



Continuing Education & Customized Training

Microsoft Office PowerPoint Specialist Certificate Program

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, Rm E2330
Mon–Thu 8:00am–7:00pm
Fri 8:00am–4:00pm

Questions?

Contact **Joan Peterson**,
at 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 PowerPoint 2007 Specialist Certificate is for those whose responsibilities include the use of PowerPoint to create PowerPoint presentations using advanced tools, illustrations and media clips. You will receive instruction in our complete lineup of PowerPoint classes and build a solid foundation with PowerPoint Basic fundamentals 2007 before moving on to more advanced topics in PowerPoint Advanced 2007. **Prerequisite:** Familiarity with Windows, keyboard and mouse.

Upon completion, please email cassie.morrisette@century.edu to receive your Computer Competency Certificate

Microsoft Certified Application Specialist (MCAS)

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

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, Rm 2207 **\$139**

Tuesday, Oct 12	8:30am-4:00pm
Thursday, Nov 4	8:30am-4:00pm
Tuesday, Feb 8	8:30am-4:00pm
Thursday, Mar 3	8:30am-4:00pm
Wednesday, Apr 6	8:30am-4:00pm
Tuesday, May 17	8:30am-4:00pm
Monday, Jun 6	8:30am-4:00pm
Thursday, Jul 28	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.

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

- Tuesday, Oct 19** 8:30am-4:00pm
- Wednesday, Nov 10** 8:30am-4:00pm
- Tuesday, Feb 15** 8:30am-4:00pm
- Tuesday, Mar 15** 8:30am-4:00pm
- Wednesday, Apr 13** 8:30am-4:00pm
- Tuesday, May 24** 8:30am-4:00pm
- Thursday, Jun 9** 8:30am-4:00pm
- Wednesday, Jun 29** 8:30am-4:00pm
- Monday, Aug 8** 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 PowerPoint 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 ____/____/____