Course Syllabus
Principles of Purchasing
BMGT 1313

Semester with Course Reference Number (CRN)
Spring 2015 CRN 50823

Instructor contact information (phone number and email address)
Mr. Hassan Faggett
918.269.9691
hassan.faggett@hccs.edu
hrfaggett@gmail.com

Office Location and Hours
By Appointment

Course Location/Times
Sterling High School Room: TBA
Tuesday / Thursday 2.20 pm – 3.55 pm

Course Semester Credit Hours (SCH) (lecture, lab) If applicable
Credit Hours: 3
Lecture Hours: 3
Laboratory Hours:
External Hours:

Total Course Contact Hours
48.00

Course Length (number of weeks)
16 weeks

Type of Instruction
Lecture

Course Description:
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (Formerly MMTD 1302)

Course Prerequisite(s)
FREQUENT REQUISITES

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347
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 (SLO): 4 to 7   | 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 (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.) | 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 and/or Core Curriculum Competencies: If applicable | SCANS  
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  
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 | Face to Face |
Describe the purchasing function as it relates to other departments within the company.
No assignments selected for this outcome

Identify the basic concepts used in purchasing decisions including negotation techniques and ethical issues.
No assignments selected for this outcome

Explain the relationships of materials management and inventory control to the purchasing process.
No assignments selected for this outcome

Explain supply chain management.
No assignments selected for this outcome

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TUESDAY</th>
<th>DATE</th>
<th>THURSDAY</th>
<th>READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>1/20</td>
<td>Lecture</td>
<td>1/22</td>
<td>Lecture</td>
<td>Chapters 1</td>
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<tr>
<td>WEEK 2</td>
<td>1/27</td>
<td>Lecture</td>
<td>1/29</td>
<td>Lecture</td>
<td>Chapter 2 – 4</td>
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<tr>
<td>WEEK 3</td>
<td>2/3</td>
<td>Lecture</td>
<td>2/5</td>
<td>Lecture</td>
<td>Chapter 5 – 6</td>
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<tr>
<td>WEEK 4</td>
<td>2/10</td>
<td>Review</td>
<td>2/12</td>
<td>Test</td>
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</tr>
<tr>
<td>WEEK 5</td>
<td>2/17</td>
<td>Group Project</td>
<td>2/19</td>
<td>TBA</td>
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<tr>
<td>WEEK 6</td>
<td>2/24</td>
<td>Lecture</td>
<td>2/26</td>
<td>Lecture</td>
<td>Chapter 7 – 8</td>
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<tr>
<td>WEEK 7</td>
<td>3/3</td>
<td>Lecture</td>
<td>3/5</td>
<td>Lecture</td>
<td>Chapter 9 – 10</td>
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<tr>
<td>WEEK 8</td>
<td>3/10</td>
<td>Lecture</td>
<td>3/12</td>
<td>Lecture</td>
<td>Chapter 11 – 12</td>
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<tr>
<td>WEEK 9</td>
<td>3/17</td>
<td></td>
<td>3/19</td>
<td></td>
<td>SPRING BREAK</td>
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<tr>
<td>WEEK 10</td>
<td>3/24</td>
<td>Review</td>
<td>3/26</td>
<td>Test</td>
<td></td>
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<tr>
<td>WEEK 11</td>
<td>3/31</td>
<td>Group Project</td>
<td>4/2</td>
<td>TBA</td>
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<td>WEEK 12</td>
<td>4/7</td>
<td>Lecture</td>
<td>4/9</td>
<td>Lecture</td>
<td>Chapter 13 – 14</td>
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<td>WEEK 13</td>
<td>4/14</td>
<td>Lecture</td>
<td>4/16</td>
<td>Lecture</td>
<td>Chapter 15 – 16</td>
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<td>WEEK 14</td>
<td>4/21</td>
<td>Lecture</td>
<td>4/23</td>
<td>Lecture</td>
<td>Chapter 17 – 18</td>
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<td>WEEK 15</td>
<td>4/28</td>
<td>Review</td>
<td>4/30</td>
<td>Test</td>
<td></td>
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<tr>
<td>WEEK 16</td>
<td>5/5</td>
<td>Group Project</td>
<td>5/7</td>
<td>Group Presentations</td>
<td></td>
</tr>
<tr>
<td>WEEK 17</td>
<td>5/12</td>
<td>Group Presentations</td>
<td></td>
<td></td>
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</tbody>
</table>

As your Instructor, it is my responsibility to:
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to:
- Attend class and participate in class discussions and activities
- Read and comprehend the textbook

INFORMATION OUTLINED IN STUDENT ASSIGNMENT SECTION IS SUBJECT CHANGE TO ACCOMMODATE THE COURSES NEEDS

Program/Discipline
Requirements: If applicable

HCC Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
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</thead>
<tbody>
<tr>
<td>A = 100 - 90</td>
<td>4 points per semester hour</td>
</tr>
<tr>
<td>B = 89 - 80:</td>
<td>3 points per semester hour</td>
</tr>
<tr>
<td>C = 79 - 70:</td>
<td>2 points per semester hour</td>
</tr>
<tr>
<td>D = 69 - 60:</td>
<td>1 point per semester hour</td>
</tr>
<tr>
<td>59 and below = F</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>FX (Failure due to non-attendance)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>AUD (Audit)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>

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.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.
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.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the “Program Discipline Requirements” section of the Program's syllabi.*

<table>
<thead>
<tr>
<th>Instructor Grading Criteria</th>
<th>Exams/Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (100,100,100)</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Group Project:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper:</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Presentation:</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Participation:</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>500</td>
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</tbody>
</table>

**Instructional Materials**


**HCC Policy Statement:**

Access Student Services Policies on their Web site: [http://hccs.edu/student-rights](http://hccs.edu/student-rights)

**EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Distance Education and/or Continuing Education Policies**


Access CE Policies on their Web site: [http://hccs.edu/CE-student-guidelines](http://hccs.edu/CE-student-guidelines)