How Does Purchasing Work?

Purchasing is a self-study training course exposing you to basic concepts and terminology for understanding purchasing in a governmental environment. Delivered via the Internet, the course allows you to progress at your own pace.

Purchasing will familiarize you with the purchasing process from determining your needs to receiving goods or services. You will learn about different methods of purchasing, proper supporting documentation, and purchasing ethics. You have one (1) month to work through the ten (10) course lessons and case study.

In the course you’ll work at your own pace and on your own schedule, assessing your knowledge through self-tests and end-of-lesson quizzes that provide instant feedback. Your successful completion of the quizzes at the conclusion of each lesson will allow you to progress to the next lesson. Once you have successfully completed all of the lessons and the case study, you will have access to the final online course examination.

While working with the course, you’ll be able to refer to the online help for instructions on how to use the software tools and navigate through the course. For questions about the concepts presented in the course, you will be able to contact a finance professional using the links provided in the course.

Course Requirements

You have one month to work through the ten lessons and case study. This course is required in the completion of the Local Finance Officer Certification Program for local government personnel in the State of Georgia. To complete this course, you will read the online lessons; answer the lessons self-tests; and complete the quiz at the conclusion of each lesson. You must score at least 70% on each of the lesson quizzes and the case study before you will be permitted to attempt the final examination.

About the Final Examination

The final is a timed exam. You have up to 45 minutes to complete the online exam for Purchasing. You must complete the exam in one session. Therefore, you must allow for adequate uninterrupted time. The online final examination consists of 50 objective, randomly generated questions. Each question in the final exam will be presented to you one at a time. You may return to answer a question as long as the time allowed for the exam has not expired.

You must earn 70% or greater on the exam to successfully complete this course. If you do not earn a 70% or greater on the final exam in your first attempt, one retest is available online. The retest is randomly selected and will not duplicate the same questions as the original exam (first attempt). Once the examination has been submitted for grading, you will learn your results immediately.