

Principles of Purchasing (BMGT 1313 – 2A1)

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Describe the purchasing function as it relates to departments within the company
- Identify the basic concepts used in purchasing decisions including negotiation techniques and ethical issues
- Explain the relationships of materials management and inventory control with the purchasing process
- Explain supply chain management

INSTRUCTOR CONTACT INFORMATION

Instructor:	Steven Joiner
Email:	scjoiner@lit.edu
Office Phone:	409 247 4995
Office Location:	T4 – 105 (Back Office)
Office Hours:	Monday – Wednesday: 10:00am – 1:00pm Tuesday – Thursday: 8:00am – 1:00pm By Appointment as needed

REQUIRED TEXTBOOK AND MATERIALS

Johnson, P. F. (2024). *Purchasing and supply management* (17th ed.). McGraw Hill.

ATTENDANCE POLICY

This is a fully online class. Please check in at least three times a week.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

IMPORTANT DATES

These dates are tentative and subject to change if necessary.

Approved: **Initials/date**



**LAMAR INSTITUTE
OF TECHNOLOGY**

- First Day to Submit Intent to Graduate: January 24, 2025
- Last Day to Drop WITHOUT Academic Penalty: February 26, 2025 (Full Term)
- Last Day to Submit Intent to Graduate: March 14, 2025
- First Day to Apply for Graduation: March 24, 2025
- Last Day to Apply for Graduation: April 4, 2025
- Last Day to Drop WITH Academic Penalty: April 14, 2025 (Full Term)
- Commencement/Graduation: May 15, 2025

COURSE CALENDAR (Subject to Change)

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 1/21-1/26	Introduction/Syllabus Purchasing and Supply Management	Chapter 1	Intro Discussion Chapter 1 Reading Chapter 1 Quiz Chapter 1 Case Study (2/3/2025)
Week 2 1/26-2/2	Supply Strategy	Chapter 2	Chapter 2 Reading Chapter 2 Quiz (2/3/2025)
Week 3 2/2-2/9	Supply Organization	Chapter 3	Chapter 3 Reading Chapter 3 Quiz Chapter 3 Case Study (2/10/2025)
Week 4 2/9-2/16	Supply Processes and Technology	Chapter 4	Chapter 4 Reading Chapter 4 Quiz (2/17/2025)
Week 5 2/17-2/23	Make or Buy, Insourcing, and Outsourcing	Chapter 5	Chapter 5 Reading Chapter 5 Quiz (2/24/2025)
	Test 1	Chapter 1-5	2/24/2025
Week 6 2/23-3/2	Need Identification and Specification	Chapter 6	Chapter 6 Reading Chapter 6 Quiz Chapter 6 Case Study (3/3/2025)
Week 7 3/2-3/9	Quality	Chapter 7	Chapter 7 Reading Chapter 7 Quiz (3/10/2025)
Spring Break 3/9-3/16	Spring Break	None	None
Week 8 3/16-3/23	Quantity and Inventory	Chapter 8	Chapter 8 Reading Chapter 8 Quiz Chapter 8 Case Study (3/24/2025)

Week 9 3/23-3/30	Delivery	Chapter 9	Chapter 9 Reading Chapter 9 Quiz (3/31/2025)
Week 10 3/30-4/6	Price	Chapter 10	Chapter 10 Reading Chapter 10 Quiz Chapter 10 Case Study (4/7/2025)
	Test 2	Chapter 6-10	4/7/2025
Week 11 4/6-4/13	Cost Management	Chapter 11	Chapter 11 Reading Chapter 11 Quiz (4/14/2025)
Week 12 4/13-4/20	Supplier Selection	Chapter 12	Chapter 12 Reading Chapter 12 Quiz Chapter 12 Case Study (4/21/2025)
Week 13 4/20-4/27	Supplier Evaluation and Supplier Relationships	Chapter 13	Chapter 13 Reading Chapter 13 Quiz (4/28/2025)
Week 14 4/27-5/4	Global Supply Management	Chapter 14	Chapter 14 Reading Chapter 14 Quiz (5/4/2025)
Week 15 5/4-5/11	Legal and Ethics	Chapter 15	Chapter 15 Reading Chapter 15 Quiz (5/11/2025)
	Test 3	Chapter 11-15	5/11/2025
Week 16 5/11-5/13	Final Exam	None	Final Exam (5/13/2025)

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Chapter Reading Assignments: 15%
- Quizzes: 15%
- Case Study Activities: 15%
- Tests: 30%
- Final Exam: 25%

GRADE SCALE

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

LIT does not use +/- grading scales

A grade of 'C' or better must be earned in this course for credit towards degree requirement.

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the

discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Email is the preferred method of communication (scjoiner@lit.edu). Please do not use Blackboard Messages. I do not get a notification that you sent a message and may not see it for days. I will respond to emails within 48 hours except on weekends and holidays.
2. A grade of 'C' or better must be earned in this course for credit towards degree requirement.
3. All assignments are due on the dates indicated in Blackboard. Any late work will receive a thirty-point deduction. After a week, you will receive a zero.
4. Tests are assigned a due date and must be completed by that date. Tests will not be reactivated after the due date.
5. All written assignments should be submitted in APA format. Refer to the "APA Format Assistance" section in the introduction section of the Blackboard course. Assignments not in proper format will not be graded
6. All assignments must be submitted via Blackboard unless specified by your instructor. Assignments submitted through any other method will receive a "0".
7. Grades for assignments may be accessed through Gradebook in Blackboard. Each assignment shows your grade and any grading comments made on your assignment.
8. All assignments must be turned in before the final exam.
9. Assignments should be graded within a week of the due date.

EAGLE LEARNING ESSENTIALS

Eagle Learning Essentials (ELE) <https://lit.edu/student-success/eagle-learning-essentials> is an affordable textbook rental program through the Barnes and Noble Bookstore. Through this program, students can receive required textbooks, lab manuals, access codes and electronic books conveniently before the first day of class. The ELE bundle will provide the needed learning materials at \$14 per credit hour (added to your student account), saving students up to 35-50% on the cost of course materials. The cost can be paid by financial aid or by the student. If a student enrolls in a payment plan, this charge

will be included in the payment plan calculations. Supplies are not included in this program and will need to be purchased separately. LIT students are automatically enrolled in the program at the time of registration and will begin receiving emails about selecting their preferred delivery method