A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 2
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

In this course, the learner will gain an understanding of corporate structure, Technical Skills, job responsibilities and communication skills that are essential for successful employment in this industry. The principles and techniques of related job responsibilities are practiced and mock interviews prepare students for the employment interview process.

B. COURSE EFFECTIVE DATES: 08/22/2011 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Describe distributor activities.
2. Outline manufacturing process.
3. Interpret policies and procedures.
4. Understand and complete letters and forms related to Industry standards.
5. Create a resume.
6. Participate in a mock job interview.

D. LEARNING OUTCOMES (General)

1. The learner will gain an understanding of management concepts, principles, and applications for effective operations of industrial distribution firms. Topics covered are concepts of rationale of discounting, financial systems, value added services, inventory management, purchasing, vendor evaluations, sales leads, warehouse management, and future trends.
2. The learner will develop and write a personal resume.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted