

## DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	<b>Purchasing Management</b>				
<b>Study programme</b>	<b>Specialist professional graduate study Entrepreneurship</b>				
<b>Status of a course</b>	Obligatory				
<b>Year of study</b>	1	<b>Semester (Winter/Summer)</b>	S	<b>ECTS credits</b>	4
<b>Goals of a course</b>					
To empower students to manage the procurement process					
<b>Conditions for enrolling course</b>					
No conditions					
<b>Learning outcomes on a level of a study programme which includes course</b>					
<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>					
<b>Expected learning outcomes on a level of a course</b>					
<ol style="list-style-type: none"> <li>1. Recommend procurement management guidelines</li> <li>2. Critically evaluate trends in the procurement market</li> <li>3. Evaluate different ways of decision-making and management in procurement</li> <li>4. Recommend the appropriate procurement system</li> <li>5. Apply negotiation and presentation techniques in procurement</li> </ol>					
<b>Content of a course</b>					
<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>					
<b>Teaching modes</b>	<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 _____		
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>					
Grading is based upon evaluation 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.					