

## Supply Chain Online

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.



## Diploma Program Length: 33Weeks

NOC Code: 1523, 1524, 1225

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### Preparatory Studies

3 Weeks

Student Success Strategies  
Digital Literacy for Professionals  
Career Planning & Preparation – Level 1

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### Microsoft Office Applications

5 Weeks

Microsoft Word Microsoft  
Excel Microsoft Outlook  
Microsoft PowerPoint

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### Introduction to Supply Chain and Logistics

6 Weeks

Introduction to Logistics and Transportation  
Introduction to Canadian Business in the Global Marketplace  
Introduction to Purchasing  
Security, Compliance and Loss Prevention

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### Supply Chain Purchasing and Inventory Management

10 Weeks

Professional Purchasing  
Introduction to Operations Management  
Negotiations and Supplier Management Inventory  
Control and Materials Management, The Business  
of Buying, Selling and Negotiating

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### Supply Chain Transportation

8 Weeks

International Transportation and Trade  
Essentials of Freight Forwarding Customs  
Issues and Procedures

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### Career Planning & Preparation Level 2

1 Week

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#### Program highlights include:

Registered and approved diploma  
Graduates are eligible for advanced standing in the Certified Supply Chain Management Professional (CSCMP) Designation Program (details at [www.triOS.com](http://www.triOS.com))  
Supply Chain Canada Ontario Institute Membership Certificate in  
International Freight Forwarding  
Certificate of Recognition in Introductory Dispatch and Operations Software Career services  
Job search assistance Alumni  
program benefits



**Admission requirements:** Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students.

**Accreditation policy:** Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

**Note:** In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi). These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.

## Course Descriptions

### **Student Success Strategies**

This course stresses the importance of developing non-technical skills to enhance personal, academic and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills, such as memory, reading, and test-taking techniques. In addition, this course is designed specifically for the online learner. Therefore, the course emphasizes strategies needed to succeed in an online program, such as navigating technology efficiently, interacting and engaging with peers and facilitators, and managing learning time and space.

### **Digital Literacy for Professionals**

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating, and editing information, communicating, and collaborating, and being safe and responsible online.

### **Career Planning & Preparation - Level 1**

Career Planning and Preparation Level 1 introduces tools for a successful job search. The course will help students maintain a career-focused approach throughout their academic program. Students will learn basic career preparation skills, such as how to research opportunities, network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values, and preferences for the workplace, begin preparation of a professional resume and cover letter, and organize proof documents for their career portfolio. Asynchronous class discussion on the discussion board on various career-planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

### **Microsoft Word**

This course is a combination of virtual training, projects, and exams in Microsoft Word. Skills covered include formatting text for layout and appearance, formatting document parts, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures, and working with templates and themes.

### **Microsoft Excel**

This course is a combination of virtual training, projects, and exams in Microsoft Excel. Skills covered include working with workbooks and worksheets, inputting data, formatting cells, using functions and formulas, and creating and editing charts, tables, graphics, and templates.

## **Microsoft PowerPoint**

This course is a combination of virtual training, projects, and exams in Microsoft PowerPoint. Skills covered include the creation of attractive, professional-looking presentations, using and formatting animations, transitions, pictures, audio, video, charts, tables, and incorporating speaker notes and annotations into presentations.

## **Microsoft Outlook**

This course is a combination of virtual training, assessments, and exams related to Microsoft Outlook. Skills covered include how to organize and manage communications, contacts, schedules, and tasks. Email and meetings are a major part of the professional world, learning how to compose, send, receive, store, and delete email messages, meetings, and appointments is crucial and covered in this module.

## **Introduction to Canadian Business in the Global Marketplace**

This course provides an overview of Canadian business practices and how Canadian businesses relate to the global marketplace. You will learn about the business and management structure of businesses. Human resources management and the finance functions of a business are explored in this course as well. Students will also analyze the effects of globalization on the Canadian business sector.

## **The Business of Buying, Selling and Negotiating**

In this course, students will explore the importance of developing interpersonal skills used to negotiate effectively as a buyer or a seller. Students will learn techniques, model skill sets, and articulate terminology used when buying or selling in business to business (B2B), or business to consumer (B2C), interactions.

## **Introduction to Logistics and Transportation**

This course introduces students to Supply Chain, Logistics and Transportation. Topics include a general overview of the career paths available, networking/professional training opportunities, and how the changing global environment impacts the forward and reverse flows of goods and services. Students will also learn about the significance of 3rd party logistics, incoterms, and the impact of information across the supply chain. Students will also develop an understanding of the importance of supply chain management software.

## **Introduction to Purchasing**

This course provides students with an insight into the demands placed on purchasing and supply chain managers by business stakeholders. Students will develop an in-depth understanding of the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations, in addition to understanding the influence of purchasing on other major functional activities.

## **Security, Compliance & Loss Prevention**

This course will provide students with knowledge of supply chain security, navigating the compliance landscape, and recognizing how to prevent against loss and damage due to these threats against the supply chain. Specific emphasis is placed on the provisions of the Canada Border Agency's Partners-in-Protection (PIP) program for Canadian importers and their internal trade partners. This course will also focus on other internal programs used to secure the supply chain.

## **Professional Purchasing**

The course explores the purchasing cycle including supply management and commodity strategy, supplier qualification, selection and management. Students will also learn why performance metrics are critical to purchasing performance. Students will gain insight into the role of a professional purchaser, including purchasing strategy, best practices and applying ethics to the function.

## **Introduction to Operations Management**

This course will provide students with a broad introduction to the field of operations management in a realistic, practical manner. Key decision areas within Operations Management will be discussed. These topics include design of goods and services, managing quality, location strategy, plant layout strategy and lean manufacturing. Students will also learn the basics of project management and the use of project management tools to develop on time, on budget results.

## **Negotiations and Supplier Management**

This course will teach students the importance of negotiation between partners in supply chain management. Key topics will include various concepts, tactics, and strategy to achieve a successful negotiation and in turn create value within an organization. Students will be given opportunities to practice and demonstrate the negotiation concepts that they have learned. To further complement their studies on negotiations students will examine the basics of formation of contracts, the interpretation of contracts, breaches of contract and contract types. Students will also study the impact of the respective sale of goods act legislation on business agreements.

## **Inventory Control & Materials Management**

This course provides students with a broad introduction to the basics of materials management, manufacturing planning and control systems, inventory control, physical distribution, and relationships with other operational functions within the supply chain.

## **International Transportation and Trade**

This course is one of two that are part of a professional standards association program (Canadian International Freight Forwarders Association) which provides students with a broad introduction to the basics and principles of freight forwarding. A combined theory and hands-on environment allow students to gain a deeper understanding of the role of the freight forwarder, transportation geography, various modes of transportation, and how terms of trade are used between buyer and seller in a contract of sale of goods.

## **Essentials of Freight Forwarding**

This course builds on the knowledge acquired in the International Transportation and Trade course. A combined theory and hands-on environment will introduce students to the requirements for various international payments, export packaging and warehousing, commercial documentation, transportation insurance, cargo security and dangerous goods, as well as alternative methods of transportation. Students will also learn about cost and quoting.

## **Customs Issues & Procedures**

This course will provide all students with a detailed overview of how the importation and exportation of goods are administered in Canada. Basic practices for successfully understanding of key legislation and regulatory compliance, plus preparing various trade documentation will be of key focus. Students will be introduced to the various careers in the customs field and the importance and benefits of the Canadian Society of Customs Brokers.

## **Career Planning & Preparation - Level 2**

This course builds on the concepts and skills introduced in Career Planning and Preparation - Level 1. Topics covered include how to conduct an effective job search and identify various methods of applying for work. Important career tools are the focus with the creation of a personal list of "Top Employers" and current industry opportunities, as well as finalizing a professional resume, career portfolio, and career correspondence. Interview skills explored and practiced are the identification of different types and forms of interviews, responding to typical questions, evaluating job offers, and negotiating terms of employment. Self-management topics are reviewed with a focus on strategies for long-term professional success.