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FSM 279T.01: Purchasing and Cost Controls

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**THE UNIVERSITY OF MONTANA-MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS FALL 270T vested

COURSE NUMBER AND TITLE: 270T PURCHASING AND COST CONTROLS

FALL SEMESTER 2005: TR 2:10-4:00PM Rm HB13

CREDITS: 4 Lecture Hours: 4hrs/week (60 total)

PREREQUISITES: MAT 114T

FACULTY:

Kristine Vessey, M.Ed University of Montana 2003, second major Business Information Technology Education 2000, B.S. Accounting, University Of Montana 1999

243-2886 (OFFICE)

251-1388 (Home)

OFFICE ON MAIN CAMPUS SS 413

Email: kristinevessey@aol.com

Office Hours: M 11:00-12:00 am
SS 413 T 9:00-10:00 am

REQUIRED TEXT: *PURCHASING, SELECTION AND PROCUREMENT FOR THE HOSPITALITY INDUSTRY*, SIXTH EDITION BY ANDREW HALE FEINSTEIN AND JOHN M. STEFANELLI, ©2005 BY THE JOHN WILEY & SONS, INC., HOBOKEN, NEW JERSEY PUBLISHED SIMULTANEOUSLY IN CANADA

OTHER MATERIALS: Independent projects and group project materials... to be announced, research materials, industry publications, Internet, basic

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will:

Have broad **exposure to methods and principles** used to account for basic purchasing transactions, concepts of selection and procurement, technology applications in purchasing, distribution systems and forces affecting, buyers relations with other company personnel, purchase spec sheets, optimal amount, price, payment, suppliers policies, ordering procedures, receiving procedures, storage management procedures, security functions, fresh produce, processed produce, dairy products, and other grocery items and beverages and services, furniture, fixtures

As demonstrated by group projects, individual research projects and exams.

Be able to read, write and **design control systems and procedures** for inventory.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Performance	Points	Grading Scale Percentage:
Class Attendance	25	90 -100= A
Homework Total	200	80 - 89 = B
Research Project	50	70 - 79 = C
Test Chapter 1-6	150	60 - 69 = D
Test Chapter 7-12	150	0 - 59 = F
Test Key Terms	50	
Final (Group Projects)	<u>200</u>	
Total	825	

ATTENDANCE POLICY:

Attendance will be taken. Students may miss two class sessions during the semester with no negative impact on grade. Each missed class thereafter will result in a 5-point deduction from final points accumulated. If students are absent for any reason, they will be accountable for any information disseminated and be held responsible for class notes, announcements of tests, and assignments.

PARTICIPATION:

Students must demonstrate teamwork as consistent with industry. This is necessary as students contribute to the learning environment and become active learners by attending class and participating. Students who read text and prepare assignments prior to class will be equipped to participate and will obtain the most from this course.

DUE DATES:

To receive full credit, assignments must be submitted by stated due dates. Late assignments will be lowered by 50 percent. No late assignments will be accepted after week 13.

TESTS:

Tests will be given during the semester as announced. Assignments for makeup tests will be made only if faculty is notified by voice mail, e-mail, or personally prior to the test. A score of zero will be averaged into grade determination for any missed test.

ACADEMIC INTEGRITY:

Students are required to adhere to standards of academic integrity. Students should review The University of Montana Conduct Code regarding their rights and responsibilities. The Conduct Code is located at <http://www.umt.edu/studentaffairs/>.

Research Project and Group Projects: Full details of project assessments will be listed on the individual handouts.

CAMPUS LAB HOURS:

Go To: <http://www.umt.edu/it> > Facilities > Lab Hours

Most labs are equipped with Microsoft Office XP 2003

Mansfield Library 294, University Center 225, Liberal Arts 242

CIS help desk should have a schedule of the labs above and times available LA 139 (243-HELP)

BLACKBOARD:

Assignments and Syllabus Will Be Posted On Blackboard

Blackboard Sign-in and instruction go to > <http://umonline.umt.edu/studentsupport>

CLASS CONDUCT:

Students at the University of Montana are required to follow the University Student Conduct Rules (you may view these rules on University Web Site).

I WILL NOT TOLERATE:

Cheating

Plagiarism (University Rules on Catalog 2004-2005 Page 21)

Disrespect to the instructor or other class members (this includes talking)

Vulgar Language or any obscenity

Assignments with Inappropriate Pornography

Use of Lab Internet to View Inappropriate Pornography

Alcohol or illegal substance in the classroom

Either of these offenses will result in you being asked to leave!

POLICIES:

Incompletes can be received up to three weeks before the end of the semester if passing work is achieved and with regular attendance.

The last day to drop with a refund is September 20, 2004. The last day to drop without a refund is October 11, 2004. Review the University policy concerning late drops on the University Web Site. <http://www.umt.edu/catalog/acpolpro.tm#5>.

There are five circumstances under which a late drop might be approved: registration errors, accident or illness, family emergency, change in work schedule, no assessment of performance in class after the deadline. You must have documented justification for one of these circumstances.

View the standard policy on incompletes on University Web Site:

<http://www.umt.edu/catalog/acpolpro.htm#28>

CHALLENGED STUDENTS:

If you have a challenge, please notify the instructor at the beginning of the course with any special needs for this course. Your challenge must be “certified” by DSS.

Autumn Semester, 2005

Aug. 24-26 (Wed-Fri). Semester Begins; Orientation & Registration
August 29 (Monday). Classes Begin
September 5 (Monday) Labor Day, Holiday
Oct. 31-Nov. 14. Spring 2006 Registration Begins
November 11 (Friday). Veterans' Day, Holiday
November 23-24-25 (Wed-Thur-Fri). Thanksgiving Vacation
December 10-11 (Saturday-Sunday). Study Days
December 12-16 (Monday-Friday). Final Examinations

Sept. 19 (4:30 p.m.)	Last day to register for classes, add classes, change credit in variable credit courses, change grade options or drop classes on CyberBear with a refund. Last day to submit an Override form for adds. Last day to withdraw from the University (drop all courses) with a partial refund. Last day to change grading option to AUDIT .
Sept. 20- Oct. 10 (4:30 p.m.)	Classes may be added and dropped; or grade options changed (except Audit) with a drop/add form. \$10 charge for each drop and each add, if approved. Graduate credit may be deleted by notifying Graduate School.
Oct. 10- Dec. 9 (4:30 p.m.)	Classes may be added or dropped or grade options changed only by petition. \$10 charge for each drop and each add, if approved. No drops or grade options changes allowed after December 9.
Dec. 2 (4:30 p.m.)	Last day to withdraw from the University (drop all courses). After this day, must petition to withdraw.
Dec. 9	No petitions to drop classes or change grade options allowed after this date for Autumn Semester 2005.