

Discipline: Business

Degree Credit [X]
Non Credit []
Nondegree Credit []
Comm Service []

Riverside Community College District Integrated Course Outline of Record

Business 87

College: R___ M___ N_X

Lecture Hours: 54

Lab Hours: 0

Units:3.00

BUS-87: Purchasing and Supply Management

COURSE DESCRIPTION

Prerequisite: None.

Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations need to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture.(Letter Grade, or Pass/No Pass option.)

SHORT DESCRIPTION FOR CLASS SCHEDULE

Study of the purchasing & supply manager's role in procurement of resources organizations need to attain goals, with emphasis on decision making, supplier integration, internal relationships, and customer service.

ENTRY SKILLS

None.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students should be able to:

Develop a process for evaluating internal supply function performance in view of overall organizational strategy.

- Critical Thinking - Analyze and solve complex problems across a range of academic and

- Critical Thinking - Analyze and solve complex problems across a range of academic and everyday contexts
- Communication Skills - Listen thoughtfully and respectfully to the ideas of others
- Application of Knowledge - Maintain and transfer academic and technical skills to workplace

Develop a strategy to optimize inventory levels and effectively deliver goods and services.

- Critical Thinking - Analyze and solve complex problems across a range of academic and everyday contexts
- Global Awareness - Demonstrate teamwork skills
- Application of Knowledge - Maintain and transfer academic and technical skills to workplace

COURSE CONTENT

1. Purchasing and Supply Management
 - a. Purchasing and Supply Management Definitions
 - b. Supply and Logistics
 - c. The Size of an Organization's Spend and Financial Significance
 - d. Supply Contribution
 - e. Decision Making in the Supply Management Context
 - f. The Differences between Commercial and Consumer Acquisition
 - g. Supply Qualifications and Associations
 - h. Challenges Facing Purchasing and Supply Management over the Next Decade
2. Supply Organization
 - a. Objectives of Supply Management
 - b. Organizational Structures for Supply Management
 - c. Organizing the Supply Group
 - d. Supply Activities and Responsibilities
 - e. Supply Teams
 - f. Leading and Managing Teams
3. Supply Processes
 - a. The Supply Management Process
 - b. Recognition of Need
 - c. Description of the Need
 - d. Identification of Potential Sources
 - e. Supplier Selection and Determination of Terms
 - f. Preparation and Placement of the Purchase Order
 - g. Follow-Up and Expediting
 - h. Receipt and Inspection of Goods
 - i. Invoice Clearing and Payment
 - j. Maintenance of Records and Relationships
 - k. A Supply Process Flowchart
 - l. Rush or Emergency Orders
 - m. Policy and Procedure Manual
4. Information Systems and Technology
 - a. Information Management

- b. Information System Technology Use in Supply Management
 - c. Commonly Used Technology Tools
 - d. Electronic Communication
 - e. Online Auctions
 - f. Implications for Supply
5. Quality, Specification, and Service
- a. Determination of Need
 - b. Methods of Description
 - c. Standardization and Simplification
 - d. Quality, Suitability, and Best Buy
 - e. ISO 9000 Quality Standards and the Malcolm Baldrige Award
 - f. Total Quality Management (TQM)
 - g. Quality Function Deployment (QFD)
 - h. Inspection and Testing
 - i. Process Control
 - j. Supplier Certification
 - k. Service

d. State, Local, and Municipal Supply

e. Model Procurement Code

f. Public Supply Changes

16. Capital Goods

a. The Challenge of Procuring Capital Assets

b. New Technology---New Equipment

c. Sourcing and Supply Issues

d. Reasons for Buying Used Equipment

e. Leasing Equipment

f. The Acquisition of Technology

- Essays presenting detailed material related to packaging and shipping methods.
- Final projects designed to demonstrate student mastery of the calculation and analysis of inventory levels.

Other Outside-of-Class Assignments

- Individual, small group, or paired activities designed to allow students to demonstrate understanding of how to formulate requirements and quantities.
- Individual web projects designed to assess student proficiency in purchasing policies and procedures.
- Individual or small group projects designed to evaluate student ability to formulate purchasing decisions.

COURSE MATERIALS

All materials used in this course will be periodically reviewed to ensure that they are appropriate for college level instruction. Possible texts include:

Johnson, Leenders, & Flynn. Purchasing & Supply Management. 14th ed. Irwin-McGraw Hill, 2011.

12/11/2012

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