

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUS 130 Introduction to Purchasing and Supply Chain Management

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Basic principles in purchasing and supply chain management, relationship management, application of processes, inventory management, source selection, obtaining and evaluating offers, buying techniques, contract writing and legal aspects.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. Present orally a concept that applies to the day-to-day procurement and supply chain processes, either in a public or private organizations.
2. Demonstrate an understanding of supply chain theory and its applications, including relationship management and requirements planning.
3. Create, analyze and evaluate various documents required to complete the procurement process, such as invitations for bids, requests for quotations, requests for proposals, specifications/statements of work, and contracts.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Introduction to the Purchasing Process and Supply Chain Management
 - A. The evolution of the purchasing function
 - B. Overview of the supply chain process
 - C. Purchasing, the supply chain and stakeholder analysis
 - D. Information technology and the supply chain
 - E. Enterprise Resource Planning Systems
 - F. Electronic commerce
- II. Purchasing Leadership and Management
 - A. Aligning purchasing activities with organizational strategy
 - B. Organizing for effective purchasing and supply chain management
 - C. Cross-functional and cross-organizational teams
 - D. Qualifications and training of purchasing professionals
 - E. Policies and Procedures
- III. Cost Management
 - A. Learning curves
 - B. Value analysis and value engineering
- IV. Purchasing and Quality Assurance
 - A. Managing supplier quality
 - B. International Organization for Standards
 - C. The Baldrige National Quality Award
 - D. Defining suppliers' work: specifications and statements of work
- V. Sourcing Strategy
 - A. The insourcing/outsourcing decision process
 - B. Supplier evaluation
 - C. Selecting supply chain members
 - D. International sourcing
 - E. Supplier performance measurement
- VI. Evaluating Suppliers' Offers
 - A. Requesting offers
 - B. The role of competition
 - C. Price/cost Analysis
 - D. Total cost of ownership
 - E. Suppliers' technical and management capability
 - F. Suppliers' organizational character
- VII. Negotiations
 - A. Negotiation strategy and tactics
 - B. Negotiation planning
 - C. International negotiations
- VIII. Inventory Management
 - A. The purpose of inventory
 - B. Types of inventory
 - C. Controlling inventory investment
 - D. Economic order quantity
- IX. Logistics
 - A. Transportation strategy
 - B. Time-based logistics
 - C. Purchasing transportation services
- X. Managing Contracts
 - A. Types of contracts

- B. Alliances
- C. Contractual terms and conditions
- XI. Law and Ethics
 - A. The framework of ethics
 - B. Contract law
 - C. Uniform Commercial Code
 - D. Intellectual property
 - E. Antitrust law
 - F. International law
- XII. Measuring the Performance of Purchasing and the Supply Chain
 - A. Measurement categories
 - B. Developing a performance measurement system
 - C. Benchmarking

REQUIRED READING:

Monczka, R.M., Trent, R.J. & Handfield, R.B. Purchasing and Supply Chain Management
2 edition. Cincinnati: South-Western, 2002.

SUGGESTED READING: Business publications such as The Wall Street Journal, Business Week, and The Harvard Business Review.

REQUIRED WRITING:

Students will be required to write and submit four, six-page papers following assigned themes or topics as stated in the course syllabus. Examples of themes include procurement planning, evaluating suppliers, researching supply chain software, and contract writing.

INSTRUCTIONAL METHODOLOGY:

Lecture format is primary, along with exercises and selected videos. There is a heavy emphasis on student class participation.

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Grades will be determined by three factors:

Midterm.....	25%
Final exam.....	25%
Written assignments.....	40%
Class participation.....	10%
	100%

The midterm examination is a combination of multiple choice, true/false questions, and essay questions.

The final examination will summarize all of the material covered during the course of the semester. This exam is a combination of multiple choice, true/false questions, and essay questions.

Class participation will be determined by the amount of small group and full class participation.

Numerical grades will be interpreted to a letter grade on the following basis:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
0	-	59	=	F

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

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SIGNATURES ON FILE