

WEST VIRGINIA UNIVERSITY AT PARKERSBURG

GBUS 372 – CONTRACT ADMINISTRATION

SPRING 2009 -- CLASS SYLLABUS

INSTRUCTOR: Wayne Riley
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CLASS MEETS: Tues 7:00-8:15
CLASSROOM: 2539
TEXT: Course Pack
AUTHOR: Riley

COURSE DESCRIPTION

GBUS 372 is a hands-on course in the study of procurement that provide students with an overview of the contract administration area of purchasing, including the development of specification, pre-bid, bidding processes, bid evaluation, financial management, labor-management relationships, accounting, and the global dimension of contracting and the social responsibilities to the commercial system and society.

COURSE OBJECTIVES

- To introduce students to the various dimensions of contract administration and to develop an understanding of the special functions, management, the social and legal aspects of this area of procurement and its growing importance in the business world
- To provide general background information about the many possible career opportunities available in purchasing
- To introduce students to the tools, vocabulary and institution of purchasing

ATTENDANCE

The WVU Parkersburg policy on class absences allows a number of class “cuts” or missed classes that is equal to the number of times the class meets each week, or the number of credit hours, whichever is less. Students exceeding this number of missed classes may have their final grade reduced accordingly.

GRADING

Your course grade will be based on three tests and one final exam given throughout the course.

Tests – 20% each	3 x 20 = 60%
Final – 40% each	1 x 40 = 40%

GRADING SCALE

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60

MISCELLANEOUS

I start all my classes promptly on time and therefore expect all students to arrive on time. Late arrivals are considered rude and a disruption to the entire class. Furthermore, this is a business class and it is bad business form to be late for meetings. If you do arrive after attendance has been taken check with the instructor after class to ensure you are not marked absent.

I do not allow food or snacks in my classes, nor do I allow cell phones or beepers that are turned on. If you cell phone rings during class, **your final course grade will be reduced by 5 points for each incident.**

The easiest way to contact me is via email or stopping by my office located in the business office on the Parkersburg campus. If you wish to see me personally about any matter, see me either immediately before or after class.

The instructor reserves the right to make changes to this syllabus throughout the course as the need dictates. This might include adding or subtracting the number of tests scheduled or the assignment of exercises in lieu of a class meeting.

COURSE OUTLINE

Mtg	Date	Chapter
1	1/13	Class Meeting – Syllabus to Students
2	2/10	Test #1 (Lessons 1-3)
3	3/10	Test #2 (Lessons 4-6)
4	4/7	Test #3, (Lessons 7-9)
5	5/5	Comprehensive Final Exam (Lessons 1-12)

ADDENDUM TO SYLLABUS

Learning Center Services

The Learning Center is located in room 0404 and services are offered to students free of charge, Monday through Friday. Peer tutoring is open for scheduled and group sessions as well as unscheduled drop-in sessions. Students can visit the Learning Center's website for more information. http://www.wvup.edu/Learning_Center/.

Campus Safety

Upon activation of the building fire alarm, all building occupants must exit to a position of a minimum of 100 ft. safely away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted by or in each classroom. Students and instructors should also be familiar with the Color Code System and the Emergency Call buttons (College Paging System) that are located in each room on the main campus. Information regarding the system and instructions for each individual emergency can be found in the Safety Plan, accessible only on campus through the college website or by contacting faculty, staff, or administration. Questions regarding safety can be directed to the safety committee through the campus safety website at <http://www.wvup.edu/safety/>.

Last Day to Withdraw From Courses for Spring 2009

Term	Description	End Date	Begin Date	Last Day to W/D
1	Full Term	8-May-09	12-Jan-09	10-Apr-09
I	Diverse	8-May-09	12-Jan-09	10-Apr-09
2	First Half Term	6-Mar-09	12-Jan-09	24-Feb-09
3	Second Half Term	8-May-09	9-Mar-09	28-Apr-09
4	First Five Weeks	13-Feb-09	12-Jan-09	6-Feb-09
5	Second Five Weeks	27-Mar-09	16-Feb-09	13-Mar-09
6	Third Five Weeks	1-May-09	30-Mar-09	24-Apr-09
18	First Eight Week Term	27-Mar-09	26-Jan-09	17-Mar-09
H	Five Weeks - Saturdays	28-Mar-09	31-Jan-09	23-Mar-09
L	Late Semester	8-May-09	20-Jan-09	21-Apr-09
P	Second Eight Week Term	1-May-09	2-Mar-09	21-Apr-09
TH	13 Wk session	8-May-09	2-Feb-09	14-Apr-09

Disability Statement

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (424-8378).

Social Justice Statement

West Virginia University at Parkersburg is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (424-8378).

Honor Code

As a member of the WVU Parkersburg community, students are asked to sign an honor code in which they commit to demonstrate honesty, integrity and civility through the mutual respect of:

- Classmates and faculty by maintaining honesty in all academic work and refraining from cheating.
- Community and peers by maintaining integrity and honesty in the activities of daily life.
- Faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

WorkKeys (Applies to students in the AAS degree programs)

In addition to the courses required to complete your AAS degree program, the Higher Education Policy Commission requires that you take the WorkKeys Assessment exam in order to graduate from West Virginia University at Parkersburg. This exam is a measure of critical job skills acquired in your program of study. At the time you apply for graduation you will be notified of the times and dates for the exam. You will need to allow approximately three (3) hours to take the exam. WVU Parkersburg will pay the cost of the exam. Calculators will be allowed for the mathematics portion of the exam.