

<b>University of Jordan</b>									
<b>Faculty of Business</b>									
<b>Department</b>	Public Administration								
<b>Programme</b>	BA, Public Administration								
<b>Course</b>	1606207: governmental purchases and supplies management								
<b>Teaching Staff</b>									
<b>Office Location</b>									
<b>Phone</b>									
<b>E-mail</b>									
<b>Office Hours</b>									
<b>Term</b>									
<b>Prerequisite</b>	N/A								
<b>Module Description</b>	This course is aimed at providing students with the basic knowledge of store management, government supplies and certain regulations that manage to preserve such public materials. Moreover the course emphasizes the control methods, purchasing transaction, formal records, and documents of supply management.								
<b>Aims</b>	aimed at providing students with the basic knowledge of store management, government supplies and certain regulations that manage to preserve such public materials. Moreover the course emphasizes the control methods, purchasing transaction, formal records, and documents of supply management.								
<b>Intended Learning Outcomes (ILOs)</b>									
Upon completion of this module, students should be able to achieve the following:									
<b>1. Knowledge and Understanding</b>									
	<p>Students should have knowledge of:</p> <ul style="list-style-type: none"> <li>• know the basic knowledge of store management, government supplies and certain regulations that manage to preserve such public materials.</li> <li>• To know emphasizes the control methods, purchasing transaction, formal records, and documents of supply management.</li> </ul>								
<b>2. Analytical and Thinking Skills</b>									
	<p>The course will:</p> <ul style="list-style-type: none"> <li>• Increase the student's ability to think analytically, systematically, and critically about various aspects of new public management.</li> </ul>								
<b>Teaching and Learning Methods</b>									
	This course will follow a lecture format three hours per week, wherein the student will have the opportunity to discuss, analyze, and brainstorm about the various theories and concepts of Purchases and supplies Governmental .								
<b>Assessment Methods</b>									
	<p>The student's final grade will be based on the total number of points earned out of a maximum of 100 points for the course. The 100 points are distributed as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Class attendance and participation</td> <td>5 points</td> </tr> <tr> <td>First Midterm exam</td> <td>30 points</td> </tr> <tr> <td>Second Midterm exam</td> <td>15 points</td> </tr> <tr> <td>Final exam</td> <td>50 points</td> </tr> </table>	Class attendance and participation	5 points	First Midterm exam	30 points	Second Midterm exam	15 points	Final exam	50 points
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		100 points	
<b>Academic Honesty</b>		All the assignments and work submitted by the student should be his or her own. All actions of academic dishonesty, including cheating, plagiarism, or helping other students in such actions will be dealt with strictly according to university regulations	
<b>Main Textbook(s) and Additional Readings</b>		<p>Leenders, Fearon, Flynn, Purchasing &amp; Supply Management, 12<sup>th</sup> Ed. New York: McGraw-Hill, 2002.</p> <p>Government of the Hashemite Kingdom of Jordan, The Ministry of Finance, The regulations of the Governmental Supplies, Administration pf Governmental Supplies, Amman, 2001</p>	
<b>Detailed Lecture Schedule</b>			
Week	Chapter	Topic	Hours
		<b>Orientation</b> and discussion of the syllabus and course	1
1		<ul style="list-style-type: none"> <li>- Introduction to Material Management</li> <li>- Definition of Material Management</li> <li>- The Process of Material Management</li> </ul>	
2		<ul style="list-style-type: none"> <li>- The Important of Material Management</li> <li>- Objectives of Material Management</li> </ul>	
3		<ul style="list-style-type: none"> <li>- The challenge of Purchasing and Supply Management</li> </ul>	
4		<ul style="list-style-type: none"> <li>- Procedures and Information flow</li> <li>- Steps in purchasing</li> </ul>	
5		<ul style="list-style-type: none"> <li>- Information systems</li> </ul>	
6		<ul style="list-style-type: none"> <li>- Quality specification and inspection</li> <li>- Determination of need</li> <li>- Methods of description</li> </ul>	
		Midterm Exam	
7		<ul style="list-style-type: none"> <li>- standardization and simplification</li> <li>- inspection and testing</li> </ul>	
8+9		<ul style="list-style-type: none"> <li>- quantity and delivery</li> <li>- time-based strategies and quantity decisions</li> <li>- classification of purchases</li> <li>- forecasting , inventories, determining order quantities and inventory levels</li> </ul>	
10+11		<ul style="list-style-type: none"> <li>- supplier selection</li> <li>- sourcing and supplier selection</li> <li>- the supplier selection decision</li> <li>- supplier evaluation</li> <li>- the evaluation of potential sources, ethics, price determination. Relation of cost to price.</li> </ul>	
12+13		<ul style="list-style-type: none"> <li>- governmental influence on pricing. Methods of price determination. Cost analysis, public purchasing. Characteristics of public purchasing</li> </ul>	
14+15		<ul style="list-style-type: none"> <li>- Trends in public purchasing, innovations in government purchasing. Administration of governmental supplies in the Hashemite Kingdome pf Jordan</li> </ul>	
		Final Exam	

