

## Program Number 31-182-1 Technical Diploma • Two Terms

### ABOUT THE PROGRAM

This technical diploma, Supply Chain Assistant, provides you with the basic skills needed to perform entry level work in supply chain management. This credential 'ladders' up the associate degree credential, Supply Chain Management. Words such as logistics, purchasing, or material management all encompass part of a supply chain. Supply chains are led and managed by people who enjoy working with others and analyzing data. Without supply chain management, you could not get the products or services you need every day. If you want to be a part of an ever-changing and growing field, supply chain management is for you, and this introductory credential, the Supply Chain Assistant Technical Diploma, can help get you started.

### PROGRAM OUTCOMES

- Assist in the coordination of the uninterrupted flow of materials and services to operate the organization.
- Assist in the management of business or customer inventory.
- Utilize basic forecasting methods to predict future demand.
- Develop productive working relationships with external and internal customers.
- Assist in the negotiation and the analysis of contracts.
- Develop solutions regarding the balance between capacity and customer demand.
- Utilize technology in all aspects of supply chain management.
- Apply lean manufacturing and quality principles to all aspects of supply chain management.
- Assist in logistics while balancing cost, time, and quality.
- Develop a global perspective to business and supply chain management.

### ADMISSIONS STEPS

- Work with Admissions Specialist to:
  - Submit application and \$30 fee.
  - Complete an assessment for placement (Accuplacer or ACT).
  - Submit official transcripts (high school and other colleges).
- Meet with program advisor/counselor to discuss program details.

### 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.) Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

### SPECIAL NOTE

This technical diploma is part of the career pathway for supply chain management, and it can serve as a foundation for the higher level credential, the Supply Chain Management Associate Degree. The associate degree provides further in-depth training in quality, management, and in "soft" skills.

### CAREER & EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### CONTACT

Vicki Stock, Admissions Specialist  
920.693.1143 • [vicki.stock@gotoltc.edu](mailto:vicki.stock@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10182108	Purchasing	3
10182131	Supply Chain Management	3
10623118	Lean Manufacturing Overview	3
10801195	Written Communication OR 10801136 English Composition 1	3
10182122	Logistics	3
		<b>15</b>
<b>Term 2</b>		
10103132	Excel 2013 - Level 2	1
10182110	Negotiations	3
10182102	Service Operations Management	3
10623110	Lean Six Sigma - Measure and Analyze	4
10809198	Introduction to Psychology	3
10182114	Enterprise Resource Planning and Control	3
		<b>17</b>
		<b>TOTAL 32</b>

*Curriculum and Program Acceptance requirements are subject to change.  
Program start dates vary; check with your advisor/counselor for details.*



**ENTERPRISE RESOURCE PLANNING AND CONTROL**...prepares the participant to interpret material requirements planning reports, build a master production schedule, construct capacity plans, and understand sales and operations planning. The curriculum is developed from the American Production and Inventory Controls exam certification's domain of knowledge. PREREQUISITE: 10182131 Supply Chain Management and COREQUISITE: 10103132 Excel 2013 - Level 2 or Microsoft Excel equivalent

**EXCEL 2013 - LEVEL 2**...explores Excel tables and charts, working with multiple worksheets and workbooks at once, creating applications and rules, protecting worksheets and workbooks and learning about macros and comments. This course is offered in a self-paced format. PREREQUISITE (a grade of C or better in): 10103115 Excel 2010 – Level 1 or 10103131 Excel 2013 – Level 1 or 10103174 Excel 2007 - Level 1 or 10103158 Intro to Microsoft Software or equivalent or COREQUISITE 10103131F2 Excel 2013 - Level 1

**INTRODUCTION 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 equivalent

**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.

**LEAN SIX SIGMA - MEASURE AND ANALYZE**...provides the student with skills and tools to collect and analyze data to solve problems and improve processes within an organization. Various techniques for process mapping are explored including SIPOC, FMEA, VSM, standard work sheets, and spaghetti diagrams. Statistical tools are explored including probability, confidence intervals, measurement systems analysis, hypothesis testing, and TAKT time analysis to create and implement a data collection plan. MiniTab introduction is included. PREREQUISITE: 10623193 ISO900 or Six Sigma Equivalent

**LOGISTICS**...introduces the student to business logistics, including the efficient and effective flow of goods, services, and related information from the point of origin to the point of consumption and provides a summary of the role and importance of transportation and an overview of carriers, carrier management, and technology and strategies in logistics. COREQUISITE: Microsoft PowerPoint or equivalent

**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.

**PURCHASING**...introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career.

**SERVICE OPERATIONS MANAGEMENT**...introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP) and supply chain management concepts in the service sector.

**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.

**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 equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent