

## SCP706 - Purchasing

Faculty of Continuing Education, Summer - 2020

### Subject Title

Purchasing

### Subject Description

Students are introduced to the basics of the procurement function including the purchasing cycle and the way the purchasing activity is integrated into the firm's organization. Various purchasing tools and techniques are described and practised. The important topics of cost-price analysis and negotiation are studied.

### Credit Status

One Full Credit.

### Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Apply various business level strategies and explain how a firm's procurement strategy impacts the firm's overall business strategy
2. Identify the roles and responsibilities in the purchasing-supplier relationships
3. Describe the concept of quality and the life cycle of a product
4. Explain the role of procurement in managing inventory and understand various tools used to manage inventory
5. Describe the process of sourcing
6. Utilize various approaches to negotiation and its impact on the supply chain

### Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website <http://open2.senecac.on.ca/sites/academic-integrity/for-students> to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

### Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at [student.conduct@senecacollege.ca](mailto:student.conduct@senecacollege.ca).

### **Accommodation for Students with Disabilities**

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

### **Prerequisite(s)**

None.

### **Topic Outline**

- The Purchasing Process
- Purchasing Policies and Procedures
- Supply Management Integration for Competitive Advantage
- Purchasing and Supply Management Organization
- Category Strategy Development
- Supplier Evaluation and Selection
- Supplier Quality Management
- Supplier Management and Development
- Worldwide Sourcing
- Strategic Cost Management
- Purchasing and Supply Chain Analysis: Tools and Techniques
- Negotiation and Conflict Management
- Contract Management
- Purchasing Law and Ethics
- Lean Supply Chain Management
- Purchasing Services
- Supply Chain Information Systems and Electronic Sourcing
- Performance Measurement and Evaluation
- Purchasing and Supply Strategy Trends

### **Mode of Instruction**

#### **In-Class**

A combination of teaching methods will be utilized which may include lectures, case studies, discussions, group and individual work.

#### **Online**

This subject is delivered online. This may involve the use of digital materials and/or a text, group discussions, interaction with your instructor and online activities.

### **Prescribed Texts**

#### **In-class & Online delivery:**

Title: Purchasing and Supply Chain Management.  
Author: Monczka, Handfield, Guinipero & Patterson  
Publisher: South-Western College  
Edition: 6th Edition  
ISBN: 9781285869681  
Print or eText.

## Reference Material

None.

## Required Supplies

None.

## Student Progression and Promotion Policy

<http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html>

Grading Policy <http://www.senecacollege.ca/about/policies/grading-policy.html>

A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	70% to 74%
C+	65% to 69%
C	60% to 64%
D+	55% to 59%
D	50% to 54%
F	0% to 49% (Not a Pass)
OR	
EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory

For further information, see a copy of the Academic Policy, available online (<http://www.senecacollege.ca/about/policies/academics-and-student-services.html>) or at Seneca's Registrar's Offices. (<https://www.senecacollege.ca/registrar.html>).

## Modes of Evaluation

Assignments are due on the dates specified. Should extenuating circumstances arise, please contact your instructor prior to the assignment due date so that an appropriate course of action can be established. Late assignments may be subject to a penalty of up to 10% per week and will not generally be accepted beyond two weeks from the due date.

In cases of cheating or plagiarism, the College Academic Policy will prevail. Please ensure that all assignments and reports are properly documented.

Students are referred to the following website for Seneca College Library style guides, Academic Honesty Policy and Copyright guidelines: <http://senecacollege.ca/library>

Dates for evaluations are specified in the weekly schedule addendum to this outline. The evaluation process may include, but is not limited to, tests, exams, assignments or presentations. Any absences or missed submissions due to medical or other reasons must be supported by medical or other appropriate documentation within one (1) week of the

due date. The faculty and program area must be notified immediately in the event of a missed evaluation. Upon acceptance of the documentation, the weighting of the missed deliverable will normally be applied to the final exam.

### **English Competency**

The ability to communicate effectively is essential for success in business. Therefore, you must demonstrate English competency in this course in both oral and written work. Ensure your written work includes correct sentence structure, spelling and punctuation. Always spell check, edit and proofread your work.

**Grading is based on the following marking scheme:**

#### **In-class delivery:**

Quizzes/ Tests	30%
Assignments	30%
Discussions	10%
Final Assignment	30%

#### **Online delivery:**

Quizzes/ Tests	30%
Assignments	30%
Discussions	10%
Final Assignment	30%

**Please retain this course outline document for future educational and/or employment use.**

Approved by: John Wong1, Danielle Mercier  
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