

Supply Chain - Online

PROGRAM OBJECTIVES

Today's global market requires capable, well-rounded employees who can multi-task to meet a variety of challenges. The Supply Chain program provides students with a well-rounded exposure to the international supply chain and the skills needed to be successful in the industry. Students will develop proficiencies appropriate for a wide range of careers in supply chain and logistics.

Graduates will have developed essential skills needed to succeed in a role that requires attention to detail, analytical thinking and problem solving.

CERTIFICATES AND MEMBERSHIPS

Successful graduates of the program who meet the requirements outlined by CIFFA will achieve a Certificate in International Freight Forwarding.

The certificate is nationally recognized within the international transportation and international trade logistics industries.

CAREER OPPORTUNITIES

The Supply Chain program will qualify graduates to pursue positions such as Logistics Coordinator, Dispatcher, Warehouse Associate Supervisor, Purchasing Agent, Billing Agent, Materials Management Analyst, Scheduler, Loss Prevention Agent, Cargo and Freight Agent, Customs Broker and more.

Note: Some career and education options may require advanced degrees, further training or experience.

PREREQUISITES

1. Student has Grade 12 or equivalent or meets criteria for Mature Student Status.
2. Mature students must be 19 years of age, pass a qualifying test, and provide a Letter of

Intent OR resume that supports their skills and aptitudes to be successful in the program.

3. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.

TECHNICAL REQUIREMENTS

For updated technical requirements of your program, please click here:

[Business, Healthcare, Law, and Supply Chain Programs](#)

EXAM PROCTORING

While studying online, there will be several courses that will require a final exam or assessment that is proctored to ensure academic integrity is maintained. Students will have two options:

Option 1 – students complete the exam from home with remote proctoring. Students will be recorded and observed during the exam using Proctorio remote exam proctoring. Students must write the exam on the computer that meets the minimum system requirements as outlined above.

Option 2 – student may come in-to any Eastern College campus and write the exam in person. If you would like to write the exam in person, you will need to schedule this time in advance with your instructor.

GRADUATION REQUIREMENTS

A student must obtain an overall grade of 60% in each module in order to graduate and receive a diploma - A student must also complete all requirements of the Student Success Strategies, Career Planning and Preparation modules.

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PROGRAM OVERVIEW

Course	Hours		
Student Success Strategies	20	The Business of Buying, Selling, and Negotiating	40
Digital Literacy for Professionals	20	Professional Purchasing	40
Microsoft Word	20	Introduction to Operations Management	40
Microsoft Excel	40	Negotiations and Supplier Management	40
Microsoft PowerPoint	20	Inventory Control and Materials Management	40
Microsoft Outlook	20	International Transportation and Trade	60
Introduction to Logistics and Transportation	40	Essentials of Freight Forwarding	60
Introduction to Purchasing	20	Customs Issues and Procedures	40
Security, Compliance & Loss Prevention	20	Career Planning and Preparation - Level 1	20
Introduction to Canadian Business in the Global Marketplace	40	Career Planning and Preparation - Level 2	20
TOTAL WEEKS (without breaks)			33

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 covers the following elements: using devices and handling information, creating and editing information, communicating and collaborating, and being safe and responsible online. This course will also cover proper naming conventions and folder organization.

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.

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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 into worksheets, formatting cells, using functions and formulas, and creating and editing charts.

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 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.

Introduction to Canadian Business in the Global Marketplace

This course provides students with an overview of Canadian business practices and how Canadian businesses relate to the global marketplace. Students will learn about the business and management structure of businesses. They will also explore human resources management and the finance functions of a business. Students will also analyze the effects of globalization on the Canadian business sector.

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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.

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 and Material 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 allows 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

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insurance, cargo security and dangerous goods, as well as alternative methods of transportation. Students will also learn about cost and quoting.

Customs Issues and 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 and Preparation - Level 1

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

Career Planning and 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 résumé, career portfolio, and career correspondence. Interview skills explored and practiced include 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.

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