



## Continuing Education & Customized Training

# Microsoft Office Excel Specialist Certificate Program

### Five Easy Registration Options

- **Online:** [century.augusoft.net](http://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, Rm E2330  
Mon–Thu 8:00am–7:00pm  
Fri 8:00am–4:00pm

### Questions?

Contact **Joan Peterson**,  
at [joan.peterson@century.edu](mailto:joan.peterson@century.edu)  
or **651.773.1743**.

These programs can also be brought to  
your business/organization! Call Joan  
for more details.



Microsoft Office Excel 2007 Specialist Certificate is for those whose responsibilities include the use of Microsoft Office Excel to organize and analyze data. You will receive instruction in our complete lineup of Excel classes and build a solid foundation with Excel Basic fundamentals 2007 and Excel Intermediate 2007 before moving on to more advanced topics in Excel Advanced 2007.

**Prerequisite:** Knowledge of Windows, keyboard and mouse.

Upon completion, please email [cassie.morrisette@century.edu](mailto:cassie.morrisette@century.edu) to receive your Computer Competency Certificate

### Microsoft Certified Application Specialist (MCAS)

After completing the Microsoft Office Excel 2007 Basic, Intermediate and Advanced classes, you should be prepared to take *The MCAS Office Excel 2007 Expert Exam*.

### 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, Rm 2207 **\$139**

<b>Thursday, Sept 23</b>	8:30am-4:00pm
<b>Tue &amp; Thu, Oct 12 &amp; 14</b>	5:30pm-9:00pm
<b>Wednesday, Oct 13</b>	8:30am-4:00pm
<b>Tuesday, Nov 16</b>	8:30am-4:00pm
<b>Tue &amp; Thu, Nov 30 &amp; Dec 2</b>	5:30pm-9:00pm
<b>Tuesday, Dec 7</b>	8:30am-4:00pm
<b>Thursday, Jan 20</b>	8:30am-4:00pm
<b>Tue &amp; Thu, Feb 1 &amp; 3</b>	5:30pm-9:00pm
<b>Wednesday, Feb 23</b>	8:30am-4:00pm
<b>Wednesday, Mar 2</b>	8:30am-4:00pm

**Tue & Thu, Mar 15 & 17** 5:30pm-9:00pm  
**Tuesday, Mar 22** 8:30am-4:00pm  
**Tue & Thu, Apr 12 & 14** 5:30pm-9:00pm  
**Wednesday, Apr 20** 8:30am-4:00pm  
**Wednesday, May 11** 8:30am-4:00pm  
**Wednesday, Jun 1** 8:30am-4:00pm  
**Monday, Jul 18** 8:30am-4:00pm  
**Wednesday, Aug 3** 8:30am-4:00pm

**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 2007 Intermediate*, approximately \$25. Online book code 1CPT 0059.

**Prerequisite:** Familiarity with the basics of Excel spreadsheets.

East Campus, Rm 2207 **\$139**

**Thursday, Sept 30** 8:30am-4:00pm  
**Tue & Thu, Oct 19 & 21** 5:30pm-9:00pm  
**Wednesday, Oct 20** 8:30am-4:00pm  
**Tuesday, Nov 23** 8:30am-4:00pm  
**Tue & Thu, Dec 7 & 9** 5:30pm-9:00pm  
**Tuesday, Dec 14** 8:30am-4:00pm  
**Thursday, Jan 27** 8:30am-4:00pm  
**Tue & Thu, Feb 8 & 10** 5:30pm-9:00pm  
**Wednesday, Mar 9** 8:30am-4:00pm  
**Tuesday, Mar 29** 8:30am-4:00pm  
**Wednesday, Apr 27** 8:30am-4:00pm  
**Wednesday, May 18** 8:30am-4:00pm  
**Monday, Jun 13** 8:30am-4:00pm  
**Wednesday, Jul 20** 8:30am-4:00pm  
**Wednesday, Aug 10** 8:30am-4:00pm

**Microsoft Office Excel 2007:  
Advanced**

Learn to use "what-if" analysis, analyze data with pivot tables, 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:** Familiarity with the basic & intermediate levels of Excel.

East Campus, Rm 2207 **\$139**

**Thursday, Oct 7** 8:30am-4:00pm  
**Wednesday, Oct 27** 8:30am-4:00pm  
**Tuesday, Nov 30** 8:30am-4:00pm  
**Thursday, Dec 16** 8:30am-4:00pm  
**Thursday, Feb 3** 8:30am-4:00pm  
**Thursday, Mar 31** 8:30am-4:00pm  
**Wednesday, May 4** 8:30am-4:00pm  
**Wednesday, May 25** 8:30am-4:00pm  
**Wednesday, Jun 15** 8:30am-4:00pm  
**Wednesday, Jul 27** 8:30am-4:00pm  
**Wednesday, Aug 17** 8:30am-4:00pm





## 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 <http://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.

## Microsoft Office Excel Specialist Certificate Program 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 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Confidential—to be used in registration system as your Student ID.) \_\_\_ 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 \_\_\_\_/\_\_\_\_/\_\_\_\_