



1800 Bronson Blvd., Fennimore, WI 53809 | 608.822.3262 | Toll Free: 800.362.3322 | www.swtc.edu

Purchasing Agent/Buyer Pathway Certificate Program

Course Curriculum

Semester 01 (Tuition: \$1,310)

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
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
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.		
10-623-110	Lean Concepts	3
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.		

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Semester 02 (Tuition: \$980)

Course #	Course Title	Credits
10-182-108	Global Supply Chain Management	3
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.		

10-182-137

Technology in the Supply Chain

3

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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Total Credits: 14

Estimated Total Tuition*: \$2,290