

## **SYLLABUS**

**DATE OF LAST REVIEW:** 06/18/2019

**CIP CODE:** 12.0505

**SEMESTER:** Departmental Syllabus

**COURSE TITLE:** Inventory and Purchasing

**COURSE NUMBER:** CULN 0200

**CREDIT HOURS:** 2

**INSTRUCTOR:** Departmental Syllabus

**OFFICE LOCATION:** Departmental Syllabus

**OFFICE HOURS:** Departmental Syllabus

**TELEPHONE:** Departmental Syllabus

**PREREQUISITES:** None

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://kckccbookstore.com/>, for the required texts for your particular class.

**COURSE DESCRIPTION:** This class focuses on proper control of inventory and how to make purchases that are profitable to a food service establishment. This is a ManageFirst class which students may become certified in after successfully completing an exam.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Introduction to Inventory and Purchasing
  - A. The objectives of purchasing
  - B. What to buy
- II. The Purchasing Function
  - A. Purchasing in a foodservice operation
  - B. How purchasing affects an operations employees
  - C. The purchaser's qualifications and job duties
  - D. Ethical considerations related to purchasing
  - E. The administration of purchasing activities
- III. Quality Standards in Purchasing

- A. Quality standards
  - B. Factors affecting quality standards
  - C. The make-or-buy decisions
- IV. The Procurement Process and Supplier Selection
  - A. The procurement process
  - B. Supplier Selection
- V. Inventory Control
  - A. Managing inventory to volume
  - B. Optimal inventory level
  - C. Inventory control and management systems

#### **EXPECTED LEARNER OUTCOMES:**

- A. Understand the objectives of purchasing and all the factors and considerations affecting purchasing choices.
- B. Explain the factors influencing and affecting quality standards.
- C. Describe the procurement process and how to select supplier's who fit a foodservice establishments needs.
- D. Understand and manage inventory control in a foodservice establishment.

#### **COURSE COMPETENCIES:**

*Understand the objectives of purchasing and all the factors and considerations affecting purchasing choices.*

- 1. Outline the objectives in the purchasing function.
- 2. Describe the importance of maintaining an operation's competitive position.
- 3. List the types of goods and service that might be purchased by a foodservice organization.
- 4. Summarize the knowledge, skills, and abilities a purchaser must possess.
- 5. Describe the duties and responsibilities of purchasers.
- 6. Describe ethical considerations related to purchasing.
- 7. Identify issues involved in administering purchasing activities.

*Explain the factors influencing and affecting quality standards.*

- 8. Identify and communicate quality standards.
- 9. Identify factors contributing to the establishment of quality standards.
- 10. State why it is important to convey and adhere to quality standards.
- 11. Describe buyer considerations when conducting a make-or-buy analysis.

*Describe the procurement process and how to select supplier's who fit a foodservice establishments needs.*

- 12. Outline the process for procuring products and services.
- 13. Differentiate between perishable and nonperishable food products.
- 14. Understand the importance of assessing and documenting purchasing requirements.
- 15. Define perpetual inventory and physical inventory.
- 16. Identify optimal sources.

- Understand and manage inventory control in a foodservice establishment.*
17. Calculate correct order quantities.
  18. Estimate appropriate timing of orders.
  19. Explain perpetual and physical inventory systems.
  20. Develop spreadsheets for ordering & buying purposes

**ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

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