

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Purchasing Management				
Head of course	PhD Ozren Rafajac, Senior Lecturer				
Study programme	Specialist professional graduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	1.	Semester	II.	ECTS credits	4
Teaching plan (L + E + S+ Pr)	2L + 1E				
Goals of a course					
To empower students to manage the procurement process					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 1: Recommend solutions for business operations improvement by analysing business indicators and reports.</p> <p>Outcome 2: Critically evaluate business decisions from the point of view of ethical and socially responsible business operations.</p> <p>Outcome 3: Apply management and marketing tools in managing business processes.</p> <p>Outcome 4: Suggest possible responses to changes in the business environment.</p> <p>Outcome 5: Monitor and analyse market needs and trends and propose an appropriate business model.</p> <p>Outcome 6: Apply the methodology for planning and controlling the implementation of various plans.</p> <p>Outcome 14: Identify and evaluate different business risks and propose ways to manage risks.</p> <p>Outcome 8: Propose ways to manage human and other business resources.</p> <p>Outcome 9: Apply methodology of professional and scientific research work in various business situations.</p> <p>Outcome 10: Apply sales and negotiation strategies and tactics to improve business processes.</p> <p>Outcome 12: Choose the right approach to communicating business content and motivating associates to achieve goals.</p> <p>Outcome 14: Identify and evaluate different business risks and propose ways to manage risks.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Recommend procurement management guidelines 2. Critically evaluate trends in the procurement market 3. Evaluate different ways of decision-making and management in procurement 4. Recommend the appropriate procurement system 5. Apply negotiation and presentation techniques in procurement 					
Content of a course					
<p>Introduction to purchasing and supply chain management. Materials management. Baselines in purchasing and supply chain management. Price / cost analysis and negotiation strategies. Special cases in purchasing. Decision making in purchasing. Purchase cost management. Human resources management. Purchasing policy and strategy. Daily purchasing / planning activities. Purchasing systems. Inventory planning – norms of stock limits. Purchasing organization. Position of purchasing in a company structure. Purchasing business organization – purchasing process.</p>					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					

Students' obligations

Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

Continuous check-up:

Outcomes	Pre-exam I	Pre-exam 2	Presentation	Threshold	Max
Outcome 1	18%	18%		18%	36%
Outcome 2	16%			8%	16%
Outcome 3		16%		8%	16%
Outcome 4	16%			8%	16%
Outcome 5		6%	10%	8%	16%
Percentage of ECTS	2	1,6	0,4	-	-
Total	50%	40%	10%	50 %	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	32%	4%	36%
Outcome 2	12%	4%	16%
Outcome 3	12%	4%	16%
Outcome 4	12%	4%	16%
Outcome 5	12%	4%	16%
Percentage of ECTS	3	1	
Total	80%	20%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Ferišk Vilim: Nabava – Politika - Strategija – Organizacija - Management, 2. Aktualizirano i dopunjeno izdanje, vlastita naklada, Zagreb, 2006.

Additional literature

1. Ferišk Vilim: Elementi managementa nabave, 2.izdanje, vlastita naklada, Zagreb, 2000.
2. Roger G. Schroeder: Upravljanje proizvodnjom – Odlučivanje u funkciji proizvodnje, Mate, Zagreb,

1999.

3. Šamanovid Josip: Prodaja, distribucija, logistika, Ekonomski fakultet Split, Split, 2009.
4. Tibert Branko: Strateška nabava – Put do ostvarenja međunarodne konkurentnosti, Mate, Zagreb, 2007.

