

# *Purchasing II*

## **BA 157**

### **This is a WAOL Course**

**2004-2006**

### **Technical Requirements**

A PC capable of running Internet Explorer 5.0 or a Macintosh capable of running IE 5.1

CD-ROM drive

Sound card

Connection to the Internet

Word processing program compatible with Word 95

### **Course Description**

Sourcing concepts, methods and techniques used to manage an organization's supply base are examined. Emphasis is placed on strategic purchasing and sourcing concepts, including supplier selection, development and evaluation, supplier quality, and global sourcing. Key modules are:

1. Sourcing strategies
2. Insourcing/outsourcing
3. Supplier management and development
4. Global sourcing
5. Supplier quality
6. Supply Chain and electronic commerce
7. Performance measurement

### **Learning Outcomes**

1. Demonstrate an understanding of the strategic planning process and how to use such methods when planning strategic supply management initiatives. (DL, CT)
2. Describe the buyer-seller relationship and be able to use supplier management and development tools. (DL, CT)
3. Describe how to plan and develop an organization's strategic plan. (DL)
4. Demonstrate a basic understanding of the laws that relate to the purchase of goods and services. (DL, CT)
5. Demonstrate an understanding of basic sourcing concepts and methods. (DL, CT)

6. Demonstrate how to clearly express quality requirements to suppliers and how to motivate supplier to meet and/or exceed purchaser's requirements. (DL, CT)
7. Describe how to select the "right" suppliers capable of supporting the buying organization's quality, cost, delivery, technical, and other requirements. (DL, CT)
8. Demonstrate how to use basic make-buy concepts to define activities an organization performs internally and what activities it will outsource to suppliers. (DL, CT)
9. Describe the difference between strategic and tactical purchasing and supply management. (CT)
10. Demonstrate an ability to use technology, including the Internet to conduct supplier management and development activities. (UR)
11. Develop a strategic annual buying plan for a given commodity or selected products or service. (CT)
12. Demonstrate how to conduct product market analysis. (CT)
13. Describe how to define and measure supplier performance. (CT)
14. Describe how and why to optimize a purchaser's supply base. (CT)
15. Demonstrate an appreciation for the customer's needs and how purchasing can help satisfy those needs. (DL, CT)

## **Method of Assessment**

The number and quality of weekly discussion threads posted by students are evaluated and appropriately 45 to 70 points per week are allocated. Discussion threads include an assigned case study, online discussions, lecture notes, and Internet research. The instructor assigns questions and the students' discussion and comment on other student replies. Three quizzes and a term research paper are also assigned.

## **Diversity Issues**

Students are expected to engage in respectful academic conversation when posting to the discussion threads or engaging in any conversation with others. Students are ask to listen with respect to all ideas and give the writer/speaker due consideration. Different points of view will be encouraged. Racial and/or gender slurs will not be tolerated. Verbal or written sexual harassment will not be tolerated.

## **Course Content**

### **Strategy Development for Procurement and Sourcing**

1. Linking corporate and purchasing strategies
2. Developing procurement and sourcing strategy
3. Types of purchasing commodity strategies
4. Critical sourcing strategies
5. Planning and developing commodity buying plans

## **Supplier Evaluation Methods**

1. The supplier evaluation process
2. Critical supplier evaluation criteria
3. Developing a supplier evaluation process

## **Supplier Selection**

1. The supplier selection process
2. Critical supplier selection Issues
3. Developing a supplier selection process

## **Supplier Quality Management**

1. The supplier quality management process
2. Managing supplier quality
3. Supplier evaluation systems
4. ISO 9000 registration and other quality awards

## **Supplier Management**

1. Supply-base optimization and supplier management
2. Supplier measurement and evaluation
3. Long-term relationships and contracts

## **Supplier Development**

1. Supply-base optimization and supplier development
2. Supplier development
3. Supplier management and development: putting it all together

## **Global Sourcing**

1. Global sourcing
2. Progressing from domestic to global sourcing
3. International sourcing process
4. Costs factors associated with worldwide sourcing
5. Managing the international currency risk
6. Countertrade

## **Insourcing/Outsourcing**

1. Advantages and disadvantage of Insourcing/Outsourcing
2. Factors affecting Insourcing/outsourcing decisions
3. Initiating the insourcing/outsourcing decision
4. Relationships between competitive analysis and insourcing/outsourcing
5. Cost and non-cost factors in Insourcing/outsourcing analysis

**Research Project:**                      Developing a Buying Plan

## **Course Schedule**

10 weeks, asynchronous with a one-week introduction period

## Participation Policy

It is understood that one of the main motivations for taking an online course is that other obligations make it difficult or impossible to attend scheduled, "on-the-ground" college classes. Therefore, the basic unit of time in the course is **the week**. Tests will be taken and material will be posted or otherwise turned in by a specific deadline, but you will always have at least a week's warning about exactly what is due on that date so that you can do it any time during the week.

You will need to spend about 15 hours a week on the course, in reading, thinking, writing, discussing your ideas with others, and in online sessions. You should log onto BlackBoard to attend the cyber classroom at least 5 times a week, but **when** you do so and from where, of course is up to you. It is best to log in to BlackBoard at least once a day, if just to retrieve and print your e-mail. If you procrastinate and fail to log in for more than a few days, you will begin to get lost. Most people who drop out or fail online courses do so because they can't develop the habit of logging in daily to see what is going on and keep in touch with their discussion group.

**Grading Policy** – WAOL instructors must submit grades using the following grades only:

A+ = 4.0	B- = 2.7	D = 1.0
A = 4.0	C+ = 2.3	D- = 0.7
A- = 3.7	C = 2.0	F = 0.0
B+ = 3.3	C- = 1.7	
B = 3.0	D+ = 1.3	

## Additional Grading Policy

Grading will be based on student performance in the following activities

<b>Activity</b>	<b>Maximum Points</b>
Three quizzes	150 points
Final Examination	100 points
Participation in weekly threaded discussions	360 points
Supplier development assignment	90 points
Research Project	100 points
Total Points	<hr/> 800 points

## **Course Schedule**

10 weeks, asynchronous with a one-week introduction period

## **Method of Instruction**

Online over the Internet using Eduprise and BlackBoard software.

## **Technical Support**

TECHNICAL SUPPORT – for help with BlackBoard or WebCT issues. Available 24 hours a day, 7 days a week from Eduprise.

To contact technical support:

- Visit the Eduprise Customer Support web page at <http://eduprise.custhelp.com>.
- These questions are answered by technical staff at Eduprise and should relate directly to BlackBoard or WebCT.
- Call the Eduprise Help Desk at 877-725-4357

HELP DESK – for help with your student account, services, and other non-technical issues. Options include:

- Visit our Frequently Asked Questions site, where you can find answers to questions that have been submitted by other students. You can also ask questions that will be answered by WashingtonOnline Staff within 48 hours.
- Call WashingtonOnline at 1-888-580-9011 (outside Spokane, WA) or 509-533-3005.
- Our friendly staff is available to help 8 .m. to 5 p.m. Pacific Time, Monday – Friday.

## **Student Rights and Responsibilities**

### **RIGHTS**

You have the right to expect that your instructor will:

- ✓ provide a comprehensive syllabus and course calendar
- ✓ display all due dates for readings, tests, and papers
- ✓ grade or otherwise respond to all tests and papers as stated in the syllabus
- ✓ monitor your participation in the cyber classroom weekly and occasionally comment on it
- ✓ inform you of your current grade and relative class standing upon request
- ✓ respond to any e-mail and answer all appropriate questions
- ✓ behave in a professional manner, respecting you as an individual of intelligence and sensitivity

### **RESPONSIBILITIES**

As students, you have the responsibility to:

- ✓ behave to all others in the class in a professional manner, being especially careful in e-mail and other electronic communications to avoid personal attacks, harsh criticisms, and objectionable language
- ✓ pay attention to the course calendar, keep up with the course work, submit your work in on time, and support your group members to establish a genuine learning community

### **Participation Policy**

It is understood that one of the main motivations for taking an online course is that other obligations make it difficult or impossible to attend scheduled, "on-the-ground" college classes. Therefore, the basic unit of time in the course is the module (6 days for the summer session). Material will be posted or otherwise turned in by a specific deadline, but you will always have at least a weeks warning about exactly what is due on that date so that you can do it any time during the week.

You will need to spend about 20 hours a week on the course, in reading, thinking, discussing your ideas with others, and in online sessions. You should log onto Eduprise to attend the cyber classroom at least 5 times a week, but when you do so and from where, of course, is up to you. It is best to log in to your classroom at least once a day, if just to retrieve and print your e-mail. If you procrastinate and fail to log in of more than a few days, you will begin to get lost. Most people who drop out or fail online

classes do so because they can't develop the habit of logging in daily to see what is going on and keep in touch with their discussion group.