

**Business Operations and Management (online program)**
**Diploma | 31 Credits**

Campus: Mesabi Range, Virginia

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		

**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 Diploma, 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

**PROGRAM NOTES**

All courses in the Diploma program can be applied to the Business Operations and Management AAS Degree.

**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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