

PROGRAM STUDENT LEARNING OUTCOMES (PSLO) REVIEW FORM

PSLO Review Date	February 23, 2026
Division	Business and Information Systems
Program Name	AAS Business Management
CIP Code	52.0201

Program Description
<p>The Associate of Applied Science Business Management degree is a two-year program that prepares students to enter the world of business by developing managerial and technical skills required to work in small to large business environments. Students in this program will learn valuable skills including critical thinking, communication, teamwork, and current technology that will prepare them for successful positions in a wide range of management careers such as retail, banking, operations, purchasing, and public relations. This program is also designed for the student seeking to establish their own business and for the student already working who wants to advance in a business career by updating their managerial skills. A Certificate of Proficiency in Business is also available.</p>

Program Student Learning Outcomes (PSLO)	
PSLO 1	Apply critical thinking and problem-solving skills including economic and quantitative reasoning concepts to make informative business management decisions.
PSLO 2	Apply Generally Accepted Accounting Principles (GAAP) using a manual and computerized accounting system to record financial and managerial business transactions to prepare internal reports and financial statements.
PSLO 3	Understand legal, ethical, and social issues related to business decisions and the impact on various individuals, groups, and society.
PSLO 4	Demonstrate technology skills to integrate MS Office products to compose, format, and distribute business documents using word processing, spreadsheet, database, and presentation software.
PSLO 5	Create and maintain professional, user-friendly websites using modern web design software to accommodate the needs of the business office and customer.
PSLO 6	Interact in a business professional manner with supervisors, co-workers, and customers using written and oral communication skills for the business environment.

Program Student Learning Outcomes and Competencies	
PSLO 1	Apply critical thinking and problem-solving skills including economic and quantitative reasoning concepts to make informative business management decisions. (Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> • Analyze, interpret, and evaluate data necessary to solve problems and support business decisions. (BUSI 10103) • Apply a critical thinking approach to problem-solving and making effective business decision. (BUSI 23333, BUSI 27353, BUSI 21003, BUSI 12853) • Use logical analysis to apply a critical thinking approach to problem solving for business information systems. (CPSI 13343, CPSI 27343)

	<ul style="list-style-type: none"> Organize raw data into Frequency Distribution tables and analyze with graphical presentations. (BUSI 21003) Compute and interpret data using measures of location and measures of dispersion. (BUSI 21003) Understand basic concepts of the Stock Market and its effect on the economy. (ECON 22003) Understand the role/effects of demand, supply, equilibrium, scarcity, opportunity costs, and PPC in a market economy. (ECON 21003) Understand the economic role of the government and the Federal Reserve on the economy. (ECON 21003) Compare and contrast the characteristics of the four market structures. (ECON 22003)
PSLO 2	Apply Generally Accepted Accounting Principles (GAAP) using a manual and computerized accounting system to record financial and managerial business transactions to prepare internal reports and financial statements. (Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> Understand the basic terminology and concepts that apply to the business environment. (ACCT 20003, ACCT 20103) Apply accounting functions for journal entries, ledgers, worksheets, and source documents in a manual accounting system. (ACCT 20003) Analyze and record accounting transactions to prepare source documents using computerized accounting software. (ACCT 28333)
PSLO 3	Understand legal, ethical, and social issues related to business decisions and the impact on various individuals, groups, and society. (Social and Community Responsibility, Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> Demonstrate an understanding of major legal and ethical issues including guidelines and regulations as related to the business environment. (BLAW 20303, BUSI 23333) Demonstrate a professional attitude, work ethic, and respect of privacy laws/security issues in the work environment. (BUSI 27353)
PSLO 4	Demonstrate technology skills to integrate MS Office products to compose, format, and distribute business documents using word processing, spreadsheet, database, and presentation software. (Technology Utilization)
	<ul style="list-style-type: none"> Demonstrate skills in creating, formatting, and editing business letters, reports, memos, and tables in Microsoft Word. (CPSI 10103, BUSI 12353, HIMT 11303) Demonstrate skills in creating spreadsheets, entering data, editing, formatting, and creating formulas and charts in Microsoft Excel. (CPSI 10103, BUSI 12353) Demonstrate skills in creating, editing, formatting, and adding enhancements to a presentation using Microsoft PowerPoint. (CPSI 10103, BUSI 12353) Demonstrate skills in creating, querying, and maintaining a database using Microsoft Access. (CPSI 27343) Demonstrate skills integrating Microsoft Office products to prepare multiple business documents. (BUSI 12853)
PSLO 5	Create and maintain professional, user-friendly websites using modern web design software to accommodate the needs of the business office and customer. (Technology Utilization, Cultural Competency)
	<ul style="list-style-type: none"> Demonstrate the required skills to design and code effective user-friendly web sites using modern web design software. (CPSI 13343) Demonstrate the skills required to design web sites that adhere to the American Disabilities Act and accommodate the needs of a diverse audience. (CPSI 13343)
PSLO 6	Interact in a business professional manner with supervisors, co-workers, and customers using written and oral communication skills for the business environment. (Social and Community Responsibility, Communication, Cultural Competency)
	<ul style="list-style-type: none"> Demonstrate professional business etiquette, dress, and behavior skills at a business etiquette event or Internship worksite. (BUSI 20103, BUSI 23333)

	<ul style="list-style-type: none"> • Communicate effectively in a written manner by typing and submitting clear and concise business professional documents. (BUSI 20103, BUSI 23333, ECON 21003, ECON 22003) • Demonstrate oral communication skills by developing and presenting an individual/group presentation. (BUSI 23333, BUSI 20103) • Demonstrate oral skills with office supervisors, co-workers, and the public while working at the Internship work site. (BUSI 27353) • Interact in a professional manner with area businesses, co-workers, supervisors, and patient/customers at the Internship work site. (BUSI 27353)
--	--

Review of PSLO	
-----------------------	--

Instructors have reviewed and approved the PSLO's and determined these do not need to be modified.	X
Instructors have reviewed and did not approve the PSLO's and determined these need to be modified.	

List Modifications or Revisions:
