

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Production and Operative Management				
Head of course	PhD Sanja Zambelli, Assistant Professor Assistant: Martin Golob, Graduate Specialist in Economics				
Study programme	Professional undergraduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	3.	Semester	V.	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2L +2E				
Goals of a course					
The aim of the course is to acquaint students with the basic principles, concepts and methods of management production and service manufacturing, and through exercises and case studies prepare students for hands-on application of the above principles.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 1: Apply appropriate methods and procedures in preparing information for business decisions.</p> <p>Outcome 2: Apply professional knowledge and skills in business operations and in upgrading an existing business entity or in establishing a new one.</p> <p>Outcome 3: Identify and evaluate key performance indicators of companies for management and decision making.</p> <p>Outcome 6: Create a plan for purchasing, sales and marketing activities.</p> <p>Outcome 9: Analyse the needs and manners of acquiring, using and developing the resources of a business entity.</p> <p>Outcome 11: Collaborate with the team in solving business tasks in Croatian or foreign language.</p> <p>Outcome 13: Identify different business risks and their impact on the business process.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Evaluate the quality level of a service or product. 2. Select the appropriate methods for designing the production or service process. 3. Recommend fixed and variable capacity planning models, methods and tools. 4. Evaluate stock management and material needs planning methods. 5. Identify and review work management models and techniques. 6. Research, meaningfully explain, and present a specific topic from the course content. 					
Content of a course					
<p>Production function and strategy of a company. Product design. Quality management. Control and improvement of quality. Selection of processes and technologies. Analysis of a process course. Planning and scheduling of capacity. Sorts of capacity. Decision on instruments of labour. Scheduling of production. Stocks management. Planning of requisite material. Work management – supervision of labour force in production. Work forming. Measurement and advancement of performances. International production.</p> <p>Exercises content: analysis of production functions through practical examples. Forecasting methods, production planning. Degree of capacity utilization. Planning and coefficient of stock turnover. Measurement of productivity.</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					

Seminar design and its presentation in lectures.

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	Seminar work	Test	Threshold	Max
Outcome 1	10%			5%	7,5%	15%
Outcome 2	10%			5%	7,5%	15%
Outcome 3	10%			5%	7,5%	15%
Outcome 4		10%		5%	7,5%	15%
Outcome 5		10%		5%	7,5%	15%25%
Outcome 6			25%		12,5%	
Percentage of ECTS	1,5	1	1,25	1,25	2,5	5
Total	30%	20%	25%	25%	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	13%	2%	15%
Outcome 2	13%	2%	15%
Outcome 3	13%	2%	15%
Outcome 4	13%	2%	15%
Outcome 5	13%	2%	15%
Outcome 6	5%	20%	25%
Percentage of ECTS	3,5	1,5	5
Total	70%	30%	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. Upravljanje proizvodnjom, Schroeder, R., 4.izdanje, MATE

Additional literature
<ol style="list-style-type: none">1. Upravljanje kvalitetom, Tonči Lazibat, 2009.2. Operacijski menadžment u uslugama, Jasna Prester, 2014.3. Production Controlling in the Digital Age, Neda Vitezić & Uwe Lebefromm, 2018.

