



# Automotive Purchasing Fundamentals

## OVERVIEW

The course explains how selecting the right parts, tools, supplies, and vendors affects repair time, service quality, customer satisfaction, and business costs. Learners explore purchasing requirements, supplier selection, price versus quality, lead times, documentation, ethics, and the impact of purchasing errors.

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## WHY INSTITUTIONS CHOOSE THIS COURSE

- Shows how resource availability affects delays, quality, cost, and trust.
- Builds process awareness, documentation habits, and accountability.

## WHAT THE PROGRAM COVERS

- 1 Fundamentals of Purchasing
- 2 The Purchasing Process
- 3 Vendor and Supplier Management
- 4 Purchase Orders, Costs and Continuous Improvement

## INSTRUCTIONAL APPROACH

- Slide-based reading
- Podcasts and audio lessons
- Video lessons

Students can choose the format that works best for their learning style.

## LEARNING OUTCOMES

- Understand the role of purchasing in automotive workshop performance.
- Understand how purchasing errors affect repairs, costs, customer experience, and workflow.

## INSTITUTIONAL FIT / IDEAL FOR

- Automotive technical schools and trade programs.
- High schools with CTE tracks.
- Workforce development and apprenticeship programs.
- Workshops training entry-level mechanics.



### DURATION

Flexible



### FORMAT

Online, blended, or guided implementation



### LANGUAGE

English / Spanish



### CERTIFICATE

BMF Certificate of Achievement



### LEVEL

Entry Level Automotive

## Career Readiness & Workplace Success for Skilled Trades

Ask about implementation, customization, and multi-format delivery.

ENGAGE  
STUDENTS

BUILD  
CONFIDENCE

PREPARE FOR THE  
FUTURE

CREATE LASTING  
IMPACT