EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

PURCHASING AND SUPPLY CHAIN MANAGEMENT

300 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD112**

OVERVIEW

The Purchasing and Supply Chain Management program will show you the integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this program. You'll also learn what makes a successful entrepreneur, and you'll develop an understanding of the basics of marketing management and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.

This program provides an excellent foundation for a CPM certification exam, but please note that this is not a CPM review program.

OBJECTIVES

Upon successful completion of this program, you will:

- Be familiar with the basics of purchasing and the purchasing environment in the private sector
- Understand the various approaches, tools, and strategies used in negotiations
- Know the basics of entrepreneurship
- Understand the marketing management and the strategies involved in developing a marketing plan
- Be aware of the basic subjects in the field of price and cost analysis from a purchasing and production perspective

OUTLINE

1. **Essentials of Purchasing**
    a. Introduction and Overview
    b. Interdependencies of Purchasing
    c. Purchasing and Financial Statements
    d. Purchasing Administration
    e. Global Sourcing
    f. Regulatory Agencies
    g. Good Faith and Conclusion

2. **The Supply Chain Process**
    a. Introduction
    b. Acquisition of Goods and Services
    c. Quantity and Demand
    d. Planning Process

e. Material Planning Tools
f. Flow of Materials
g. Summary

3. Management Essentials

a. Introduction and Components of a Successful Manager
b. Organizational Culture and Change
c. Power and Perceptions
d. Leadership and Risk
e. Strategies, Decision Making, Empowerment, and Accountability
f. Customer Relationship Management and Quality
g. Human Resource Management
h. Financial Accountability
i. Summary

4. Budgeting Essentials

a. Introduction
b. The Concept of Budgeting
c. Activity-based Budgeting
d. Factors to Consider in Budgeting
e. Production Planning
f. Inventory
g. Sample Budget and Summary

5. The Procurement Process

a. Introduction and Overview
b. Elements of Supplier Selection
c. Supplier Evaluation
d. The Bidding Process
e. Summary of the Procurement Process

6. Supplier Contracting

a. Introduction
b. General Contract Principles
c. General Contract Principles Continued
d. Contract Drafting
e. Contract Drafting Continued
f. Types of Purchasing Contracts
g. Agency and Summary

7. Persuasive Communication

a. Introduction
b. Fundamentals of Communication
c. Knowing the Audience
d. The Power of Listening
e. Credibility of the Speaker
f. Evidence in Persuasion
g. Emotion in Persuasion
h. Organizing the Argument
i. Summary

8. Negotiating Strategies

a. Introduction
b. Steps in Negotiating
c. Tools in Negotiatingv
d. Types of Negotiations
e. Personality Types
f. Preparing for Negotiations
g. BATNA and Summary

9. Price and Cost Analysis

a. Introduction
b. Pricing Evaluation
c. Use of Data
d. Strategic Cost Analysis
e. Timing and Outsourcing
f. Summary

10. Legal Aspects of Contracts

a. Introduction and Overview
b. What is a Contract?
c. Elements of a Contract
d. Duties and Obligations
e. What is the Deal?
f. Legal Representation
g. Good Faith and Conclusion

MATERIALS INCLUDED

- *Budgeting for Managers*
- *Successful Manager's Handbook*
- *Harvard Business Essentials Guide to Negotiations*
- *Essentials of Supply Chain Management*

COMPUTER REQUIREMENTS

- PC with Windows XP/Vista/7 and IE 7 or later
- Internet connection (high-speed recommended)
- Adobe Reader, Adobe Flash Player, and QuickTime

INSTRUCTOR BIO

Katherine Squires Pang, J.D., LL.M., M.Ed received her B.A. in 1980 from Clark University, her J.D. from the University of Dayton Law School in 1982, her LL.M in Taxation from Georgetown University Law School in 1983, and her M.Ed from the University of Texas in 2001. She has practiced law with national law firms since 1983, ran for the United States Senate in California in 1994, and was appointed by Governor Wilson as a Commissioner to the WCAB from 1994 to 1996. Dr. Pang has served as an adjunct faculty member in the Graduate School of Management at the University of Texas, Dallas, and has been an adjunct faculty member in the

law and business schools of many universities, including the Stern School of Business at New York University, Pepperdine University, USC, Golden Gate University, and the University of California, Irvine.

In addition to having over 20 years of law firm experience, Dr. Pang has founded several companies, including LawPrep, Inc., LawPrep Press, Inc., Legal EdNet.com, and EdWay Online. From 1989 to 1996, Dr. Pang authored several books, videos, and interactive CD-ROMs. Dr. Pang was also the manager for firm-wide practice section development, training, and forms for Akin, Gump, Strauss, Hauer, and Feld, L.L.P.

Dr. Pang has experience providing multimedia, interactive distributed learning to working professionals and adult learners in law and business through a variety of technologies, including video streaming and online conferencing (Webcasts, synchronous and asynchronous threaded discussion boards, and chat rooms) via the Internet and satellite, as well as ISDN-based videoconferencing on CD-ROM. Dr. Pang has been a speaker at the MEC 2001 Conference: Turning a New Page in Educational Technologies, sponsored by Arizona State University; the 2001 Conference on Training and Knowledge Management: Moving Beyond Training, sponsored by Generation 21 Learning Management Systems; and a speaker at various other e-learning conferences. She has design, development, implementation, and managerial experience in educational multimedia course design and creation. She has been responsible for course design and delivery using Macromedia Director, Windows Media Player, FrontPage, PowerPoint, Blackboard, Prometheus, WebCT, Webboard, and a host of other proprietary platforms. She also has experience with digital video, MPEG, MOV, and AVI Files.

Rose Roberts has 20 years of experience helping organizations develop purchasing strategies and implement process improvements. Through her leadership and coaching, Rose has helped purchasing departments and executive teams recognize the value of formulating strategies, employing methodologies, and measuring results. She has broad experience working with OEM's in a variety of industries, both foreign and domestic. Supplier selection and qualification, global sourcing strategies, cost reduction techniques, cross-functional development, and utilization of metrics have been key focus areas, allowing organizations she’s worked with earn world-class distinction.

Rose has earned and maintained C.P.M. designation since 1995 and has a B.B.A from the University of Texas. Professional affiliations include Institute for Supply Chain Management, Dresser Purchasing Council, and Female Executive Mentorship Program.