



BMGT 1313- Principles of Purchasing

Instructor: Silvia Garcia

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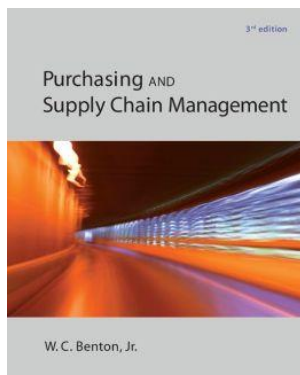
Office location and hours

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 email at silvia.degarcia@hccs.edu or you can call me at 713-320-1723.

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: None

Frequent Requisites:

- GUST 0342 (9th -11th Grade Reading)
- MATH 0312 (Intermediate Alegbra)
- College Level Writing

Program Learning Outcomes

Completion of this program will offer students the opportunity to:

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

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

Canvas Online Learning System

Instructor's Requirements

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
- Complete the required assignments and exams:
 - Midterm Exam / Final Exam
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Complete the EGLS3, Evaluation for Greater Learning Student Survey at the end of the semester.

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 to remember for your success.

WEEKLY CALENDAR

Due during the week of: By Sunday at 11:59 p.m.	Activity
WEEK 1	Read Syllabus and Course Description. Post your Bio! Introduce yourself to your classmates.
WEEK 2	Read Chapter 1 and review the class lectures. Complete Quiz for Chapter 1
WEEK 3	Read Chapter 2 and review the class lectures. Complete Quiz for Chapter 2
WEEK 4	Read Chapter 3 and review the class lectures. Complete Quiz for Chapter 3
WEEK 5	Read Chapter 4 and review the class lectures. Complete Quiz for Chapter 4
WEEK 6	Read Chapter 5 and review the class lectures. Complete Quiz for Chapter 5
WEEK 7	Read Chapter 6 and review the class lectures. Complete Quiz for Chapter 6
WEEK 8	Read Chapter 7 and review the class lectures. Complete Quiz for Chapter 7
WEEK 9	Read Chapter 8 and review the class lectures. Complete Quiz for Chapter 8
WEEK 10	Read Chapter 9 and review the class lectures. Complete Quiz for Chapter 9
WEEK 11	Read Chapter 10 and review the class lectures. Complete Quiz for Chapter 10
WEEK 12	Read Chapters 11 and 12 and review the class lectures. Complete Quiz for Chapters 11 and 12
WEEK 13	Read Chapter 13 and 14 and review the class lectures. Complete Quiz for Chapter 13 and 14
WEEK 14	Read Chapter 15 and 16 and review the class lectures. Complete Quiz for Chapter 15 and 16
WEEK 15	Read Chapter 17 and 18 and review the class lectures. Complete Quiz for Chapter 17 and 18
WEEK 16	Complete Final Project due by Sunday <ul style="list-style-type: none"> • Complete the EGLS3, Evaluation for Greater Learning Student Survey

Grade Breakdown:

Quizzes (18)	60%
Class Participation and assignments	10%
Final Project	<u>30%</u>
TOTAL:	100%

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.

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.

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

Library Services <http://library.hccs.edu/home>

Tutoring services <http://library.hccs.edu/home>

HCC Policy Statement: @ <http://www.hccs.edu/district/students/student-handbook/>

Academic honesty
Students' attendance
3-peaters
Withdrawal deadline

Veteran @ <http://www.hccs.edu/district/students/va/>

HCC Campus Carry @ <http://www.hccs.edu/district/departments/police/campus-carry/>

DE Policies @ <http://www.hccs.edu/online/course-resources/>

Title IX @ <http://www.hccs.edu/district/students/anti-discrimination/>

ADA @ <http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/#d.en.192679>

EGLS3 @ <http://www.hccs.edu/district/students/egls3/>

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.

Sexual Misconduct:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all form of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IC prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to progeny please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IC Coordinator and Section 504 Coordinator. All inquiries concerning HCC polices, compliance with applicable laws, statues, and regulation (such as Title VI, Title IC, and Section 504), and complaints may be directed to:

David Cross, Director EEO/Compliance, Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston TX 77266-7517 or institutional.Equity@hccs.edu

Degree Plan

Students are encouraged to file a degree plan with a Counselor or the Business Administration Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Administration Department for information about filing a degree plan.

Virtual Career Center

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all southwest College Campuses. <http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college>

Policy Statement:

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.

Student Services

INTERNATIONAL STUDENTS

International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

HCC ATTENDANCE POLICY

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Early Alert

HCC has instituted an Early Alert process by which your professor may alert you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation

of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook - (for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/de-counseling/DE_student_handbook.htm).

NOTE TO STUDENT:

If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with Director of Logistics Center of Excellence, Cynthia Garza, Tel. 713-718-2747.
