



A MEMBER OF MINNESOTA STATE  
AN AFFIRMATIVE ACTION EQUAL  
OPPORTUNITY EMPLOYER & EDUCATOR

Thank you for your interest in the Office Technology-Medical Program at Century College! Many of the program courses are delivered online. In fact, you can complete the entire program online if you wish.

In order to be successful in online classes, entering students must have good fundamental technical skills; we need to assess your readiness for online classes. This document will guide you through this process. We want you to have a positive learning experience as you prepare for your new career. Please feel free to send us an email with any questions.

Sincerely,  
Faculty  
Century College Office  
Technology-Medical  
MedOffTech@century.edu  
t: 651-779-5781

#### Student Information

StudentName	CenturyStudent ID (not STAR ID)		
StudentAddress	City	State	Zip
CenturyEmailAddress/AlternateEmailAddress	PreferredPhone		
Student Signature: In typing your name here, you are certifying that the information you have provided is accurate			

**In which semester will you begin this program? Choose an item.**

**Which award and track are you pursuing? Choose an item.**

## Program Information

- There are two foundational program courses in our program: OFFT 2006 and OFFT 2010. Students normally take these courses in their first semester after they have met the requirements in this document.
- One or both of these courses are required before you take many of the other OFFT Medical courses in our program: OFFT 2012, 2013, 2021, 2030, 2031, 2032, 2035, 2041, 2044, 2050, and 2783.
- Students should not register for any courses for which the prerequisites have not been met. Program faculty will enforce prerequisites.
- When you have met the program requirements outlined in this document, you will be given permission to register for program courses.

## Assessment and Checklist Completion Instructions

1. Review the Century College Online Learning Guide to learn about how online learning works at our college and what you need to do to prepare to be an online student: <https://www.century.edu/support-services/technology-services/online-learning>. To successfully complete online courses, you will need reliable access to a computer system, Internet, browser, computer headphones, microphone, and Microsoft Office software that meet Century College online requirements as defined in the Century College Online Learning Guide: <https://www.century.edu/sites/default/files/onlinelearning-guide.pdf>. If you don't own a computer, you can do your course work at one of the Century College's technology centers.
2. Take the Am I Ready for Study quiz:
  - a. Go to <http://studentsuccess.ie/toolbox/tool1/#/> and answer the questions.
  - b. On the last page, download the results to your computer.
  - c. Email a copy to [MedOffTech@century.edu](mailto:MedOffTech@century.edu)
3. Take a Word quiz:
  - a. Go to <https://edu.qcfcglobal.org/en/word/quiz/>. Review the online lessons and retake the quiz as many times as necessary to achieve a score of 80% or higher.
  - b. Save a screen shot of your score. If you're not sure how to take and save a screen shot, learn how at <https://www.take-a-screenshot.org/windows.html>.
4. Take a typing test:
  - a. Go to <https://www.learn2type.com/typingtest/typingtest.cfm> and take a typing test. Practice your typing skills until you can type 30 adjusted words per minute (wpm).
  - b. Save a screen shot of your results, showing you can type 30 adjusted words per minute.
5. Answer each question on the **Program Prerequisite Checklist** on the next page.
  - a. Click either Yes or No for each question.
    1. For any questions in which you answer **Yes**, you have met the requirement. Move on to the next question.
    2. Follow the instructions for any questions for which you answer **No**.
6. When you have completed these forms, send an email to [MedOffTech@century.edu](mailto:MedOffTech@century.edu) and attach:
  - a. This completed checklist.
  - b. Your assessments:
    1. Screen shot of your Word Quiz results.
    2. Screen shot of typing test results
  - c. Email the results of the eLearn Ready survey separately.

After we have reviewed these documents, you will receive an email confirming you have met the program prerequisites and are ready to register for Office Technology-Medical classes.

## PROGRAM PREREQUISITE CHECKLIST

YES	NO	
		<p>Is your major listed as Medical Office Assistant, Medical Administrative Support, or Medical Office Support?</p> <p><b>If no:</b> Click on the below link, save the form to your computer, and follow the directions on the form to change your major: <a href="https://www.century.edu/sites/default/files/Records_studentchangeofinformation.pdf">https://www.century.edu/sites/default/files/Records_studentchangeofinformation.pdf</a></p>
		<p>Have you taken the college placement test in Reading/Writing?</p> <p><b>If no:</b> Please contact the placement testing center at (651) 779-3352 or their webpage <a href="https://www.century.edu/admissions/testing-center">https://www.century.edu/admissions/testing-center</a> to make an appointment.</p>
		<p>Have you completed a Century College New Student Orientation?</p> <p><b>If no:</b> The orientation team will be contacting you soon to set up an orientation session.</p>
		<p>Have you scored 78 or higher on your Reading/Writing assessment?</p> <p><b>If no:</b> You will need to register for developmental reading courses. Please contact Advising &amp; Counseling at (651) 779- 3285 or attend orientation for assistance in registering for the correct reading and English course(s).</p>
		<p>Have you scored well on the readiness to study quiz?</p> <p><b>If no:</b> you may visit <a href="https://www.century.edu/academics/online-learning/">https://www.century.edu/academics/online-learning/</a> for assistance.</p>
		<p>Have you scored 30 adjusted words per minute (wpm) or higher on the typing test?</p> <p><b>If no:</b> You may enroll in OFFT 0093: Keyboarding. This course will not count toward the required credits for this program. Other options include speed building using a free internet web resource such as <a href="http://www.typingtest.com">www.typingtest.com</a> or a local community education class.</p>
		<p>Have you scored 80% or higher on your Word Quiz?</p> <p><b>If no:</b> You may view free internet web resources such as <a href="http://www.gcflearnfree.org">www.gcflearnfree.org</a> or enroll in your local community education programs. When you have improved your technical skills, retake the Word Quiz and resubmit it.</p>
		<p>Do you have access to a computer system, Internet, browser, computer headphones, microphone, and Microsoft Office software that meet Century College online requirements as defined in the Century College Online Learning Guide? <a href="https://www.century.edu/sites/default/files/onlinelearning-guide.pdf">https://www.century.edu/sites/default/files/onlinelearning-guide.pdf</a>.</p> <p><b>If no:</b> You should plan to do your course work at one of Century College's technology centers.</p>

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White Bear Lake, Minnesota

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[century.edu](http://century.edu)