

OFFICE TECHNOLOGY

2009-2010 Program Options:

Office Assistant Certificate (30)

Office Support Diploma (48)

Administrative Assistant AAS Degree (64)

See Computer Science for computer programming

Occupational Certificate: Office Assistant

Total Number of Credits: 30

Program Description: Designed for students interested in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, or other administrative support positions.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 27

| | | |
|----------------------------|---------------------------------------|---|
| ACCT 1010 | Introduction to Accounting | 3 |
| BMGT 2035 | Human Relations in Business | 3 |
| CAPL 1010 | Introduction to Software Applications | 3 |
| CAPL 1023 | Microsoft Word | 3 |
| OFFT 1001 | College Keyboarding | 1 |
| OFFT 1035 | Advanced Word Processing | 3 |
| OFFT 2000 | Records Classification Systems | 3 |
| OFFT 2055 | Administrative Office Procedures | 3 |
| Electives (career related) | | 5 |

General Education/MnTC Requirements: 3 credits

Goal 1 – Communications: 3 credits

Select **ONE** of the following communication courses:

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

Electives may be taken from ACCT, BMGT, CSCI, ENGL, COMM, MKTG, OFFT, CAPL

Diploma: Office Support

Total Number of Credits: 48

Program Description: Designed for students interested in a comprehensive program in the office field. A graduate may become employed as a data entry clerk, receptionist, secretary, software application specialist, or other administrative related positions.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 41 credits

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|-----------|---------------------------------------|---|---|----------------------------------|---|
| ACCT 1010 | Introduction to Accounting | 3 | OFFT 1001 | College Keyboarding | 1 |
| BMGT 1020 | Introduction to Business | 3 | OFFT 1035 | Advanced Word Processing | 3 |
| BMGT 2035 | Human Relations in Business | 3 | OFFT 2000 | Records Classification Systems | 3 |
| CAPL 1010 | Introduction to Software Applications | 3 | OFFT 2055 | Administrative Office Procedures | 3 |
| CAPL 1021 | Microsoft PowerPoint | 1 | General Education/MnTC Requirements: 7 credits | | |
| CAPL 1023 | Microsoft Word | 3 | Goal 1 - Communication: 7 credits | | |
| CAPL 1025 | Microsoft Excel | 3 | ENGL 1021 | Composition I | 4 |
| CAPL 1027 | Microsoft Access | 3 | Select ONE of the following COMM courses: | | |
| CAPL 1050 | Web Design, Creation & Management | 3 | COMM 1021 | Fundamentals of Public Speaking | 3 |
| CAPL 2020 | Desktop Publishing | 3 | COMM 1031 | Interpersonal Communication | 3 |
| BMGT 2060 | Business Communication OR | 3 | COMM 1041 | Small Group Communication | 3 |
| ENGL 1025 | Technical Writing | | COMM 1051 | Intercultural Communication | 3 |

Important Telephone Numbers: (651 Area Code)

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|----------------------|----------|
| Admission Office | 773-1700 |
| Counseling Office | 779-3285 |
| Financial Aid Office | 779-3305 |

Program Instructors

| | | |
|---------------|---------------------------------|----------|
| Carol Libson | Office: 2247 East | 779-3345 |
| Connie Poferl | Office: 1745 East (Kopp Center) | 779-5770 |

- Over for more information -

Associate in Applied Science Degree: Administrative Assistant**Total Number of Credits: 64****Program Description:** Designed to prepare students with broad-based skills—general business knowledge and software/hardware technology. Students may be employed in various administrative support positions in business, government, and organizational operations.**Application Requirements:** High School graduate or GED**Career/Occupational Requirements: 44 credits**

| | | |
|----------------------------|---------------------------------------|---|
| ACCT 1010 | Introduction to Accounting | 3 |
| BMGT 1020 | Introduction to Business | 3 |
| BMGT 2035 | Human Relations in Business | 3 |
| CAPL 1010 | Introduction to Software Applications | 3 |
| CAPL 1021 | Microsoft PowerPoint | 1 |
| CAPL 1023 | Microsoft Word | 3 |
| CAPL 1025 | Microsoft Excel | 3 |
| CAPL 1027 | Microsoft Access | 3 |
| CAPL 1050 | Web Design, Creation & Management | 3 |
| CAPL 2020 | Desktop Publishing | 3 |
| BMGT 2060 | Business Communication | 3 |
| ENGL 1025 | Technical Writing | |
| OFFT 1001 | College Keyboarding | 1 |
| OFFT 1035 | Advanced Word Processing | 3 |
| OFFT 2000 | Records Classification Systems | 3 |
| OFFT 2055 | Administrative Office Procedures | 3 |
| Electives (career related) | | 3 |

Electives may be taken from ACCT, BMGT, CSCI, ENGL, COMM, MKTG, OFFT, CAPL

General Education/MnTC Requirements: 20 credits*Four (4) credits beyond the minimums are needed to reach 20 credits. See MnTC course list for options.***Goal 1 - Communication: 7 credits**

| | | |
|---|---------------------------------|---|
| ENGL 1021 | Composition I | 4 |
| Select ONE of the following COMM courses | | |
| COMM 1021 | Fundamentals of Public Speaking | 3 |
| COMM 1031 | Interpersonal Communication | 3 |
| COMM 1041 | Small Group Communication | 3 |
| COMM 1051 | Intercultural Communication | 3 |

Goal 2 – Critical Thinking is automatically fulfilled when all other MnTC goals are complete.**Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits****Goal 5 – History/Social and Behavioral Sciences: 3 credits****Goal 6 – Humanities and Fine Arts: 3 credits****Goals 7-10: Three credits in one of these four goals***(Fulfilled by COMM course)***General Requirements:**

1. Certificates: Up to 30 earned college-level credits.
Diplomas: 31 to 48 earned college-level credits
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.)
4. A MN Human Services background study may be required for internships or permanent employment.

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 and the Counseling Center. 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.

*See counselor or program adviser for assistance in selecting courses.

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