

## PROGRAM SEQUENCE

### SEMESTER 1 (4 MONTHS)

#### TERM 1 - 2 Months

BUS 101 Cross-Cultural Communication  
BUS 107 Business Correspondence  
BUS 130 Excel for Business Analytics

#### TERM 2 - 2 Months

BUS 114 Introduction to Accounting  
BUS 103 Marketing Essentials  
BUS 123 Macroeconomics

8-WEEK BREAK

### SEMESTER 2 (4 MONTHS)

#### TERM 1 - 2 Months

SCM 140 Procurement & Supply Management  
SCM 150 Operations & Process Management  
BUS 109 Workplace Preparation

#### TERM 2 - 2 Months

SCM 160 Logistics in Supply Chain Management  
BUS 105 Principles of Management  
BUS 116 Project Management

8-WEEK BREAK

### SEMESTER 3 (6 MONTHS)

#### TERM 1 - 2 Months

SCM 191 Sustainability in Supply Chain Management  
BUS 171 Human Resource Management & Supervision  
BUS 118 Finance

#### TERM 2 - 2 Months

BUS 132 Business Analytics  
BUS 141 Negotiation  
BUS 143 Contract Administration & Law

#### TERM 3 - 2 Months

SCM 193 Risk in Supply Chain Management  
BUS 117 Leadership Skills  
SCM 192 Applied Supply Chain Strategy & Analysis

8-WEEK BREAK / JOB-HUNTING

### SEMESTER 4 (12 MONTHS)

#### SCM 125 CO-OP PLACEMENT

- You will be able to work full-time during the co-op terms and part-time during the study terms.
- The schedule is subject to change without notice.
- Friday classes may be provided online.

## HIGHLIGHTS

- Supply Chain is one of the fastest growing industries in Canada and supply chain management professionals occupy a range of influential positions across companies -procurement, operations, logistics, transportation & trade, consulting, senior management, and more
- Completing the program will transform students into someone with high-demand skills and a thorough knowledge of advanced management areas, such as Sustainability, Risk, Applied Strategy, Business Analysis, Negotiation, and Contract Administration and Laws
- Full student support for co-op work placement and career development

## PROGRAM DESCRIPTION

This program provides students with in-depth advanced background in supply chain management (SCM). Building upon the students' general baccalaureate academic experience, the program begins with a solid foundation in communications and business. It then goes on to deliver introductory courses in the 3 main areas of SCM: procurement, operations, and logistics. Finally, advanced courses provide a thorough grounding in high-level management topics in SCM. Throughout the program, emphasis is placed on the inter-connective nature of SCM, the use of analytics to inform decision-making, and on acquiring knowledge and skills identified through industry consultation.

## CO-OP

VanWest College's Co-op has a strong system in place and a solid foundation of host company partnerships across various industries; a system that equips students with the adequate knowledge and skills to help them succeed in getting work placement in an English environment. Students receive first-hand experience in how job-hunting works in Canada through various activities that are offered by the Co-op department, such as on-campus activities, and information sessions, etc. Depending on our student needs, the Co-op department will provide regular counselling and training until students secure their placements. Students will be able to perform multifaceted business functions in occupational areas such as purchasing, operations, logistics and customer and information services, financial support, and project coordination.

## OVERVIEW

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 32 months (total 128 weeks)</li> <li>• Academic Study 14 months (total 1,176 hours)</li> <li>• Co-op 12 months (total 1,176 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Purchasing Agents and Officers</li> <li>• Purchasing Managers</li> <li>• Manufacturing Managers</li> <li>• Business Management Consultants</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• VanWest English Placement Test: Level 8, or</li> <li>• Completion of VanWest Level 7 or EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 6.0+, or TOEFL IBT 79+, or TOEIC 800+, or Duolingo 115+, or Cambridge English Advanced/Business Grade C+, or Cambridge English Scale 169+, or CEFR B2+</li> </ul>
<b>Academic Admission Requirement</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Aug 5</li> <li>• <b>2026:</b> Jan 19, Aug 31</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$19,900</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$20,400</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Operations &amp; Supply Chain Management Co-op Diploma</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
3:00 - 5:45 PM	Lecture 1	Lecture 3	Lecture 1	Lecture 3	Lecture 1 or 3
6:00 - 9:30 PM	Lecture 2	Lecture 4	Lecture 2	Lecture 4	



### COURSE DESCRIPTION

#### **BUS 101 Cross-Cultural Communication**

This highly interactive, face-to-face course provides an understanding of the interpersonal communication skills required to develop constructive relationships in the multicultural workplace. This course explores foundational theory. Sources of interpersonal difference and barriers to understanding are examined.

#### **BUS 103 Marketing Essentials**

This introductory course examines the application, management, and trends of marketing in the Canadian and global marketplace. Students will explore the primary elements of the Marketing mix (*Product, Price, Promotion, and Place*); how to utilize the elements of the Marketing mix to create value for the customer, and how to satisfy consumer needs.

#### **BUS 105 Principles of Management**

This course covers the basic concepts of the management process: planning, organizing, staffing, leading, and controlling. Students will develop an overview of the functional areas of business and an understanding of the complex world in which organizational decisions are made. Emphasis is placed on how functional areas are integrated to achieve goals.

#### **BUS 107 Business Correspondence**

This “hands-on” course covers communication theory, aspects of written communication, and introduces students to public speaking. On completion of this course, students will be able to: package thoughts clearly, provide clearer communication of both written and verbal messages, and write error free business-related documents.

#### **BUS 109 Workplace Preparation**

This course covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including creating an effective resume, writing a professional cover letter, practicing interview techniques, networking, using the Internet to job search, and understanding labour services.

#### **BUS 114 Introduction to Accounting**

This course will introduce the concepts of accounting within the context of business in a Canadian environment. Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include accounting as an information system; introduction to income measure; the accounting cycle; cash and financial statements.

#### **BUS 116 Project Management**

This course will present the essential skills students need to make effective contributions and to have an immediate impact on the completion of projects. Coverage of the latest business developments and challenges acquaint students with issues such as project constraints, stakeholder issues, and the project charter.

#### **BUS 117 Leadership Skills**

In this course, students will develop strong interpersonal skills and increase their awareness of the importance of people skills in today’s organizations. They will develop critical core skills along with individual performance through group interactions, role playing, lectures, and practice sessions. They will focus on the role of supervisors and managers at the front-line.

#### **BUS 118 Finance**

This course provides students with introduction to the theories, applications, and financial tools within a corporate financial environment. Topics include: forms of business, financial statement analysis, ratios, cash flows, valuation of future cash flows, valuation of securities, raising capital and project evaluation and analysis.

#### **BUS 123 Macroeconomics**

This course introduces students to the fundamental terminology, concepts and theories of macroeconomics with an emphasis on international dynamics. Course topics include demand, supply, economic growth, inflation, markets and their impacts on international trade and globalization.

#### **BUS 130 Excel for Business Analytics**

This course introduces students to Microsoft Excel and its use in business analytics. Taught in our computer lab, the course presents foundational and intermediate level tools used frequently in business. Topics include creating/modifying worksheets, manipulating data using formulas, functions, and Pivot Tables, and displaying information using sorting, charting, and exporting tools. Experiential rather than lecture-based learning will be the focus.

#### **BUS 132 Business Analytics**

This course builds upon basic business knowledge in order to provide students with foundational knowledge of business analytics. Students will learn about a variety of analytical methodologies and tools used in this field and will use Microsoft Excel to practice some of these methodologies.

#### **BUS 141 Negotiation**

This course will provide students with basic knowledge and practice in negotiation. The course begins with presentation of key negotiation concepts and strategies and then goes on to cover the affects of perception, cognition, emotion, power and demographics on negotiation. Students learn and practice the processes required in preparing for negotiation. The course includes many opportunities to observe and practice different types of negotiations.

#### **BUS 143 Contract Administration & Law**

This course provides students with the basic knowledge and skills needed in the contract administration associated with procurement. Topics include processes, law and documentation associated with the preparation of tendering documents, bidding, selection of vendors, drafting/awarding of contracts, control of contracts and closing of contracts. Differences in contract administration between nations will be covered.

#### **BUS 171 Human Resource Management & Supervision**

This course is targeted for team and departmental supervisors rather than HR professionals. The course will provide a solid foundation in human resource management including a component on supervision and leading teams. The first part of the course provides students with an overview of hiring, performance management, and HR law. The final portion of the course focuses on supervision, coaching, and leading effective teams.

### COURSE DESCRIPTION

#### **SCM 140 Procurement & Supply Management**

This course introduces students to the roles, policies, procedures, organizational structures and management involved in purchasing and supply management. The course will present purchasing activities in the context of organizational profitability and broader sustainability and corporate social responsibility effects. Methods for supplier evaluation, selection and management will also be covered.

#### **SCM 150 Operations & Process Management**

This course introduces students to operations issues in supply chain management. Topics include the basics of collaborative planning, forecasting, replenishment, enterprise resource planning models, lean thinking, Six Sigma and other statistical process control techniques.

#### **SCM 160 Logistics in Supply Chain Management**

This course introduces students to basic logistical concepts, structures and processes utilized in the distribution and inventory of goods and services. Financial, organizational, managerial, and strategic approaches will be covered. The use of information technologies to increase efficiency and profitability will be introduced.

#### **SCM 191 Sustainability in Supply Chain Management**

This course introduces students to the foundational concepts and terminology of sustainability from social, environmental, and economic perspectives. The course builds upon these in order to illustrate business practices and strategies used to support organizational sustainability goals. Course design allows students the flexibility to investigate sustainability practices within their area of study.

#### **SCM 192 Applied Supply Chain Strategy & Analysis**

This course is a capstone course building upon all other SCM courses. The student will learn to apply supply chain concepts in a variety of supply chain situations. This course will use case studies as the primary learning method with a final report and presentation. The final presentation will be via groups.

#### **SCM 193 Risk in Supply Chain Management**

This course explores the important area of risk management within supply chain management. The first half of the course deals with the types of risk and the organizational systems needed to address these. The second half of the course focuses on the measurement, analysis, and mitigation approaches used in supply chain risk management.

#### **SCM 125 Co-op Placement**

As an integral part of the Operations & Supply Chain Management Co-op Diploma, the Co-op is designed not only to provide a period of productive employment in the Canadian workplace, but also enables students to apply classroom theory and skills to that employment. Students will experience real-world business practices and gain new perspectives from their employment. Students will be able to perform multifaceted business functions in occupational areas such as purchasing, operations, logistics and customer and information services, financial support and project coordination. Students must submit a reflective task assignment after completion of required Co-op hours.