Associate of Applied Business
Business Management Technology

Upon completion of the business management technology major, students will be able to:

- Explain how organizations use Continuous Improvement approaches and tools to improve work systems.

- Demonstrate software applications for business reports including charts, graphs, and tables.

- Draft management objectives and an executable plan for use at the department level of organizations (i.e. by supervisors in marketing department, customer service department, etc.).

- Identify a workplace problem/issue, identify 2 or more potential alternatives to resolving the problem.

- Use information and data to evaluate and compare potential solutions/alternatives and using quantitative and qualitative rationale present one viable solution to implement.

- Evaluate the benefits and challenges of effective hiring, evaluating, and developing human resources at the supervisor level for organizations.

- Design Excel spreadsheets that can be used for basic data analysis used in budgeting, forecasting, and supervisory decision making/planning.

- Design graphs and charts in Excel to be used for the 7 basic Quality Tools (Cause and Effect, Pareto Diagram, Run Chart/Control Chart, Scatter Diagram, Histogram, Flow Chart, and Check Sheet).

- Complete written communications at the supervisory level (i.e. external letters, internal memos, e-mails, work instructions, performance reports, etc.)

- Present supervisory level reports/information orally using presentation software.