

<b>Course</b>	<p><b>PROC 5000 - Procurement and Acquisition Management</b></p> <p><i>Please Note: Students must notify the office if they wish to DROP or WITHDRAW from a course. It is not sufficient to tell your instructor. Cancellation of an enrollment is subject to Tuition Refund Deadlines and Policies as outlined in the Graduate Studies Catalog.</i></p>
<b>Term</b>	<p><b>Summer 2008</b> <b>Monday, 5:30pm – 9:30pm</b> <b>Class begins: Monday, June 2, 2008</b> <b>Location: Peterson Air Force Base</b></p>
<b>Instructor</b>	<p>Name: <b>Suzanne Snyder</b> Phone: <b>333-6673 (w) 687-5646 (h)</b> Email: <a href="mailto:Suzannesnyder56@webster.edu">Suzannesnyder56@webster.edu</a></p>
<b>Catalog Description</b>	<p>This course is an overview of acquisitions and materials management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.</p>
<b>Prerequisites</b>	<p>There is no prerequisite course for PROC 5000.</p>
<b>Course Level Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• The students will be able to know and explain the important terminology, facts, concepts, principles, and theories used in the field of Procurement and Acquisition Management. These will consist of the mandatory topics taught in the pre-requisite, advanced core courses, and integrative capstone course.</li> <li>• The students will be able to analyze the core concepts and principles of Purchasing as the foundation for Supply Management and explain, demonstrate, and evaluate the value of Supply Management to the organization; and to compare and contrast the procurement and acquisition principles and practices of commercial/industrial firms.</li> <li>• The students will be able to explain, analyze, critique, and apply research oriented approaches, case studies, and the use of situational analyses as appropriate in the study of procurement and acquisition management situations.</li> <li>• The student must be able to demonstrate the ability to properly write, prepare and submit a logically organized writing project. This writing effort must demonstrate the ability to communicate, in writing, at the graduate level.</li> </ul>
<b>Materials</b>	<p><u><i>Purchasing &amp; Supply Management</i></u>, by Leenders &amp; Fearon, 13<sup>th</sup> Edition, 2006, Irwin/McGraw-Hill, ISBN 0-07-287379-5 **Under weekly schedule identified as PSM**</p> <p><u><i>Buying for Business</i></u>, by Christopher Barrat &amp; Mark Whitehead, 2004, John Wiley &amp; Sons, Ltd., ISBN 0-470-09246-7 **Under weekly schedule identified as B4B**</p> <p><b>Options for Ordering Textbook:</b></p> <ol style="list-style-type: none"> <li>a. Textbooks are available about four weeks before the start of classes and may be ordered from Webster University's bookstore, <b>MBS Direct</b>. To place an order call toll-free: <b>1-800-325-3252</b> or visit <a href="http://direct.mbsbooks.com/webster.htm">http://direct.mbsbooks.com/webster.htm</a></li> <li>b. Used books for sale by students are posted on a Bulletin Board in the Metro Center Cafe. Please check this area if you are interested in purchasing or selling used books.</li> </ol> <p>Supplemental materials in the form of instructor provided notes, handouts, and recommended periodicals such as the National Contract Management Journal, may also be used. Additionally, the following are examples of procurement and acquisitions related websites that will provide opportunities for student outside reading and research:</p> <p>National Contract Management Association: <a href="http://www.ncmahq.org/">http://www.ncmahq.org/</a></p>

Grading	Points	% of Course Grade
2 In class exams (Week 4 &7)	150	30%
FINAL Exam – Due Week 9	150	30%
Team Presentation	100	20%
Class Preparation (Case Studies and Participation)	100	20%
<b>Total Course Grade Requirements</b>	<b>500</b>	<b>100%</b>

The following grade point structure is used to compute the letter grades for the final course grade.

Grade Points Earned	Equivalent Letter Grade
94-100	A Superior Graduate Work
90-93	A- Superior Graduate Work
87-89	B+ Satisfactory Graduate Work
83-86	B Satisfactory Graduate Work
80-82	B- Satisfactory Graduate Work
70-79	C Work that is barely adequate as graduate-level performance
Below 70	F Work that is unsatisfactory
I	I Incomplete work
ZF	ZF An "I" that is not completed within one year of the end of the course is automatically converted to a "ZF". A "ZF" is treated the same as an F or NC for all cases involving GPA, academic warning, probation and dismissal.
W	W Withdrawn from the course

Activities
<p><b>CASE STUDY:</b> Students expected to be prepared to discuss assigned cases each week in order to:</p> <ol style="list-style-type: none"> <li>a. Define the issues or problems presented in the case study based on the information provided</li> <li>b. Discuss options for responding to the issue</li> <li>c. Make a recommendation(s)/alternatives and support recommendation(s)/alternatives for possibly solving the case study issue or problem</li> <li>d. Students will each be assigned a case to research, summarize and present to the class as well as submit in written form to the Instructor.</li> </ol> <p><b>STUDENT PRESENTATIONS:</b> Student Teams shall select concepts related to purchasing from 10 of the 20 chapters of the Leender's text, and explore how these concepts are being applied to the purchasing/supply chain management activities of a company. The business may be a sole proprietor, partnership or corporation to include a subsidiary, division or franchise of a national chain.</p> <ol style="list-style-type: none"> <li>a. Student Presentations shall include either overhead slide or PowerPoint presentation with distribution of paper copy of material to instructor.</li> <li>b. Presentations should be 45 minutes in length with 10 to 15 minutes for questions and include the participation of all team members.</li> <li>c. Presentations shall clearly identify the concepts being explored and the information obtained. As applicable the presenters should point out similarities, or differences between the operation of the selected company and the concepts conveyed in the text.</li> <li>d. Presentation slides should be easy to read and no smaller than 24-point font format, except in the case of a graph or chart for visual illustration purposes only.</li> <li>e. Use of the Internet as well as direct contact with the company personnel is encouraged for obtaining current research material for Presentation material.</li> <li>f. A bibliography and footnote reference shall be provided developed following APA format. At least four references in addition to the course textbooks should be used.</li> </ol>

<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website, <a href="http://www.webster.edu">www.webster.edu</a>. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Course Attendance</b> Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class.</p> <p><b>Academic Honesty</b> The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b> Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b> Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course. Please be considerate and turn-off your cell phone during class sessions.</p> <p><b>Student Assignments Retained</b> From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b> It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Course Policies</b></p>	<p><b>INSTRUCTOR'S EXPECTATION OF STUDENTS:</b> Students should have a general understanding of marketplace functions related to standard business practices. In addition, students are expected to:</p> <ul style="list-style-type: none"> <li>• be a positive contributor in class discussions, activities, and oral presentations</li> <li>• take comprehensive notes of class lecture material</li> <li>• read textbook and case study assignments prior to the class in which they will be discussed</li> <li>• submit written case study assignments, exams, and class presentations on time</li> <li>• attend all classes; however, if you cannot, you must notify instructor prior to any class absence</li> </ul>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• Webster University's online library, <b>Passports</b>, is available through <a href="http://library.webster.edu">http://library.webster.edu</a>, you will need to use your student ID to access the databases.</li> <li>• Students who are discovered cheating or committing plagiarism will be awarded a failing grade for the course, and may be subject to discipline or dismissal. <a href="http://www.turnitin.com">www.turnitin.com</a> is a tool Webster University uses to assist faculty in identifying plagiarism.</li> <li>• Students should use citation protocol from APA. Guidelines are available in the office or on-line at <a href="http://www.webster.edu/coloradosprings">www.webster.edu/coloradosprings</a></li> <li>• Class sessions are limited to currently enrolled students.</li> <li>• Daycare services are not available at Webster University. Children are not allowed to attend class or use Webster University facilities.</li> <li>• Grades are available online by visiting <a href="http://www.webster.edu">www.webster.edu</a>, select Registration and Online Services. You will need to provide your student number and password to access your online information.</li> </ul>

**Weekly Schedule**

Note – all question references are from PSM

**Week 1:**

PSM Chpts 1 & 2 B4B Chpts 1- 3	Page 19, Q 1, 2, 7, 8 and 9 Page 51, Q 1,2,5, & 7	Page 23, Case 1-2, Roger Gray Page 52 Case 2-1, Duchess University
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Introduction to procurement and materials management, definition of terms, objectives and organization of purchasing and materials management functions, electronic purchasing trends, challenge, teams

**Week 2:**

PSM Chpts 3 & 4 B4B Chpts 4 & 8	Page 83, Q 1, 4, 9 & 10 Page 108, Q 5, 11	Page 84, Case 3-1, Mike Wesley Page 110, Case 4-2, Establishing E-business Standards at Deere and Company
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Steps in the purchasing system, use of technology in purchasing, computer use in purchasing and supply, information systems, adequate descriptions and specification necessary for purchasing, quality, supplier certification, and best value/best buy procurements

**Week 3:**

PSM Chpts 5-7	Page 141, Q 1, 2, 8, 9 & 10 Page 172, Q 1,3 & 4 Page 193 Q 2, 4, 11 & 12	Page 145, Case 5-3 Synergy Metals Page 194, Case 7-1 Great Western Bank
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Quality considerations, inventory considerations, JIT II, Determining Quantities and Inventory Transportation and Delivery, carriers, FOB Terms, developing logistics and transportation strategy

**Week 4:**

PSM Chpts 8 – 10 B4B Chpt 6	Page 220, Q 2, 4, 7 & 10 Page 250, Q 4,5 & 8 Page 282, Q 3, 6, 8, 10	Page 221, 8-1 MasTech Inc Page 253, 9-2 McMichael Inc. Page 283, Case 10-1, Quotech Inc.
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Price Determination, types of purchases, relation of cost to price, methods of price determination, discounts, negotiation and supplier evaluation and selection

**EXAM 1: Weeks 1-3****Week 5:**

PSM Chpts 11 & 12 B4B Chpt 11	Page 305, Q 1,6,8 & 9 Page 337 Q 3, 5, 6, 7, 8 & 13	Page 306, Case 11-2, ORNEX Page 338, Case 12-1 Brassco
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Investment Recovery, environmental concerns, material disposal; Legal aspects of purchasing, warranties, inspection: Ethics, personal liability, dispute resolution

**Week 6:**

PSM Chpts 13 – 15 B4 B Chpt 7 & 10	Page 363, Q 1,4, 6, 7 & 9 Page 393, Q 1, 3,6 & 9 Page 416, Q 3, 7, 10 & 12	Page 364, Case 13-1 City of Granston Page 394, Case 14-1, Global Pharmaceuticals Ltd Page 419, Case 15-2 Fairview School Board
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Research and measurement of purchasing systems; Global Purchasing; Public Sector purchasing - State, local and Federal Governments, recognition of differences between Government and commercial procurement

Week 7:

PSM Chpts16 – 18 B4B Chpt 9	Page 442 Q 1,7, 8 & 10 Page 467, Q 2,5,8 & 10	Page 443, Case 16-1 Mark Appleton Page 369, Case 17-3 Hampton Manor
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Acquisition of capital assets; Services purchasing, Make or Buy decisions, outsourcing

**EXAM 2: Weeks 4-6**

Week 8:

PSM Chpts19 & 20 B4B Chpt 5 & 12	Page 513, Q 1,2,6, 7 & 12 Page 537, Q 1,4, 5, 8, 9 & 10	Page 514, Case 19-1 Plastic Cable Clips Page 538, Case 20-1 Spartan Heat Exchangers Inc.
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Supplier Relations; Strategic planning, challenges in setting supply objectives and strategies, purchasing and supply management trends

Week 9: **TEAM PRESENTATIONS**

**EXAM 3 – Comprehensive Weeks 1-8 Due**