



BMGT 1313.001IN
Principles of Purchasing
Fall 2022
Online

Instructor Information:

Deane Schneider, Dr.B.A.
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409-933-8901 (Office)

Student Hours & Location:

TVB 1317, TEAMS, Bongo virtual classroom tool, D2L chat, or by email appointment

Monday	<u>9am - 10am AND 2:00pm - 5:30pm</u>
Tuesday	by appointment only
Wednesday	<u>2:30pm - 5:30pm</u>
Thursday	by appointment only
Friday	by appointment only

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
16th Edition by P. Fraser Johnson
ISBN: 978-1-259-95760-4

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 11-46 questions (T/F; Multiple Choice; Matching) and **will take ~1 hour to complete** (depending on recollection from chapter readings). Each assignment is worth 10 points and prepares you for the tests.

Discussion Boards:

The **Discussion Boards (in D2L)** provide an opportunity to interact with classmates on course topics. The discussion posts should be easily completed in 1-2 paragraphs. 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 1 initial post and a minimum of 2 replies to classmates' posts. Short words and/or phrases such as, “I agree” and “good point” do not qualify as discussion responses. Think of how you would respond if we were in a classroom environment and engaging in conversation. Please refer to the Discussion Board rubric attached to the task in D2L. There are 4 Discussion Boards worth 20 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**:

Goal Achieved (60%- 30 points): percentage of points to be awarded if the student achieves the module's goal

Completed on Time (30%- 15 points): percentage of contracts completed on time is multiplied by the possible points to obtain the timeliness score

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

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 25-45 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 100 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)- **50 points**
- ☐ (17%) SmartBook (17)- **170 points**
- ☐ (8%) Discussion Boards (4)- **80 points**
- ☐ (30%) Application-based Assignments (6)- **300 points**
- ☐ (40%) Exams (4)- **400 points**
- ☐ **Total- 1000 Possible Points**

The final grade will be based on the following scale:

A = 90% or greater 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:

To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 20% penalty applied. **Discussion Boards will NOT be accepted late under any circumstances.** Late work that is auto-graded will be accepted up until the day 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 1-hour meeting (online or face-to-face) with the Tutoring Center on MLA format. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from the Tutoring Center, confirming that a worthwhile and successful MLA format learning session has taken place. Students may schedule more than one learning session, but the bonus points will only be applied once. **MLA formatting style is a consistent method for writing papers and assignments in various humanities disciplines. MLA format is used throughout courses at COM.** Writing Resources, including appointment scheduling for Tutoring Center, are located at: <https://www.com.edu/tutoring/writing-resources.html> MLA format templates are available through the College of the Mainland Office 365 tools (<https://www.com.edu/sso>).

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

Attendance Policy:

Attendance in this 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 D2L and Connect. 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 and may be applied as bonus points at the end of the term.

Communicating with your instructor:

All electronic communication with the instructor should be made 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 me 24 hours to reply to COM email communications.***

Student Learner Outcomes:

Upon successful completion of this course, students will:

1. Describe the purchasing function as it relates to departments within the company. This course level outcome maps to the **Communication Skills General Education Core Objective**.
2. Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues. This course level outcomes maps to the **Personal Responsibility General Education Core Objective**.
3. Explain the relationships of materials management and inventory control with the purchasing process. This course level outcomes maps to the **Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, and Social Responsibility General Education Core Objectives**.
4. Explain supply chain management. This course level outcomes maps to the **Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Personal Responsibility, and Social Responsibility General Education Core Objectives**.

General Education Core Objectives:

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

1. **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making.
5. **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	Communication Skills (written only)	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.	Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, and Social Responsibility General Education Core Objectives	Discussion Board #2; Ch 5, 6, 7, & 8 SmartBook Assignments and Exam 2 (select questions); Simulation #1
Explain supply chain management.	Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Personal Responsibility, and Social Responsibility General Education Core Objectives	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.	Personal Responsibility	Discussion Board #4; 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. <http://www.com.edu/student-services/student-handbook.php> 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 the Department Chair, Andrew Gragory, at 409-933-8339 or 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 2022			
							
Schedule of Activities (16 week course)							
Class Dates	McGraw Hill Orientation	Required Reading	SmartBook Assignments	Discussion Boards	Application-based Assignments	Exams	Due Date (Midnight)
Week 1 (Aug 22-28)	Connect & SmartBook	Chapter 1	Chapter 1	Introduction DB (no grade)			08/28/22
Week 2 (Aug 29-Sept 4)		Chapter 2	Chapter 2				09/04/22
Week 3 (Sept 5-11)		Chapter 3	Chapter 3		Simulation #1 (<i>opens Week 1</i>)		09/11/22
Week 4 (Sept 12-18)		Chapter 4	Chapter 4	1st Discussion Board (<i>opens Week 1</i>)		Exam 1 (Ch 1-4)	09/18/22
Week 5 (Sept 19-25)		Chapter 5 & 6	Chapter 5 & 6		Simulation #2 (<i>opens Week 4</i>)		09/25/22
Week 6 (Sept 26-Oct 2)		Chapter 7	Chapter 7				10/02/22
Week 7 (Oct 3-9)		Chapter 8	Chapter 8		Simulation #3 (<i>opens Week 6</i>)		10/09/22
Week 8 (Oct 10-16)		Chapter 9	Chapter 9	2nd Discussion Board (<i>opens Week 5</i>)		Exam 2 (Ch 5-9)	10/16/22
Week 9 (Oct 17-23)		Chapter 10	Chapter 10		Simulation #4 (<i>opens Week 8</i>)		10/23/22
Week 10 (Oct 24-30)		Chapter 11	Chapter 11				10/30/22
Week 11 (Oct 31-Nov 6)		Chapter 12	Chapter 12				11/06/22
Week 12 (Nov 7-13)		Chapter 13	Chapter 13	3rd Discussion Board (<i>opens Week 9</i>)	Simulation #5 (<i>opens Week 10</i>)	Exam 3 (Ch 10-13)	11/13/22
Week 13 (Nov 14-20)		Chapter 14	Chapter 14				11/20/22
Week 14 (Nov 21-27)		Chapter 15	Chapter 15				11/27/22
Week 15 (Nov 28-Dec 4)		Chapter 16	Chapter 16	4th Discussion Board (<i>opens Week 13</i>)	Simulation #6 (<i>opens Week 13</i>)		12/04/22
Week 16 (Dec 5-8)		Chapter 17	Chapter 17			Exam 4 (Ch 14-17)	12/08/22
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work is Accepted with 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	20	4	80	Discussion Boards (8%) - 3 posts required (1 initial; 2 peer)			
Simulations	50	6	300	Application-based Assignments (30%) - unlimited attempts; highest saved			
Exams	100	4	400	Exams (40%) - 1 attempt only			
Total Possible Points			1000	Any bonus points are at the discretion of the instructor.			

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.

https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities is located in the 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 2022 with a "W":

1st 8-week session- October 5th

16-week session- November 18th

2nd 8-week session- December 1st

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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 or communityresources@com.edu.