MANAGEMENT 2230
Purchasing
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Introduction to the materials acquisition process in industry and non-profit organizations. Topics include structure, tools, and techniques for purchasing agents. Prerequisite: Business 1100. (3 lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

EVALUATION / GRADING
Throughout the semester students will be required to:

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Points</th>
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<tbody>
<tr>
<td>Submit a syllabus review assignment</td>
<td>30</td>
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<tr>
<td>Take three (3) unit examinations (40-50 multiple choice questions)</td>
<td>240</td>
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<tr>
<td>Submit 7 lesson assignments</td>
<td>350</td>
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<tr>
<td>Post 2 Blog assignments (research and preparation for the course project)</td>
<td>120</td>
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<tr>
<td>Complete a course project based on an actual incident of supply disruption</td>
<td>290</td>
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SATISFACTORY/FAIL OPTION
The S/F grade option is not available to students in this course.

INCOMPLETE GRADE POLICY
Students must be current on all assignments prior to the emergency to be granted and incomplete. Incomplete grades will only be given for extreme situations. It is the student’s responsibility to contact the Instructor and request an incomplete grade.