



BMGT 1313- Principles of Purchasing

Instructor: Cynthia Garza

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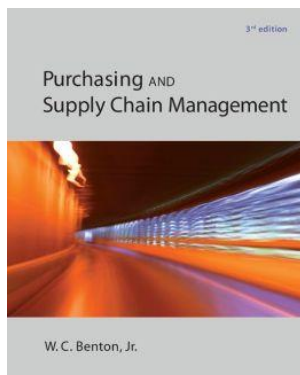
Office location and hours

Please feel free to contact me at any time concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and discuss course topics. Feel free to contact me by e-mail at cynthia.garza3@hccs.edu or you can call me at 713-718-8158.

Course Description

This course will cover the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues.

Instructional Materials



PURCHASING+SUPPLY MANAGEMENT
REQUIRED |By BENTON
EDITION: 3RD PUBLISHER: MCG
ISBN: 9780078024115

Prerequisites

- ENGL 0300 or 0347
- GUST 0342 (9th -11th Grade Reading)
- MATH 0306 (Basic Math Pre-Algebra)

Program Learning Outcomes

Completion of this program will offer students the opportunity to:

1. Explain logistics/supply chain terms.
2. Demonstrate understanding of technological factors of logistics in international trade
3. Apply forecasting techniques to various facets of supply chain management.
4. Solve transportation problems utilizing knowledge of world geography and the transportation system.
5. Explain the total supply chain management and function in distribution.

Course Student Learning Outcomes

Upon completion of this course, you will be able to:

1. Describe the purchasing function as it relates to other departments within the company.
2. Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues.
3. Explain the relationships of materials management and inventory control to the purchasing process.
4. Explain supply chain management.

Learning Objectives

The successful completion of these learning objectives will ensure a meaningful educational experience. You will:

Describe the purchasing function as it relates to other departments within the company.

Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues.

Explain the relationships of materials management and inventory control to the purchasing process.

Explain supply chain management.

SCANS or Core Curriculum Statement and Other Standards

Describe the purchasing function as it relates to other departments within the company.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Mathematics

Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues.

- Foundation Skills - Basic -Reading
- Foundation Skills - Basic -Writing
- Foundation Skills - Basic -Mathematics
- Foundation Skills - Basic -Listening
- Foundation Skills - Basic -Speaking

Explain the relationships of materials management and inventory control to the purchasing process.

- Foundation Skills - Basic -Reading
- Foundation Skills - Basic -Writing
- Foundation Skills - Basic -Mathematics
- Foundation Skills - Basic -Listening
- Foundation Skills - Basic -Speaking
- Foundation Skills - Thinking -Reasoning

Explain supply chain management.

- Foundation Skills - Basic -Reading
- Foundation Skills - Basic -Writing
- Foundation Skills - Basic -Mathematics
- Foundation Skills - Basic -Listening
- Foundation Skills - Basic –Speaking

Instructional Methods

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the import business by modeling good teaching strategies and implementing scenarios and field experiences that allow you to connect the information that you learn in this course to the real world of the import business.

As a student wanting to learn about principles of purchasing, it is your responsibility to read the assigned chapters in the textbook, submit assignments on the due dates, study for the exams, and enjoy yourself throughout the experience.

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need

HCC Grading Scale

A = 100 – 90;	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour

I (Incomplete)..... 0 points per semester hour
 AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

Grading Criteria

I will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. I welcome your observations on what you discover and may be able to assist you in finding resources that will improve your performance.

HCC Policy Statements

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>
