

**TXMI 3240: RETAIL PLANNING AND BUYING**

FALL 2009  
3 CREDITS  
TTH: 2:00-3:15 PM  
306 DAWSON HALL

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INSTRUCTOR: DR. SOYOUNG KIM  
OFFICE: 315 DAWSON HALL  
OFFICE HOURS: TTH: 9:30 – 11:00 A.M., 1:00 – 2:00 P.M.  
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**The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.**

**Late adds for this course will not be approved except on exceptional circumstances.**

**PREREQUISITE**

ACCT 2101

**COURSE OBJECTIVES**

1. To demonstrate an understanding of mathematical calculation essential to retail buying and merchandising
2. To develop competency in applying mathematical formulas in solving merchandising problems
3. To define the terminology used to communicate in merchandising situations
4. To comprehend the use and function of typical merchandising forms encountered in retail stores

**RECOMMENDED TEXT**

Tepper, B. (2002). Mathematics for Retail Buying. New York: Fairchild Publications.

Cushman, L.M. (2005). Using Computerized Spreadsheets: Mathematics for Retail Buying. New York: Fairchild Publications.

All lecture notes are available on WebCT.

**STUDENT RESPONSIBILITIES****A. EXAMS**

There will be **three exams**. Failure to take an exam will result in zero points for each exam missed. The exams will consist of 20 short-answer questions and count 5 points each question. Dishonesty on

exams will be handled in a manner consistent with the University's policy and penalties. Dates for the exams listed on the syllabus are tentative dates. Actual dates may move forward or backward by one or two class periods, depending upon our progress covering the course content.

For each exam, you can prepare a one-page reference sheet which includes ONLY formulas and definitions (no sample questions and solutions). You are allowed to use this reference sheet in the exam. However, I will take away your reference sheet during the exam if there is any information other than formulas and definitions written on the sheet. All course materials except the reference sheet, including books, class notes, and scrap papers must be left out of sight during the exam. **No reference sheets are, however, allowed for quizzes.**

There will be no sharing of calculators during exams. Passing calculators during an exam will be considered cheating and all involved individuals will be given a zero on the exam.

## B. QUIZZES

There will be **9 in-class quizzes** worth 30 points each. No reference sheets, class notes, nor any other materials will be allowed for quizzes. Quizzes will be administered during the last 45 minutes of the class period. **No make-up quizzes will be given.**

## C. WEBCT ASSIGNMENTS

You can choose to take up to four (out of six) WebCT assignments to replace your four lowest quiz scores. The assignments will become available on WebCT at 2:00 PM on the dates specified in the course schedule. You must submit your completed assignments over the WebCT by 2:35 PM the same day in order to earn full credit. On these days, the class will start at 2:45 PM instead of 2:00 PM. Instructions for each assignment will be given during the lecture period immediately preceding that assignment. You must have access to a computer that has both the Microsoft Excel program and Internet access. Most versions of Excel should work. **You should make sure to choose a submission confirmation when submitting your work in order to protect you from rare cases of computer malfunction or WebCT glitches. Without a submission confirmation to show, your claim for timely submission will not be considered.**

## D. OTHER REQUIREMENTS

Each student should acquire a simple calculator (functions needed: add, subtract, divide, multiply) and bring it to every class session and every exam/quiz.

## EVALUATION

Quizzes (9 @ 30 pts.)	270 pts.
Exams (3 @ 100 pts.)	300 pts.
<b>TOTAL</b>	<b>570 pts</b>

## GRADING SCALE

A	93% or above	A-	90%		
B+	88%	B	83%	B-	80%
C+	78%	C	73%	C-	70%
D	60-69%				
F	59% or below				

**Please do not ask me at the end if there is any extra credit that you can do to make up for your poor exam grade. There is not.**

## COURSE POLICIES

1. Students missing class are responsible for getting notes from fellow classmates and not from the professor. **The professor will be happy to clarify test materials and answer any relevant questions in class; however she will not answer any e-mail requests of such nature.**
2. Academic Dishonesty: Under no circumstances will cheating, falsification, copying of another's assignment and/or plagiarism be acceptable. Should this happen, the students will be notified, and appropriate action will be taken as outlined in the UGA student handbook.

All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work.

3. Make-up exams: Taking a make-up exam is a privilege, not a right, and will be granted only in **RARE** circumstances. **Make-up exams will be available when absence from the scheduled exam time can be justified with appropriate documentation.** Examples of such documentation are medical confirmation and team travel authorizations. Make-up exams will not be given before the regularly scheduled exams. It is expected that students faced with circumstances which might result in missing a regularly scheduled exam will contact the professor as soon as possible. This normally means before the exam time. When, however, an exam must be missed due to an unforeseeable circumstance, it is expected that the student should contact the professor **within 48 hours**. When a student misses an exam for an undocumented reason or fails to contact the professor to reschedule the make-up exam, zero points will be assigned to that exam. Approved make-up exams will be administered at a date and time determined by the professor. **Only one such make-up exam will be allowed during the semester.**
4. Grading: I do not give partial credit in any circumstances. Please also note that you are required to write down not only your final answers but also solutions showing how you arrive at your answers. Therefore it is possible that even with a correct final answer you may end up with 0 points if there is no work accompanying the answer or if I you use incorrect solutions to come up with the answer. It is your responsibility to show me your solutions in a neat and orderly sequence.
5. During an Exam: The only questions you may ask during an exam pertain to the physical condition of the exam (e.g., a missing page) or the wording of a question. Do not ask during an exam/quiz if your answer is on the right track or if you are using correct formulas.

6. After an Exam: Your exams/quizzes will not be handed back but you are encouraged to come review your exams/quizzes with me during office hours. Ask questions if you still don't understand where you made mistakes. **You will not be allowed to review your exams one week after grades are posted. You are also given one week after grades are posted to dispute your grades.**
7. Classroom Etiquettes: If you are going to arrive late to class, plan to sit near the edge of the room where you will disrupt as few of your colleagues as possible. If you know you are going to leave early, you should sit to the side where you will disrupt the class as little as possible. Please be mannerly. Also, to avoid distractions, if you have a cell phone or audible pager, please turn it off during class.
8. Special needs: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should notify the professor at the beginning of the semester (or at the time of the occurrence) to make necessary accommodations.
9. The course outline is a guide. There may be times when it will be modified to accommodate the topics to be discussed.

### FALL 2009 COURSE SCHEDULE

08/18 Course Introduction Unit 1. Merchandising for a Profit	08/20 Unit 1
08/25 Unit 2-I,II. Markup	08/27 Unit 2-I,II <b>Quiz #1: Unit 1</b>
09/01 Unit 3. Markup & Profit	09/03 WebCT Assignment Instructions <b>Quiz #2: Unit 2-I,II</b>
09/08 <b>WebCT Assignment #1</b> Unit 3	09/10 Unit 3
09/15 Unit 2-III. Repricing	09/17 WebCT Assignment Instructions <b>Quiz #3: Unit 3</b>
09/22 <b>WebCT Assignment #2</b> Unit 2-III	09/24 Unit 6. Invoice Mathematics <b>Quiz #4: Unit 2-III</b>
09/29 Unit 6	10/01 <b>EXAM #1: Unit 1,2, &amp; 3</b>
10/06 Unit 6 <b>Quiz #5: Unit 6-I</b>	10/08 Unit 4. Retail Method of Inventory <b>Quiz #6: Unit 6-II,III</b>
10/13 Unit 4	10/15 Unit 4
10/20 Unit 5-I. Six-Month Mdse Plan <b>Quiz # 7: Unit 4</b>	10/22 WebCT Assignment Instructions Unit 5-I
10/27 <b>EXAM #2: Unit 4 &amp; 6</b>	10/29 <b>WebCT Assignment #3</b>
11/03 Unit 5-I	11/05 WebCT Assignment Instructions Unit 5-I
11/10 <b>WebCT Assignment #4</b> Unit 5-II. OTB Control	11/12 WebCT Assignment Instructions <b>Quiz #8: Unit 5-I</b>
11/17 <b>WebCT Assignment #5</b> Unit 5-II	11/19 WebCT Assignment Instructions Unit 5-II
11/24 Thanksgiving	11/26 Thanksgiving
12/01 <b>WebCT Assignment #6</b> Review	12/03 <b>Quiz #9: Unit 5-II OR</b> <b>EXAM #3: Unit 5</b>
	12/11, Friday 3:30 PM <b>Quiz #9: Unit 5-II OR</b> <b>EXAM #3: Unit 5</b>

