

Business Operations and Management (online program)
AAS Degree | 60 Credits

Campus: Mesabi Range, Virginia

| FIRST YEAR FALL SEMESTER | | 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 (MnTC 1) | 3 | 3 | 0 |
| TOTAL SEMESTER CREDITS | | 16 | | |
| SPRING SEMESTER | | | | |
| 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 1247 | Project Management: Productivity Tools | 3 | 2 | 2 |
| TOTAL SEMESTER CREDITS | | 15 | | |

| SECOND YEAR | | | | |
|--|--|-------------------|---|---|
| FALL SEMESTER | | | | |
| BUS 1500 | Introduction to Business | 3 | 3 | 0 |
| BUS 2525 | Principles of Marketing | 3 | 3 | 0 |
| ENGL 1231 | College Composition 1 (MnTC 1) | 4 | 4 | 0 |
| PHIL 1230 | Ethics (MnTC 6-T/A and 9) | 3 | 3 | 0 |
| TOTAL SEMESTER CREDITS | | 13 | | |
| SPRING SEMESTER | | | | |
| BOPM 2261 or BUS 1455 and PDEV 1130 | Capstone Project (internship) or Introduction to Entrepreneurship and Employment Strategies | 4 or 3 1 | | |
| BUS 1530 | Legal Environment of Business | 3 | 3 | 0 |
| BUS 2526 | Principles of Management | 3 | 3 | 0 |
| ENGL 1240 | Technical Report Writing (MnTC 1) | 3 | 3 | 0 |
| PSYC 1215 | General Psychology (MnTC 5 and 7) | 3 | 3 | 0 |
| TOTAL SEMESTER CREDITS | | 16 | | |

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, and PowerPoint, as well as QuickBooks accounting software. This program is fully online.

PROGRAM LEARNING OUTCOMES

Upon completion of the Business Operations and Management AAS Degree, the graduate will be able to:

1. Understand ethical, legal, and socially responsible business practices
2. Utilize word processing, spreadsheet, database, and presentation design software for business document and report design
3. Develop interpersonal leadership and customer relations skills

4. Understand basic accounting principles and computerized accounting software
5. Understand and demonstrate the importance of effective written and oral business communications
6. Understand, analyze, and interpret information specific to business strategies

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Operations and 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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