

CPPO Prep Course Course Syllabus

Welcome to the CPPO Online Prep Course

In an effort to prepare candidates for the CPPO certification exam, this course provides a review that addresses key information on topics identified in the UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Candidates authorized to test should enroll in the course well in advance of the selected test date. Participation in this class does not guarantee success on the examination.

This course addresses all 6 domain areas identified in the Body of Knowledge:

1. Procurement Administration (25%)
2. Sourcing (20%)
3. Negotiation Process (10%)
4. Contract Administration (20%)
5. Supply Management (5%)
6. Strategic Procurement Planning (20%)

Textbooks and Materials:

CPPO Prep Guide compiled by NIGP. Participants receive this eBook when they register. Additional readings may be provided as the course progresses.

Benefits of this online format

Some of the benefits of taking this as a five-week online course are:

- No travel costs.
- No time away from the office.
- Work is spread over 5 weeks so that you can better study and absorb the content.
- You can study when your schedule allows as long as you complete the weekly readings and quizzes.
- Your classmates are from a wide range of entities enabling you to learn about different practices.

Disclaimer:

Participation in NIGP's Prep Course will help you prepare to sit for the Universal Public Purchasing Certification Council (UPPCC) examination for the Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO).

This Prep Class focuses your study on the six areas of content (domains) within the UPPCC Body of Knowledge upon which the UPPCC examinations are built.

The Prep Course cannot overcome lack of experience and will not guarantee a pass rate on the final exam. The Prep Course will help you understand your areas of content strengths and weaknesses, assist in guiding study activity, and provide self-directed study questions and information.

NIGP Educational products are independent of UPPCC Certification. UPPCC certification is governed by the Universal Public Purchasing Council.

NIGP Online Course Rules

Course Activities

The course is organized by week. Each week contains:

1. Assigned reading from the textbook and other provided sources
2. An OLLE
3. A self-assessment (non-graded).

Basis for Grading

You will receive a grade of pass or fail. In order to pass you must:

1. Attend the OLLE each week
2. Achieve a score of 70% on the final exam on the first or second attempt
3. Submit a course evaluation.

Attendance Policy

You must “attend” the OLLE every week.

If life or work events cause a temporary absence from the course please notify your instructor or the moderator and your group.

Course Schedule

Compare this course schedule to your personal and professional schedules to identify weeks with heavy reading assignments. You may want to read ahead at times. This schedule may be changed with prior notice at any time during the course.

Getting Ready:

- Read the course FAQs.
- Explore the Discussion Board and introduce yourself to other participants.
- Ask any questions you may have regarding the course syllabus and format.

Week 1- Domain 1: Procurement Administration

- Prep Guide Domain 1

Week 2- Domain 2: Sourcing

- Prep Guide Domain 2

Week 3- Domain 3: Negotiation Process, Domain 5: Supply Management

- Prep Guide Domain 3
- Prep Guide Domain 5

Week 4- Domain 4: Contract Administration, Domain 6: Strategic Procurement Planning

- Prep Guide Domain 4
- Prep Guide Domain 6

Week 5: Summary and Debrief

Focus:

- Tips for taking the certification exam. Thorough review of the Practice Test.

Course Wrap-up

- Review and then complete the Final Assessment within the final week of the course. One of the requirements for passing the course is a score of 70% on the final exam.
- Once you have achieved a passing grade, complete the online course evaluation. This enables you to print your certificate of completion.

Questions?

Contact RegistrationInfo@nigp.org