BUSN-2382: Purchasing and Materials Management (Online |

Spring 2016)

Instructor Information

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Course Information

Course Description

This introductory course addresses modern practices and techniques of thepurchasing function. Included in the coverage of purchasing are organization,quality, supplier selection, price determination, inventory and disposal,foreign purchasing, acquisition of capital assets and strategy.

Student Learning Objectives

Upon completion of this course, the student will:

- Demonstrate an understanding of purchasing and supply management.
- Demonstrate an understanding of how organizational structure influences the supply function.

- Demonstrate an understanding of the importance of quality and service to the supply function.
- Demonstrate an understanding of the importance of price to the supply function.
- Demonstrate an understanding of the importance of appropriate supplier selection.

Prerequisites

None

Corequisites

None

Instructional / Learning Methods

A combination of lecture notes, quizzes, activities, and group discussions.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text

Purchasing and Supply Management. 15th Edition. Leenders, Johnson, Flynn, and Fearon. McGraw-Hill Irwin.

*If you have any questions regarding the text, please email me csabadie@southwest.tn.edu. I will be happy to work with you if you have an older edition text.

Additional Text

None

Supplementary Materials

None

Hardware Requirements

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)

- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

Software Requirements

Microsoft Word

The software listed below is recommended for any student accessing Southwest services through the internet. Your course may have specific software requirements.

- Windows 7, Vista, XP
- Mac OS X (up to 10.6) (OS 10.6 recommended)
- Linux with a Supported Browser
- Internet Explorer 7+
- Firefox 3+
- Opera 9+
- Safari 4+
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

Assessment and Grading

Method of Evaluation

Mid-term 25% Final 25% Homework 20% Quizzes 20% Discussion 10%

Grading Scale

90-100

80-89

70-79

60-69

0-59

Testing Procedure / Policy

There are no on-campus tests. All quizzes and tests will be online. There will be a mid-term and a final exam. If for some reason you are unable to take the test during the scheduled period you will need to make arrangements with me BEFORE the test is released.

Major Assignments

Each week you will be required to read the assigned chapter, take a quiz, post on the discussion board, and complete a case study.

Participation / Attendance Policy

Regular attendance is expected and is important to the learning experience. It is also a determinant in Financial Aid. For these reasons a roll will be taken in each class. Also, you will be expected to participate in the weekly discussions on the course discussion board.

Guidelines for Communications

Email Guidelines

Each student has been provided a Southwest e-mail account. Please do not email your classmates unless the topic relates specifically to this course. E-mails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending e-mails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your e-mails and use good [Netiquette](#)
- Use standard fonts.
- Do not send large attachments without permission.

- Respect the privacy of other class members.

Online instructors will respond to all e-mails within 48 hours.

Discussion Guidelines

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Technical Support

My.Southwest Support

When experiencing problems with [My.Southwest](), you may need to submit a [Student Technical Support Request]().

When requesting help please provide as much information as possible, such as, your name and a full detailed explanation of the problem.

If you are experiencing difficulty with this Web site, please contact your instructor.

Online Course Support

Many problems can be solved by making sure your browser settings are correct. Visit the [PAWS Online Orientation]() - and run the "*system check*" to check your browsers compatibility.

For technical support call the Helpdesk at (901) 333-4357.

Course Topics

Tentative Schedule

- Purchasing and Supply Management
- Supply Organization
- Supply Processes
- Quality,Specification, and Service
- Quality and Inventory
- Transportation and Delivery
- Price
- Cost Management, Discounts, and Negotiation
- Supplier Selection
- Supply Law and Ethics
- Global Supply Capital Goods

Student Services

Embedded Librarian Service

This service may be found inside PAWS courses.
Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian".

To contact a Librarian, go to the Classlist and select the "Ask A Librarian" tab.

Student Services Links

- [Academic Support Centers / Tutoring](#)
- [Advising and Counseling](#)
- [Campuses, Centers and Sites](#)
- [Student Disability Services](#) Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: [Student Information & Services](#)

Additional Information

Drop/Withdrawal Dates

See the official college catalog for the current withdrawal policies. Important semester drop and withdrawal dates can be found on the college Web site at http://www.southwest.tn.edu.

Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

Classroom Behavior: Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

Open Labs

Macon Cove

- Academic Support Center - Nabors Auditorium, Room 100 (Mac), Room 108 (PC)
- Bert Bornblum Library (Mac and PC) - Available during Library hours only.

Union Avenue

- Academic Support Center - F Building, Room 319
- Parrish Library - Available during Library hours only.

Gill

- Computer Lab- Room 101 (Please note - this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during Library hours only.

Maxine Smith

- Open Lab- Room 101.
- Library - Available during Library hours only.

Whitehaven

- Open Lab Building 6, Room 127
- Library - Available during Library hours only.

Syllabus Updates

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.