



**Operations Management
 Credential: Operations Management Diploma
 D2512G**

This diploma program is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries. Specific emphases include human resources, quality, materials and operations management production planning and safety, and business communication. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Operations Management provided the student meets the entrance requirements for the degree program.

Program Length: 5 semesters
 Career Pathway Options: Associate in Applied Science Degree in Operations Management
 Program Sites: Lee Campus - Evening Program, Selected Day and Distance Courses

Course Requirements for Operations Management Diploma

A. General Education Courses (7 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*MAT 140	Survey of Mathematics	3-0-3

B. Required Major Core Courses (31 SHC)		
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
ISC 131	Quality Management	3-0-3
ISC 210	Operations and Production Planning	3-0-3
OMT 112	Materials Management	3-0-3
OMT 218	Developing Team Performance	3-0-3

Choose one of the following courses:

Accounting Elective:		
ACC 115	College Accounting	3-2-4
ACC 120	Principles of Financial Accounting	3-2-4

Economics Elective:		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

C. Other Major Hours Required for Graduation (5/6 SHC)		
BUS 151	People Skills	3-0-3
**CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit Required for Graduation: 43/44

Semester Curriculum for Operations Management Diploma

1st Semester (Fall)		C-L-SHC
BUS 137	Principles of Management	3-0-3
**CIS 110	Introduction to Computers	2-2-3
ISC 131	Quality Management	<u>3-0-3</u>
		7/8-2-8/9
2nd Semester (Spring)		
BUS 151	People Skills	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ISC 121	Environmental Health and Safety	3-0-3
*MAT 140	Survey of Mathematics	<u>3-0-3</u>
		12-2-13
3rd Semester (Summer)		
ISC 210	Operation and Production Planning	3-0-3
OMT 218	Developing Team Performance	<u>3-0-3</u>
		6-0-6
4th Semester (Fall)		
		Accounting Elective
BUS 115	Business Law I	3-0-3
		Economics Elective
		<u>3-0-3</u>
		9-2-10
5th Semester (Spring)		
OMT 112	Materials Management	3-0-3
BUS 153	Human Resource Management	<u>3-0-3</u>
		6-0-6

* Students may substitute MAT 115 (nontransferable)
 ** Students may substitute CIS 111 (nontransferable) or OST 137 (nontransferable).

Total Semester Hours Credit: 43/44

COURSE DESCRIPTIONS

ACC 120 Prin. of Financial Acct 3-2-4
 This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 115 Business Law I 3-0-3
 This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 137 Principles of Management 3-0-3
 This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

- BUS 151 People Skills** 3-0-3
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.
- BUS 153 Human Resource Management** 3-0-3
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.
- CIS 110 Introduction to Computers** 2-2-3
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*
- ECO 151 Survey of Economics** 3-0-3
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*
- ECO 251 Prin. of Microeconomics** 3-0-3
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*
- ECO 252 Prin. of Macroeconomics** 3-0-3
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*
- ENG 111 Expository Writing** 3-0-3
Prerequisites: RED 090 and ENG 090 or appropriate placement test scores
Corequisites: ENG 111A
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- ENG 111A Expository Writing Lab** 0-2-1
Prerequisites: RED 090 and ENG 090 or appropriate placement test scores
Corequisites: ENG 111
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. The computer is used as a writing and design tool for this course.
- ISC 121 Envir Health and Safety** 3-0-3
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.
- ISC 131 Quality Management** 3-0-3
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.
- ISC 210 Oper and Prod Planning** 3-0-3
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*
- MAT 140 Survey of Mathematics** 3-0-3
Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate placement test scores
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MKT 120 Principles of Marketing 3-0-3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

OMT 112 Materials Management 3-0-3

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OMT 218 Dev Team Performance 3-0-3

This course provides a foundation for enhancing team effectiveness and performance. Topics include clarification of team responsibilities, techniques for keeping the team on course, being a team player, and playing a vital role in team decisions. Upon completion, students should be able to understand the advantage of teamwork in a workplace environment and understand their role in being an effective team member.