

## MODULE LOG1040: PURCHASING 1

**Level:** Introductory

**Theme:** Introduction to Logistics

**Prerequisite:** LOG1010 Logistics

**Module Description:** Students identify the role of purchasing, distinguish between public and private purchasing activities, perform expediting activities, and provide service to internal and external customers.

**Module Parameters:** Access to purchasing, warehousing and distributing facility.

### Curriculum and Assessment Standards

Module Learner Expectations	Assessment Criteria and Conditions	Suggested Emphasis
<i>The student will:</i> <ul style="list-style-type: none"><li>describe the role of purchasing and work performed by purchasers in logistics</li><li>distinguish between public and private purchasing activities</li><li>differentiate between internal and external customers</li><li>demonstrate basic competencies in:<ul style="list-style-type: none"><li>purchasing</li><li>expediting</li><li>data handling</li></ul></li></ul>	<i>Assessment of student achievement should be based on:</i> <ul style="list-style-type: none"><li>the student's clarity and accuracy in reporting on:<ul style="list-style-type: none"><li>the role of purchasing in logistics</li></ul></li><li>similarities/differences between public and private purchasing activities</li><li>differentiating between internal and external customers</li><li>accuracy and appropriateness in performing basic:<ul style="list-style-type: none"><li>purchasing</li><li>expediting</li><li>data handling.</li></ul></li></ul> <p><i>Assessment Tool</i> <i>LOG1040: Purchasing 1 Competency Profile and Assessment Checklist</i></p> <p><i>Standard</i> <i>A minimum performance rating of 1 for each applicable area of assessment</i></p>	30  10  10  50

**MODULE LOG1040: PURCHASING 1** (continued)

Module Learner Expectations	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> <li>demonstrate basic competencies.</li> </ul>	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> <li>observations of individual effort and interpersonal interaction during the learning process.</li> </ul> <p><i>Assessment Tool</i>  <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>Integrated throughout</p>

Concept	Specific Learner Expectations	Notes
<p>Purchasing</p> <ul style="list-style-type: none"> <li>Public and Private Purchasing</li> <li>Lines of Authority</li> <li>Value-added Decision Making</li> </ul>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> <li>identify and describe the processes involved in the purchasing subsector of logistics</li> <li>explain how and where purchasing fits in the logistics process</li> <li>distinguish between public and private purchasing activities</li> <li>compare and contrast the purchasing process for goods and the purchasing process for services</li> <li>identify and explain in chart form the line of authority for the purchase of:               <ul style="list-style-type: none"> <li>goods</li> <li>services</li> </ul> </li> <li>explain how and why purchasing decisions can add value/profitability to the logistics process.</li> </ul>	
<ul style="list-style-type: none"> <li>Centralized/Decentralized Procedures</li> <li>Internal/External Customers</li> <li>Customer Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>identify differences and similarities between centralized purchasing procedures and decentralized purchasing procedures</li> <li>distinguish between internal and external customers from a purchasing perspective</li> <li>explain why customer satisfaction is an important factor in purchasing decisions.</li> </ul>	

**MODULE LOG1040: PURCHASING 1** (continued)

Concept	Specific Learner Expectations	Notes
<p>Expediting</p> <ul style="list-style-type: none"> <li>• Necessity</li> </ul>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> <li>• for a given item, explain the production process(es)</li> <li>• demonstrate basic expediting procedures including:               <ul style="list-style-type: none"> <li>– tracking progress and time of arrival of specific orders</li> <li>– consulting with suppliers</li> <li>– anticipating problems</li> <li>– having a contingency plan</li> <li>– ensuring delivery of goods</li> </ul> </li> <li>• explain the concept of “necessity” and how it relates to the purchasing process.</li> </ul>	
<p>Career Opportunities</p>	<ul style="list-style-type: none"> <li>• identify and describe current and emerging career opportunities specific to purchasing</li> <li>• identify and describe requirements for entry into a purchasing career at:               <ul style="list-style-type: none"> <li>– entry level</li> <li>– skilled level</li> <li>– supervisory level</li> <li>– management level.</li> </ul> </li> </ul>	<p>Include as many requirements as possible; e.g.:</p> <ul style="list-style-type: none"> <li>• academic</li> <li>• teamwork</li> <li>• communication skills</li> <li>• numeracy skills</li> <li>• ability to use technology.</li> </ul>