Area of Interest: Business

Business Administration - Supply Chain and Operations Management (Co-op and Non Co-op Version)

Ontario College Advanced Diploma
3 Years
Ottawa Campus

Academic Year: 2019/2020
Program Code: 0216L01FWO

Our Program

Specialize with a challenging and rewarding career in Supply Chain and Operations Management.

Supply Chain and Operations Management is one of seven majors available to Business Administration students. This three-year Business Administration Ontario College Advanced Diploma starts with three semesters where you learn essential business skills to build a strong foundation before ultimately deciding on a Major.

The Business Administration - Supply Chain and Operations Management program provides you with in-depth knowledge of various facets of a supply chain management career, including:

- procurement
- production planning
- inventory management
- logistics
- project management
- Lean process improvements
- Six Sigma quality analysis

This program can lead to obtaining recognized national professional designations in production and inventory management, purchasing management and logistics. Furthermore, graduates obtain a certificate from SAP, the world’s largest supplier of enterprise software. This certificate affirms that you have direct hands-on knowledge of SAP.

Students also have the option to gain real-world experience through a paid co-operative education (co-op) work term (see Additional Information for more details). Please note that places in the co-op version of the program are subject to availability.

This Major has very high graduate placement rates in supply chain positions for public and private organizations including high technology industries, such as communications, fiber optics, bio-technology and electronic manufacturing.

SUCCESS FACTORS

This Major is well-suited for students who:

- Enjoy planning and putting their plans into action.
- Are energetic and outgoing.
- Possess strong organizational and problem-solving skills.
- Are team-oriented and like to work with others.
Employment

Graduates may find employment working with related computer systems and in business applications in inventory management, production scheduling, material planning (MRP), capacity planning production control, purchasing, distribution, traffic, project management and related technologies, such as SAP. Students may also work in the fields of Lean process improvements and Six Sigma Quality analysis. For more information concerning related careers see http://www.apics.org/, http://www.pmac.ca/, http://www.citt.ca/ and http://www.asq.org/.

Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Examine the connections between strategic objectives, stakeholder expectations, and supply chain functions, processes and roles, to support decision-making, problem-solving and coordination of tasks.

- Determine the value added and financial implications of supply chain decisions on overall business profitability, efficiency and stakeholder satisfaction.

- Ensure supply chain activities and transactions are compliant with relevant legal, regulatory and contractual obligations, and industry and organization standards and policies for quality, health, safety, accountability, social and environmental responsibility.

- Use risk mitigation tools and strategies to inform supply chain management decisions.

- Manage the acquisition and sale of goods, services and materials in accordance with best practices and public and private sector stakeholder expectations across a variety of industries.

- Plan and schedule material requirements and resource allocation and manage inventories for efficient production and fulfillment of customer orders and returns.

- Manage the efficient handling and movement of goods, services, materials and related information within and between supply chains.

- Contribute to the identification and management of continuous improvements to functions and processes within and between supply chains.

- Use available technologies to enhance work performance and support supply chain functions, processes, transactions and communications.

- Monitor relevant trends, emerging technologies, and local and global economic, political and environmental issues to enhance work performance and guide management decisions.

- Perform tasks in accordance with policies and procedures for workplace health and safety and industry standards and best practices for professional, ethical and accountable conduct and communications.

- Maintain relationships with a diversity of stakeholders to support the achievement of business goals.

- Apply strategies for personal, career and professional development.

- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

Program of Study

<table>
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<tr>
<th>Level: 01</th>
<th>Courses</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS2301</td>
<td>Business Computer Applications</td>
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<tr>
<td>ECO2305</td>
<td>Microeconomics</td>
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<td>ENL1813B</td>
<td>Communications I</td>
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<td>MGT2314</td>
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<td>MGT2364</td>
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<tr>
<td>MGT2315</td>
<td>Scheduling &amp; Planning of Resources</td>
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<td>MGT2367</td>
<td>Logistics Using SAP</td>
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<td>ENL1726</td>
<td>Symbols, Text and Meaning</td>
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<td>ENL1798</td>
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<td>MGT2316</td>
<td>Resource Management Strategy</td>
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<td>MGT2317</td>
<td>Corporate Social Responsibility &amp; Change Management</td>
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**Fees for the 2019/2020 Academic Year**

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees

Further information on fees can be found by visiting the Registrar’s Office site at https://www.algonquincollege.com/ro.

Fees are subject to change.

Additional program related expenses include:

Books and supplies can be purchased at the campus store or made available via eText.

**Admission Requirements for the 2020/2021 Academic Year**

**Program Eligibility**

- Please apply to the Business Administration (Core) program - at OCAS under Program Code 0216X01FWO.

**Admission Requirements for 2019/2020 Academic Year**

**Program Eligibility**

- Please apply to the Business Administration (Core) program - at OCAS under Program Code 0216X01FWO.

**Application Information**

**BUSINESS ADMINISTRATION - SUPPLY CHAIN AND OPERATIONS MANAGEMENT (CO-OP)**

Program Code 0216L01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario N1G 5J3
1-888-892-2228

Applications are available online at http://www.ontariocolleges.ca/. A $95 fee applies.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information: https://algonquincollege.force.com/myACint or by contacting the Registrar’s Office.

For further information on the admissions process, contact:

Registrar’s Office
Algonquin College
1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
TTY: 613-727-7766
Fax: 613-727-7632
Email: mailto:AskUs@algonquincollege.com

**Additional Information**

Programs at Algonquin College are Bring Your Own Device (BYOD). To see the BYOD requirements for your program, please visit: https://www7.algonquincollege.com/byod/.

Cooperative education (Co-op) allows students to integrate their classroom learning with a real-world experience though paid work terms. Two academic terms prior to the cooperative education work term, students are required to actively participate in and successfully complete the self-
directed co-op online readiness activities and in-person workshops.

Students must actively conduct a guided, self-directed job search and are responsible for securing approved program-related paid co-op employment. Students compete for co-op positions alongside students from Algonquin and other Canadian and international colleges and universities. Algonquin College’s Co-op Department provides assistance in developing co-op job opportunities and facilitates the overall process, but does not guarantee that a student will obtain employment in a co-op work term. Co-op students may be required to re-locate to take part in the co-op employment opportunities available in their industry and must cover all associated expenses; e.g., travel, work permits, visa applications, accommodation and all other incurred expenses.

Co-op work terms are typically 14 weeks in duration and are completed during a term when students are not taking courses.

International students enrolled in a co-op program are required by Immigration, Refugees and Citizenship Canada (IRCC) to have a valid co-op work permit prior to commencing their work term. Without this document, International students are not legally eligible to engage in work in Canada that is a mandatory part of an academic program.

For more information, please visit https://www.algonquincollege.com/coop.

As a pre-requisite of entering this Major, the student must achieve a minimum grade of C- in the 3rd level course - Materials and Operations Management (MGT2320).

For information regarding this program please visit our website at www.algonquincollege.com and click on Full-time programs.

For more information, please contact Lisa Dowling, Program Coordinator at 613-727-4723 ext. 5249 or dowlinl@algonquincollege.com.

Course Descriptions

ACC2310 Accounting Concepts I

Students are provided with the basics of financial accounting whether they are interested in becoming a practitioner or are looking to broaden their knowledge of how to properly interpret financial information. Emphasis is on what accounting information is, understanding the accounting cycle, recording transactions, and the preparation and analysis of financial statements. Students who are taking this course as part of the Business Administration Ontario College Advanced Diploma program need a minimum grade of C in this course in order to choose Accounting as a Major.

Prerequisite(s): none
Corequisite(s): none

ACC2313 Accounting Concepts II

Students are introduced to and explore the background, goals and methods of managerial accounting and its role in business planning, control and decision making. Key workplace skills involve the ability to plan direct control and to evaluate and extrapolate key accounting data. Topics covered include product costing, cost behaviour, cost-volume-profit analysis, profit planning, differential analysis and budgeting. Curriculum is delivered in lecture and hands-on problem-solving formats.

Prerequisite(s): ACC2201 or ACC2310 or ACC5151A
Corequisite(s): none

BAI2300 Global Business Environment

As the global economy continues to change rapidly, and as the number of international trade agreements grows, trade barriers come down and Canadian companies and entrepreneurs must have a clear understanding of the effects of globalization and ensuing opportunities. The forces defining the international economy are examined and the skills that global business professionals require in order to succeed today internationally are introduced. Students learn the major
components of international trade of products and services, including marketing, market entry strategies, supply chain management, trade finance, legal aspects of international business and international management. The subject of foreign direct investment is also introduced.

Prerequisite(s): none
Corerequisite(s): none

BUS2301 Business Computer Applications

The knowledge gained in this course provides students with a solid foundation for future learning in other studies, and in business. Students learn a variety of tasks in Windows file management. Students also learn tasks and produce assignments in Microsoft Office for PC. Web based software running computer-based simulations and assessments are used to support and enrich the learning experience. It is strongly recommended that students use a PC. Mac students may be required to install and learn additional software to successfully complete the course.

Prerequisite(s): none
Corerequisite(s): none

BUS2303 Project and Database Management

Students are introduced to project management and database concepts. The basic principles of project management are covered and students learn how to use Microsoft Project. Students also learn how to design a database and extract information from a database using Microsoft Access.

Prerequisite(s): DAT5758 or BUS2301
Corerequisite(s): none

ECO2305 Microeconomics

Knowledge of contemporary microeconomics issues is essential to understanding the world we live in. Students examine fundamental microeconomic principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Students examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures, as well as evaluate the effects of government intervention in the economic marketplace.

Prerequisite(s): none
Corerequisite(s): none

ECO2306 Macroeconomics

Knowledge of contemporary macroeconomic issues is essential to understanding the world we live in. Students investigate fundamental macroeconomics principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Through a combination of instruction and practical application, students examine unemployment, inflation and economic growth, as well as evaluate government use of fiscal and monetary policy in dealing with these key macroeconomic issues. In addition, Canada's international economic relationships are explored. Individual assignments and formal examinations are used to assess student knowledge of key objectives.

Prerequisite(s): none
Corerequisite(s): none

ENL1725 Canadian Identity

Canadian identity is challenging to define, but depictions of our multicultural society are found and explored in our writing. This course explores the importance of writers’ perceptions of Canada, how they promote their ideas through publishing, and how those published works have affected Canadian society in recent history. Students are introduced to a wide range of writing with the aim of exploring the theme of Canadian identity while enhancing students’ awareness of the ethical considerations necessary for a just society.
ENL1726 Symbols, Text and Meaning
Symbols and text are used to express, evoke, and manipulate an entire range of human emotions and reactions. In this interactive, discussion-based course, students will explore historical and contemporary approaches to using symbols, text, and language in conceptual and contemporary art, graphic design and advertising, poetry and lyrics, and in online technology. Through discussion, analysis, informal debate, and critical thinking, students will explore how symbols and text influence individuals, society, and culture.

Prerequisite(s): none
Corerequisite(s): none

ENL1798 Contemporary Canadian Issues
A critical understanding of contemporary Canadian issues is vital to being an active member in our democratic society. Students explore a variety of topics and analyze their ethical implications and relevance to Canadian life. Discussions, debates, and other collaborative activities offer opportunities to consider recent controversies from different perspectives, and use of a variety of media (e.g. newspapers, articles, and other resources online) allows for in-depth reflection on the history and current state of a range of social and political topics.

Prerequisite(s): none
Corerequisite(s): none

ENL1813B Communications I
Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and business writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none
Corerequisite(s): none

ENL1823B Communications II
Students continue to expand their practical writing and speaking skills for successful communication in business. Using real-life scenarios and research skills, they produce informal reports and proposals, deliver presentations to a live audience supported by technology, and create a job search package. Students create professional documents, such as information reports, progress reports, justification/recommendation reports, summary reports, and minutes of meetings to develop up-to-date writing skills. The job search package includes employment readiness skills, resumes, persuasive cover letters, and interview techniques. In all written work, students continue to develop and enhance their grammar skills to meet professional, workplace standards.

Prerequisite(s): ENL1813B
Corerequisite(s): none

ENL1825 Communication Dynamics
Humans are dynamic, communicative, and socially interactive. Participants consider human behaviour and its influence on interpersonal or impersonal connections with others by exploring theories and ethical considerations of conformity, obedience and persuasion. Special attention is paid to individual inner experiences, thoughts, feelings, emotions and introspections. Active learning and case studies allow participants to reflect and build upon their own observations and experiences.
ENL1829 The Art of Oratory

From ghost stories around the campfire to political speeches by world leaders, ethical oratory plays a significant role in human interaction. Students examine the social significance of public speaking while developing a deeper understanding of the theory, science, elements of form, and persuasive devices underlying this art. Building on their own stories, students prepare, deliver, and critique group workshops, as well as design, deliver, and critique individual presentations.

Prerequisite(s): none
Corerequisite(s): none

FIN2303 Introduction to Finance

Building a solid understanding of personal finance is crucial for students who intend to choose the Finance major in the Business Administration (BUAD) program. Students acquire knowledge of the personal financial planning process, statements, taxation, banking, borrowing and investing through in class discussions and activities. Students solve time value of money (TVM) questions for saving, investing, financing, and retirement funding using a calculator. These skills will be useful for everyday life situations involving money management and are the foundation for future courses in the finance major program.

Prerequisite(s): none
Corerequisite(s): none

FIN2305 Finance for Non-Finance Professionals

A solid understanding of basic business finance is an essential part of business administration, regardless of major. To achieve this, students are introduced to corporate finance and its relationship to the performance of a company. Building on time value of money (TVM) concepts and calculations from FIN2303, students calculate the weighted average cost of capital (WACC) with bond and equity financing, followed by an introduction to capital budgeting using a calculator. Students apply computation and analysis skills to solve business finance problems.

Prerequisite(s): FIN2303
Corerequisite(s): none

GEDO216 General Education Elective

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none
Corerequisite(s): none

LAW1702 Business Law

Students are prepared for a business environment increasingly affected by laws. They learn how laws must be understood and applied by management in the conduct of business. They also learn how to analyze a business situation from a general legal perspective. Emphasis is placed on methods of dispute resolution, contracts, torts, employment law, methods of carrying on business, creditors’ rights, sale of goods and marketing law.

Prerequisite(s): none
Corerequisite(s): none

MGT2308 Manufacturing Simulation (SAP)
SAP is the most widely used ERP software in the world. SAP is used to create Sales and Operations Plans, Master Production Schedules and Material Requirements Plans, to name a few. Students use a manufacturing database to simulate processes and solve problems related to material and capacity issues which commonly arise.

Prerequisite(s): MGT2367
Corequisite(s): none

MGT2309 Lean Six Sigma

All organizations have “waste” throughout their organization. Lean methodologies show you how recognize this waste, whereas Six Sigma is a process quality-control and improvement methodology that offers businesses a competitive advantage by improving processes, product and service quality. Students use tools such as 5S and Value Stream Mapping to document waste. Moreover, students gain an understanding of Six Sigma DMAIC methodology, design and implementation. Through lectures, assignments, simulations and group activities, students examine the successful implementation and sustainability for an organization.

Prerequisite(s): MGT2320
Corequisite(s): none

MGT2314 Supply Chain Management Essentials

Modern businesses rely on a strong supply chain. Students are provided with a comprehensive overview of the fundamental relationships amongst the activities and processes that occur in supply chain management including the planning and controlling of the flow of materials into, through and out of an organization. Through lectures, readings and hands on learning students produce Sales and Operations Plans (SOP), Master Production Schedules (MPS), Capacity Plans, Bills of Materials (BOM), and Materials Resource Plans (MRP) for manufacturing.

Prerequisite(s): MGT2320
Corequisite(s): none

MGT2315 Scheduling & Planning of Resources

The scheduling and planning of resources and materials is at the heart of an overall MRPII or ERP system. This knowledge is required for one to work effectively in today's manufacturing environment. Students review two main focuses on the process of developing and using a production plan, a master production schedule, and the planning processes used in today's manufacturing environment. Through lectures, readings and hands on learning students examine demand management, Sales and Operations (SOP) planning and master production schedule. Moreover, students will use demand metrics to create aggregate plans, master production schedules and Materials Resource Plans (MRP) for components.

Prerequisite(s): none
Corequisite(s): none

MGT2316 Resource Management Strategy

Resource strategic planning is an organizational management activity that is used to set priorities focused on resources to strengthen operations. Students learn to translate plans into operational activities and define and apply execution and control techniques in the operations field. Further, students progress to higher-level thinking or strategic planning and implementation of operations including an understanding of how market requirements drive the resources and processes of an organization. Through lectures, hands-on learning and case studies, students apply inventory management concepts, principles, and processes to an operating business whose primary costs are material.

Prerequisite(s): MGT2362 and MGT2363
Corequisite(s): none

MGT2317 Corporate Social Responsibility & Change Management
Corporate social responsibility (CSR) is a business approach that contributes to sustainable development and commitment to manage the social, environmental and economic effects of its operations responsibilities to be in line with ethical and public expectations. Presently, CSR has become an extremely important factor influencing the development of companies, their profits and brand image. Change management is a business approach to prepare and support individuals, teams, and organizations in making organization change. Students examine business cases and apply CSR methods, tools, principles and practices to help resolve corporate and social ethical issues at various levels. Furthermore, through self-reflection, discussions, and research, students examine specific obstacles to change and propose strategies to deal with them effectively.

Prerequisite(s): none
Corerequisite(s): none

**MGT2318 Skills for Academic and Business Success**

Business and higher education have evolved and so have the skills necessary to succeed in these new and dynamic environments. Students explore the strategies, tools, and theories needed to thrive throughout their college career and chosen professions. Reflections, workshops, mini-lectures, and learning activities support the holistic development of each student. A focus is placed on establishing effective habits as a team member and developing self-awareness.

Prerequisite(s): none
Corerequisite(s): none

**MGT2320 Material and Operations Management**

Operations managers make tactical decisions in support of carrying out the vision and strategies for businesses in the supply chain and/or in service production. Students gain in-depth knowledge of the responsibilities and current tools of operations and supply chain managers in manufacturing and non-manufacturing organizations. Topics include quality management, layout management, location, inventory management, MRP and ERP and JIT/Lean.

Prerequisite(s): none
Corerequisite(s): none

**MGT2328 Introduction to Management Fundamentals**

Management principles, including planning, leading, organizing, and controlling in today's organization within the context of ethics, corporate social responsibility and sustainability are explored. The role of the manager and the skills and techniques required to achieve organizational outcomes through the management of people, money and time are also examined.

Prerequisite(s): none
Corerequisite(s): none

**MGT2364 Project Management**

Strong project management skills are in high demand as organizations strive to deliver projects at a faster pace in increasingly complex environments. Students examine the basic principles of project management, including the creation of work breakdown structures, preparing Network Diagrams and Gantt Charts, assessing risk, using budgets, controlling resources and project termination. The techniques are based on a study of the typical project life cycle. As well, students learn how to use MS Project as a tool to administer projects.

Prerequisite(s): BUS2303
Corerequisite(s): none

**MGT2367 Logistics Using SAP**

The logistics field is in demand now more than ever as trends in e-commerce and supply chain networks grow in popularity. Students gain a practical understanding of traffic management, and inbound, outbound and internal warehousing processes. Topics covered include channels of distribution, order processing and materials flow, performance measurement, warehouse location,
and computer and Internet applications. Students use the SAP ERP system to complete various transactions associated with logistics execution business processes.

Prerequisite(s): none
Corerequisite(s): none

**MGT2372 B2B Purchasing Management**

Purchasing management is a critical function within the supply chain. Students explore the role and responsibilities of the purchaser in the public and private sectors for manufacturing and non-manufacturing environments. Through various learning activities, students examine the current practices in e-purchasing and tools used, including the use of SAP software.

Prerequisite(s): MGT2320
Corerequisite(s): none

**MGT2377 E-Business Strategy and Technology Decision-Making**

With constant fast-paced technological changes, students are introduced to the concepts and growth of technology from the past, the present and the future. Students analyze competing technology products and make intelligent decisions in relation to e-business technologies and strategies. Students also research and deal with technology hurdles and become familiar with commonly used jargon and acronyms. Technology brings changes to society; therefore, students learn where and how to apply e-business technology from a strategic perspective.

Prerequisite(s): none
Corerequisite(s): none

**MGT2378 Public Sector Procurement Contracting**

Students will gain industry knowledge that could be applied to graduate positions in procurement and contracting by analyzing the strategy of processing and transitioning client requisitions into the acquisition of goods and services. Students will also examine the roles, the legislative, judicial and administrative responsibilities of governments with a focus on public sector issues related to the supply chain. This course will offer a hands-on approach to the public procurement process.

Prerequisite(s): none
Corerequisite(s): none

**MGT2381 Human Resources Management**

Human capital is a critical organizational resource contributing to organizational agility, goal attainment and ultimate viability through progressive human resources management. Students are introduced to human resources management areas of practice, including the role of human resources within organizational and strategic contexts, human resources planning, employee recruitment and selection, training and development, compensation and benefits, and employee and labour relations. Furthermore, students are introduced to occupational health and safety, international human resources and relevant legislative framework.

Prerequisite(s): none
Corerequisite(s): none

**MKT2317 Marketing**

Students are provided an overview of the marketing functions used in an organization, which serves to support them in their chosen business career. Students learn the strategic market planning process in both the business-to-consumer and business-to-business market areas. Elements of their learning include environmental scanning, the ability to identify and segment markets, understanding buyer behaviours and the importance of marketing research. This results in the understanding of a coordinated marketing program (product, price, promotion and distribution channels). The relationship marketing has with other business functions and environments in which organizations’ marketing professionals operate is also examined. These concepts are viewed within the context of traditional and e-business consumer and business markets.
Prerequisite(s): none
Corerequisite(s): none

**QUA0002 Business Mathematics**

Students review basic arithmetic and algebra, as well as mathematic tools and concepts required for solving problems found in a business environment. Problem-solving areas include cost-volume-profit analysis, linear functions and systems of equations, index numbers, markup and markdowns, terms of invoicing and business finance.

Prerequisite(s): none
Corerequisite(s): none

**QUA0003 Quantitative Methods I**

Mathematical methods are used in fields such as finance, marketing, accounting and operations management in order to help make reasonable business decisions. Students are introduced to basic statistical measures of central tendencies and dispersions. Students use basic probability and different probability distribution to problem solve. Decision theory is used to solve problems in situations of certainty and uncertainty. The application of course content within Excel functions.

Prerequisite(s): QUA0002
Corerequisite(s): none

**QUA2343 Quantitative Methods II**

Students are introduced to the normal probability distribution and its application. They use sampling distribution techniques to become familiar with quantitative tools for management, such as interval estimation and hypothesis testing for one and two populations. Students also learn to use forecasting tools, such as simple regression and correlation analysis, to form the basis of predicting future values.

Prerequisite(s): QUA0003 or QUA2313
Corerequisite(s): none

**WKT2367 Supply Chain Co-op Work Term I**

This co-op work term takes place in the summer following the fourth term in Business Administration - Supply Chain and Operations Management. Students gain practical exposure to basic level materials and management concepts in purchasing, inventory control, warehousing, material and planning. Employment is normally available in public and private organizations in Eastern Ontario.

Prerequisite(s): MGT2360
Corerequisite(s): none

**WKT2368 Supply Chain Co-op Work Term II**

This co-op work term follows sixth term studies and normally occurs in the summer. Students gain practical exposure to a variety of supply chain and operations management functions at an entry level. Employment is normally available in public and private organizations in Eastern Ontario.

Prerequisite(s): WKT2367
Corerequisite(s): none