



**BMGT 1313.011 | 1**  
**Principles of Purchasing**  
**Fall 2024**  
**1<sup>st</sup> 8-Weeks**  
**Online**

**Instructor Information:**

Deane H. Schneider, Dr.B.A.  
Assistant Professor of Business  
[dschneider@com.edu](mailto:dschneider@com.edu)  
409-933-8901 (Office)

**Student Hours & Location:**

ICB 313-16, TEAMS, Bongo virtual classroom tool, D2L chat or by email appointment

Monday	<u>7am – 11am</u>
Tuesday	<b>by appointment only</b>
Wednesday	<u>7am – 11am</u>
Thursday	<b>by appointment only</b>
Friday	<b>by appointment only</b>

**Required Textbook:**

This course will be using an ebook (listed below) with an online program from McGraw-Hill called *Connect*. The link to the ebook and program will be available in BrightSpace D2L. You may also purchase a loose-leaf copy of the textbook from McGraw-Hill if you would like to have a physical copy of the text.

**Purchasing and Supply Management**

**Publisher: McGraw Hill Education**  
**17th Edition by P. Fraser Johnson**  
**ISBN: 978-1-266-79408-7**

**Textbook Purchasing Statement:**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:**

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

## Course Requirements:

There are five components in addition to chapter readings that comprise this course. For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

### Orientation:

There are **2 Orientation sections** on how to use “Connect” and “SmartBook” (**in McGraw Hill Connect**). Connect Orientation consists of 3 questions and SmartBook Orientation consists of 7 questions. The questions are worth 5 points apiece. The questions (T/F) confirm that you understand how to navigate through Connect and use the SmartBook for the course.

### SmartBook Assignments:

**SmartBook (in Connect)** is an adaptive learning tool. Each chapter in your book addresses key concepts that you MUST answer correctly each week. You can review concepts while answering the questions- *SmartBook takes you to the page and highlights the answer*. Concepts missed will continue to come up until answered correctly. The number of concepts for each chapter (17 chapters) ranges from 10-37 questions (T/F; Multiple Choice; Matching) and **will take ~40 minutes to complete** (depending on recollection from chapter readings). Each assignment is worth 10 points and prepares you for the exams.

### Discussion Boards:

The **Discussion Boards (in D2L)** provide an opportunity to interact with classmates on course topics. The content should show the application of knowledge learned through reading the textbook, drawing on life experiences, drawing on professional experiences, and a small amount of research. **Discussion boards require an initial post by Thursday, then you will respond to at least two classmates' postings by Sunday.** **Please refer to the Discussion Board rubric attached to the task in D2L.** There are three (3) Discussion Boards worth 60 points apiece.

### Application-based Assignments (Simulations):

The **Application-based Assignments (in Connect)** are highly interactive, automatically graded exercises that provide students a safe space to practice using problem-solving skills and apply their knowledge to realistic scenarios. Scoring is based on **four weighted categories**:

- 1. Goal Achieved (60%- 30 points):** percentage of points to be awarded if the student achieves the module's goal
- 2. Completed on Time (30%- 15 points):** percentage of contracts completed on time is multiplied by the possible points to obtain the timeliness score
- 3. Net Worth (5%- 2.5 points):** percentage of points to be awarded through a comparison of the student's net worth to those of the class.
  - Top 20% of class = 100% of Net Worth Points
  - Top 20% - 40% of class = 75% of Net Worth Points
  - Top 40% - 60% of class = 50% of Net Worth Points
  - Top 60% - 80% of class = 25% of Net Worth Points
  - Bottom 20% of class = 0% of Net Worth Points
- 4. Reputation Score (5%- 2.5 points):** percentage of points to be awarded through a comparison of the student's reputation score to those of the class.
  - Top 20% of class = 100% of Reputation Points
  - Top 20% - 40% of class = 75% of Reputation Points

- Top 40% - 60% of class = 50% of Reputation Points
- Top 60% - 80% of class = 25% of Reputation Points
- Bottom 20% of class = 0% of Reputation Points

The application-based assignments consist of 6 purchasing simulation scenarios which include (1) the production process, (2) managing suppliers, (3) forecasting and contracts, (4) human resources and capacity planning, (5) the new branch, and (6) maximize net worth. **Simulations #1-#4 should take 25-55 minutes to complete while Simulations #5 & #6 should take 1-3 hours to complete.** Unlimited attempts are allowed with the highest score recorded. Each assignment is worth 50 points.

**Exams:**

**Four exams (in Connect)** will be covering the chapters in the textbook. A list of the chapters covered by each exam is provided in the Schedule of Activities. Each exam has 50 questions and is worth 75 points apiece. Once you have started the exam it cannot be stopped and restarted no matter what the circumstance. **The exam will automatically close at the time shown in the schedule of activities or when 70 minutes has transpired from the opening of the exam.** It is your responsibility to monitor your time while taking the exam. Only one attempt will be allowed per exam. No retakes are allowed.

**Determination of Course Grade/ Detailed Grading Formula:**

(5%) Orientation (2)-.....	<b>50 points</b>
(17%) SmartBook (17)-.....	<b>170 points</b>
(18%) Discussion Boards (3)-.....	<b>180 points</b>
(30%) Application-based Assignments (6)-.	<b>300 points</b>
(30%) Exams (4)-.....	<b>300 points</b>
<b>Total-.....</b>	<b>1000 Possible Points</b>

The final grade will be based on the following scale:

A = 90+% of the total points-----	>= 900
B = 80% - 89% of the total points-----	800-899
C = 70% - 79% of the total points-----	700-799
D = 60% - 69% of the total points -----	600-699
F = less than 60% of the total points -----	<=599

**Late Work, Make-Up, and Extra-Credit Policy:**

Missed work immediately receives a "0". *Students are responsible for contacting the instructor about making it up.* **Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class.** **Late work normally receives a 20% penalty.**

- **If accepted,** the final day for auto-graded late work will be the **day prior to the last day of class.**
- **If accepted,** the final day for manually graded late work will be the **Sunday prior to the last day of class.**

**If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.**

**Extra Credit/Bonus Points:** 40 bonus points (4% of final grade) are available for scheduling and completing a meeting (online or face-to-face) with Career Services for a **resume review OR mock interview.** Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from Career Services, confirming that a worthwhile and successful resume review or mock interview has

taken place. Students may schedule more than one appointment, but the bonus points will only be applied once. ***Resume writing/reviews and mock interviews are important aspects of career planning. Students should always have resumes up to date.***

Appointments with Career Services can be scheduled by emailing: [CareerServices@com.edu](mailto:CareerServices@com.edu) or calling (409)933-1211. **Scheduling may be attempted any time after the first day of class BUT PRIOR to the end of Week 4 to ensure an appointment.** Emails sent AFTER Week 4 are NOT guaranteed an appointment before the semester ends.

Students may choose to access Focus 2 Career (<https://careerservices.com.edu/> then click Focus2) as a third option for the 40 bonus points. **Complete the “5 Valid and Reliable Assessments” and email me a screenshot of the “combined” results.**

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

### **Graded Assignments/Feedback/Gradebook:**

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (discussion boards and projects) will typically be graded and returned within one week from the due date.** Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor’s availability allows.

**Students should monitor their overall grade within the D2L gradebook for current point totals.**

### **Attendance Policy:**

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

### **Communicating with your instructor:**

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday.***

### **General Education Core Objectives:**

Students successfully completing this course will demonstrate competency in the following Core Objectives:

**Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication.

**Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

**Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making.

**Social Responsibility** – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Table Mapping SLO's, Core Objectives and Assignments:**

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Describe the purchasing function as it relates to departments within the company	<ul style="list-style-type: none"> <li>• <b>Communication Skills</b></li> </ul>	Discussion Board #1; Ch 1 & 3 SmartBook Assignments and Exam 1 (select questions); Simulation #4
Explain the relationships of materials management and inventory control with the purchasing process.	<ul style="list-style-type: none"> <li>• <b>Communication Skills</b></li> <li>• <b>Critical Thinking Skills</b></li> <li>• <b>Empirical &amp; Quantitative Skills</b></li> <li>• <b>Social Responsibility</b></li> </ul>	Discussion Board #2; Ch 5, 6, 7, & 8 SmartBook Assignments and Exam 2 (select questions); Simulation #1
Explain supply chain management.	<ul style="list-style-type: none"> <li>• <b>Communication Skills</b></li> <li>• <b>Critical Thinking Skills</b></li> <li>• <b>Empirical &amp; Quantitative Skills</b></li> <li>• <b>Personal Responsibility</b></li> <li>• <b>Social Responsibility</b></li> </ul>	Discussion Board #3; Ch 1, 10, 12, & 13 SmartBook Assignments and Exams 1 & 3 (select questions); Simulations #2, #5, & #6
Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues.	<ul style="list-style-type: none"> <li>• <b>Personal Responsibility</b></li> </ul>	Ch 11 & 15 SmartBook Assignments and Exams 3 & 4 (select questions); Simulation #3

**Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA) <https://www.youtube.com/watch?v=EF5eFeJMplA>

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) https://www.youtube.com/watch?v=WV2-cmi19sg

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20) https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20


## Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or [agregory2@com.edu](mailto:agregory2@com.edu)

## Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

## Course Outline/ Schedule of Activities:

Principles of Purchasing				BMGT 1313 - Fall 2024				
Schedule of Activities (1st 8-week course)								
				Class Dates	McGraw Hill Orientation	Required Reading	SmartBook Assignments	Discussion Boards
Week 1 (Aug 19-25)	Connect & SmartBook	Chapter 1-2	Chapter 1-2					08/25/24
Week 2 (Aug 26-Sept 1)		Chapter 3-4	Chapter 3-4	1st Discussion Board ( <i>opens Week 1</i> )	Simulation #1	Exam 1 (Ch 1-4)		09/01/24
Week 3 (Sept 2-8)		Chapter 5-7	Chapter 5-7		Simulation #2			09/08/24
Week 4 (Sept 9-15)		Chapter 8-9	Chapter 8-9	2nd Discussion Board ( <i>opens Week 3</i> )	Simulation #3	Exam 2 (Ch 5-9)		09/15/24
Week 5 (Sept 16-22)		Chapter 10-11	Chapter 10-11		Simulation #4			09/22/24
Week 6 (Sept 23-29)		Chapter 12-13	Chapter 12-13	3rd Discussion Board ( <i>opens Week 5</i> )	Simulation #5	Exam 3 (Ch 10-13)		09/29/24
Week 7 (Sept 30-Oct 6)		Chapter 14-15	Chapter 14-15		Simulation #6			10/06/24
Week 8 (Oct 7-10)		Chapter 16-17	Chapter 16-17			Exam 4 (Ch 14-17)		10/10/24
Point Values				Important Notes				
Activity	Point Value	# of Activities	Total Points	Late Work, if accepted, normally receives 20% penalty (See Syllabus for Limitations)				
Orientation	varies	2	50	Orientation (5%) - 10 questions on McGraw Hill tool usage				
SmartBook	10	17	170	SmartBook (17%) - Dynamic Conceptual Learning				
Discussion Boards	60	3	180	Discussion Boards (18%) - <b>post assignment by Thurs</b> and then 2 responsive posts to peers by Sunday				
Simulations	50	6	300	Application-based Assignments (30%) - unlimited attempts; highest saved				
Exams	75	4	300	Exams (30%) - 1 attempt only				
<b>Total Possible Points</b>			<b>1000</b>	<b>Any bonus points are at the discretion of the instructor.</b>				

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the*

*quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

**Last date to withdraw from Fall 2024 with a "W":**

1<sup>st</sup> 8-week session- October 2<sup>nd</sup>

16-week session- November 15<sup>th</sup>

2<sup>nd</sup> 8-week session- November 26<sup>th</sup>

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.