started with Access 2007 includes: building and using queries, using forms, using reports, and modifying the database structure. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2007 Basic*, approximately \$25. Online book code 1CPT 0057. **Prerequisite: Windows experience.**

East Campus, Room 2207	\$159
Mon, Oct 10, 2011	8:00am-4:30pm
Tues & Thurs, Oct 25 & 27, 2011	5:00pm-9:00pm
Thurs, Feb 9, 2012	8:00am-4:30pm
Tues & Thurs, Mar 27 & 29, 2012	5:00pm-9:00pm
Thurs, June 14, 2012	8:00am-4:30pm

Microsoft Office Access 2007: Intermediate

Learn how to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2007 Intermediate*, approximately \$25. Online book code 1CPT 0100. **Prerequisite: Access Basic.**



MOS (Microsoft Office Specialist)

Discover the only performance-based certification that validates the skills needed to get the most out of Microsoft Office. Whether you want to drive your career or increase your productivity on the job, earning the Microsoft Office Specialist (MOS) certification demonstrates the valuable expertise you need to succeed.

Why get certified

Earning a MOS certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients. For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

For more information or to obtain MOS testing locations, contact Joan Peterson at joan.peterson@century.edu and 651.773.1743.

East Campus, Room 2207	\$159	Tues, Feb 28 & Thurs, Mar 1, 2012	5:30pm-9:00pm
Thurs, Oct 20, 2011	8:00am-4:30pm	Wed, Mar 14, 2012	8:30am-4:00pm
Tues, Nov 1 & 8, 2011	5:00pm-9:00pm	Tues & Thurs, Apr 3 & 5, 2012	5:30pm-9:00pm
Thurs, June 21, 2012	8:00am-4:30pm	Tues, Apr 24, 2012	8:30am-4:00pm
		Tues, July 10, 2012	8:30am-4:00pm

Microsoft Office Access 2007: Advanced

Learn to create advanced reports, manage database objects, create macros, modules, VBA and maintain databases. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2007 Advanced*, approximately \$25. Online book code 1CPT 0101. **Prerequisite: Access Basic or Intermediate.**

East Campus, Room 2207	\$159	East Campus, Room 2207	\$139
Thurs, Mar 8, 2012	8:00am-4:30pm	Tues, Nov 1, 2011	8:30am-4:00pm

Microsoft Office Word 2010 Basic

Learn to understand the Office 2010 suite, start and exit an Office program, view the Office 2010 user interface, create and save a file, open a file and save it with a new name, view and print your work, get help and close a file. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2010 Basic*, approximately \$25. Online book code 1CPT 0129.

East Campus, Room 2207	\$139	Wed, Jan 25, 2012	8:30am-4:00pm
Tues & Thurs, Oct 4 & 6, 2011	5:30pm-9:00pm	Wed, Mar 21, 2012	8:30am-4:00pm
Tues, Oct 25, 2011	8:30am-4:00pm	Tues, May 1, 2012	8:30am-4:00pm
Wed, Jan 18, 2012	8:30am-4:00pm	Tues, July 17, 2012	8:30am-4:00pm
Tues & Thurs, Jan 24 & 26, 2012	5:30pm-9:00pm		

Microsoft Office Word 2010 Intermediate

Learn to insert a graphic, size and scale a graphic, position a graphic, create a text box, create WordArt, draw shapes, create a chart, and finalize page layout. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2010 Intermediate*, approximately \$25. Online book code 1CPT 0130. **Prerequisite: Word Basic.**

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Microsoft Office Word 2010 Advanced

Learn to explore integration methods, embed an Excel worksheet, link an Excel chart, embed a PowerPoint slide, insert a Word file and hyperlinks, import a table from Access, manage document links, and merge with an Access data source. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Word 2010 Advanced*, approximately \$25. Online book code 1CPT 0128.

East Campus, Room 2207 \$139

Tues, Nov 8, 2011 8:30am-4:00pm
Wed, Feb 1, 2012 8:30am-4:00pm
Wed, Mar 28, 2012 8:30am-4:00pm
Tues, May 8, 2012 8:30am-4:00pm
Tues, July 24, 2012 8:30am-4:00pm

Microsoft Office Excel 2010 Basic

Learn to understand the Office 2010 suite, start and exit an Office program, view the Office 2010 user interface, create and save a file, open a file and save it with a new name, view and print your work, get help and close a file. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Basic*, approximately \$25. Online book code 1CPT 0134.

East Campus, Room 2207 \$139

Wed, Oct 12, 2011 8:30am-4:00pm
Tues, Nov 29 & Thurs, Dec 1, 2011 5:30pm-9:00pm
Tues, Dec 6, 2011 8:30am-4:00pm
Tues, Jan 31 & Thurs, Feb 2, 2012 5:30pm-9:00pm
Tues, Mar 20, 2012 8:30am-4:00pm
Wed, Apr 18, 2012 8:30am-4:00pm
Wed, May 30, 2012 8:30am-4:00pm
Wed, Aug 1, 2012 8:30am-4:00pm

Microsoft Office Excel 2010 Intermediate

Learn to manage workbook data, using tables, analyzing table data, automating worksheet tasks, enhancing charts, using what if analysis. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Intermediate*, approximately \$25. Online book code 1CPT 0135. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at centurycollegebookstore.com.

East Campus, Room 2207 \$139

Wed, Oct 19, 2011 8:30am-4:00pm
Tues & Thurs, Dec 6 & 8, 2011 5:30pm-9:00pm
Tues, Dec 13, 2011 8:30am-4:00pm
Wed & Thurs, Feb 8 & 9, 2012 5:30pm-9:00pm
Tues, Mar 27, 2012 8:30am-4:00pm
Wed, Apr 25, 2012 8:30am-4:00pm
Mon, June 11, 2012 8:30am-4:00pm
Wed, Aug 8, 2012 8:30am-4:00pm



Microsoft Office Excel 2010 Advanced

Learn to plan and design a PivotTable report, create PivotTable report, change PivotTable's summary function and design, filter and sort PivotTable data, update a PivotTable report, change a PivotTable's structure, and use the GETPIVOTDATA function. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Excel 2010 Advanced*, approximately \$25. Online book code 1CPT 0136.

East Campus, Room 2207 \$139

Wed, Oct 26, 2011 8:30am-4:00pm
Thurs, Dec 15, 2011 8:30am-4:00pm
Thurs, Mar 29, 2012 8:30am-4:00pm
Wed, May 2, 2012 8:30am-4:00pm
Wed, June 13, 2012 8:30am-4:00pm
Wed, Aug 15, 2012 8:30am-4:00pm

Microsoft Office PowerPoint 2010 Basic

Learn to understand the Office 2010 suite, start and exit an Office program, view the Office 2010 user interface, create and save a file, open a file and save it with a new name, view and print your work, get help and close a file. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2010 Basic*, approximately \$25. Online book code 1CPT 0137.

East Campus, Room 2207 \$139

Thurs, Nov 3, 2011 8:30am-4:00pm
Thurs, Mar 1, 2012 8:30am-4:00pm
Tues, May 15, 2012 8:30am-4:00pm
Thurs, July 26, 2012 8:30am-4:00pm

Microsoft Office PowerPoint 2010 Advanced

Learn to work with charts in PowerPoint, change chart design and style, customize a chart layout, format chart elements, animate a chart, embed an Excel chart, link an Excel worksheet, and update a linked Excel worksheet. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office PowerPoint 2010 Advanced*, approximately \$25. Online book code 1CPT 0138.

East Campus, Room 2207 \$139

Wed, Nov 9, 2011 8:30am-4:00pm
Tues, Mar 13, 2012 8:30am-4:00pm
Tues, May 22, 2012 8:30am-4:00pm
Mon, Aug 6, 2012 8:30am-4:00pm

Microsoft Office Access 2010 Basic

Learn to understand the Office 2010 suite, start and exit an Office program, view the Office 2010 user interface, create and save a file, open a file and save it with a new name, view and print your work, get help and close a file. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2010 Basic*, approximately \$25. Online book code 1CPT 0131.

East Campus, Room 2207	\$159	Thurs, May 3, 2012	8:00am-4:30pm
		Thurs, July 19, 2012	8:00am-4:30pm
Tues & Thurs, Feb 14 & 16, 2012		Thurs, Aug 9, 2012	8:00am-4:30pm
	5:00pm-9:00pm		
Thurs, Apr 26, 2012	8:00am-4:30pm		
Thurs, July 12, 2012	8:00am-4:30pm		
Thurs, Aug 2, 2012	8:00am-4:30pm		

Microsoft Office Access 2010 Intermediate

Learn to create multitable queries, apply sorts and view SQL, develop criteria, create calculated fields, build summary queries, build crosstab queries, build PivotTables and PivotCharts. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft Office Access 2010 Intermediate*, approximately \$25. Online book code 1CPT 0132.

East Campus, Room 2207	\$159	Wed, Nov 2, 2011	8:00am-4:30pm
		Mon, May 21, 2012	8:00am-4:30pm
		Mon, July 23, 2012	8:00am-4:30pm
		Mon, Aug 13, 2012	8:00am-4:30pm

Microsoft Office Access 2010 Advanced

Learn to apply advanced formatting, control layout, set advanced print layout, create charts, modify charts, apply chart types, create multicolumn reports, use domain functions. REQUIRED TEXTBOOK: *Illustrated Course Guide: Microsoft office Access 2010 Advanced*, approximately \$25. Online book code 1CPT 0133.

East Campus, Room 2207	\$159
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Textbook Information

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

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator.

This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354 or Minnesota Relay Service at 1.800.627.3529.

Computer Proficiency Certificate Registration Form

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

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
		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's Name _____ Exp. Date ____/____/____