



SYLLABUS

PURCHASING AND MATERIALS MANAGEMENT 1

PURPOSE

This subject is examined at time at three levels as a major subject in an IAC programmed, and it enables those who wish to develop a career in the area of purchasing and materials management to do so.

Level 1 essentially covers the functional aspects of the subject in order to ensure that the candidate can undertake operational tasks efficiently. Levels 2 introduce the candidate to the techniques of decision-making in the broader aspects of this profession and will ensure that the decisions made are processes of management.

NOTE – The structure of the programmed is under review and appropriate notice will be given of the new syllabus. It is expected that after review, the topics will be described more fully, and the distinction in the examinable skills at the three levels will be more defined.

RECOMMENDED TEXTBOOKS (SOURCE)

1. Purchasing and Materials Management, by Hugo and van Rooyen (van Schalk)
2. Rapid Results College publication

SYLLABUS – LEVEL 1

1. The role of the Purchasing and Materials Manager.
2. Receiving operations
3. Automatic identification.
4. Storage and Warehousing.
5. Order picking.
6. Dispatch operations.
7. Writing reports.
8. Purchasing.
9. Personnel relations.
10. Security in the store.
11. Quality.
12. Inventories.
13. Stock levels.
14. Money and cash flow.
15. Work studies.
16. Graphs.
17. Computers.
18. Real-time inventory management systems.

EXAMINATION:

A three-hour paper will be set with a total of 100 marks. All the questions are compulsory and no multiple choices will be asked. A non-programmed calculator may be used where necessary.