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Supply Chain Assistant One Year Technical Diploma Program

Course Curriculum

Semester 01 (Tuition: \$2,290)

Course #	Course Title	Credits
10-103-106	Beginning Microsoft Excel	1

Credits: 1 Lecture Hours: 18

This 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: 18

This course 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.

10-182-103	Purchasing	3
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Credits: 3 Lecture Hours: 54

Learners will examine the role of purchasing within an organization and explore basic purchasing activities. Learners will develop an evaluation for the purchasing function to include analyzing ordering quantities, selecting and evaluating suppliers, and monitoring cost. Students will be introduced to negotiating skills, strategies, tools, and techniques, and will develop their own negotiating skills as they explore topics in communication, strategy, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations.

10-182-104	Inventory Management	3
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Credits: 3 Lecture Hours: 54

Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand. Learners will create a foundation for managing materials and labor in an organization to include creating bills of materials and routings and understanding inventory records and transactions. Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand. Learners will develop an effective plan to manage the flow of materials and labor through the production process.

10-623-110	Lean Concepts	3
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Credits: 3 Lecture Hours: 54

Learners will develop techniques to identify and eliminate non-value-added activities in a process using 5S, TPM, Standard Work, and Mistake Proofing. Learners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise.

10-804-123	Math with Business Applications	3
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Credits: 3 Lecture Hours: 54

Students 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.

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Semester 02 (Tuition: \$1,960)

Course #	Course Title	Credits
10-182-107	Logistics	3

Credits: 3 Lecture Hours: 54

Learners will develop an understanding of logistics within a supply chain. Learners will examine the methods and requirements of transporting materials in a supply chain, and determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency.

10-182-108	Global Supply Chain Management	3
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Credits: 3 Lecture Hours: 54

Learners will explore strategies and gain insight into developing an international supply chain. Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources, and consider factors that affect global transportation of both imports and exports.

10-182-109	Service Operations Management	3
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Credits: 3 Lecture Hours: 54

Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction. Learners will design delivery systems that meet the needs of service based customers and provide the required level of customer service.

10-182-137	Technology in the Supply Chain	3
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Credits: 3 Lecture Hours: 54

Learners will investigate technology advances that have improved the efficiency of supply chain management and review the processes that make up a business enterprise and examine the advantages and disadvantages of implementing Enterprise Resource Planning (ERP) software. Learners will develop process modeling strategies to improve existing supply chains.

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Semester 03 (Tuition: \$980)

Course #	Course Title	Credits
10-801-136	English Composition 1	3

Credits: 3 Lecture Hours: 54

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

10-804-189	Introductory Statistics	3
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Credits: 3 Lecture Hours: 54

Students display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA.

Total Credits: 32

Estimated Total Tuition*: \$5,230