Course Title: Purchasing and Receiving Raw and Purchased Components

Course web page: http://www.collin.edu/ce/courses/purchasing_receiving.html

Course Description: Explore how systems handle purchase requisitions and orders. Understand the flow of information, money, goods and services from receipt of the requisition by purchasing through receipt of the goods by production. Specify the requirements of receiving, inspection, warehousing and final receipt by the operations for use in production.

Suggested Course Prerequisite(s): N/A

Materials Needed: N/A

Course Objectives:
1. Explore how systems handle purchase requisitions and orders
2. Understand the flow of information, money, goods and services from receipt of the requisition by purchasing through receipt of the goods by production
3. Specify the requirements of receiving, inspection, warehousing and final receipt by the operations for use in production

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
    Purchase requisitions and orders
    Flow of information, money, goods and services
Session 2: Receiving
    Inspection
    Warehousing
    Student Evaluation of Instruction

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.
http://www.collin.edu/studentresources/personal/studenthandbook.aspx