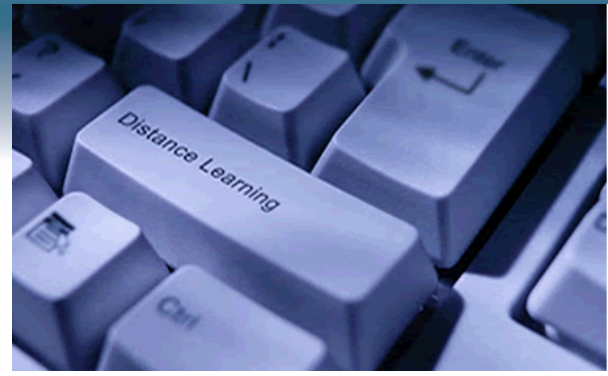




EdWay Online



The Certificate in Purchasing Management

The Certificate in Purchasing Management is particularly well suited for anyone working in or interested in working in purchasing, supply chain management, or procurement. The Certificate in Purchasing Management will introduce you to the essentials of the supply chain process, management, purchasing, and contracting issues. The certificate program consists of 4 required courses and 3 electives. The 4 required courses are: Essentials of Purchasing, The Supply Chain Process, Management Essentials, and Budgeting Essentials. If you are electing to complete the certificate program all completed courses must be taken prior to taking your selected electives. The required courses are introductory and not intended for those with significant purchasing or procurement experience. The program provides an excellent foundation for a CPM certification exam BUT is NOT a CPM review program.

REQUIRED

EP901 Essentials of Purchasing

In this course the student will learn the fundamentals of the purchasing function in the context of efficiency and organization. Topics such as the administrative aspects of purchasing, purchasing methodologies, and optimization strategies are explored.

SE901 The Supply Chain process

In this course students are introduced to the various aspects of the supply chain environment including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and the role of technology are also explored in this course so that a student understands the integrated approach to planning, acquisition, flow, and distribution from raw materials to finished products.

ME901 Management Essentials

In this course the focus is on the management function and the skills and resources that develop and grow a successful manager. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management are explored.

ITM 910 Budgeting Essentials

In this course you are introduced to the fundamentals of the budgeting process including understanding not only how to prepare a budget but how to manage a budget within the context of a hierarchical organizational structure. You will be exposed to the various components of a budget and how they work together as well as how to prepare, organize, and structure your budget using basic financial statements.

ELECTIVES

PP902 The Procurement Process

In this course students will be introduced to principles that guide how suppliers are selected to provide goods and services through the various phases of the procurement process. This is an excellent course to gain an understanding of RFPs, responses, and contract bid work.

Persuasive Communication

Persuasive communication is essential not only for selling the products or services of the business but for obtaining financing and running daily operations. This course will provide students with the opportunity to gain confidence and improve their communication skills. Even the most skilled communicators can always learn additional techniques for success.

Price and Cost Analysis

In this course students will learn various techniques associated with evaluating pricing and costing including methodologies and techniques to improve profitability and minimize losses. Different price comparison methods as well as strategic cost analysis are explored in this course.

NS905 Negotiation Strategies

The business environment and culture of any business relationship is often the product of a negotiation. This course will explore the process of negotiating, evaluating negotiation styles, and considering successful negotiation strategies for most business environments. This course will develop basic negotiation skills that can be used in a variety of contexts.

SC902 Supplier Contracting

This course explores the contracting process and provides an understanding of the source of supply (i.e., purchase orders, contracts, etc.) and explores decision-making in supplier contracting. This course provides a foundation in contracting issues.

LAC905 Legal Aspects of Contracts

This course will focus on the basics of business contracts so as to draw attention to important business points that are found in everyday business contracts. This course will equip participants with an understanding of some of the business points that drive the formation and creation of contracts.

The Certificate in Purchasing Management provides a foundation in purchasing, supply chain management, and procurement.

LEARNING LIVE AND ONLINE™

We understand that the value of our services is measured by the value it adds to your firm's goals.

D: 903.513.8210
F: 469.519.0117
contactus@edway.com