

BUSINESS

PROFESSIONAL CERTIFICATE IN  
**PURCHASING**



**UCR**

Extension

Professional Studies

# PROFESSIONAL CERTIFICATE IN PURCHASING

“Supporting individuals in keeping pace with the changing requirements of the modern work environment is at our core. Collaboration, partnership, and community drive us to provide accessible, affordable education, and training for working adults. Whether you are an individual looking to advance your career, or an organizational leader interested in investing in your workforce, we are here for you.”

—Kasey Wilson, Ed.D.  
Director of  
Professional Programs  
UCR Extension

## MAKE A LITTLE GO A LONG WAY

Use your money-saving habits to approach or advance a career in Purchasing. Master and enforce the benchmark for several key factors involved in the execution of goods and services delivery as well as materials needed in the manufacturing process.

Learn about inventory and materials management and how to determine the best source of inventory to yield the most profit. Equip yourself with the acute skill set essential in contracting and subcontracting with vendors and suppliers and become a key player in the revenue stream. Job growth for Purchasing Managers is expected to grow nearly 16% through 2024, according to the EDD. With your help and knowledge from the program, companies can grow, money can accumulate, and you can prosper and take advantage of that job growth sooner than later.

You can also build on the skills learned here by applying three units of selected coursework to the full Supply Chain Management Certificate Program.

### WHAT YOU'LL LEARN

- Apply best practices of purchasing, from requirements to receipt
- Understand the impact of purchasing on materials management and financial projections
- Interpret new challenges and problem-solving in purchasing and supply chain management through case studies
- Facilitate contract negotiation, price/cost analysis, and management of outside resources and suppliers

### WHO CAN BENEFIT

This program is designed for anyone involved in sourcing goods and services in any industry.

### ADMISSION

Take individual courses or fulfill all of the requirements to earn your UCR Extension certificate. Whichever you choose, you will gain the personal power that comes through learning new skills. Be assured that you are receiving education that is backed by the UC tradition of excellence.

### HOW TO EARN THIS PROFESSIONAL CERTIFICATE

Individuals must complete a total of 16 quarter units, with a grade of C or better.

**FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT**  
4 UNITS

**INVENTORY MANAGEMENT** 3 UNITS

**PRICE AND COST ANALYSIS IN  
SUPPLY CHAIN MANAGEMENT** 3 UNITS

**CONTRACT NEGOTIATION** 3 UNITS

**PROCUREMENT AND  
SUBCONTRACT MANAGEMENT** 3 UNITS

- This program can typically be completed within 9 months.

### PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information:

Phone: (951) 827-4105

Email: [prodev@ucx.ucr.edu](mailto:prodev@ucx.ucr.edu)

Website: [www.extension.ucr.edu](http://www.extension.ucr.edu)