BMG-228 – Purchasing and Inventory Control Course Syllabus

Course Code:

BMG-228

Course Title:

Purchasing and Inventory Control

Course Description:

In this course; students will learn about the practices related to strategic and operational purchasing; buying; and supply management throughout the supply chain. A key component of the purchasing function is inventory control and management so students will also learn practices for determining product assortments; acquiring and replenishing stock; and reducing excessive inventory. Finally; students will learn to perform the business math calculations related to all aspects of purchasing and inventory control. This course contains material previously taught in BMG 211 and BMG 227.

Prerequisites:

Academic Reading and Writing Levels of 6

Outcomes and Objectives:

Please refer to the BMG-228 Master Syllabus

Required Text and Materials:

Please confirm edition with WCC Website or go to the WCC Bookstore and use the Find the Course Materials feature to view the required and recommended course materials: https://washtenaw.bncollege.com/course-material/course-finder

- No textbook to purchase for this course

Course Guidelines:

How is the course structured?

This course begins with a Course Orientation required section where you read the syllabus, review the course schedule, and watch the Course Preview. This is followed by four learning units.

Unit 1: Understanding the Purchasing Environment

You learn the basics about the purchasing environment, such as the evolution of purchasing, types of purchasing, and the purchasing process.

Unit 2: Managing the Sourcing Process

You learn various ways purchasers identify their sourcing requirements, evaluate and select suppliers, negotiate terms, and maintain ongoing relationships.

Unit 3: Managing Inventory

In this unit you learn about determining demand, the ordering process, and determining order quantities in order to keep inventory levels as needed.

Unit 4: Managing for Quality
> You will learn about TQM, Six Sigma, JIT, Kanban, and JITP.

How much time is needed each week for this course?

The estimated time required to complete the course activities is approximately 8-10 hours per week. I recommend that you become disciplined about logging in and participating in the online classroom at least 4 days each week. This will allow you to keep a steady pace over the semester.

It is important that you have at least the minimum amount of time to devote to this course. While an online learning class is based on self-learning, you need to contribute and participate in the discussions in order to be successful in this course.

Will there be discussions?

Yes. Discussions will explore a topic related to the content of the unit. For your main posts, you will always be required to cite an outside source that is not already part of the course and a personal experience. You will also be required to post two value-added replies.

What about journals?

You will submit a journal for each unit where you will reflect on the ideas and concepts presented in the unit. These journals are conversations with the instructor and other students do not see what you wrote.

When are things due?

The due dates for your activities, assignments, and tests can be found on Blackboard by going to: **Syllabus & Schedule > Course Schedule**

Required Due Dates:

The graded assignments have due dates that are not negotiable--they are required due dates – and are in bold lettering and highlighted in blue so you can easily see them.

Suggested Due Dates:

The suggested due dates for the other activities are meant to keep you on track. I have done this because previous students asked for additional guidance on how to manage their time in an online course.

IMPORTANT NOTE
PQs and Unit Tests are available from the time a unit begins to the final due dates given in the schedule. That means you have 3 weeks to complete the tests for each unit.

How will I be evaluated?

There are 1200 possible points.

4 Discussion Boards	100 points each	400 points (33%)
4 Journals	80 points each	320 points (27%)
4 Practice Quizzes (PQs)	20 points each	80 points (7%)
4 Unit Tests	100 points each	400 points (33%)

How will I know how I am doing?

Several days after we complete each unit, you will be able to check how you are doing by going to My Grades where you will see your percent to date. If you are not meeting your personal goals, talk with me right away because:

- The end of the semester is too late.
- The only extra credit is at the beginning of this class (your intro).
- I do not give Ws as a grade.

What if I turn in something late?

Journals

You have the potential to earn the full point value of these assignments if you turn them in on time. If an assignment is turned in within 5 days of the due date, you will receive ½ off your earned score. So if you score an 80, 40 points will be recorded. Assignments will not be accepted after the 5-day grace period.

Discussions

If you are late with a main post to a discussion, submit one before the reply due date. The most you can receive for a late main post is a competent rating. Any submissions posted after the reply due date will not evaluated.

Practice Quizzes (PQs)

PQs are not available after the due date. That is, there are no opportunities to make up PQs that are not completed on time.

Unit Tests

Each unit test will be made available for 5 days after the due date. Tests taken within this 5-day grace period receive a late penalty of 1/2 off the grade you earn. So if you score 80, the grade submitted will be 40. The unit test will not be made available again after the 5-day grace period.

Instructor Discretion

Any variation to the above is at the discretion of the instructor.

How do we Communicate?

You have three options for communicating with me:

Message Center

In this course, we will use the Message Center within the Blackboard course site rather than email. There are distinct advantages to using the Message Center.

- You can communicate with your fellow students without divulging your email address.
- It allows all communication with me to remain within Blackboard.
- It reduces the instances of you not receiving a message from me because you do not use your WCC email account or the forwarding address you used is no longer valid.
- It eliminates the possibility of an email message from you winding up in my spam file – meaning I will not see it unless I am cleaning up my emails.

You will see a notification that you have a message on the home page (the page you land on when you open the Blackboard course site). I will check Messages every morning and evening Monday - Friday and sometimes on Saturday mornings.

Phone:

If you want to speak with me by phone, send me a message using the Message Center with your phone number and I will call you.

In-Person:

If you want to meet with me on the WCC campus, send me a message using the Message Center with 2 or 3 dates and times you would be available to meet. We will work out a time.

Can I use my personal email account?

No. I can only respond to your email if you use your WCC email account, as I can only communicate with you via email through the WCC email system. These measures are in place to protect any communication between faculty, staff, and students and are dictated by federal law (FERPA):

- Instructors may email students at their student WCC email address.
- If the student responds, instructors must be sure to email any replies to the student's WCC email address.

Can I use texting language?

Again, the answer is no. Since you are in the business world or preparing to enter the business world, all your messages to me should be a reflection of the impression you want others in the business world to have of you. I reserve the right to send a message back to you asking you to use business appropriate language, grammar, and formatting.

Do I need to know anything else about sending messages?

Any time you send a message to me – or any of your instructors for that matter – the subject line is critical. So in your messages be sure your subject line is clear and gives a good indication of what the message is about.

For example, suppose your subject line is "Question". Well, that is too vague. It should be "Question about the Ethical Purchasing Discussion." Having descriptive subject lines helps to prioritize the order of my replies.

What can I expect from the instructor?

You can expect a response within 24 hours to any messages through the Message Center (except week-ends). For discussions and blogs, you should easily receive feedback within 48 hours.

Can I cheat?

Of course the answer is "NO!!!!" Any work you submit in this course must be your own. See the WCC Student Policies and Support Information (Syllabus and Schedule link) for more on this and other important information.

The discussions and blogs require you to use outside sources. Be sure to cite the source correctly so that plagiarism is not an issue. Use quotes or paraphrasing and if you need a review on this important issue, visit http://www.plagiarism.org/.

What about other accommodations?

If you have any events coming up this semester that may affect your participation (e.g., travel for business, an operation, a pregnancy) let me know as soon as you can. That gives us time to work together to make the appropriate accommodations. Travel, by the way, is business travel. I do not make accommodations for personal vacations.

Can I help in any way?

Sure you can! You can help in four ways, as I really appreciate when you help make the course better for everyone.

- Be engaged, actively participate, and submit everything on time.
- Share articles, websites, videos, or books that may interest others in the class.
- Notify me about any errors or mistakes you find in the course materials as it is a challenge to create a course in which you do not need to purchase a text book.
- Anytime you want to share something about the course – the good, the bad, and the ugly as they say – just send me a message using the Message Center.

Academic Integrity:

Plagiarism and other forms of academic dishonesty will result in discipline according tothe [WCC Student Rights & Responsibility guidelines](). Always complete your own work using your own words. If you do use information, ideas, or words from other sources, credit that source using MLA or APA format.

Accommodation of Special Needs:

[Learning Support Services Department]() provides support to students who may need accommodation for documented disabilities, or other learning need. WCC will work with you to accommodate any of your individual learning needs, however, I need to know of any requests in advance in order to make the necessary arrangements.

WCC Student Policies and Support Information:

Review the material within the Washtenaw Community College Student Policies and Support Information for additional policies and procedures that affect you and your course. Find this information [on this shared page]().