Minnesota North College-Mesabi, Virginia Campus Academic Year 2022-23
Business Operations and Management Diploma (31 credits)

FALL SEMESTER 2022 – 16 Credits		CREDITS	HOURS LEC/LAB
BOPM 1246	College Keyboarding	3	2/2
BOPM 1251	Operations Management 1: The Professional Office	3	3/0
BOPM 1252	Operations Management 2: Business Accounting with QuickBooks	4	3/2
BOPM 2253	Operations Management 3: Customer Relations in a Global Environment	3	3/0
COMM 1220	Interpersonal Communication (MNCT 1)	3	3/0
SPRING SEMESTER 2023 – 15 Credits			
BOPM 1241	Project Management 1: Microsoft Word	3	2/2
BOPM 1242	Project Management 2: Microsoft Excel	3	2/2
BOPM 1243	Project Management 3: Records/Data Management	3	3/0
BOPM 1244	Project Management 4: Microsoft PowerPoint and Publisher	3	2/2
BOPM 1245	Project Management 5: Microsoft Access	3	2/2

PROGRAM DESCRIPTION

The Business Operations and Management program will give students the skills and knowledge to be proficient in the latest business software applications, business concepts and operations. Students will learn presentation, problem-solving, customer service, and team-building skills that are vital in today's workplace.

During the program students receive hands-on training in keyboarding skills, and the most current version of the Microsoft applications: Word, Excel, PowerPoint, and Access, as well as QuickBooks accounting software.

This program is fully online.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Operations & Management program can find employment in business of all types and sizes, non-profit organizations, government agencies, insurance agencies, banks, manufacturing firms, educational institutions, healthcare, and more.

PROGRAM FACULTY

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