

PREPARE FOR A SUCCESSFUL CAREER IN PROCUREMENT



PROCUREMENT CONCENTRATION OVERVIEW

As a graduate of the Bachelor of Science in Business Administration with a concentration in procurement, you'll be prepared for the workplace with practical skills, including:

- Negotiating and monitoring agreements and contracts
- Working remotely with people
- Analyzing proposals, financial reports, and other information to determine the best source of supplies
- Evaluating suppliers based on price, quality, and delivery speed

Real-World Connections

Although educational requirements for buyers and purchasing agents may vary by the size of the organization and the type of product, all need extensive on-the-job training.

To pursue a purchasing manager position, you may need a bachelor's degree in addition to experience working as a buyer or purchasing agent.

Professional Competencies of Graduates

- Leadership and communication
- Problem solving and critical thinking
- Personal presentation
- Appreciation of multiculturalism and diversity

COURSE OUTCOMES

Management of Information Systems

- Provide students with an understanding of the role of computer-based information systems in business organizations
- Emphasize management and the technical concepts essential to business application and management control of information systems

- Focus on the use of information systems to solve business problems and gain a competitive advantage
- Examine the planning, procedures, and controls used to secure and mitigate risks to information systems

Operations Management

- Focus on the importance of the operations function in organizations
- Examine the fundamental issues of facilities location, output planning, inventory control, scheduling, and quality control
- Emphasize quality and its impact in securing a strategic advantage for manufacturing and service entities

OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT

- Explore methods of analyzing and evaluating total quality management (TQM) principles and continuous quality improvement (CQI) processes in organizations
- Compare appropriate total-quality tools and performance measures
- Examine leadership and teamwork in the business environment

Financial Statement Analysis

Analyze and utilize financial statements and valuation models to assess the value of a firm

Focus on four key components: financial ratio and cash flow; accounting analysis and valuation; business strategy and valuation analysis; and forecasting and risk analysis

Professional Certification Information Websites

Learn more about external certifications associated in this area:

- American Purchasing Society www.american-purchasing.com
- APICS www.apics.org
- Institute for Supply Management www.instituteforsupplymanagement.org
- NIGP: The Institute for Public Procurement www.nigp.org
- Universal Public Procurement Certification Council www.uppcc.org

JOB OUTLOOK FOR CAREERS IN LOGISTICS/ PROCUREMENT

According to the Bureau of Labor Statistics, employment of purchasing managers, buyers, and purchasing agents is projected to grow 2% between 2014 to 2024. Employment growth will vary based on the type of purchasing agent or manager and the specific industry.*

JOB TITLES ASSOCIATED WITH PROCUREMENT†

- Purchasing Agents
- Buyers
- Purchasing Managers

To learn more about the Bachelor of Science in Business Administration, please [click here](#) or call **866.827.5268** (Toll Free).

For comprehensive consumer and gainful employment information, visit kaplan.edu/info.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2017 Edition, Purchasing Managers, Buyers, and Purchasing Agents, www.bls.gov/ooh/business-and-financial/purchasing-managers-buyers-and-purchasing-agents.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

†Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.