

Associate in Applied Science Degree: Business Management
Total Number of Credits: 64

Program Description: The two-year Business Management program provides an introduction to basic management. The program is designed to equip the student with skills that are appropriate for people who seek a position in management. The program is designed primarily for the student who wishes to seek employment after completing an Associate in Applied Science Degree.

Career/Occupational Requirements: 44 credits

ACCT 2020	Financial Accounting	3
ACCT 2025	Managerial Accounting	3
BMGT 1020	Introduction to Business	3
BMGT 1030	Survey of Business Economics	3
OR		
BMGT 2030	Management Fundamentals	3
BMGT 2035	Human Relations in Business	3
BMGT 2040	Human Resource Management	3
BMGT 2051	Legal Environment of Business	3
BMGT 2060	Business Communications	3
BMGT 2090	Business Finance	3
BMGT 2095	International Business	3
CAPL 1010	Introduction to Software Applications	3
MKTG 2050	Principles of Marketing	3
OFFT 1001	College Keyboarding	1

AND Sufficient courses from ACCT, BMGT, CAPL, CSCI, MKTG, OFFT or ENGL 1025 to make a total of 4 credits*.

General Education/MnTC Requirements: 20 credits

Three MnTC credits beyond the minimums are needed to reach 20 credits. See the MnTC course list for options.

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: 4 credits

MATH 1025	Statistics	4
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Goal 5 - History/Social and Behavioral Sciences: 3 credits

(ECON 1021 may also be used as a career/occupational course.)

Goal 6 - Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of these four goals (Fulfilled when COMM course is completed)

*See counselor or instructor for assistance in selecting courses.

General Requirements:

1. 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.

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: 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 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: 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. Students who might eventually transfer to a four-year college should consider choosing Econ 1021.

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. If you have any previous business experience/knowledge that you feel is covered by certain courses in this program, consult with program instructors to determine placement in the sequence of courses.

Important Telephone Numbers: (651 Area Code)

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

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