



CPPB Online Prep Course Syllabus

This course addresses all six Domain areas identified in the *Universal Public Procurement Certification Council (UPPCC) Body of Knowledge (BOK)*:

1. Procurement Administration
2. Sourcing
3. Negotiation Process
4. Contract Administration
5. Supply Management
6. Strategic Procurement Planning

Course Objective

This Prep class is a **review**. It cannot take the place of procurement courses and years of procurement experience. Taking this class will not guarantee a pass rate on the UPPCC certification exam. It will help you understand your areas of content strengths and weaknesses, assist in guiding study activity, and provide self-directed study questions and information.

CPPB Prep provides a review that addresses key information on topics identified in the *UPPCC Body of Knowledge*. This course is only a part of the candidate's overall study plan for preparation. Candidates authorized to test should enroll in the course at least three months prior to the selected test date.

Textbooks and Materials

CPPB Prep Guide, Revised January 2016

This course uses Zoom for live Instructor-led sessions called Online Live Learning Events (OLLE). You must have an internet connection and a compatible web browser.

Disclaimer

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

Course Activities

Each week you will attend an Online Live Learning Event (OLLE) where the Instructor (a UPPCC CPPB or CPPO) will present material relevant to the domains covered that week.

This course awards 24 Contact Hours. In order to gain the 24 Contact Hours, you must:

- achieve a score of 70% on the weekly Self-Assessments and the Final Assessment.
- participate every week in the OLLE.

Attendance Policy

You must attend every week; attendance is gauged through participation in the live OLLE.

Week 1

Focus: The activities this week will prepare you to work effectively in the ASPIRE online learning environment.

Activities:

- Print and read this syllabus
- Read from the text - *CPPB Prep Guide: Introduction and Appendices*
- Read the *UPPCC Candidate Handbook*
- Introduce yourself in the CPPB Prep Introduction Week Discussion Forum by reading the instructor's introduction then selecting Reply
- Attend the Orientation OLLE.
- Work through any technical issues you have accessing the eBook, course in ASPIRE, or Zoom for the OLLEs
- Complete the Week 1 self-assessment.

Week 2 - Domain I: Procurement Administration

Focus: *UPPCC BOK* Domain I: Procurement Administration

Activities:

- Read from the text - *CPPB Prep Guide: Domain I*
- Read the additional articles provided by the instructor.
- Review the OLLE handout (print if desired)
- Take the Week 2 Self-Assessment
- Attend the Week 2 OLLE (required)
- Complete the activity provided by the instructor and upload before the Week 2 OLLE

Week 3 - Domain II: Sourcing (2/3 of the Domain)

Note: *Your instructor will finish the remainder of Domain II in Week 3*

Focus: *UPPCC BOK Domain II: Sourcing*

Activities:

- Read from the text - *CPPB Prep Guide: Domain II* except for the section about types of Specifications pages 109 – 114.
- Read the *Public Procurement Practice: Specifications* with special attention to Element 1, which will replace pages 109 - 114 in your CPPB Prep Guide.
- Read the additional articles provided by the instructor.
- Review the OLLE handout (print if desired)
- Take the Week 3 Self-Assessment
- Attend the Week 3 OLLE (required)
- Complete the activity provided by the instructor and upload before the Week 3 OLLE

Week 4 – Domain II: Sourcing and Domain III: Negotiation Process

Focus: *UPPCC BOK Domain III: Negotiation Process and Domain II: Sourcing*

Activities:

- Read from the text - *CPPB Prep Guide: Domain III*
- Read additional articles provide by the instructor
- Review the OLLE handout (print if desired)
- Take the Week 4 Self-Assessment
- Attend the Week 4 OLLE (required)
- Complete the activity provided by the instructor and upload before the Week 4 OLLE

Week 5 - Domain IV: Contract Administration

Focus: *UPPCC BOK Domain IV: Contract Administration*

Activities:

- Read from the text - *CPPB Prep Guide: Domain IV*
- Read additional articles provide by the instructor
- Review the OLLE handout (print if desired)
- Take the Week 5 Self-Assessment
- Attend the Week 5 OLLE (required)
- Complete the activity provided by the instructor and upload before the Week 5 OLLE

Week 6 - Supply Management/Strategic Procurement Planning

Focus: *UPPCC BOK* Domain V: Supply Management and Domain VI: Strategic Procurement Planning

Activities:

- Read from the text - *CPPB Prep Guide: Domain V and Domain VI*
- Read additional articles provide by the instructor
- Review the OLLE handout (print if desired)
- Take the Week 6 Self-Assessments (Domain V and Domain VI)
- Attend the Week 6 OLLE (required)
- Take the 50 Item Final Assessment

Week 7 – Test Taking Tips and Debrief of the Final Assessment

Focus: Discussion of test taking strategies and debrief of the Final Assessment.

Activities:

- Read from the text - *CPPB Prep Guide: pp. 9-14*
- Read additional articles provide by the instructor
- Attend the Week 7 OLLE

Completing the course:

- Complete the course evaluation online.
- Make up any missed OLLEs (there is a \$50 charge per OLLE recording)
- Your course certificate will be available through your Training History in ASPIRE.