

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		CREDITS	HOURS LEC LAB	
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, PowerPoint, and Access, 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

Skorich, Brenda L

218-550-2541

brenda.skorich@minnesotanorth.edu

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