

# Business Administration

## Concentration: Operations Management

A251200(Associate Degree) C251200 (Certificate)

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis and the management of human, physical and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management and inventory/materials management.

*In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.*

Title Class/Lab/Credit

### I. General Education Courses

COM	120	Interpersonal Communications	3	0	3
or					
COM	231	Public Speaking	3	0	3
ENG	111	Writing and Inquiry	3	0	3
MAT	143	Quantitative Literacy	2	2	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 79.

### II. Major Courses

ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
CIS 110		Introduction to Computers	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	120	Principles of Marketing	3	0	3

### III. Concentration

ISC 121		Environmental Health & Safety	3	0	3
ISC 130		Introduction to Quality Control	3	0	3
ISC 210		Operation & Production Planning	3	0	3
OMT	112	Materials Management	3	0	3
OMT	260	Issues in Operations Management	3	0	3

### IV. Other Major Courses (Take 12 credits from this list.)

BUS	135	Principles of Supervision	3	0	3
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BUS	153	Human Resource Management	3	0	3
BUS	225	Business Finance	2	2	3
BUS	240	Business Ethics	3	0	3
CTS	130	Spreadsheets	2	2	3
MKT	223	Customer Service	3	0	3
OST	136	Word Processing	2	2	3
OST	286	Professional Development	3	0	3
WBL	111	Work-Based Learning I	0	10	1
WBL	121	Work-Based Learning II	0	10	1
WBL	131	Work-Based Learning III	0	10	1

*V. Other Required Courses*

ACA	115	Success and Study Skills	0	2	1
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*Total Credits: 65*

*Recommended Semester Schedule*

*First Year-Fall*

ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction to Business	3	0	3
CIS 110		Introduction to Computers	2	2	3
ISC 121		Environmental Health & Safety	3	0	3
MKT	223	Customer Service	3	0	3

*First Year-Spring*

BUS	115	Business Law	3	0	3
ISC 130		Introduction to Quality Control	3	0	3
MKT	120	Principles of Marketing	3	0	3
OMT	112	Materials Management	3	0	3
Humanities Elective-See list on page 76			3	0	3

*First Year-Summer*

ENG	111	Writing and Inquiry	3	0	3
PSY	150	General Psychology	3	0	3

*Second Year-Fall*

ACC	120	Principles of Financial Accounting	3	2	4
BUS	137	Principles of Management	3	0	3
CTS	130	Spreadsheets	2	2	3
ECO	251	Principles of Microeconomics	3	0	3

*Second Year-Spring*

ISC 210		Operations and Production Planning	3	0	3
MAT	143	Quantitative Literacy	2	2	3
OST	136	Word Processing	2	2	3
OST	286	Professional Development	3	0	3

*Second Year-Summer*

COM	120	Interpersonal Communications	3	0	3
or					
COM	231	Public Speaking	3	0	3
OMT	260	Issues in Operations Management	3	0	3

***Business Administration: Operations Management Certificate Program (C251200)***

Title Class/Lab/Credit

*I. Major Courses*

BUS	137	Principles of Management	3	0	3
CIS110		Introduction to Computers	2	2	3

*II. Concentration*

ISC121		Environmental Health & Safety	3	0	3
ISC130		Introduction to Quality Control	3	0	3
ISC210		Operation & Production Planning	3	0	3

*III. Other Required Courses*

ACA	115	Success and Study Skills	0	2	1
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*Total Credits: 16*

***Recommended Semester Schedule***

*First Year-Fall*

ACA	115	Success and Study Skills	0	2	1
BUS	137	Principles of Management	3	0	3
ISC121		Environmental Health & Safety	3	0	3

*First Year-Spring*

CIS110		Introduction to Computers	2	2	3	
ISC130		Introduction to Quality Control	3	0	3	
	ISC	210 Operation & Production Planning		3	0	3