

# Logistics and Supply Chain Operations

## Diploma

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### Program Objective

This diploma program introduces students to the modern practices and concepts of logistics and supply chain management and presents the field as a vital part of a corporate success in a local and global marketplace.

### Program Notes

Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

### Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led training.
- Practicum.

### Career Opportunities

On completion of the program, students will gain the professional competencies needed for entry-level careers in purchasing, logistics, and supply chain management in various industries, such as the public sector, retail, freight forwarding, and import/export.

### Duties and Responsibilities

- Demonstrate knowledge of logistics and supply chain procedures, terminology, and documentation
- Understand procurement, transportation, and warehousing operations
- Demonstrate proficiency in project execution, coordination, quality management, and reporting

### Personal Attributes Required

- Strong organizational, interpersonal, analytical, communication, and time management skills
- Effective negotiation skills and professionalism when resolving problems and stressful situations
- Ability to multi-task under pressure and work collaboratively with other team members

### Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Mature students must successfully pass the Wonderlic BST.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

### Competencies upon Completion

#### Core Business and Office Courses

- **Word Processing**  
Basic level of proficiency Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Data Management**  
Advanced level of proficiency in Microsoft Access,
- **Graphics/Presentations**  
Basic level of proficiency in Microsoft PowerPoint
- **Office Skills**  
Basic level of proficiency Microsoft Outlook
- **Business Skills**  
Project Management Fundamentals Level 1 and Business Law and Ethics
- **Job Readiness/Employability Skills**  
Strategies for Success
- **Transportation**  
Supply Chain Management Fundamentals, Logistics Operations, Procurement, Supply Chain in Manufacturing, Supply Chain Network Design, Supply Chain Planning and Operation, Transportation, Procurement Legal Framework, Negotiating, Contracting and Dispute Management, Freight Forwarding, and Customs and Excise

#### Practicum

The practicum exposes student to a working environment where classroom instruction is put into practice. This allows the student to link classroom knowledge and training to real life, practical activities.