



BASICS OF WRITING SPECIFICATIONS

Course Code:	3000W
Course Type:	Web-Based/Online
Delivery:	Self-Paced
Duration & Course Credit:	90 Minutes 1.5 Contact Hours
Description:	<p>The online course provides students with the following:</p> <ul style="list-style-type: none"> • Knowledge about the need for specifications • Participants involved in the development of specifications • Steps to ensure specifications are accurate, brief, and clear • Verification of information • Appropriately following procurement administrative rules
Students:	State and local government entities
Prerequisite(s):	SPD - Introduction to State Purchasing (1000W) SPD - Introduction to State Purchasing Test (1000T) SPD - Fundamentals of State Purchasing (1010L) SPD - Fundamentals of State Purchasing Certification Test (1010T)
Certification or Certification Path:	Georgia Certified Purchasing Associate (GCPA)
Cost(s):	For course fees applicable to local government entities, please reference the SPD Training Reference Guide .