

**College of Business and Technology
Department of Technology
Course Syllabus**

Purchasing in Distribution and Manufacturing
Dr. John Miller
jmiller@uttyler.edu
Office: HPR 238

TECH 4325
Spring 2004
903.566.7330-phone
903.565.5650-fax

Course Description:

A study of purchasing systems in the distribution enterprises. Emphasis is placed on supplier relations, planning for purchasing, strategic partnerships, cost analysis, and value analysis, performance analysis.

(Lecture 100% / Lab 0%)

Textbook:

Dobler, D.W., Burt, D.N.(1996). *Purchasing and Supply Management, 6th Ed*
New York, NY: McGraw-Hill

Course Objectives:

At the end of this course, the successful student will demonstrate an understanding and appreciation of. ..

- ...the organizational positioning and interrelationships maintained by the purchasing department
- ...the role of the purchasing function in industry and government
- ...the operational procedures governing the purchasing function
- ...the manner in which the purchasing function has been impacted by information technology
- ...the generation of specifications and requirements
- ...the diversity of sourcing options
- ...pricing options and cost analysis
- ...methods by which contracts are administered
- ...processes of production planning
- ...basics of inventory and traffic management
- ...role the purchasing function plays in investment recovery

Course Competencies:

1. Computer-Based Skills – students will complete projects that may include word processing, graphs, charts, spreadsheets, database manipulation. Internet search skills will be required. Students will also present completed projects to the class, utilizing a presentation software package.

2. Communication Skills – students will demonstrate mastery of both written and oral skills in completion and presentation of the projects.
3. Interpersonal Skills – students will work in groups to identify problem statements for the data collection phase of projects.
4. Problem Solving (Critical Thinking) – students will use conceptual thinking, quantitative/statistical skills, gather and analyze data, and use creativity and innovation in the identification and completion of projects.
5. Ethical Issues in Decision Making and Behavior - students will understand and exhibit ethics through the data collection and presentation portions of projects.
6. Personal Accountability for Achievement – students will complete assignments and projects according to the timeline designated by the instructor.
7. Competence in Technology Principles
 - a. Competence in major field and grounding in other major technology major core areas – not addressed in this course.
 - b. Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars – not addressed in this course.

IDEA Statement:

If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 282. The telephone number is 566-7079 (TDD 565-5579).

Course Schedule:

Class	Topic	Chapters	Assignment
1	Course Introduction/Overview		
2	Background/Organizational Positioning	1, 6	
3	Role of Purchasing/Objectives-Policies	2, 3	
4	Information Technology/New Products	5, 7	
5	Specifications, Standards, Outsourcing	8, 9, 10	Article Summary #1
6	Sources of Supply	11, 12, 13	
7	Sources of Supply	11, 12, 13	Article Summary #2
8	Pricing & Costs	14, 15	
9	Review		
10	Mid-term Exam		
11	Special Purchases	18, 19	
12	Contracts	20	Article Summary #3
14	Production Planning/Inventory Mgt.	22, 23	
15	Warehousing/Traffic	24, 25	Article Summary #4
16	The Buying Plan	27	
17	Legal and Ethical Considerations	30, 31	Article Summary #4
18	Final Exam		Term Project Due

Course Requirements:

Article Summaries (4)	40 %
Term Project	10 %
Mid-term	20 %
Final exam	20 %
Class Participation	10 %

- Students will be allowed two (2) unexcused absences without penalty. Three (3) percentage points will be deducted from overall grade for each unexcused absence beyond the allowed two.
- Three (3) points per day will be deducted from overall grade for each day that an article summary or project presentation is late.
- Attendance is crucial because of the density of information covered during each class. Attendance will be taken during each class period.
- Grades will be based upon the following scale:

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

Web Resources:

- <http://www.manufacturing.net/magazine/logistic>
- <http://www.harcourtcollege.com/marketing/students/purchasing.htm>
- http://www.business.com/directory/transportation_and_logistics/logistics/warehousing_and_distribution/inventory_management/
- <http://www.bls.gov/oco/ocos023.htm>

Additional References:

Harding, W. and Harding, M.L. (2001). *Purchasing*. 2nd Ed., Barron's Educational Series

Nelson, D., Stegner, J. and Moody, P.E. (2001). *Purchasing Machine: How The Top Ten Companies Use Best Practices to Manage Their Supply Chain*. Simon & Schuster Adult Publishing Group

Cavinato, J.L., Kauffman, R.G. (1999). *The Purchasing Handbook: A Guide for the Purchasing and Supply Professional*, 6th Ed. Mc-Graw Hill.