

University of North Texas at Dallas
Spring 2013
SYLLABUS

MGMT 4810D-090 PURCHASING AND MATERIALS MANAGEMENT 3 HRS			
Department of	MGMT/Management	Division of	Division of Urban and Professional Studies
Instructor Name:	Khuzaima Haider		
Office Location:	Building 2, Room 240		
Office Phone:			
Email Address:	Khuzaima.haider@gmail.com		
Office Hours:	By email		
Virtual Office Hours:	<i>By email</i>		
Classroom Location:	DAL2 240		
Class Meeting Days & Times:	Wed 07:00 pm-09:50 pm		
Course Catalog Description:	From original planning through delivery of finished products: purchasing, inventory control, receiving, stores, productions control, traffic, and materials handling.		
Prerequisites:			
Co-requisites:			
Required Text:	Purchasing and Supply Management, 14th Edition, Johnson, P. Fraser; Leenders, Michiel; Flynn, Anna, ISBN-10: 0073377899		
Recommended Text and References:	Additional readings may be assigned to various topics throughout the semester.		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com		
Course Goals or Overview:			
	The objectives of the course are to develop the student's understanding of: <ol style="list-style-type: none"> 1) the purchasing process in organizations, 2) the steps and documentation associated with purchasing 3) the activities related to materials management and material flow, 4) the supply chain management concept, 5) new approaches for managing material flow activities, and 6) the foundation knowledge necessary to pursue advanced work in OM. 		

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by announcement in the blackboard.

TOPICS	Day
Course Setup, Introduction, Objectives, & Grading Policies	1/16/2013
Chapter 1: Purchasing and Supply Management	
Chapter 2: Purchasing Decisions and Business Strategy	1/23/2013
Chapter 3: Legal Aspects of Purchasing	
Chapter 4: Material Management	1/30/2013
Chapter 5: Inventory Management	2/6/2013
Exam 1	2/13/2013
Chapter 6: JIT	2/20/2013
Chapter 7: Purchasing Process	2/27/2013
Chapter 8: Supplier Selection	3/6/2013
No Class – Spring Break	3/13/2013
Chapter 9: Strategic Sourcing	3/20/2013
Exam 2	3/27/2013
Chapter 10: Global Sourcing	4/3/2013
Chapter 12: TQM	4/10/2013
Chapter 13: Price Determination	4/17/2013
Chapter 15: Purchasing Transportation services	4/24/2013
Preparation week – Project	5/1/2013
Final Exam	5/8/2013

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams – written tests designed to measure knowledge of presented course material

Homework Assignments – 5 assignments 20 points each

Grading Matrix:

Instrument	Value (points or percentages)	Total
Exam 1	100	100
Exam 2	100	100
Exam 3	100	100
Homework Assignments	100	100
Total:		400

Grade Determination:

A = 400 – 360 pts; i.e. 90% or better

B = 320 – 359 pts; i.e. 80 – 89 %

C = 280 – 319 pts; i.e. 70 – 79 %

D = 240 – 279 pts; i.e. 60 – 69 %

F = 239 pts or below; i.e. less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Exam Policy

There will be three multiple-choice and short essay examinations. All material presented in class, along with text readings, will be covered on these examinations. Students entering an exam period after any student has completed the exam will not be allowed to take the exam. No make-up exams will be administered without complete documentation of a University-approved excuse AND prior permission from the professor. Make-up exams will be given only after University-approved excuses are documented and provided on the day the student returns to class. Missing a scheduled exam for an unexcused reason will result in a zero recorded for that exam.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.