BMGT 1313 - Principles of Purchasing

Instructor: Silvia Garcia

Instructor Contact Information: silvia.garcia@hccs.edu
Cell 713-320-1723

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 just to discuss course topics. Feel free to contact me by e-mail at silvia.garcia@hccs.edu or you can call me at 713-320-1723.

Course Semester Credit Hours (SCH) (lecture, lab) If applicable
3 credit hours

Total Course contact hours
48

Course length
16 weeks

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
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.

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.

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

Title IX
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

Students with Disabilities
Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.
If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

**Ability Services**
Central College (713) 718-6164  
Coleman College (713) 718-7082  
Northeast College (713) 718-8322  
Northwest College (Katy Campus) (713) 718-5408  
Northwest College (Spring Branch Campus) (713) 718-5422  
Southeast College (713) 718-8397  
Southwest College (713) 718-7910

**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:

**Access DE Policies on their Web site:**

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

**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.

**WEEKLY CALENDAR**

<table>
<thead>
<tr>
<th>Due during the week of: (by Sunday at 11:55 p.m.)</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Monday, January 18</td>
<td>Read Syllabus and Explore the links in this course. Complete <strong>WEEK 1</strong> in the Learning Modules</td>
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<tr>
<td>Monday, January 25</td>
<td>Complete <strong>WEEK 2</strong> in the Learning Modules</td>
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<tr>
<td>Monday, February 01</td>
<td>Complete <strong>WEEK 3</strong> in the Learning Modules</td>
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<td>Monday, February 08</td>
<td>Complete <strong>WEEK 4</strong> in the Learning Modules</td>
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<td>Monday, February 15</td>
<td>Complete <strong>WEEK 5</strong> in the Learning Modules</td>
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<td>Monday, February 22</td>
<td>Complete <strong>WEEK 6</strong> in the Learning Modules</td>
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<tr>
<td>Monday, February 29</td>
<td>Complete <strong>WEEK 7</strong> in the Learning Modules</td>
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<tr>
<td>Monday, March 07</td>
<td>Complete <strong>WEEK 8</strong> in the Learning Modules</td>
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<tr>
<td>Monday, March 14</td>
<td><em><strong>SPRING BREAK</strong></em></td>
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<td>Monday, March 21</td>
<td>Complete <strong>WEEK 10</strong> in the Learning Modules</td>
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<td>Monday, March 28</td>
<td>Complete <strong>WEEK 11</strong> in the Learning Modules</td>
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<td>Monday, April 04</td>
<td>Complete <strong>WEEK 12</strong> in the Learning Modules</td>
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<tr>
<td>Monday, April 11</td>
<td>Complete <strong>WEEK 13</strong> in the Learning Modules</td>
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<tr>
<td>Monday, April 18</td>
<td>Complete <strong>WEEK 14</strong> in the Learning Modules</td>
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<td>Monday, April 25</td>
<td>Complete <strong>WEEK 15</strong> in the Learning Modules</td>
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<tr>
<td>Monday, May 02</td>
<td>Complete <strong>WEEK 16</strong> in the Learning Modules</td>
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<td></td>
<td>Grades Processing</td>
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