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| <b>Course</b>                         | PROC 5000/DR – Procurement and Acquisition Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Term</b>                           | Fall 2, 2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Instructor</b>                     | Norm Desmarais, Phone: (321) 431-7830, e-mail: normdes@bellsouth.net<br>Office Hours: Thirty minutes before classes, or by personal appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Catalog Description</b>            | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Prerequisites</b>                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <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>World Class Supply Management (7<sup>th</sup> Ed.); Burt, Dobler, Starling; McGraw-Hill, 2006; ISBN: 0-07-229070-6</p> <p><b>Suggested Supplemental Readings:</b> Supplemental materials will be provided by the instructor. Students are encouraged to consult periodicals, such as the National Contract Management Journal, and Business Week Magazine. Additionally, the following are examples of Procurement and Acquisitions related websites that will provide additional research opportunities:</p> <p>National Contract Management Association: <a href="http://www.ncmahq.org/">http://www.ncmahq.org/</a></p> <p>Institute for Supply Management: <a href="http://www.napm.org/">http://www.napm.org/</a></p> <p>Defense Acquisition University: <a href="http://www.dau.mil/">http://www.dau.mil/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Grading</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>COURSE REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>% OF GRADE</b> |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>a. Midterm examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>25%</b>        |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>b. Final Examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>25%</b>        |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>c. Three Cases (Value 5% each)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>15%</b>        |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>d. Discussions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>10%</b>        |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>e. Team Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>25%</b>        |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| <p>Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.</p> <table border="1" data-bbox="678 762 1084 1293"> <thead> <tr> <th>Letter Grade</th> <th>Numerical Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>96-100% (4.0)</td> </tr> <tr> <td>A-</td> <td>91-95% (3.67)</td> </tr> <tr> <td>B+</td> <td>87-90% (3.33)</td> </tr> <tr> <td>B</td> <td>82-86% (3.0)</td> </tr> <tr> <td>B-</td> <td>78-81% (2.67)</td> </tr> <tr> <td>C</td> <td>70-77% (2.0)</td> </tr> <tr> <td>F</td> <td>69 &amp; below (0)</td> </tr> <tr> <td>I</td> <td>Incomplete (0)</td> </tr> <tr> <td>W</td> <td>Withdrew</td> </tr> </tbody> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   | Letter Grade | Numerical Score | A | 96-100% (4.0) | A- | 91-95% (3.67) | B+ | 87-90% (3.33) | B | 82-86% (3.0) | B- | 78-81% (2.67) | C | 70-77% (2.0) | F | 69 & below (0) | I | Incomplete (0) | W | Withdrew |
| Letter Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Numerical Score                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 96-100% (4.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| A-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 91-95% (3.67)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| B+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 87-90% (3.33)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 82-86% (3.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| B-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 78-81% (2.67)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 70-77% (2.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 69 & below (0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Incomplete (0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| W                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Withdrew                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>▪ A minimum of 3 graded case analyses taken from the text.</li> <li>▪ Implement both a midterm and final examination with comprehensive essay type questions requiring critical thought and independent research.</li> <li>▪ Hold facilitated discussions that require active individual and team participation throughout the class period and grade this participation based on the degree of involvement and substance of individual student input.</li> <li>▪ Require a research project to evaluate those skills needed by the student.</li> </ul> |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| <b>Policy Statements:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p>                                                                                                                                                                                                                                                                                                                               |                   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |

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| <p><b>University Policies</b></p> | <p><b>Academic Honesty</b><br/> 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><br/> 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><br/> 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><br/> Since every student is entitled to full participation in class without interruption, thus 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.</p> <p><b>Student Assignments Retained</b><br/> 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 will be redacted from the assignment or project.</p> <p><b>Contact Hours for This course</b><br/> 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>Attendance at all class sessions is expected.</p> <p>Late written assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                        | <ul style="list-style-type: none"> <li>The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.</li> </ul> <p>In line with the university's policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action.</p> |
| <b>Week 1 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook, Chapters 1-3,<br><b>CLASSROOM DISCUSSION TOPICS:</b> Introduction to Purchasing and Supply Management. Case Study: <a href="#">The Centennial Company</a>                                                                                                                                                                                                                                                                                                                            |
| <b>Week 2 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook, Chapters 25-26<br><b>CLASSROOM DISCUSSION TOPICS:</b> Institutional, Governmental, Commercial Purchasing.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Week 3 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 4-6<br><b>CLASSROOM DISCUSSION TOPICS:</b> Social Responsibilities, Relationships, Cross Functional Teams.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Week 4 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 7-9<br><b>CLASSROOM DISCUSSION TOPICS:</b> Quality Management and e-Commerce.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Week 5 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 10-11<br><b>CLASSROOM DISCUSSION TOPICS:</b> New Product Development, Specifications, Standardization. <b>Midterm Examination</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>Week 6 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 12-13<br><b>CLASSROOM DISCUSSION TOPICS:</b> Equipment and services Purchasing. Case Study: <a href="#">The Big "O" Company</a>                                                                                                                                                                                                                                                                                                                                              |
| <b>Week 7 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 14, 15, 19, 22<br><b>CLASSROOM DISCUSSION TOPICS:</b> Supplier Sourcing and Development; Contracting Risks and arrangements. Case Study: <a href="#">Printed Circuits Components For a JIT Factory</a>                                                                                                                                                                                                                                                                       |
| <b>Week 8 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 17, 18, 20<br><b>CLASSROOM DISCUSSION TOPICS:</b> Cost-Price Considerations, Negotiations Perspectives. <b>Final Examination</b>                                                                                                                                                                                                                                                                                                                                             |
| <b>Week 9 Schedule</b> | <b>PREPARATION FOR CLASS:</b> Read textbook Chapters 21, 23, 24<br><b>CLASSROOM DISCUSSION TOPICS:</b> Relationship Management, Ethical Standards, and Legal Considerations. <b>Project Presentations</b>                                                                                                                                                                                                                                                                                                                         |

**PURCHASING TEXTBOOKS--**Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

**MBS Direct:** 1-800-325-3252

MBS Direct Website: [www.mbsdirect.net/webster](http://www.mbsdirect.net/webster)

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

**Original approved by:**

Dr. Calvin D. Fowler Academic Dean Space Coast Region, June 24, 2008

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