



# Purchasing and Contract Management

Certificate of Completion (CC)

Planning Guide 2017-2018

EPC 546A

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## Program Information:

**Length of Program:** 14 Credits  
**Completion Award:** Certificate of Completion  
**Enrollment:** Fall, Winter, Spring  
**Approximate Quarterly Costs:** \$25-\$85  
*(in addition to tuition, books and parking)*

**Website:** : <http://www.shoreline.edu/virtual-campus/purchasing.aspx>

## Program Advisor:

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## Program Description:

Shoreline Community College offers a short-term Certificate of Completion in Purchasing and Contract Management leading to entry level positions in the supply chain field. Students interested in advancement are encouraged to enroll in a longer course of study to complete additional certificates and/ or an Associate in Applied Arts and Science Degree (AAAS) in Purchasing and Supply Chain Management. Students pursuing a four-year baccalaureate degree in business should follow the Business Associates in Arts (AA-DTA) direct transfer degree planning guide.

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## Purchasing and Contract Management—What is it?

Purchasing and Contract Management certificate focuses on the fundamental aspects of the purchasing including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Purchasing encompasses management of all activities involved in sourcing, procurement, contract management, and the technology used to facilitate the processes. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

## Program Outcomes:

Students who successfully complete this program –**by achieving a grade of 2.0 or better in each business course completed, and an overall 2.0 or higher GPA** - should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, quality, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
3. Apply mathematical concepts to conduct price-cost analyses.
4. Apply principles of materials and contract management.
5. Establish and maintain systems to track, control, and protect materials and information
6. Effectively communicate both verbally and in writing within a variety of business environments.

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## Career Opportunities—What can I do with a Certificate in Purchasing and Contract Management?

The demand for skilled and knowledgeable professionals continues to grow in business organizations and government agencies. Potential entry level positions include Buyers, Contract Specialists. Entry-level annual salaries typically range from \$30,000 to 45,000

**Potential employers include:** Manufacturing and construction companies, retail stores, educational institutions, government agencies (federal, state, counties and cities), public utilities, wholesale, services and distribution firms. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

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**Program Prerequisites:** None

CERTIFICATE OF COMPLETION – 14 Credits

<b>PROGRAM REQUIREMENTS</b>			
<b>Course</b>	<b>QTR</b>	<b>GR</b>	<b>CR</b>
BUS 141 Purchasing/Supply Chain Management			5
BUS 203 Contract Management			4
BUS 245 e-Procurement			5

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

**RECOMMENDATIONS**

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**CERTIFICATE COMPLETION**

*Students should automatically receive their Certificate after successful completion of all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.*