



## SYLLABUS: CERTIFIED PURCHASING MANAGEMENT EXPERT (PME) – CRN 40231

**Program Coordinator:** Logan Gelzer  
**Exam Dates:** 1<sup>st</sup> Wednesday of each new month  
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**Phone:** 305-503-6172

**Time:** Self-Paced Program  
**Location:** 100% Online  
**Twitter:** @BusTraining

### **LEARNING OBJECTIVES OF THE PME:**

- Understand the importance of the purchasing function within an organization. The role of purchasing within an organization, not only as a buying unit, but also as a value added unit.
- The strategic role of purchasing and how to align with the corporate goals.
- The importance of purchasing involvement in the early stages of design and product development.
- How to select the right suppliers and how to continuously improve their performance to meet the needs of the organization.
- The significance of the structure of a purchasing organization: a centralized or decentralized organization, the purchasing functions at the strategic level, tactical level, and operational level.
- How ethical practices and social responsibility are important to the purchasing function.
- Understand what constitutes a contract, the various types of contracts involved in the purchasing process
- New developments in purchasing: outsourcing and global supply, electronic data interchange (EDI) and e-hubs.
- How to successfully negotiate with the supplier.

### **PROGRAM REQUIREMENTS:**

**Self-Management:** The Certified Purchasing Management Expert (CPME) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

**Strategic Project completion:** The strategic project for the CPME course is laid out in the study guide. This project is worth 50% of the CPME grade and must be received completed before you can schedule your examination date.

**Time-Management:** Being that the CPME is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

**Examination:** Examinations are offered on the 1<sup>st</sup> Wednesday of every month. After registering for the CPME, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

**Please note that your exam date request must be received at least 3 weeks before the exam date.** For example, if you would like to sit for the January 10<sup>th</sup> exam, we need to receive your

request and completed project no later than December 20<sup>th</sup>. You can send your completed project and date request to the email address above.

**PREREQUISITES:** We require one year of work experience before candidates are accepted into the CPME program.

**REQUIRED TEXTS:**

1. ***Purchase Order Management Best Practices: Process, Technology, & Change Management*** by Ehap H. Sabri, Arun P. Gupta, & Michael A. Beitler. ISBN: **ISBN-13: 978-1932159639**
2. ***Purchasing*** by Michael and Mary Lu Harding. **ISBN-13: 978-0764114052**
3. ***Purchasing & Supply Chain Management*** by A. J. Van Weele. **ISBN-13: 978-1408018965**

**REQUIRED TOOLS:** Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

**CPME GRADE BREAKDOWN:**

*Strategic Project:* (100 pts) – Instructions provided in the CPME Study Guide.

*Exam:* (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

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*For more information and to register for this self-paced purchasing management training and certification program, please visit our website at:*

<http://businesstraining.com/Purchasing-Management-Certification/>