



# Business Administration


Course Number:	<b>BUAD 289</b>
Course Title:	<b>PURCHASING AND MATERIALS MANAGEMENT</b>
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:	<b>FALL 2023</b>
Prerequisite(s):	BUAD 116
Corequisite(s):	No
Prerequisite to:	No

Final Exam:3

EDCO Approval: August 2012

Chair's Approval:

**Professors**

<b>Name</b>	<b>Phone</b>	<b>Office</b>	<b>Email</b>
			

**Notes**

- All assignments are due at the start of the lecture on the due date.
- Assignments that are not submitted on time will be docked 10% for each day the assignment is late.
- No assignments will be accepted after the marked assignments have been returned to the class; after that date the student will receive a zero for the mark on that assignment.
- Mid-term and final exams will not be rescheduled without a medical certificate.
- Inconvenience to the student is not a valid reason for missing scheduled exams.
- Additional reference materials will be distributed in class.
- The schedule may be altered depending on the progression of the class and the needs and interests of the students.

**Required Texts/Resources**

Purchasing and Supply Management, Johnson & Flynn, 17<sup>th</sup> ed., McGraw-Hill Irwin, 2023.

## Course Schedule

Date		Topic	Textbook
2023 Week of		Wednesday September 6, First day of class	
		Friday September 15, Last day to register for Fall 2023	
		Monday Oct. 2 & Monday Oct. 9 & Monday Nov. 13, Statutory Holiday (no classes)	
		Friday October 27, Last day to withdraw from class without academic penalty	
		Thursday December 7, Last day of class	
1	Sept 4	<i>Course Introduction, Purchasing and Supply Management</i>	Ch 1
2	Sept 11	<i>Supply Strategy</i>	Ch 2
3	Sept 18	<i>Supply Organization; Supply Process and Technology</i>	Ch 3, 4
4	Sept 25	<i>Make or Buy, Need Identification and Specification</i>	Ch 5.6
5	Oct 2	<i>Quality</i>	Ch 7
6	Oct 9	<i>Quantity and Inventory</i>	Ch 8

## **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.