

NEW! DIPLOMA IN SUPPLY MANAGEMENT



The Purchasing Management Association of Canada (PMAC) is the principal source of training, education and professional development for supply management professionals in Canada. Keyano College, in partnership with PMAC, is now offering the new Diploma in Supply Management (replacing the Purchasing Management Certificate Program).

The Diploma in Supply Management provides the foundation for junior to mid-level practitioners to support the management of increasingly complex upstream and downstream components of extended supply chains. Keyano College, in partnership with PMAC, offers a series of courses and seminars in supply management which cover the essential tools and techniques that practitioners need to operate in today's demanding business environment. There are no education or experience prerequisites for this diploma program.

Participants can enroll in either a single course or seminar, or can complete the entire package of courses and seminars. Courses and seminars may be taken in any order, PMAC membership is not necessary.

Participants who wish to complete the entire package of courses and seminars to achieve the Diploma in Supply Management must register with Alberta Institute PMAC prior to completing their first course or seminar.

For more details and to register for the diploma, please contact Alberta Institute PMAC at 1-866-610-4089.

Textbooks must be purchased from Keyano College Bookstore prior to course or seminar. PMAC student workbook is included in tuition.

These introductory courses and seminars are separate from the Strategic Supply Chain Management Leadership Program, and cannot be applied towards C.P.P. accreditation. To learn more about C.P.P. accreditation, visit www.cppcareer.ca.

WINTER 2010 COURSES

Introduction to Procurement

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications, and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long term supply contracts. The opportunities and challenges of international procurement versus domestic will be discussed. Participants will gain a broad understanding of the role of procurement and the various ways it can be organized.

Course Code: CESUPPLY101-01
 Jan 12 – Mar 30 T
 7:00 -10:00 pm Room: BL 142
 \$795.00

Introduction to Logistics

The interconnections between procurement, operations, and transportation will be explored in this course. Participants will discuss how to balance the pressures for large order sizes to achieve the low unit costs with the competing pressures to keep order sizes low to minimize warehouse space and inventory obsolescence. The options of few centralized warehouses will be addressed. Among the topics covered are forecasting, uncertainty, safety stocks and customer service requirements. Computer systems such as DRP, WMS and TMS will also be presented

Course Code: CESUPPLY100-01
 Apr 13 - Jun 22 T
 7:00 -10:00 pm Room: BL 140
 May 8 S
 8:30 - 3:30 pm
 \$795.00

SUPPLY MANAGEMENT TRAINING		
Diploma can be completed in one year!		
Technical Courses	Soft Skill Seminars	Business Management Seminars
Intro to Procurement	Intro to Business Communication	Intro to Accounting & Finance
Intro to Logistics	Intro to Negotiations	Intro to Marketing
Intro to Transportation	Intro to Contract Law & Administration	Intro to Business Planning
Intro to Operations Management		

WINTER 2010 TECHNICAL COURSE DATES	
Introduction to Procurement	Jan 12 – Mar 30, 2010 Tuesday, 7-10pm (13 weeks)
Introduction to Logistics	Apr 13 - Jun 22 Tuesday, 7-10pm (13 weeks) May 8 Saturday, 8:30 - 3:30 pm
WINTER 2010 SEMINAR DATES	
Introduction to Business Communications	2-day seminar Feb 27 & 28 (Sat & Sun)
Introduction to Accounting & Finance	2-day seminar Mar 27 & 28 (Sat & Sun)
Introduction to Negotiations	2-day seminar Sat & Sun

WINTER 2010 SEMINARS

Introduction to Business Communications

Principles and guidelines for effective communications in a business environment are the focus of this seminar. Topics covered include the impact on communication, using appropriate language, how to improve listening skills and the role of non-verbal behavior. Participants will examine how to give and receive feedback, as well as how to respond to conflict. The seminar will address developing strong presentation skills and how to communicate in meetings. An overview of written communication, including e-mail etiquette, will also be provided.

Course Code: CESUPLY200-01
 Feb 27 & 28 S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

Introduction to Accounting & Finance

This seminar provides a comprehensive overview of how finance impacts supply management. Basic terminology used in finance and accounting are defined. Participants will learn how to read financial statements and understand how decisions are taken. They will be introduced to using key ratios to interpret financial information. The principles of accounting and budgeting will be presented. Participants will gain an understanding of how supply management practitioners make a business case for an investment and evaluate investment opportunities.

Course Code: CESUPLY201-01
 Mar 27 & 28 S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

Introduction to Negotiations

This seminar begins with an exploration of the nature and causes of conflict, and the barriers to resolving conflict. Various conflict resolution approaches are introduced. Participants will get to know their own negotiation style as the five negotiation styles are presented. Among the other topics covered in this seminar are assumptions and myths of negotiating, elements of win-win negotiations, how to prepare for the big event and dealing with difficult people. Participants will leave with an action plan to successfully conduct their next negotiation.

Course Code: CESUPLY202-01
 TBA S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

NEW! STRATEGIC SUPPLY CHAIN MANAGEMENT LEADERSHIP PROGRAM



COMING FALL 2010

The Purchasing Management Association of Canada (PMAC) has replaced its Principles course-based accreditation program with a shift in focus from purchasing to comprehensive, strategic supply chain management. This new 3 year program leading to C.P.P (Certified Professional Purchaser) accreditation will be launched at Keyano in September 2010. For more information, contact 780-791-4858.

CONSTRUCTION
CRAFT LABOURER
EMPLOYABILITY
PROGRAM

As in an apprenticeship, CCLEP Trainees will register with Alberta Apprenticeship and Industry Training and receive a record book (or Blue Book) in which they formally record their progress.

Hours earned in the CCLEP designation can also be transferred to an apprenticeship.

For full details on this program contact
 Gail Wilson-Marcocchio at 780-792-5716 or
 via email at gail.wilson-marcocchio@keyano.ca

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 @keyano college

keyano.ca