



triOS COLLEGE
BUSINESS ♦ TECHNOLOGY ♦ HEALTHCARE

**Let us help you discover a richer,
more rewarding career.**

Supply Chain (Online)

The Supply Chain Online diploma program at triOS is 33 weeks.

The Supply Chain & Logistics sector is one of the most essential and thriving sectors of the Canadian economy. Nearly all companies rely on supply chain and logistics professionals to source, produce, purchase and coordinate the delivery of goods and services in today's marketplace, and the need continues to grow.

For those looking to find an exciting and in demand career in an industry that needs trained workers, a diploma program in Supply Chain at triOS Online is the right move.

Program Benefits

- ✓ This program has been approved for advanced standing towards obtaining the Certified Supply Chain Management Professional (CSCMP) designation
- ✓ Supply Chain Management Association Ontario (SCMAO) Student Membership
- ✓ Certificate from the Canadian International Freight Forwarders Association (CIFFA)
- ✓ Certificate of Recognition in Introductory Dispatch and Operations Software from the Universal Freight Operating System (UFOS)

Here's a look at some of the courses included in this program:

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint

Supply Chain Transportation

International Transportation and Trade, Essentials of Freight Forwarding, Customs Issues & Procedures

Introduction to Supply Chain & Logistics

Introduction to Logistics, Transportation & Purchasing, Security, Compliance & Loss Prevention, Introduction to Canadian Business in the Global Marketplace

Supply Chain Purchasing & Inventory Management

Professional Purchasing, Introduction to Operations Management, Negotiations & Supplier Management, Inventory Control & Materials Management



Employment and Wage Outlook for Careers in this field:



Employment Rate is based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1523,1524 - *Wage is based on NOC Code 1523/14402 and rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Logistics Coordinator
Production Scheduler
Logistics Analyst
Cargo & Freight Agent
Inventory Control Specialist
Sales Pricing Analyst
Supply Chain Specialist - Procurement
Oceans Import Specialist

Employers Who Have Hired triOS Grads



**MOLSON
COORS** beverage company



PEPSICO
CANADA



United
Van Lines

Some Other Employers Are:

- Apotex
- Bombardier
- Ryder Logistics
- QRC Logistics
- DHL Global Forwarding
- Canadian Customs Brokers Inc.

"triOS College was able to help me with my career ambition to be a successful supply chain professional. Thank you!"

-Sidney A.,
triOS College Supply Chain Graduate

Supply Chain Online

NOC Code: 1523, 1524

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

Diploma Program Length:

33 Weeks

Student Success Strategies
Digital Literacy for Professionals
Career Planning & Preparation - Level 1

3 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication

5 Weeks

Introduction to Logistics and Transportation
Introduction to Canadian Business in the
Global Marketplace
Introduction to Purchasing
Security, Compliance and Loss Prevention

6 Weeks

Professional Purchasing
Introduction to Operations Management
Negotiations and Supplier Management
Inventory
Control and Materials Management
The Business of Buying, Selling and Negotiating

10 Weeks

International Transportation and Trade
Essentials of Freight Forwarding
Customs Issues and Procedures

8 Week

Career Planning & Preparation - Level 2

1 Week

Keyboarding – continuous learning throughout program

Program Highlights Include:

- Registered and approved diploma
- This program has been approved for advanced standing towards obtaining the Certified Supply Chain Management Professional (CSCMP) designation (details at www.triOS.com)
- Supply Chain Management Association Ontario Membership
- Certificate in International Freight Forwarding
- Certificate of Recognition in Introductory Dispatch and Operations Software
- Career services
- Job search assistance
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.
3. The College admissions test for this program is the triOS College Business, Legal & Healthcare Entrance Exam. A passing score for this program is 60%.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

Technical Requirements:

Students require a Windows OS (PC) based computer and high-speed broadband Internet connection. It is the responsibility of students to ensure they have access to a reliable Internet connection and functioning PC: a lack of Internet connection or PC will not be considered an acceptable reason for non-completion of course work.

PC minimum requirements:

- Windows 8 or newer (Windows 10 preferred)
- 1.6 gigahertz (GHz) or faster 2-core, 4GB RAM, 4GB free HD
- Various web browsers may be required to participate in coursework, i.e. Firefox, Chrome, Edge. Internet Explorer is not recommended.

If you have an Apple (Mac):

- Compatible operating systems include OS X
- Web browsers supported include Firefox, Chrome or Safari

Your computer must be equipped to view multimedia presentations (video and audio) with speakers/headphones and a webcam and microphone (either integrated or USB) to participate using web conferencing software like Microsoft Teams or Adobe Connect.

While mobile devices may allow some participation in an online course, functionality may be limited, and they are not guaranteed to meet all your coursework needs. We recommend students do not attempt assignments or quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

As an active registered triOS College student, you will receive licensed access to Microsoft Office 365 at no additional cost. Individual courses may have additional software requirements such as programs for playing audio or video, or a specific software application such as Excel. In some courses, it may be necessary to install specific software used in the course on your computer.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

These are statistics from 2018.



Course Descriptions

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills, such as memory, reading, and test-taking techniques. In addition, this course is designed specifically for the online learner. Therefore, the course emphasizes strategies needed to succeed in an online program, such as navigating technology efficiently, interacting and engaging with peers and facilitators, and managing learning time and space.

Digital Literacy for Professionals

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating, and editing information, communicating, and collaborating, and being safe and responsible online.

Career Planning & Preparation – Level 1

Career Planning and Preparation Level 1 introduces tools for a successful job search. The course will help students maintain a career-focused approach throughout their academic program. Students will learn basic career preparation skills, such as how to research opportunities, network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values, and preferences for the workplace, begin preparation of a professional resume and cover letter, and organize proof documents for their career portfolio. Asynchronous class discussion on the discussion board on various career-planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

Microsoft Word

This course is a combination of virtual training, projects, and exams in Microsoft Word. Skills covered include formatting text for layout and appearance, formatting document parts, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures, and working with templates and themes.

Microsoft Excel

This course is a combination of virtual training, projects, and exams in Microsoft Excel. Skills covered include working with workbooks and worksheets, inputting data, formatting cells, using functions and formulas, and creating and editing charts, tables, graphics, and templates.

Microsoft Outlook

This course is a combination of virtual training, assessments, and exams related to Microsoft Outlook. Skills covered include how to organize and manage communications, contacts, schedules, and tasks. Email and meetings are a major part of the professional world, learning how to compose, send, receive, store, and delete email messages, meetings, and appointments is crucial and covered in this module.

Microsoft PowerPoint

This course is a combination of virtual training, projects, and exams in Microsoft PowerPoint. Skills covered include the creation of attractive, professional-looking presentations, using and formatting animations, transitions, pictures, audio, video, charts, tables, and incorporating speaker notes and annotations into presentations.

Introduction to Canadian Business in the Global Marketplace

This course provides an overview of Canadian business practices and how Canadian businesses relate to the global marketplace. You will learn about the business and management structure of businesses. Human resources management and the finance functions of a business are explored in this course as well. Students will also analyze the effects of globalization on the Canadian business sector.

The Business of Buying, Selling and Negotiating

In this course, students will explore the importance of developing interpersonal skills used to negotiate effectively as a buyer or a seller. Students will learn techniques, model skill sets, and articulate terminology used when buying or selling in business to business (B2B), or business to consumer (B2C), interactions.

Introduction to Logistics and Transportation

This course introduces students to Supply Chain, Logistics and Transportation. Topics include a general overview of the career paths available, networking/professional training opportunities, and how the changing global environment impacts the forward and reverse flows of goods and services. Students will also learn about the significance of 3rd party logistics, incoterms, and the impact of information across the supply chain. Students will also develop an understanding of the importance of supply chain management software.

Introduction to Purchasing

This course provides students with an insight into the demands placed on purchasing and supply chain managers by business stakeholders. Students will develop an in-depth understanding of the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations, in addition to understanding the influence of purchasing on other major functional activities.

Security, Compliance & Loss Prevention

This course will provide students with knowledge of supply chain security, navigating the compliance landscape, and recognizing how to prevent against loss and damage due to these threats against the supply chain. Specific emphasis is placed on the provisions of the Canada Border Agency's Partners-in-Protection (PIP) program for Canadian importers and their internal trade partners. This course will also focus on other internal programs used to secure the supply chain.

Professional Purchasing

The course explores the purchasing cycle including supply management and commodity strategy, supplier qualification, selection and management. Students will also learn why performance metrics are critical to purchasing performance. Students will gain insight into the role of a professional purchaser, including purchasing strategy, best practices and applying ethics to the function.

Introduction to Operations Management

This course will provide students with a broad introduction to the field of operations management in a realistic, practical manner. Key decision areas within Operations Management will be discussed. These topics include design of goods and services, managing quality, location strategy, plant layout strategy and lean manufacturing. Students will also learn the basics of project management and the use of project management tools to develop on time, on budget results.

Negotiations and Supplier Management

This course will teach students the importance of negotiation between partners in supply chain management. Key topics will include various concepts, tactics, and strategy to achieve a successful negotiation and in turn create value within an organization. Students will be given opportunities to practice and demonstrate the negotiation concepts that they have learned. To further complement their studies on negotiations students will examine the basics of formation of contracts, the interpretation of contracts, breaches of contract and contract types. Students will also study the impact of the respective sale of goods act legislation on business agreements.

Inventory Control & Materials Management

This course addresses the Medical Office Assistant's role in clinical procedures commonly performed in a medical office. Clinical skills covered through demonstrations and labs include infection control and workplace safety (WHMIS), prescription handling, diagnostic testing, and assisting with the patient exam.

International Transportation and Trade

This course is one of two that are part of a professional standards association program (Canadian International Freight Forwarders Association) which provides students with a broad introduction to the basics and principles of freight forwarding. A combined theory and hands-on environment allow students to gain a deeper understanding of the role of the freight forwarder, transportation geography, various modes of transportation, and how terms of trade are used between buyer and seller in a contract of sale of goods.

Essentials of Freight Forwarding

This course builds on the knowledge acquired in the International Transportation and Trade course. A combined theory and hands-on environment will introduce students to the requirements for various international payments, export packaging and warehousing, commercial documentation, transportation insurance, cargo security and dangerous goods, as well as alternative methods of transportation. Students will also learn about cost and quoting.

Customs Issues & Procedures

This course will provide all students with a detailed overview of how the importation and exportation of goods are administered in Canada. Basic practices for successfully understanding of key legislation and regulatory compliance, plus preparing various trade documentation will be of key focus. Students will be introduced to the various careers in the customs field and the importance and benefits of the Canadian Society of Customs Brokers.

Career Planning & Preparation - Level 2

This course builds on the concepts and skills introduced in Career Planning and Preparation - Level 1. Topics covered include how to conduct an effective job search and identify various methods of applying for work. Important career tools are the focus with the creation of a personal list of "Top Employers" and current industry opportunities, as well as finalizing a professional resume, career portfolio, and career correspondence. Interview skills explored and practiced are the identification of different types and forms of interviews, responding to typical questions, evaluating job offers, and negotiating terms of employment. Self-management topics are reviewed with a focus on strategies for long-term professional success.