

# A.S. DEGREE: BUSINESS OPERATIONS: MANAGEMENT

## Your Career in Business Operations Starts Here!

The Associate in Science (A.S.) degree in Business Operations Management will prepare students for careers in for-profit and nonprofit organizations. Students will learn to utilize the management functions of planning, leading, organizing, and controlling to efficiently utilize human and physical resources to produce quality goods and services. Students will address legal, ethical, and social responsibility issues facing corporations while learning the theory and techniques of effective communication, problem solving, financial analysis, and decision making.

### PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this program, the student should be prepared to:

1. Obtain employment in an entry-level management position within a for-profit or non-profit organization.
2. Critically analyze and resolve common business operations management issues.
3. Demonstrate appropriate and effective business communication skills.
4. Recognize and analyze ethical and social responsibility issues as they apply to the business environment.

### PROGRAM REQUIREMENTS

To earn an Associate in Science Degree, the student must complete the MJC Associate Degree Requirements in addition to the following coursework. All Required Courses must be passed with a "C" grade or better.

Most classes are offered in one or more modalities:

Face to Face  Online  Hybrid 

Required Courses	
Complete 19-20 units	Units
BUSAD 201 [2] - Financial Accounting or BUSAD 310 [2] - Introduction to Accounting with QuickBooks	4 3
BUSAD 210 [3] - Business Communication	3
BUSAD 218 [4] - Business Law	4
BUSAD 240 [1] - Principles of Management	3
BUSAD 274 [3] - Human Resources Management	3
BUSAD 364 [3, 4] - Quality Management	3
Elective Courses	
Complete 8-10 units	Units
BUSAD 200 [3] - Financial Accounting on Spreadsheets or OFADM 259 [1] - Introduction to Microsoft Excel and OFADM 260 [1] - Intermediate Microsoft Excel	2 1 1
BUSAD 202 [3] - Managerial Accounting	4
BUSAD 208 [1, 2] - Introduction to International Business	3
BUSAD 209 [1, 2] - Import/Export Fundamentals	3
BUSAD 235 [1, 2] - Introduction to Entrepreneurship	3
BUSAD 245 [2, 3] - Principles of Marketing	3
BUSAD 248 [1, 2] - Introduction to Business	3
BUSAD 249 [3,4] - Business Internship	1-4
CSCI 220 [4] - Computer Information Systems	3
<b>Total units for A.S. Degree</b>	<b>27-30</b>

## CONTACT

FOR MORE INFORMATION PLEASE CONTACT

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**MJC BUSINESS DEPARTMENT**

