




Business Administration

Course Number:	BUAD 289
Course Title:	PURCHASING AND MATERIALS MANAGEMENT
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:	FALL 2023
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:	N/A
Special Notes:	Written and oral communications skills will be examined throughout the course
Originally Developed:	August 2010
EDCO Approval:	August 2012
Chair's Approval:	

Professors

Name	Phone	Office	Email
Len Youden <i>Course Captain</i>	250-762-5445 x4458	B137	lyouden@okanagan.bc.ca

Learning Outcomes

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

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

Pre-Class Quizzes	10%
Mid-term Exam	25%
Purchasing and Supply Management Applied Project	20%
Purchasing and Supply Management Presentation	10%
Weekly Assignments	10%
Final Exam	30%
Total	100%

Notes

- All assignments are due at the start of the lecture on the due date.
- Assignments that are not submitted on time will be docked 10% for each day the assignment is late.
- 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.
- Mid-term and final exams will not be rescheduled without a medical certificate.
- Inconvenience to the student is not a valid reason for missing scheduled exams.
- 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.

Required Texts/Resources

Purchasing and Supply Management, Johnson & Flynn, 17th ed., McGraw-Hill Irwin, 2023.

Course Schedule

Date		Topic	Textbook
2023 Week of		Wednesday September 6, First day of class	
		Friday September 15, Last day to register for Fall 2023	
		Monday Oct. 2 & Monday Oct. 9 & Monday Nov. 13, Statutory Holiday (no classes)	
		Friday October 27, Last day to withdraw from class without academic penalty	
		Thursday December 7, Last day of class	
1	Sept 4	<i>Course Introduction, Purchasing and Supply Management</i>	Ch 1
2	Sept 11	<i>Supply Strategy</i>	Ch 2
3	Sept 18	<i>Supply Organization; Supply Process and Technology</i>	Ch 3, 4
4	Sept 25	<i>Make or Buy, Need Identification and Specification</i>	Ch 5.6
5	Oct 2	<i>Quality</i>	Ch 7
6	Oct 9	<i>Quantity and Inventory</i>	Ch 8
7	Oct 16	<i>Midterm</i>	
8	Oct 23	<i>Delivery</i>	Ch 9
9	Oct 30	<i>Price</i>	Ch 10
10	Nov 6	<i>Cost Management</i>	Ch 11
11	Nov 13	<i>Supplier Selection</i>	Ch 12
12	Nov 20	<i>Supplier Evaluation and Relationships; Global Supply</i>	Ch 13, 14
13	Nov 27	<i>Exam Prep and Review</i>	
14	Dec 4	No Class	

SKILLS ACROSS THE BUSINESS CURRICULUM

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

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. 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, 6th 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.