



The School of Business & Technology

Course Syllabus

Course	PROC 5000 LC Procurement and Acquisitions Management
Term	Fall I 2009, Tuesday 6pm – 10pm, Lackland AFB, Texas
Instructor	Name: Mark A Long C.P.M. Phone: 210.588.5027 Email: Marklong92@webster.edu
Course Description	This course is an overview of acquisition 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.
Prerequisites	There is no prerequisite course for PROC 5000.
Course Level Learning Objectives	<p>The following is a list of the learning outcomes for the course:</p> <ul style="list-style-type: none">• 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.• 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.• 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.• 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.
Course Materials	<p>Title: World Class Supply Management; The Key to Supply Chain Management, 8th edition Authors: Burt, Sheila Petcavage, Richard Pinkerton Publisher: McGraw-Hill/Irwin ISBN: 978-0-07-338145-9</p> <p><i>Note: A Student CD-ROM is included with the textbook.</i></p>

Supplemental Readings: A list of reference sources, including Internet websites will be provided. Students are encouraged to read these materials for reference and class discussion. Other relevant academic articles and/or papers can be found in the Webster Passports website <http://library.webster.edu/> or at an academic library.

Course Grading

Course Requirements	Percent of Grade
A) Examinations	50%
B) Term Paper	30%
C) Class Participation	10%
D) Oral Presentation	10%

The GRADUATE catalog provides these guidelines and grading options:

- **A/A-** Superior graduate work
- **B+/B/B-** Satisfactory graduate work
- **C** Work that is barely adequate as graduate-level performance
- **CR** Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.
- **F** Work that is unsatisfactory
- **I** Incomplete work
- **ZF** An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.
- **IP** In progress
- **NR** Not reported
- **W** Withdrawn from the course

Course Activities

Explanation of Term Paper: Each student is expected to organize and produce an original term paper. Such paper will be between 10 and 15 "typewritten" pages in length, exclusive of title page, abstract, abbreviations, references, and appendix pages. Text pages with tables or illustrations may be counted as part of the 10 to 15-page requirement. Students will utilize the format style in the APA's Publication Manual of the American Psychological Association, Fifth Edition. The Instructor will approve the paper no later than the second week. The paper will be "typed", double spaced, and submitted at the beginning of the eighth week. Failure to submit the term paper on the eighth week will result in the student receiving one grade below that awarded for the paper, except for any student who has been unexpectedly assigned out of the country on official business. A letter or orders from the management of his/her organization will be required. Students will be required to provide an oral presentation to the class concerning their topic. Each student will also turn-in a copy of their paper on a disk.

Explanation of Examinations: Two examinations (i.e., Mid-term and Final) will be given, and each will cover text, lecture and handout material. Each examination will be subjective (essay) in nature and short answers. Examinations are given at the fifth and ninth week. Any student unable to take these examinations on the scheduled date can be given a "make-up exam" at a later date. The same mid-term examination will be given to the student if it is taken prior the beginning of the sixth week or the same final

examination will be given to the student if it is taken prior to end of the following semester. A different “make-up exam” will be given to the student who is unable to meet the date requirements for the original examination.

Explanation of Class Participation: Each student should read all the assigned textbook and supplemental reading material, and be prepared to answer questions relative to its application to lecture areas in the class and concerning the assigned material for each class meeting. Failure to read the assigned material from this material will impact negatively on the student’s grade. Students that fail to make class are required to submit a two page type written summary of the chapters discussed during the week and the solution to the assigned case study.

In addition, each student will be required to bring to each class an article from, online, newspaper, or magazine that represents a current issue that pertains to an issue discussed in class. Failure to provide articles will cause deductions of points from the overall class participation grade.

**Policy
Statements:
University
Policies**

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:

Academic Honesty

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.

Drops and Withdrawals

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.

Special Services

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.

Disturbances

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.

Student Assignments Retained

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.

Contact Hours for this Course

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.

Course Policies

This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.

Weekly Schedule

Pre-Assignment for Week 1

- Read Introduction to World Class Supply ManagementSM

Week 1

Topics:

Evolution of stand-alone Purchasing to integrated Supply Management; Role of purchasing and supply management in an organization; and conceptual foundation and pragmatic rationale for Supply Chain Management

- Read Burt, et.al., Chas. 1-3 and Handout Material
- Discuss Term Paper Topic

Assignment for Week 2:

- Read Burt, et.al., Chas. 25-26
- Decide on Term Paper Topic

Week 2

Topics:

Comparison and contrast of institutional and governmental purchasing with industrial purchasing

- Read Burt, et.al., Chas. 25-26 and Handout Material
- Finalize Term Paper Topic

Assignment for Week 3:

- Read Burt, et.al., Chas. 4-6 and Handout Material

Week 3

Topics:

Social responsibilities, buyer-supplier relationships, and cross-functional teaming

- Read Burt, et.al., Chas. 4-6 and Handout Material

Assignment for Week 4:

- Read Burt, et.al., Chas. 7-9 and Handout Material

Week 4

Topics:

Quality management, total cost of ownership, and e-commerce/ e-procurement

- Read Burt, et.al., Chas. 7-9 and Handout Material

Assignment for Week 5:

- Read Burt, et.al., Chas. 10-11 and Handout Material
- Review of Mid-Term Exam Material

Week 5	<p>Topics: New product development; specifications and standardization</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 10-11 and Handout Material <p>MID-TERM EXAMINATION</p> <p>Assignment for Week 6:</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 12-13 and Handout Material • Begin Oral Presentations
Week 6	<p>Topics: Equipment and services purchasing</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 12-13 and Handout Material • Oral Presentations <p>Assignment for Week 7:</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 14-16 and Handout Material • Oral Presentations Continue
Week 7	<p>Topics: Sourcing and make-or-buy</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 14-16 and Handout Material • Oral Presentations Continue <p>Assignment for Week 8:</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 17, 18, 20 and Handout Material • Oral Presentations Continue • Submit Term Paper next week
Week 8	<p>Topics: Pricing, cost analysis, and negotiation</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 17, 18, 20 and Handout Material • Team Presentations Continue • Review of Final Exam Material • Submit Term Paper <p>Assignment for Week 9:</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 19, 21 and Handout Material • Oral Presentations Continue
Week 9	<p>Topics: Contract types and risk; contract management</p> <ul style="list-style-type: none"> • Read Burt, et.al., Chas. 19, 21 and Handout Material • Oral Presentations End <p>FINAL EXAMINATION</p>