

MESABI RANGE COLLEGE

Course Outline

Course Title: Operations Management I: The Professional Office	Submitted By: B. Skorich
Semester Course Prefix and Number: BOPM 1251	Approval Date: May 2017
Old Quarter Course Prefix and Number:	Revision Date:
Number of Credits: 3	Number of Lecture Credits: 3
Semester(s) Offered:	Number of Lab Credits: Number of Lab Hours:
Class Size: 30	Number of Studio/Demonstration/Internship Credits:
Negotiated by AASC on: _____ (date)	

Course Purpose Code:

- _____ 0 – Developmental Courses
- _____ 1 – Non-transferable
- 2 – Technical course related to career programs
- _____ 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- _____ 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
- _____ 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
- _____ 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course prepares students for the realistic situations, tasks and problems they will encounter in a state-of-the-art office environment. Increased emphasis is given to help students understand employers' expectations, build confidence, and develop into strong, competent employees and leaders.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): none
Reading Prerequisite: none
Composition Prerequisite: none
Mathematics Prerequisite: none

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

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|---|---|
| 0. <input checked="" type="checkbox"/> None | 6. _____ The Humanities and Fine Arts |
| 1. _____ Communications | 7. _____ Human Diversity |
| 2. _____ Critical Thinking | 8. _____ Global Perspectives |
| 3. _____ Natural Sciences | 9. _____ Ethical and Civic Responsibility |
| 4. _____ Mathematical/Logical Reasoning | 10. _____ People and the Environment |
| 5. _____ History and the Social and Behavioral Sciences | |

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- Explain why critical-thinking, decision-making, and problem-solving skills are essential in an office setting
- Describe how factors such as appearance, communication, and teamwork skills affect a professional image
- Explain steps for setting and meeting goals and priorities
- Explain basic ethical terms and concepts
- Describe benefits of teams and identify common types of workplace teams
- Describe the communication process and its elements
- Identify types of business meetings and appropriate formats for various situations
- Identify reasons that records are valuable
- Identify methods for preparing and sending outgoing mail
- Describe the types of financial documents used in businesses
- Explain the difference between leadership and management
- Explain the importance of business etiquette

Student Assessment Methods:

Assignments, projects, tests, quizzes, and discussion boards.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

This course will require use of the Internet, the submission of electronically prepared documents and the use of the college's learning management systems

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Affiliated Mesabi Range College Courses and Programs:

Approvals:

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: December 2012