

Purchasing



UNIVERSITY OF
GEORGIA

Center for Continuing Education
Carl Vinson Institute of Government

How to Contact Us:

Phone: +1-706-542-3537 or
800-811-6640 (toll-free in the USA)

Email: questions@georgiacenter.uga.edu

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 13.8-hour 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 eleven (11) course lessons and the final assessment.

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, you will have access to the final online course assessment.

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 Format

Field of Study: Finance
Delivery Method: QAS Self Study
Advance Preparation: None
Program Level: Basic
Prerequisites: None

Course Requirements

You have one month to work through the eleven lessons and final assessment. This course is required in the completion of the Local Finance Officer Certification Program for local government personnel in the State of Georgia. You will work at your own pace and on your own schedule, assessing your knowledge through self-tests, interactive exercises, and additional activities that provide instant feedback. Once you have successfully completed all of the lessons, you will have access to the final online course assessment. At each step along the way, you'll have access to a finance professional who will respond to your e-mailed questions (cviogelc@uga.edu).



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About the Final Assessment

The final assessment is a timed assessment. You have up to 60 minutes to complete the online assessment for Purchasing. You must complete the assessment in one session. Therefore, please allow for adequate uninterrupted time. The online final assessment consists of 60 objective, randomly generated questions. Each question in the final assessment will be presented to you one at a time. You may return to answer a question as long as the time allowed for the assessment has not expired.

You must earn 70% or greater on the final assessment to successfully complete this course. Once the assessment has been submitted for grading, you will learn your results immediately.

If you do not earn a 70% or greater on the final assessment in your first attempt, one retest is available online. The retest is randomly selected and will not duplicate the same questions as the original assessment (first attempt).

Enroll Anytime. Register Now!

For more information about **Governmental Finance Courses**, contact us at questions@georgiacenter.uga.edu or by telephone at +1-706-583-0424.