CPPB Online Prep
Course Syllabus

Welcome to CPPB Online Prep

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

1. Procurement Administration (20%)

2. Sourcing (36%)

3. Negotiation Process (8%)

4. Contract Administration (20%)

5. Supply Management (8%)

6. Strategic Procurement Planning (8%)

Benefits of this online format

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

• No travel costs

• No time away from the office

• Work is spread out over 6 weeks so that you can better study and absorb the content

• Your classmates are from a wide range of entities so that you can learn about their best practices

Course Objectives:

In an effort to prepare candidates for the computer based written CPPB exam containing 190 questions, this course provides a review that addresses key information on topics identified in the 2015 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 at least three months prior to the selected test date. Participation in this class does not guarantee success on the examination.

Textbooks and Materials:

CPPB Prep Guide

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 Purchasing 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.

Course Activities

This course will help you prepare for the CPPB Prep exam. Each week you will attend the OLLE (Online Live Learning Event) where the instructor will present material relevant to the domains covered that week.

Basis for Completion

In order to get a completion for your 16 hours you must:

- achieve a score of 70% on the final assessment on the first or second try

- participate every week in the OLLE

Attendance Policy

You must "attend" every week. Attendance is gauged primarily through participation in the OLLE.

Navigating the Course Website:

Each week's coursework is laid out on one page. There is a to-do list, which is in order of the activities you must do each week. The OLLE slides are available on each page for easy access.

For discussion you will use an application called Nsite, which will be accessed from a link on the course. If you have a question regarding any domain content, please post this question to the discussion area of the Nsite community for response and knowledge sharing.

Note that there is a self-assessment available on each week's domains; your grades on the self-assessments will not be recorded. You may take the self-assessments up to 3 times.

Course Schedule

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

Week 0 - Orientation

Focus:

This week's activities will prepare you to work effectively in an online learning environment.

Activities:

- • Print and read this syllabus

- • Complete your Nsite profile by filling in any professional information and adding a picture

- • Introduce yourself on the course community on Nsite in the discussions section by reading the instructor's introduction then selecting "Reply to Discussion"

- • Work through any technical issues you have accessing the course on the elearning site or the discussion board on Nsite

- • Attend the Orientation OLLE if you need more guidance on navigating this course

Week 1 - Domain I: Procurement Administration

Reading:

- • Prep Guide Domain 1

Activities:

  Print live presentation slides from Week 1 page on the elearning site

- • Take the Domain I quiz

- • Take notes and jot down any questions pertaining to this week's content

- • Attend the Weekly OLLE

Week 2 - Domain II: Sourcing

Reading:

- • Prep Guide Domain II

Activities:

- Print live presentation slides from Week 2 page on the elearning site

- Take notes and jot down any questions pertaining to this week's content

- Attend the Weekly OLLE

Week 3 - Domain II: Sourcing, and Domain III: Negotiation Process

Please Note: your instructor will cover the remainder of Domain II this week in the OLLE

Reading:

- Prep Guide Domain II and Domain III

Activities:

Please Note: your instructor will cover the remainder of Domain II this week in the OLLE

- Print live presentation slides from Week 3 page on the elearning site

- Take the Domain II and Domain III quizzes

- Take notes and jot down any questions pertaining to this week's content

- Attend the Weekly OLLE

Week 4 - Domain IV: Contract Administration

Reading:

- Prep Guide Domain IV

Activities:

- Print live presentation slides from Week 4 page on the elearning site

- Take the Domain IV quiz

- Take notes and jot down any questions pertaining to this week's content

- Attend the Weekly OLLE

Week 5 - Domain V: Supply Management, Domain VI: Strategic Procurement Planning

Reading:

- Prep Guide Domain V

- Prep Guide Domain VI

Activities before the OLLE:

- Print live presentation slides from Week 5 page on the elearning site

- Take the Domain V, and Domain VI quizzes

- Take notes and jot down any questions pertaining to this week's content

- Attend the Weekly OLLE

Activities after the OLLE and before course end date:

- Take the 50 Item Final Assessment

- Complete the course evaluation

- Make up any missed OLLEs