



# Business Administration

Course Number:	<b>BUAD 289</b>
Course Title:	<b>PURCHASING AND MATERIALS MANAGEMENT</b>
Credits:	3
Calendar Description:	An introduction to the development of basic purchasing skills for commercial, government, industrial and institutional organizations. Quality assurance, standardization, sources of supply, negotiation, pricing practices, make or buy decisions and surplus materials and inventory management will be covered.
Semester and Year:	<b>FALL 2019</b>
Prerequisite(s):	BUAD 116
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Elective – Diploma, Management option
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Written and oral communications skills will be examined throughout the course
Originally Developed:	August 2010
EDCO Approval:	
Chair's Approval:	

**Professors**

Name	Phone	Office	Email
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**Learning Outcomes**

<p>Upon completion of this course students will be able to</p> <ul style="list-style-type: none"> <li>• describe the buyer’s responsibilities in today’s purchasing organization.</li> <li>• describe purchasing concepts to add value to a firm.</li> <li>• describe different supplier relations approaches.</li> <li>• apply ethical decision-making frameworks to purchasing.</li> <li>• design a procurement process.</li> <li>• describe RFQs, RFBs, PFPs, and supplier selection.</li> <li>• calculate price, cost and total cost of ownership.</li> <li>• summarize the legal aspects of buying and selling.</li> <li>• analyze the details of the purchasing agreements and contracting methods.</li> <li>• describe the use of purchasing tools and techniques for optimum results.</li> </ul>
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**Course Objectives**

<p>This course will cover the following content: See weekly schedule</p>
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**Evaluation Procedure**

Quiz	5%
Mid-term Exam	25%
Trends in Purchasing Assignment	20%
Other Misc. Assignments	10%
In-class Participation	10%
Final Exam	30%
Total	100%

**Notes**

<ul style="list-style-type: none"> <li>• All assignments are due at the start of the lecture on the due date.</li> <li>• Assignments that are not submitted on time will be docked 10% for each day the assignment is late.</li> <li>• No assignments will be accepted after the marked assignments have been returned to the class; after that date the student will receive a zero for the mark on that assignment.</li> <li>• Mid-term and final exams will not be rescheduled without a medical certificate.</li> <li>• Inconvenience to the student is not a valid reason for missing scheduled exams.</li> </ul>
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- Additional reference materials will be distributed in class.
- The schedule may be altered depending on the progression of the class and the needs and interests of the students.
- Field trips may also be scheduled in the Kelowna area during class time.

**Current Issues/Trends in Purchasing and Supply Mgmt. Topics – see pages 528-535**

1. Green Purchasing
2. Sustainability in Purchasing
3. Ethical Purchasing
4. Transparency in Purchasing
5. Ethics within the Purchasing Profession
6. P3's – Public- Private Partnerships in Public Sector Infrastructure Projects
7. Public Sector Purchasing
8. Purchasing Groups and Cooperative Purchasing between organizations
9. The use of cross-functional teams in Supply Management
10. External and Internal Collaboration
11. Risk Management in Procurement
12. Globalization vs. Local Sourcing
13. Supply Chain Networks
14. Supply Processes and Technology 1
15. Supply Processes and Technology 2
16. Emphasis on Total Quality Management and Customer Satisfaction
17. Safety and Security
18. Negotiating
19. Metrics and performance measurement
20. Professionalism in Supply Management – Certification, training and development
21. Protectionism
22. Blockchain Applications in Procurement
23. Case Study 1 in Purchasing & Materials Management (my company)
24. Case Study 2 in Purchasing & Materials Management (my company)

This individual assignment will include a written paper of 6-7 pages in length and a presentation/discussion (include PowerPoint slides in an appendix of your report) that you will lead on this topic of a maximum of 20 minutes. They will be scheduled in the second half of the term once the topics have been selected. You will find ideas on these topics in your text – see the section in Chapter 17 entitled “Supply Management Trends” pages 528-535 as a start. You should use a minimum of 5 separate sources that are properly cited. One person per topic and it will be signed up for in week 2 on a first come first serve basis. For 20% of your term grade.

**Required Texts/Resources**

Purchasing and Supply Management, Johnson, 16th ed., McGraw-Hill Irwin, 2020.

Course Schedule

Class Date		Topic	Textbook
2019 Week of:			
Sept	4	Course Introduction & Purchasing & Supply Management	Ch. 1
	9-13	Supply Strategy	Ch. 2
	16-20	Supply Organization Supply Processes & Technology	Ch. 3 & 4
	23-27	<b>Quiz Monday</b> Make or Buy, Insourcing & Outsourcing	Ch. 5
Sept/Oct	30-4	Need Identification & Specification Quality	Ch. 6, 7
Oct.	7-11	Quantity & Inventory	Ch. 8
	15-18	No class Thanksgiving Monday Delivery	Ch. 9
	21-25	<b>Mid-term Exam Wednesday</b>	
	28-31	Price	Ch. 10
Nov.	4-8	Cost Management	Ch. 11
	12-15	No class on Monday Remembrance Day Supplier Selection	Ch. 12
	18-22	Supplier Evaluation & Relations Global Supply Management	Ch. 13 & 14
	25-29	Other Supply Responsibilities	Ch. 16
Dec.	2-4	Supply Function Evaluation and Trends Review and Catch-up	Ch. 17
Dec	7 – 18	FINAL EXAM PERIOD	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.