



Course Specifications

Course Title:	Managing purchasing and storing in hotels
Course Code:	
Program:	Tourism and Hospitality Management
Department:	Tourism and Hospitality Management
College:	College of Business
Institution:	Umm Al-Qura University

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A. Course Identification

1. Credit hours:
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 4 th year/11 th semester
4. Pre-requisites for this course (if any):
5. Co-requisites for this course (if any):

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	Blended	30	100%
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	30

B. Course Objectives and Learning Outcomes

1. Course Description

This course is an important resource for students as well as hotel procurement officials to take a scientific approach in carrying out procurement tasks and activities. This course deals with the principles and procedures of the procurement process with a general description of the characteristics of some products, materials and raw materials that are usually purchased by hospitality establishments. This course focuses on how requisition, follow-up, and receipt work and the techniques and practices that are used in the hospitality industry in connection with the purchasing process. It also sheds light on the information contained in the purchasing specifications and the criteria used when selecting suppliers in addition to the applications of modern technology in purchasing management and inventory control.

2. Course Main Objective

This course aims to identify the activities and processes of purchasing, receiving and storing in hotel establishments. Upon completion of this course students will be able to:

- Getting to know the nature of the work of the Procurement Department, the activities and procedures it follows in purchasing materials and raw materials.
- Determining the objectives, methods and strategies of purchasing and the challenges faced by the purchasing officials in hotels.
- Understand and assimilate the information contained in the purchasing specifications and receipt forms.
- The ability to make a procurement plan and determine the criteria for selecting suppliers.
- Identifying ways to store and issue raw materials.
- Understand the process of inventory management, including storage and exchange tools and facilities.
- Understand how to use modern technologies by staff in procurement activities and processes, selection of suppliers and raw materials, as well as inventory operations.
- Describe the processes of purchasing, receiving, storing and issuing food and non-food items (eg. poultry, meat, materials, furniture and equipment).

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	A deep understanding of all purchasing processes and activities used in hotel facilities, as well as modern applications used in purchasing and inventory follow-up.	
1.2	Knowledge of the basic principles and strategies of the purchasing process, procurement procedures and criteria for selecting suppliers and inventory management.	
1.3	Understand the factors that hotels consider in the selection, purchase and storage of various food and non-food items.	
2	Skills :	
2.1	The ability to deal in different situations, analyze and interpret information related to purchasing management	
2.2	The ability to use and apply analytical and critical thinking to the processes of purchasing, receiving and warehousing.	
3	Values:	
3.1	The ability to work effectively within a team and form successful positive relationships with others.	
3.2	Adhere to ethical standards of behavior and take responsibility for learning	
3.3		

C. Course Content

No	List of Topics	Contact Hours
1	Overview of the purchasing function and related concepts and strategies	3
2	Purchasing systems, activities and procurement plans	3
3	Purchase specifications and suppliers selection criteria	2
4	Challenges facing the hospitality sector with regard to purchasing management	2
5	Organizing and managing the purchasing department	3
6	Purchase and receiving procedures	3

7	Storing and issuing procedures	3
8	Applications of modern technology in purchasing	3
9	Inventory tracking and issuing management	3
10	The operations of purchasing, receiving, storing and issuing of food produce.	3
11	Procedures used to select and purchase non-food items, furniture, fixtures and equipment	2
Total		30

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	A deep understanding of all purchasing processes and activities used in hotel facilities, as well as modern applications used in purchasing and inventory follow-up.	Lectures Active learning strategies	Exams Assignments Articles Discussion
1.2	Knowledge of the basic principles and strategies of the purchasing process, procurement procedures and criteria for selecting suppliers and inventory management.	Lectures Active learning strategies	Quizzes Course Work Reports Discussion
1.3	Understand the factors that hotels consider in the selection, purchase and storage of various food and non-food items.	Lectures Active learning strategies	Exams Discussion Course work reports
2.0	Skills		
2.1	The ability to deal in different situations, analyze and interpret information related to purchasing management	Lectures Active learning strategies	Exams Case studies Discussions
2.2	The ability to use and apply analytical and critical thinking to the processes of purchasing, receiving and warehousing.	Lectures Active learning strategies	Exams Research projects Course Work
...			
3.0	Values		
3.1	The ability to work effectively within a team and form successful positive relationships with others.	Lectures Active learning strategies	Case studies Presentations Teamwork
3.2	Adhere to ethical standards of behavior and take responsibility for learning	Lectures Active learning strategies	Exams Case studies Research projects Presentations
...			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid-term Exam	7	20%
2	Individual Essay	8	10%
3	Semester Work (quizzes- problem solving- attendance)	Every week	20%
4	Research Project (Group)	10	10%
5	Final exam	12	40%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- The course director is available at his office for 8 hours a week (office hours) to help and support students.
- The course director communicates continually with students through e-mail, Whatsapp and the university's e-learning portal Webex and/or Blackboard to provide guidance to students in different issues in regards to the course materials.
- The academic advising unit is also offering the consultation service to the college students.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	<ul style="list-style-type: none"> - Jones et al., (2014) Procurement, Principles & Management, Pearson Education Limited - Lindgreen, A., Vanhamme, J., van Raaij, E. M., & Johnston, W. J. (2013). Go Configure: The mix of purchasing practices to choose for your supply base, California Management Review, 55 (2), 72-96. - <u>Ninemeier</u>, J.D. and <u>Hayes</u>, D.K. (2010) Procurement of hospitality resources, Upper Saddle River, N.J. : Prentice Hall - Cousins, P. D., & Spekman, R. (2003). Strategic supply and the management of inter- and intraorganisational relationships, Journal of Purchasing and Supply Management, 9 (1), 19-29.
Essential References Materials	<ul style="list-style-type: none"> - <u>Peter Baily</u> (2005) Purchasing Principles and Management, Prentice Hall - Feinstein, A.H. and Stefanelli, J.M. (2002) Purchasing: Selection and Procurement for the Hospitality Industry, Fifth Edition, JOHN WILEY & SONS, INC. - Anderson, J. C., & Wynstra, F. (2010). Purchasing Higher-Value, Higher-Price Offerings in Business

	<p>Markets, Journal of Business to Business Marketing, 17 (1), 29-61.</p> <p>- <u>Cichy, R.F. and Elsworth. J.D. (2007) Purchasing for food service operations, Lansing, Mich. American Hotel & Lodging Educational Institute</u></p>
Electronic Materials	
Other Learning Materials	

2. Facilities Required

Item	Resources
<p>Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)</p>	<ul style="list-style-type: none"> - Class room with max of 50 seats - Active Learning Halls - A computer lab that contains 40 computers
<p>Technology Resources (AV, data show, Smart Board, software, etc.)</p>	<ul style="list-style-type: none"> - Data-show - Video and scientific films - White board - flip chart - Blue glue; Markers
<p>Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)</p>	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Obtaining Student Feedback on Effectiveness of Teaching	Students	At the end of every lecture, students are asked to write down their feedback about the lecture in an anonymous piece of paper and to hand it to the lecturer. All students feedback will be read and will be discussed in the next lecture
Evaluation of Teaching by the Instructor or by the Department	Peers	Peer Observation Guidelines and Recommendations
Evaluation of course materials	Reviewers	Reviews by the department council of course materials (e.g., syllabi, assignments, activities)
Evaluation of syllabi	Academic staff members	Discussions within group of faculty teaching the course.

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Verifying Standards of Student Achievement	Academic staff members	Assigning group of faculty members who have an experience on teaching the course to grade same Questions for various students. Faculty from other institutions are invited
Periodically reviewing course effectiveness and planning for improvement.	The instructor	The course material and learning outcomes are periodically reviewed and the changes to be taken are approved in the departmental and higher councils.

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	