

## 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 / JOB-HUNTING

### SEMESTER 3 (6 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 practical business skills and high-demand skills
- Full student support for co-op work placement and career development

## PROGRAM DESCRIPTION

This program provides students with foundational 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. The program then goes on to deliver introductory courses in the 3 main areas of SCM: procurement, operations and logistics; before students embark on their Co-op work term. 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 that 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>• 18 months (total 72 weeks)</li> <li>• Academic Study 8 months (total 672 hours)</li> <li>• Co-op 6 months (total 672 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>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 6.0+, or TOEFL IBT 79+, or Duolingo 115+, or Cambridge English Advanced/Business Grade C+, or Cambridge English Scale 169+</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: \$13,500</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$14,000</li> </ul> <p>* Textbook costs are not included</p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• 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 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.

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

As an integral part of the 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.

**Through the classes at VanWest, I learned how all the goods and products circulate in the supply chain industry and I could apply this knowledge at my co-op placement!**

**Please let us know about the company you worked for and your responsibilities.**

I am currently working at a Retail Trade Company (Furniture and Home Furnishings) in Vancouver. My position is shipping and receiving clerk. My responsibilities are to process goods shipped and received by a company, physically taking items from the company's stock to fill orders. Also, when customers have questions regarding the movement or content of their orders, I provide them answers and ensure satisfaction.

**What was the obstacle and how did you get over it?**

The first obstacle was to get the certificates to operate the machines, because without the certificates I was not going to be able to start my position and this opportunity will be lost. The second obstacle was to understand how things work in the receiving, and adapt myself to do the job. It's always challenging at the beginning of new jobs to comprehend the work structure, especially in a foreign country. I did the certificates with the support of the company to operate some machines (Reach Truck and Electric Pallet Jack) and it helped a lot to unload the truck and support my team. Luckily, I have a wonderful team to support me at work so I was able to adapt to this new work environment rapidly.



NAME	Marcus
CO-OP INDUSTRY	Retail Trade (Furniture & Home Furnishings)
CO-OP POSITION	Receiving

**What did you learn from classes? What was useful when you worked?**

In procurement and supply management class, I learned how procedures, organizational structures and management are involved in purchasing and supply chain management. It helped me to understand how all the goods and products circulate between suppliers and buyers. Consequently, I was able to apply this knowledge to my work. Additionally, in Cross Cultural Communication Class, I learned about working with different cultures, which helped me to work easily with people from different backgrounds at a professional workplace.

**What are your achievements and please tell us about your future plans.**

After a while at work I re-organized my section of the warehouse to make it work more efficiently, while assisting my co-workers whenever they needed. My manager was satisfied with my performance at work. The company where I did my co-op is well-renowned and offers many opportunities to its employees. I want to successfully graduate the Supply Chain Management program at VanWest College, and upgrade my professional career at the company where I work.