

**Kingdom of Saudi Arabia**

**Al Baha University**

**Faculty of Administrative & Financial Sciences**

**Business Administration**

**COURSE SPECIFICATION**

**Materials Management**

**16011505**

**2015**

# Course Specification

<b>Institution</b>	: Al-Baha University,
<b>College/Department</b>	: Faculty of Administrative and Financial Sciences Business Administration

## A Course Identification and General Information

1. Course title and code:	Materials Management 16011505
2. Credit hours	: 3
3. Program(s) in which the course is offered	: Business Administration
4. Name of faculty member responsible for the course	: Dr. Mahmoud Afeef
5. Level/year at which this course is offered	: 5 <sup>th</sup> level /3 <sup>rd</sup> year
6. Pre-requisites for this course (if any)	
7. Co-requisites for this course (if any)	
8. Location if not on main campus	

## B Objectives

**1. Summary of the main learning outcomes for students enrolled in the course.**

Materials management is an important element of project management. This course is a general introduction to Purchase and Storage Management as an information development and communication function that supports economic-decision making. Students will become familiarized with fundamental purchase, Production planning and inventory fundamentals and storage management concepts, terms, and procedures, particularly related to project management;

**2. Briefly describe any plans for developing and improving the course that are being implemented. (E.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, demonstrations, projects and presentations, speeches, debates, and panels, conferencing, and performance. Methodology will be selected to best meet student needs.

**C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)**

Topic	No of Weeks	Contact hours
1- Introduction To Materials Management	2	6
2- Product And Processes	2	6
3- Total Quality Management	2	6
4- Production Planning	2	6
5- Material Requirements Planning	2	6
6- Purchasing	3	9
7- Inventory Fundamentals	2	6

<b>2 Course components (total contact hours per semester):</b>			
<b>Lecture:</b> 45	<b>Tutorial:</b> None	<b>Practical/Fieldwork/Internship:</b> None	<b>Other:</b> None

**3. Additional private study/learning hours expected for students per week. (This should be an average: for the semester not a specific requirement in each week) None**

**4. Development of Learning Outcomes in Domains of Learning**

**For each of the domains of learning shown below indicate:**

- **A brief summary of the knowledge or skill the course is intended to develop;**
- **A description of the teaching strategies to be used in the course to develop that knowledge or skill;**
- **The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.**

**a. Knowledge**

**(i) Description of the knowledge to be acquired**

Upon completion of course, students will be able to understand the consequences of demands placed upon purchasing and supply chain managers from business stakeholders; understand the impact of purchase and supply chain management on the competitive success and profitability of modern organizations; understand the increasing strategic nature of purchasing and storage

**(ii) Teaching strategies to be used to develop that knowledge**

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.

**(iii) Methods of assessment of knowledge acquired**

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to

the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**b. Cognitive Skills**

**(i) Cognitive skills to be developed**

Upon completion of course, student will be able to identify techniques of materials and logistics management and implementation in daily operations; identify integration concepts of the supply, production, storage, distribution, functions in the most efficient and cost-effective manner to meet service requirements; describe strategic, integrative issues of the supply chain, like information exchange, buyer-supplier relationships, distribution strategies, outsourcing decisions, cycle time reduction, and strategic alliances.

**(ii) Teaching strategies to be used to develop these cognitive skills**

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.

**(iii) Methods of assessment of students cognitive skills**

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**c. Interpersonal Skills and Responsibility**

**(i) Description of the interpersonal skills and capacity to carry responsibility to be developed**

Students will integrate processes of thinking, communication, leadership, and management in order to apply interpersonal relationships knowledge and skills. Students will also learn to evaluate effectiveness of communication processes, demonstrate leadership that encourages participation and respect for the ideas, perspectives, and contributions of group members; apply management, decision-making, and problem solving processes

to accomplish tasks and fulfill responsibilities; examine interrelationships among thinking, communication, leadership, and management processes to address individual, family, community, and workplace issues. Students will develop and demonstrate ethical behavior that is appropriate for the business professional in today's society.

**(ii) Methods of assessment of students interpersonal skills and capacity to carry responsibility**

Student's contributions to the topic-related discussions will be assessed by instructor who will lead, oversee, and/or facilitate class discussions. Instructor will assess students ability and willingness to apply standards of ethical behaviour when making judgments or taking personal actions and demonstrate effective listening and feedback.

**d. Communication, Information Technology and Numerical Skills**

**(i) Description of the skills to be developed in this domain.**

Upon completion of the course the student will be able to from a starting point of a given body of information, offer a well-reasoned analysis of the purchasing optimization possibilities available to management; critique given theoretical and actual approaches, and to define, discuss and choose between alternative solution strategies for purchasing in the supply chain and storage maintenance; analyse process of planning, implementing, and controlling the efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods and related information from point of origin to point of consumption for the purpose of conforming to customer requirements.

**(ii) Teaching strategies to be used to develop these skills**

The teaching strategies are lecture, discussion and problem solving oriented. Students will be encouraged to ask questions and provide comments as considered appropriate.

**(iii) Methods of assessment of students numerical and communication skills**

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**e. Psychomotor Skills (if applicable)**

Not Applicable

(i)	<b>Description of the psychomotor skills to be developed and the level of performance required</b>
(ii)	<b>Teaching strategies to be used to develop these skills</b>
(iii)	<b>Methods of assessment of students psychomotor skills</b>

<b>5. Schedule of Assessment Tasks for Students During the Semester</b>			
<b>Assessment</b>	<b>Assessment task (e.g. essay, test, group project, examination etc.)</b>	<b>Week due</b>	<b>Proportion of Final Assessment</b>
1	Quizzes	1 - 12	10%
2	Short Assignment	8	10%
3	Midterm exam	7	30%
4	Final Examination	17	50%

#### **D. Student Support**

<p><b>1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)</b></p> <p>Instructor will be available for student consultation and academic advice on week days during their office hours. Additional assistance by appointment only.</p>
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#### **E Learning Resources**

<p><b>1.Required Text(s)</b></p> <p>Introduction to materials management .J.R. Tony Arnold Stephen Chapman Lloyds M .Clive Seventh Edition, Pearson new international edition 2014.www.pearsoned.co.uk.</p>
<p><b>2.References</b></p> <p>Purchasing and Supply Chain Management by Arjan J. van Weele., Cengage Learning 5 Edition 2009</p>
<p><b>3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)</b></p> <p>Purchasing and Supply Chain Management by Robert M. Monczka, Robert B. Handfield, Larry C. Giunipero, and James L. Patterson, ISBN-10: 1285869680   ISBN-13: 9781285869681, 2016,Cengage Learning</p>

Fortune Magazine Forbes Magazine Barons The Economist Business Week Wall Street Journal Harvard Business Review
<b>4-Electronic Materials, Web Sites etc. Not Required</b>
<b>5- Other learning material such as computer-based programs/CD, professional standards/regulations Not Required</b>

## F. Facilities Required

<b>Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)</b>	
<b>1. Accommodation (Lecture rooms, laboratories, etc.)</b>	
Classes will be held in classroom which can accommodate approximately twenty-five (25) students.	
<b>2. Computing resources</b>	Not Required
<b>3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list)</b>	Not Required

## G Course Evaluation and Improvement Processes

<b>1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching</b>
Evaluations of performance and teaching effectiveness will be administered to the students at the end of the course. A questionnaire will be used in order to determine appropriateness of communication of course expectations (learning objectives), communication of course requirements (e.g., assessment), student perception of the quality of classroom teaching, adequacy of assessment feedback, and accessibility of learning resources and support.
<b>2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department</b>
Evaluations will be conducted by colleagues of the instructor who have expertise in the course/discipline. Evaluations will result from information obtained through classroom visits and review of course materials and instructional contributions.



### **3 Processes for Improvement of Teaching**

Instructor will conduct evaluations from a number of sources including, but not limited to, student questionnaires, peer reviews, department focus groups, and self-evaluations. Instructor will collect and respond to feedback on their teaching from colleagues, peers, and students on a continual basis. Instructor and department will utilize a systematic approach to evaluate information obtained from feedback to make appropriate improvement of teaching that is firmly based on professional practices.

### **4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)**

To help instructor review the extent of the student's achievement, a mid-course and end of course rating scale will be utilized in an effort to survey goals for student learning. Based on the survey results, instructor will collect data to verify student's perceived strengths and weaknesses. The purpose of collecting evidence of student achievement is to help to establish baseline data to monitor improvements in student learning over time. A summary of a description of students' current levels of achievement will be provided to student upon completion. Conference between instructor and student will be available, upon request, to discuss students' achievement review

### **5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.**

Periodic focus groups will be conducted by instructor, faculty of the department, and department administrators to critique appropriateness of learning outcomes, content choice and concurrency, teaching and assessment methods, match between all of the above.

The required text covers a percentage of: 100% of the course

#### **Faculty In charge**

Dr. Mahmoud Afeef

#### **Head of Department**

Dr. Mohammed Makni

#### **Vice Dean (Academic Affairs)**

Dr. Najeeb Al Mater

#### **The Dean**

Dr. Mohammed Al Zehrani