

Academic and Co-op Work Term Schedule - School of Business

Business Administration - Materials and Operations Management

This three-year advanced diploma program is designed to prepare the graduate for a professional career in operations and supply chain management. Graduates of this program will find success in the public, industrial, retail/wholesale, service and private sectors of the economy. Further, graduates of this program will assume leadership roles as business professionals in areas such as supply chain management, logistics, purchasing/procurement, resource planning and control, inventory management, warehousing and distribution, and operations management.

Partnerships with professional associations including PMAC (Purchasing Management Association of Canada) and APICS (The Association for Operations Management), afford students in the program the opportunity to network with professionals and work toward recognized professional designations while at school.

The first year of the program is common with the other Business Administration programs at Conestoga College. Years two and three of the program concentrate on the specific career path of the operations and supply chain professional.

Program Courses

Level One

Introductory Financial Accounting I
Introduction to Professional Writing and Presentation Skills
Business Computing Applications I
Business Mathematics I
Introductory Marketing I
Introduction to Operations Management

Level Two

Supply Chain Management
Interpersonal Communications Skills
Professional Report Writing and Presentation Skills
Business Computing Applications II
Microeconomics
Business Mathematics II

Level Three

Career Development I
Information Systems I
Macroeconomics
Statistics
Project Management
Master Planning
Purchasing

Level Four

Applied Managerial Accounting
Organizational Behaviour
Information Systems II
Material Requirements Planning Concepts
Manufacturing Processes and Print Interpretation
Principles of Buying

Level Five – Work Term I

Level Six – Work Term II

Level Seven

Business Law
Industrial Engineering
Transportation and Warehousing
Advanced Purchasing
Execution and Control of Operations
Advanced Material Requirements Planning
Lean Concepts and Continuous Improvement

Level Eight– Work Term III

Level Nine

Advanced Purchasing
Leadership and Team Building
Advanced Production Planning
International Logistics Management
Applied Execution and Control of Operations
Value Stream Mapping

Business Administration - Materials and Operations Management Work/Study Sequence

| | Fall (Sept. - Dec.) | Winter (Jan. - Apr.) | Spring/Summer (May - Aug.) |
|--------|---------------------|----------------------|----------------------------|
| Year 1 | Classes | Classes | Summer Vacation |
| Year 2 | Classes | Classes | Work Term I |
| Year 3 | Work Term II | Classes | Work Term III |
| Year 4 | Classes | | |

Work Term Capabilities

Work Terms I and II

- Apply project management techniques, including use of Microsoft Project, Excel, Word and Access
- Create a production, material and inventory plan
- Complete requests for quotations and write purchase requisitions and purchase orders
- Undertake product costing
- Source parts and raw materials
- Complete a master production schedule
- Interpret blueprints
- Use forecasting techniques to predict incoming business and shipments
- Maintain inventory records such as receipts and issues
- Apply Statistical Process Control (SPC) techniques and process variation analysis for continuous improvement
- Analyse product costs, contribution margins

Work Term III

- Apply Statistical Process Control (SPC) techniques and process variation analysis for continuous improvement
- Apply logistics techniques to various trucking and material movement enterprises
- Utilize, as well as, understand terminology, inputs and outputs of Materials Requirement Planning software
- Conduct junior work measurement assignments
- Apply scheduling techniques for shop floor control and loading
- Apply capacity management techniques
- Perform vendor surveys and qualify vendors
- Execute basic purchasing tasks related to handling purchase requisitions, purchase orders, quotations and other associated purchasing and materials paperwork
- Perform production scheduling, inventory control, and materials planning duties
- Apply Lean Concepts for continuous improvement

Sample Job Titles

Work Term I and II: Purchasing Data Analyst, Assistant Logistics/Inventory Analyst, Materials Planning Analyst, Materials Inventory Analyst, Buyer, Junior Material Planner, Expediter

Work Term III: Distribution Analyst, Production Scheduler, Planner/Buyer, Master Scheduler, Material/ Logistics Coordinator, Supply Chain Planner/Analyst

"Transfreight is a strong supporter of the Materials and Operations Management co-op program at Conestoga. The students come to us prepared and are a great fit in our organization due to the link between our business and the course content. A fair number of our current employees are Conestoga grads that work in all areas of our organization."

Kathy Himmelman – Transfreight Integrated Logistics Inc.