Course Syllabus

BA 583 Procurement Management
Western Kentucky University
Gordon Ford College of Business
Master of Business Administration Program
100% asynchronous online course
Summer, 2024

Course Description

Examines procurement processes and decision-making frameworks. Topics addressed include: inter-dependencies with other corporate functions; purchasing cycles; development of material and technical specifications; supplier selection, relationship management, and evaluation, supplier quality management and improvement activities; capital goods and services purchases; global sourcing; and procurement tools and analytics.

Learning Outcomes

- Recognize the importance of Purchasing and Supply Chain Management in global business operations, including the impact on competitiveness, profitability and sustainability.

- Understand the procurement function in the supply chain design for an organization, including best practices and data-based decision-making when managing sourcing, logistics, inventory management and total cost of ownership (TCO).

- Be sensitized to the interrelationships with other corporate functions, including Accounting, Finance, Sales, Quality Assurance, Design Engineering and Operations.

- Understand strategic supplier management, including selection, contract negotiations, relationship building, supplier quality assurance, evaluation, and continuous improvement activities.

- Recognize the legal and ethical implications of the procurement role. Apply the latest research and developments in the procurement field to real-time issues, challenges, opportunities, and decisions faced by Purchasing professionals.

BA 583 Procurement Management

Textbook / Resources

Hardcover:

- Monczka, Handfield, Guinipro, Patterson Purchasing and Supply Chain Management 7th Edition

Online Edition:

- https://www.cengage.com/c/purchasing-supply-chain-management-7e-monczka/9780357442142/

Plagiarism and Academic Integrity

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

The Faculty Syllabus, or Handbook may permit a faculty member to fail a student on the assignment or the entire class. Cases of academic dishonesty may be referred to The Office of   Student Conduct for review and additional action. Faculty or reporting staff should meet with the offending student; inform them of the violation; and make them aware that they have been referred to The Office of Student Conduct prior to submission of your report and/or the start of the student conduct proceedings.

https://www.wku.edu/handbook/academic-dishonesty.php

Artificial Intelligence (AI) Usage

In general, I expect that the work you submit in this class will be your own and you are not authorized to use artificial intelligence (AI) tools such as (*ChatGPT, Dall-e*). However, there will be specific assignments or activities in which we will utilize these tools to enhance your learning experience. In these instances, you will be provided with additional information about the assignment and how AI will be employed and cited. Again, unless permission is granted, you are expected to complete assignments without substantive assistance from others, including AI tools.

https://www.wku.edu/syllabusinfo/

BA 583 Procurement Management

Inclusion Statement

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicity, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socioeconomic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

https://www.wku.edu/syllabusinfo/

Discrimination and Harassment Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

https://www.wku.edu/syllabusinfo/

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at: sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

https://www.wku.edu/syllabusinfo/

Title IX Misconduct/Assault Statement

Members of the WKU community, in addition to guests and visitors, have the right to be free from sexual misconduct and sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy is intended to establish a mechanism for determining when such conduct constitutes a violation of this policy.

BA 583 Procurement Management

When addressing student complaints, WKU reserves the right to take whatever measures it deems necessary to respond to an allegation of sexual misconduct/violence in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed as serious offenses, and the University reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and person accused of sexual misconduct.

https://www.wku.edu/eeo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf

Regular and Substantive Interaction in Online and Distance Learning

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning web page:

https://www.wku.edu/citl/rsi.php

In this course, regular and substantive interaction will take place in the following ways:
- Weekly interactive web meetings in which instructor or a guest speaker will initiate
- discussions, present information, and respond to student questions.
- Direct communication between instructor and student thought WKU e-mail account and / or,
- audio communication devices.
- Faculty participation in weekly discussion boards.
- Weekly announcements
- Timely and detailed feedback on assignments provided within one week of submission.

https://www.wku.edu/syllabusinfo/

Technology and Technical Skill Requirement

- Computer Proficiency: Students should be adept at using computers, the Internet, web browsers, the Microsoft Office suite, and other common application

- WKU Email and Blackboard Ultra: Students must be able to utilize their WKU email account and navigate the following Blackboard Ultra tools: course messages, assignments, discussion boards, tests, and groups.

- Adobe Acrobat Reader: This free plug-in may be required for reading some course files.

- Additional Software: Any other software necessary for completing assignments or taking proctored exams will be specified.

Technology Assistance

If you have technical problems, please get in touch with the following:
- WKU Information Technology Service Desk or call 270-745-7000
- Blackboard Student Support

Grading

BA 583 Procurement Management

ASSIGNMENTS	POINT EACH	INSTANCES	POINTS POSSIBLE
Case Study	80	2	160
Assignment	60	2	120
Discussion	40	4	160
Reflection & Introduction	10	1	10
Final Project	200	1	200
		Total	650

Grading Scale

Score	Grade
89.6-100	A
79.6-89.5	B
69.6-79.5	C
59.6 - 69.5	D
<59.6	F

Course Schedule:

Week	Readings	Weekly Overview	Activities	Due Date
Week 1 06/03 - 06/09	Chapter 1 – "Introduction to Purchasing and Supply Chain Management" Chapter 4 – "Supply Management Integration for Competitive Advantage" Chapter 5 – "Purchasing and Supply Management Organization"	Chapter 1 introduces the fundamental concepts, highlighting their evolution and the impact of globalization and technology. Chapter 4 discusses the integration of supply management with other business functions to gain a competitive edge, addressing strategies, benefits, and challenges. Chapter 5 focuses on the organizational aspects, detailing structures, roles, and performance measurement, underscoring the importance of skilled leadership and continuous development in the SCM function.	Discussion #1 Assignment #1	06/09
Week 2 06/10 - 06/16	Chapter 8 – "Supplier Quality Management" Chapter 9 – "Supplier Management and Development: Creating a World-Class Supply Base"	Chapters 8 and 9 highlight the critical aspects of managing and developing suppliers for superior supply chain performance. Chapter 8 emphasizes ensuring consistent supplier quality through standards, certifications, and quality management processes. Chapter 9 focuses on strategic supplier management and development practices to build a world-class supply base, enhancing overall supply chain efficiency and competitiveness.	Discussion #2 Case Study #1	06/16

BA 583 Procurement Management

Week	Readings	Weekly Overview	Activities	Due Date
Week 3 06/17 - 06/23	Chapter 11 – "Strategic Cost Management" Chapter 12 – "Purchasing and Supply Chain Analysis: Tools and Techniques" Chapter 13 – "Negotiation and Conflict Management"	Chapter 11 delves into strategic cost management techniques, emphasizing methods to optimize costs throughout the supply chain. Chapter 12 introduces various analytical tools and techniques for evaluating and improving supply chain performance. Chapter 13 addresses negotiation strategies and conflict management skills essential for successful supplier relationships and effective resolution of disputes within the supply chain ecosystem.	Discussion #3 Assignment #2	06/23
Week 4 06/24 - 06/30	Chapter 14 – "Contract Management" Chapter 15 – "Purchasing Law and Ethics" Chapter 16 – "Lean Supply Chain Management"	Chapter 14 focuses on the principles and practices of contract management, crucial for ensuring mutually beneficial agreements with suppliers. Chapter 15 delves into the legal and ethical considerations inherent in purchasing decisions, emphasizing compliance and integrity. Chapter 16 introduces lean supply chain management principles, aiming to minimize waste and optimize efficiency throughout the supply chain for enhanced value delivery.	Discussion #4 Case Study #2	06/30
Week 5 07/01 - 07/05	Chapter 18 – "Supply Chain Information Systems and Electronics Sourcing"	Chapter 18 explores the role of information systems in supply chain operations and the unique challenges of electronics sourcing.	Final Assignment	07/05

BA 583 Procurement Management

Week	Readings	Weekly Overview	Activities	Due Date
	Chapter 19 – "Performance Measurement and Evaluation"	Chapter 19 delves into performance measurement and evaluation techniques, essential for assessing supply chain effectiveness and identifying areas for improvement. Together, they highlight the importance of leveraging technology and metrics to optimize supply chain performance and achieve strategic objectives.		