

# Business Administration

Course Number: **BUAD 289**

Course Title: **PURCHASING AND MATERIALS MANAGEMENT**

Credits: 3

Calendar Description: An introduction to the development of basic purchasing skills for commercial, government, industrial and institutional organizations. Quality assurance, standardization, sources of supply, negotiation, pricing practices, make or buy decisions and surplus materials and inventory management will be covered.

Semester and Year:

**Professors**

<b>Name</b>	<b>Phone</b>	<b>Office</b>	<b>Email</b>
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**Learning Outcomes**

<p>Upon completion of this course students will be able to</p> <ul style="list-style-type: none"> <li>d</li> <li>describe purchasing concepts to add value to a firm.</li> <li>describe different supplier relations approaches.</li> <li>apply ethical decision-making frameworks to purchasing.</li> <li>design a procurement process.</li> <li>describe RFQs, RFBs, PFPs, and supplier selection.</li> <li>calculate price, cost and total cost of ownership.</li> <li>summarize the legal aspects of buying and selling.</li> <li>analyze the details of the purchasing agreements and contracting methods.</li> <li>describe the use of purchasing tools and techniques for optimum results.</li> </ul>
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**Course Objectives**

<p>This course will cover the following content: See weekly schedule</p>
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**Evaluation Procedure**

Quiz	5%
Mid-term Exam	25%
Trends in Purchasing Assignment	20%
Other Misc. Assignments	10%
In-class Participation	10%
Final Exam	30%
Total	100%



**Course Schedule**

Class Date	Topic	Textbook
Week of:		

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study