

PART-TIME

CERTIFICATE IN PURCHASING AND PROCUREMENT MANAGEMENT

Course Brochure



CERTIFICATE IN PURCHASING & PROCUREMENT MANAGEMENT (PART-TIME)

Objectives

This course aims to enable students to understand the function of and the responsibility for procuring materials, supplies, and services.

Duration

- Total 7 lessons (completion within one month)
- 3 hours per lesson, 2 lessons per week

Lessons Time:

- Monday & Wednesday 7.00 p.m. - 10.00 p.m. OR
- Tuesday & Thursday 7.00 p.m. - 10.00 p.m. OR
- Saturday 9.00 a.m. - 12.00 p.m. and 1.00 p.m. - 4.00 p.m.

**No lessons conducted during public holidays.*

Course Modules

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|---|----------------------------------|
| • Introduction to Purchasing and Procurement Management | • Supply sourcing |
| • Factors for purchasing | • Negotiation |
| • Determining requirements | • Supplier Management |
| | • E-purchasing and E-procurement |

Pre-requisites

- **Age:** 16 years old & above
- **Academic level:** At least 10 years of formal education or equivalent or pass the placement test of SCI or one year and above relevant working experience
- **Language Proficiency:** English Language with IELTS 5.5 & above or GCE 'O' Level graded C6 or above or pass SCI language proficiency test or equivalent.

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Mode of Assessment

- Examination (5th and 7th Lesson) - **90%**
- Class participation - **10%**

Course Completion & Certification

Upon completion of the course, those who fulfill the required attendance and pass all the assessments will be awarded a Certificate in Purchasing and Procurement Management.

Course Fees

Course	Charges	
Certificate in Purchasing & Procurement Management	Course Fee	\$500.00
	Application Fee	waived
	Materials Fee	waived
	GST 9%	\$45.00
	Grand Total	<u>\$545.00</u>

