

CISCOM

CERTIFICATE IN SUPPLY CHAIN & OPERATIONS MANAGEMENT

PARTICIPANT GUIDE

CISCOM is accredited by the American National Standards Institute



Business Research and Service Institute

brasi.org

Signing-in

CISCOM online training sessions are attended via web meetings. Invitations are sent out one week prior to the course start date.

Upon logging in, you will arrive at the student home page, where you will find an option to take a tour of the Learning Management System (LMS).

Once you have glanced through the pages, click on the tab, “Continue Course”, to reach the course contents.

Completing your user profile

Please make sure that your information in your user profile is complete and up-to-date:

- a. Upload the following documents using the, “Assignments” link in your course home page:
 - i. Your current resume.
 - ii. Your official photo ID. Acceptable forms of photo ID include college or work ID, driver’s license, passport, or other similar ID. Please note that just a photograph or a selfie are acceptable.

- b. Make sure that that the following information is up-t-date in your profiles:
 - i. Your full name as it should appear on your certificate.
 - ii. Your mailing address.
 - iii. Your phone number.

Course Requisites

The following criteria must be met, in order to take the CISCOM exam:

- a. Attend at least 67% of the training sessions, meaning a minimum 9 session out of the total 13 sessions must be attended.
- b. Submit the Module assignments. These is one assignment for each module, on the files containing the letters ASN.

Optional Activities

The following additional materials and activities are provided to enhance your learning experience.

- Activity files
- Case Study Exercise
- Supply Chain Simulation

We strongly recommend that you make the best use of the above-mentioned supporting materials and activities, since as these greatly help in understanding and internalizing the principles and concepts discussed in the CISCOM course.

Accessing the Course Materials

Each module contains a set of files, which can be downloaded, including the CISCOM Handbooks. The handbooks contain the PowerPoint slides that are presented during the training sessions. They also contain further explanation and calculations where applicable.

CISCOM Handbooks are pre-set for printing. Recommended printing specifications are as follows:

- a. Covers: Color printing on white duplex board, front and back covers both sides.
- b. Inside pages: Black & white printing on regular printing paper, 20 lb. x 92 brightness or similar.
- c. Wire or coil bound.

Most print and copy shops will be able to print and bind the handbooks to the specifications provided above.

CISCOM Handbooks - 4 Modules



Accessing the Course Materials (Contd.)

Besides the handbooks, each module contains the following files:

- a. **Activity files:** These are for discussion during the sessions, and individual work as advised by your instructor.
- b. Files with the letters **EXA** in their name: These are examples for discussion during the sessions.
- c. Files with the letters **ASN** in their name: These are assignments for submission as advised by your instructor.

Attending the Training Sessions

CISCO training is instructor-led, and is conducted online, via web sessions. Meeting invitation is sent by email, as a recurring meeting for the entire duration of the training. Please sign in five minutes before the start time so that the session can be started on time.

CISCO exam is held one week from the date of completion of the training program. The exam is also conducted online and is proctored via web cam. Detailed information is provided in the unit, “CISCO Exam Guide” also included in your online materials.

Contacts

You may contact your instructor for any assistance regarding the training. For administrative matters, you may contact Sarah Batool Khan, Registrar BRASI at email address sarah.batool@brasi.org.

Wishing you success with your training and certification.

