



# 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.

2013-2014

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10105124	Portfolio Introduction	1.00
10182131	Supply Chain Management	3.00
10196189	Teambuilding & Problem Solving	3.00
10196191	Supervision	3.00
10809172	Introduction to Diversity Studies	3.00
10801195	Written Communication	3.00
	<b>Total</b>	<b>16.00</b>
<b>Term 2</b>		
10804123	Math w Business Apps	3.00
10182110	Negotiations	3.00
10196107	Principles of Management	3.00
10196190	Leadership Development	3.00
10801196	Oral/Interpersonal Communications	3.00
10809198	Introduction to Psychology	3.00
	<b>Total</b>	<b>18.00</b>
<b>Term 3</b>		
10101155	Accounting for Professionals	3.00
10105128	Personal Branding	2.00
10196134	Legal Issues for Supervisors	3.00
10196188	Project Management	3.00
10623101	Quality Concepts	3.00
10806112	Principles of Sustainability	3.00
	<b>Total</b>	<b>17.00</b>
<b>Term 4</b>		
10196136	Safety in the Workplace	3.00
10196129	Portfolio Assessment	1.00
10623118	Lean Manufacturing Overview	3.00
10623110	Six Sigma Tools-Measure and Analyze	3.00
10623193	ISO 9001:2008	3.00
10809195	Economics	3.00
	<b>Total</b>	<b>16.00</b>
	<b>Program Total</b>	<b>67.00</b>

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

## About the Career

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.

## Careers

- Team Leader
- Foreman
- Supervisor
- Material Controller/Coordinator
- Global Sourcing Supply Specialist

## Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

## Program Outcomes

You'll learn to:

- 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.

## Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## Functional Abilities

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.

## Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

## Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

## Transfer agreements are available with the following institutions:

Bellevue University  
Capella University  
Concordia University  
Excelsior College  
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](http://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 and **PREREQUISITE:** 10804123 Math w Business Applications

### **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 Personal Branding**

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

### **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 exceed 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

### **10196107 Principles of Management**

...will enable students to develop short and long range plans to effectively accomplish organizational goals. Through the use of terminology, exercises, and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing, and motivating others. The student will also learn tools to aid in problem solving, value in diversity, and coping with change.

### **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 Personal Branding

### **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.

### **10196188 Project Management**

...will explain 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:** 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

### **10623101 Quality Concepts**

.... provides an overview of quality systems, methods and analysis using Minitab software. Basic quality philosophies such as Deming's principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The components of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minitab software will be taught and utilized to collect and analyze data. Techniques such as pareto, trend analysis, histograms, cause and effect diagrams and corrective/preventive action techniques will be applied to the data in order to address problems and improve processes. **COREQUISITE:** Microsoft Word and PowerPoint skills or equivalent

### **10623110 Six Sigma Tools for Green Belts - Measure and Analyze**

...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan. Will accept 10623119 Six Sigma Tools for Supply Chain Managers in place of this class. **COREQUISITES:** Microsoft Excel skills or equivalent

### **10623118 Lean Manufacturing Overview**

...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.

### **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 accuplcer 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. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

### **10809172 Introduction to 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