



2011-2012

Business Administration

Business Administration—Associate in Science Degree—60 credits

Business Administration Associate in Science Degree

Program Description **# 0540**

The Business Administration program is designed to provide students with pre-professional preparation in business through career 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.

Course	Credits
Career/Occupational Requirements 27	
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 Electives **3**

Sufficient Courses from ACCT, BMGT, CAPL, CSCI, MKTG or ENGL 1025 to make a total of 3 credits.*

*See counselor or instructor for assistance in course selection.

General Requirements for the Associate in Science degree:

1. At least 60 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.

General Education/MnTC Requirements **30**

Two (2) MnTC credits beyond the minimums are needed to reach 30 credits. See MnTC Course list for options.

Goal 1 – Communication **7**

ENGL 1021 Composition I	4
<i>Select ONE of the following COMM courses:</i>	
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

Fulfilled automatically when all other MnTC goals are complete.

Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning **6**

MATH 1061 College Algebra I OR higher required	4
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AND an additional course from the MnTC list to total 6 credits

Goal 5 – History/Social and Behavioral Sciences **9**

Select TWO courses from TWO different disciplines

ECON 1021 Macroeconomics	3
ECON 1023 Microeconomics	3

Goal 6 – Humanities and Fine Arts **6**

Select TWO courses from TWO different disciplines

Goals 7, 8, 9 and 10

Three credits in each of TWO of the four goals – COMM course fulfills one of these goals.

Total Credits **60**

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 guide sheet, 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.

Contact Information:

Admissions Office	admissions@century.edu	651.773.1700	Room 2350 West
Counseling Office	Click “Ask Century” at www.century.edu	651.779.3285	Room 2410 West
Financial Aid Office	finaid@century.edu	651.779.3305	Room 2320 West

Program Contact Information:

Mary Heim	mary.heim@century.edu	651.779.3251	Room 2243 East
Mike Heim	mike.heim@century.edu	651.779.3240	Room 2241 East

Information on this Program Guide is subject to change. Changes and updates are posted on **century.edu**

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