



Manufacturing Management

Program No: 10-623-5

Associate Degree in Applied Science

Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)	About the Career	Functional Abilities
Term 1			<p>Manufacturing Management is a unique associate degree program designed by local industry to meet the needs of the workplace through a combination of supply chain, quality, lean, leadership, and supervisory skills. Graduates of this program are prepared to provide leadership in manufacturing and service industries.</p>	<p>Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.</p>
10105124	Portfolio Introduction	1.00		
10182131	Supply Chain Management	3.00		
10196164	Personal Skills for Supervisors	3.00		
10196191	Supervision	3.00		
10809172	Race, Ethnic & Diversity Studies	3.00		
10801195	Written Communication	3.00		
	Total	16.00		
Term 2				
10804123	Math w Business Apps	3.00		
10182110	Negotiations	3.00		
10196189	Teambuilding & Problem Solving	3.00		
10196190	Leadership Development	3.00		
10801196	Oral/Interpersonal Communications	3.00		
10809198	Introduction to Psychology	3.00		
	Total	18.00		
Term 3			<p>Careers</p> <ul style="list-style-type: none"> • Team Leader • Foreman • Supervisor • Material Controller/Coordinator • Global Sourcing Supply Specialist 	<p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>
10101155	Accounting for Professionals	3.00		
10105128	Career Exploration	2.00		
10196134	Legal Issues for Supervisors	3.00		
10196188	Project Management	3.00		
10196192	Managing for Quality	3.00		
10806112	Principles of Sustainability	3.00		
	Total	17.00		
Term 4				
10196136	Safety in the Workplace	3.00		
10196129	Portfolio Assessment	1.00		
10623118	Lean Manufacturing and Execution Control	3.00		
10623119	Supply Chain/Quality-Six Sigma	3.00		
10623193	ISO 9001:2008	3.00		
10809195	Economics	3.00		
	Total	16.00		
	Program Total	67.00		
Note:	Program start dates vary; check with your counselor for details.		<p>Admissions Steps</p> <ul style="list-style-type: none"> • Application • Application Fee • Entrance Assessment Scores • Transcripts • Program Advising Session • Microsoft Skills Check Form (Word, PowerPoint, Excel) • Functional Abilities Statement of Understanding From 	<p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none"> • Display respect for individual differences and work cooperatively to build rapport and to achieve team goals. • Develop and manage teams to enhance work productivity. • Manage quality control. • Implement better decision-making skills and utilize successful problem-solving processes. • Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling. • Integrate technology into the supply chain to improve profitability. • Provide an uninterrupted flow of materials, supplies, and services required to operate the organization. • Analyze and negotiate contracts with suppliers, manufacturers, and/or distributors.
	Curriculum and program acceptance requirements are subject to change.			
<p>Approximate Costs</p> <ul style="list-style-type: none"> • \$126 per credit (resident) • \$182 per credit (out-of-state resident) • Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) 				

Transfer agreements are available with the following institutions:

Capella University
Concordia University
Franklin University
Herzing University
Lakeland College
Ottawa University

Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.
COREQUISITE: Microsoft Excel skills or equivalent

10105124 Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10105128 Career Exploration

...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.
PREREQUISITE: 10105124 Portfolio Introduction

10182110 Negotiations

...is an exciting introduction into negotiations where the following topics will be discussed: nature of negotiations, framing, strategy, integrated negotiations, distributed negotiations, communication, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations. It is a must course for students desiring to excel in business.

10182131 Supply Chain Management

...has been developed to provide a basic understanding of the planning and control of materials into, through, and out of organizations. In addition, those who want to become certified by APICS need a fundamentals course to learn about the material planning and control system. This course will provide a basis for further study leading to certification.
COREQUISITE: Microsoft Word, Excel or equivalent

10196129 Portfolio Assessment-Manufacturing Management

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.
PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Career Exploration

10196134 Legal Issues for Supervisors

...applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will demonstrate the application of legal practices in both union and nonunion environments, analysis of the impact of U.S. employment laws, the impact of the global economy, the appeal process, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing contemporary supervisors.

10196136 Safety in the Workplace

...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

10196164 Personal Skills for Supervisors

...will allow the participants to learn time management techniques and utilize personal planning processes for daily activities and continuous learning. Valuing the rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.

10196188 Project Management

...will explore the role of projects and the importance of project management in business environments. Learners will create and develop successful proposals. They will also plan, schedule, and budget for a project.
COREQUISITE: Microsoft Excel skills or equivalent and **PREREQUISITE:** 10103124 Intro to MS Project - Level 1

10196189 Teambuilding and Problem Solving

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

10196190 Leadership Development

...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.
COREQUISITE: Microsoft PowerPoint skills or equivalent

10196191 Supervision

...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.
COREQUISITE: Microsoft Word skills or equivalent or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196192 Managing for Quality

...is designed to examine the role of the supervisor in assisting an organization to produce a quality product or service. The meaning and benefits of quality, the cost of quality, how to interact with customers, and problem solving tools for continuous improvement will be covered.

10623118 Lean Manufacturing and Execution Control

...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

10623119 Supply Chain/Quality-Six Sigma

...provides the student with the skills and tools to collect and analyze data to solve problems, improve and control processes, and implement solutions within an organization. An emphasis will be placed on the use of statistical techniques to create and implement a data collection plan and select solutions.

10623193 ISO 9001:2008

...is designed to introduce participants to the QS/ISO 9001:2008 standards. The course is structured to teach the QS/ISO 9001:2008 standards, how to document procedures, and how to perform audits. All of the QS automotive standards will be introduced.

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.
PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

10809172 Race, Ethnic and Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent