

Associate in Science Degree
Total Number of Credits: 64

Program Description: The Business Administration program is designed to provide students with pre-professional preparation in business through technical courses, as well as a strong foundation in general education courses for transfer purposes. Students interested in securing or maintaining employment in a business-related occupation and those interested in furthering their education to a Baccalaureate degree may consider completing this AS degree. Specific transfer arrangements, with the college of choice, should be made as early in the degree as possible to ensure an appropriate program is planned for enrollment at Century and at the four-year school.

Application Requirements:

High School graduate or GED

Career Requirements: 34 credits

ACCT 2020	Financial Accounting	3
ACCT 2025	Managerial Accounting	3
BMGT 1020	Introduction to Business	3
BMGT 2030	Management Fundamentals	3
BMGT 2051	Legal Environment of Business	3
BMGT 2060	Business Communications	3
CSCI 1020	Introduction to Personal Computers and Information Systems	3
ECON 2021	Statistics for Business and Economics	3
MKTG 2050	Principles of Marketing	3

Additional Career Courses: 7

Sufficient courses from ACCT, BMGT, CAPL, CSCI, MKTG, or ENGL 1025 to make a total of 7 credits*.

General Education/MnTC Requirements: 30 credits
See MnTC course list for options. Additional MnTC credits may be needed beyond the minimums to reach 30 credits.
Goal 1: Communication: 7 credits

ENGL 1021 Composition I 4

Select one of the following COMM courses: 3

COMM 1021 Fundamentals of Public Speaking

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 complete
Goal 3 and/or Goal 4: Sciences/Math/Logical Reasoning: 6 credits

MATH 1061 College Algebra I or higher required 4

Goal 5 – History/Social and Behavioral Sciences: 9 credits

Two disciplines required

ECON 1021 Macroeconomics 3

ECON 1023 Microeconomics 3

Goal 6: Humanities and Fine Arts: 6 credits

Two courses from two disciplines

Goals 7-10: Three credits in each of two of these goals (COMM course fulfills one of these requirements)

*See counselor or instructor for assistance in selecting courses.

General Requirements for the AS degree:

1. At least 64 earned college-level credits (numbered 1000 or above). At least 20 credits must be earned at Century College.
2. A grade of “C” or better in Engl 1021.
3. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.

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.

References to the Minnesota General Education Transfer Curriculum (MnTC): On this guidesheet, notations such as “Goal 1-Communication: 7 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. This list can be found in the catalog, the Counseling Center and on the Century website. References to “two disciplines” means that a course must be completed from two different categories within that goal, for example, Economics and History in Goal 5. 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 2410 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: This degree program is designed for both employment preparation and transfer. Some of the 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. Students planning to transfer to Metropolitan State University with this degree should see a counselor regarding details of the transfer agreement.

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
Counseling Office 779-3285
Financial Aid Office 779-3305

Program Instructor:
Mary Heim Room 2243 East 779-3251
Mike Heim Room 2241 East 779-3240