



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **PRINCIPLES OF PURCHASING**

**BMGT - 1313 - 87**

**DR. TOMMY “T-LOW” LOWRANCE**

**NOTE: This is a 16-week online course.**

#### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

# PRINCIPLES OF PURCHASING

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## **Course Description:**

This is the study of the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, performance measurement, and ethical issues in purchasing.

## **Prerequisites and/or Corequisites:**

There are no prerequisites and/or corequisites required.

## **Course Notes and Instructor Recommendations:**

This course will prepare students on how to become a more informed buyer. Whether you are planning on owning your own business or aspire to be a buyer in industry, then this class will offer students insight into the world of purchasing. For those of you who are seeking an AAS Degree in Supply Chain & Operations Management, this is a required course. But, we will learn a great deal—and have fun doing it!

## **Instructor Information:**

Instructor Name: Dr. Tommy “T-Low” Lowrance

MCC Email: [tlowrance@mclennan.edu](mailto:tlowrance@mclennan.edu)

Office Phone Number: 254-299-8059

Cell Phone Number (best option): 254-744-1873

Office Location: BT 210

Office/Teacher Conference Hours:

Face-to-Face Hours T/TH 8:30 am – 9:30 am

Online Hours M/W 9:00 am – 12:00 pm

Other Instruction Information:

Advising on Campus: T/TH 1:00 pm – 2:30 pm

Remote Advising M/W 1:00 pm – 2:30 pm

Zoom by appointments only      Zoom ID: 254 299 8059      Password: leader

## **Required Text & Materials:**

Title: Purchasing & Supply Chain Management

Author: Monczka, Handfield, Giunipero, & Patterson

Edition: 7<sup>th</sup> Edition

Publisher: Cengage

ISBN: 978-0-357-44214-2

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

1. This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, online quizzes and assignments, written exercises, online research, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the textbook is not optional. You will likely need to read some of the text several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

**Course Objectives and/or Competencies:**

1. Know the historical development of purchasing and define its role in supply chain management.
2. Recognize all key elements of the purchasing process along with familiarity with the various types of purchases.
3. Understand and recognize various purchasing policies that apply to organizations and procedures which should be followed.
4. Recognize how organizations go about integrating supply management in order to realize a competitive advantage.
5. Know how Purchasing is organized within the organization and the advantages/disadvantages of centralized and decentralized purchasing.
6. Understand major strategic decisions in supply management to align purchasing with corporate objectives.

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7. Know how to perform a supplier evaluation and identify appropriate selection criteria so as to make the right choice in choosing suppliers.
8. Be able to recognize effective ways to manage supplier quality.
9. Learn to establish a world-class supply base using the latest tools and knowledge available.
10. Recognize the importance of worldwide sourcing and its advantages and disadvantages.
11. Understand the strategic sourcing process and various ways of reducing the cost to your organization.
12. Be able to calculate and utilize purchasing and supply chain tools and techniques to ensure a more informed purchasing decision.
13. Become familiar with laws affecting purchasing and be able to understand how they affect the modern organization and apply ethical decision making and learn how to avoid potentially unethical behavior.
14. Learn many of the newly available purchasing services available to buyers.
15. Gain familiarity with supply chain information systems such as ERPs, EDIs, and e-purchasing.
16. Be able to utilize various performance metrics to better measure and evaluate your supply chain performance.

### **Course Outline or Schedule:**

Week	Due Date	Assigned Reading	Unit	Assignments Due
1	Jan. 16	Syllabus Chapter 1 text Chapter 1 slides	Part 1	Introduction (Discussion) Orientation Quiz Chapter 1 Quiz
2	Jan. 23	Chapter 2 text Chapter 2 slides	Part 2	Chapter 2 Quiz
3	Jan. 30	Chapter 3 text Chapter 3 slides	Part 2	Chapter 3 Quiz
4	Feb. 6	Chapter 4 text Chapter 4 slides	Part 2	Chapter 4 Quiz <b>Purchasing Interview Assignment</b>
5	Feb. 13	Chapter 5 text Chapter 5 slides	Part 2	Chapter 5 Quiz <b>Exam 1</b> (Chapters 1-5)
6	Feb. 20	Chapter 6 text Chapter 6 slides	Part 3	Chapter 6 Quiz
7	Feb. 27	Chapter 7 text Chapter 7 slides	Part 3	Chapter 7 Quiz
8	Mar. 6	Chapter 8 text Chapter 8 slides	Part 3	Chapter 8 Quiz
9	Mar. 20	Chapter 9 text Chapter 9 slides	Part 3	Chapter 9 Quiz <b>Supplier Evaluation Form Assignment</b>

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10	Mar. 27	Chapter 10 text Chapter 10 slides	Part 3	Chapter 10 Quiz <b>Exam 2</b> (Chapters 6-10)
11	Apr. 3	Chapter 11 text Chapter 11 slides	Part 4	Chapter 11 Quiz
12	Apr. 10	Chapter 12 text Chapter 12 slides	Part 4	Chapter 12 Quiz <b>Equipment Purchasing Assignment</b>
13	Apr. 17	Chapter 15 text Chapter 15 slides	Part 4	Chapter 15 Quiz <b>Exam 3A</b> (Chapters 11, 12, & 15)
14	Apr. 24	Chapter 17 text Chapter 17 slides	Part 5	Chapter 17 Quiz <b>Case Study Assignment</b>
15	May 1	Chapters 18 & 19 Text and Slides	Part 5	Chapter 18 Quiz Chapter 19 Quiz
16	May 3		Part 5	<b>Exam 4A</b> (Chapters 17-19)

## Course Grading Information:

Orientation Quiz	x	5%	=	_____
Chapter Quizzes	x	30%	=	_____
Assignments	x	25%	=	_____
Part Exams	x	25%	=	_____
Case Study	x	15%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

## **Orientation Quiz—5%**

Located in Brightspace, the orientation quiz provides you with an opportunity to become familiar with the course, its layout, and its requirements. The orientation quiz also enables you to become familiar with Brightspace's "Quizzes" tool that is used for all quizzes and exams in the course. You must make a 100 on the Orientation Quiz before the remainder of the course will become available to you.

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### **Chapter Quizzes—30%**

For each chapter covered, you will be required to complete a chapter quiz. You will have 3 attempts to complete the quiz, each timed at 3 minutes per question. If you have accommodations on file with MCC, those accommodations will be made accordingly. The highest grade of your 3 attempts will be recorded in the gradebook. Your lowest 2 chapter quiz grades will be dropped from the gradebook.

### **Assignments—25%**

Throughout the semester, you will complete several assignments that correlate to the materials covered in the course. These assignments are very practical and focus on tasks and skills that are necessary in the business environment. All assignments will be submitted in Brightspace.

### **Case Study—15%**

The major project within the course is a case study. Detailed instructions for completing the case study are provided in Brightspace. You will work on your case study for a specific case (assigned by the instructor) and submit it by the assigned due date. Instructions on how to complete the assignment, as well as the submission box for the assignment, are contained in Brightspace.

### **Part Exams—25%**

Periodically, you will be required to complete an exam that covers several chapters. You will have 1 attempt to complete each exam, each timed at 3 minutes per question. If you have accommodations on file with MCC, those accommodations will be made accordingly.

### **Late Work, Attendance, and Make Up Work Policies:**

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** If you miss the assigned due date for assignments, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

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## **Attendance**

It is MCC's policy that all students must be present for 75% or more of the course. For online courses, **attendance is measured by your weekly quizzes**. Please know that I may drop you, if you fail to:

- (1) Complete the online orientation by the due date; or
- (2) Submit, completely and on time, any two weeks of activities.

If you do not complete the online orientation by the due date, you may be dropped from the course as "never attended." You may withdraw from the course and request a grade of "W" by the student-initiated drop date. If you fail to uphold the requirements of this policy, you will receive the grade earned at the end of the semester.

## **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

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[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances.



# McLennan

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.