



COURSE EXPECTATION LETTER

Subject:

Purchasing Management

Email Contact Information:

vtryon@riohondo.edu

Catalog Course Description:

LOG 105 is intended for students seeking a career in logistics or supply chain management. This course explores the basic purchasing functions including establishing purchasing requirements and quantities, developing purchasing policies and procedures, receiving acceptable goods, arranging for packaging and shipping, managing inventory control, and the integration of the purchasing activities with other business functions.

Student Learning Outcomes:

1. Provided with a material buying situation, the student will propose a process for selecting suppliers and suggest methods for evaluating potential suppliers.
2. Given a purchasing scenario, student will explain the role of the purchasing function within an organization.
3. Presented with a case study, examination, or project, students will determine purchasing requirements and calculate order quantities.

Characterize the critical supply chain elements. Students will learn about the major activities that support supply chain management with an emphasis on purchasing management.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to [Rio Hondo College Online Bookstore](#)

Over the course of the semester there will be regular instructor student contact.

Methods of student contact include:

Weekly announcements through Canvas
Occasional email announcements/contact
Feedback on assignments
Individual virtual meetings when requested by student

The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class

is laid out. The orientation can be found at: <http://www.riohondo.edu/canvas-orientation/>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.

Additional Information: