

PURCHASING MANAGEMENT POSTGRADUATE DIPLOMA PROGRAM

Name of Institute/Faculty

Corvinus University of Budapest, Faculty of Business Administration

Terms of attendance

Course is allowed to be attended by those who have at least BSc diploma in economics, business, informatics, law and administration studies, engineering and/or medical studies, have at least 2 years relevant working experience in purchasing and pass the oral entrance examination (entrance examination committee assesses the candidate's professional skills and education).

Criterion of starting the course

A minimum of 18 attendants who passed the entrance exam.

Title students gain after the program

If original diploma is not in economics or business: purchasing manager.

If original diploma is in economics or business: expert economics in purchasing management.

Course characteristics:

Start: September of current year

Program length: 2 semesters

Frequency of education: Fridays

Location: Budapest (Corvinus University)

Program fee: 365.000 HUF/semester

Way and criteria of application

Way of application: filling the application form and enclosing the following documents:

Certification of high school graduation, copy of the diploma, copy of the language exam certification(s) (to have a language exam is not a criterion of application), 2 pieces of photos, certification of 2 years working experience in purchasing

Further information:

Contact person: Krisztina Csepely

Address: 1061 Budapest, Király u. 12.

Tel./fax: +36 (1) 267-8740

E-mail: krisztina.csepely@logisztika.hu

Web: <http://www.masoddiploma.logisztika.hu>

Deadline of application: The end of April of current year

Aim of the program:

The recognition of the purchasing organisations role in competitiveness of an enterprise is growing. Therefore our aim is to serve the needs of the companies for well-educated and skilled workforce.

Aim of the Purchasing management education program is to educate managers who either already have relevant purchasing experience or are new in the field of purchasing and want to have competitive knowledge. During the program we deepen and structure the knowledge and experience of the students as well as broaden their view with discussing topics like the environment of purchasing (claimants, suppliers, other company processes). The program blends professional and academic knowledge both in content and in the circle of trainers to keep practical focus as well as base on a wide theoretical background and provide competitive knowledge based on internationally accepted curricula.

Highlighted courses of the program:

1. Corporate strategy 2. Business law 3. Decision theory 4. Business performance management 5. Fundamentals of purchasing 6. Analysis of supply processes 7. Purchasing strategy 8. Purchasing process 9. Purchasing law 10. Performance evaluation in purchasing 11. IT support of purchasing 12. Operations management 13. Management of logistics services

STRUCTURE OF COURSES

| No. | Courses | Sum of sessions |
|-----|---------------------------------|-----------------|
| 1. | Corporate strategy | 20 |
| 2. | Business law | 20 |
| 3. | Decision theory | 20 |
| 4. | Business performance management | 20 |
| 5. | Fundamentals of purchasing | 20 |
| 6. | Analysis of supply processes | 20 |

| | | |
|-----|--------------------------------------|------------|
| 7. | Purchasing strategy | 28 |
| 8. | Purchasing process | 24 |
| 9. | Purchasing law | 20 |
| 10. | Performance evaluation in purchasing | 20 |
| 11. | IT support of purchasing | 20 |
| 12. | Operations management | 16 |
| 13. | Management of logistics services | 16 |
| | PROGRAM TOTAL: | 264 |

COURSES

Corporate strategy

During the course we are dealing with the elaboration and execution of corporate strategy. The topics of strategic management and methods as well as tools of successful corporate strategy execution are also discussed. Course deals with the following issues: purpose and mission of the company, strategic basements of company operations, content of strategy, formulation of strategy, strategic planning, analysis of operations and competitive position, sector analysis, strengths and weaknesses of the company, main strategy types, strategic management, evaluation of strategic options, execution and feedback on strategy, planning system of the company, relationship of corporate, strategic business unit and functional strategies.

Business law

Aim of the course is to provide legal knowledge in the topics of competition law, labour law, civil law and company law in order to make a basement for the Purchasing law course.

Decision theory issues in purchasing

Aim of the course is to prepare purchasers to an effective work in different decision situations and to present them the law of decision mechanisms and characteristics of decision situations. Course discusses issues like system based view of problem solving, uncertainty, complexity and time factor in problem solving, process of decision, types of problems, well and ill-structured problems, approaches of decision theory, models of decision theory, rationality and ethics of decision making, utility theory and formal rationality, reasons of opportunity, methodology of decision theory, quantitative methods: probability theory, multi-aspect decision techniques, methods to reduce uncertainty, game theory.

Business performance management

Aim of the course is make students familiar with the aspects of business performance and the tools of managing and improving business relationships. Course also deals with the analysis of business partnerships/relationships existing in supply chains or business networks and the possible approaches of their management. We touch the issues of environmental and social effects of a company's relationships and relationship portfolio and the different performance management methods.

Fundamentals of purchasing

Aim of the course is to give an overview about the role of purchasing in company operations and show its relationship with other functional areas. The following topics will be discussed: role and position of purchasing in the company operations, organisational solutions, human aspects of purchasing, purchasing planning, purchasing strategy.

Analysis of supply processes

Aim of the course is to make students familiar with the inventory and production planning issues related to direct procurement. Topics will be discussed like the method of optimum purchasing quantity, analytical tools to examine inventory structure, hierarchical system of production planning, methodology of materials requirements planning.

Purchasing strategy

Aim of the course is to present the strategic sourcing tasks which help to overview, manage and improve suppliers and supplier relationships. Course also deals with the content and methodology of supplier strategy, the analysis of purchasing markets and risks, tools of managing supplier relationships, tools of competitive and cooperative purchasing, improvement of suppliers and the purchasing of specific goods (investments, services).

Purchasing process

Aim of the course is to provide an overview about the tools and methods which help to carry out operational and tactical tasks of purchasing as well as of supply. Course deals with topics like of purchasing process, supplierevaluation, negotiation and project management techniques.

Purchasing law

Legal studies related to purchasing cover the basics of the contract law. Besides the content elements of a contract students also discusses the topic of handling contractual relationships, e.g. the broad range of additional obligations, the legal solutions of more effective compliance, enforcement of compliance and questions of remedy. Basics of international law provide help for those who manage contractual relationships spanning over country boundaries. Course also deals with public procurement procedure in general and the procedures of the Community and Hungary. Legal aspects related to purchasing informatics concern the problems of contractual relationship of absents, electronic signature and archiving.

Performance evaluation in purchasing

Aim of the course is to present a toolbox of controlling, performance evaluation and -management which support the work of purchasing professionals. Discussed topics will help students to understand the expectations towards decision support information as well as topics concern performance measures supporting decision makers, cost management and the core and application of quality and performance management methods.

IT support of purchasing

IT support of supply chain processes as well as the introduction of integrated corporate information systems provide an overview about solutions and techniques which student are going to meet in their practice. During the course we highlight the electronic purchasing solutions, too. Interactive introduction of electronic catalogues, RFID, GPS and integrated information systems encourages students to learn more about the broad toolbox of informatics and widen their scope. Linked areas such as informatics law will also be discussed.

Operations management

The course gives an overview about production and service systems and their improvement opportunities. The following issues are discussed: characteristics and types of manufacturing and service processes, operations strategy, linkages with other business functions, analysis of the operations process (process and capacity analysis), basics of lean and quality management.

Management of logistics services

Aim of the course is to present the different logistics service areas (warehousing, packaging, transportation, forwarding, customs, insurance, etc.) and provide help in solving purchasing related problems, in managing good relationship with logistics service providers particularly in global processes.