

Occupational Certificate: Accounting Technician
Total Number of Credits: 30

Program Description: A comprehensive exposure to accounting practice fundamentals. Graduates are prepared for entry-level jobs as accounts payable clerks, accounts receivable clerks, payroll clerks, inventory clerks, tellers, bookkeepers, etc.

Application Requirements: High School graduate or GED; skills in keyboarding (30 WPM or OFFT 1001 recommended).

Career/Occupational Requirements: 18 credits

ACCT 1010	Introduction to Accounting	3
ACCT 1020	Payroll Procedures	3
ACCT 1030	Computerized Accounting Applications	3
BMGT 1020	Introduction to Business	3
BMGT 1030	Survey of Business Economics* OR	3
ECON 1021	Macroeconomics	
CAPL 1010	Introduction to Software Applications* OR	3
CSCI 1020	Introduction to Personal Computers and Information Systems	

General Education/MnTC Requirements: 3 credits
Goal 1 – Communication: 3 credits
Select one of the following communication courses:

ENGL 1021	Composition I	4
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	3
COMM 1041	Small Group Communication	3
COMM 1051	Intercultural Communication	3

Additional Requirements: Sufficient credits to total 30*

ACCT 2020	Financial Accounting – recommended	3
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**See a counselor for assistance in selecting courses*

Diploma: Accountant
Total Number of Credits: 45

Program Description: An expanded exposure to accounting practice. Graduates are prepared for entry-level jobs as junior accountants, full charge bookkeepers, associate accountants, accountants, etc.

Application Requirements: High School graduate or GED; skills in keyboarding (30 WPM or OFFT 1001 recommended).

Career/Occupational Requirements: 31 credits

ACCT 1010	Introduction to Accounting	3
ACCT 1020	Payroll Procedures	3
ACCT 1030	Computerized Accounting Applications	3
ACCT 1040	Federal Income Taxation	3
ACCT 2025	Managerial Accounting	3
ACCT 2050	Intermediate Accounting	4
ACCT 2060	Professional Issues in Accounting	3
BMGT 1020	Introduction to Business	3
BMGT 1030	Survey of Business Economics* OR	3
ECON 1021	Macroeconomics	
CAPL 1010	Introduction to Software Applications* OR	3
CSCI 1020	Intro to Personal Computers & Info Systems	

General Education/MnTC Requirements: 7 credits
Goal 1 – Communication: 7 credits

ENGL 1021	Composition I	4
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Select one of the following COMM courses:

COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 1051	Intercultural Communication	

Additional Requirements: Sufficient credits to total 45

ACCT 2020	Financial Accounting – recommended	3
ACCT 2025	Managerial Accounting – recommended	3

Associate in Applied Science Degree: Accounting
Total Number of Credits: 64

Program Description: This degree is designed to prepare the student for entry level positions ranging from management of accounts payable and accounts receivable to a position that requires the professional skills to be a full charge accountant. The second year of the program will emphasize research of financial and managerial accounting topics, the development of professional contracts and writing professional reports. The graduate will find employment opportunities in profit and non-profit entities.

Application Requirements: High School graduate or GED, proficiency in keyboarding (30 WPM or OFFT 1001)

Career/ Occupational Requirements: 43 credits

ACCT 1020	Payroll Procedures	3
ACCT 1030	Computerized Accounting Applications	3
ACCT 1040	Federal Income Taxation	3
ACCT 2020	Financial Accounting	3
ACCT 2025	Managerial Accounting	3
ACCT 2050	Intermediate Accounting	4
ACCT 2060	Professional Issues in Accounting	3
ACCT 2070	Accounting Cases & Applications	3
BMGT 1020	Introduction to Business	3
BMGT 1030	Survey of Business Economics OR	3
ECON 1021	Macroeconomics*	
BMGT 2060	Business Communications	3
BMGT 2090	Business Finance	3
CSCI 1020	Intro to Personal Computers & Info Systems	3
CSCI 1021	Spreadsheet & Database Software OR	3
CAPL 1025	Microsoft Excel AND	3
CAPL 1027	Microsoft Access	3

General Education/MnTC Requirements: 21 credits
See MnTC course list for options.
Goal 1 – Communication: 7 credits

ENGL 1021	Composition I	4
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Select one of the following COMM courses:

COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	
COMM 1041	Small Group Communication	
COMM 1051	Intercultural Communication	

Goal 2 – Critical Thinking is automatically fulfilled when all other MnTC goals are completed

Goal 3 and/or Goal 4 - Sciences/Mathematics/Logical Reasoning: 8 credits

MATH 1025	Statistics	4
MATH 1061	College Algebra I	4

Goal 5 – History/Social and Behavioral Sciences: 3 credits
Goal 6 – Humanities and Fine Arts: 3 credits

Goal 7-10: 3 credits in one of these four goals (Fulfilled by COMM course)

General Requirements:

1. Certificates: Up to 30 earned college-level credits; one third of credits must be earned at Century College.
Diplomas: 30 to 48 earned college-level credits; one third of credits must be earned at Century College.
AAS: At least 64 earned college-level credits (numbered 1000 or above). At least 20 credits must be earned at Century College.
2. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of "C" or higher in ENGL 1021 (for Diplomas and 30 credit Certificates ONLY IF this is the Goal 1 course selected.) (Exception: 16 credit certificates)

Assessment: *Assessments are required for all students* before registering for classes. Students may be required to take developmental courses in English, Reading and Mathematics based upon their assessment scores. For important information and exemptions see www.century.edu/futurestudents/assessment.

References to the Minnesota General Education Transfer Curriculum (MnTC): On this guidesheet, notations such as "Goal 1-Communication: 3 credits" are used to refer to the goals of the Minnesota General Education Transfer Curriculum. Refer to the MnTC Course List for the specific courses from which students may choose to fulfill the MnTC requirements of the program, found in the catalog, the Counseling Center and on the Century website. Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total MnTC/General Education credits required for their program.

Career Information: Counselors are available in the Counseling and Career Center, Room 2400 West, to assist with educational and career planning. Resources available include career interest and personality inventories and print and web-based occupational and educational information, e.g., occupational descriptions, employment outlook, earnings, education/training requirements and sources. Consult the **GPS LifePlan** link on the Century website for information on these and more resources for your career, work, and educational planning!

Transfer: Some programs are intended primarily for employment preparation rather than transfer to a four-year institution. Some courses may not transfer to a number of four-year colleges. If you are considering the possibility of transfer, you may wish to talk with a counselor or the program instructor before registering to discuss your goals and look at programs designed for transfer.

Time Limit for Meeting Graduation Requirements: See Century College catalog "Graduation" for information.

Academic Petitions: Any exceptions to the program requirements must be petitioned through the Vice President of Academic Affairs.

Important Telephone Numbers: (651 Area Code)

Admission Office	773-1700	Program Instructors:		
Counseling Office	779-3285	Al Aspelund	Room 2244 East	779-3998
Financial Aid Office	779-3305	Michael Williams	Room 2242 East	779-3246