

University of Jordan									
Faculty of Business									
Department	Public Administration								
Programme	BA, Public Administration								
Course	1606207: governmental purchases and supplies management								
Teaching Staff									
Office Location									
Phone									
E-mail									
Office Hours									
Term									
Prerequisite	N/A								
Module Description	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.								
Aims	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.								
Intended Learning Outcomes (ILOs)									
Upon completion of this module, students should be able to achieve the following:									
1. Knowledge and Understanding									
	Students should have knowledge of: <ul style="list-style-type: none"> • know the basic knowledge of store management, government supplies and certain regulations that manage to preserve such public materials. • To know emphasizes the control methods, purchasing transaction, formal records, and documents of supply management. 								
2. Analytical and Thinking Skills									
	The course will: <ul style="list-style-type: none"> • Increase the student's ability to think analytically, systematically, and critically about various aspects of new public management. 								
Teaching and Learning Methods									
	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 .								
Assessment Methods									
	<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> <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><u>50 points</u></td></tr> </table>	Class attendance and participation	5 points	First Midterm exam	30 points	Second Midterm exam	15 points	Final exam	<u>50 points</u>
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	100 points		
Academic Honesty			
	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		
Main Textbook(s) and Additional Readings			
	Leenders, Fearon, Flynn, Purchasing & Supply Management, 12 th Ed. New York: McGraw-Hill, 2002. Government of the Hashemite Kingdom of Jordan, The Ministry of Finance, The regulations of the Governmental Supplies, Administration pf Governmental Supplies, Amman, 2001		
Detailed Lecture Schedule			
Week	Chapter	Topic	Hours
		Orientation and discussion of the syllabus and course	1
1		<ul style="list-style-type: none">- Introduction to Material Management- Definition of Material Management- The Process of Material Management	
2		<ul style="list-style-type: none">- The Important of Material Management- Objectives of Material Management	
3		<ul style="list-style-type: none">- The challenge of Purchasing and Supply Management	
4		<ul style="list-style-type: none">- Procedures and Information flow- Steps in purchasing	
5		<ul style="list-style-type: none">- Information systems	
6		<ul style="list-style-type: none">- Quality specification and inspection- Determination of need- Methods of description	
		Midterm Exam	
7		<ul style="list-style-type: none">- standardization and simplification- inspection and testing	
8+9		<ul style="list-style-type: none">- quantity and delivery- time-based strategies and quantity decisions- classification of purchases- forecasting , inventories, determining order quantities and inventory levels	
10+11		<ul style="list-style-type: none">- supplier selection- sourcing and supplier selection- the supplier selection decision- supplier evaluation- the evaluation of potential sources, ethics, price determination. Relation of cost to price.	
12+13		<ul style="list-style-type: none">- governmental influence on pricing. Methods of price determination. Cost analysis, public purchasing. Characteristics of public purchasing	
14+15		<ul style="list-style-type: none">- Trends in public purchasing, innovations in government purchasing. Administration of governmental supplies in the Hashemite Kingdome pf Jordan	
		Final Exam	

