

INTER AMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
ECONOMICS AND ADMINISTRATIVE SCIENCES FACULTY
SCHOOL OF MANAGEMENT

COURSE SYLLABUS

I. GENERAL INFORMATION

COURSE TITLE	:	Purchasing and Supply Management
CODE AND NUMBER	:	BADM-4820
CREDITS	:	Three (3)
ACADEMIC TERM	:	
PROFESSOR	:	
OFFICE HOURS	:	
OFFICE TELEPHONE	:	
ELECTRONIC MAIL	:	

II. DESCRIPTION

Analysis of the purchasing functions as the primary activity in production planning, bargaining and contracting principles. Selection and evaluation of supply sources. Computerized purchasing systems. Prerequisite: BADM 4800

III.OBJECTIVES

At the end of the course the student will:

1. Understand supply chain basics elements in a world class.
2. Aware of the demands placed on purchasing and supply chain manager by business stakeholder
3. Establish purchasing policy an objectives
4. Understand purchasing functions and their social responsibilities
5. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
6. Select and evaluate suppliers
7. Understand the relationship between cost and price.
8. Understand purchasing functional role in A QUALITY IMPROVEMENT SYSTEM.
9. Understand the use of electronic data interchange (EDI) in the purchasing process.
10. Know how purchasing and supply chain management contribute to new products
11. Understand the bargaining and negotiation process
12. Understand the relation between the purchasing function and inventory control.
13. Proficient to apply JIT to improve purchasing functions
14. Understand contract terms and requirements.

- 15. Understand the ethical, contractual and legal issues face by purchasing and supply chain management.
- 16. Apply cost components in an inventory system.
- 17. Explain legal aspect in the material, service and technology purchasing.
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- 17. Explain legal aspect in the material, service and technology purchasing.

IV. COURSE CONTENT

Unit 1

INTRODUCTION TO PURCHASING AND SUPPLY MANAGEMENT

Purchasing and Supply Management
 Purchasing Decisions and Business Strategy
 The Legal Aspect of Purchasing 3

Unit 2

MATERIAL MANAGEMENT

Material Management
 Inventory Management
 Just – in - Time (Lean) Purchasing

Unit 3

FUNDAMENTALS OF PURCHASING AND SUPPLY MANAGEMENT

Purchasing Procedures-Purchasing and System Contracting
 Supplier Selection and Evaluation
 Global Sourcing
 Purchasing, Supply Partnership and Supply Chain power
 Total Quality Management (TQM) and Purchasing

Unit 4

PRICE/COST ANALYSIS AND NEGOTIATION

Price Determination
 Bargaining and Negotiation

Unit 5

SPECIAL PURCHASING APPLICATIONS

Purchasing Transportation
 Equipment ACQUISITION AND DISPOSAL
 Procuring Professional Services

V. ACTIVITIES

- A.** Lectures
- B.** Critical Thinking Situational Analysis
- C.** Supplementary readings
- D.** Internet searches
- E.** Audiovisual Support: Powerpoint presentations, videos

F. Homework

G.

VI. EVALUATION

Required activities to achieve course objective should include various pedagogical activities such as, homework, presentations, short quizzes, partial examinations and interactive participation, AS DETERMINE BY THE PROFESSOR.

1. Students are expected to review prerequisite material as needed, and to read assignments prior to the class session.
2. Students are required to actively participate in class discussions.
3. The student will be required to complete homework problems as a mean to practice the acquired practical knowledge in the classroom.
4. This is a fast pace course requiring a lot of reading to acquire the required knowledge.
5. You are required to acquire the Textbook assigned for the course.

Evaluation Criteria

3 PARTIAL EXAMINATIONS	60%
Homework	25%
<u>Regular Attendance and Participation</u>	<u>15%</u>
	<u>100%</u>

VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as

established in Chapter V, Article 1, Section B.2 of the Student's Rules and Regulations handbook.

Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student' Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VIII. RESOURCES

a) Required Textbook

Benton Jr. W.C. (2014). *Purchasing and Supply Management*, (3rd. Ed.). New York: McGraw-Hill/Irwin

Audiovisual and Information Technology

Campus On-line Services at - <http://cai.inter.edu/>

- Use of CIT Open Lab is encouraged for use of Spreadsheets and other support software such as SPSS.
- ProQuest
- Infotrac (Database)
 - Business and Company Resource Center
 - General Business File Internacional
 - Expanded Academic ASAP

IX. BIBLIOGRAPHY

References

Ball, Donald, Geringer, Michael, Minor, Michael and McNett, Jeanne (2013). *International Business* (13th Ed.). Boston: McGraw Hill.

Geringer, Michael, McNett, Jeanne, Minor, Michael and Ball, Donald (2016). *International Business* (1st Ed.) New York: McGraw Hill.

Heizer, Jay & Render, Barry (2014). *Principles of Operations Management* (9th Ed.). Pearson: New York.

Websites

Council of Supply Chain Management

<http://www.cscmp.org/>

This is the largest professional organization that focuses on supply chain management. This portal contains a complete list of "glossary" for Supply Chain Management, industry news and some recent case studies.

On-line Journals

Supply Chain Link <http://www.manufacturing.net/scl/>

This is a portal that links with many helpful sites about logistics, ERP, manufacturing, software and technology. It gives you an online version of selected article from many sources including Supply Chain Management Review. You can download some free copies. It also provides some news from Lexis-Nexis.

Purchasing/Supply Chain

<http://www.manufacturing.net/magazine/purchasing/>

This site provides the online version of Purchasing. It provides some industry news about procurement, logistics and transportation issues.

Information Technology

<http://www.informationweek.com/>

This site provides the on-line version of the Information Week magazine. It is good for learning the latest ERP/IT/IS stuff related to supply chain.

Logistics <http://www.inboundlogistics.com/>

This site will link you up with the relevant sites. A pretty good resource if you are getting into the logistics issues.

The McKinsey Quarterly

<http://www.mckinseyquarterly.com/home.aspx>

Under the "Functions" tab, you can access to many global supply chain studies in the "operations" area. Free registration.

Associations related to Purchasing and Supply Chain Management

APICS – <http://www.apics.org>

American Purchasing Society – <http://american-purchasing.com>

National Association of PM – <http://www.napm-md.org>

The Magazine of Procurement & Supply Management Best Practices
<http://www.purchasing.com>

International Chamber of Commerce

Incoterms

<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>

Excellent site for reviewing Incoterms

International Trade Organization

<http://trade.gov/media/publications/pdf/tfg2008ch1.pdf>

Site explaining the Letter of Credit

Revised (01/2016)