

Your invitation to a 30-day TRIAL
at a *SPECIAL DISCOUNT PRICE* . . .

EXECUTION AND CONTROL OF OPERATIONS

Take That Next Step Toward APICS CPIM Certification

We can help with a unique *distance learning program* that includes . . .

- *Your own PERSONAL INSTRUCTOR*
- *A TOLL-FREE 800 NUMBER
for all your questions,*
- *An opportunity to establish your own learning pace—
we'll adjust to it.*

A unique
self-study
program with
one-on-one
guidance
from your
personal
instructor. . .

Prepare for
the APICS
CPIM
Certification
Exam



A
Unique
Distance
Learning
Experience

DEVELOP YOUR PRODUCTION PLANNING AND CONTROL KNOWLEDGE AND SKILLS

PREPARE FOR THE APICS EXECUTION AND CONTROL OF OPERATIONS CERTIFICATION EXAM

LEARN BOTH THE THEORY AND THE NUTS AND BOLTS PRACTICE OF OPERATIONS AND CONTROL OF MANUFACTURING

PRODUCTION ACTIVITY CONTROL, JUST-IN-TIME MANUFACTURING, AND INVENTORY MANAGEMENT— THREE KEYS TO SUCCESSFUL PRODUCTION OUTPUT

The best master planning in the world is ultimately only as successful as your company's effective execution and control of operations.

To help you develop your personal knowledge and understanding of this vital subject as well as enhance your preparation for the related APICS certification exam, MGI and Henry Hutchins have created a completely new learning experience for APICS. We call it simply,

Execution and Control of Operations.

The course combines concise targeted instructional material with realistic applications-oriented Skill Development Exercises.

WHAT YOU'LL DO...AND LEARN...IN 25 HOURS OR LESS

You'll learn invaluable techniques for control of manufacturing operations, including:

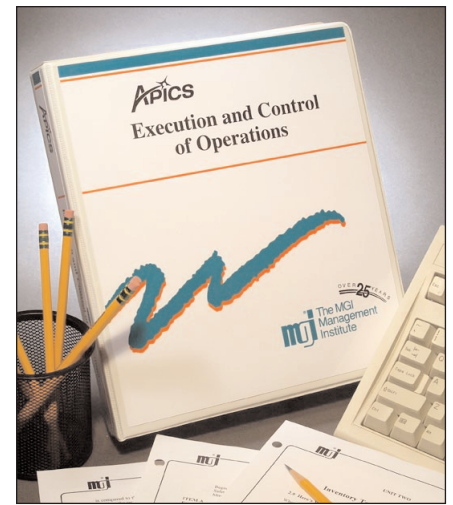
- the three different types of production line layouts;
- the distinctions between backward and forward scheduling;
- the vertical path method of scheduling;
- how to resolve capacity shortages on the shop floor;
- push vs. pull systems, their advantages and disadvantages;
- where and when to conduct supplier quality inspections; and much more.

TWO TOPICS OF MAJOR IMPORTANCE—QUALITY MANAGEMENT AND CONTINUOUS IMPROVEMENT

Units seven and eight of the course cover the all-important topics of quality management and continuous improvement. You'll learn how to reduce set up time and lot sizes; how to address both sporadic and chronic quality problems; how to set up and use control charts; when to determine true process capability and how to monitor your supplier performance.

HOW TO EVALUATE PRODUCTION PERFORMANCE

You'll gain a manager's eye view of evaluating product performance; you'll learn the difference between cycle counting and periodic counting and when to select each; you'll learn to distinguish among direct and indirect costs, overhead, and



sunk costs and how they affect your managerial decisions.

All this with two objectives in mind—to enhance your manufacturing managerial effectiveness and to help you prepare for the execution and control of operations certification exam.

HOW THE COURSE WORKS

When you enroll, you'll receive your Execution and Control of Operations loose-leaf binder and course materials. This binder will provide a permanent reference for all your production planning control activities. In each of the nine units you'll be provided with:

- a comprehensive discussion of an area of execution and control;
- examples that show you how to apply the principles you've learned; and
- a series of Skill Development Exercises designed to help you practice your newly learned skills and solidify the knowledge you've acquired.

INSTRUCTOR SUPPORT WHEN YOU NEED IT — PLUS A TOLL-FREE NUMBER

You'll send your completed Skill Development Exercises via mail, fax, or e-mail—your choice—to the MGI Analysis Center. Your exercises will be carefully reviewed by your personal instructor/partner who will provide helpful comments whenever necessary. If you have questions, you can call a TOLL-FREE 800 number to get them answered.

WHO SHOULD TAKE THIS COURSE

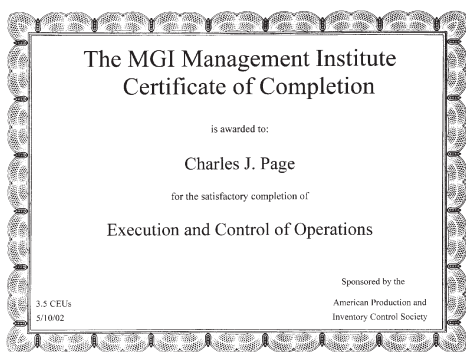
You should take this course if you want to advance in production planning, purchasing, or operations management positions. This course will also prepare you for the Execution and Control of Operations certification exam.

LET A RECOGNIZED EXPERT HELP YOU DEVELOP YOUR EXECUTION AND CONTROL OF OPERATIONS SKILLS. . .

Henry Alex Hutchins, CFPIM, CM, with content support from a panel of other APICS experts, has created and edited this unique self-study program. He is a partner in the firm Applied Industrial Cybernetics, a company which provides education and training in performance improvement systems implementation. Mr. Hutchins has over 20 years of experience in space shuttle and other assembly operations. He is recognized as a Certified Manager by the Institute of Certified Professional Managers, is listed in Who's Who in Education, and is a frequent speaker at both international conferences and other APICS meetings.

WHEN YOU FINISH . . . ENHANCED CERTIFICATION EXAM PREPARATION AND UNDERSTANDING OF PRODUCTION PLANNING AND CONTROL

When you complete the course, you'll have earned 3.5 Continuing Education Units (CEUs), and you'll receive a signed Certificate of Completion suitable for framing and display.



Perhaps most important of all, you'll be better prepared for the APICS Execution and Control of Operations certification exam and you'll have gained the experience and skills you need to make significant, ongoing contributions to all your company's production control activities.

ENROLLMENT INFORMATION

Detailed information on enrolling in **Execution and Control of Operations** is located on the back page of this brochure.

ENROLL IN THIS VITAL COURSE TODAY!

COURSE CONTENT

UNIT ONE: **Planning, Execution, and Control Overview**

The elements of a closed loop manufacturing system; how to develop your business plan; approaches to making and marketing a product; the choices in facilities layout.

UNIT TWO: **Scheduling Production and Process Operations**

Three possible production scheduling approaches and how to apply them; finite vs. infinite loading; the I/O report; how to maximize throughput; use of the critical ratio approach.

UNIT THREE: **Authorizing, Executing, and Reporting Activities for Push Systems**

What a push system is; the tools of shop floor control; use of the load profile; the advantages and disadvantages of expediting; work center tracking of data.

UNIT FOUR: **Authorizing, Executing, and Reporting Activities for Pull Systems**

The difference between push and pull systems; strengths and weaknesses of the pull system; visual reorder points; kanban and its rules; the principles of synchronous production.

UNIT FIVE: **Communicating Customer-Supplier Information and Controlling Material Resources**

The benefits of integrating suppliers into a company's operation; EDI documents; use of bar coding; three inventory storage systems, their advantages and disadvantages; how to develop a warehouse strategy.

UNIT SIX: **Quality and Continuous Improvement Initiatives—Basic Concepts**

Five approaches to quality; the seven steps to process improvement; the seven wastes of Dr. Shingo; the Taguchi Method, Poka Yoke, and the Pareto Principle; JIT and its evaluation.

UNIT SEVEN: **Quality and Continuous Improvement Initiatives—Making It Happen**

Sporadic or common problems; the project-by-project approach to continuous improvement; six methods of waste reduction; setup reductions with Single-Minute Exchange of Die.

UNIT EIGHT: **The Quality Management Process**

Internal vs. external customers; irregular vs. gradual variation; proper use of acceptance sampling; how to set up an SPC chart; the advantages and disadvantages of inspection.

UNIT NINE: **Evaluating Performance of Production Operations**

How to measure performance; the Bill of Materials and the Routing; data elements in the inventory record; the types of costs and their effects; the productivity equation.

LIST OF OPTIONAL READINGS

**ALL
IN
YOUR
OWN
OFFICE
OR
HOME . . .**

**AT
YOUR
OWN
PACE . . .**

**WITH
YOUR
PERSONAL
INSTRUCTOR
TO
HELP
YOU**

ENROLLMENT INFORMATION

APICS MEMBERS SAVE \$80.00

COMMENTS FROM OTHER APICS HOME STUDY PARTICIPANTS

"...the course helped me with terminology in the field...and helped as I took the APICS Certification Exam."

J.A.M.
Morristown, NJ

"I was very pleased with the course. Having taken this course on my own initiative, I presented the manual to my immediate superior who was pleased with the quality."

Y.G.
Brossard, Quebec, Canada

"I've completed Capacity Management and have been impressed with it."

R.G.
Emeryville, CA

"Once again I passed the (certification exam) thanks in large part to your correspondence course. Thank you for the help toward my certification. I've taken six of your courses and found them invaluable."

R.R.Q., Jr.
Rolling Meadows, IL

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MGI Management Institute

A SPECIAL MEMBER DISCOUNT PRICE—NO OTHER COSTS

The nonmember price for Execution and Control of Operations is \$395. However, we are pleased to offer the course to APICS members for a reduced price of \$315.

The course fee includes your loose-leaf bound course manual, review of and detailed comment on all your Skill Development Exercises, and personal response to every question you send in.

TO ENROLL

- Call (800) 444-2742
8:00 a.m. to 5:00 p.m.CT, Mon.-Fri.
- Fax your completed enrollment form to (773) 639-3001
- Visit www.apics.org/bookstore and search by Stock # 09324

OUR GUARANTEE TO YOU

30-DAY TRIAL—Examine the course entirely at our risk for 30 days. If it's not exactly what you expected, simply return all material unused, and we'll promptly refund your full enrollment fee.

CONTINUING EDUCATION FOR MANUFACTURING PROFESSIONALS

This course was developed for APICS and is conducted by the MGI Management Institute, Hawthorne, New York.

For more than 30 years, MGI has been a leader in continuing education for the professions. MGI clientele includes the National Society of Professional Engineers and the Healthcare Financial Management Association. MGI continues to provide practical, up-to-the-minute self-study experiences for thousands of engineering, manufacturing, and healthcare professionals.



TRIAL ENROLLMENT FORM

To: APICS Catalog Sales • 8430 W. Bryn Mawr Ave, Suite 1000, Chicago, IL 60631

YES, I want to enhance my understanding of the APICS certification body of knowledge. Please enroll me in Execution and Control of Operations (Stock # 09324) and send all materials at once. My check, credit card charge, or purchase order is enclosed as shown at right.

I understand this includes all course material, processing of all my Skill Development Exercises, and personal response to all questions I send in.

I understand further that, if I'm not completely satisfied with the material, I may return it, unused, within 30 days for a full and immediate refund.

For shipping outside of the United States, please call Customer Service at

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Order Stock # 09324

Name _____

Title _____

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Address _____

City _____

State _____ Zip _____

Daytime Phone _____

Email A _____

APICS/ISM Membership # _____

PAYMENT INFORMATION

Member \$395

Nonmember \$315

Quantity _____

Subtotal _____

International Customs/Duty/Shipping \$45 _____

Sales Tax: IL 6.25%; NC 4.25%; Can GST

7%; Maritime HST 15% _____

Total Price \$ _____

Check enclosed (payable to APICS)

Purchase order enclosed

Charge the above amount to my credit card as shown below:

MasterCard VISA AMEX Discover

Acct. No. _____

Expiration Date _____

Signature _____