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**Supply Chain Assistant One Year Technical Diploma Program**

**Course Curriculum**

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| **Semester 01**   (Tuition: $2,560  Books: $200-$250) |
| **Course #** | **Course Title** | **Credits** |
| 10-182-111 | Foundations of Inventory | 1 |
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| Credits: 1 Lecture Hours: 18Learners will create a foundation for managing materials and labor in an organization. The foundations will include creating bills of materials and routings, and understanding inventory records and transactions. |
| 10-182-112 | Forecasting and Scheduling | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand. |
| 10-182-113 | Shop Floor Control | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop an effective plan to manage the flow of materials and labor through the production process. |
| 10-182-114 | Managing Inventory Levels | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand. |
| 10-182-115 | Lean Principles | 1 |
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| Credits: 1 Lecture Hours: 18In Understanding Lean Principles learners will examine the historic roots of lean and its current application in manufacturing, service sector, health care, and government. Learners will internalize the five principles and identify non-value added activities in a process. Leaners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise. |
| 10-182-116 | 5S and TPM | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the benefits and challenges of conducting a 5S strategy, visual management and TPM techniques in the workplace to stabilize processes. |
| 10-182-117 | Standard Work and Mistake Proofing | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the lean tools used to standardize a process. Learners will develop standard work practices that reduce errors and increase efficiency. |
| 10-182-118 | Process Mapping | 1 |
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| Credits: 1 Lecture Hours: 18Learns will develop micro and macro level process maps to identify and remove waste and to improve process flow. |
| 10-182-119 | Problem Solving Using A-3 Format | 1 |
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| Credits: 1 Lecture Hours: 18Learners will utilize the A-3 Problem Solving format to complete projects that address the root cause and improve processes by eliminating waste. |
| 10-182-120 | Purchasing Process | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the role of purchasing within an organization and explore basic purchasing activities. |
| 10-182-121 | Evaluating the Purchasing Process | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop an evaluation for the purchasing function to include analyzing ordering quantities, evaluating suppliers, and monitoring cost. |
| 10-182-122 | Professional Networking and Development | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop networking and professional development plans to assist in career progression in the supply chain management field. |
| 10-182-123 | Introduction to Service Operations | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction. |
| 10-182-124 | Service Delivery Systems | 1 |
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| Credits: 1 Lecture Hours: 18Learners will design delivery systems that meet the needs of service based customers. |
| 10-804-123 | Math with Business Applications | 3 |
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| Credits: 3 Lecture Hours: 54Students use real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, and apply math concepts to the purchasing/buying process, the selling process, and apply basic statistics to business/consumer applications. |
|  |  | **17** |
| **Semester 02**   (Tuition: $2,410  Books: $550-$1,060) |
| **Course #** | **Course Title** | **Credits** |
| 10-103-106 | Beginning Microsoft Excel | 1 |
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| Credits: 1 Lecture Hours: 18This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed. |
| 10-103-118 | Intermediate Microsoft Excel | 1 |
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| Credits: 1 Lecture Hours: 18This course is introduces intermediate level features of Microsoft Excel. Students will learn to use relative & absolute reference formulas and functions, manage workbooks using multiple worksheets, create custom templates and use pivot tables effectively. |
| 10-182-105 | Principles of Negotiations | 1 |
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| Credits: 1 Lecture Hours: 18Students will be introduced to negotiating skills, strategies, tools, and techniques. Students will develop their own negotiating skills as they explore topics in communication, strategy, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations. |
| 10-182-125 | Benefits and Challenges of an ERP System | 1 |
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| Credits: 1 Lecture Hours: 18Learners will review the processes that make up a business enterprise and examine the advantages and disadvantages of implementing Enterprise Resource Planning (ERP) software. |
| 10-182-126 | Supply Chain Process Modeling | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop process modeling strategies to improve existing supply chains. |
| 10-182-127 | Technology in the Supply Chain | 1 |
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| Credits: 1 Lecture Hours: 18Learners will investigate technology advances that have improved the efficiency supply chain management. |
| 10-182-128 | Global Supply Chain Management | 1 |
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| Credits: 1 Lecture Hours: 18Learners will explore strategies and gain insight into developing an international supply chain. |
| 10-182-129 | Global Sourcing | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources. |
| 10-182-130 | Global Logistics | 1 |
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| Credits: 1 Lecture Hours: 18Learners will consider factors that affect global transportation of both imports and exports. |
| 10-182-134 | The Role of Logistics | 1 |
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| Credits: 1 Lecture Hours: 18Learners will develop an understanding of logistics within a supply chain. |
| 10-182-135 | Transportation Management | 1 |
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| Credits: 1 Lecture Hours: 18Learners will examine the methods and requirements of transporting materials in a supply chain. |
| 10-182-136 | Warehousing | 1 |
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| Credits: 1 Lecture Hours: 18Learners will determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency. |
| 10-196-175 | Ethics | 1 |
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| Credits: 1 Lecture Hours: 18In the Ethics course the learner will evaluate ethics from a personal and a managerial standpoint. The student will assess their personal ethics and use an ethical decision making framework to make good ethical decisions as an individual. Then the student will look at ethics in regard to ethical leadership and fostering a culture of ethics as a manager within an organization. |
| 10-801-195 | Written Communication | 3 |
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| Credits: 3 Lecture Hours: 54Students develop writing skills through prewriting, drafting, revising, and editing. Students complete writing assignments designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Students develop critical reading and thinking skills through the analysis of a variety of written documents. |
|  |  | **16** |
| **Total Credits: 33** |
| **Estimated Total Tuition: $4,970** |