**Business Administration - Management**

**Associate of Applied Science Degree**

**NOTE:** This program is in moratorium and will not be accepting new students.

This program is designed to meet the diverse needs of 21st century managers by providing an in-depth analysis of interrelated and multidisciplinary management constructs. It focuses on the development of organizational objectives, implementation of strategic initiatives, budget planning and financial analysis, delegation and empowerment, relationship management, employee supervision, and performance evaluations. It includes development of “soft skills” such as business etiquette, emotional intelligence, social capital, and civic duties.

**Outcomes**

Graduates are prepared to:

- Utilize oral, written, and listening skills to demonstrate an understanding of business practices and theories and effectively interact with others.
- Utilize mathematical concepts and theories to analyze the viability of a business and use those concepts and theories in the decision-making process.
- Incorporate social science theories and constructs from the fields of psychology and sociology into the application of management theories.
- Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers, employees, and employers.
- Analyze the legal requirements and ethical implications of business decisions and how such decisions affect the business, community, and society.
- Utilize computer hardware and software to effectively manage information.

**Estimated Cost**

**Estimated Resident Program Cost**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$6,380</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$4,073</td>
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<tr>
<td>Total</td>
<td>$10,483</td>
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</table>

* Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website ([http://students.gfcmsu.edu/insurance.html](http://students.gfcmsu.edu/insurance.html)) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.

**Program Requirements**

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

**GFC MSU Additional Graduation Requirement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade/Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 101</td>
<td>Accounting Procedures I *+,+</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BGEN 105</td>
<td>Introduction to Business *</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CAPP 131</td>
<td>Basic MS Office *</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I *+,+</td>
<td>3</td>
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<tr>
<td>ACTG 102</td>
<td>Accounting Procedures II *+,+</td>
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<tr>
<td>ACTG 180</td>
<td>Payroll Accounting *+,+</td>
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<tr>
<td>COMX 115</td>
<td>Intro to Interpersonal Commun *</td>
<td>3</td>
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<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology *+</td>
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<tr>
<td>ACTG 201</td>
<td>Principles of Fin Acct *+,+</td>
<td>3</td>
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<tr>
<td>CAPP 156</td>
<td>MS Excel *+,+</td>
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<tr>
<td>M 105</td>
<td>Contemporary Mathematics *+,+</td>
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<tr>
<td>M 121</td>
<td>College Algebra *+,+</td>
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<tr>
<td>ACTG 202</td>
<td>Principles of Mang Acct *+,+</td>
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<tr>
<td>BGEN 235</td>
<td>Business Law *+,+</td>
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<tr>
<td>CAPP 154</td>
<td>MS Word *+,+</td>
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<tr>
<td>WRIT 122</td>
<td>Intro to Business Writing *+,+</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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* Indicates prerequisites needed.
** Placement in course(s) is determined by placement assessment.
+ A grade of C- or above is required for graduation.