



CURRICULUM AND COURSE SPECIFICATIONS

FOR

ND IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

NOVEMBER, 2020

GENERAL INFORMATION

1.0 Title of Programme

National Diploma (ND) in Procurement and Supply Chain Management

2.0 Goal of the National Diploma in Procurement and Supply Chain Management

The National Diploma Programme in Procurement and Supply Chain Management is aimed at producing diplomates with sound theoretical and practical knowledge as well as skills to carry out middle level Procurement and Supply Chain Management functions in industry and public service effectively.

3.0 Objectives of the Programme

At the end of the National Diploma programme, the diplomate should be able to:

- Understand the basic principles of procurement and supply chain
- Conduct basic market survey on any aspect of materials/items and equipment or services and make appropriate recommendation(s) to the authority;
- Identify potential sources of supply;
- Assist in the achievement of procurement policies;
- Assist in the preparation of short- and long-term budget

- Identify and update supplies documents;
- Apply principles of accounts to different types of procurement transactions;
- Understand the basic principles of law in procurement transactions
- Apply basic mathematics principles in procurement and supply chain decision making
- Understand the basic principles of storage and materials handling;
- Carry out effective supply market tasks;
- Communicate effectively
- Apply information technology effectively in procurement and supply chain activities
- Distribute materials effectively;
- Use entrepreneurial skills for self-employment
- Write procurement reports;

4.0 General Entry Requirements

The general entry requirements for the ND programmes are:

The WASC, GCE 'O' Level, the Senior Secondary Certificate (SSC), NABTEB or their equivalent with five credits, including English Language and Mathematics (Literature in English and Oral English are not acceptable in place of English Language) and three other subjects from Storekeeping, Economics, Business Methods, Principles of Accounts, Commerce, History, Statistics, Geography, Government, Agric. Science/Biology, Marketing.

5.0 CURRICULUM

5.1 The curriculum is structured into four semesters of classroom, studio/workshop activities in the institution and 3 to 4 months supervised industrial work experience scheme (SIWES) in a relevant industry. Each semester of institution-based activities shall be for duration of 17 weeks distributed as follows:

15 contact weeks of teaching; i.e. recitation, practical exercises, quizzes, tests etc., and 2 weeks for registration and examination,

5.2 The curriculum of the ND programme consists of three main components, viz:

- i) General Studies courses
- ii) Foundation courses
- iii) Professional courses

5.3 The General Education component includes courses in English Language and Communication, Citizenship, and General Studies. The General Education courses shall account for not more than 15% of the total contact hours for the programme.

5.4 Foundation Courses include Economics, Statistics, Law, Mathematics and Entrepreneurship etc. The number of hours for the foundation courses shall be between 20 – 25% of the total contact hours for the programme.

5.5 Professional Courses are specialized core courses which give the students the theory and practical skills the students need to practice in their field of specialization at the technician/technological level, shall be between 60-65% of the total contact hours.

5.6 Final Year National Diploma (ND) Project

Final year students in this programme are expected to carry out individual project work in procurement and supply chain management field.

6.0 CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA

The ND programme in procurement and supply chain management shall be accredited by the NBTE before the diplomates can be awarded the diploma certificates. Details about the process of accrediting a programme for the award of the National Diploma or Higher National Diploma are available from:

The Executive Secretary,
National Board for Technical Education
(NBTE), Plot B, Bida Road,
P.M.B. 2239,
Kaduna,
Nigeria.

Institutions will award the National Diploma to candidates who successfully completed the programme after passing prescribed coursework, examination, diploma project and the supervised industrial work experience. Such candidates should have completed between 72 - 80 semester credit units as prescribed in the programme.

Diplomas shall be classified as follows:

Distinction	-	CGPA of 3.50 and above
Upper Credit	-	CGPA of 3.00 – 3.49
Lower Credit	-	CGPA of 2.50 – 2.99
Pass	-	CGPA of 2.00 – 2.49
Fail	-	Below 2.00

Duration

The National Diploma (ND) programme is terminal. The programme is expected to run for 4 semesters of 17 weeks each. Academic regulations in institutions may allow a candidate to stay for a maximum of eight semesters on the programme.

7.0 GUIDELINES ON SIWES

For the smooth operation of the SIWES the following guidelines shall apply:

Responsibility for Placement of Students

(a) Institution offering the programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, in turn, authenticate the list

and forward it to the Industrial Training Fund, Jos.

(b) The Placement Officer should discuss and agree with industry on the following:

- (i) task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field;
- (ii) the industry-based supervisor of the students during the period, likewise the institution-based supervisor
- (iii) The evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

7.1 Evaluation of Students during the SIWES

- Punctuality
- Attendance
- General Attitude to Work
- Respect for authority
- Interest in the field/technical area
- Technical competence as a potential technical in his field

7.2 Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students' work, which has been agreed to by all polytechnics, is adopted.

7.3 The Institution Based Supervisor.

The institution-based supervisor should initial the logbook during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

7.4 Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement.

Other visits shall be arranged so that

- there is another visit six week after the first visit; and
- a final visit in the last month of the attachment.

7.5 Stipend for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultations with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

7.6 SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in

the SIWES is an indication that the student has not shown sufficient interest in the field or has not potential to become a skilled technician in his field. The SIWES should be graded on a failure or pass basis. Where a student has satisfied all other requirements but fail SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

8.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he is transferring.

In designing the units, the principle of the modular system by product has been adopted; thus, making each of the professional courses, when completed, to provide students with technical skills, which can be used for employment purposes.

As the success of the credit unit system depends on the articulation of programmes, in the institutions and industry, the curriculum content has been written in behavioral objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomats of the programme. There is a slight departure in the presentation of the performance-based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to involve the staff of the department teaching the programme in writing their own curriculum stating the conditions under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution.

Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programme offered throughout the polytechnic system.

The teaching of the theory and practical work should, as much as possible, be integrated. Practical Exercises, especially those in professional courses and laboratory work should, as much as possible, be integrated.

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ND II YEAR II SEMESTER II

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PSM 223 Practice of Materials Management	170
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CURRICULUM TABLE

NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

YEAR I SEMESTER I

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 111	Principles of Procurement I	2	2	4	4
PSM 112	Stores Administration I	2	2	4	4
PSM 113	Principles of Transport and Distribution I	2	0	2	2
PSM 114	Legal Aspects of Procurement and Supply Chain Management	2	1	3	3
BAM 111	Introduction to Business	3	-	3	3
BAM 114	Principles of Economics I	1	1	2	2
BAM 112	Business Mathematics I	1	1	2	2
ACC 114	Principles of Accounting I	1	1	2	2
COM 111	Introduction to Computer	1	1	2	2
GNS 101	Use of English I	1	1	2	2
GNS 111	Citizenship Education I	1	1	2	2
	Total	17	11	28	28

YEAR I SEMESTER II

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 121	Principles of Procurement II	2	2	3	3
PSM 122	Stores Administration II	2	1	3	3
PSM 123	Principles of Transport and Distribution II	2	1	3	3
PSM 124	Introduction to eProcurement	1	1	2	2
PSM 125	Procurement Research Methods	2	1	3	3
MKT 111	Principles of Marketing I	1	1	2	2
BAM 122	Business Mathematics II	1	1	2	2
ACC 121	Principles of Accounting II	1	1	2	2
ENT 126	Intro. to Entrepreneurship I	1	2	3	3
GNS 102	Communication in English	1	1	2	2
GNS 121	Citizenship Education II	1	1	2	2
	Total	15	13	27	27

YEAR II SEMESTER I

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 211	Practice of Procurement I	2	1	3	3
PSM 212	Stores Design and Materials Handling I	2	1	3	3
PSM 213	Principles to Materials Management	2	1	3	3
PSM 214	Introduction to Supply Chain Management	2	1	3	3
BAM 212	Business Statistics I	1	1	2	2
BAM 211	Principles of Management I	1	1	2	2
ENT 216	Intro. to Entrepreneurship II	1	2	3	3
ACC 212	Cost Accounting` I	1	1	2	2
GNS 201	Use of English	1	1	2	2
COM 121	Computer Applications	2	2	4	4
	Total	15	12	27	27

YEAR II SEMESTER II

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 221	Practice of Procurement II	2	1	3	3
PSM 222	Stores Design and Materials Handling II	2	1	3	3
PSM 223	Practice of Materials Management	2	1	3	3
PSM 224	Elements of Shipping	2	0	2	2
PSM 225	Introduction to Public Procurement	2	0	2	2
PSM 226	Project	-	3	3	3
BAM 221	Principle of Management II	1	1	2	2
BAM 222	Business Statistics II	1	1	2	2
ACC 222	Cost Accounting II	1	1	2	2
GNS 202	Communication in English II	1	1	2	2
	Total	14	10	24	24

PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Principles of Procurement I	Code: PSM 111	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 2 Hours
Goal: This course is designed to provide the student with the knowledge of the basic principles involved in Procurement and supply chains activities.		
<p>General Objectives: On completion of this course, students will be able to:</p> <ul style="list-style-type: none"> 1.0 Understand the evolution of the procurement and supply chain. 2.0 Understand the origin of needs. 3.0 Understand characteristics of needs. 4.0 Understand procurement activities 		

PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Principles of Procurement I		Code: PSM 111			Credit Unit: 4	
		Contact Hours: 4 Hours			Theoretical: 2 Hours	
Year: I Semester: I		Pre-requisite:			Practical: 2 Hours	
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the student with the knowledge of the basic principles involved in Procurement and supply chains activities.						
General Objective: 1.0 Understand the evolution of the procurement and supply chain.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Trace the evolution of procurement. 1.2 Define procurement, types of procurement and difference between buying, purchasing and procurement. 1.3 Explain the place of procurement within the business functions	Trace the evolution of procurement. Explain procurement, types of procurement and difference between buying, purchasing and procurement. Explain the place of procurement	Textbooks, Journals Flipchart Board, Websites	Draw an Organogram depicting types of Procurement Organisation Structure as well as duties and responsibilities of procurement managers, supervisors and other staff	Guide students to draw an Organogram depicting types of Procurement Organisation Structure as well as duties and responsibilities of procurement managers, supervisors and other staff	Define procurement, types of procurement and difference between buying, purchasing and procurement. Explain the objectives of procurement and the place of procurement

	<p>1.4 Explain the role of procurement in an organization.</p> <p>1.5 Explain the relationship of procurement with other functions in business</p> <p>1.6 Describe types of procurement organization structure.</p> <p>1.7 Explain the importance of the procurement functions</p>	<p>within the business functions</p> <p>Explain the role of procurement in an organization.</p> <p>Explain the relationship of procurement with other functions in business</p> <p>Describe types of procurement organization structure</p>				
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General Objective: 2.0 Understand the origin of needs

<p>3- 4</p>	<p>2.1 Identify the range and variety of requirements needed in an organization.</p> <p>2.2 Explain how need differs according to the type of business.</p> <p>2.3 Identify how and where needs arise.</p> <p>2.4 Explain how authority to purchase is initiated.</p>	<p>Identify the range and variety of requirements needed in an organization.</p> <p>Explain how need differs according to the type of business.</p> <p>Identify how and where needs arise.</p> <p>Explain how authority to purchase is initiated.</p>	<p>Textbooks, Journals Flipchart Board, White</p>			
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General Objective: 3.0 Understand procurement activities

5-7	<p>3.1 Explain the terms supply, suppliers, contractors and service providers from procurement perspectives, and state qualities of a good supplier.</p> <p>3.2 Explain quality, types of quality, factors determining quality of products and quality of services, and inspection, standards, specification, types and methods of specification for products.</p>	<p>Explain the terms, supply, suppliers, contractors and service providers from procurement perspectives, and state qualities of a goodsupplier.</p> <p>Explain quality, types of quality, factors determining quality of products and quality of services, and inspection, standards, specification,</p>	<p>Textbooks, Journals Flipchart Board, Websites</p>	<p>Demonstrate use of different methods of Specification Calculate economic order quantity (EOQ) Prepare a material stock level</p>	<p>Guide students to: Demonstrate use of different methods of Specification Calculate economic order quantity (EOQ) Prepare a material stock level</p>	<p>Explain Quality Explain types of quality and importance of buying right quality to procurement Explain the right quantity and factors determining right quantity. Explain price, and price determining factors. Explain discount and what are the types of discounts available to procurement</p>
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	<p>3.3 Discuss buying at the right quantity, how to determine the correct quantity to purchase (Economic order quantity - EOQ), the relationship between ordering and stock holding costs; and, safety stock level, re-order level and scheduling.</p> <p>3.4 Explain price and pricing in procurement. factors determining</p>	<p>types and methods of specification for products.</p> <p>Discuss buying at the right quantity, how to calculate the correct quantity to purchase (EOQ), the relationship between ordering and stock holding costs; and, safety stock level, re-order level and scheduling.</p>				
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	<p>price of products and price concession/discount quantity, cash, seasonal, functional, rebates, run-out, chain, allowances etc.</p> <p>3.5 Explain lead time and time management in procurement, and the factors affecting lead time; common areas of time wastage and common timesavers; techniques of time management in procurement –</p>	<p>Explain price and pricing in procurement. factors determining price of products and price concession/discounts quantity, cash, seasonal, functional, rebates, run-out, chain, allowances etc.</p> <p>Explain lead time and time management in procurement, and the factors affecting lead</p>				
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	<p>progressing section (follow- up, expediting and tracing etc.);</p> <p>3.6 Explain the effect of early and late deliveries of materials in procurement.</p> <p>3.7 State methods of procurement and the advantages and disadvantages of each buying method.</p>	<p>time; common areas of time wastage and common time savers; techniques of time management in procurement– progressing section(follow- up, expediting andtracing etc.);</p> <p>Explainthe effect of early and late deliveries of materials in procurement. State methods of procurement and</p>				
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		the advantages and disadvantages of each buying method.				
General Objective: 4.0 Understand procurement activities						
8 - 11	4.1 Explain sourcing, sourcing procedures , sourcing policies (single and multiple sourcing, direct and intermediary, local and international etc); and how to identify and select suppliers.	Explain sourcing, sourcing procedures, sourcing policies (single and multiple sourcing, direct and intermediary, local and international etc); and how to identify and select suppliers.	Textbooks, journals Flipchart Board, Websites	Carryout Supplier rating, evaluation and selection	Guide student through the process of supplier evaluation, rating and selection	Explain sourcing, sourcing policies and tendering procedures

	<p>4.2 Explain the buy process (procurement/purchasing cycle) enquiry procedure, purchase order and other procurement/purchasing forms.</p> <p>4.3 Explain tendering and tendering methods; advantages and disadvantages of tendering; and how to evaluate supplier quotation or tenders.</p>	<p>Explain the buy process (procurement/purchasing cycle) enquiry procedure, purchase order and other procurement/purchasing forms.</p> <p>Explain tendering and tendering methods; advantages and disadvantages of tendering and how to evaluate supplier quotation or tenders.</p>				
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	<p>4.4 Explain acceptance of orders by suppliers, order processing, progressing, expediting</p>	<p>Explain acceptance of orders by suppliers, order processing, progressing, expediting method, amendments and cancellation of purchase order, receiving and inspection procedures, certification and payments of purchase invoices in a typical procurement cycle.</p>				
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	<p>4.5 Explain the disposal of redundant, surplus, scrap materials and equipment and how to determine the control of returnable and non-returnable packages and containers</p> <p>4.6 Explain negotiation, its objectives and the process of negotiation in determining price and building relationship.</p>	<p>Explain the disposal of redundant, surplus, scrap materials and equipment and how to determine the control of returnable and non- returnable packages and containers</p> <p>Explain negotiation, its objectives and the process of negotiation in determining price and</p>				
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	<p>4.7 Explain internet-based procurement (e-Procurement) activities</p> <ul style="list-style-type: none"> • e-Commerce • e-sourcing • e-Buying • e-Payment • e-Invoicing • e-Auctioning 	<p>building relationship.</p> <p>Explain internet-based procurement (e-Procurement) activities</p> <ul style="list-style-type: none"> • e-Commerce • e-sourcing • e-Buying • e-Payment • e-Invoicing • e-Auctioning 				
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PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Stores Administration I	Code: PSM 112	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 2 Hour
Goal: This course is designed to provide the students with the knowledge of the concept and sub-functions of store administration and control of inventory		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the Concept of Stores and Stores Administration 2.0 Know stores procedures. 3.0 Understand statutory regulations relative to stores. 4.0 Know safe-keeping conditions in stores. 5.0 Know stores documentation and use of computer. 6.0 Understand security and safety aspects of stores. 7.0 Understand maintenance of stores. 		

PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Stores Administration I		Code: PSM 112			Credit Unit: 4	
		Contact Hours: 4 Hours			Theoretical: 2 Hours	
Year: I Semester: I		Pre-requisite:			Practical: 2 Hours	
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the students with the knowledge of the concept and sub-functions of store administration and control of inventory						
General Objective: 1.0 Understand the Concept of Stores and Stores Administration						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1	1.1 Define Store 1.2 Explain types of Store 1.3 Explain Stores 1.4 Explain the classes of stores	Define Store Explain types of Store •Central Store •Departmental store •Quarantine store Explain Stores Explain the classes of stores • Allocated store • Unallocate d store	Stores store regulations in Nigeria Computer Projector Textbooks Marker board Marker			Differentiate between stores and store Identify types of stores Explain classes of stores

		<ul style="list-style-type: none"> • Raw materials • Finished goods, etc 				
General Objective: 2.0 Know stores procedures						
2-3	<p>2.1 Explain stores administration, functions of the store and the importance of stores functions.</p> <p>2.2 Explain the relationship of stores with other functions in the organization</p> <p>2.3 Describe the organizational hierarchy of stores establishment.</p> <p>2.4 Explain the function of each</p>	<p>Explain stores administration, functions of the store and the importance of stores functions.</p> <p>Explain the relationship of stores with other functions in the organization.</p> <p>Describe the organizational hierarchy of stores establishment.</p> <p>Explain the function of each</p>	<p>Textbooks</p> <p>Journals</p> <p>videos, flip chart/board, visitations and relevant websites</p>	<p>Demonstrate how to inspect, receive, store, maintain, and issue items in the store</p>	<p>Guide students to demonstrate how to inspect, receive, store, maintain, and issue items in the store</p>	<p>Explain types of store, store administration, functions of store and the relationship between stores and other functional departments</p>

	<p>personnel in the structure.</p> <p>2.5 Explain receipt inspection and issue procedures</p> <p>2.6 Explain marshalling issues and dispatch procedures</p>	<p>personnel in the structure.</p> <p>Explain different types of stores</p> <p>Explain the clerical and administrative procedures as applicable to stores.</p> <p>Explain receipt, inspection and issue procedures as applicable to stores.</p> <p>Explain marshalling issues</p>				
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	2.7 Explain how breakage within stores are treated	and dispatch procedures. Explain how breakage within stores and treated.				
General Objective: 3.0 Understand statutory regulations relative to stores						
4	3.1 Explain statutory regulations concerning safety of personnel in Stores. 3.2 Explain statutory regulations concerning the handling of Equipment. 3.1 Describe safety regulations concerning the employment of	Explain statutory regulations concerning safety of personnel in Stores. Explain statutory regulations concerning the handling of Equipment. Describe safety regulations concerning the employment of	Stores and store regulations in Nigeria Computer Projector Textbooks Marker board Marker Text, Journals, Videos, Flipchart	Demonstrate the use of Safety gadgets in the store such as: <ul style="list-style-type: none">• Helmets• Overalls• Boots• Fire extinguisher• Sand bucket	Guide the demonstrate the use of Safety gadgets in the store such as: <ul style="list-style-type: none">• Helmets• Overalls• Boots• Fire extinguisher• Sand bucket	Explain safety procedure and statutory regulations concerning the handling of Equipment Identify safety equipment and their uses in the safety manual.

	Women and children in stores. 3.2 Describe safety regulation and keeping the store clean.	Women and children in stores. Describe safety regulation and keeping the store clean. Explain the employer's responsibility concerning Statutory regulations	board, visitations to relevant websites			
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General Objective: 4.0 Know safe-keeping conditions in stores

5 - 6	4.1 Explain the reasons for storing certain commodities such as electronics and drugs under controlled atmosphere.	Explain the reasons for storing certain commodities such as electronics and drugs under controlled atmosphere.	Textbooks, journals, videos, flip chart board, visitations and relevant websites	Demonstrate: <ul style="list-style-type: none"> • Storage of harmful • Disposal of irreparable breakage 	Guide students to: <p>Demonstrate:</p> <ul style="list-style-type: none"> • Storage of harmful • Disposal of irreparable breakage 	Explain reasons for holding carious stock. Explain how to secure materials from unauthorised removal.
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	<p>4.2 Explain government regulation concerning storage of harmful materials e.g., chemicals and explosives.</p> <p>4.3 Discuss storage of materials according to their form and nature.</p> <p>4.4 Explain operation of fire appliances and alarm system.</p> <p>4.5 Describe security and safety of stores against theft,</p>	<p>Explain government regulation concerning storage of harmful materials</p> <p>e.g.</p> <ul style="list-style-type: none"> • Chemicals • Explosives <p>.</p> <p>Discuss storage of materials according to their form and nature.</p> <p>Explain operation of fire appliances and alarm system.</p> <p>Describe security and safety of stores against</p>		<p>Demonstrate use of Protective clothing and wears and containers.</p> <p>Explain the use of protective clothing and wears.</p>	<p>Demonstrate use of Protective clothing and wears packages and containers.</p> <p>Explain the use of protective clothing and wears.</p>	
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	<p>pilfering and burglary.</p> <p>4.6 Explain methods of disposal of irreparable breakage and how to affect repaired ones.</p> <p>4.7 Explain the treatment of slow moving, obsolete, obsolescence, redundant and surplus materials in stores.</p> <p>4.8 Explain the treatment of returnable packages and containers.</p>	<p>theft, pilfering and burglary.</p> <p>Explain methods of disposal of irreparable breakage and how to affect repaired ones.</p> <p>Explain the treatment of slow moving, obsolete, obsolescence, redundant and surplus materials in stores.</p> <p>Explain the treatment of returnable</p>				
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	4.9 Explain the use of protective clothing and wears.					
General Objective: 5.0 Know stores documentation and use of computer						
7-8	5.1 Describe stores receiving documents such as goods received notes, stores receipt voucher, suppliers' advice notes, delivery notes, packing note and bill of lading.	Describe stores receiving documents such as goods received note, stores receipt, voucher, suppliers' advice notes, delivery notes, packing note and bill of lading.	Textbooks, journals, videos, flip chart/board, visitations and relevant websites	Demonstrate how to document activities in the store: <ul style="list-style-type: none"> • Inspection report • Store receipt voucher • Stock inventory 	Guide students to demonstrate how to document activities in the store: <ul style="list-style-type: none"> • Inspection report • Store receipt voucher Stock inventory	Explain various types of store documents and their uses in the stores.
	5.2 Describe issue/dispatch Documents such as goods issue note/store vouchers, materials	Describe issue/dispatch Documents such as goods issue note/store vouchers,				

	requisitions, store transfer note etc. stores loan register.	materials requisitions, store transfer note etc. stores loan register.				
5.3	Describe stock holding documents such as stock records cards, stores ledger, store Bin Card, stores vocabulary.	Describe stock holding documents such as stock records cards, stores ledger, store Bin Card, stores vocabulary.				
5.4	Describe stores verification documents such as stores Inventory forms, assets register book, stocktaking sheets.	Describe stores verification documents such as stores Inventory forms, assets register book, stocktaking sheets.				

	5.5 Identify Computer soft wares for monitoring stock movement.	Identify Computersoft wares for monitoring stock movement.				
General Objective: 6.0 Understand security and safety aspects of stores.						
9-10	6.1 Explain security of stores and stockyard. 6.2 Discuss stores fraud and types of stores fraud (theft, pilferage, documents tampering etc.) and the causes and prevention of fraud. 6.3 Explain custody of keys and its impact on stores security.	Explain security of stores and stockyard. Discuss stores fraud and types of stores fraud (theft, pilferage, documents tampering etc.) and the causes and prevention of fraud. Explain custody of keys and its	Textbooks, journals, videos, flip chart/board, visitations and relevant websites	Demonstrate security checks at entrance and exit points of the Model Store Demonstrate how store items are marked manually and electronically	Guide students to: Demonstrate security checks at entrance and exit points of the Model Store Demonstrate how store items are marked manually and electronically	Explain the terms security and safety, and the procedures for securing property and lives in the store. Explain the causes of store fraud and measures to prevent fraud

	6.4 Explain restriction of unauthorized access to store houses.	impact on stores security. Explain restriction of unauthorized access to store houses.				
	6.5 Explain safety measures, prevention procedures, and safety gear.	Explain safety measures, prevention procedures, and safety gear.				
	6.6 Explain marking of the stores	Explain marking of the stores				
General Objective 7.0: Understand maintenance of stores						
11-12	7.1 Explain Cleanliness and orderliness in stockyard storehouse, marshalling area,	Explain Cleanliness and orderliness in stockyard storehouse, marshalling area,	Textbooks, journals, videos, flip chart	Carry out sanitation activities in the Model Store	Guide students to carry out sanitation activities in the Model Store	Explain the procedure for storing of hazardous materials, cold

	quarantine bay, gangway, store offices and fuel station etc.	quarantine bay, gangway, store offices and fuel station etc.	board, visitations websites	Carry maintenance of store equipment	Carry maintenance of store equipment	room, dark room etc.
	7.2 Explain storage of hazardous materials, cold room, dark room etc	Explain storage of hazardous materials, cold room, dark Room etc.				
	7.3 Explain maintenance of equipment such as forklift, Cranes, conveyor, hoist; and types of maintenance (planned, breakdown, shutdown etc.).	Explain maintenance of equipment such as forklift Cranes, conveyor, hoist; and types of maintenance (planned, breakdown, shutdown etc.).				

PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Principles of Transport and Distribution I	Code: PSM 113	Credit Unit: 2
	Contact Hours: 2 Hours	Theoretical: 2 hours
Year: I Semester: I	Pre-requisite:	Practical: 0 hours
Goal: This course is designed to provide the student with the knowledge of and enable him to appreciate the concept and sub-functions of transport/distribution.		
General Objectives: On completion of this course, students will be able to <ul style="list-style-type: none"> 1.0 Know types and modes of transport. 2.0 Understand the distribution system. 3.0 Know supply point in distribution System. 4.0 Understand containerization. 		

PROGRAMME: NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Principles of Transport and Distribution I		Code: PSM 113			Credit Unit: 2	
		Contact Hours: 2 Hours			Theoretical: 2 Hours	
Year: I Semester: I		Pre-requisite:			Practical: 0 Hours	
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the student with the knowledge of and enable him to appreciate the concept and sub-functions of transport/distribution.						
General Objective: 1.0 Know types and modes of transport						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define transportation and importance of transport in procurement and supply chain management. 1.2 Explain modes of transport (such as rail, road, air and sea/inland waterways) and the	Define transportation and importance of transport in procurement and supply chain management. Explain modes of transport (such as rail, road, air and sea/inland waterways) and the	Textbooks, Journals, Videos Flipchart Board, Visitations Websites			Explain transportation and importance of transport in procurement and supply chain management. Explain various modes of transport and

	merits and demerits of each mode.	merits and demerits of each mode.				transport carriers.
	1.3 Explain various transport carriers (private, public etc.) and the merits and demerits of each.	Explain various transport carriers (private, public etc.) and the merits and demerits of each				
	1.4 State factors considered in selecting modes of transport and transport carriers, and the rates charged for transporting goods.	State factors considered in selecting modes of transport and transport carriers, and the rates charged for transporting goods.				
	1.5 Relate the general cost implication of mode/type of	Relate the general cost implication of mode/type of				

	transport on the profit of the enterprise. 1.6 Explain the problems of railway system in Nigeria.	transport on the profit of the enterprise. Explain the problems of railway system in Nigeria.				
General Objective: 2.0 Understand the distribution system						
3-4	2.1 Explain owned fleet and contract hire and distinguish between self-owned fleet, and contract hire fleet (leasing) 2.2 Explain the advantages and disadvantages of 2.1 above. 2.3 Explain factors to consider in deciding whether to use	Explain owned fleet and contract hire and distinguish between self-owned fleet, and contract hire fleet (Leasing) Explain the advantages and disadvantages of the above Explain factors to consider in deciding whether to use	Textbook Journals, Videos, Flipchart Board, Visitations Websites			Explain owned fleet and contract hire and distinguish between self-owned fleet, and contract hire fleet (leasing). Explain the advantages and disadvantages of above.

	contract hire fleet or self-owned fleet.	contract hire fleet or self-owned fleet.				Explain factors to consider in deciding whether to use contract hire fleet or self – owned fleet.
2.4	Explain public haulage by Shipping, Air freight and through freight forwarders etc.;	Explain public haulage by shipping air freight and through freight forwarders etc.				
2.5	Describe its service to production and marketing.	Describe its service to production and marketing.				Explain public haulage by shipping, Air freight and through freight forwarders etc.
2.5	Explain distribution operations, and the influence of warehousing.	Explain distribution operations, and the influence of warehousing.				Describe its service to production and marketing
2.6	Explain the influence of timely delivering of goods.	Explain the influence of timely delivering of goods				
2.7	Explain distribution resources planning (DRP).	Explain distribution resources planning (DRP)				Explain distribution operations, and the

	2.8 Explain containerization, types of containers, and advantages and disadvantages	Explain containerization types of containers, and advantages and disadvantages				influence of warehousing Explain the influence of timely delivering of goods Explain Distribution resources planning (DPR). Explain containerization
General Objective: 3.0 Know supply point in distribution system						
4-5	3.1 Explain location of supplies. 3.2 Describe methods of siting.	Explain location of supplies. Describe methods of siting.	Textbooks, Journals, Videos, Flipchart			Explain supply points and methods of siting according to demand

	3.3 Describe siting according to demand.	Describe siting according to demand.	board, visitations websites			
	3.4 Explain satisfying customer service levels.	Explain satisfying customer service levels.				
	3.5 Explain number and distribution cost.	Explain number and distribution cost.				
	3.6 Explain cost optimization.	Explain cost optimization.				
	3.7 Describe depot sitting.	Describe depot sitting.				
General Objective: 4.0 Understand Containerization						
6-7	4.1 Explain containers, containerization, types of containers and the uses of containers in the	Explain containers, containerization, types of containers and the uses of containers in the	Textbooks, Journals, videos, Flipchart			Explain containers, and the uses of containers in the movement and

	<p>movement and storage of goods.</p> <p>4.2 Explain the advantages and disadvantages of containerization.</p> <p>4.3 Explain the problems of Containerization.</p> <p>4.4 Explain the principal service provided by international freight Forwarders.</p>	<p>movement and storage of goods.</p> <p>Explain the advantages and disadvantages of containerization.</p> <p>Explain the problems of Containerization.</p> <p>Explain the principal service provided by international freight Forwarders.</p>	<p>board, visitations websites</p>			<p>storage of goods.</p> <p>Explain types of containers and the advantages and disadvantages of containerization.</p>
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Legal Aspects of Procurement and Supply Chain Management	Code: PSM 114	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: This course is designed to enable the student understand the legal framework within which business is conducted.		
<p>General Objectives: On the completion of the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Understand the law of contract, sale of goods, etc. 2. Understand the law as it relates to supply of labour, goods and services 3. Know the Law of Agency 4. Know the Law of Partnership 5. Know the Law of Insurance 6. Understand Negotiable instruments 7. Know the Law of Hire Purchase 8. Understand the Law of Common Carriage. 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Legal Aspects of Procurement and Supply Chain Management		Code: PSM 114		Credit Units:		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: I Semester: I		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to enable the student understand the legal framework within which business is conducted.						
General Objective: 1.0 Understand the law of contract, sale goods, etc.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define Law of Contract . 1.2 Explain existence of Contractual relations. 1.3 Explain conditions for a valid contract. 1.4 Explain offer/invitation to Treat 1.5 Explain the Sale of Goods Act.	Define Law of Contract. Explain existence of Contractual relations. Explain conditions for a valid contract. Explain offer/invitation to Treat Explain the sale of Goods Act.	Textbooks. Law reports			Explain the Sale of Goods Act

	1.6 Explain vitiating elements of a contract 1.7 Explain the principle of transfer of property and risk.	Explain vitiating elements of a contract Explain the principle of transfer of property and risk				
General Objective: 2.0 Understand law as it relates to supply of labour, goods and services						
3-4	2.1 Describe a valid contract for sale of goods and/or supply of goods and services. 2.2 Explain the principles of vicarious liability 2.3 Explain how the principles of vicarious liability apply to service providers and service buyers	Describe a valid contract for sale of goods and/or supply of goods and services. Explain the principles of vicarious liability and the consequences arising from the actions of either of the parties	Case studies Law Report Text books Law journals. Internet Website	Frame a Business entity and position it as a manufacturing firm Prepare a relevant case study using the above firm in the violation of requirements in supply of goods and services.	Guide Students to frame a Business entity and position it as a manufacturing firm Guide students to prepare a relevant case study using the above firm in the violation of requirements in	Cite relevant cases as they relate to supply of goods and services. Identify the implications, consequences and remedies.

					supply of goods and services. Guide students to identify the implications, consequences and remedies.	
General Objective: 3.0 Know the Law of Agency						
5-6	3.1 Define Agency 3.2 Explain the nature of Agency 3.3 Explain types of Agents 3.4 State duties and responsibilities of an Agent in the Contract of Agency 3.5 Explain the rights of the Agent in a Contract 3.6 Explain disclosed and undisclosed principals	Explain the law of Agency	Case studies Law Report Text books Law journals. Internet Website	Frame a Business entity and position it as an agent Prepare relevant case study using the organization in violation of clauses in the law of Agency.	Guide Students to frame a Business entity and position it as an agent Guide students to prepare relevant case study using the organization in violation of	Describe the duties of an agent to his/ her principal Explain the rights of the agent in an Agency Contract

	<p>and the legal consequences of disclosing a Principal</p> <p>3.7 Explain the rights of the Principal in a Contract</p> <p>3.8 Explain termination of agency</p> <p>3.9 Identify Factors leading to the termination of Agency.</p> <p>3.10 Explain the rights of agent, principal and third party after termination of Agency Contract</p>				<p>clauses in the law of Agency.</p>	
General Objective: 4.0 Know Law of Partnership						
7-8	<p>4.1 Define Partnership</p> <p>4.2 Classify partnership</p> <p>4.3 Explain formation of partnership.</p>	<p>Discuss Partnership</p> <p>Explain formation of partnership.</p> <p>Explain the right and duties of partners</p>	<p>Case studies</p> <p>Law Report</p> <p>Text books</p> <p>Law journals.</p> <p>Internet</p>	<p>Simulate forming different types partnerships and make presentation on</p>	<p>Divide students into groups and guide them to form different Partnerships</p>	<p>Explain different types of Partnerships and their legal implications</p>

4.4 Explain the rights and duties of partners	Explain the legal position and	Website	the type of Partnership formed		
4.5 Explain the legal position and consequences arising from action of partners with third parties.	consequences arising from action of partners with third parties.				
4.6 Explain dissolution of Partnership	Explain dissolution of Partnership				
4.7 Identify factors leading to dissolution of partnerships.	Identify factors leading to dissolution of partnerships.				
4.8 Explain disposal and sharing of partnership assets and liabilities upon dissolution	Explain disposal and sharing of partnership assets and liabilities upon dissolution				
General Objective: 5.0 Know the Law of Insurance					

<p>9-10</p>	<p>5.1 Define Insurance</p> <p>5.2 Define the concept of insurable interest</p> <p>5.3 Explain the law of insurance</p> <p>5.4 Explain the concepts of indemnity subrogation</p> <p>5.5 Explain the doctrine of uberrimae fidei.</p> <p>5.6 Identify various types of insurance policies and their applications</p> <p>Identify the legal implications of different insurance policies</p>	<p>Explain Insurance and its Law</p> <p>Explain the doctrine of uberrimae fidei.</p> <p>Explain the types of insurance policies and their applications</p> <p>Identify the legal implications of different insurance policies</p>	<p>Case studies</p> <p>Law Report</p> <p>Text books</p> <p>Law journals.</p> <p>Internet</p> <p>Website</p>	<p>Visit an Insurance Company and take an Insurance Cover for:</p> <ul style="list-style-type: none"> • Fire outbreak in the Model Store in the Department • Accidents for staff in the Model store, etc. <p>Visit a Court and watch proceedings on default or breach of Insurance contract</p>	<p>Take students for an excursion visit to an Insurance Company and a Court</p>	<p>Explain the types of insurance policies and their applications</p> <p>Identify the legal implications of different insurance policies</p>
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	5.7 Explain re-insurance	Explain re-insurance				
General Objectives: 6.0 Understand Negotiable Instruments.						
11-12	6.1 Define Negotiable Instruments	Define Negotiable Instruments	Text books Journals. Internet	Raise a bank draft bill of exchange for a particular transaction	Guide students to raise a bank draft bill of exchange for a particular transaction	Draw a specimen of a bill of exchange showing the necessary information contained on it
	6.2 Identify various types of Negotiable Instruments and notes	Identify various types of Negotiable Instruments and notes	Website			
	6.3 State the use and functions of Negotiable instruments in purchasing and supply transactions.	State the use and functions of Negotiable instruments in purchasing and supply transactions.				
	6.4 Identify parties to Negotiable instruments	Identify parties to Negotiable instruments				
	6.5 Explain the rights of interested third parties					

		Explain the rights of interested third parties				
General Objective: 7.0 Know the Law of Hire and Hire Purchase						
13-14	7.1 Explain the nature of Hire and Hire Purchase 7.2 Explain the law covering Hire. 7.3 Explain the law covering Hire Purchase 7.4 Distinguish Hire and Hire Purchase contracts 7.5 Explain the obligation of the Hirer under Hire Purchase transactions 7.6 Explain the legal rights of the Hirer under Hire Purchase transactions	Discuss the Law of Hire and Hire Purchase Distinguish Hire and Hire Purchase contracts Explain the obligation of the Hirer under Hire Purchase transactions Explain the legal rights of the Hirer	Case studies Law Report Text books Law journals. Internet Website	Demonstrate hire purchase of a tricycle	Guide students to demonstrate hire purchase of a tricycle	Explain the legal aspects of Hire and Hire Purchase

	7.7 Explain the obligation of the Hiree under Hire Purchase transactions	under Hire Purchase transactions Explain the obligation of the Hiree under Hire Purchase transactions				
	7.8 Explain the legal rights of the Hiree under Hire Purchase transactions	Explain the legal rights of the Hiree under Hire Purchase transactions				
General Objectives: 8.0 Understand the Law of Common Carriage.						
15-16	8.1 Explain common carrier 8.2 Explain common carriage 8.3 Explain laws that relate to common carriage, breaches in common carriage and remedies	Explain common carrier Explain common carriage Explain laws that relate to common carriage, breaches in common carriage and remedies	Text books Law journals. Internet Website			Explain common carrier, common carriage and their laws

YEAR I

SEMESTER II

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Principles of Procurement II	Code: PSM 121	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: II	Pre-requisite: PSM 111	Practical: 2 Hour
Goal: This course is designed to enhance the students' further knowledge of procurement and procurement techniques to equip them for practice.		
General Objectives: On completion of this course, students will be able to:		
1.0 Understand import and export aspects of procurement.		
2.0 Know the basic control documents used in procurement		
3.0 Understand the organization and use of procurement manuals.		
4.0 Understand the organization of procurement department		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Principles of Procurement II		Code: PSM 121			Credit Unit: 3	
		Contact Hours: 3 Hours			Theoretical: 2 Hours	
Year: I Semester: I		Pre-requisite: PSM 111			Practical: 1 Hour	
Course Specification: Theoretical and Practical						
Goal: This course is designed to enhance the students' further knowledge of procurement and procurement techniques to equip them for practice.						
General Objective: 1.0 Understand import and export aspects of procurement.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain how various specialist functions (buyers, buying supervisors, category managers, stock control, progressing etc.) are organized. 1.2 Explain the organization, documentation, receipts and	Explain how various specialist functions (buyers, buying supervisors, category managers, stock control, progressing etc.) are organized. Explain the organization, documentation, receipts and	Textbooks, Journals, Videos, Publications of NEPC, NPA etc., Websites	Carryout grouping and regrouping of Procurement department into sections e.g • Ordering unit • Receiving unit • Inspection unit, etc	Guide students to carryout grouping and regrouping of Procurement department into sections	Explain internal structuring of the procurement department and how specialist functions like buyers, buying supervisors, category managers, stock control,

	documentation of information with suppliers and from records section.	documentation of information with suppliers and from records section.				progressing etc. are organized
1.3	Explain how pricing section is organized.	Explain how pricing section is organized.				
1.4	Describe how requisitioning and ordering should be organized.	Describe how requisitioning and ordering should be organized.				
1.5	Explain how progressing of order is organized.	Explain how progressing of order is organized.				
1.6	Explain how inspection and receiving of orders should be organized.	Explain how inspection and receiving of orders should be organized.				
1.7	Define procurement research and its advantages.	Define procurement research and its advantages.				

General Objective: 2.0 Know the basic control documents used in procurement						
3-4	<p>2.1 Explain purchase requisition and its function.</p> <p>2.2 Describe bill of materials and the purpose it serves.</p> <p>2.3 Describe enquiry form and its use.</p> <p>2.4 Describe purchase order and its use.</p> <p>2.5 Explain advice note and its use.</p> <p>2.6 Describe consignment note and its use.</p> <p>2.7 Describe invoice document and the purpose it serves</p>	<p>Explain purchase requisition and its function.</p> <p>Explain bill of materials and the purpose it serves.</p> <p>Explain enquiry form and its use.</p> <p>Explain purchase order and its use.</p> <p>Explain advice note and its use.</p> <p>Explain consignment note and its use.</p> <p>Explain invoice document and the purpose it serves.</p>	<p>Textbooks, Journals, Video Flipchart Board, Visitations Websites</p>	<p>Design:</p> <ul style="list-style-type: none"> • Purchase requisition from • Purchase order form <p>Consignment notes</p>	<p>Guide students to design</p> <ul style="list-style-type: none"> • Purchase requisition from • Purchase order form <p>Consignment notes etc</p>	<p>Explain the documentations necessary in procurement and the uses of each document in procurement and supply management.</p> <p>Explain advice note and its use.</p> <p>Describe consignment note and its use.</p>

	2.8 Describe goods received note and its use.	Explain goods received note (GRN) and its use.				
General Objective: 3.0 Understand organization and use of procurement manuals						
5 - 6	3.1 Explain procurement manual and its benefits. 3.2 Explain the use of procurement manual. 3.3 Explain how the procurement manual could be classified 3.4 Explain the contents of a procurement manual, procurement organization, policy and procedure.	Explain procurement manual and its benefits. Explain the use of procurement manual. Explain how the procurement manual could be classified. Explain the contents of a procurement manual, procurement organization, policy and Procedure.	Textbooks, journals, videos, Flipchart Board, Visitations Websites	Design different types of Procurement manuals	Guide students to design different types of Procurement manuals	Explain procurement manual, its benefits and how procurement manuals are classified.

General Objective: 4.0 Understand import and export aspect of procurement						
7-8	4.1 Explain importing and exporting of commodities.	Define procurement Research and its advantages. Explain importing and exporting of commodities.	Textbooks, Journals, Videos, Flipchart Board, Visitations Websites	Visit trade fairs, interact foreign manufacturers on how to import and export items from and to their countries.	Organise visits to trade fairs, and guide students to interact with Visit trade fairs, interact foreign manufacturers on how to import and export items from and to their countries.	Explain importing and exporting of commodities, and import And export procedures
	4.2 Explain basic import procedure and documentation.	Explain basic import procedure and documentation.			how to import and export items from and to their countries.	
	4.3 Define import duties and tariffs	Define import duties and tariffs.			foreign manufacturers on how to import and export items from and to their countries.	
	4.4 Explain procurement for export requirements.	Explain procurement for export requirements. Describe basic export procedures and documentation.			foreign manufacturers on how to import and export items from and to their countries.	

	<p>4.5 Describe basic export procedures and documentation.</p> <p>4.6 Explain packaging and protection requirements.</p> <p>4.7 Appraise the use of import and export agencies.</p>	<p>Explain packaging and protection requirements.</p> <p>Appraise the use of import and export agencies.</p>				
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Stores Administration II	Code: PSM 122	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: II	Pre-requisite: PSM 112	Practical: 1 Hour
Goal: This course is designed to equip students with further knowledge and skills to enable them manage stores effectively.		
General Objectives: On completion of this course, students will be able to:		
1.0 Know methods of stock control		
2.0 Know the basics stock valuation of financial control.		
3.0 Understand stock random checking and comprehensive stock checking.		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Stores Administration II		Code: PSM 122		Credit Unit: 3		
Year: I Semester: II		Contact Hours: 3 Hours		Theoretical: 2 hours		
		Pre-requisite: PSM 112		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to equip students with further knowledge and skills to enable them manage stores effectively.						
General Objective: 1.0 Know methods of stock control						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the meaning of inventory/stock control, 1.2 Explain process and functions of stock control and why organizations hold inventory. 1.3 Explain various methods of stock control –	Explain the meaning of inventory/stock control, Explain process and functions of stock control and why organizations hold inventory. Explain various methods of stock control – Economic	Textbooks, journals, Videos, Visitations Websites			Explain stock control and methods of stock control and why organizations hold stocks. Explain stores vocabulary Explain the benefits of coding. Marking

	<p>Economic Order Quantity (EOQ), inventory cycle (maximum, minimum, reorder stock levels), stocktaking and stock checking, kanban/bin card etc.</p> <p>1.4 Explain ABC analysis (Pareto's theory) 80/20, application to stores, and the advantages of the ABC Analysis.</p> <p>1.5 Identify units of issues:</p>	<p>Order Quantity (EOQ), inventory cycle(maximum, minimum, re-order stock levels), stock taking and stock checking, kanban/bin card etc.</p> <p>Explain ABC analysis (Pareto's theory) 80/20, application to stores, and the advantages of the ABC Analysis.</p> <p>Identify units of issues:</p> <ul style="list-style-type: none"> • Pins 				<p>and identification of stores.</p>
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	<ul style="list-style-type: none"> • Pins • Washers • Bolt, etc. <p>1.6 Explain stores identification, coding and stores vocabulary and masters stock list with introduction to their background and use.</p> <p>1.7 Explain marking of the stores.</p> <p>1.8 Explain general principles of control of stock such as:</p> <ul style="list-style-type: none"> • physical records methods; 	<ul style="list-style-type: none"> • Washers • Bolt, etc. <p>Explain stores identification, coding and stores vocabulary and masters stock list with introduction to their background and use.</p> <p>Explain marking of the stores</p> <p>Explain general principles of control of stock such as:</p> <ul style="list-style-type: none"> • physical records methods; 				
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	<ul style="list-style-type: none"> visual or stock records methods. <p>1.9 Explain the role of computer in the control of stock.</p>	<ul style="list-style-type: none"> visual or stock records methods. <p>Explain the role of computer in the control of stock.</p>				
General Objective: 2.0 Understand the basics of stock valuation and financial control						
3-4	<p>2.1 Explain stock valuation and stores accounting and the importance stock valuation and financial aspects of control of stock.</p> <p>2.2 Explain the basic store costs and budget.</p>	<p>Explain stock valuation and stores accounting and the importance stock Valuation and financial aspects of control of stock.</p> <p>Explain the basic store costs and budget.</p>	<p>Textbooks, Journals, Videos, Visitations Websites</p>	<p>Demonstrate different methods of issuing and pricing of issues in the Model store eg</p> <ul style="list-style-type: none"> First in first out (FIFO) Last in first out (LIFO) 	<p>Guide students to demonstrate different methods of issuing and pricing of issues in the Model store eg</p> <ul style="list-style-type: none"> First in first out (FIFO) Last in first out (LIFO) <p>methods of</p>	<p>Explain stock valuation and stores accounting and their importance in store administration</p>

	<p>2.3 Explain different methods of pricing using FIFO, LIFO, etc.</p> <p>2.4 Explain effect of errors in stock valuation.</p>	<p>Explain different methods of pricing using FIFO, LIFO, etc.</p> <p>Explain effect of errors in stock valuation</p>			<p>Pricing using FIFO, LIFO, etc.</p> <p>Explain effect of errors in stock Valuation.</p>	
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General Objective: 3.0 Understand stock random checking and comprehensive stock checking

5-6	<p>3.1 Explain stock taking and checking - random and comprehensive stock taking and checking</p> <p>3.2 Explain why stocktaking is important</p> <p>3.3 Explain stock discrepancies, causes of discrepancies and how to treat discrepancies</p> <p>3.4 Explain obsolescence, obsolete materials, scrap</p>	<p>Explain stock taking and checking – random and comprehensive stocktaking and checking</p> <p>Explain why stock taking is important</p> <p>Explain stock discrepancies, causes of discrepancies and how to treat discrepancies</p> <p>Explain obsolescence, obsolete materials, scrap and</p>	<p>Textbooks, Journals, Videos, Visitations Websites</p>	<p>Carryout inventory/ stock taking activities in the Model store</p>	<p>Guide students to carryout inventory/ stock taking activities in the Model store</p>	<p>Explain the difference between stocktaking and checking and why stock taking is important.</p>
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	and redundant materials.	redundant materials. Explain cannibalization of redundant machines and equipment.				
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GENERAL OBJECTIVE: 4.0 Understand electronics and computerized stock control

7-8	4.1 Explain the role of computer in stores accounting	<ul style="list-style-type: none"> Explain the role of computer in 	Textbooks, journals, videos, visitations and	Use Excel to document received and issued stores in the Store	Guide students to use Excel to document received	Explain the role of Computer in stores accounting.
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	<p>4.2 Explain the role of computer in the control of stock. Explain methods of computerized stock – CCTV, MRP etc.</p>	<p>stores accounting</p> <ul style="list-style-type: none"> • Explain the role of computer in the control of stock. • Explain methods of computerized stock – CCTV, MRP etc. 	<p>relevant websites</p>		<p>and issued stores in the Store</p>	
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Principles of Transport and Distribution II	Code: PSM 123	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: I Semester: II	Pre-requisite: PSM 113	Practical: 1 hour
Goal: This course is intended to provide the students with additional knowledge and skill on transportation and distribution to enable them perform operations in transportation and distribution activities		
<p>General Objectives: On completion of this course, students will be able to</p> <ul style="list-style-type: none"> 1.0 Understand routing and scheduling 2.0 Understand distribution plans 3.0 Know transport regulating agencies and legislation. 4.0 Apply information technology in transport and distribution. 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Principles of Transport and Distribution II		Code: PSM 123		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: I Semester: II		Pre-requisite: PSM 113		Practical: 1 Hours		
Course Specification: Theoretical and Practical						
Goal: This course is intended to provide the students with additional knowledge and skill on transportation and distribution to enable them perform operations in transportation and distribution activities						
General Objective: 1.0 Understand routing and scheduling						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain scientific routing. 1.2 Describe assignment of vehicles. 1.3 Explain delivery schedules. 1.4 Explain variable factors of scheduling.	Explain scientific routing. Describe assignment of vehicles. Explain delivery schedules. Explain variable factors of scheduling.	Textbooks, Journals, Videos, Visitations Websites	.		Explain scientific routing and delivery schedules.
General Objective: 2.0						

3-4	<p>2.1 Explain planning economic deliveries.</p> <p>2.2 Explain rationalization.</p> <p>2.3 Explain trucking and backloading.</p> <p>2.4 Explain local delivery planning.</p> <p>2.5 Describe loading and unloading</p>	<p>Explain planning economic deliveries.</p> <p>Explain rationalization</p> <p>Explain trucking and back loading.</p> <p>Explain local delivery planning.</p> <p>Describe loading and Unloading</p>	<p>Textbooks, Journals, Videos, Visitations Websites</p>			<p>Explain rationalization and local delivery planning.</p>
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General Objective: 3.0 Know transport regulating agencies and legislation.

5-6	<p>3.1 Explain legislations relevant to distribution of goods.</p> <p>3.2 Explain receipt of goods.</p>	<p>Explain legislations relevant to distribution of goods.</p> <p>Explain receipt of goods.</p>	<p>Textbooks, Journals, Videos, Visitations Websites</p>			<p>Explain loading and unloading of goods and the licensing and plating of vehicles.</p>
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	<p>3.3 Describe loading and unloading of goods.</p> <p>3.4 Explain licensing and plating of vehicles.</p> <p>3.5 Explain changing legislation.</p> <p>3.6 Explain roles of the police, traffic warden, V.I.O.'s, Road safety officers etc.</p> <p>3.7 Explain duties and responsibilities of:</p> <ul style="list-style-type: none"> • Transport manager • Drivers, • National Union of Road Transport Worker Union (NURTW). etc. 	<p>Describe loading and unloading of goods.</p> <p>Explain licensing and plating of vehicles.</p> <p>Explain changing legislation.</p> <p>Explain roles of the police, traffic warden, V.I.O.'s, Road safety officers etc.</p> <p>Explain duties and responsibilities of:</p> <ul style="list-style-type: none"> • Transport manager • Drivers, 				<p>Explain the roles of V.I.Os and Road Safety Offices in enforcing road transport regulations</p>
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	3.8 Explain types of insurance applicable to Transport and Distribution	<ul style="list-style-type: none"> National Union of Road Transport Workers Union (NURTW). etc. <p>Explain types of insurance applicable to transport and distribution</p>				
General Objective: 4.0 Understand information technology in transport and distribution						
7-8	4.1 Define information technology. 4.2 Explain Management Information System (MIS).	Define information technology. Explain Management Information System.	Textbooks, Journals, Videos, Visitations Websites			Explain MIS and EDI in transport management.

	<p>4.3 Explain Electronic data interchange (EDI).</p> <p>4.4 Explain data base requirement.</p> <p>4.5 Explain the importance of Information Technology as its affect Transport and Distribution.</p> <p>4.6 Explain mechanical handling devices in transport and distribution.</p>	<p>Explain Electronic data interchange.</p> <p>Explain data base requirement.</p> <p>Explain the importance of Information Technology as its affect Transport and Distribution.</p> <p>Explain Mechanical handling devices in transport and distribution.</p>				
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Introduction to e-Procurement	Code: PSM 124	Credit Unit: 2
	Contact Hours: 2 Hours	Theoretical: 1 hour
Year: I Semester: II	Pre-requisite:	Practical: 1 hour
Goal: To introduce students to the operational concepts in the current and developing practices of electronic procurement		
General Objectives: On completion of this course, students will be able to 1.0 Understand business driven IT and internet linkage between business and society 2.0 Understand importance of eProcurement and e-procurement transactions, platforms and enablers 3.0 Understand electronics records management in procurement and supply management		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Introduction to e-Procurement		Code: PSM 124		Credit Unit: 2		
		Contact Hours: 2 Hours		Theoretical: 1 hour		
Year: I Semester: II		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: To introduce students to the operational concepts in the current and developing practices of electronic procurement						
General Objective: 1.0 Understand business driven IT and internet linkage between business and society						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain Information and Communications Technology (ICT). 1.2 Explain e-commerce, e- business and e- Government and the importance of e- business in Nigeria's economy 1.3 Explain the world wide web (www) and its	Explain Information and Communications Technology (ICT) Explain e-commerce, e- business and e- Government and the importance of e- business in Nigeria's economy Explain the world wide web (www)	Textbook Journals, Videos, Visitations Internet			Explain the roles of Information and Communications Technology (ICT), www and other internet platforms in procurement and supply chain management

	<p>application to business and society.</p> <p>1.4 Discuss various sources of information connection between businesses.</p> <p>1.5 Explain corporate procurement portals and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc.</p>	<p>and its application to business and society.</p> <p>Discuss various sources of information connection between business and society.</p> <p>Explain corporate procurement portals and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to</p>				
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	1.6 Explain e-payment, e-payment tools, and importance of e-payment in procurement	business (G2B) etc. Explain e-payment, e-payment tools, and importance of e-payment in procurement.				
General Objective: 2.0 Understand importance of eProcurement and e-procurement transactions, platforms and enablers						
3-4	2.1 Explain e-procurement and its importance to supply chains, 2.2 Explain the difference between traditional procurement and e-procurement. 2.3 Explain the basic e-procurement transaction e.g. e-sourcing, e-buying, e-	Explain e-procurement and its importance to supply chains, Explain the difference between traditional procurement and e-procurement. Explain the basic e-procurement transaction e.g. e-sourcing, e-buying,	Textbook Journals, Videos, Visitations Text			Explain e-procurement and its importance to supply chains. Discuss the possible problems to be encountered by procurement managers and organizations.

	auction, e-tailing, e-payment etc.	e-auction, e-tailing, e-payment etc.				
2.4	Discuss benefits of e-procurement to businesses and society	Discuss the benefits of e-procurement to businesses and society				
2.5	Discuss the possible problems to be encountered by procurement managers and organizations.	Discuss the possible problems to be encountered by procurement managers and organizations.				
2.6	Discuss electronic data interchange (EDI), its benefits and potential problems in e-procurement.	Discuss electronic data interchange (EDI), its benefits and potential problems in e-procurement.				
2.7	State tools applied for procurement and	State tools applied for procurement and				

	supply chain management. 2.8 Explain e-payments, its importance and challenges in business and procurement.	supply chain management. Explain e-payments, its importance and challenges in business and procurement.				
GENERAL OBJECTIVE: 3.0 Understand electronics records management in procurement and supply management						
5-6	3.1 Explain electronics records management in procurement and supply management. 3.2 State the principles of good electronics records management system. 3.3 Discuss the benefits and problems of	Explain electronics records management in procurement and supply management. State the principles of good electronics records management system. Discuss the benefits and problems of	Textbook Journals, Videos, Visitations Internet			Explain electronics records management in procurement and supply management. Explain risks of e-procurement and data security

	electronics records management systems in procurement and supply management.	electronics records management systems in procurement and supply management.				techniques in e-procurement.
3.4	Explain the concept of procurement and supply chain data management.	Explain the concept of procurement and supply chain data management.				
3.5	Explain the risks of e- procurement to procurement and supply chain data management.	Explain the risks of e-procurement to procurement and supply chain data management.				
3.6	Discuss data security techniques in e-procurement.	Discuss data security techniques in e-procurement.				

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement Research Methods	Code: PSM 125	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: I Semester: II	Pre-requisite:	Practical: 1 hour
Goal: This course is designed to provide the students with the knowledge and skills of research in procurement and supply chain management:		
General Objectives: This course is designed to provide the students with the knowledge and skills of research in procurement and supply chain management		
1.0 Understand the meaning and purpose of Procurement research		
2.0 Know research methods.		
3.0 Understand various approaches to procurement research		
4.0 Understand the process of planning for research work.		
5.0 Understand statistical tools and techniques used in research		
6.0 Understand the conduct and organization of research work		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Procurement Research Methods		Code: PSM 125		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 hours		
Year: I Semester: II		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the students with the knowledge and skills of research in procurement and supply chain management						
General Objective: 1.0 Understand the meaning and purpose of Procurement research						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define Procurement research 1.2 Explain different approaches to procurement research i.e. historical, descriptive, experimental research etc. 1.3 Explain the purpose of procurement research	Define research Explain different approaches to procurement research i.e. historical, descriptive, exploratory research etc. Explain the purpose of Procurement research	Textbooks, Internet Facilities, Board, Marker.			Define the term procurement research Identify different approaches to procurement research i.e. historical, descriptive, experimental research etc

						Explain aim and purpose of research
General Objective: 2.0 Know research methods						
3-4	<p>2.1 Identify various methods of conducting research i.e. Authoritarian method, mystical approach, logical approach, scientific approach etc.)</p> <p>2.2 Explain the merits of each of the methods of conducting research.</p> <p>2.3 Explain the demerits of each of the methods of conducting research.</p>	<p>Enumerate and explain various methods of conducting research i.e. Authoritarian method, mystical approach, logical approach, scientific approach etc.)</p> <p>Explain the merits and demerits of each of the methods of conducting research.</p>				<p>State various methods of conducting research i.e. authoritarian method, mystical approach, logical approach, scientific approach etc)</p> <p>Explain the merits and demerits of each of the methods of conducting research.</p>
General Objective: 3.0 Understand various approaches to procurement research						

5-6	3.1 Explain the factors to consider when choosing a research method to use for investigating a given problem	Explain factors to consider when deciding how to approach a given procurement problem	Case Study Textbooks, Board, Marker.	Choose a field of research Create (formulate) a research file Search for useful information resources in the field of research (i.e. museum, markets, health institutions, library, information resources centre etc.) Use various search engines to gather resources for research Compile an index card system for research title	Choose a field of research Create (formulate) a research file Search for useful information resources in the field of research (i.e. museum, markets, health institutions, library, information resources centre etc.) Use various search engines to gather resources for research	Explain factors to consider when choosing research methods
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				Review related literature on the subject matter of the research.	Compile an index card system for research title Review related literature on the subject matter of the research.	
General Objective: 4.0 Understand the process of planning for research work.						
7-8	4.1 Explain the nature of various procurement problems 4.2 Explain research design for the problem under investigation 4.3 Explain study design used for different research methods 4.4 Explain intervention and non-intervention studies,	Explain the nature of various procurement problems Explain research design giving examples Explain study design used for different research methods Explain intervention and non-intervention	Textbooks, Board, Marker. Internet	Choose research methods most appropriate for research work (project)	Guide student to choose research methods most appropriate for research work (project)	Explain varying nature of procurement problems with examples To design a research plan for a given procurement problem Explain intervention and

	questionnaire, interview, home and observation 4.5 State merits and demerits of various research designs	studies, questionnaire, interview, home and observation State merits and demerits of various research designs				non-intervention studies, questionnaire, interview, home and observation State merits and demerits of various research designs
General Objective: 5.0 Understand statistical tools and techniques used in research						
9-10	5.1 Explain sampling and sampling techniques 5.2 Explain various types of sampling techniques e.g simple random, stratified, cluster etc. 5.3 Explain the advantages and disadvantages of	Define sampling and sampling technique Explain various types of sampling techniques e.g simple random, stratified, cluster etc. Explain the advantages and disadvantages of each	Textbooks, Board, Marker. Internet			Define sample and sampling technique Explain various types of sampling techniques e.g simple random, stratified, cluster etc

	each type of sampling techniques in 5.3 above	type of sampling techniques in 5.3 above				Explain the advantages and disadvantages of each type of sampling techniques
5.4	Explain the calculation of sample size for a given population	Explain the calculation of sample size for a given population				Explain the calculation of sample size for a given population
5.5	Describe the application of the sampling techniques in research.	Describe the application of the sampling techniques in research.				Describe the application of the sampling techniques in research.
5.6	Explain various test statistic used in research e.g (Chi-Square, Z test, ANOVA, Correlation, regression analysis, student t – test etc.)	Explain various test statistic used in research e.g (Chi-Square, Z test, ANOVA, Correlation, regression analysis, student t – test etc.)				Explain various test statistic used in research eg

5.7	Describe characteristics of each of the test statistic in 5.6 above	Describe characteristics of each of the test statistic in 5.6 above				(Chi-Square, Z test, ANOVA, Correlation, regression analysis, student t – test etc) Describe characteristics of each of the test statistic in 5.6 above
5.8	Explain the calculation of sample size for a given population					
5.9	Describe the application of the sampling techniques in research.					
5.10	Explain various test statistic used in research e.g (Chi-Square, Z test, ANOVA, Correlation, regression analysis, student t – test etc.)					

	5.11 Describe characteristics of each of the test statistic in 5.6 above					
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General Objective:6.0 Understand the conduct and organization of research work

11-12	<p>6.1 Explain how to carry out descriptive research using any of the appropriate designs</p> <p>6.2 Explain how to Collect data for a given research title</p> <p>6.3 Explain how to Analyze data using appropriate test statistic methods</p> <p>6.4 Explain how to Interpret the result obtained at the end of the research work.</p>	<p>Explain how to Carry out descriptive research using any of the appropriate designs</p> <p>Explain how to Collect data for a given research title</p> <p>Explain how to analyze data using appropriate test statistic methods</p> <p>Explain how to Interpret the result</p>	<p>Computer Set</p> <p>Statistical Kit Packages</p>	<p>Carry out descriptive research using any of the appropriate designs</p> <p>Collect data for a given research title</p> <p>Analyze data using appropriate test statistic methods</p> <p>Interpret the result obtained at the end of the research work.</p> <p>Write up the report at the end of the conduct of research</p>	<p>Supervise the student research activities</p>	<p>Describe how to Carry out descriptive research using any of the appropriate designs</p> <p>Explain how to Collect data for a given research title</p> <p>Analyze data using appropriate test statistic methods</p> <p>Interpret the result obtained at the</p>
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	<p>6.5 Explain steps to Write up the report at the end of the research</p> <p>6.6 Explain how to organize the project work to cover the topics discussed</p>	<p>obtained at the end of the research work.</p> <p>Explain how to Write up the report at the end of the conduct of research</p> <p>Explain how to Organize the project work to cover the topics discussed</p>		<p>Organize the project work to cover the topics discussed</p>		<p>end of the research work.</p> <p>Write up the report at the end of the conduct of research Organize the project work to cover the topics discussed</p>
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YEAR II
SEMESTER I

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Practice of Procurement I	Code: PSM 211	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: I	Pre-requisite:	Practical: 1 hour
Goal: This course is designed to provide the students with the knowledge, skills and techniques for procurement practice.		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Appreciate the role of procurement and materials management in business. 2.0 Understand supply market structure and sourcing procedure. 3.0 Understand quality, specifications of design engineers and quality assurance from suppliers. 4.0 Know methods of pricing and payment procedure. 5.0 Appreciate recent developments in procurement 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Practice of Procurement I		Code: PSM 211			Credit Unit: 3	
		Contact Hours: 3 Hours			Theoretical: 2 hours	
Year: II Semester: I		Pre-requisite:			Practical: 1 hour	
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the students with the knowledge, skills and techniques for procurement practice.						
General Objective: 1.0 Appreciate the role of procurement and materials management in business						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1. Explain procurement functions and it's the roles of procurement and supply management in business. 1.2. Examine procurement department in relation with other departments.	Explain procurement functions and it's the roles of procurement and supply management in business. Examine procurement department in relation with other departments.	Textbooks, Journals, Videos, Websites	Carry out excursion to logistics company to see how fleets are scheduled and how passenger manifests are prepared	Organise excursion to logistics company to see how fleets are schedule and how passenger manifests are prepared	Explain procurement functions and it's the roles of procurement and supply Management in business.

	<p>1.3. Explain consolidation of materials activities in an organization in a totally centralized system under:</p> <ul style="list-style-type: none"> • Material management concept. • Physical distribution management concept. • Logistics management 	<p>Explain consolidation of materials activities in an organization in a totally centralized system under:</p> <ul style="list-style-type: none"> • Material management concept. • Physical distribution management concept. • Logistics management 		<p>Demonstrate preparation of waybill</p>	<p>Guide students to demonstrate preparation of waybill</p> <p>concept.</p> <ul style="list-style-type: none"> • Physical distribution management concept. • Logistics management 	
General Objective: 2.0 Understand supply market structure and sourcing procedure						
3-4	<p>2.1 Examine supply market structures and their implications for efficient procurement</p>	<p>Examine supply market structures and their implications for</p>	<p>Textbooks, Journals, Videos Websites</p>			<p>Explain sourcing, sourcing procedures and</p>

	<p>2.2 Explain sourcing and examine sourcing policies under the use of:</p> <ul style="list-style-type: none"> • Single vs. dual sourcing; • Direct vs. indirect sourcing, <p>2.3 Explain good suppliers and state the factors used in supplier selection</p> <p>2.4 Explain source of supplier evaluation and state factors to consider in supplier evaluation.</p>	<p>efficient procurement</p> <p>Explain sourcing and examine sourcing policies under the use of:</p> <ul style="list-style-type: none"> • Single vs. dual sourcing; • Direct vs. indirect sourcing. <p>Explain good suppliers and state the factors used in supplier selection</p> <p>Explain source of supplier evaluation and state factors to considering</p>				<p>sourcing policies.</p>
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	<p>2.5 Explain methods of supplier performance evaluation – vendor rating.</p> <p>2.6 Enumerate problems associated with random rating and suggest possible solutions.</p>	<p>supplier evaluation.</p> <p>Explain methods of supplier performance evaluation – vendor rating.</p> <p>Enumerate problems associated with random rating and suggest possible solutions.</p>				
General Objective: 3.0 Understand quality, specifications of design engineers and quality assurance from suppliers						
5-6	<p>3.1 Explain quality, types of quality, and the procedure for quality determination.</p> <p>3.2 Explain methods of quality control,</p>	<p>Explain quality, types of quality, and the procedure for quality determination.</p> <p>Explain methods of quality</p>	Textbooks, Journals, Videos, Websites	Demonstrate the application of various Variety reduction techniques in Procurement	Guide students to demonstrate the application of various Variety reduction techniques in Procurement Value analysis as it	Explain quality, types of quality, the procedure for quality determination

	<p>quality assurance and the process of quality audit</p> <p>3.3 Identify types of specifications and their uses.</p> <p>3.4 Enumerate the role of suppliers, buyers etc., in design and specification especially as it affects procurement ability to contribute to Company's profit.</p> <p>3.5 Explain compilation, uses and limitations of International, national and company</p>	<p>control, quality assurance and the process of quality audit.</p> <p>Identify types of specifications and their uses.</p> <p>Enumerate the role of suppliers, buyers etc., in design and specification especially as it affects procurement ability to contribute to Company's profit.</p> <p>Explain compilation, uses and limitations of International,</p>			<p>relates to specification and quality in procurement.</p>	
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	<p>standards as it affects specifications and ability to procure.</p> <p>3.6 Explain the use of techniques of Variety reduction and standardization in reviewing and improving more designs and specifications.</p> <p>3.7 Define value engineering and Value analysis as it relates to specification and quality in procurement.</p>	<p>national and company standards as it affects specifications and ability to procure.</p> <p>Explain the use of techniques of Variety reduction and standardization in reviewing and improving more designs and specifications.</p> <p>Define value engineering and Value analysis as it relates to specification and quality in procurement.</p>				
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General Objective: 4.0 Know methods of pricing and payment procedure.

<p>7-8</p>	<p>4.1 Examine various pricing methods and state how prices are determined.</p> <p>4.2 Explain how prices and costs are analyzed.</p> <p>4.3 Explain the use of analysis in 4.1 above in comparing costs from suppliers.</p> <p>4.4 Explain the use and importance of price concessions/discounts (quality, cash, trade, rebate etc.) in pricing as its affect's procurement.</p>	<p>Examine various pricing methods and state how prices are determined.</p> <p>Explain how prices and costs are analyzed.</p> <p>Explain the use of analysis above in comparing costs from suppliers.</p> <p>Explain the use and importance of price concessions/discounts (quality, cash, trade, rebate etc.) in pricing as its affect's procurement.</p>	<p>Textbooks, Journals, Videos, Websites</p>	<p>In groups, price, buy and sell items as suppliers and buyers</p>	<p>Group students into buyers and suppliers, guide them to price and buy items basic approaches to inventory management.</p>	<p>Explain buying prices in fluctuating markets.</p> <p>Explain progress Payment sand retention strategy in procurement</p>
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	<p>4.5 Explain methods of payment.</p> <p>4.6 State the implication of each method in 4.5 above with respect to timing.</p> <p>4.7 Explain types of markets and how procurement from each is affected by time.</p> <p>4.8 Examine procurement timing policies as they affect basic approaches to inventory management.</p> <p>4.9 Explain buying prices in fluctuating markets.</p>	<p>Explain methods of payment</p> <p>State the implication of each method of payment with respect to timing.</p> <p>Explain types of markets and how procurement from each is affected by time.</p> <p>Examine procurement timing policies as they affect basic approaches to inventory management.</p> <p>Explain buying prices in fluctuating markets.</p>				
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	4.10 Explain progress payment and retention strategy in procurement.	Explain progress payment and retention strategy in procurement.				
General Objective: 5.0 Appreciate recent developments in Procurement						
9-10	5.1 Explain contemporary issues in procurement as an integral element of supply chains.	Explain procurement as an integral element of supply chains.	Textbooks, Journals, Videos, Websites			Identify emerging issues in procurement
	5.2 Explain roles of procurement in supply chain management	Explain roles of procurement in supply chain management				Explain roles of procurement in supply chain management.
	5.3 Explain the important of e-Procurement	Explain the important of e-Procurement.				

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Store Design and Materials Handling I	Code: PSM 212	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: I	Pre-requisite:	Practical: 1 hour
Goal: This course is designed to introduce the student to the principles of good stores design, and the selection and effective use of stores equipment		
General Objectives: On completion of this course, students will be able to:		
1.0 Know types of stores and store design		
2.0 Understand siting of stores		
3.0 Understand methods of storage		
4.0 Appreciate role of stores personnel		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Store Design and Materials Handling I		Code: PSM 212		Credit Unit: 3		
		Credit Hour: 3 Hours		Theoretical: 2 hours		
Year: II Semester: I		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to introduce the student to the principles of good stores design, and the selection and effective use of stores equipment						
General Objective: 1.0 Know types of stores and store design.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept, objectives and types of store design. 1.2 Explain by distinction store and warehouse and the importance of store in supply chains. 1.3 Explain siting, design and	Explain the concept, objectives and types of store design. Explain by distinction store and warehouse and the importance of store in supply chains. Explain siting, design and layout	Textbooks, Journals, Videos, Websites		-	Explain store design Explain the objectives and types of store design. Explain by distinction store

	<p>layout of store/warehouse within and outside the business.</p> <p>1.4 Explain typologies of stores and retail outlets;</p> <ul style="list-style-type: none"> • national retail re-distribution to captive outlets. • public service industries • subsidiary stores and in production stores • finished goods and work in progress stores. • special stores for oils, explosives, 	<p>of store/warehouse within a business</p> <p>Explain typologies of stores and retail outlets;</p> <ul style="list-style-type: none"> • national retail re-distribution to captive outlets. • Public service industries • subsidiary stores and in prest • production stores 				<p>and warehouse and the importance of store in supply chains.</p> <p>Explain factors considered in store design and layouts of stores and warehouse</p>
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	chemicals spirits, fragile, etc.	<ul style="list-style-type: none"> finished goods and work in progress stores. special stores for oils, explosives, chemicals spirits, fragile, etc. 				
	1.5 Explain legal requirement for these stores.	Explain legal requirement for these stores.				
General Objective: 2.0 Understand siting of stores						
3-4	2.1 Explain stores/warehouse siting and location consideration.	Explain stores/warehouse siting and location consideration.	Textbooks, Journals, Videos Websites			Explain stores/warehouse siting and location consideration.

	<p>2.2 Explain the internal layout of production store and of retail store.</p> <p>2.3 Explain store decisions for gangways, pathways, motorway network and distributive systems.</p> <p>2.4 Describe local delivery services.</p> <p>2.5 Explain overnight and long-haul trucking.</p> <p>2.6 Explain railhead and import Proximity.</p>	<p>Explain the internal layout of production store and of retail store.</p> <p>Explain store decisions for gangways, pathways, motorway network and distributive systems.</p> <p>Describe local delivery services.</p> <p>Explain overnight and long-haul trucking.</p> <p>Explain railhead and import Proximity.</p>				
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	2.7 Describe expansion and flexibility.	Describe expansion and flexibility.				
	2.8 Explain the effects of regulation on working hours.	Explain the effects of regulation on working hours				

General Objective: 3.0 Understand methods of storage

3-4	3.1 Explain racking, mobile racking, shelves and adjustable pallet racking.	Explain racking, mobile racking, shelves and adjustable pallet racking.	Textbooks, Journals, Videos, Websites			Explain racking, mobile racking, shelves and adjustable pallet racking.
	3.2 Explain store design and storage for fast moving consumer goods (FMCG) and slow-moving goods (SMCG).	Explain store design and storage for fast moving consumer goods (FMCG) and slow-moving goods (SMCG).				
	3.3 Explain store design and storage for perishable and chemical products.	Explain store design and storage for perishable and chemical products				

	<p>3.4 Describe binning.</p> <p>3.5 Explain bulk storage and breaking bulks.</p> <p>3.6 Explain special fixtures.</p> <ul style="list-style-type: none"> • Automated; • Location; • Retrieved. <p>3.7 Explain live storage.</p> <p>3.8 Describe very narrow aisle (VNA) racks.</p>	<p>Describe binning.</p> <p>Explain bulk storage and breaking bulks.</p> <p>Explain special fixtures.</p> <ul style="list-style-type: none"> • Automated; • Location; • Retrieved. <p>Explain live storage.</p> <p>Describe very narrow aisle (VNA) racks.</p>				
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General Objective: 4.0 Appreciate role of stores personnel

5-6	<p>4.1 Explain the role of supervisor in stores design and materials handling.</p> <p>4.2 Explain the role of Storekeeper in stores</p>	<p>Explain the role of supervisor in stores design and materials handling.</p> <p>Explain the role of Storekeeper in</p>	<p>Textbooks, Journals, Videos, Websites</p>			<p>Explain the role of Storekeeper in stores design and material handling.</p>
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	design and material handling.	stores design and material handling.				
4.3	Explain role of Stores Assistant (Attendant)	Explain role of Stores Assistant (Attendant)				
4.4	Explain qualities of Stores Supervisor, Storekeepers, Stores attendants/store assistants.	Explain qualities of Stores Supervisor, Storekeepers, Stores attendants/store assistants.				
4.5	Explain functions of Store Supervisors. Storekeepers, Stores Assistants (Store Attendants).	Explain functions of Stores Supervisors. Storekeepers, Stores Assistants (Store Attendants).				

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Principles of Materials Management	Code: PSM 213	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: I	Pre-requisite:	Practical: 1 hour
Goal: This course is designed to introduce students to the activities involved in the management of material resources, and to demonstrate the inter-relationship between the departments involved in the management of materials.		
<p>General Objectives: On completion of this course, students will be able to:</p> <ul style="list-style-type: none"> 1.0 Understand the concept of materials management. 2.0 Understand the contributions of quality management to materials management. 3.0 Know the contribution of production control. 4.0 Understand the methods of merchandising. 5.0 Understand the contribution of materials control. 6.0 Understand the role of Stock Control 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Principles of Materials Management		Code: PSM 213			Credit Unit: 3	
		Contact Hours: 3 Hours			Theoretical: 2 Hours	
Year: II Semester: I		Pre-requisite:			Practical: 1 Hour	
Course Specification: Theoretical and Practical						
Goal: This course is designed to introduce students to the activities involved in the management of material resources, and to demonstrate the inter-relationship between the departments involved in the management of materials.						
General Objective: 1.0: Understand the concept of materials management.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1 -2	1.1 Discuss the term materials management and the scope of materials management.	Discuss the term materials management and the scope of materials management.	Textbooks, journals, videos, and relevant websites	Use organizational structure to explain functions included in Management structure	Guide students to use organizational structure to explain functions included in Management structure	Discuss the term materials management and its scope supply management.
	1.2 Explain reasons why companies adopt materials management.	Explain reasons why companies adopt materials management.				Explain reasons why companies adopt materials management.
	1.3 Explain the benefits and problems of adoption of materials	Explain the benefits and problems of adoption of materials				

	management organization in a supply chain environment.	management organization in a supply chain environment.				
General Objective: 2.0 Understand the contributions of quality management to materials management						
3-4	2.1 Explain the term quality, quality dimension and total quality management (TQM)	Explain the term quality, quality dimension and total quality management (TQM)	Textbooks, Journals, Videos Websites	Use drawings to specify type of building required to a construction company	Guide students to use drawings to specify type of building required to a construction company	Explain the term quality, quality dimension and total quality management (TQM) and the roles of materials management in quality control.
	2.2 Explain the roles of materials management department in quality control and quality assurance.	Explain the roles of materials management department in quality control and quality assurance.		Use drawings to specify type of garment required to a fashion designer	Guide students to use drawings to specify type of garment required to a fashion designer	
	2.3 Explain value engineering and value analysis.	Explain value engineering and value analysis.				
	2.4 Explain notification and determination of specification.	Explain notification and				

		determination of specification. Describe drawing.				
General Objective: 3.0 Know the contributions of production control						
5-6	3.1 Explain production and,classification of production. 3.2 Explain methods of production. 3.3 State the contribution of materials management to production programmes 3.4 Describe the preparation of production programme.	Explain production and,classification of production. Explain methods of production. State the contribution of materials management to production programmes Describe the preparation of production programme.	Textbooks, Journals, Videos, Websites	Watch documentaries on different methods of production eg <ul style="list-style-type: none"> • Batch production • Flow production, etc Design a production plan	Guide students to watch documentaries on different methods of production eg <ul style="list-style-type: none"> • Batch production • Flow production, etc Guide students to design a production plan	Explain the contributions of materials management to production programme

	3.5 Explain how to determine and maintain delivery promises.	Explain how to determine and maintain delivery promises.				
	3.6 Explain the determination of quantities.	Explain the determination of quantities.				
	3.7 Explain planning requirements, procurement methods and make (insource) or buy (outsource) decision.	Explain planning for production requirements, procurement methods and make (insource) or buy (outsource) decision.				
	3.8 Describe authority to procure.	Describe authority to procure.				

General Objective: 4.0 Understand methods of merchandising

7-8	4.1 Explain different promotional activities	Explain different promotional activities	Textbooks, Journals,	Create promotional activities	Organise students into groups and guide them to create	Explain the interfaces between the procurement function
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	4.2 Explain different demand patterns	Explain different demand patterns	Videos, Websites		promotional activities for products or services.	and the marketing function.
	4.3 Describe the interface between procurement and marketing	Describe the interface between procurement and marketing				
	4.4 Explain special promotions.	Explain special promotions.				
	4.5 Explain seasonal trends and demands.	Explain seasonal trends and demands.				
	4.6 Describe the liaison between buying and marketing.	Describe the liaison Between buying and marketing.				

General Objective: 5.0 Understand the contribution of materials control in materials management

9-11	5.1 Explain materials control and its contributions to	Explain materials control and its contributions to	Textbooks, Journals,	Conduct recording of materials using different methods	Guide students to conduct recording of	Explain materials control and its contributions to
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	materials management.	materials management.	Videos, Websites		materials using different methods	materials management.
5.2	Describe the methods of notifying material requirements.	Describe the methods of notifying material requirements.				
5.3	Explain interpretation of production programme.	Explain interpretation of production programme.				
5.4	Explain the requirements of materials and supplies.	Explain the requirements of materials and supplies.				
5.5	Describe the methods of recording material requirements. Materials and supplies.	Describe the methods of recording material requirements.				

General Objective: 6.0 Understand the roles of stock control in materials management						
12-13	<p>6.1 Explain stock control and stock control methods:</p> <ul style="list-style-type: none"> • Visual cards; • Mechanical records (Application of computer); <p>6.2 Explain inventory cycles (maintenance of stock levels).</p> <ul style="list-style-type: none"> • Minimum levels, • Maximum levels, • Safety levels • Re-order levels. 	<p>Explain stock control and stock control methods:</p> <ul style="list-style-type: none"> • Visual cards; • Mechanical records (Application of computer); <p>Explain inventory cycles (maintenance of stock levels).</p> <ul style="list-style-type: none"> • Minimum levels, • Maximum levels, • Safety levels • Re-order levels. 	Textbooks, Journals, Videos, Websites	<p>Calculate:</p> <ul style="list-style-type: none"> • Minimum levels • Maximum levels • Safety levels <p>Reorder levels</p> <p>Slow moving items and surplus items.</p>	<p>Guide students to calculate:</p> <ul style="list-style-type: none"> • Minimum levels • Maximum levels • Safety levels <p>Reorder levels</p> <ul style="list-style-type: none"> • Variety reduction; • Stock file; • Obsolescence and redundancy; <p>Slow moving items and surplus items.</p>	Explain the roles of stock control in materials management

	<p>6.3 Explain the method of provisioning:</p> <ul style="list-style-type: none"> • Cyclical review reorder level; • Theory of economic order quantities; <p>6.4 Explain identification methods;</p> <ul style="list-style-type: none"> • Commodity coding; • Master stock list; • Vocabularies. <p>6.5 Explain Rationalization and</p>	<p>Explain the method of provisioning:</p> <ul style="list-style-type: none"> • Cyclical review reorder level; • Theory of Economic order quantities; <p>Explain identification methods;</p> <ul style="list-style-type: none"> • Commodity coding; • Master stock list; • Vocabularies. <p>Explain Rationalization and standardization</p>				
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	<p>standardization methods; (a) Variety reduction; (b) Stock file; Obsolescence and redundancy;</p> <p>6.6 Slow moving items and surplus items.</p>	<p>methods; • Variety reduction; • Stock file; • Obsolescence and redundancy;</p> <p>Slow moving items and surplus items</p>				
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Introduction to Supply Chain Management	Code: PSM 214:	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite:	Practical: 1 Hour
<p>Goal: This course is designed to provide the student with the tools to measure the effectiveness of supply chain management and its contribution towards organisational competence and effectiveness.</p>		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand supply chain management concept. 2.0 Understand the role of procurement and supply chain in supply chain management. 3.0 Understand basic inventory concepts and management. 4.0 Understand basic materials management concepts in supply chain management. 5.0 Understand basic concept of warehousing. 6.0 Understand logistics in supply chain management 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Introduction to Supply Chain Management		Code: PSM 214			Credit Unit: 3	
		Contact Hours: 3 Hours			Theoretical: 2 Hours	
Year: II Semester: I		Pre-requisite:			Practical: 1 Hour	
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the student with the tools to measure the effectiveness of supply chain management and its contribution towards organisational competence and effectiveness.						
General Objective: 1.0 Understand the concept of materials management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of supply chain management (SCM) and objectives of SCM. 1.2 State the specialist functions that make up supply chain management 1.3 Explain the contributions of each to success of supply chains.	Explain the concept of supply chain management (SCM) and objectives of SCM. State the specialist functions that make up supply chain management Explain the contributions of each to success of supply chains.	Textbooks, Journals, Videos, Websites	Watch documentaries on supply chain management Draw a supply chain organisational chart in groups	Guide students to watch documentaries on supply chain management Divide students into groups and guide them to draw supply chain organisational charts	Explain supply chain management Explain the objectives of supply chain management.

	<p>1.4 Explain the flows of resources into, within and out of the supply chain.</p> <p>1.5 Explain the key success factors for supply chains.</p> <p>1.6 Explain some impediments to success.</p> <p>1.7 Explain organisation structure in supply chain management.</p>	<p>Explain the flows of resources into, within and out of the supply chain.</p> <p>Explain the key success factors for supply chains.</p> <p>Explain some impediments to success.</p> <p>Explain organisation structure in supply chain management.</p>				
General Objective: 2.0 Understand the role of procurement and supply in supply chain management						
3-4	<p>2.1 Explain the role of procurement and supply in the supply chain.</p> <p>2.2 Explain the procurement</p>	<p>Explain the role of procurement and supply in the supply chain.</p> <p>Explain the procurement</p>	<p>Textbooks, Journals, Videos Websites</p>	<p>Calculate the total cost of producing a given item for supply</p>	<p>Guide students to calculate the total cost of producing a given item for supply</p>	<p>Explain the role of procurement and supply and other functions in the supply chain.</p>

	<p>function's relationships with other functional areas (e.g. production, engineering, marketing, finance, research and development etc.) in the supply chain.</p> <p>2.3 Explain the role of procurement in customer Satisfaction.</p> <p>2.4 Explain suppliers' appraisal and performance measurement.</p>	<p>function's relationships with other functional areas (e.g. production, engineering, marketing, finance, research and development etc.) in the supply chain.</p> <p>Explain the role of procurement in customer Satisfaction.</p> <p>Explain suppliers' appraisal and performance measurement.</p>				
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	<p>2.5 Explain total cost ownership and cost reduction and cost avoidance programmes.</p> <p>2.6 Explain price change management (handling Price increases).</p> <p>2.7 Explain just in time (JIT) philosophy in relation to procurement and supply.</p> <p>2.8 Explain reasons for increased importance and recognition of</p>	<p>Explain total cost ownership and cost reduction and cost avoidance programmes.</p> <p>Explain price change management (handling Price increases).</p> <p>Explain just in time (JIT) philosophy in relation to procurement and supply.</p> <p>Explain reasons for increased importance and</p>				
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	supply chain management.	recognition of supply chain management.				
General Objective: 3.0 Understand basic inventory concepts and management						
5-6	3.1 Explain basic inventory concepts in relation to modern supply chain e.g. reason for holding stock, and various types of inventory.	Explain basic inventory concepts in relation to modern supply chain e.g. reason for holding stock, and various types of inventory.	Textbooks, Journals, Videos, Websites	Calculate inventory carrying cost	Guide students to calculate inventory carrying cost Explain symptoms of Poor inventory management. Explain materials disposal e.g. surplus, scraps, obsolete etc.	Explain basic inventory control in modern supply chain and the reason for holding stock, and various types of inventory
	3.2 Explain costs associated with holding inventories	Explain costs associated with holding inventories				
	3.3 Explain basic inventory Management in relation to working capital.	Explain basic inventory Management in relation to working capital.				

	<p>3.4 Explain methods of controlling flow and cost of stocks.</p> <p>3.5 Explain methods of disposing materials e.g. surplus, scrap obsolete, redundant.</p> <p>3.6 Explain financial aspects of inventory as carrying cost.</p> <p>3.7 Explain symptoms of poor inventory management disposal e.g. surplus, scraps, obsolete etc.</p> <p>3.8 Explain materials disposal e.g. surplus, scraps, obsolete etc.</p>	<p>Explain methods of controlling flow and cost of stocks</p> <p>Explain methods of disposing materials e.g. surplus, scrap obsolete, redundant</p> <p>Explain financial aspects of inventory as carrying cost.</p> <p>Explain symptoms of Poor inventory management.</p> <p>Explain materials disposal e.g. surplus, scraps, obsolete etc.</p>				
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General Objective: 4.0 Understand basic materials management concepts in supply chain management.

	<p>4.1 Define materials management and its Scope.</p> <p>4.2 Explain functions of materials management, in relation to anticipating requirements, sourcing, and obtaining materials etc. procurement and production control, warehousing and storage, data and information system etc.</p>	<p>Define materials management and its Scope.</p> <p>Explain functions of materials management, in relation to anticipating requirements, sourcing, and obtaining materials etc. procurement and production control, warehousing and storage, data and information system etc.</p>	<p>Textbooks, journals, videos, and relevant websites</p>	<p>Draw charts showing steps in total quality management</p>	<p>Guide students to draw charts showing steps in total quality management</p>	<p>Explain the roles of materials management in SCM.</p>
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	<p>4.3 Explain total quality management (TQM) in supply chain e.g. meeting the needs and expectations of users including customers.</p> <p>4.4 Explain the concept of materials control (Control of Materials) and the administration of the activities involved.</p> <p>4.5 Explain the advantages and disadvantages of materials management in supply chain.</p>	<p>Explain total quality management (TQM) in supply chain e.g. meeting the needs and expectations of users including customers.</p> <p>Explain the concept of materials control (Control of Materials) and the administration of the activities involved.</p> <p>Explain the advantages and disadvantages of materials management in supply chain.</p>				
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General Objective: 5.0 Understand basic concept of warehousing

<p>9-10</p>	<p>5.1 Explain the nature and importance of warehousing in supply chain in relation to production.</p> <p>5.2 Explain the various relationships with other functions e.g. production, procurement, transport, users including customers etc.</p> <p>5.3 Explain several uses of Warehousing in relation to supply chain.</p>	<p>Explain the nature and importance of warehousing in supply chain in relation to production.</p> <p>Explain the various relationships with other functions e.g. production, procurement, transport, users including customers etc.</p> <p>Explain several uses of Warehousing in relation to supply chain.</p>	<p>Textbooks, Journals, Videos, Websites</p>	<p>Watch videos on Warehousing</p> <p>Draw a store layout showing different sections of the store and the gangways therein</p>	<p>Guide students to watch videos on Warehousing</p> <p>Guide students to draw a store layout showing different sections of the store and the gangways therein</p>	<p>Explain the nature and importance of warehousing in supply chain in relation to production.</p>
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	<p>5.4 Explain the various types of warehousing e.g., cross-docking, contract warehousing public warehousing, general merchandise warehousing etc.</p> <p>5.5 Explain the criteria for warehousing e.g. financial, cost, etc.</p> <p>5.6 Explain the factors to determine the size and number of warehouses</p> <p>5.7 Explain the factors to consider in the</p>	<p>Explain the various types of warehousing e.g., cross-docking, contract warehousing public warehousing, general merchandise warehousing etc.</p> <p>Explain the criteria for warehousing e.g. financial, cost, etc.</p> <p>Explain the factors to determine the size and number of warehouses</p> <p>Explain the factors to consider in the</p>				
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	<p>number and sized of warehousing.</p> <p>5.8 Explain how to improve warehouse efficiency and productivity.</p> <p>5.9 Explain how efficiency and effective warehousing can add value to right delivery of materials at the right time</p>	<p>number and sized of warehousing.</p> <p>Explain how to improve warehouse efficiency and productivity.</p> <p>Explain how efficiency and effective</p>				
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**YEAR II
SEMESTER II**

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Practice of Procurement II	Code: PSM 221	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite: PSM 211	Practical: 1 hour
Goal: This course is designed to further acquaint the student with procurement practice and techniques to enable him perform effectively and efficiently		
<p>General Objective: On completion of this course, students will be able:</p> <ol style="list-style-type: none"> 1.0 Know how to manage procurement and material activities. 2.0 Understand pricing practices involved in contracts of procurement. 3.0 Understand procurement practice and procurement methods. 4.0 Understand procurement ethics 5.0 Understand procurement of goods from foreign markets 6.0 Understand basic logistics in supply chain management 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Practice of Procurement II		Code: PSM 221			Credit Unit: 3	
		Contact Hours: 3 Hours			Theoretical: 2 hours	
Year: I Semester: I		Pre-requisite: PSM 211			Practical: 1 hour	
Course Specification: Theoretical and Practical						
Goal: This course is designed to further acquaint the student with procurement practice and techniques to enable him perform effectively and efficiently						
General Objective: 1.0 Know how to manage procurement and material activities						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain procurement planning tools for materials and services. 1.2 Explain procurement activities under: <ul style="list-style-type: none"> • Policies • Programmes • Procedure • Manuals 	Explain procurement planning tools for materials and services. Explain procurement activities under: <ul style="list-style-type: none"> • Policies • Programme • Procedure 	Textbooks, Journals, Videos, Websites			Explain the procurement planning tools for materials and services

	<ul style="list-style-type: none"> • Records • Handling orders. <p>1.3 Explain organization concept under:</p> <ul style="list-style-type: none"> • Location of procurement functions in an organization • Single versus multi-plant procurement organization <p>1.4 Explain managing personnel in procurement function under:</p> <ul style="list-style-type: none"> • Procurement job requirements. • Personnel selection 	<ul style="list-style-type: none"> • Manuals • Records • Handling orders. <p>Explain organization concept under:</p> <p>Location of procurement functions in an organization -</p> <p>Single versus multi-plant procurement organization</p> <p>Explain managing personnel in procurement function under:</p>				
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	<ul style="list-style-type: none"> • Appraisal of personnel. <p>1.5 Examine control concepts of procurement and its performance.</p>	<ul style="list-style-type: none"> • Procurement job requirement • Personnel selection • Appraisal of personnel. <p>Examine control concepts of procurement and its performance.</p>				
General Objective: 2.0 Understand pricing practices involved in contracts of procurement						
3-4	<p>2.1 Examine types of contract in relation to their pricing Significance.</p> <p>2.2 State practical factors influencing</p>	<p>Examine types of contract in relation to their pricing Significance.</p> <p>State practical factors</p>	<p>Textbooks, Journals, Videos Websites</p>			<p>Explain pricing and examine types of contract in relation to their pricing Significance.</p>

	<p>different types of contract.</p> <p>2.3 Describe pricing tools under:</p> <ul style="list-style-type: none"> • Break even analysis; • Learning curve. • Tendering/quotation etc. <p>2.4 Examine legal implications of pricing in procurement.</p> <p>2.5 Compare and contrast buyer's and suppliers' terms of contract with a view towards harmonization.</p>	<p>influencing different types of contract.</p> <p>Describe pricing tools under:</p> <ul style="list-style-type: none"> • Break even analysis; • Learning curve. • Tendering/quotation etc. <p>Examine legal implications of Pricing in procurement.</p> <p>Compare and contrast buyer's and suppliers</p>				
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		terms of contract with a view towards harmonization.				
General Objective: 3.0 Understand procurement practice and procurement methods.						
5-6	3.1 Explain low value procurement and capital assets procurement	Explain low value procurement and capital assets procurement	Textbooks, Journals, Videos, Websites			Explain the roles of procurement managers and department in the acquisition of capital assets/equipment
	3.2 Discuss factors involved in procurement for production.	Discuss factors Involved in procurement for production.				
	3.3 Explain the nature and role of capital equipment in organization.	Explain the nature and role of capital equipment in organization				
	3.4 Explain the roles of procurement managers and	Explain the roles of procurement managers and				

	<p>department in the acquisition of capital assets/equipment.</p> <p>3.5 Explain the use of investment appraisal techniques in buying capital equipment.</p> <p>3.6 Examine the purchase of used equipment as an alternative to brand new, and as alternative to leasing.</p> <p>3.7 Examine outright purchase of equipment as alternative to hire-</p>	<p>department in the acquisition of capital assets/equipment.</p> <p>Explain the use of investment appraisal techniques in buying capital equipment.</p> <p>Examine the purchase of used equipment as an alternative to brand new, and as alternative to leasing.</p> <p>Examine outright purchase of equipment as</p>				
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	<p>purchase and leasing.</p> <p>3.8 Examine the characteristics of buying for resale, buying to maintain stock, buying maintenance repair and operating (MRO) items etc.</p> <p>3.9 Explain outsourcing and insourcing and state factors considered in insource (make) and outsource (buy) decision.</p>	<p>alternative to hire- purchase and leasing.</p> <p>Examine the Characteristics of buying for resale, buying to maintain stock, buying maintenance repair and operating (MRO) items etc.</p> <p>Explain outsourcing and insourcing and state factors considered in insource (make) and outsource (buy) decision.</p>				
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	3.10 Explain negotiation, the objectives of negotiation and the process of negotiation.	Explain negotiation, the objectives of negotiation and the process of negotiation.				
	3.11 State the techniques of negotiation and qualities of a good negotiation.	State the techniques of negotiation and qualities of a good negotiation.				

General Objective: 4.0 Understand procurement ethics

7-8	4.1 Explain the concept of business ethics. 4.2 Explain the benefits of ethical behaviour to businesses and society. 4.3 Explain procurement ethics and code of conducts	Define materials management and its Scope. Explain functions of materials management, in relation to anticipating requirements,	Textbooks, Journals, Videos, Websites			Explain procurement ethics and code of conducts. State the benefits of ethical behaviour to businesses and society?
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	<p>4.4 Explain types of unethical procurement behaviour and the reasons for such</p> <p>4.5 State the procurement code of ethics for procurement and supply managers; citing CIPSMN code of ethics.</p> <p>4.6 Explain professionalism in procurement and supply management, and importance of professional qualifications of CIPSMN.</p>	<p>sourcing, and obtaining materials etc. procurement and procurement, production control, warehousing and storage, data and information system etc.</p> <p>Explain total quality management (TQM) in supply chain e.g. meeting the needs and expectations of users including customers.</p>				
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		<p>Explain the concept of materials control (Control of Materials) and the administration of the activities involved.</p> <p>Explain the advantages and disadvantages of materials management in supply chain.</p>				
General Objective: 5.0 Understand procurement of goods from foreign markets						
9-10	5.1 Explain the concept of international procurement.	Explain the concept of international procurement.	Textbooks, Journals, Videos, Websites			Explain the differences between import, export and entrepôt.

	<p>5.2 State the difference between local, national and international procurement.</p> <p>5.3 Explain the difference between import, export and entrepôt,</p> <p>5.4 State reasons for international procurement and potential problems to be encountered in international procurement.</p> <p>5.5 Discuss the various forms of local import documentation and</p>	<p>State the difference between local, national and international procurement.</p> <p>Explain the difference between import, export and entrepôt,</p> <p>State reasons for international procurement and potential problems to be encountered in international procurement.</p> <p>Discuss the various forms of local import</p>				<p>Explain reasons for international procurement and problems of international procurement</p>
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	<p>arrangements required when buying globally,</p> <p>5.6 Explain the implications of import documentation and arrangements - Inco-Terms 2020, such as Ex-works, FAS, FOB, CFR, CIF, etc.).</p> <p>5.7 Differentiate the role of freight forwarders, import brokers, agents, distributors and overseas representatives in international procurement.</p>	<p>documentation and arrangements required when buying globally,</p> <p>Explain the implications of import documentation and arrangements - Inco-Terms 2020, such as Ex-works, FAS, FOB, CFR, CIF, etc.).</p> <p>Differentiate the role of freight forwarders, import brokers, agents, distributors and overseas representatives in</p>				
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		international procurement.				
General Objective: 6.0 Understand basic logistics in supply chain management						
10-11	6.1 Define the term logistics and identify its various components.	Define the term logistics and identify its various components.	Textbooks, Journals, Videos, Websites			Define logistics
	6.2 Explain logistics and its relationship with supply chain management.	Explain logistics and its relationship with supply chain management.				Explain the reasons for measuring a suppliers 'performance in supply chain.
	6.3 Explain the reasons for measuring a suppliers' performance in supply chain management.	Explain the reasons for measuring a supplier's performance in supply chain management.				

	<p>6.4 Explain the importance of close and frequent buyer and supplier communication and its importance within supply contracts.</p> <p>6.5 Explain key considerations when procurement of perishable items and logistics involved.</p> <p>6.6 Explain key differences between supply chain management and logistics.</p>	<p>Explain the importance of close and frequent buyer and supplier communication and its importance within supply contracts.</p> <p>Explain key considerations when procurement of perishable items and logistics involved.</p> <p>Explain key differences between supply chain management and logistics.</p>				
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	6.7 Explain the ethical concept in supply chain management and logistics.	Explain the ethical concept in supply chain management and logistics.				
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Stores Design and Materials Handling II	Code: PSM 222	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite: PSM 212	Practical: 1 hour
Goal: This course is to further enable the student appreciate the principle of good stores design, and the selection and effective use of stores equipment.		
General Objectives: On completion of this course, students will be able to:		
1.0 Understand the design and layout of building.		
2.0 Understand the method of security and safety of building.		
3.0 Understand method of handling materials.		
4.0 Understand mechanical handling.		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Course: Stores Design and Materials Handling II	Code: PSM 222	Credit Unit: 3
	Credit Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite: PSM 212	Practical: 1 hour

Course Specification: Theoretical and Practical

Goal: This course is to further enable the student appreciate the principle of good stores design, and the selection and effective use of stores equipment.

General Objective: 1.0 Understand the design and layout of building

Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
	1.1 Describe stores layout and how it affects flow of materials.	Describe stores layout and how it affects flow of materials.	Textbooks, Journals, Videos Websites	Describe stores layout and how it affects flow of materials.	Describe stores layout and how it affects flow of materials.	Explain how stores layout affects flow of materials.
	1.2 Describe goods receiving bays	Describe goods receiving bays		Describe goods receiving bays	Describe goods receiving bays	
	1.3 Describe the surveillance of incoming goods.	Describe the surveillance of incoming goods.		Describe the surveillance of incoming goods.	Describe the surveillance of incoming goods.	
	1.4 Explain stores building construction concerning:	Explain stores building construction concerning:		Describe vehicle parking facilities.	Describe vehicle parking facilities.	

	<ul style="list-style-type: none"> • Classification; • Heating; • Doorways; • Lighting; • Ventilation; • Floor; • Aisles. <p>1.5 Explain goods outwards procedures.</p> <p>1.6 Describe marshaling.</p> <p>1.7 Explain weather protection.</p> <p>1.8 Describe vehicle parking facilities.</p>	<ul style="list-style-type: none"> • Classification • Heating; • Doorways; • Lighting; • Ventilation; • Floor; • Aisles. <p>Explain goods outwards procedures.</p> <p>Describe marshaling.</p> <p>Explain weather protection.</p> <p>Describe vehicle parking facilities.</p>				
General Objective: 2.0 Understand the method of security and safety of building						
3-4	2.1 Explain design for security of materials and personnel, and	Explain design for security of materials and personnel,	Textbooks, Journals,			Explain store design for security of materials, safety of

	<p>prevention of fraud in the store.</p> <p>2.2 Explain how store design protects organization's assets and store staff.</p> <p>2.3 Explain design for safety, fire prevention and protection from hazardous materials.</p> <p>2.4 Explain firefighting systems, safety gear, fire break walls and firefighting tools.</p> <p>2.5 Describe relevant regulations:</p> <ul style="list-style-type: none"> • Factories Act, 2004. 	<p>and prevention of fraud in the store.</p> <p>Explain how store design protects organization's assets and store staff.</p> <p>Explain design for safety, fire prevention and protection from hazardous materials.</p> <p>Explain firefighting systems, safety gear, fire break walls and firefighting tools.</p> <p>Describe relevant regulations:</p> <ul style="list-style-type: none"> • Factories Act, 2004. 	<p>Videos</p> <p>Websites</p>			<p>personnel, and prevention of fraud in the store.</p>
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	<ul style="list-style-type: none"> • Health and safety at work Act of 1974, and; • Other relevant legislation and regulations. 	<ul style="list-style-type: none"> • Health and safety at work Act of 1974, and; • Other relevant legislation and regulations. 				
General Objective: 3.0 Understand handling systems and materials handling equipment						
5-6	<p>3.1 Explain materials handling and objectives of materials handling</p> <p>3.2 Discuss materials handling systems (manual, mechanized and automated handling systems).</p> <p>3.3 Explain materials handling equipment -</p>	<p>Explain materials handling and objectives of materials handling</p> <p>Discuss materials handling systems (manual, mechanized and automated handling systems).</p> <p>Explain materials handling</p>	<p>Textbooks, Journals, Videos, Websites</p>			<p>Explain materials handling, handling systems and objectives of materials handling</p>

	<p>hand-powered equipment, conveyors, industrial trucks, cranes and hoists.</p> <p>3.4 Discuss selection of materials handling equipment:</p> <ul style="list-style-type: none"> • trucks; • Turret; • Pallet; • pallets; • skids; • fork lift; • stacking trucks; • Reach trucks. <p>3.5 Explain the importance training of store staff to operate 3.3 and 3.4.</p>	<p>equipment -hand-powered equipment, conveyors, industrial trucks, cranes and hoists.</p> <p>Discuss selection of materials handling equipment:</p> <ul style="list-style-type: none"> • trucks; • turret; • pallet; • pallets • skids; • forklift; • stacking trucks; • reach trucks. <p>Explain the importance training of store staff to operate handling equipment.</p>				
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	3.6 Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, and their importance to store and warehouse and materials/product identification.	Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner and their importance to store and warehouse and materials/product identification.				
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General Objective: 4.0 Understand mechanical handling

7-8	4.1 Discuss mechanized handing of heavy and bulk items. 4.2 State layout consideration for mechanical handling.	Discuss mechanized handing of heavy and bulk items. State layout consideration for mechanical handling.	Textbooks, Journals, Videos, Websites			Discuss mechanized handing of heavy and bulk items.
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	<p>4.3 Explain investment justification for mechanical handling.</p> <p>4.4 Explain long length and awkward loads, and automated warehousing.</p> <p>4.5 Describe accident prevention and special hazards.</p> <p>4.6 Discuss static, mobile, semi- mobile, semi-solid, liquids, and liquid, Gases.</p>	<p>Explain investment justification for mechanical handling.</p> <p>Explain long length and awkward loads, and automated warehousing.</p> <p>Describe accident prevention and special hazards.</p> <p>Discuss static, mobile, semi- mobile, semi-solid, liquids, and liquid, Gases.</p>				
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PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Practice Materials of Materials Management	Code: PSM 223	Credit Unit: 3
	Credit Hour: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite:	Practical: 1 hour
<p>Goal: This course is aimed at providing the student with advanced knowledge and skills involved in the management of material resources, and demonstrate understanding of the inter-relationship of departments, functions involved and the administrative processes used.</p>		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the role of transport and distribution in materials management. 2.0 Understand the role of procurement and materials management in an organization. 3.0 Understand methods of stores and materials management 4.0 Understand the role of industrial relations in materials management. 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Practice Materials of Materials Management		Code: PSM 223			Credit Unit: 3	
		Credit Hour: 3 Hours			Theoretical: 2 Hours	
Year: II Semester: II		Pre-requisite:			Practical: 1 Hour	
Course Specification: Theoretical and Practical						
Goal: This course is aimed at providing the student with advanced knowledge and skills involved in the management of material resources, and demonstrate understanding of the inter-relationship of departments, functions involved and the administrative processes used.						
General Objective: 1.0 Understand the role of transport and distribution in materials management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain modes and methods of Transport single and multi/intermodal Transport 1.2 Describe delivery planning and distribution costs	Explain modes and methods of Transport single and multi/Intermodal Transport Describe delivery planning and	Textbooks, Journals, Videos, Websites			Explain modes and methods of Transport single and multi/intermodal Transport.

	1.3 Explain scheduling, pre- packing for distribution.	distribution costs. Explain scheduling, pre-packing for distribution.				
	1.4 Explain transport carriers such as private, for-hire and contract carriers.	Explain transport carriers such as private, for-hire and contract carriers.				
General Objective: 2.0 Understand the role of procurement and materials management in an organization						
3-4	2.1 Explain supply sources. 2.2 Explain situations and buying decisions – decision making units (DMU) and buying centre.	Explain supply sources. Explain situations and buying decisions –decision making units (DMU) and buying centre.	Textbooks, Journals, Videos Websites			Explain situations, decision making units(DMU) and buying centre.

	<p>2.3 Describe quotation and tenders.</p> <p>2.4 Explain evaluation of offer.</p> <p>2.5 Explain negotiation.</p> <p>2.6 Describe planning of orders and contracts.</p> <p>2.7 Explain acknowledgement and cancellation of orders.</p> <p>2.8 Explain Expediting.</p> <p>2.9 Describe purchase records.</p> <p>2.10 Explain purchase budgets.</p> <p>2.11 Explain control of purchase costs.</p>	<p>Describe quotation and tenders.</p> <p>Explain evaluation of offer.</p> <p>Explain negotiation.</p> <p>Describe planning of orders and contracts.</p> <p>Explain acknowledgement and cancellation of orders.</p> <p>Explain Expediting.</p> <p>Describe purchase records.</p> <p>Explain purchase budgets.</p> <p>Explain control of purchase costs.</p>				
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General Objective: 3.0 Understand methods of stores and materials management

<p>5-6</p>	<p>3.1 Define stores management.</p> <p>3.2 Explain receipt, receiving and received in store management</p> <p>3.3 Explain safe-keeping and issue of stocks.</p> <p>3.4 Explain planning receipts.</p> <p>3.5 Explain inventory values.</p> <p>3.6 Explain financial significance of stock handling.</p> <p>Explain rate of turnover.</p>	<p>Define stores management.</p> <p>Explain receipt, receiving and received in store management</p> <p>Explain safe-keeping and issue of stocks.</p> <p>Explain planning receipts.</p> <p>Explain inventory values.</p> <p>Explain financial significance of stock handling.</p> <p>Explain rate of turnover.</p>	<p>Textbooks, Journals, Videos, Websites</p>			<p>Explain stores management and its roles in materials management</p>
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	3.8 Describe the authorizing Materials.	Describe the authorizing Materials.				
	3.9 Explain control of work in progress.	Explain control of work in progress.				
General Objective: 4.0 Understand the role of industrial relations in materials management						
7-8	4.1 Discuss mechanized handing of heavy and bulk items.	Discuss mechanized handing of heavy and bulk items.	Textbooks, Journals, Videos, Websites			Explain mechanical handling and state layout consideration for mechanical handling.
	4.2 State layout consideration for mechanical handling.	State layout consideration for mechanical handling.				
	4.3 Explain investment justification for mechanical handling.	Explain investment justification for mechanical handling.				
	4.4 Explain long length and awkward loads,	Explain long length and awkward loads,				

	and automated warehousing.	and automated warehousing.				
4.5	Describe accident prevention and special Hazards.	Describe accident prevention and special Hazards.				
4.6	Discuss static, mobile, semi-mobile, semi-solid, liquids, and liquid, Gases.	Discuss static, mobile, semi-mobile, semi-solid, liquids, and liquid, Gases.				

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Elements of Shipping	Code: PSM 224	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite:	Practical: 1 hour
Goal: This course is intended to introduce the student to the knowledge of the principles of shipping.		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Know the scope of shipping. 2.0 Know shipping terms and documentation. 3.0 Understand vessels sailing schedules. 4.0 Understand clearance and release of goods from the wharf. 5.0 Understand containers and containerization. 6.0 Understand marine insurance. 7.0 Know government regulations in shipping. 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Elements of Shipping		Code: PSM 224			Credit Unit: 2	
		Contact Hours: 2 Hours			Theoretical: 2 hours	
Year: II Semester: II		Pre-requisite:			Practical: 0 hour	
Course Specification: Theoretical and Practical						
Goal: This course is intended to introduce the student to the knowledge of the principles of shipping.						
General Objective: 1.0 Know the scope of shipping						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define shipping and a shipper. 1.2 Explain the scope of shipping. 1.3 Explain various types of vessels e.g. liner, special cargo ship tramps etc and their characteristics. 1.4 Explain contracts in shipping e.g. charter	Define shipping and a shipper. Explain the scope of shipping. Explain various types of vessels e.g. liner, special cargo ship tramps etc and their characteristics. Explain contracts in shipping	Textbooks, Journals, Videos, Websites			Define shipping, various types of vessels and shipping contract.

	party, Bara boat charter party, etc.	e.g. charter party, Bara boat charter party, etc.				
1.5	Explain current (recent) developments in the shipping industry.	Explain current (recent) developments in the shipping industry.				
1.6	Explain shipping conference and objectives shipping conferences.	Explain shipping conference and objectives.				
1.7	Explain the advantages and disadvantages of shipping conference.	Explain the advantages and disadvantages of shipping conference.				

General Objective: 2.0 Know shipping terms and documentation						
3-4	2.1 Explain the shipping terms, such as sea and inland waterways e.g. FAS, FOB, CFR, CIF (IncoTerms 2020) and their uses.	Explain the shipping terms, such as sea and inland waterways e.g. FAS, FOB, CFR, CIF (IncoTerms 2020) and their uses.	Textbooks, Journals, Videos Websites			Explain various shipping documents and their uses in international procurement.
	2.2 Explain shipping documents <ul style="list-style-type: none"> • Invoice and types • Form M • Bill of lading • Letter of credit. 	Explain shipping documents <ul style="list-style-type: none"> • Invoice and types • Form M • Bill of lading • Letter of credit. 				
	2.3 Explain shipping terminologies: <ul style="list-style-type: none"> • Consignee • Consignor • Freight • Dead Freight • Consignment 	Explain shipping terminologies: <ul style="list-style-type: none"> • Consignee • Consignor • Freight • Dead Freight • Consignment 				

	<ul style="list-style-type: none"> • Demurrage • Indemnity etc. 	<ul style="list-style-type: none"> • Demurrage • Indemnity etc. 				
General Objective: 3.0 Understand vessels sailing schedules						
5-6	<p>3.1 Define vessels sailing Schedules.</p> <p>3.2 Explain factors influencing the formation of sailing Schedules.</p> <p>3.3 Explain the role of shipping Companies and their operation.</p> <p>3.4 Explain the role of Nigerian Shippers' Council and its Operations.</p> <p>3.5 Explain bonded warehouse within the shipping context.</p>	<p>Define vessels sailing Schedules.</p> <p>Explain factors influencing the formation of sailing Schedules.</p> <p>Explain the role of shipping Companies and their operation.</p> <p>Explain the role of Nigerian Shippers' Council and its Operations.</p> <p>Explain bonded warehouse within</p>	<p>Textbooks, Journals, Videos, Visitation Websites</p>			<p>Explain and vessels sailing Schedules, factors influencing the formation of sailing Schedules and the roles of shipping companies and their operation.</p>

	<p>3.6 Explain agencies involved in shipping activities and their functions, such as:</p> <ul style="list-style-type: none"> • Nigerian Customs Service. • Nigerian Ports Authority (NPA). • Nigerian Shippers Council. • Nigerian Maritime Administration and Safety Agency (NIMASA). 	<p>the shipping context.</p> <p>Explain agencies involved in shipping activities and their functions, such as:</p> <ul style="list-style-type: none"> • Nigerian customs Service. • Nigerian Ports Authority (NPA). • Nigerian Shippers Council. • Nigerian Maritime Administration and Safety Agency (NIMASA). 				
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General Objective: 4.0 Understand clearance and release of goods from the wharf

7-8	<p>4.1 Explain procedure of clearance in the custom's long room.</p> <p>4.2 Explain Nigerian Customs Services' customs duties and tariffs etc.</p> <p>4.3 Explain Brussels nomenclature, its purpose and role in the shipping industry.</p> <p>4.4 Explain procedure for Releasing of goods from the shipping company.</p>	<p>Explain procedure of clearance in the custom's long room.</p> <p>Explain Nigerian Customs Services' customs duties and tariffs etc.</p> <p>Explain Brussels nomenclature, its purpose and role in the shipping industry.</p> <p>Explain procedure for Releasing of goods from the shipping company.</p>	<p>Textbooks, Journals, Videos, Visitation Websites</p>			<p>Explain procedure of clearance in the custom's long room.</p> <p>Explain Nigerian Customs Services' customs duties and tariffs etc.</p> <p>Explain Brussels nomenclature, its purpose and role in the shipping industry.</p>
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	<p>4.5 Explain the problems associated with 4.1 above.</p> <p>4.6 Explain the problems for handling claims for:</p> <ul style="list-style-type: none"> • short shipment • short landing • Damaged goods. <p>4.7 Explain reasons for short Handling of goods, damaged goods, and short shipment of goods.</p>	<p>Explain the problems associated with 4.1 above.</p> <p>Explain the problems for handling claims for:</p> <ul style="list-style-type: none"> • short shipment • short landing • Damaged goods. <p>Explain reasons for short Handling of goods, damaged goods, and short shipment of goods.</p>				
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General Objective: 5.0 Understand containers and containerization

9-10	5.1 Define container, containerization and types of containers.	Define container, containerization and types of containers.	Textbooks, Journals, Videos, Visitation Websites			Explain procedure of clearance in the custom's long room	
	5.2 Explain the advantages and disadvantages of containerization.	Explain the advantages and disadvantages of containerization.					Define container, containerization and types of containers.
	5.3 Explain the problems of containerization.	Explain the problems of containerization.					
	5.4 Explain regulations for the use of containerization.	Explain regulations for the use of containerization.					

General Objective: 6.0: Understand marine insurance							
11-12	6.1	Explain marine insurance	Explain marine insurance	Textbooks, Journals,			Explain marine insurance and the functions of export credit insurance
	6.2	Explain the basic principles of Marine insurance.	Explain the basic principles of Marine insurance.	Videos, Visitation Websites			
	6.3	Explain export credit insurance and its functions.	Explain export credit insurance and its functions.				
	6.4	Explain types of Marine losses.	Explain types of Marine losses.				
	5.3	Explain the functions of export Credit insurance.	Explain the functions of export Credit insurance.				
General Objective: 7.0: Know government regulations in shipping							
13-14	7.1	Explain Government Regulations and Act concerning shipping.	Explain Government Regulations and Act concerning shipping.	Textbooks, Journals, Videos, Visitation Websites			Explain Government Regulations and Act concerning shipping.

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Introduction to Public Procurement	Code: PSM 225	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 0 Hours
Goal: This course is designed to provide the student with the basic understanding of the practice public procurement in public institutions		
<p>General Objectives: On completion of this unit, students will be able to</p> <ul style="list-style-type: none"> 1.0 Demonstrate knowledge and understanding of the background to current public procurement policy and procedures 2.0 Understand the value and scope of public procurement in Nigeria 3.0 Understand the roles of government agencies and professional bodies in public procurement 4.0: Understand competitive bidding and bidding process 		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Introduction to Public Procurement		Code: PSM 225		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: II		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide the student with the basic understanding of the practice public procurement in public institutions						
General Objective: 1.0 Demonstrate knowledge and understanding of the background to current public procurement policy and procedures						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of public Procurement. 1.2 Explain the goals and objectives of Public Procurement. 1.3 Differentiate between government procurement and private sector procurement.	Explain the concept of public Procurement. Explain the goals and objectives of Public Procurement. Differentiate between government procurement and	Public Procurement Act 2007, Textbooks, Journals, Internet Websites			Explain the Concept of public Procurement. and the goals of Public Procurement.

	<p>1.4 Explain procuring entities, approving authority, procurement units and procurement directorates.</p> <p>1.5 Explain the need for fairness, transparency and competitive procedures in the selection of suppliers/contractors for government contracts.</p>	<p>private sector procurement.</p> <p>Explain procuring entities, approving authority, procurement units and procurement directorates</p> <p>Explain the need for fairness, transparency and competitive procedures in the selection of suppliers/contractors for government contracts.</p>				
General Objective: 2.0 Understand the value and scope of public procurement in Nigeria						
3-4	2.1 Explain Public Procurement	Explain Public Procurement	Textbooks, Journals,			Explain the role of Bureau for Public Procurement

	regulation in Nigeria	regulation in Nigeria	Internet Websites			(BPP) and other relevant organs of the PPA2007 Amended.
2.2	Explain the organization of Public procurement in Nigeria	Explain the organization of Public procurement in Nigeria				
2.3	Explain relevant sections of the public Procurement Act of 2007(Amended).	Explain relevant sections of the public Procurement Act of 2007 (Amended).				
2.4	Explain contract Award procedures as spelt out by thePPA 2007 amended.	Explain contract Award procedures as spelt out bythe PPA 2007 amended.				
2.5	Explain the role of Bureau for Public Procurement (BPP) and other relevant	Explain the role of Bureau for Public Procurement (BPP) and other relevant				

	organs of the PPA 2007 Amended. 2.6 Explain the impact of government policies on contracting out of services	organs of the PPA 2007 Amended. Explain the impact of government policies on contracting out of services				
General Objective: 3.0 Understand the roles of government agencies and professional bodies in public procurement						
5-6	3.1 Explain major components of procurement spend within Government ministries departments and agencies (MDAs) in Nigeria: 3.2 Explain the Scope of Public Procurement Act 2007. 3.3 Explain the management of public	Explain major components of procurement spend within Government ministries departments and agencies (MDAs) in Nigeria: Explain the Scope of Public Procurement Act 2007. Explain the management of	Public Procurement Act 2007, Textbooks, Journals, Internet Website			Discuss the impact of public sector procurement expenditure on capacity and competitiveness of key market sectors

	<p>procurement expenditure on goods, services and projects</p> <p>3.4 Discuss the impact of public sector procurement expenditure on capacity and competitiveness of key market sectors</p> <p>3.5 Explain the roles of politicians (ministers, (NASS), local councillors and council committees) and officials) and civil servants (Permanent Secretaries, Directors, Executive Secretaries,</p>	<p>public procurement expenditure on goods, services and projects</p> <p>Discuss the impact of public sector procurement expenditure on capacity and competitiveness of key market sectors</p> <p>Explain the roles of politicians (ministers, (NASS), local councillors and council committees) and officials) and civil servants (Permanent Secretaries,</p>				
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	<p>DGs and Finance Officers) in the procurement process.</p> <p>3.6 Explain the roles of procurement units and procurement directorates with public institutions in public procurement</p> <p>3.7 Explain the implications or the need for democratic oversight for the governance of public procurement.</p> <p>3.8 State the roles of the Ministries of</p>	<p>Directors, Executive Secretaries, DGs and Finance Officers) in the procurement process.</p> <p>Explain the roles of procurement units and procurement directorates with public institutions in public procurement</p> <p>Explain the implications or the need for democratic oversight for the governance of public procurement.</p> <p>State the roles of the Ministries of</p>				
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	<p>Commerce and Industry and Local Governments in efficient public procurement.</p> <p>3.9 Explain the roles of specific organisations such as BPP, CIPSMN in efficient public procurement.</p>	<p>Commerce and Industry and Local Governments in efficient public procurement.</p> <p>Explain the roles of specific organisations such as BPP, CIPSMN in efficient public procurement</p>				
General Objective: 4.0 Understand competitive bidding and bidding process						
7-8	<p>4.1 Explain the concept of bidding and competitive bidding and the benefits of bidding to procuring entities.</p> <p>4.2 Explain invitation to bid/tender notice</p>	<p>Explain the concept of bidding and competitive bidding and the benefits of bidding to procuring entities.</p> <p>Explain invitation to bid/tender notice</p>	<p>Textbooks, Journals, Internet Websites</p>			<p>Explain Bidding</p> <p>Explain types of bids the benefits of bidding to procuring entities.</p>

	<p>4.3 Explain bid opening procedures</p> <p>4.4 Explain bid evaluation, post qualification, bid bond and guarantees</p> <p>4.5 Explain supplier/contractor selecting process.</p>	<p>Explain bid opening procedures</p> <p>Explain bid evaluation, post qualification, bid bond and guarantees</p> <p>Explain supplier/contractor selecting process.</p>				
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LIST OF EQUIPMENT

1. Desktop Computers and Accessories	15 Nos.
2. Magnetic Board/Marker pens	1 No.
3. POS Machine/Barcode scanner and reader	2 Nos. each
4. TV and CD/DVD Player	2 Nos. each
5. Model store with the following items	
• Stock receiving documents	
• Stock issuing documents	
• Stock holding documents	
• Wheel barrow	1 No.
• Hand Truck	1 No.
• Pallets	1 No.
• Shelves	3 Nos.
• Bins	3 Nos.
• Racks	3 Nos.
• Films (relevant documentary on Procurement)	various
6. Various software packages	
7. Flip Chart/ board	1 No.

- | | |
|----------------------------------|---------|
| 8. Overhead/Multimedia projector | 1 No. |
| 9. Photocopying machine | 1 No. |
| 10. Desktop calculators | 20 Nos. |
| 11. Tape recorder | 2 Nos. |

RECOMMENDED TEXTBOOKS/REFERENCES

Procurement and Supply Chain Management (10th Edition), 2020

Lysons, K. &
Farrington, B.
Pearson, UK.

Procurement and Supply Chain Management (3rd Edition), 2020

Hassan Mohammed.
Joyce Publishers, Kaduna.

Strategic Purchasing and Supply Management, 2018

Uzor Antony Maduka.
Bon Publications, Owerri.

Procurement. Principles and Management (11th Edition), 2015

Farmer, D., Baily, P., Crocker, B., Jessop,
D. & Jones, D. Pearson Publications, UK.

Purchasing and Supply Chain Management (7th
Edition), 2015 Monczka, R. M., Handfield, R. B.,
Giunipero, L. C. & Patterson, J. L. Cengage
Learning

Practical Stores Management (3rd Edition), 2010

Uzor Antony Maduka.
Bon Publications, Owerri.

Business Management, 2009
Hassan Mohammed.
Joyce Publishers, Kaduna.

Purchasing and Supply Chain Management. (13th
Edition), 2006 Leenders, M. R., Fearon, H. E.,
Flynn A. E. & Johnson, P. F. McGraw Hill/Irwin,
Boston.

Purchasing and Supply Management, 2007
Benton, C. W.
McGraw Hill,
Boston

Supply Management (8th
Edition), 2010 Burt, D. N.,
Petcavage, S. & Pinkerton, R.
McGraw Hill, Boston

Procurement and Supply Chain Management (10th Edition), 2020
Lysons, K. &
Farrington, B.
Pearson, UK

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**CURRICULUM AND COURSE SPECIFICATIONS
IN**

HIGHER NATIONAL DIPLOMA (HND)

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

NOVEMBER, 2020

GENERAL INFORMATION

Title of Programme: Higher National Diploma (HND) in Procurement and Supply Chain Management

The Programme

Leading organizations have identified Procurement and Supply Chain Management as their number one priority for competitive advantage. Based on leading edge ideas and techniques, such as strategic sourcing, supplier development, just – in – time, quick response, Total Quality Management (TQM), partnership, strategic alliances, business process reengineering, etc., world class organizations now rely on procurement and supply management as the function that enables them to operate and compete effectively. These functions are equally as important to the efficient functioning of the service industry - such as hotels, hospitals, government parastatals and agencies, banks, media houses - and to the deployment of troops and equipment, to event management such as elections and population census logistics to ensure that all their personnel, materials and equipment arrive at the right location at the right time.

Goals of the Programme

The Higher National Diploma in Procurement and Supply Chain Management is designed to train managers in modern procurement, business logistics management and related areas in supply chain management.

Objectives of the Programme

- a) Use effective business skills, necessary tools and techniques to function effectively as a manager upon completion.
- b) Apply the principles and practice of procurement and supply management profession.
- c) Apply knowledge of procurement and supply management to function in supply chain.
- d) Identify procurement and supply related problems with relevant solution to the problems.
- e) Plan procurement and supply management for the achievement and function of corporate objectives.
- f) Recruit for training of procurement and supply management staff for achievement of corporate objectives.

Career and Professional progression

The area of procurement and supply chain management is one the fastest growing, most dynamic and sought in today's world economy; this have given rise to ever increasing need to produce manpower capable of managing the procurement, inventory management, distribution, transport and fleet management, spend management, supplier development, event management (elections, census, concerts) etc. This Higher National Diploma in Procurement and Supply Chain Management responds directly to these demands

Graduates of this programme may obtain partial or full exemption from the academic membership requirements for the Chartered Institute of Procurement and Supply Management – Nigeria (CIPSMN), the Chartered Institute of Purchasing and Supply (CIPS – UK), and the Institute of Logistics and Transport (ILT - London). These are prestigious qualifications and a major advantage for those interested in pursuing careers in the industry.

GENERAL ENTRY REQUIREMENTS

1.0 HIGHER NATIONAL DIPLOMA (HND) IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT.

The general entry requirements for the HND in Procurement and Supply Chain Management are:

- (a) all the requirements for admission into the ND programme in Procurement and Supply Chain Management.
- (b) a minimum of lower credit pass* (CGPA) of 2.50) in ND Procurement and Supply Chain Management, ND Purchasing and Supply, ND Business Administration and Management, ND Business Studies and related programmes.
- (c) a minimum of one-year post - ND cognate work experience.

Note: In exceptional cases, ND diplomates with a pass grade (CGPA of 2.00 - 2.49) in the cognate ND examination, with two or more years of work experience in the specific field, may be considered for admission into the HND programme.

2.0 CURRICULUM

2.1 The curriculum is structured in four semesters of classroom, studio/workshop activities in the institution. Each semester of institutional based activities shall be for duration of 17 weeks distributed as follows:

15 contact weeks of teaching; i.e, practical exercises, quizzes, tests etc. and 2 weeks for registration and examinations.

2.2 The curriculum of the HND programme consists of three main components, viz:

- i) General Studies courses
- ii) Foundation courses
- iii) Professional courses

2.3 The General Studies Component includes courses in Social Sciences. English Language/Communication and Citizenship Education are compulsory courses. The General Studies shall account for not more than 15% of the total contact hours for the programme

2.4 Foundation Courses include relevant courses in Economics, Quantitative Techniques, Mathematics, Statistics, Law, etc. The number of hours for the foundation courses shall be between 10 - 15% of the total contact hours for the programme.

2.5 Professional Courses are specialized core courses, which give the student the theory and practical skills needed to practice in the field of Procurement and Supply Chain Management. Those specialized core courses account for between 60 - 70% of the total contact hours of the programme.

Tailor-made course outline shall be drawn up by the institution for the placement of students in relevant industry at a convenient period of the programme.

Final Year Project

Final year students in this programme are expected to carry out a project work. This should be on individual basis. The project should as much as possible be a life project in industry, commerce or other organization. It should be presented properly, supervised and bound.

Mandatory Skills Qualification (MSQ) for Higher National Diploma (HND) Programmes.

MSQ is a four (4) credit unit course spanning across two semesters of a programme totaling (8) which requires the student to learn a hands-on skill qualification either relevant or related to his area of study.

It is mandatory for HND graduates to acquire certification from appropriate awarding body of Nigerian Skills Qualification or any equivalent proprietary bodies. This policy of the Board requires that student should not be allowed to graduate without obtaining certification in the skill area they chose as a compulsory graduating requirement.

The MSQ is aimed to add value to all TVET graduates towards dual certification by way of obtaining a HND certificate and additional skills qualification to meet local and global demand for skilled labour.

3.0 CONDITION FOR THE AWARD OF THE HND

3.1 The HND programme in Procurement and Supply Chain Management shall be accredited by the NBTE before the diplomates are awarded the diploma certificate. Details about the process of accrediting a programme for the award of the National Diploma or Higher National Diploma are available from the office of:

The Executive Secretary,
National Board for Technical
Education (NBTE), Plot B, Bida
Road, P.M.B. 2239,
Kaduna, Nigeria.

Institutions will award the Higher National Diploma certificate to candidates who successfully completed the programme after passing the prescribed course work, examination, diploma project and the supervised industrial work experience. Such candidates should have completed between 72 - 80 semester credit units as prescribed in the programme.

3.2 Diplomas shall be classified as follows:

Distinction	-	CGPA of 3.50 and above
Upper Credit	-	CGPA of 3.00 – 3.49
Lower Credit	-	CGPA of 2.50 – 2.99
Pass	-	CGPA of 2.00 – 2.49
Fail	-	CGPA Below 2.00

4.0 GUIDANCE NOTES FOR TEACHERS' TEACHING THE PROGRAMME

4.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he is transferring to another.

4.2 As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all, the expected performance of the student who successfully completed the programme. There is a slight departure in the presentation of the performance-based curriculum, which requires that the conditions under which the performances are expected to be carried out and the criteria for acceptable level of performance be stated. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. The Academic Board of the institution may vet departmental submission on the final curriculum.

Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring high standards and quality of education in the programmes offered throughout the polytechnic system.

4.3 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory.

National Board for Technical Education
(NBTE), Kaduna

CURRICULUM TABLE

HIGHER NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

HND I SEMESTER I

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 311	Procurement Practice and Techniques	3	1	4	4
PSM 312	Inventory Management	2	2	4	4
PSM 313	Supply Chain Management	2	1	3	3
PSM 314	Materials Planning and Control	2	1	3	3
PSM 315	Operations and SCM	1	1	2	2
PSM 316	Finance for Supply Chain	2	1	3	3
BAM 313	Quantitative Techniques in SCM	2	1	3	3
BAM 411	Business Policy and Strategy	2	1	3	3
GNS 301	Business Communication I	2	0	2	2
	Total	18	9	27	27

HND I SEMESTER II

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 321	Procurement and Supply Management	3	1	4	4
PSM 322	Logistics Management	2	2	4	4
PSM 323	Category Management	2	1	3	3
PSM 324	e-Procurement	2	1	3	3
PSM 325	Research Methodology	2	1	3	3
PSM 326	Mandatory Skill Qualification I	0	4	4	4
ENT 326	Practice of Entrepreneurship	2	0	2	2
BAM 312	Organisational Behaviour	2	1	3	3
BAM 412	Managerial Economics	2	1	3	3
BAM 414	Industrial Relations	2	1	3	3
GNS 401	Business Communication II	2	0	2	2
	Total	21	13	34	34

HND II SEMESTER I

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 411	Public Procurement	2	2	4	4
PSM 412	Suppliers Relationship Management	2	1	3	3
PSM 413	Procurement Ethics and Professional Practice	2	0	2	2
PSM 414	Maritime Transport and Shipping Practice	2	1	3	3
PSM 415	Legal Aspects of Procurement and Supply Management	3	0	3	3
PSM 416	Mandatory Skill Qualification II	0	4	4	4
ENT 416	Practice of Entrepreneurship	2	2	4	4
ACC 415	Cost and Management Accounting	2	1	3	3
BAM 418	Small Business Management	2	1	3	3
	Total	17	8	29	29

HND II SMESTER II

COURSE CODE	COURSE TITLE	L	P	CU	CH
PSM 421	Materials Management	2	1	3	3
PSM 422	Strategic Procurement Management	2	1	3	3
PSM 423	Procurement Auditing and Investigation	2	1	3	3
PSM 424	International Procurement	2	0	2	2
PSM 425	Project and Contract Management	2	1	3	3
PSM 426	Procurement Cases and Problems	2	1	3	3
PSM 427	Project	0	6	6	6
	Total	12	11	23	23

YEAR I

SEMESTER I

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement Practice and Techniques	Code: PSM 311	Credit Unit: 4 Units
	Contact Hours: 4 Hours	Theoretical: 3 hours
Year: I Semester: I	Pre-requisite:	Practical: 1 hour
Goal: This course is designed to provide students with an in-depth knowledge of the practice, techniques and methods involved in effective procurement in a variety of organizations.		
General Objectives: On completion of this course, students should be able to:		
<ul style="list-style-type: none"> 1.0 Appreciate the role of procurement and supply management in business 2.0 Understand supply market structure and sourcing procedure 3.0 Understand quality management 4.0 Understand spend management, pricing and methods of pricing, and payment procedure 5.0 Know how to manage procurement and material activities 6.0 Understand procurement practice and procurement methods 7.0 Know how time is managed in procurement 8.0 Understand negotiation and negotiation techniques. 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Course: Procurement Practice and Techniques		Code: PSM 311		Credit Unit: 4 Units		
		Contact Hours:		Theoretical: 3 hours		
Year: I Semester: I		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide students with an in-depth knowledge of the practice, techniques and methods involved in effective procurement in a variety of organizations.						
General Objective: 1.0 Appreciate the Role of Procurement and Supply Management in Business						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define procurement, procurement functions within supply chain management 1.2 List out types of procurement, its objectives, its place and the strategic importance of procurement in business	Explain procurement, procurement functions and types of procurement and its objectives. Give the relationship and differences between procurement and buying. Explain the strategic relationships between the procurement function and other functions (production and operations, finance, marketing, human	Textbooks, Journal Website	Demonstrate procurement, procurement functions within supply chain management, Illustrate the relationship between procurement and buying, procurement and purchasing,	Guide students to: Demonstrate procurement functions within supply chain management. Illustrate the relationship between procurement	Define procurement, types of procurement and the place and importance of procurement in a business and private organization.

	<p>organizations and public institutions.</p> <p>1.3 Differentiate between procurement and buying, procurement and purchasing, procurement and supply chain management</p> <p>1.4 Relate procurement department to other departments. Describe relationships between the procurement function and other functions (production and operations, finance,</p>	<p>resources etc.) in a supply chain environment</p> <p>State the roles of materials management in business.</p> <p>Material management concept.</p> <p>Logistics and physical distribution management concept.</p>		<p>procurement and supply chain management</p> <p>Identify the relationships between the procurement function and other functions (production and operations, finance, marketing, human resources etc.) in a supply chain environment</p>	<p>and buying, procurement and purchasing, procurement and supply chain management</p> <p>Identify the relationships between the procurement function and other functions (production and operations, finance, marketing, human resources etc.) in a supply</p>	<p>Explain the roles of procurement in organizations</p> <p>Explain the relationships between procurement function and other functions in organizations</p>
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	<p>marketing, human resources etc.) in a supply chain environment</p> <p>1.6 State the roles of materials management in business.</p> <p>1.7 Explain consolidation of materials activities in an organization in a totally centralized system under:</p> <ul style="list-style-type: none"> • Material management concept. <p>1.5 Logistics and physical distribution management concept.</p>				<p>chain environment</p>	
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General Objective: 2.0 Understand supply market structure and sourcing procedure						
3-4	<p>2.1 Describe supply market structures.</p> <p>2.2 List the implications for efficient procurement in 2.1</p> <p>2.3 Explain sourcing, sourcing procedures, and sourcing policies under the following:</p> <ul style="list-style-type: none"> • Procurement research • Outsourcing and insourcing • Subcontracting • Single and multiple sourcing. • Direct and intermediary sourcing. • Local, national and 	<p>Explain supply market structures.</p> <p>Explain sourcing policies under the following</p> <ul style="list-style-type: none"> • Procurement research • Outsourcing and insourcing • Subcontracting • Single and multiple sourcing. • Direct and intermediary sourcing. • Local, national and international sourcing. 	<p>Textbooks, Journal Website, Flipchart, worked examples, spread-sheets</p>	<p>Illustrate supply market structures</p> <p>Demonstrate their implications for efficient procurement.</p>	<p>Guide students on the Illustration of the supply market structures and Demonstrating their implications for efficient procurement.</p>	<p>Explain supply markets, sourcing, sourcing procedures, and sourcing policies.</p> <p>Explain factors considered in selecting good suppliers.</p> <p>Explain outsourcing and insourcing and factors to be considered in deciding to</p>

	<p>international sourcing.</p> <p>2.4 Identify good suppliers, supplier audit and supplier selection.</p> <p>2.5 List factors used in supplier selection.</p> <p>2.6 Explain supply base optimization, supplier evaluation and the factors to consider in supplier evaluation.</p> <p>2.7 Enumerate problems associated with random rating.</p> <p>2.8 Suggest possible solutions in 2.7</p> <p>2.9 Describe supplier development and supplier</p>	<p>Explain good suppliers, supplier audit and supplier selection and the factors used in supplier selection.</p> <p>Explain supply base optimization, supplier evaluation and the factors to consider in supplier evaluation.</p> <p>Enumerate problems associated with random rating and suggest possible solutions.</p> <p>Explain supplier development and supplier relationship Management</p>				<p>outsource or insource. -</p>
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	relationship management					
General Objective: 3.0 Understand quality management						
5-6	<p>3.1 Describe quality and types of quality.</p> <p>3.2 List factors that determine quality of physical products and services.</p> <p>3.3 Explain quality standards and standard types.</p> <p>3.4 State the limitations of International, national and company standards as it affects specifications and ability to purchase.</p> <p>3.5 Explain cost of quality and failure costs.</p>	<p>Discuss quality, types of quality and determining factors quality of physical products and services, explain quality standards and standard types, uses and limitations of International, national and company standards as its affects specifications and ability to purchase.</p> <p>Explain world class quality management techniques and tools – inspection, quality control and quality assurance, total quality management, (TQM), continuous</p>	<p>Textbooks, Journal Internet</p>			<p>Explain quality</p> <p>Explain types of quality and factors considered by procurers to determine quality of products and quality of services.</p> <p>Explain the difference between value engineering, and value analysis,</p>

	<p>3.6 Describe specification, sources, types, methods, uses, benefits and problems.</p> <p>3.7 Explain world-class quality management techniques.</p> <p>3.8 Explain the use of the following tools: – Inspection, quality control and quality assurance, total quality management, (TQM), continuous improvement (kaizen), six sigma, quality function deployment (QFD), supplier quality audit, quality council and quality circles etc.</p>	<p>improvement (kaizen), six sigma, quality function deployment (QFD), supplier quality audit, quality council and quality circles etc.</p>				<p>and the role of Early Supply Involvement (ESI) and Early Procurement Involvement (EPI) in product development.</p>
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	<p>3.9 Explain value engineering, value analysis, Early Supply Involvement (ESI) and Early Procurement</p> <p>3.10 Explain involvement (EPI) in product development as they relate to specification, quality and costs in Procurement.</p> <p>3.11 Explain the use of techniques and improving more designs and specifications of variety on and standardization in reviewing</p>	<p>Explain value engineering, value analysis, Early Supply Involvement (ESI) and Early Procurement Involvement (EPI) in product development as they relate to specification, quality and costs in Procurement.</p>				
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General Objective: 4.0 Understand spend management, pricing and methods of pricing, and payment procedure

7-8	<p>4.1 Describe the concept of spend management;</p> <p>4.2 Differentiate between pricing and cost management,</p> <p>4.3 Explain various pricing methods and how prices are analysed and determined.</p> <p>4.4 Explain the use of analysis in 4.1 above in comparing costs from suppliers.</p> <p>4.5 Explain the use and importance of price concession/discounts in pricing as its affect's procurement.</p>	<p>Explain the concept of spend m a n a g e m e n t , pricing and cost management, various pricing methods and how prices are analysed and determined.</p> <p>Explain the use and importance of discounts in pricing as its affect's procurement.</p>	Textbooks, Journal Website,			<p>Explain spend management and its relationship with pricing and cost management</p> <p>Explain pricing from procurement perspective and factors considered in determining prices.</p> <p>Explain the use and importance of price concession (discounts) in pricing as its</p>
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	<p>4.6 Describe various methods of payment available to procurement and payment procedures.</p> <p>4.7 State the implication of each method in 4.4 above with respect to timing.</p> <p>4.8 Explain types of markets and how procurement from each market is affected by time.</p> <p>4.9 Examine procurement timing policies as they affect basic approaches to inventory management.</p> <p>4.10 Explain buying prices in fluctuating markets.</p>	<p>Explain various methods of payment available to procurement and payment procedures.</p> <p>Explain types of markets and how time, procurement timing policies and inventory management affect procurement from each market.</p> <p>Explain fluctuating markets, progress payment and retention strategy in procurement.</p>				<p>affect's procurement.</p>
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	<p>4.11 Explain progress payment and retention strategy in procurement.</p> <p>4.12 Examine types of contract in relation to their pricing significance.</p> <p>4.13 State practical factors influencing different types of contract.</p> <p>4.14 Describe relationship between pricing and spend management, pricing tools and cost management techniques</p> <ul style="list-style-type: none"> • cost structure, cost centre, • total cost of ownership (TCO), 	<p>Examine types of contract in relation to their pricing significance.</p> <p>State practical factors influencing different types of contract.</p> <p>Explain the relationship between pricing and spend management, pricing tools and cost management techniques</p> <ul style="list-style-type: none"> • cost structure, cost centre, • total cost of ownership 				
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	<p>and other cost reduction techniques</p> <ul style="list-style-type: none"> • break even analysis; • Learning curve. • careful selection of suppliers • negotiations and price concessions (discounts and rebates) etc. <p>4.15 Explain legal implications of pricing in procurement</p> <p>4.16 Explain the potential wastes from the supply chain perspective.</p>	<p>(TCO), and other cost reduction techniques</p> <ul style="list-style-type: none"> • break even analysis; • Learning curve. • careful selection of suppliers • negotiations and price concessions (discounts and rebates) etc. 				
General Objective: 5.0 Know how to manage procurement and material activities						
9-10	5.1 Explain materials planning and procurement planning.	Explain materials planning and procurement planning	Textbooks, Journals Internet,			Explain materials planning and plans, planning

	<p>5.2 Recognize techniques for materials management.</p> <p>5.3 Explain procurement activities under:</p> <ul style="list-style-type: none"> • Procurement manuals and policies • Procurement Records • Handling of orders. <p>5.4 Explain procurement/buying centres, buying situations in relation to procurement procedure/cycle.</p>	<p>techniques for materials management.</p> <p>Explain procurement activities under:</p> <ul style="list-style-type: none"> • Procurement manuals and policies • Procurement Records • Handling of orders. <p>Explain procurement/buying centres, buying situations in relation to procurement procedure/cycle and related documents required in each stage of the cycle.</p>			<p>techniques for materials management.</p> <p>Explain procurement or buying centre</p> <p>Explain procurement or buying situations</p> <p>Explain procurement cycle and the documentation required in each stage of the cycle</p>
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	<p>5.5 Identify related documents required in each stage of the cycle.</p> <p>5.6 Explain organization concept under:</p> <ul style="list-style-type: none"> • Location of Procurement functions in an organization • Single versus multi-plant Procurement organization. • organization of materials management in a firm 	<p>Explain organization concept under:</p> <ul style="list-style-type: none"> • Location of Procurement functions in an organization • Single versus multi-plant Procurement organization • organization of materials management in a firm 				
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	<p>5.7 List out managing personnel in Procurement function under:</p> <ul style="list-style-type: none"> • Procurement job requirements. • Personnel selection • Appraisal of personnel. <p>5.8 Examine control concepts of procurement and its performance.</p>	<p>Explain managing personnel in Procurement function under:</p> <ul style="list-style-type: none"> • Procurement job requirements • Personnel selection • Appraisal of personnel. <p>Examine control concepts of procurement and its performance.</p>				
General Objective: 6.0 Understand procurement practice and procurement methods						
11-12	<p>6.1 State procurement methods.</p> <p>6.2 List features of low value items and various methods of procurement for low value items:</p>	<p>Explain procurement methods and the features of low value items and various methods of procurement for low value items - buying MRO, buying for resale, buying MRP, standing order,</p>	<p>Textbooks, Journals Website</p>	<p>Demonstrate the use of investment appraisal techniques in the procurement of capital equipment.</p>	<p>Guide students to demonstrate the use of investment appraisal techniques in the procurement</p>	<p>Explain the role of capital equipment in Organization.</p> <p>Explain the roles of the procurement</p>

	<p>- buying MROs, buying for resale, buying MRP, standing order, hedging with futures, forward buying, petty cash (imprest) e-procurement, etc.</p> <p>6.3 Explain the features and role of capital equipment in Organization,</p> <p>6.4 State the roles of the procurement function in acquisition of capital assets/equipment (high financial value items).</p> <p>6.5 Describe the factors to be considered by</p>	<p>hedging with futures, forward buying, petty cash (imprest) e-procurement, etc.</p> <p>Explain the features and role of capital equipment in Organization, and the roles of the procurement function in acquisition of capital assets/equipment (high financial value items).</p> <p>Discuss the factors to be considered by procurement</p>			<p>of capital equipment.</p>	<p>function in acquisition of capital assets/equipment.</p> <p>Explain the use of various investment appraisal techniques in the procurement of capital equipment.</p>
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	<p>procurement managers in acquiring capital assets/equipment.</p>	<p>managers in acquiring capital assets/equipment.</p>				
6.6	<p>Explain the use of various investment appraisal techniques in the procurement of capital equipment.</p>	<p>Explain the use of various investment appraisal techniques in the procurement of capital equipment.</p>				
6.7	<p>Examine hiring and leasing as opposed to outright purchase, and the purchase of used equipment as an alternative to new.</p>	<p>Examine hiring and leasing as opposed to outright purchase, and the purchase of used equipment as an alternative to new.</p>				
6.8	<p>Examine the characteristics buying for resale.</p>	<p>Examine the characteristics buying for resale,</p>				
6.9	<p>State the importance of bidding/tendering</p>	<p>State the importance of bidding/tendering</p>				

	(competitive bidding and pre-qualification), request for Proposals (RFP) and Request for Quotations (RFQ), auctions (English, Dutch, First-price sealed, second-price, reverse auction	(competitive bidding and pre-qualification), request for Proposals (RFP) and Request for Quotations (RFQ), auctions (English, Dutch, First-price sealed, second-price, reverse auction.				
General Objective: 7.0 Know how time is managed in procurement.						
13-14	7.1 Explain time management 7.2 Describe the important of time management within the procurement context.	Explain time management and its importance.	Textbooks, Journals Website			Explain time management Explain the time wasting and time saving activities and actions in procurement

	<p>7.3 Describe the concepts of lead- time and cycle time.</p> <p>7.4 State factors determining cycle time for supply</p> <p>7.5 Explain common areas of time wastage in procurement supply chain management.</p> <p>7.6 Explain time saving techniques in procurement and supply chain management.</p> <p>7.7 Describe the tools for managing time in procurement –</p>	<p>Explain the concepts of lead time and cycle time, and factors determining cycle time for supply and common areas of time wastage in procurement supply chain management.</p> <p>Explain time saving techniques in procurement and supply chain management.</p> <p>Discuss the tools for managing time in procurement – expediting, tracing, follow-up etc</p>				<p>and supply management</p> <p>Explain progressing, follow-up, expediting and tracing as means for managing procurement time.</p>
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	expediting, tracing, follow- up etc.					
General Objective: 8.0 Understand negotiation and negotiation techniques						
15-16	8.1 Define negotiation, the process and objectives of negotiation.	Explain negotiation, the process and objectives of negotiation.	Textbooks, Journals Website			Explain negotiation
	8.2 Explain approaches to and styles to negotiations (adversarial, collaborative and compromise) and obstacles to effective negotiations)	Explain approaches to and styles to negotiations (adversarial, collaborative and compromise) and obstacles to effective negotiations)				Explain objectives and styles of negotiations. Explain obstacles to effective negotiations
	8.3 Explain effective and ethical techniques of negotiations and qualities of a good negotiator.	Explain effective and ethical techniques of negotiations and qualities of a good negotiator.				Explain how negotiation can be of help to

	<p>8.4 Describe buyers and supplier's negotiation position and unethical negotiations tactics</p> <p>8.5 Relate the socio-cultural influence on negotiations</p>	<p>Discuss buyers and supplier's negotiation position and unethical negotiations tactics</p> <p>State the socio-cultural influence on negotiations</p>				<p>procurement in the supply chain.</p> <p>Explain techniques of negotiations and qualities of a good negotiator.</p>
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Inventory Management	Code: PSM 312	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 2 hours
Year: I Semester: I	Pre-requisite:	Practical: 2 hours
GOAL: The course is designed to develop students in the practical methods of inventory management, handling of equipment and methods of financial material control of inventory.		
<p>General Objectives: On completion of this course students will be able to</p> <ol style="list-style-type: none"> 1.0 Understand the roles and importance of stores/inventory management in the management team 2.0 Understand inventory control techniques 3.0 Understand stores/warehouse design and layouts 4.0 Know various handling and storage equipment 5.0 Understand the role of work study and operation research in the stores 6.0 Know storehouse operations and stock maintenance 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Inventory Management		Code: PSM 312		Credit Unit: 4		
		Contact Hours: 4 Hours		Theoretical: 2 hours		
Year: I Semester: I		Pre-requisite:		Practical: 2 hours		
COURSE SPECIFICATION: Theoretical and Practical						
GOAL: The course is designed to develop students in the practical methods of inventory management, handling of equipment and methods of financial material control of inventory.						
General Objective: 1.0 Understand the roles and importance of stores/inventory management in the management team						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
	1.1 Explain concept of inventory and inventory/stores management	Explain inventory and inventory/stores management and responsibilities of inventory management	Textbooks, Journals, Videos Internet,	Draw different types of storage facilities such as: storehouse, stockyard, point of use and floating storage	Guide students to draw different types of storage facilities such as storehouse, stockyard, point of use and floating storage.	Distinguish inventory from stocks, and stores and inventory management, and storehouse from warehouse. Explain the duties and
	1.2 List the duties and responsibilities of inventory management					

	<p>1.3 Explain types of inventory or stocks commonly found in storehouse/warehouse .</p> <p>1.4 Describe the relationship of the store, with other major departments</p> <p>1.5 Explain stores management</p> <p>1.6 Explain types of storage facilities such as storehouse, stockyard, point of use and floating storage.</p> <p>1.7 Differentiate between the storehouse and warehouse and their</p>	<p>Explain types of inventory commonly found in storehouse/warehouse. and the relationship of the store, with other major departments</p> <p>Explain stores management and types of storage facilities such as storehouse, stockyard, point of use and floating storage.</p> <p>Explain the difference between the storehouse and</p>				<p>responsibilities of inventory management.</p> <p>Explain types of storage facilities Commonly found in manufacturing organizations.</p>
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	<p>roles in a logistics management system</p> <p>1.8 Explain the role of the store as part of management function</p> <p>1.9 Describe the scope of store and warehouse management</p>	warehouse and their roles in a logistics management system				
General Objective: 2.0 Understand inventory control techniques						
3-4	<p>2.1 Explain inventory control</p> <p>2.2 Explain factors involved in the determination control policy</p> <p>2.3 Explain the objectives of stock control.</p> <p>2.4 Give reasons why organizations hold stocks</p>	<p>Explain inventory control, factors and objective of determination control policy</p> <p>List objectives of stock control and why organizations hold stocks</p>	<p>Textbooks, Journals, Videos</p> <p>Internet, Worked Examples</p>	<p>Calculate various inventory control techniques, such as: economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores accounting (LIFO, FIFO), stock taking and stock checking, JIT, Kanban, MRP and ERP etc.</p>	<p>Guide students to calculate various inventory control techniques, such as: economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores accounting (LIFO, FIFO), stock taking and stock checking,</p>	<p>Define inventory control and explain its objectives.</p> <p>Explain different methods of inventory control.</p>

	<p>2.5 Describe the methods of stock control</p> <p>2.6 Identify sources of information for inventory control</p> <p>2.7 Describe the extent of stock- holding</p> <p>2.8 Explain inventory analysis.</p> <p>2.9 Calculate various inventory control techniques, such as: economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores accounting (LIFO, FIFO), stock taking and stock checking,</p>	<p>List the methods of stock control and sources of information for inventory control</p> <p>Explain how to calculate various inventory control techniques, such as economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores accounting (LIFO, FIFO), stock taking and stock checking, JIT, Kanban, MRP and ERP etc.</p>			<p>JIT, Kanban, MRP and ERP etc.</p>	<p>Explain stock valuation</p> <p>Explain various methods of stores accounting</p>
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	<p>JIT, Kanban, MRP and ERP etc.</p> <p>2.10 Explain stores coding and identification, stores vocabularies.</p> <p>2.11 Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner and their importance to retailing, warehouse security and materials/product identification</p>	<p>Explain surplus, scrap and redundant materials, rationalization standardization and variety reduction.</p>				
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	<p>2.12 Explain control of surpluses, scrap and redundant materials, rationalization, standardization and variety reduction</p> <p>2.13 Describe methods of materials issues/dispatch</p>	Explain methods of materials issues/dispatch.				
General Objective: 3.0 Understand store/warehouse design and layouts						
5-6	<p>3.1 Define store design.</p> <p>3.2 State the objectives of store design.</p> <p>3.3 List types of store designs</p> <p>3.4 Enumerate factors considered in designing of stores.</p>	<p>Define store design.</p> <p>State the objectives of store design.</p> <p>List types of store designs and factors considered in designing of stores.</p> <p>Describe location and factors to be</p>	Textbooks, Journals, Visitations Relevant Internet Sites,	Illustrate store design, objectives of store design and types of designs and factors considered in designing stores	Guide students in the Illustration of store design, objectives of store design and types of designs and factors considered in designing stores	<p>Explain store/warehouse design</p> <p>Explain store layout</p> <p>Explain the objectives of store design and the factors that</p>

	3.5 Describe location of stockyard, storehouse and warehouse building in an organization.	considered in designing a stockyard, storehouse and warehouse building in an organization.				will influence the location of store building and its design.
	3.6 Describe factors affecting siting of warehouses and stockyards.	Explain the operation of automated warehousing				Explain packaging
	3.7 Explain the functional features (location and construction) of warehouse, storehouses and stockyards.					Explain various methods of preservation.
	3.8 Explain the various methods of preservation and packaging housing					
General Objective: 4.0 Know Various Handling and Storage Equipment						
7-8	4.1 Explain the concept of materials	Explain the concept of materials	Textbooks, Journals,			Explain materials

	<p>handling and materials handling systems: – manual, mechanized and automated.</p> <p>4.2 Explain various types of handling equipment used in stores and warehouses - hand powered equipment, conveyors, industrial trucks, cranes and hoists.</p> <p>4.3 Describe the importance of materials handling equipment</p> <p>4.4 Examine the factors to be considered in</p>	<p>handling and materials handling systems – manual, mechanized and automated.</p> <p>Explain various types of handling equipment used in stores and warehouses - hand-powered equipment, conveyors, industrial trucks, cranes and hoists.</p> <p>Discuss the importance of materials handling equipment</p> <p>Examine the factors to be considered in</p>	<p>Pictures, Videos, Visitations Website</p>			<p>handling and objectives for materials handling.</p> <p>Explain by distinction materials handling systems and materials handling equipment</p> <p>Explain the common factors that procurement and supply officers consider in the selection and acquisition of</p>
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	the choice of material storage and handling equipment	the choice of material storage and handling equipment				materials handling equipment
4.5	Explain the symptoms or indicators of an ineffective and inefficient materials handling system.	Explain the symptoms or indicators of an ineffective and inefficient materials handling system				
4.6	Describe the problems of double handling	and the problems of double handling.				
4.7	Explain the different types of storage equipment.	List the different types of storage equipment				
4.8	Explain store design and store layout, objectives of store design, processes of store design.	Explain store design objectives and factors to be considered in				

	4.9 List factors to be considered in design and internal layout for efficient movement and handling of materials.	design and internal layout for efficient movement and handling of materials.				
GENERAL OBJECTIVE: 5.0 Understand the Role of Work Study and Operation Research in the Stores						
9-10	5.1 Explain work study techniques in productivity of store personnel. 5.2 Describe the scope of work study 5.3 Explain the objectives of work study 5.4 Evaluate the role of work study in the store 5.5 List the advantages of work study within the store	Explain techniques in productivity of store personnel, the scope of and the objectives of work study Explain the role of work study in the store List the advantages of work study within the store	Textbooks, Journals, Videos Internet, Worked Examples	Carry out operational research and its application in the store Carry out work study techniques	Guide students in carrying out operational research and its application in the store Carry out work study techniques	Explain productivity, and how can productivity be improved Explain the objectives of work study. Evaluate the role of work study in the storehouse operations.

	5.6 State the problems associated with work study	Describe the problems associated with work study				
	5.7 Define operational research and its application in the store	Define operational research and its application in the store				
	5.8 Carry out work-study techniques.	Carry out work study techniques				
	5.9 Explain techniques for improving productivity of store managers.	Explain techniques for improving productivity of store managers.				
General Objective: 6.0 Know Storehouse Operations and Stock Maintenance						
11-12	6.1 Explain security and safety procedure as they relate to stores management.	Explain security and safety procedure as they relate to stores management.	Textbooks, Journals, Videos Internet,	Prepare stores manual Practice safety and safety procedures in the store.	Guide students to prepare the following: <ul style="list-style-type: none"> • stores manual 	Explain the terms stores security and stores fraud.

<p>6.2 Describe the scope and importance of security</p> <p>6.3 Explain the security aspects of stores management (e.g. custody of keys, marking of stores, access to premises, fire precautions, knowledge of materials etc.).</p> <p>6.4 Explain fraud, types of fraud, cause and prevention of fraud of store</p> <p>6.5 Explain fixed and random location system.</p>	<p>Explain the scope and importance of security management (e.g. custody of keys, marking of stores, access to premises, fire precautions, knowledge of materials etc.).</p> <p>Explain fraud, types of fraud, cause and prevention of fraud of store</p> <p>Explain fixed and random location system.</p>	<p>Worked Examples</p>	<p>Illustrate safety and protection gear, such as overalls/safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet.</p> <p>Practice maintenance (planned, turnaround, breakdown, shutdown etc.).</p> <p>Show asset replacement of equipment and the reasons for replacement of assets.</p>	<ul style="list-style-type: none"> • safety and safety procedures in the store. <p>Illustrate safety and protection gear, such as overalls/safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet.</p> <p>Practice maintenance (planned, turnaround, breakdown, shutdown etc.).</p>	<p>Explain store safety</p> <p>Explain types of store fraud, and causes and prevention of fraud in the store.</p> <p>Explain store infrastructure maintenance management.</p> <p>Explain the objectives of</p>
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	<p>6.6 Describe legislation relative to store-house, stockyard dismissal e.g. Health and Safety Act 1974, Factory Act 2004 etc.</p> <p>6.7 Prepare stores manual</p> <p>6.8 Explain safety and safety procedures in the store and prevention from accidents, fire and hazardous materials.</p> <p>6.9 Explain safety/protection gear, such overalls and safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet,</p>	<p>Discuss legislation relative to store-house, stockyard dismissal e.g. Health and Safety Act 1974, Factory Act 2004 etc.</p> <p>Prepare stores manual</p> <p>Explain safety and safety procedures in the store and prevention from accidents, fire and hazardous materials.</p> <p>Explain safety and protection gear, such overalls/safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet,</p>			<p>Show asset replacement of equipment.</p>	<p>maintenance management</p> <p>Explain approach to maintenance and types of maintenance.</p> <p>Explain the procedure for prevention of fire and other accidents in the store.</p>
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	<p>6.10 Describe facility and infrastructure maintenance management, objectives of maintenance and the approach to (preventive, corrective and hybrid).</p> <p>6.11 Explain types of maintenance (planned, turnaround, breakdown, shutdown etc.).</p> <p>6.12 Describe asset replacement of equipment and the reasons for replacement of assets.</p>	<p>Discuss facility and infrastructure maintenance management, objectives of maintenance and the approach to (preventive, corrective and hybrid).</p> <p>Explain types of maintenance (planned, turnaround, breakdown, shutdown etc.).</p> <p>Discuss asset replacement of equipment and the reasons for</p>				
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	6.11 Analyse maintenance culture in Nigeria.	replacement of assets. Analyse maintenance culture in Nigeria.				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Supply Chain Management	Code: PSM 313	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to provide students with knowledge and skills to understand the strategic and operational concepts in the current and developing practices of retail merchandise management		
General Objectives: On completion of this course, students will be able to:		
Understand the concept of supply chain management		
2.0 Understand supply chain flows		
3.0 Know procurement and supply chain operations		
4.0 Understand supply risk and supply chain risk management		
5.0 Understand ethical and green/sustainable supply chain management		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Supply Chain Management		Code: PSM 313		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 hours		
Year: I Semester: I		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to provide students with knowledge and skills to understand the strategic and operational concepts in the current and developing practices of retail merchandise management						
General Objective: 1.0: Understand the concept of supply chain management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define value chains, supply chains and supply chain management 1.2 Explain the main components of supply chain management 1.3 Describe the important role of supply chains in	Explain value chains, supply chains and supply chain management and components of supply chain management Explain the important role of supply chains in	Textbooks Journals, Videos Internet			Explain supply chain Explain supply chain management Explain the roles of supply chains

	<p>today's business and economy.</p> <p>1.4 State of place and importance of the procurement function in supply chain management</p> <p>1.5 Explain the distinguishing role of supply chain management and demand chain management in business cycle.</p> <p>1.6 Explain downstream and upstream supply chain management.</p> <p>1.7 Explain supply chain drivers such</p>	<p>today's business and economy.</p> <p>State of place and importance of the procurement function in supply chain management</p> <p>Explain the distinguishing role of supply chain management and demand chain management in business cycle.</p> <p>Explain downstream and upstream supply chain management.</p> <p>Explain supply chain</p>				<p>in today's economy.</p> <p>Distinguish supply chain management from demand chain management in business cycle.</p>
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	as e-Commerce, relationship management, stiff competition, globalization, production/operations, logistics, superior cost management, profits.	drivers such as e-Commerce, relationship management, stiff competition, globalization, production/operation logistics, superior cost management, profits				
General Objective: 2.0 Understand supply chain flows						
3-4	2.1 Define physical (materials/good and equipment) flow in supply chains. 2.2 Explain finance flow in supply chains 2.3 Explain information and knowledge	Explain physical (materials/good and equipment) flow in supply chains, finance flow in supply chains Explain information and knowledge	Textbooks, Journals, Videos Internet			Explain supply chain planning and supply chain configuration. Distinguish supply networks and supplier networks.

	flows in supply chains.	flows in supply chains.				Explain finance, materials and physical flows in supply chain management.
2.4	Explain human resource flow in supply chains.	Explain human resource flow in supply chains.				
2.5	Explain supply networks – from extraction to conversion to final consumption.	Explain supply networks – from extraction to conversion to final consumption.				Explain the contemporary issues in supply chain management
2.6	Explain supplier networks (traditional and contemporary networks).	Explain supplier networks (traditional and contemporary networks)				
2.7	Explain supply chain planning and supply chain configuration	Explain supply chain planning and supply chain configuration				
2.8	Explain supply chain information	Explain supply chain information				

	management and decision support system (DSS).	management and decision support system (DSS).				
	2.9 Explain contemporary issues in supply chain management	Explain contemporary issues in supply chain management				
General Objective: 3.0 Understand procurement and supply chain operations						
5-6	3.1 Describe forecasting and forecasting techniques for materials in supply chains	Explain forecasting and forecasting techniques for materials in supply chains	Textbooks, Journals, Videos and Internet			Explain inventory management in supply chains.
	3.2 Explain resource planning systems in supply chains – MRP, ERP, DRP.	Explain resource planning systems in supply chains – MRP, ERP and DRP.				Explain the roles of
		Explain sourcing, sourcing process				

	<p>3.3 Explain inventory management in supply chains – storage and warehousing, dependent and independent demand, inventory models</p> <p>3.4 Explain process management in supply, such as lean production, agile supply chain, six-sigma etc.</p> <p>3.5 Explain inbound, in-house and outbound</p>	<p>and sourcing activities.</p> <p>Explain inventory management in supply chains – storage and warehousing, dependent and independent demand, inventory models.</p> <p>Explain process management in supply, such as lean production, agile supply chain, six-sigma etc.</p> <p>Explain inbound, in-house and outbound</p>				
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	logistics across the supply chain.	logistics across the supply chain. Explain transportation and fleet management				
3.6	Explain transportation and fleet management					
3.7	Explain sourcing, sourcing process and sourcing activities.					
General Objective: 4.0 Understand supply risks and supply chain risk management						
7-8	4.1 Define supply risks and supply chain risk management 4.2 Explain types of supply chain risks, such as internal, supply- network, supplier-based risks, industry-related risks, reputational risks, political, economic,	Explain supply risks and supply chain risk management List out types of supply chain risks, such as internal, supply-network, supplier-based risks, industry-related risks, reputational risks, political, economic,	Textbooks, Journals, Videos Internet	Conduct a supplier audit	Guide students to conduct a supplier audit	Explain supply risk Explain supply chain risk Explain the various supply chain risks faced by managers in a supply chain.

	<p>environmental risks etc.</p> <p>4.3 Enumerate the causes of supply chain risks.</p> <p>4.4 State challenges of managing supply risks.</p> <p>4.5 Explain the strategies for managing supply risks - risk-sharing contracts, risk pooling, risk hedging, collaborative relationships, supplier audits, supply base optimization etc.</p>	<p>environmental risks etc.</p> <p>Explain the causes of supply chain risks.</p> <p>State challenges of managing supply risks.</p> <p>Explain the strategies for managing supply risks - risk-sharing contracts, risk pooling, risk hedging, collaborative relationships, supplier audits, supply base optimization etc.</p>				<p>Explain the challenges faced by managers in managing supply chain risks</p> <p>Explain the strategies for managing supply chain risks.</p>
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General Objective: 5.0 Understand ethical and green/sustainable supply chain management

9-11	<p>5.1 Explain ethical and sustainable supply chain management</p> <p>5.2 Explain green and sustainable supply chain management</p> <p>5.3 Explain contemporary issues in sustainable procurement and supply chain management</p> <p>5.4 Explain sustainable supply chain management.</p> <p>5.5 Explain procurement and supply chain management's contribution to</p>	<p>Explain ethical and sustainable supply chain management, green and sustainable supply chain management, Explain contemporary issues in sustainable procurement and supply chain management, Explain sustainable supply chain management. Explain procurement and supply chain management's contribution to</p>	<p>Textbooks, Journals, Videos Internet</p>			<p>Explain green supply chain management</p> <p>Explain sustainable procurement</p> <p>Explain conflict materials and UN's regulations on conflict materials.</p> <p>Explain the contributions of procurement and</p>
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	<p>managing the environment.</p> <p>5.6 Explain renewable materials' resourcing</p> <p>5.7 Explain conflict materials and the UN's conflict materials procurement regulations.</p>	<p>managing the environment,</p> <p>Explain renewable materials' resourcing.</p> <p>Explain conflict materials and the UN's conflict materials procurement regulations.</p>				<p>supply in managing the environment</p>
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Materials Planning and Control	Code: PSM 314	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: The course is intended to provide students with full knowledge of materials planning and control and how materials are determined through sales forecasts and operational requirements		
GENERAL OBJECTIVES: On completion of this course, students will be able to:		
<ul style="list-style-type: none"> 1.0 Understand materials planning and the role and responsibilities of materials planning and control function; 2.0 Understand product development plans, innovation and planning for new products; 3.0 Understand production control methods and know how to initiate control measures when and where necessary; 4.0 Understand the principles and processes of production planning and control; 5.0 Understand how to prepare production planning programmes; 6.0 Understand productivity and know the techniques of work-study. 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Course: Materials Planning and Control	Code: PSM 314	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour

Goal: The course is intended to provide students with full knowledge of materials planning and control and how materials are determined through sales forecasts and operational requirements

General objective: 1.0 Understand materials planning and the role and responsibilities of materials planning and control function

Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the roles and responsibilities of material planning and control in a corporate policy 1.2 Describe the role of material planning and control function in production process 1.3 Explain management planning processes for materials 1.4 Explain the planning techniques for	Explain materials planning and control in a production environment, Explain the roles and responsibilities of material planning and control in a corporate policy and role of material planning and	Textbooks, Journals, Videos, Visits Relevant Internet Sites,	Prepare different types of Budgets for Procurement Use forecasting and forecasting techniques as a step to materials planning	Guide students to prepare different types of Budgets for Procurement	Explain material planning and what is materials control Explain the roles of material planning and control in a corporate policy. Explain the roles and responsibility of materials planning and

	<p>materials-pre and post action plans</p> <p>Explain budgets, importance of budgets and the various budgets that procurement function participate in preparing – capital budget, materials budget, procurement department’s budget and maintenance repair and operating (MRO) budgets.</p>	<p>control function in production process.</p> <p>Explain budgets, importance of budgets and the various budgets that procurement function participate in preparing – capital budget, materials budget, procurement department’s budget and maintenance repair and operating (MRO) budgets.</p>				<p>control function in an organisation.</p>
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General Objective: 2.0 Understand control of material inputs for production purposes

3-4	<p>2.1 Define material chart flow</p> <p>2.2 Explain how chart flow can lead to</p>	<p>Explain material chart flow and how it leads to effective material plans,</p>	<p>Textbooks, Journals, Videos, Visits</p>	<p>Design materials planning and control chart in a production environment</p>	<p>Guide students to design materials</p>	<p>Explain requirement planning</p>
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	<p>effective requirement plans</p> <p>2.3 Describe the characteristics of materials flow</p> <p>2.4 Explain the material flow system in job, batch, flow processes</p> <p>2.5 Explain the tasks of material control department in materials planning.</p> <p>2.6 Explain pre-action and post-action in relation to material control</p> <p>2.7 Evaluate procurement performance in</p>	<p>List the characteristics of materials flow</p> <p>Explain the material flow system in job, batch, flow processes and the tasks of material control department in materials planning.</p> <p>Explain pre-action and post-action in relation to material control and how to evaluate procurement</p>	<p>Relevant Internet Sites,</p>	<p>Generate manufacturing order</p>	<p>planning and control chart in a production environment</p> <p>Guide students to generate manufacturing order</p>	<p>Explain materials flow</p> <p>Explain the tasks of materials control department in materials planning.</p> <p>Explain materials requirements programmes such as MRPI, MRPII, ERPI and ERPII etc.</p>
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	<p>compliance to materials control.</p> <p>2.8 Explain methods of generating manufacturing orders</p> <p>2.9 Explain materials requirements programmes such as MRPI, MRPII, ERPI and ERPII etc.</p>	<p>performance in compliance to materials control.</p> <p>Explain materials requirements programmes such as MRPI, MRPII, ERPI and ERPII etc.</p>				
General Objective: 3.0 Understand product development plans, innovation and planning for new products						
5-6	3.1 Explain the need for innovation, types and process of innovation in modern organizations	Explain the need for innovation, types and process of innovation in modern organizations	Textbooks, Journals, Videos, Visits Relevant Internet Sites,	Watch videos on the need for innovation, types and process of innovation in modern organizations	Guide students to watch videos on the need for innovation, types and process of	Explain innovation Explain types and processes of innovation. Explain product

	<p>3.2 Describe new product development process.</p> <p>3.3 Explain cross-functional and introduction of new products, especially design, production finance and marketing departments.</p> <p>3.4 Explain early supplier involvement (ESI) and early procurement involvement (EPI) in value analysis and value engineering for new product development</p> <p>3.5 Explain how standardization variety</p>	<p>Explain product development process in competitive business environment</p> <p>Explain cross-functional collaborations for development and introduction of new products, especially design, production and marketing departments.</p> <p>Explain early supplier involvement (ESI) and early procurement involvement (EPI) in value analysis and engineering for production development.</p>			<p>innovation in modern organizations</p>	<p>development and new product development process.</p> <p>Explain the contributions of design, production, finance and marketing in new product development</p> <p>Explain the roles in ESIs and EPIs in value analysis and value engineering in product development.</p>
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	<p>reduction and simplification programmes are carried out in organizations</p> <p>3.6 Explain the benefits of these programmes to organisations.</p> <p>3.4 Describe responsibility for design, its procedures and preparation of drawing specification. collaborations for development</p>	<p>Explain responsibility for design, its procedures and preparation of drawing specification.</p>				
General Objective: 4.0 Understand production control methods and know how to initiate control measures when and where necessary						
7	<p>4.1 Explain the need for control function within organizations</p>	<p>Explain the need for control</p>	<p>Textbooks, Journals, Videos,</p>	<p>Draw a chart showing the control system of an Organisation</p>	<p>Guide students to draw a chart showing the</p>	<p>Explain management control</p>

	<p>4.2 Explain types and techniques of management control.</p> <p>4.3 State the essential features of industrial control system</p> <p>4.4 Describe the conditions necessary for satisfactory operation of industrial control system</p> <p>4.5 State the merits of an explicitly designed control system</p>	<p>function within organizations</p> <p>Explain types and techniques of management control.</p> <p>State the essential features of industrial control system</p> <p>Explain the conditions necessary for satisfactory operation of industrial control system</p> <p>State the merits of an explicitly designed control system</p>	<p>Visits</p> <p>Relevant Internet Sites,</p>		<p>control system of an Organisation</p>	<p>Explain the conditions necessary for satisfactory operation of industrial control system</p>
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General Objective: 5.0 Understand the principles and processes of production planning and control						
8-9	5.1 Explain different types of production methods	Explain different types of production methods	Textbooks, Journals, Videos,	Conduct a quality assurance inspection in the model store	Guide students to conduct a quality assurance inspection in the model store	Explain the uses of value analysis and value engineering in quality control. Explain how to determine quality and quality control in production
	5.2 Explain the processes in achieving operational requirements	Explain the processes in achieving operational requirements	Visits Relevant Internet Sites,			
	5.3 Explain Predetermined Motion Time System (P.M.T.S) and its uses	Explain Predetermined Motion Time System (P.M.T.S) and its uses				
	5.4 Explain the determination of quality and quality control (inspection).	Explain the determination of quality and quality control (inspection).				
	5.5 Explain value analysis and value engineering and its	Explain value analysis and value engineering				

	uses as means of control,	and its uses as means of control,				
General Objective: 6.0 Understand how to prepare production planning programmes						
10	6.1 Describe programming methods (with illustration)	Explain how to translate sales forecast into production programmes	Textbooks, Journals, Videos and Internet	Illustrate programming methods	Guide students in the illustration of programming methods.	Explain how to prepare a production planning programme.
	6.2 Explain routing scheduling and loading	Explain routing, scheduling and loading		Translate sales forecast into production programmes	Guide students to translate sales forecast into production programmes	As a procurer how do you translate sales forecast and production to procurement plan?
	6.3 Explain time management as critical aspect of materials planning and control,	Explain time management as critical aspect of materials planning and control,				
	5.6 Identify the importance	Identify the importance of timing				

	of timing in preparing production programmes	in preparing production programmes				
General Objective: 7.0 Understand productivity and know the techniques of work study						
11	7.1 Explain productivity in supply chain management 7.2 Explain types of productivity, benchmarking, and how to improve productivity in production process. 7.3 Explain methods study and work measurement as the two major techniques of work study 7.4 Distinguish between the objectives of	Explain productivity in supply chain management, Explain types of productivity, benchmarking, and how to improve productivity in production process. Explain methods study and work measurement as the two major techniques of work study Distinguish between the	Textbooks, Journals, Videos Internet	Conduct a research on a Product	Guide students to conduct a research on a Product	Explain how work study technique can help to improve productivity. Explain the difference between methods study and work measurement.

	<p>methods study and work measurement</p> <p>7.5 Explain the relationship in research development and design</p> <p>5.7 Describe responsibility of research development and design for work study.</p>	<p>objectives of methods study and work measurement</p> <p>Explain the relationship in research development and design</p> <p>Describe responsibility of research development and design for work study</p>				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Operations and SCM	Code: PSM 315	Credit Unit: 2
	Contact Hours: 2 Hours	Theoretical: 1 Hour
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to acquaint students in the operational processes, techniques, planning and control systems in both services and manufacturing in management of the supply chain		
General Objectives: On completion of this course, students will be able to:		
<ul style="list-style-type: none"> 1.0 Understand the concept of operations 2.0 Understand design of products and services 3.0 Understand productivity and management of the operations network 4.0 Understand resource planning and control 5.0 Understand evolving approaches to operations 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
COURSE: Operations and SCM		Code: PSM 315		Credit Unit: 2		
		Contact Hours: 2 Hours		Theoretical: 1 Hour		
Year: I	Semester: I	Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to acquaint students in the operational processes, techniques, planning and control systems in both services and manufacturing in management of the supply chain						
General Objective: 1.0 Understand the concept of operations						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the transformation process – from input to transformation right through to output model. 1.2 Explain by distinction manufacturing-based operations and service-based operations	Explain the transformation process – from input to transformation right through to output model Explain by distinction manufacturing-based operations and service-based operations Explain product versus service operations (the	Pictures, Videos, Visitations Website			Explain operations management within the supply chain context. Explain the relationships between operations and

	<p>1.3 Explain product versus service operations (the product and service mix).</p> <p>1.4 Explain the relationships between operations and other business functions such as Procurement, Marketing and Finance etc.</p> <p>1.5 Explain the roles and responsibilities operations management in SCM</p> <p>1.6 State the strategic contribution of operations management in an organization.</p> <p>1.7 Explain operational objectives of business.</p>	<p>product and service mix).</p> <p>Explain the relationships between operations and other business functions such as Procurement, Marketing and Finance etc.</p> <p>Explain the roles and responsibilities operations management in SCM</p> <p>State the strategic contribution of operations management in an organization.</p> <p>Explain operational objectives of business.</p>				<p>other business functions</p> <p>Explain the roles and responsibilities operations management in SCM.</p>
General Objective: 2.0 Understand design of products, services and operations						

3-5	<p>2.1 Describe operations design process for products and services, and how good design can lead to competitive advantage</p> <p>2.2 Design process for products and services</p> <p>2.3 Explain environmentally sensitive design.</p> <p>2.4 Explain the contribution of the procurement and supply function to the design process</p> <p>Describe operations management systems – mass production, mass customization, computerized and robotics operations,</p>	<p>Explain operations design process for products and services, and how good design can lead to competitive advantage</p> <p>Explain the design process for products and services</p> <p>Explain environmentally sensitive design</p> <p>Explain the contribution of the procurement and supply function to the design process and operations management systems – mass production, mass customization, computerized and</p>	<p>Textbooks, Journals, Pictures, Videos, Visitations Website</p>	<p>Design a product or service in groups</p>	<p>Divide students in groups and guide them to Design a product or service</p>	<p>Explain operations design process for products and services. Explain how good designs lead to competitive advantage.</p> <p>Explain facility location strategies and the factors to consider in facility location for products and facility locations for services.</p>
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	<p>flexible operations, agile operations and lean operations etc.</p> <p>2.6 Explain facility location, facility location strategies and factors considered in locating facilities for products and for services.</p> <p>2.7 Explain facility layout types in manufacturing and service industries,</p> <p>2.8 Explain types of layouts (process and fixed) and objectives of facility layouts.</p> <p>2.9 Explain capacity planning, objectives of capacity planning and processes.</p>	<p>robotics operations, flexible operations, agile operations and lean operations etc.</p> <p>Explain facility location, facility location strategies and factors considered in locating facilities for products and for services.</p> <p>Explain facility layout types in manufacturing and service industries.</p> <p>Explain types of layouts (process and fixed) and objectives of facility layouts.</p> <p>Explain capacity planning, objectives of</p>				<p>Define facility location</p> <p>Explain facility layout and types of facility layout.</p>
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	2.10 Explain the principles of job design, approaches to job design, benefits and problems of job design	capacity planning and processes. Explain the principles of job design, approaches to job design, benefits and problems of job design				
	2.5 Explain the trade-offs involved in designing environmentally acceptable products and services	and problems of job design Explain the trade-offs involved in designing environmentally				
General Objective: 3.0 Understand productivity and management operations						
6-8	3.1 Explain productivity, types and importance of productivity. 3.2 Explain improving productivity in operations. 3.3 Identify material handling, objectives and principles and handling equipment.	Explain productivity, types and importance of productivity. Explain strategies for improving productivity in operations. Explain material handling, objectives and principles and handling equipment.	Textbooks, Journals, Pictures, Videos, Visitations Website	Demonstrate handling of fragile, hazardous materials and heavy equipment	Guide students to demonstrate handling of fragile, hazardous materials and heavy equipment	Explain productivity Explain the importance of productivity in procurement and supply operations.

	3.4	Explain work-study (method study and work measurement) and techniques of work measurement.	Explain quality, quality planning and quality control.				Explain work study and work measurement.
	3.5	Explain quality, quality planning and quality control.					Explain asset maintenance, types of maintenance and approaches to maintenance.
	3.6	Explain costs of quality and quality failure.	Explain costs of quality and quality failure.				
	3.7	List types of maintenance, approach to maintenance.	Explain replacement of assets, reasons for replacement and replacement strategies				Explain reasons for replacement
	3.8	Explain replacement of assets, reasons for replacement and replacement strategies.					

General Objective: 4.0 Understand resource planning and control

9-10	4.1	Explain the operations planning and control (OPC), the objectives of	Explain the operations planning and control (OPC), the objectives of	Textbooks, Journals, pictures,	Create a network, calculate the critical	Guide students to create a network,	Explain the concept of operations
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	OPC and the actions necessary to control operations	OPC and the actions necessary to control operations	videos, visitations and website	path and identify resource constraints	calculate the critical path and identify resource constraints	planning and control and why it is important to control operations
4.2	Explain demand and capacity management strategies	Explain demand and capacity management strategies				Explain forecasting
4.3	Explain loading, sequencing and scheduling the operations system	Explain loading, sequencing and scheduling the operations system				Explain forecasting techniques and the difference between forecasting and prediction.
4.4	Explain forecasting, demand dependent and independent) and techniques to forecast demand.	Explain forecasting, demand dependent and independent) and techniques to forecast demand				Explain forecasting important to
4.5	Explain the importance of forecasting to procurement and supply management.					
4.6	Explain JIT supply, features of 'push' and 'pull'	Explain JIT supply, features of 'push' and				

	operations systems and the principles of JIT procurement and supply	'pull' operations systems and the principles of JIT procurement and supply				Procurement and supply management. Define JIT
4.7	Explain Network analysis,	Explain Network analysis				

General Objective: 5.0 Understand evolving approaches to operations

11-13	5.1 Explain Total Quality Management (TQM), the principles, techniques of TQM and benefits of TQM. 5.2 Explain Business Process Re- engineering (BPR), goals, process and strategies of BPR	Explain he Total Quality Management (TQM), the principles, techniques of TQM and benefits of TQM. Explain Business Process Re- engineering (BPR), goals, process and strategies of BPR Explain world class operations, lean and agile	Textbooks, Journals, Pictures, Videos, Visitations Website			Explain the concept of TQM and its benefits to procurement and SCM. Explain business process reengineering
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	<p>5.3 Explain world class operations, lean and agile supply, and lean and agile manufacturing, importance of lean operations and world-class performance in operational terms.</p>	<p>supply, and lean and agile manufacturing, importance of lean operations and world-class performance in operational terms.</p>				<p>Explain the goals of BPR.</p> <p>Explain world class operations and distinguish and lean and agility.</p>
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Finance for Supply Chain Management	Code: PSM 316	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: This course is designed to provide students with an understanding of strategic aspects of finance in relation to the decision-making process		
<p>General Objectives: On completion of this unit, students will be able to</p> <ol style="list-style-type: none"> 1.0 Understand the nature, objectives and scope of financial management 2.0 Understand budgets and expenditure management 3.0 Understand financing, capital structure and dividend policy decisions 4.0 Understand working capital management 5.0 Understand capital market financing, risk management, corporate restructuring, merger and acquisition 6.0 Manage financial risk in procurement. 7.0 Understand financial markets and financial institutions 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Course: Finance for Supply Chain Management		Code: PSM 316		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: I Semester: I		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to provide students with an understanding of strategic aspects of finance in relation to the decision-making process.						
General Objective: 1.0: Understand the nature, objectives and scope of financial management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain finance, the nature, objectives and importance to organizations and procurement. 1.2 Describe sources of finance retained profit; controlling working; capital; sale of assets; factoring; overdrafts; grants; venture capital; debentures; share issues; bank loans; leasing and hire purchase; public borrowing (CBN and bonds).	Explain the nature, importance and sources of finance.	Text Books, Journals, Internet Relevant Websites			Explain finance, objectives of finance and the relationships between finance function and procurement function. Explain various sources of finance.

	<p>1.3 List the objectives of financial management.</p> <p>1.4 Describe the relationship between finance and the procurement function</p> <p>1.5 Relate the principles of corporate governance and corporate social responsibility to economic performance and value creation including.</p> <p>1.6 Explain treasury management and the functions of treasury manager.</p> <p>1.7 Explain the functions of capital market and</p>	<p>Explain the objectives of financial management.</p> <p>Explain the relationship between finance and the procurement function</p> <p>Explain the principles of corporate governance and corporate social responsibility in relation to economic performance and value creation including.</p> <p>Explain treasury management and the functions of treasury manager.</p> <p>Explain the functions of capital market and</p>				<p>Explain the relationships between finance and procurement</p> <p>Explain corporate governance in procurement and finance.</p>
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	1.6 developments in terms of depth and breath.	developments in terms of depth and breath.				
General Objective: 2.0 Understand budgets and expenditure management						
3-4	<p>2.1 Explain budgets, budgetary control, and budgetary process, costs, cost centres and responsibility centres.</p> <p>2.2 Explain types of budgets, cash budgets and its uses, and capital budgeting.</p> <p>2.3 Explain the mathematics of financing budgets and expenditure – time value of money, present value, yield on investments, loan amortization, sinking fund etc.</p>	<p>Explain budgets, budgetary control, and budgetary process, costs, cost centres and responsibility centres.</p> <p>Explain types of budgets, cash budgets and its uses, and capital budgeting.</p> <p>Explain the mathematics of financing budgets and expenditure – time value of money, present value, yield on investments, loan amortization, sinking fund etc.</p>	Text Books, Journals, Internet Relevant Websites	<p>Evaluate</p> <ul style="list-style-type: none"> • capital projects. • Capital rationing. • Replacement and abandonment decisions. 	<p>Evaluate</p> <ul style="list-style-type: none"> • capital projects. • Capital rationing • Replacement and abandonment decisions. 	<p>Explain budgets, budgetary control, budgeting and types of budget.</p> <p>Explain capital investment and solve capital investment appraisal problems using PBP, NPV, ARR, IRR, IR and capital rationing techniques.</p>

	<p>2.4 Explain various techniques of investment appraisal.</p> <ul style="list-style-type: none"> • Payback period. • NPV, IRR, IRR and PI. <p>2.5 Evaluate capital projects.</p> <ul style="list-style-type: none"> • Capital rationing. • Replacement and abandonment decisions. <p>2.6 Distinguish between advanced manufacturing technology (AMT) and project appraisal techniques - types of AMT investment, relevance and shortcomings.</p>	<p>Explain various techniques of investment appraisal.</p> <ul style="list-style-type: none"> • Payback period. • NPV, IRR, IRR and PI. <p>Evaluate capital projects.</p> <ul style="list-style-type: none"> • Capital rationing. • Replacement and abandonment decisions. <p>Distinguish between advanced manufacturing technology (AMT) and project appraisal techniques - types of AMT investment, relevance and shortcomings.</p>				
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	2.7 Explain the treatment of inflation, taxation, risk, uncertainties and effect of government policies on investment decision	Explain the treatment of inflation, taxation, risk, uncertainties and effect of government policies on investment decision				
General Objective: 3.0 Understand financing, capital structure decisions and dividend policy decisions						
5-6	<p>3.1 Explain cost of capital and measure various costs of capital - equity, preference shares, debentures and loan stock.</p> <p>3.2 Explain optimal capital mix.</p> <p>3.3 Explain gearing and cost of capital.</p> <ul style="list-style-type: none"> • Traditional approach • Net income/net operating income approach 	<p>Explain cost of capital and measure various costs of capital - equity, preference shares, debentures and loan stock.</p> <p>Explain optimal capital mix.</p> <p>Explain gearing and cost of capital.</p> <ul style="list-style-type: none"> • Traditional approach 	Text Books, Journals, Internet Relevant Websites			<p>Explain cost of capital and various types of dividend.</p> <p>Explain the factors influencing dividends policies</p>

	(Modighani and Miller concept).	<ul style="list-style-type: none"> • Net income/net operating income approach (Modighani and Miller concept). 				
3.4	Explain factors influencing dividends policies – active and passive dividend policies.	Explain factors influencing dividends policies – active and passive dividend policies.				
3.5	Identify types of dividend – cash dividend and stock dividend.	Identify types of dividend – cash dividend and stock dividend.				
3.6	Explain theories of dividend policies - relevance and irrelevance.	Explain theories of dividend policies - relevance and irrelevance.				
General Objective: 4.0 Understand working capital management						
7-8	4.1 Explain working capital, working capital management,	Explain working capital, working capital	Textbooks, Journals,			Explain is working capital

	working capital cycle and its components, and importance of working capital in business organizations.	management, working capital cycle and its components, and importance of working capital in business organizations	Internet Relevant Websites			and working capital management
4.2	Explain management of surplus cash and deficits; cash management models.	Explain management of surplus cash and deficits; cash management models.				Explain the components of working capital and the importance of working capital management.
4.3	Explain analysis and evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting.	Explain analysis and evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting.				

General Objective: 5.0 Understand capital market financing, risk management, corporate restructuring, merger and acquisition						
9-10	<p>5.1 Describe capital market institutions – the stock exchange; issuing houses; Security and exchange commission (SEC) etc.</p> <p>5.2 Explain the market for and costs new issues and the methods of issues – public issues; right issues; private placing; public issues of bonds and debentures.</p> <p>5.3 Explain finance of procurement of capital assets by leasing: - types of leases, advantages and disadvantages, accounting and tax treatment of lease, after tax analysis of</p>	<p>Discuss capital market institutions – The stock exchange; Issuing houses; Security and exchange commission (SEC) etc.</p> <p>Explain the market for and costs new issues and the methods of issues – public issues; right issues; private placing; public issues of bonds and debentures.</p> <ul style="list-style-type: none"> • Explain finance of procurement of capital assets by leasing: - types of leases, advantages 	<p>Textbooks, Journals, Internet Relevant Websites</p>	<p>Evaluate financial performance of merger companies including reasons for their success and failure.</p>	<p>Evaluate financial performance of merger companies including reasons for their success and failure.</p>	<p>Define capital market</p> <p>Explain the functions of the institutions of the capital market.</p> <p>Explain mergers and acquisition as mechanism for corporate restructuring.</p>

	<p>lease/buy/borrow and higher purchase.</p>	<p>and disadvantages, accounting and tax treatment of lease, after tax analysis of lease/buy/borrow and higher purchase.</p>				
5.4	<p>Explain capital market efficiency - form and tests of efficiency and the implication of efficiency of money.</p>	<p>Explain capital market efficiency - form and tests of efficiency and the implication of efficiency of money.</p>				
5.5	<p>Explain the applicability of market efficiency to the Nigerian capital market and the empirical evidence of tests on the market.</p>	<p>Explain the applicability of market efficiency to the Nigerian capital market and the empirical evidence of tests on the market.</p>				

	<p>5.6 Explain portfolio analysis - selection and revision techniques – the market models – CAPM, APM etc., and measurement of portfolio performance</p> <p>5.7 Explain corporate restructuring, importance and the types of restructuring – mergers, takeovers, leverage buyouts, distress restructuring etc.</p> <p>5.8 Evaluate financial performance of merger companies including reasons for their success and failure.</p>	<p>Explain portfolio analysis - selection and revision techniques – the market models – CAPM, APM etc., and measurement of portfolio performance</p> <p>Explain corporate restructuring, importance and the types of restructuring – mergers, takeovers, leverage buyouts, distress restructuring etc.</p> <p>Evaluate financial performance of merger companies including reasons for their success and failure.</p>				
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	5.9 State the impact and effect of government regulations on merger and acquisition	State the impact and effect of government regulations on merger and acquisition				
General Objective: 6.0 Manage financial risk in procurement						
11-12	<p>6.1 Explain the different types of financial risk and their impact on each of the following:</p> <ul style="list-style-type: none"> • Suppliers • Own organisation • Customers <p>6.2 Explain the most appropriate decision-making tools for projects across a variety of sectors;</p> <ul style="list-style-type: none"> • Whole life costing (total cost of ownership – TCO), • Target costing, • ear-down analysis and • Value engineering 	<p>Explain the different types of financial risk and their impact on each of the following:</p> <ul style="list-style-type: none"> • Suppliers • Own organisation • Customers <p>Explain the most appropriate decision-making tools for projects across a variety of sectors;</p> <ul style="list-style-type: none"> • Whole life costing (total cost of ownership – TCO), 	Text Books, Journals, Financial Reports, Internet Relevant Websites	<p>Assess the different types of financial risk and their impact on each of the following:</p> <ul style="list-style-type: none"> • Suppliers • Own organisation • Customers <p>Carry out a financial appraisal and risk analysis of suppliers, own organisation, and customers, using a</p>	<p>Assess the different types of financial risk and their impact on each of the following:</p> <ul style="list-style-type: none"> • Suppliers • Own organisation • Customers <p>Carry out a financial appraisal and risk analysis of suppliers, own</p>	<p>Evaluate the impact of financial risks on suppliers, customers and own organization</p> <p>Explain the impact of external financial actors and factors on the managerial decision-making process.</p>

	<p>6.3 Explain the impact of external factors upon the decision-making process and how these might be factored into the modelling and ultimate business case;</p> <ul style="list-style-type: none"> • Inflation, • Transfer pricing • Nigeria Customs Services, • Taxation, • Exchange rates and currency management, • Social and political factors, • CSR and, • Environmental factors. 	<ul style="list-style-type: none"> • Target costing, • Tear-down analysis and • Value engineering <p>Explain the impact of external factors upon the decision-making process and how these might be factored into the modelling and ultimate business case;</p> <ul style="list-style-type: none"> • Inflation, • Transfer pricing • Nigeria Customs Services, • Taxation, • Exchange rates and currency management, 		<p>range of financial performance ratios:</p> <ul style="list-style-type: none"> • Profitability ratios • Efficiency ratios, • Liquidity ratios and • Investment ratios <p>Evaluate financial risk management options,</p> <ul style="list-style-type: none"> • Debt • Futures and derivatives and; • Insurance 	<p>organisation, and customers, using a range of financial performance ratios:</p> <ul style="list-style-type: none"> • Profitability ratios • Efficiency ratios, • Liquidity ratios and • Investment ratios <p>Evaluate and select financial risk management options,</p> <ul style="list-style-type: none"> • Debt 	
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		<ul style="list-style-type: none"> • Social and political factors, • CSR and, • Environmental factors. 			<ul style="list-style-type: none"> • Futures and derivatives and; • Insurance 	
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General Objective: 7.0 Understand financial markets and financial institutions

13-14	<p>7.1 Describe international financial markets and their associated risks including interest rates determination.</p> <p>7.2 Identify currency, futures and options markets, future contracts, currency options, commodity exchange</p> <p>7.3 Determine exchange rates and identify exchange rates risk exposure.</p>	<p>Discuss international financial markets and their associated risks including interest rates determination.</p> <p>Identify currency, futures and options markets, future contracts, currency options, commodity exchange</p> <p>Determine exchange rates and identify</p>	<p>Textbooks, Journals, Internet Relevant Websites</p>			<p>Explain international financial markets and the risks associated in operating in them.</p>
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	<p>7.4 Explain hedging against currency risk.</p> <p>7.5 State the role of the following financial institutions in financing international trade: -</p> <ul style="list-style-type: none"> ▪ Central Bank of Nigeria (CBN). • African Development Bank (ADB) ▪ IMF ▪ World Bank – ▪ London Club of Creditors ▪ Paris Club of Creditors 	<p>exchange rates risk exposure.</p> <p>Explain hedging against currency risk.</p> <p>State the role of the following financial institutions in financing international trade:</p> <ul style="list-style-type: none"> • Central Bank of Nigeria (CBN) • African Development Bank (ADB) • IMF • World Bank • London Club of Creditors • Paris Club of Creditors 				
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YEAR I
SEMESTER II

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement and Supply Management	Code: PSM 321	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 3 Hours
Year: I	Semester: II	Pre-requisite:
Practical: 1 Hour		
Goal: The course is designed to examine alternative procurement and supply structures, and their relative roles within the corporate enterprise and the range of management functions, tasks and responsibilities relative to the procurement and supply.		
General Objectives: On completion of this course, students will be able to:		
1.0 Understand planning of the procurement and supply chain management function		
2.0 Understand organizing for the procurement and supply chain management function		
3.0 Understand the roles of human resources in the procurement and supply chain management function		
4.0 Understand the control function within the procurement and supply chain management function		
5.0 Understand enabling concepts and procurement and supply chain best practices		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Procurement and Supply Management		Code: PSM 321		Credit Unit: 4		
		Contact Hours: 4 Hours		Theoretical: 3 Hours		
Year: I Semester: II		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to examine alternative procurement and supply structures, and their relative roles within the corporate enterprise and the range of management functions, tasks and responsibilities relative to the procurement and supply.						
General Objective: 1.0 Understand planning of the procurement and supply chain management function						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of planning in the procurement and supply chain management function. 1.2 Explain types of procurement plans, planning processes. 1.3 Explain planning techniques	Explain the concept of planning in the procurement and supply chain management function. Explain types of procurement plans, planning processes and planning techniques.	Textbooks, Journals, Videos Internet			Explain planning and the importance of planning in organization. Explain types of procurement plans and planning techniques. Explain the relationship

	1.4 Relate various functional plans and the procurement and supply chain management plans.	Relate various functional plans and the procurement and supply chain management plans.				between procurement and supply management plans and corporate strategy
	1.5 Integrate procurement and supply chain management plans into corporate pans.	Integrate procurement and supply chain management plans into corporate pans.				
	1.6 Explain relationship between procurement and supply chain management plans and corporate strategy	Explain relationship between procurement and supply chain management plans and corporate strategy				
General Objective: 2.0 Understand organizing for the procurement and supply chain management function						
3-4	2.1 Explain organizing, organization and organization	Explain organizing, organization and organization	Textbooks, Journals,	Design various organizational structures of Procurement and	Guide students to design various organizational	Explain organization structuring

	<p>organization structuring.</p> <p>2.2 Explain organisational set-up of the supply chain management function.</p> <p>2.3 Explain typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual etc.</p> <p>2.4 List factors to be considered in adopting</p>	<p>structuring. and organisational set-up of the supply chain management function.</p> <p>Explain typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual and factors considered in adopting procurement organisation structure; the internal structure of a</p>	<p>Videos Internet</p>	<p>supply chain management</p> <p>Group Presentation on typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual</p>	<p>structures of Procurement and supply chain management</p> <p>Divide students into groups and guide them to make presentations on typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual</p>	<p>Explain various types of procurement organization structure.</p> <p>State the factors considered in adopting procurement organisation structure</p> <p>Explain the internal structure of procurement department, lining up relevant</p>
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	<p>procurement organisation structure; the internal structure of a procurement and supply department.</p> <p>2.5 Explain the responsibilities of the officers and managers in the procurement and supply function.</p> <p>2.6 Explain the nature, process, methods of and barriers to communication.</p> <p>2.7 Describe Internal and external communication in the procurement</p>	<p>procurement and supply department and the responsibilities of officers and managers in the procurement and supply function.</p> <p>Explain the nature, process, methods of and barriers to communication.</p> <p>Discuss Internal and external communication in the procurement and</p>				<p>positions and functions of officers in those positions.</p> <p>Explain importance and methods of communication and barriers to communication.</p>
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	and supply chain department.	supply chain department.				
General Objective: 3.0 Know the role human resources in the procurement and supply management function						
5-6	<p>3.1 Explain the concept, scope, process and objectives of Human Resource Management (HRM).</p> <p>3.2 Describe human resource planning and human resource process function.</p> <p>3.3 Explain the strategic relationships between human resource management and the procurement function.</p>	<p>Explain the concept, scope, process and objectives of Human Resource Management (HRM).</p> <p>Discuss human resource planning and human resource planning process.and the strategic relationships between human resource management and the procurement function.</p> <p>Explain job analysis, job rotation, job</p>	<p>Textbook</p> <p>Journals,</p> <p>Videos</p> <p>Internet</p>			<p>Define human resource management</p> <p>Explain the objectives of human resource management in an organization.</p> <p>Explain the strategic relationships between human resource management and the procurement function</p>

	<p>3.4 Explain job analysis, job rotation, job specification, job description, job enlargement and job enrichment.</p> <p>3.5 Explain recruitment, qualification of staff, selection and placement, employee education (orientation, training and development) and performance appraisal.</p> <p>3.6 Explain discipline, disciplinary procedure, approaches to and types of discipline</p>	<p>specification, job description, job enlargement and job enrichment and recruitment, qualification of staff, selection and placement, employee education (orientation, training and development) and performance appraisal.</p> <p>Explain discipline, disciplinary procedure, approaches to and types of discipline and the compensation of</p>				<p>Explain recruitment and types of recruitments.</p> <p>Explain employee education and various methods of employee education.</p> <p>Explain employee performance appraisal</p>
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	and the compensation of procurement and supply chain staff. 3.7 Explain 21 st century human resource challenges relative to procurement and supply management function.	procurement and supply chain managers. and 21 st century human resource challenges relative to procurement and supply management function.				Explain methods of employee performance appraisal and problems associated with the exercise.
General Objective: 4.0 Understand the control function within the procurement and supply chain management function						
7-8	4.1 Explain the concept of the control function and control processes within the procurement and supply management function.	Explain the concept of the control function and control processes within the procurement and supply management function and the basic requirements for effective control;	Textbooks, Journals, Videos Internet			Define control Explain types of control and control techniques. Discuss the role(s) the control function plays in

	<p>4.2 Explain the basic requirements for effective control;</p> <p>4.3 Explain procurement budget as a tool for management control, types of budget and the importance of budget in cost control.</p> <p>4.4 Explain benchmarking and comparative measurement as tools for management control.</p> <p>4.5 Explain effective leadership and leadership philosophies as tools</p>	<p>Explain procurement budget as a tool for management control, types of budget and the importance of budget in cost control and benchmarking and comparative measurement as tools for management control.</p> <p>Explain effective leadership and leadership philosophies as tools for effective management of the</p>				<p>the procurement supply chain management functions.</p> <p>Explain budget and budgetary control and the types of budgets procurement officers participate in developing.</p> <p>Define leadership</p> <p>Explain leadership theories.</p>
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	<p>for effective management of the procurement and supply management function.</p> <p>4.6 Describe power, authority, responsibility, delegation, emotional intelligence, teams, as ingredients of effective leadership</p> <p>4.7 Explain motivation and motivational approaches and concept pioneers, e.g. Fredrick Herzberg, Douglas McGregor Abraham Maslow, Mary</p>	<p>procurement and supply management function.</p> <p>Discuss power, authority, responsibility, delegation, emotional intelligence, teams, as ingredients of effective leadership</p> <p>Explain motivation and motivational approaches and concept pioneers, e.g. Fredrick Herzberg, Douglas McGregor Abraham Maslow, Mary Parker Follett etc., as they</p>				<p>Explain the concept of motivation and motivational theories.</p>
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	<p>Parker Follett etc., as they affect procurement and supply managers.</p> <p>4.8 Explain knowledge, knowledge society, knowledge economy, knowledge management and knowledge worker.</p> <p>4.9 Explain the importance of knowledge and knowledge worker in procurement and supply chain management.</p>	<p>affect procurement and supply managers.</p> <p>Explain knowledge, knowledge society, knowledge economy, knowledge management and knowledge worker.</p> <p>Explain the importance of knowledge and knowledge worker in procurement and supply chain management</p>				
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General Objective: 5.0 Understand basics of materials management concept and procurement best practices						
9-10	5.1 Describe materials management as an important concept of procurement and supply chain management	Explain materials management as enabling concept of procurement and supply chain management	Textbooks, Journals, Videos Internet	Apply cost reduction techniques on a given product or service	Guide students to apply cost reduction techniques on a given product or service	Discuss the role of procurement and supply management and its scope in materials management
	5.2 Describe the scope of materials management and the benefits and demerits of materials management	Discuss the scope of materials management and the benefits and demerits of materials management				Explain the roles of procurement and supply management in TQM.
	5.3 Explain the place of materials management in supply chain function	Explain the place of materials management in supply chain function				Explain various cost reduction techniques and the roles of procurement and
	5.4 Explain total quality management as	Explain total quality management as				

	enabling concepts in SCM	enabling concepts in SCM				supply management in cost reduction.
	5.5 Describe cost reduction techniques as key success factors in SCM	Discuss cost reduction techniques as key success factors in SCM				

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Logistics Management	Code: PSM 322	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 2 hours
Year: I Semester: II	Pre-requisite:	Practical: 2 hours
<p>Goal: This course is designed to acquaint students with the importance of logistics management in procurement and supply chain management, and the methods and technique of movement of goods across supply chains.</p>		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the concept of logistics and the importance of logistics management in procurement and supply chain management. 2.0 Know the roles of warehousing in logistics management 3.0 Understand the roles of transportation in logistics management. 4.0 Know the need for organizational policies in distribution and transportation, and economy of operations 5.0 Understand the importance of containerization in transportation 6.0 Understand physical distribution and transportation plans 7.0 Appreciate the role of routing, supply and scheduling in physical distribution and transportation 8.0 Understand customer service as key element to effective logistics management 9.0 Know the role of insurance in distribution and transportation. 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
COURSE: Logistics Management		Code: PSM 322		Credit Unit: 4		
		Contact Hours: 4 Hours		Theoretical: 2 hours		
Year: I Semester: II		Pre-requisite:		Practical: 2 hours		
Course Specification: Theoretical and Practical						
Goal: This course is designed to acquaint students with the importance of logistics management in procurement and supply chain management, and the methods and technique of movement of goods across supply chains.						
General Objective: 1.0: Understand the concept of logistics and the importance of logistics management in procurement and supply chain management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of logistics, physical distribution and logistics relative to procurement and supply chain management. 1.2 Explain inbound, in-house and outbound logistics in the flow or	Explain the concept of logistics, physical distribution and logistics relative to procurement and supply chain management. Explain inbound, in-house and outbound logistics in the flow or	Textbooks Journals, Videos Internet	.		Define logistics Explain the components of business logistics. Explain the importance of logistics in procurement and

	<p>materials/goods on the supply chain.</p> <p>1.3 Explain the main components of logistics, such as; procurement, warehousing, materials handling, transportation, inventory management and customer service</p> <p>1.4 Explain order processing and fulfilment as key aspect of logistics management success.</p>	<p>materials/goods on the supply chain.</p> <p>Explain the main components of logistics, such as; procurement, warehousing, materials handling, transportation, inventory management and customer service</p> <p>Explain order processing and fulfilment as key aspect of logistics management success.</p> <p>Explain factors involved in</p>				<p>supply chain management.</p>
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<p>1.5 Explain factors involved in planning logistics and physical distribution.</p>	<p>planning logistics and physical distribution. Discuss integrated logistics – bringing all</p>				
<p>1.6 Describe integrated logistics – bringing all logistics components (order processing, inventory management, materials handling, transport, customer service etc.) together.</p>	<p>logistics components (order processing, inventory management, materials handling, transport, customer service etc.) together.</p>				
<p>1.7 Explain logistics costs – total costs concepts, activity-based costing etc.</p>	<p>Explain logistics costs – total costs concepts, activity-based costing etc.</p>				
<p>1.8 Explain logistics cycle/lead time, just-in-time and agile</p>	<p>Explain logistics cycle/lead time,</p>				

	supply chain logistics.	just-in-time and agile supply chain logistics.				
General Objective: 2.0 Know the roles of warehousing in logistics management						
3-4	<p>2.1 Explain warehousing, basic components of warehouses and the difference between storehouse and warehouse</p> <p>2.2 Distinguish between warehouses and distribution centres.</p> <p>2.3 Explain types of warehouses – public, private and contract.</p>	<p>Explain warehousing, basic components of warehouses and the difference between storehouse and warehouse</p> <p>Distinguish between warehouses and distribution centres.</p> <p>Explain types of warehouses –</p>	Textbooks, Journals, Videos Internet	Visit different types of warehouse e.g. Public and Private Warehouses.	Organise visits to different types of warehouse e.g. Public and Private Warehouses.	<p>Explain warehousing</p> <p>Explain the difference between warehouse and storehouse.</p> <p>Explain the roles of stores and warehouses in logistics.</p>

		public, private and contract.				Differentiate between public, private and contract warehouses
2.4	Explain the various plans and factors for siting warehouses across the supply chain.	Explain the various plans and factors for siting warehouses across the supply chain.				
2.5	Explain the roles of warehouses and stores in logistics management	Explain the roles of warehouses and stores in logistics management				
2.6	State the roles of various materials handling systems and materials handling equipment in effective logistics management.	State the roles of various materials handling systems and materials handling equipment in effective logistics management.				
2.7	Explain reverse logistics and its importance in supply chain management.	Explain reverse logistics and its importance in supply chain				

		management.				
General Objective 3.0 Understand the roles of transportation in logistics management						
5	<p>3.1 Explain the roles of transportation in logistics management</p> <p>3.2 State the importance of transportation in businesses and national development</p> <p>3.3 Explain transport carriers, such as private (own-fleet), for-hire etc.</p> <p>3.4 Explain methods of transportation as single mode transport – land, waterways/shipping, air pipelines</p>	<p>Explain the roles of transportation in logistics management</p> <p>Discuss the importance of transportation in businesses and national development</p> <p>Explain transport carriers, such as private (own-fleet), for-hire etc.</p> <p>Explain methods of transportation as single mode transport – land</p>	<p>Textbooks, Journals, Videos Internet</p>			<p>Explain transportation management and the importance of transport in logistics management.</p> <p>Explain intermodal transportation.</p> <p>Explain transport carriers.</p> <p>Explain the factors to be considered in the selection of mode of transport</p>

	<p>3.5 Explain methods of transportation as intermodal/multi-modal transport – piggyback, fishy back, birdy back, RO-RO, air-sea, pipeline combination, containerization.</p> <p>3.6 List out the key factors for the selection of mode of transport and transport carriers.</p>	<p>waterways/shipping, air pipelines</p> <p>Explain methods of transportation as intermodal/multi-modal transport – piggyback, fishy back, birdy back, RO-RO, air-sea, pipeline combination, containerization.</p> <p>Discuss the key factors for the selection of mode of transport and transport carriers.</p>				and transport carriers.
General Objective: 4.0 General Objective 4.0: Know the need for organizational policies in distribution and transportation, and economy of operation						
6	4.1 Explain organizational policy relative to transport.	Explain organizational	Textbooks, Journals,			Explain transport and distribution

	<p>4.2 Explain the need for coherent transportation and distribution policies.</p> <p>4.3 Explain detect deviations from the formulated transport policies of organizations and take corrective actions.</p> <p>4.4 Distinguish between buy, hire or lease transportation policies.</p> <p>4.5 Describe which policies to apply for efficient and profitable operations</p>	<p>policy relative to transport.</p> <p>Explain the need for coherent transportation and distribution policies</p> <p>Discuss how to detect deviations from the formulated transport policies of organizations and take corrective actions.</p> <p>Distinguish between buy, hire or less transportation policies</p> <p>Describe which policies to apply for efficient and</p>	<p>Videos</p> <p>Internet</p>			<p>policies of organizations.</p> <p>Explain and distinguish between buying, leasing and hiring transport policies of organizations.</p> <p>Explain how to detect deviations from transport policies</p>
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		profitable operations				
General Objective: 5.0 Understand the importance of containerization in transportation						
7	<p>5.1 Explain containerization as means for transportation</p> <p>5.2 State the similarities and differences between types of containers</p> <p>5.3 Explain special facility for containerization</p> <p>5.4 Analyse the influence of containerization on transportation</p>	<p>Explain containerization as means for transportation</p> <p>Explain the similarities and differences between types of containers</p> <p>Explain special facility for containerization</p> <p>Analyse the influence of containerization on transportation</p>	Textbooks, Journals, Videos Internet	Watch videos showing different types of containers and their purposes	Guide students to watch videos showing different types of containers and their purposes	<p>Explain containers and containerization.</p> <p>List and explain types of containers</p> <p>List the benefits and problems of using containers in transportation</p>

	5.5 Distinguish between the container and other methods of packaging	Distinguish between the container and other methods of packaging				
	5.6 Explain the merits and demerits of containerization	Explain the merits and demerits of containerization				
	5.7 Explain different documents used in transportation and containerization	Explain different documents used in transportation and containerization				
General Objective: 6.0 Understand physical distribution and transportation plans						
8-9	6.1 Explain physical distribution and transportation	Explain physical distribution and transportation	Textbooks, Journals, Videos	Apply the relevant techniques in solving distribution problems	Guide students to apply the relevant techniques in solving distribution problems	Explain physical distribution
	6.2 Explain distribution and transportation operations	Explain distribution and transportation operations	Internet			Explain the importance physical distribution in business logistics.
	6.3 List the factors involved in planning distribution	Discuss the factors involved				

	and transportation systems	in planning distribution and transportation systems				
6.4	Describe the systematic methods of distribution resource planning (DRP)	Discuss the systematic methods of distribution resource planning (DRP)				Explain costs associated with transport and distribution, and how to manage them
6.5	List out the importance of strategic planning for distribution and transportation systems	Identify the importance of strategic planning for distribution and transportation systems				
6.6	Explain the various costs involved in distribution and transportation	Identify the various costs involved in distribution and transportation Explain how to control the identified				

	6.7 Explain how to control the identified cost using such techniques as budgetary control	cost using such techniques as budgetary control				
General Objective: 7.0 Understand the roles of routing, supply and scheduling in physical distribution and transportation						
10	7.1 Explain routing, supply point and scheduling 7.2 Explain scientific routing, and supply point 7.3 Recognize the factors affecting vehicle routes 7.4 Explain scheduling and how to schedule vehicles for delivering 7.5 Explain the problems	Explain routing, supply and scheduling Explain scientific routing, and supply point Recognize the factors affecting vehicle routes Explain scheduling and how to schedule vehicles for delivering Discuss the problems associated with scheduling	Textbooks, Journals, Videos Internet	Prepare a route plan for the distribution of an item across Calculate vehicle journey in miles	Guide students to prepare a route plan for the distribution of an item across Guide students to calculate vehicle journey in miles	Explain routing and scheduling. Explain the factors that affect delivery schedule. Explain the problems associated with routing delivery schedules.

	<p>associated with scheduling</p> <p>7.6 Explain the factors that affect delivery schedules</p> <p>7.7 Explain variable factors of scheduling and sitting</p> <p>7.8 Evaluate problems associated with routing, scheduling and sitting.</p>	<p>Explain the factors that affect delivery schedules</p> <p>Explain variable factors of scheduling and sitting</p> <p>Evaluate problems associated with routing, scheduling and sitting</p> <p>Calculate vehicle journey in miles</p>				
General Objective: 8.0: Understand customer service as key element to effective logistics management						
11	8.1 Describe customer service as key element to effective logistics management	Discuss customer service as key element to effective logistics management	Textbooks, Journals, Videos Internet	Prepare a questionnaire for self-assessment as a customer service staff	Guide students to prepare a questionnaire for self-assessment as a	Distinguish customer service from customer satisfaction.

<p>8.2 Explain customer service philosophy on logistics management – customer orientation, customer value and customer satisfaction</p>	<p>Explain customer service philosophy on logistics management – customer orientation, customer value and customer satisfaction</p>		<p>Simulate appropriate customer service levels</p>	<p>customer service staff Guide students to simulate appropriate customer service levels</p>	<p>Explain importance of customer satisfaction in logistics management.</p>
<p>8.3 Describe elements of customer service – pre-transaction, transaction and post transaction</p>	<p>Discuss elements of customer service – pre-transaction, transaction and post transaction</p>				<p>Explain techniques for managing customer complaints</p>
<p>8.4 Explain how to establish appropriate customer service levels.</p>	<p>Establish appropriate customer service levels Explain customer expectations</p>				<p>Explain the roles of third- and fourth-party logistics in supply chain management.</p>

<p>8.5 Explain customer expectations relative to logistic performance</p>	<p>relative to logistic performance</p>				
<p>8.6 Explain use gap analysis to measure customer service quality.</p>	<p>Explain use gap analysis to measure customer service quality.</p>				
<p>8.7 Explain importance of customer satisfaction in logistics management and how to manage customer complaints</p>	<p>Explain importance of customer satisfaction in logistics management and how to manage customer complaints</p>				
<p>7.9 Describe logistics service providers – own logistics services, third-party logistics (3PL) and fourth-party logistics (4PL)</p>	<p>Discuss logistics service providers – own logistics services, third-party logistics (3PL) and</p> <ul style="list-style-type: none"> • fourth-party logistics (4PL) 				

General Objective: 9.0 Know the roles of insurance in distribution and transportation.

12-13	<p>9.1 Explain insurance and its purpose relative to transportation.</p> <p>9.2 Explain the insurance classes relevant to distribution and transportation</p> <p>9.3 Differentiate between an insurance policy and certificate</p> <p>9.4 Distinguish between an underwriter, a broker and an agent</p> <p>9.5 Explain the similarities and differences between types of claim e.g. transit and so on</p>	<p>Explain insurance and its purpose relative to transportation.</p> <p>Explain the insurance classes relevant to distribution and transportation</p> <p>Differentiate between an insurance policy and certificate</p> <p>Distinguish between an underwriter, a broker and an agent</p> <p>Explain the similarities and differences between</p>	<p>Textbooks, Journals, Videos Internet</p>	<p>Prepare a letter of claim for goods damaged in transit</p> <p>Fill different types of claims using the procedures of filing claims</p>	<p>Prepare a letter of claim for goods damaged in transit</p> <p>Guide students to fill different types of claims using the procedures of filing claims</p>	<p>Explain importance of insurance in transport and distribution.</p>
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	<p>9.6 Explain the rules governing loss of damage claims</p> <p>8.8 Explain different types of claims using the procedures of filling claims</p>	<p>types of claim e.g. transit and so on</p> <p>Explain the rules governing loss of damage claims</p>				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Category Management	Code: PSM 323	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: I Semester: II	Pre-requisite:	Practical: 1 hour
Goal: To provide knowledge and understanding of the main strategic and operational concepts in the current and developing practices of retail merchandise management		
<p>General Objectives: On completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the concept and importance of category management in SCM 2.0 Understand retailing management 3.0 Know the importance of merchandising management 4.0 Understand packaging and labelling of retail products 5.0 Understand procurement and supply aspects of category management 6.0 Understand visual merchandizing 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Category Management		Code: PSM 323		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 hours		
Year: I Semester: II		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: To provide knowledge and understanding of the main strategic and operational concepts in the current and developing practices of retail merchandise management						
General Objective: 1.0 Understand the concept and importance of category management in SCM						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of category management in SCM environment, 1.2 State different classifications of industrial and consumer products in retail-category management environment. 1.3 List out the importance of category management to	Explain the concept of category management in SCM environment. State different classifications of industrial and consumer products in retail-category management environment. Discuss the importance of category management	Textbooks, Journals, Videos Internet			Explain category management Explain the importance of category management in supply chains. Explain the functions and responsibilities of

	<p>procurement and supply management.</p> <p>1.4 Explain the place of category management to 21st century retail companies.</p> <p>1.5 Explain the functions and responsibilities of category managers.</p> <p>1.6 Explain the roles of procurement specialist in category management</p> <p>1.7 Explain the interface between supplier relationship management and customer relationship</p>	<p>to procurement and supply management</p> <p>Explain the place of category management to 21st century retail companies.</p> <p>Explain the functions and responsibilities of category managers.</p> <p>Explain the roles of procurement specialist in category management.</p> <p>Explain the interface between supplier relationship management and</p>				<p>category managers.</p> <p>Explain the supplier relationship management and Customer relationship management.</p>
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	management in category management.	customer relationship management in category management.				
General Objective: 2.0 Understand retailing management						
3-4	<p>2.1 Describe the concept of retail management as an aspect of category management.</p> <p>2.2 Explain types of retail stores, such as; store-based retail and non-store retailing</p>	<p>Discuss the concept of retail management as an aspect of category management.</p> <p>Explain types of retail stores – store-based retail (departmental store, specialty store, convenience store, supermarkets and category killers) and non-store retailing</p>	<p>Textbooks, Journals, Videos, Visitations Internet</p>	<p>Visit a supermarket or cooperative consumer shop and a local market</p> <p>Design a layout for a supermarket showing different departments within the retail shop</p>	<p>Organise a visit to a supermarket or cooperative consumer shops to expose the students to store based retailing and a local market to expose them to non-store-based retailing</p> <p>Guide students to design a layout for a supermarket showing</p>	<p>Explain retail management</p> <p>Explain types of retail stores.</p> <p>Explain the importance of retail and wholesale business in the Nigeria economy.</p>

		(peddlers/hawkers, direct selling, vending machines, mail store, mail order, telemarketing and e- tailing)			different departments within the retail shop	
2.3	Explain forms of retail ownerships – independent, retail chains, franchising, retail cooperative etc.	Explain forms of retail ownerships – independent, retail chains, franchising, retail cooperative etc.				
2.4	Explain types of services rendered by retailers and retail industry – self-service, limited service and full-service retailers.	Explain types of services rendered by retailers and retail industry – self-service, limited service and full-service retailers.				

	<p>2.5 State the importance of retail and wholesale business in the Nigeria economy.</p>	<p>State the importance of retail and wholesale business in the Nigeria economy</p>				
	<p>2.6 Discuss retail and wholesale channels of distribution across the stretch of the supply chain</p>	<p>Discuss retail and wholesale channels of distribution across the stretch of the supply chain.</p>				
	<p>2.7 Explain retailing locations, such as central business districts, shopping malls and gentrification</p>	<p>Explain retailing locations, such as central business districts, shopping malls and gentrification.</p>				
	<p>2.8 Explain the relationship between retailing and wholesaling.</p>	<p>Explain the relationship between retailing and wholesaling.</p>				

	2.9 List factors of siting and locations of retail stores	Discuss factors of siting and locations of retail stores				
	2.10 Explain materials handling in retailing and category management	Explain materials handling in retailing and category management.				
	2.11 Explain design and layout of retail warehouse and the objectives of warehouse design and layout	Explain design and layout of retail warehouse and the objectives of warehouse design and layout				
	2.12 State factors to be considered in the design and layouts of retail stores.	Discuss factors to be considered in the design and layouts of retail stores.				
General Objective: 3.0 Understand merchandising management						
5-6	3.1 Explain the meaning of the merchandizing and	Explain the meaning of the merchandizing and	Textbooks, Journals,	Use Radio Frequency Identification (RFID) system, RFID	Use Radio Frequency Identification (RFID) system, RFID	Explain merchandizing

	merchandize management	merchandize management	Videos, and Internet	scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/product identification.	scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/product identification.	Explain distribution strategy in category management.
3.2	Describe product assortment strategies related to retail format	Discuss product assortment strategies related to retail format				Explain product assortment
3.3	Explain branding and retailers' own brand development planning and budgeting, model stock, never-out lists, open-to- buy.	Explain branding and retailers' own brand development State the range of assortment planning and budgeting, model stock, never-out lists, open-to- buy.				Explain product assortment strategies.
3.4	Explain Forecasting and modelling techniques in category management.	Explain Forecasting and modelling techniques in category management.				

	<p>3.5 Explain distribution strategy in category management, such as intensive, selective and exclusive strategies and disintermediation.</p> <p>3.6 Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/product identification.</p>	<p>Explain distribution strategy in category management, such as intensive, selective and exclusive strategies and disintermediation</p> <p>Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse</p>				
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	3.7 State the range of assortment	security and materials/product identification.				
General Objective: 4.0 Understand procurement and supply aspects of category management						
7-8	4.1 Define the roles of procurement and supply management in achieving operational objectives in category management, i.e.: cost advantage, superior quality, innovation dependability, flexibility	Explain the roles of procurement and supply management in achieving operational objectives in category management, i.e.: cost advantage, superior quality, innovation dependability, flexibility	Textbooks, Journals, Videos, Visitations Internet	Source for items using different methods	Guide students to source for items using different methods	Explain key operational objectives in procurement and supply chain management in category management. Explain product sourcing and supplier selection in a category management environment
	4.2 Explain product sourcing, researching the customers' needs,	Explain product sourcing, researching the customers' needs,				

	researching supply markets	researching supply markets				
4.3	Describe supplier selection and evaluation, order qualifiers and order winners, customer satisfaction indices and service level agreements as applied by retailers	Discuss supplier selection and evaluation, order qualifiers and order winners, customer satisfaction indices and service level agreements as applied by retailers				
4.4	State product development process in retailing and category management	State product development process in retailing and category management				
4.5	Explain quality assurance, use of agencies, Sale of Goods Act, Manufacturers	Discuss quality assurance, use of agencies, Sale of Goods Act, Manufacturers				

	<p>Association of Nigeria (MAN) Standard Organization of Nigeria (SON), National Agency for Food and Drug Administration and Control (NAFDAC).</p> <p>4.6 Explain partnerships for competitive advantage, Quick Response (QR), Efficient Customer Response (ECR) and Vendor Managed Inventory (VMI) in retailing and category management</p>	<p>Association of Nigeria (MAN) Standard Organization of Nigeria (SON), National Agency for Food and Drug Administration and Control (NAFDAC).</p> <p>Explain partnerships for competitive advantage, Quick Response (QR), Efficient Customer Response (ECR) and Vendor Managed Inventory (VMI) in retailing and category management</p> <p>State the future of EDI and use of web-</p>				
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	State the future of EDI and use of web-based solutions to create extranets, from supply chains to demand chains	based solutions to create extranets, from supply chains to demand chains.				
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General Objective: 5.0 Understand visual merchandizing, packaging and labelling

9-10	<p>5.1 Define packaging and reasons for packaging in retailing and wholesaling business</p> <p>5.2 Describe branding, categories of brands and branding strategies, and how-to generating brand awareness, brand equity, brand loyalty</p>	<p>Explain packaging and reasons for packaging in retailing and wholesaling business</p> <p>Discuss branding, categories of brands and branding strategies, and how-to generating brand awareness, brand equity, brand loyalty</p>	<p>Textbooks, Journals, Videos, Visitations Internet</p>	<p>Design packaging and label for a product</p>	<p>Guide students to design packaging and label for a product</p>	<p>Explain packaging</p> <p>Explain reasons for packaging.</p> <p>Explain branding any three strategies for branding.</p> <p>Explain labelling and distinguish between brand</p>
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	<p>5.3 Explain labelling, types and functions of labels in category management</p> <p>5.4 Explain corporate image and visual merchandising,</p> <p>5.5 Explain space management, its importance financially and the different techniques used to manage space;</p> <p>5.6 State customer decision making process and its effect on store layout and product;</p>	<p>Explain labelling, types and functions of labels in category management</p> <p>Explain corporate image and visual merchandising,</p> <p>Discuss space management, its importance financially and the different techniques used to manage space;</p> <p>State customer decision making process and its effect on store layout and product;</p>				<p>name, trade mark and labels.</p> <p>Explain any three types of labels.</p> <p>Explain the relationship between corporate image and product branding, packaging and labelling</p> <p>Explain retailers and wholesalers label</p> <p>Explain how corporate image is</p>
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	<p>5.7 Explain corporate/business image and atmosphere and how these are affected by visual merchandising; generic store layouts and their advantages and disadvantages</p> <p>5.8 Explain Direct Product Profit (DPP), ABC analysis and implications for visual merchandising</p> <p>5.9 Explain the relationship between corporate image and product branding,</p>	<p>Explain corporate/business image and atmosphere and how these are affected by visual merchandising; generic store layouts and their advantages and disadvantages</p> <p>Explain Direct Product Profit (DPP), ABC analysis and implications for visual merchandising</p> <p>Explain the relationship between corporate image and product branding,</p>				<p>affected by visual merchandising.</p>
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	packaging and labelling. 5.10 Explain ease of doing business in retailing and category management	packaging and labelling. Explain ease of doing business in retailing and category management.				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: e-Procurement	Code: PSM 324	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: I Semester: II	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to provide students with knowledge and understanding of the strategic and operational concepts in the current and developing practices of electronic procurement		
General Objectives: On completion of this course, students will be able to:		
<ul style="list-style-type: none"> 1.0 Understand business driven ICT in an e-environment 2.0 Understand internet linkage between business and society 3.0 Understand e-Procurement and its importance in SCM 4.0 Understand e-Procurement platforms and enablers 5.0 Understand electronics records management in procurement and supply management 6.0 e-Procurement data security, risks and vulnerabilities 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: e-Procurement		Code: PSM 324			Credit Unit: 4	
		Contact Hours: 4 Hours			Theoretical: 3 hours	
Year: I Semester: II		Pre-requisite:			Practical: 1 hour	
Course Specification: Theoretical and Practical						
Goal: The course is designed to provide students with knowledge and understanding of the strategic and operational concepts in the current and developing practices of electronic procurement						
General objective: 1.0 Understand business driven IT in an e-environment						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain Information and Communications Technology (ICT) and its importance to business. 1.2 Explain business-driven technology and its classification 1.3 Explain primary areas of business technology, such as; information technology advanced	Explain Information and Communications Technology (ICT) and its importance to business and primary areas of business technology, such as; information technology advanced manufacturing technique, computer aided manufacturing e- services etc.	Textbooks Journals, Videos, visitations and Internet			Explain the importance of ICT and e-commerce business in business and the Nigerian economy.

	<p>manufacturing technique, computer aided manufacturing e-services etc.</p> <p>1.4 State stages in the introduction of technology in business organizations.</p> <p>1.5 Explain e-commerce, e- business and e- Government and the importance of e- business in Nigeria’s economy</p>	<p>Explain the stages in the introduction of technology in business organizations. and e-commerce, e- business and e- Government and the importance of e- business in Nigeria’s economy</p>				
General Objective: 2.0 Understand internet linkage between business and society						
3-4	<p>2.1 Explain the world wide web (www) and its application to business and society.</p>	<p>Explain the world wide web (www) and its application to business and society</p>	<p>Textbooks Journals, Videos,</p>	<p>Use the World Wide Web (www) and its application to business and society.</p>	<p>Guide students to use the world wide web (www) and its</p>	<p>Explain corporate procurement portals and</p>

	<p>2.2 State various sources of information connection between business and society – e-mails, internet search engines, business’ own website, mobile phones, social media, blogs etc.</p>	<p>and various sources of information connection between business and society – e-mails, internet search engines, business’ own website, mobile phones, social media, blogs etc.</p>	<p>Computers Internet</p>	<p>Identify various sources of information connection between business and society – e-mails, Internet search engines, business’ own website, mobile phones, social media, blogs etc.</p> <p>Identify corporate procurement portals and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc.</p>	<p>application to business and society.</p> <p>Identify various sources of information connection between business and society – e-mails, Internet search engines, business’ own website, mobile phones, social media, blogs etc.</p> <ul style="list-style-type: none"> ▪ Identify corporate procurement portals and the varying 	<p>platforms, and the varying relations between B2B, B2C, C2C, G2B etc.</p>
	<p>2.3 Explain corporate procurement portals and platforms, and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc.</p>	<p>Explain corporate procurement portals and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc.</p>				

	<p>2.4 Explain hubs and e- marketplace exchanges</p> <ul style="list-style-type: none"> • Public v private exchange • Buyer-centric v seller-centric • Consortium v independent exchange <p>Vertical v horizontal exchange</p>	<p>Explain hubs and e- market place exchanges</p> <ul style="list-style-type: none"> ▪ Public v private exchange ▪ Buyer-centric v seller- centric ▪ Consortium v independent exchange <p>Vertical v horizontal exchange</p>		(C2C), government to business (G2B) etc.	<p>relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc.</p>	
General Objective: 3.0 Understand e-Procurement and its importance in SCM						
5-6	<p>3.1 Explain e-procurement and its importance to supply chains,</p> <p>3.2 Describe the derivable benefits from the</p>	<p>Explain e-procurement and its importance to supply chains,</p> <p>Discuss the derivable benefits</p>	<p>Textbooks Journals, Videos, visitations and Internet</p>			<p>Explain e-procurement</p> <p>Explain the importance of e-</p>

<p>applications e-procurement in SCM and the possible problems to be encountered by procurement managers and organizations to procurers, suppliers and the procuring entity</p> <p>3 . 3 Describe electronic data interchange (EDI), its benefits and potential problems in e- procurement.</p> <p>3.4 Explain e-SCM and its benefits</p>	<p>from the applications e-procurement in SCM and the possible problems to be encountered by procurement managers and organizations.</p> <p>Explain e-SCM and its benefits to procurers, suppliers and the procuring entity.</p> <p>Discuss electronic data interchange (EDI), its benefits and potential problems in e-procurement.</p>				<p>procurement to supply chains.</p> <p>Explain e-SCM and its benefits to procurers, suppliers and the procuring entity.</p>
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General Objective: 4.0 Understand eProcurement transactions, platforms and enablers

7-8	<p>4.1 Explain the basic e-procurement transaction e.g. e-sourcing, e-buying, e-auction, e-tailing, e-payment etc.</p> <p>4.2 State electronic tools and software applied for procurement and supply chain management – requisition against agreed contracts, EDI, self-billing, MRPI and MRPII, ERPI and ERPI, DRP, telephone orders, standing orders, videotext systems space management, ATMs, EPOS,</p>	<p>Explain the basic e-procurement transaction e.g. e-sourcing, e-buying, e-auction, e-tailing, e-payment etc.</p> <p>State electronic tools and software applied for procurement and supply chain management – requisition against agreed contracts, EDI, self-billing, MRPI and MRPII, ERPI and ERPI, DRP, telephone orders, standing orders, videotext systems space</p>	<p>Textbooks, Journals, Visitations, Videos, Computers Internet</p>	<p>Practice e-procurement transaction e.g. e-sourcing, e-buying, e-auction, e-tailing, e-payment etc.</p> <p>Identify electronic tools and software applied for procurement and supply chain management – requisition against agreed contracts, EDI, self-billing, MRPI and MRPII, ERPI and ERPI, DRP, telephone orders, standing orders, videotext systems space</p>	<p>Guide students to Practice e-procurement transaction e.g. e-sourcing, e-buying, e-auction, e-tailing, e-payment etc.</p> <p>Identify electronic tools and software applied for procurement and supply chain management – requisition against agreed contracts, EDI, self-billing, MRPI and MRPII, ERPI and ERPI,</p>	<p>Explain the e-procurement transaction such as e-sourcing, e-buying, e-auction, e-tailing, e-payment etc.</p> <p>Define e-payments</p> <p>Explain the importance and challenges e-payment in business and procurement.</p>
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	<p>procurement credit cards vending machines, computer simulations etc.</p> <p>4.3 Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/product identification.</p>	<p>management, ATMs, EPOS, procurement credit cards vending machines, computer simulations etc.</p> <p>Explain Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and</p>		<p>management, ATMs, EPOS, procurement credit cards vending machines, computer simulations etc.</p> <p>Use Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/products</p>	<p>DRP, telephone orders, standing orders, videotex systems space management, ATMs, EPOS, procurement credit cards vending machines, computer simulations etc.</p> <ul style="list-style-type: none"> • Use Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader 	
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	<p>4.4 Explain online orders, order/shipment and package tracking, importance and procedure for tracking orders/shipment and packages in e-procurement.</p> <p>4.5 Describe e-catalogues and types of e-catalogues – sell- side catalogues, buy-side catalogues and 3rd-party catalogues.</p> <p>4.6 Explain e-auction – English bid process,</p>	<p>materials/product identification.</p> <p>Explain online orders, order/shipment and package tracking, importance and procedure for tracking orders/shipment and packages in e-procurement</p> <p>Discuss e-catalogues and types of e-catalogues – sell-side catalogues, buy-side catalogues and 3rd-party catalogues.</p> <p>Explain e-auction – English bid process, Dutch bid</p>			<p>and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/products</p>	
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	Dutch bid process, Japanese bid process, second- bid process, reverse auction. 4.7 Explain e-payments, its importance and challenges in business and procurement	process, Japanese bid process, second-bid process, reverse auction. Explain e-payments, its importance and challenges in business and procurement.				
General Objective: 5.0 Understand electronics records management in procurement and supply management						
9-10	5.1 Explain electronic records management in procurement and supply management. 5.2 State the principles of good electronics records management system. 5.3 State the benefits and challenges of	Explain electronic records management in procurement and supply management. State the principles of good electronics records management system. Discuss the benefits and challenges of	Textbooks, Journals, Videos, Visitations, Computers Internet	Use electronic records management in procurement and supply management.	Guide students to use of electronic records management in procurement and supply management.	Explain electronic records management State the benefits of electronic records management

	electronics records management systems in procurement and supply chain management.	electronics records management systems in procurement and supply chain management.				Explain the importance of electronic records management to procurement and supply chain management.
General Objective: 6.0 e-Procurement data security, risks and vulnerabilities						
11-12	6.1 Explain the concept of procurement and supply chain data management – digital inheritance, database mining, database management systems and knowledge portal etc.	Explain the concept of procurement and supply chain data management – digital inheritance, database mining, database management systems and knowledge portal etc.	Textbooks, Journals, Videos, Visitations, Computers Internet	Identify the risks and vulnerabilities of procurement supply chain data management – social engineering, hacking, spoofing, dumpster diving, malware and ransomware, spooling, phishing etc.	Guide students to identify the risks and vulnerabilities of procurement supply chain data management – social engineering, hacking, spoofing, dumpster diving,	Define database management Explain data inheritance and data mining Explain the risks associated

	<p>6.2 Explain the risks and vulnerabilities of procurement supply chain data management – social engineering, hacking, spoofing, dumpster diving, malware and ransomware, spoofing, phishing etc.</p> <p>5.4 Describe procurement and supply chain data security techniques – spyware, backups, careful digital inheritance, physical security of facility, password, PINS,</p>	<p>Explain the risks and vulnerabilities of procurement supply chain data management – social engineering, hacking, spoofing, dumpster diving, malware and ransomware, spoofing, phishing etc.</p> <p>Discuss procurement and supply chain data security techniques – spyware, backups, careful digital inheritance, physical security of facility, password, PINS, data</p>		<p>Illustrate procurement and supply chain data security techniques – spyware, backups, careful digital inheritance, physical security of facility, password, PINS, data masking and data encryptions etc.</p>	<p>malware and ransomware, spoofing, phishing etc. Illustrate procurement and supply chain data security techniques – spyware, backups, careful digital inheritance, physical security of facility, password, PINS, data masking and data encryptions etc.</p>	<p>with electronics records management and proffer solutions to the risks of electronics records management.</p>
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	data masking and data encryptions etc.	masking and data encryptions etc.				
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**YEAR II
SEMESTER I**

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Public Procurement	Code: PSM 411	Credit Unit: 4
	Contact Hours: 4 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite:	Practical: 2 Hours
Goal: This course is designed enable students explore the drivers and decision makers of the federal, state and local government, and their impact upon the public sector procurement function		
General Objectives: On completion of this unit, students will be able to:		
1.0 Understand the background to current public procurement policy and procedures		
2.0 Examine the value and scope of public procurement and the roles of key decision makers and organisations		
3.0 Analyse the impact of procurement policy and government initiatives on procurement		
4.0 Understand financial accountability cycle and the role of audit for improving procurement policy and practice.		
5.0 Understand the major aspects of the Public Procurement Act of 2007		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Public Procurement		Code: PSM 411		Credit Unit: 4		
		Contact Hours: 4 Hours		Theoretical: 2 Hours		
Year: II Semester: I		Pre-requisite:		Practical: 2 Hours		
Course Specification: Theoretical and Practical						
Goal: This course is designed enable students explore the drivers and decision makers of the federal, state and local government, and their impact upon the public sector procurement function.						
General Objective: 1.0: Understand the background to current public procurement policy and procedures						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of public procurement, and the main goals/objectives of public procurement. 1.2 Differentiate between public sector procurement and private sector procurement 1.3 Explain the scope of public procurement – procurement of goods, projects/works,	Explain the concept of public procurement, and the main goals/ objective of public procurement. Differentiate between public sector procurement and private sector procurement Discuss the scope of public procurement – procurement of goods, projects/works,	Public Procurement Act 2007, Textbooks, Journals, Internet Relevant Websites			Define public procurement, Explain the goals of public procurement Distinguish between public procurement and corporate procurement.

	consultancy, services etc.	consultancy, services etc.				Explain procuring entity
1.4	Explain the need for fairness, transparency and competitive procedures in the selection of suppliers, contractors and service providers for government contracts.	Explain the need for fairness, transparency and competitive procedures in the selection of suppliers, contractors and service providers for government contracts.				Explain the roles of procuring entities in administering public procurement and compliance with government regulations.
1.5	Explain the evolutionary process of public procurement regulations in Nigeria	Explain the evolutionary process of public procurement regulations in Nigeria				
1.6	Explain procuring entities and roles in the organization of public procurement in Nigeria. Explain Contract Award procedures as spelt out by the PPA 2007.	Explain procuring entities and roles in the organization of public procurement in Nigeria. Explain Contract Award procedures as				Explain why are fairness, transparency and competitive procedures necessary to the

	<p>1.8 Describe the impact of policies on contracting out of services, the Private Finance initiative and best value on the role and significance of procurement.</p> <p>1.9 Explain private sector best practice procurement – partnership, supply chain management, cost reduction and innovation - and how such practices can be transferred to the public sector</p>	<p>spelt out by the PPA 2007.</p> <p>Explain the impact of policies on contracting out of services, the Private Finance initiative and best value on the role and significance of procurement.</p> <p>Explain private sector best practice procurement – partnership, supply chain management, cost reduction and innovation - and how such practices can be transferred to the public sector</p>				<p>selection of suppliers</p>
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	<p>1.10 Explain how traditional public accountability systems can act as a constraint on efforts to improve procurement practice.</p> <p>1.11 Explain the concept of competitive bidding, request for quotations/bids, pre-qualification, invitation to bid/tender notice, bid opening procedures, bid evaluation post qualification, bid bond and guarantees</p> <p>1.7 Explain process of selecting suppliers, contractors and service providers.</p>	<p>Explain how traditional public accountability systems can act as a constraint on efforts to improve procurement practice.</p> <p>Explain the concept of competitive bidding, request for quotations/bids, pre-qualification, invitation to bid/tender notice, bid opening procedures, bid evaluation post qualification, bid bond and guarantees</p> <p>Explain process of selecting suppliers, contractors and service providers.</p>				
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General Objective: 2.0 Examine the value and scope of public procurement and the roles of key decision makers and organisations						
3-4	2.1 Explain the value and major components of procurement spend within Government ministries departments and agencies (MDAs) in Nigeria.	Explain the value and major components of procurement spend within Government ministries departments and agencies (MDAs) in Nigeria:	Public Procurement Act 2007, Textbooks, Journals, Internet Relevant Websites			Explain the roles of members of the National Council on Public Procurement (NCOPP) in government procurement decisions.
	2.2 Explain the roles of members of the National Council on Public Procurement (NCOPP) in government procurement decisions.	Explain the Scope of Public Procurement Act 2007. Explain the management of public procurement spend on goods, services and projects by market				Explain the roles of government agencies in public procurement.
	2.3 Describe the roles of Ministries of Commerce and Industry, Bureau for Public Procurement	sector to determine the political and economic impact of public procurement: value,				

	<p>(BPP), Nigeria Extractive Industries Transparency Initiative (NEITI) and Chartered Institute of Purchasing and Supply Management of Nigerian (CIPSMN) as custodians and policy driver’s public procurement policy in Nigeria</p> <p>2.4 State the roles of public officials, politicians and representatives – Ministers/Commission ers, National</p>	<p>frequency and volume of spend on goods, services and projects by market sector Discuss the impact of public sector procurement spend on capacity and competitiveness of key market sectors Explain the policy implications of impact of public sector procurement spend on key market sectors Identify the roles of elected representatives (ministers, National Assembly (NASS), local councillors and council committees)</p>				<p>Explain the roles of NASS in ensuring compliance with provisions of the Public Procurement Act.</p>
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	<p>Assembly (NASS), State Houses of Assembly, local councillors and council committees.</p> <p>2.5 Explain the implications or the need for democratic oversight for the governance of public procurement.</p> <p>2.6 Explain the roles of civil servants' officials (Permanent Secretaries, Directors, Executive Secretaries, DGs and Finance Officers) in the procurement process.</p>	<p>and officials (Permanent Secretaries, Directors, Executive Secretaries, DGs and Finance Officers) in the procurement process:</p> <p>Explain the implications or the need for democratic oversight for the governance of public procurement.</p> <p>State the roles of the Ministries of Commerce (and Industry), the Procurement and Supply Institutes Chartered Institute of Purchasing and Supply</p>				
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	<p>2.7 Explain the varying functional roles of procurement units/directorates and procurement managers/officers in organizations and in the implementation of PPA 2007 in public institutions.</p> <p>2.8 State arguments for and against and evidence of the effectiveness of centralised or collaborative</p>	<p>Management of Nigerian (CIPSMN), Procurement Consultants in local government, as well as equivalent bodies</p> <p>significance of the development of policy and co-coordinating organisations for public procurement at central, regional, local and sectoral levels</p> <p>Explain the roles of specific organisations such as BPP, CIPSMN</p> <p>State arguments for and against and evidence of the effectiveness of centralised or</p>				
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	procurement nationally, regionally or by sector.	collaborative procurement nationally, regionally or by sector.				
	2.9 Explain the management of public procurement spend on goods, services and projects/works by market sector – value, frequency and volume of spend on goods, services and projects by market sector					
General Objective: 3.0 Analyse the impact of procurement policy and government initiatives on procurement						
5-6	3.1 Explain the relationship between budget implementation and the PPA, 2007	Explain the relationship between budget implementation and PPA, 2007.	Public Procurement Act 2007, Textbooks, Journals, Internet			Explain the relationship between budget implementation and the PPA, 2007.

	<p>3.2 Explain by distinction the concepts of mis-procurements and fraud; types, causes and prevention of fraud.</p> <p>3.3 Describe effectiveness of regulatory goals of probity and transparency in protecting against corruption, fraud and ensuring non-discrimination.</p> <p>3.4 State general risks in procurement and the use of transparency and probity in managing procurement risks.</p>	<p>Explain by distinction the concepts of mis-procurements and fraud; types, causes and prevention of fraud.</p> <p>Discuss effectiveness of regulatory goals of probity and transparency in protecting against corruption, fraud and ensuring non-discrimination.</p> <ul style="list-style-type: none"> • State general risks in procurement and the use of transparency and probity in managing procurement risks. 	<p>Relevant Websites</p>			<p>State the benefits and challenges of the using public procurement to promote social agendas.</p>
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	<p>3.5 Explain mechanisms for balancing the risks of fraud and non-discrimination against the need for innovation and entrepreneurialism in procurement.</p> <p>3.6 Explain the concept of competition and competitive supply; and the extent to which formal competition achieve value for money and competitive supply:</p> <p>3.7 Define the concepts of economy, cost efficiency and allocative efficiency in federal, state and local</p>	<p>Explain mechanisms for balancing the risks of fraud and non-discrimination against the need for innovation and entrepreneurialism in procurement.</p> <p>Explain the concept of competition and competitive supply; and the extent to which formal competition achieve value for money and competitive supply:</p> <p>Define the concepts of economy, cost efficiency and allocative efficiency in</p>				
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	<p>governments. – quality, cost and innovation.</p> <p>3.9 State the benefits and/or problems of the use of public procurement to promote Government initiatives such as the social agendas – local sourcing, sustainability and diversity.</p> <p>3.8 Explain the conflicts between regulatory, political, commercial</p>	<p>federal, state and local governments.</p> <p>Discuss ‘spend to save’ initiatives through robust business case with deliverables – quality, cost and innovation</p> <p>State the benefits and/or problems of the use of public procurement to promote Government initiatives such as the social agendas – local sourcing, sustainability and diversity:</p> <p>Explain the conflicts between regulatory, political, commercial</p>				
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	and socio- economic goals of public procurement. case with deliverables	and socio-economic goals of public procurement.				
General Objective: 4.0 Understand financial accountability cycle and the role of audit for improving procurement policy and practice						
	4.1 State the implications of the government accounting cycle for procurement, in relation to multi-year major service or complex project contracts and end of year spend; and mechanisms to facilitate risk- taking, innovation, superior quality and efficiency in an entrepreneurial approach to modern	State the implications of the government accounting cycle for procurement, in relation to multi-year major service or complex project contracts and end of year spend; and mechanisms to facilitate risk-taking, innovation, superior quality and efficiency in an entrepreneurial approach to modern	Public Procurement Act 2007, Textbooks, Journals, Internet Relevant Websites	Demonstrate the implications of the government accounting cycle for procurement, in relation to multi-year major service or complex project contracts and end of year spend; and mechanisms to facilitate risk-taking, innovation, superior quality and efficiency in an entrepreneurial	Demonstrate the implications of the government accounting cycle for procurement, in relation to multi-year major service or complex project contracts and end of year spend; and	Explain the implications of government accounting cycle for procurement in complex project contracts Explain the role of the Public Accounts Committee (PAC), State and Local Government auditors, Audit

	<p>professional procurement.</p> <p>4.2 Describe the roles of the BPP, CIPSMN and Procurement Auditors in promoting good procurement practice within the accountability framework.</p> <p>4.3 Explain the role of the Public Accounts Committee (PAC), State and Local Government auditors, Audit Commission, Procurement Auditors in identifying, publicizing and/or averting/correcting incidences of poor</p>	<p>professional procurement.</p> <p>Discuss the roles of the BPP, CIPSMN and Procurement Auditors in promoting good procurement practice within the accountability framework.</p> <p>Explain the role of the Public Accounts Committee (PAC), State and Local Government auditors, Audit Commission, Procurement Auditors in identifying, publicizing and/or averting/correcting incidences of poor</p>		<p>approach to modern professional procurement.</p> <p>approach to modern professional procurement.</p>	<p>mechanisms to facilitate risk-taking, innovation, superior quality and efficiency in an entrepreneurial BPP, CIPSMN and Procurement Auditors in promoting good procurement practice</p>	<p>Commission, Procurement Auditors in identifying, publicizing and/or averting/correcting incidences of poor procurement practice, and reinforcing positive procurement culture.</p>
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	procurement practice, and reinforcing positive procurement culture.	procurement practice, and reinforcing positive procurement culture.				
General objective:5.0: Understand the major aspects of the Public Procurement Act of 2007						
9-10	5.1 Describe National Council on Public Procurement (NCOPP), its membership and functions, 5.2 Explain the Bureau of Public Procurement (BPP), its objectives, functions, and staffing of the Bureau. 5.3 Describe the “organization of procurement function in public institutions”, Part 5, S. 17 - 24 of PPA,	• Explain National Council on Public Procurement (NCOPP), its membership and functions, Explain the Bureau of Public Procurement (BPP), its objectives, functions, and staffing of the Bureau. Explain the “organization of procurement function in public institutions”, Part 5, S. 17 - 24 of	Public Procurement Act 2007, Textbooks, Journals, Internet Relevant Websites	Illustrate, disposal of public assets and penalties - BPP to recommend investigation, administrative Review, disposal of public property, planning of disposals, code of conduct for public procurement, and offences relating to public procurement (S. 53 – 58, PPA	Illustrate disposal of public assets and penalties - BPP to recommend investigation, administrative Review, disposal of public property, planning of disposals, code of conduct for public procurement,	Explain the functions of the BPP. Explain how the procurement function is organized in public institutions. Explain bidding Explain types of bids, process for

	<p>2007, approving authority, procurement</p> <p>5.4 Explain planning, procurement implementation, accounting officer, procurement planning committee, tenders board, pre-qualification of bidders, open competitive bidding</p> <p>5.5 Identify procurement methods for goods and services, Part 6, S. 25 - 38 of PPA, 2007 - invitations to bid, bid security, submission of bids, rejection of bids, validity period of bids, modification and</p>	<p>PPA, 2007, approving authority, procurement</p> <p>Explain planning, procurement implementation, accounting officer, procurement planning committee, tenders board, pre-qualification of bidders, open competitive bidding</p> <p>State procurement methods for goods and services, Part 6, S. 25 - 38 of PPA, 2007 invitations to bid, bid security, submission of bids, rejection of bids, validity period of bids,</p>		<p>2007).</p>	<p>and offences relating to public procurement (S. 53 – 58, PPA 2007).</p>	<p>competitive bidding and the benefits of bidding in public procurement,</p>
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	<p>withdrawal of tenders, bid opening, examination of bids, evaluation of bids, acceptance of bids, domestic preferences, mobilization fees, contract performance guarantee, interest on delayed payments, record of procurement proceedings.</p> <p>5.6 Describe “special and restricted methods of procurement”, Part 7, S. 39 -43 of PPA 2007 - two stage tendering,</p>	<p>modification and withdrawal of tenders, bid opening, examination of bids, evaluation of bids, acceptance of bids, domestic preferences, mobilization fees, contract performance guarantee, interest on delayed payments, record of procurement proceedings.</p> <p>Discuss “special and restricted methods of procurement”, Part 7, S. 39 - 43 of PPA 2007</p>				
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	<p>restricted tendering, request for quotations, direct procurement, and emergency procurements.</p> <p>5.7 Explain “procurement of consultancy services”, Part 8, S. 44 - 52 of PPA 2007 - Expressions of interest to provide services for ascertained needs, request for proposals to provide services for unascertained needs, content of the requests for proposals, clarification and modification of requests for proposals,</p>	<p>- two stage tendering, restricted tendering, request for quotations, direct procurement, and emergency procurements.</p> <p>Explain “procurement of consultancy services”, Part 8, S. 44 - 52 of PPA 2007 - Expressions of interest to provide services for ascertained needs, request for proposals to provide services for unascertained needs, content of the requests for proposals, clarification and modification of requests for proposals,</p>				
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	<p>submission of proposals, criteria for evaluation of proposals, general selection procedure (services), procedure for selection of proposal where price is a factor, selection procedure where price is not a factor.</p> <p>5.8 Explain Administrative review, disposal of public assets and penalties - BPP to recommend investigation, administrative review, disposal of public property, planning of disposals, code of conduct for public</p>	<p>submission of proposals, criteria for evaluation of proposals, general selection procedure (services), procedure for selection of proposal where price is a factor, selection procedure where price is not a factor.</p> <p>Administrative, review, disposal of public assets and penalties – BPP to recommend investigation, administrative review, disposal of public property, planning of disposals, code of conduct for public</p>				
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	procurement, and offences relating to public procurement (S. 53 – 58, PPA 2007).	procurement, and offences relating to public procurement (S. 53 – 58, PPA 2007).				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Supplier Relationship Management	Code: PSM 412	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to enable students understand ways in which supplier and customer relationships are created and managed.		
<p>General Objectives: On completion of this unit, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the concepts of supplier relationships management 2.0 Understand relationships strategy, policy and practice 3.0 Understand structural issues in supplier relationship Management 4.0 Understand contracting and relationships 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Supplier Relationship Management		Code: PSM 412		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: I		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to enable students understand ways in which supplier and customer relationships are created and managed.						
General Objective: 1.0 Understand the concepts of supplier relationships management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain supplier relationship management and strategic considerations in relationship formation 1.2 Explain supply chains, value streams and related concepts and their impact upon supplier relationships	Explain supplier relationship management and strategic considerations in relationship formation Explain supply chains, value streams and related concepts and their impact upon supplier relationships	Textbooks, Journals, Internet Relevant Websites			Explain supplier relationship management Explain approaches to supplier relationships.

	1.3 State types of supplier relationships and circumstances each relationship type is appropriate.	Explain the main types of supplier relationships and circumstances each relationship type is appropriate.				Explain supplier relationship challenges in public procurement
	1.4 Explain intra-organisational relationships	Explain intra-organisational relationships				
	1.5 Explain supplier relationship issues/challenges in public procurement	Explain supplier relationship issues/challenges in public procurement				
General Objective: 2.0: Understand relationships strategy, policy and practice						
3-6	2.1 Suggest tools of analysis relationship selection and determination.	Explain tools of analysis in relationship selection and determination.	Text books, Journals, Internet Relevant Websites	Design tools for analysing relationship selection and determination	Guide students to design tools for analysing relationship selection and determination	Explain potential risk and uncertainty in commercial relationships.
	2.2 Explain potential risk and uncertainty	Explain potential risk and uncertainty in				

	<p>in commercial relationships and risk assessment in relationship decisions</p> <p>2.3 Explain the contribution of appropriate relationships to organisational success.</p> <p>2.4 Explain the need for trust, fairness and transparency in relationships</p> <p>2.5 State the supplier characteristics appropriate for the main types of relationship</p>	<p>commercial relationships and risk assessment in relationship decisions</p> <p>Explain the contribution of appropriate relationships to organisational success.</p> <p>Explain the need for trust, fairness and transparency in relationships</p> <p>State the supplier characteristics appropriate for the main types of relationship</p>			<p>Explain sourcing policies in relation to supplier relationship management.</p> <p>Explain the impacts of lean supply and agile supply on commercial relationships</p> <p>Explain why trust, fairness and transparency are important in supplier</p>
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	2.6 Explain sourcing policies from a relationship perspective	Explain sourcing policies from a relationship perspective				relationship management.
	2.7 Explain the impact of lean supply, agile supply and power issues upon commercial relationships	Explain the impact of lean supply, agile supply and power issues upon commercial relationships				
	2.8 Explain ethical, technological, legal, environmental and other relationships constraints and enablers	Explain ethical, technological, legal, environmental and other relationships constraints and enablers				

General Objective: 3.0 Understand structural issues in supplier relationship management

7-9	3.1 Explain the structural issues in supplier relationships and factors determine each.	Explain the structural issues in supplier relationships and factors determine each.	Text Books, Journals, Internet	Demonstrate supplier development strategies – supplier associations, supplier roundtables, supplier workshops, annual supplier meetings, procurement marketing etc.	Guide students to demonstrate supplier development strategies – supplier associations, supplier	Explain the role of operations, finance, marketing functions etc., in collaborative relationships.
	3.2 List the role of the internal customers, such as operations, finance, marketing etc.,	Explain the role of the internal customers, such as operations, finance, marketing etc., in	Relevant Websites		supplier	

	<p>in collaborative relationships.</p> <p>3.3 Explain the role of the suppliers and expectations of buyers on suppliers in buyer-supplier relationship management</p> <p>3.4 Explain supplier development strategies – supplier associations, supplier roundtables, supplier workshops, annual supplier meetings, procurement marketing etc.</p> <p>3.5 Explain the relationship life cycle - and trust as foundation for building and</p>	<p>collaborative relationships.</p> <p>Explain the role of the suppliers and expectations of buyers on suppliers in buyer-supplier relationship management</p> <p>Explain supplier development strategies – supplier associations, supplier roundtables, supplier workshops, annual supplier meetings, procurement marketing etc.</p> <p>Explain the relationship life cycle and trust as foundation for building and maintaining</p>			<p>roundtables, supplier workshops, annual supplier meetings, procurement marketing etc.</p>	<p>Explain supplier development strategies</p> <p>Explain trust as a condition for successful supplier relationship management</p>
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	maintaining relationship with suppliers.	relationship with suppliers. Explain approaches to suspension or termination of buyer-supplier relationships				
3.6	Explain approaches to suspension or termination of buyer-supplier relationships.	Explain the implications of relationship failure and the strategies improving supplier relationship.				
3.7	Explain the implications of relationship failure and the strategies improving supplier relationship.	Explain the role of supplier associations, buying consortia, joint buying arrangements and other groupings in commercial relationships				
3.8	Explain the role of supplier associations, buying consortia, joint buying arrangements and other groupings in commercial relationships	Explain supply base tiering, and relationship implications of this practice				
3.9	Explain supply base tiering, and					

	relationship implications of this practice 3.10 Explain the role of the suppliers and expectations of	Explain the role of the suppliers and expectations of				
General Objective: 4.0 Understand contracting and relationships						
10-11	4.1 Explain the role of contracts in buyer-supplier relationships 4.2 Explain alternatives to contracts where appropriate and relationships in the service context 4.3 Give appropriate approaches to the management of contracts, including payment methods. 4.4 Explain the use of clauses employed for	Explain the role of contracts in buyer-supplier relationships Explain alternatives to contracts where appropriate and relationships in the service context Explain appropriate approaches to the management of contracts, including payment methods. Explain and demonstrate the use of clauses	Text books, Journals, Internet Relevant Websites			Explain the roles of contracts in buyer-supplier relationships. Explain the relationship issues relevant to service provision.

	<p>the purpose of supplier incentivisation.</p> <p>4.5 Explain appropriate clauses employed for the purpose of accommodating changing cost,</p> <p>4.6 State the use of leasing in hiring arrangements as an alternative to buying</p> <p>4.7 Explain the relationship issues particularly relevant where relationships are concerned with service provision</p>	<p>employed for the purpose of supplier incentivisation.</p> <p>Explain appropriate clauses employed for the purpose of accommodating changing costs</p> <p>Explain the use of leasing in hiring arrangements as an alternative to buying</p> <p>Explain the relationship issues particularly relevant where relationships are concerned with service provision</p>				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement Ethics and Professional Practice	Code: PSM 413	Credit Unit: 2
	Contact Hours: 2 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite:	Practical:
Goal: This course is designed to acquaint students with the understanding of procurement ethics, work ethics, career management and professional practice		
General Objectives: On completion of this unit, students will be able to:		
<ul style="list-style-type: none"> 1.0 Understand the fundamentals of business ethics and professionalism 2.0 Understand procurement ethics, professionalism and code of conduct 3.0 Understand corporate social responsibility of procuring entities and procurers 4.0 Understand sustainable procurement and supply chain management 5.0 Understand career management in procurement 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Procurement Ethics and Professional Practice		Code: PSM 413		Credit Unit: 2		
		Contact Hours: 2 Hours		Theoretical: 2 Hours		
Year: II Semester: I		Pre-requisite:		Practical: 0 Hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to acquaint students with the understanding of procurement ethics, work ethics, career management and professional practice						
General Objective: 1.0 Understand the fundamentals of business ethics and professionalism						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of business ethics, professionalism and professional conduct. 1.2 Describe how societal and personal values affect ethics and professional conducts - value ethics, consequentialism and deontology. 1.3 Enumerate various types of unethical behaviour and	Explain the concept of business ethics, professionalism and professional conduct. Explain how societal and personal values affect ethics and professional conducts - value ethics, consequentialism and deontology. Discuss various types of unethical behaviour	Textbooks, Journals Relevant Internet Websites.			Define ethics Explain types of ethics and the benefits of ethical practice in procurement and supply chain management.

	<p>the reasons for such behaviours.</p> <p>1.4 State approaches to business ethics - utilitarian, moral right, justice and ethical relativism approach.</p> <p>1.5 Explain the derivable benefits of ethical behaviour to businesses and society.</p>	<p>and the reasons for such behaviours.</p> <p>State approaches to business ethics - utilitarian, moral right, justice and ethical relativism approach.</p> <p>Explain the derivable benefits of ethical behaviour to businesses and society.</p>				<p>Explain causes for unethical behaviour in business.</p> <p>Differentiate between consequentialism and deontology.</p>
General Objective: 2.0 Understand procurement ethics, professionalism and code of conduct						
3-4	<p>2.1 Explain procurement ethics and code of conducts</p> <p>2.2 Explain types of unethical procurement behaviour</p> <p>2.3 Explain professionalism in procurement and supply management, and importance of professional</p>	<p>Explain procurement ethics and code of conducts</p> <p>Explain types of unethical procurement behaviour</p> <p>Explain professionalism in procurement and supply management, and importance of</p>	<p>Textbooks, Journals Relevant Internet Websites.</p>			<p>Explain procurement ethics and code of conduct of the CIPSMN.</p> <p>Explain causes for unethical behaviour in procurement</p>

	<p>qualifications of CIPSMN, CIPS and/or ILT.</p> <p>2.4 Describe professional code of ethical conducts for procurement and supply managers – citing CIPSMN and CIPS, IFPMM etc.</p> <p>2.5 Explain the Nigerian government’s anti-corruption drive and whistle blowing policy.</p> <p>2.6 Describe productivity, performance benchmarks, performance appraisal and self-discipline.</p>	<p>professional qualifications of CIPSMN, CIPS and/or ILT.</p> <p>Discuss professional code of ethical conducts for procurement and supply managers – citing CIPSMN and CIPS, IFPMM etc.</p> <p>Discuss the Nigerian government’s anti-corruption drive and whistle blowing policy.</p> <p>Discuss productivity, performance benchmarks, performance appraisal and self- discipline</p>				<p>and supply chain management in Nigeria.</p> <p>Explain measures will you take as a procurement manager to prevent unethical procurement behaviour bedevilling Nigeria</p>
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	2.7 Explain work attitude, organizational commitments and behaviour modification for result.	Explain work attitude, organizational commitments and behaviour modification for result.				
	2.8 Explain concept of emotional intelligence and its application for success in work environment	Explain concept of emotional intelligence and its application for success in work environment				
General Objective: 3.0 Understand corporate social responsibility of procuring entities and procurers						
5-6	3.1 Explain the concept of social responsibility 3.2 State different perspective or school of thought of social responsibility – traditional and contemporary. 3.3 Explain business approaches to social responsibility –	Explain the concept of social responsibility State different perspective or school of thought of social responsibility- traditional and contemporary. Discuss business approaches to social	Textbooks, Journals Relevant Internet Websites.			Explain social responsibility Explain different schools of thought in social responsibility.

	<p>opportunistic, defensive, accommodative and proactive</p> <p>3.4 Explain foundational theories – beneficitation, enlightened self- interest, social responsiveness, social performance</p> <p>3.5 Explain social responsibility issues in procurement</p>	<p>responsibility – opportunistic, defensive, accommodative and proactive</p> <p>Explain foundational theories – beneficitation, enlightened self- interest, social responsiveness, social performance</p> <p>Explain social responsibility issues in procurement</p>				<p>Explain the business’ approaches to social responsibility</p> <p>Explain current social responsibility issues affecting procurement and supply chain management</p>
General Objective: 4.0 Understand sustainable procurement and supply chain management						
7-8	4.1 Explain sustainable supply chain management and sustainable procurement management.	Explain sustainable supply chain management and sustainable procurement management.	Textbooks, Journals Relevant Internet Websites.			Explain green procurement and sustainable procurement.

	<p>4.2 Describe green procurement and its benefits to business and the environment.</p> <p>4.3 Explain contemporary issues in sustainable procurement and supply chain management</p> <p>4.4 Explain climate change and its impact on the need for procurement best practice around the world.</p> <p>4.5 List procurement and supply chain management's contribution to managing the environment</p>	<p>Explain green procurement and its benefits to business and the environment.</p> <p>Explain contemporary issues in sustainable procurement and supply chain management</p> <p>Explain climate change and its impact on the need for procurement best practice around the world.</p> <p>Explain procurement and supply chain management's contribution to managing the environment</p>				<p>Explain climate change</p> <p>Explain the legal and environmental implications of dealing in conflict materials and non-renewable materials to procurement professionals and procuring entities.</p>
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	4.6 Explain renewable materials' resourcing and the environmental implications to procurers.	Explain renewable materials' resourcing and the environmental implications to procurers.				
	4.7 Explain conflict materials and the UN regulations on conflict materials, and legal implications to procurers	Explain conflict materials and the UN regulations on conflict materials, and legal implications to procurers.				
General Objective: 5.0 Understand career management in procurement						
9-11	5.1 Give the meaning and importance of careers, career management and career development in procurement.	Discuss the meaning and importance of careers, career management and career development in procurement.	Textbooks, Journals Relevant Internet Websites.			Define career Explain career management and career development.
	5.2 Explain Holland's career choice cycle	Explain Holland's career choice cycle				

	<p>5.3 State fundamentals employment interviews, types of employment interviews and what prospect during interviews.</p> <p>5.4 Explain constituents of effective cover letters, curriculum vitae and résumé</p> <p>5.5 Explain the concepts of career planning, career pathing and career plateau.</p> <p>5.6 Explain early career challenges, coping mechanisms.</p> <p>5.7 Explain employee and management’s responsibility in career development.</p>	<p>State fundamentals employment interviews, types of employment interviews and what prospect during interviews.</p> <p>Explain constituents of effective cover letters, curriculum vitae and résumé.</p> <p>Explain the concepts of career planning, career pathing and career plateau.</p> <p>Discuss early career challenges, coping mechanisms.</p> <p>Explain employee and management’s responsibility in career development.</p>				<p>Explain career planning and career pathing</p> <p>Explain early career challenges faced by new employees in an organization.</p> <p>Explain talent management</p> <p>Explain the impeccable work etiquettes expected of</p>
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	<p>5.8 Explain talent management – talent discovery, mentorship, delegation and talent retention – and importance of further training on personal effectiveness and career growth.</p> <p>5.9 State the principles for impeccable work etiquette.</p> <p>5.10 Enumerate the importance of personal financial planning and financial security towards retirement.</p>	<p>Explain talent management – talent discovery, mentorship, delegation and talent retention – and importance of further training on personal effectiveness and career growth.</p> <p>State the principles for impeccable work etiquette.</p> <p>Discuss the importance of personal financial planning and financial security towards retirement.</p>				<p>procurement professionals</p>
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Maritime Transport and Shipping Practice	Code: PSM 414	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite:	Practical: 1 Hour
Goal: This course is designed to acquaint students with maritime transport and shipping operations and how it affects procurement and supply management practice.		
General Objectives: On completion of this unit, students will be able to:		
1.0 Understand the concept of maritime transport		
2.0 Understand ports planning and operation		
3.0 Understand ships and shipping practice		
4.0 Understand marine insurance		
5.0 Understand the roles of international and domestic agencies in maritime transport		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Maritime Transport and Shipping Practice		Code: PSM 414		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: I		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: This course is designed to acquaint students with maritime transport and shipping operations and how it affects procurement and supply management practice.						
General Objective: 1.0 Understand the concept of maritime transport						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept and practice of maritime transport. 1.2 Explain by distinction import, export and entrepôt of goods and the roles of procurement and supply management in import and entrepôt.	Explain the concept and practice of maritime transport Explain by distinction import, export and entrepôt of goods and the roles of procurement and supply management in import and entrepôt.	Textbooks, Journals, Videos Visitations Relevant Internet Websites.	Watch videos on shipping practices	Guide students to watch videos on shipping practices	Define maritime transport Explain the difference between import, export and entrepôt of goods. Explain the roles of procurement and supply management

	<p>1.3 Describe nature of maritime transport in Nigeria.</p> <p>1.4 State the importance of maritime transport to businesses and national economies.</p> <p>1.5 Explain by distinction single and multimodal transport relative to maritime transport.</p> <p>1.6 Describe multimodal operations and their impact on procurement, types of multimodal transport operations (MTOs) and importance to procurement and supply management.</p>	<p>Discuss nature of maritime transport in Nigeria.</p> <p>State the importance of maritime transport to businesses and national economies.</p> <p>Explain by distinction single and multimodal transport relative to maritime transport.</p> <p>Discuss multimodal operations and their impact on procurement, types of multimodal transport operations (MTOs) and importance to procurement and supply management</p>				<p>in professional import and entrepôt</p> <p>Explain types of multimodal transport and multimodal operations.</p>
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General Objective: 2.0 Understand ports planning and operations

3-5	<p>2.1 State procedures for planning of cargo operations and execution.</p> <p>2.2 Explain the functions of Nigerian ports in facilitating maritime transport.</p> <p>2.3 Explain the importance of dry ports (inland ports), inland container depots, terminal depots etc., in maritime transport, and international procurement and supply chain.</p>	<p>State procedures for planning of cargo operations and execution.</p> <p>Explain the functions of Nigerian ports in facilitating maritime transport.</p> <p>Explain the importance of dry ports (inland ports), inland container depots, terminal depots etc., in maritime transport, and international procurement and supply chain.</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites.</p>	<p>Visit custom offices and clearing agents collecting samples of import/export documents</p>	<p>Organise visit custom offices and clearing agents collecting samples of import/export documents</p>	<p>Explain the procedures for cargo planning and operations.</p> <p>Explain dry cargo ports and their importance in maritime transport.</p> <p>Explain the roles of seaport's warehouses and transit sheds in shipping</p> <p>Distinguish freight forwarders and clearing agents, and explain their roles in maritime transport.</p>
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	<p>2.4 Explain quay and shed operations in Nigerians ports.</p> <p>2.5 State the roles of various types of warehouses, transit sheds and containers in ports operations.</p> <p>2.6 Describe import and entrepôt delivery procedures in Nigerian ports.</p> <p>2.7 Explain systems and procedures of container operations, cargo handling, cranes, warehousing, wharf age, sundry services etc.</p> <p>2.8 List different types of cargo available</p>	<p>Explain quay and shed operations in Nigerians ports.</p> <p>State the roles of various types of warehouses, transit sheds and containers in ports operations.</p> <p>Discuss import and entrepôt delivery procedures in Nigerian ports.</p> <p>Explain systems and procedures of container operations, cargo handling, cranes, warehousing, wharf age, sundry services etc.</p> <p>Discuss different types of cargo</p>				
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	for international procurers.	available for international procurers.				
2.9	Explain storage/ warehousing areas and procedures for storage in Nigerian ports.	Explain storage/ warehousing areas and procedures for storage in Nigerian ports.				
2.10	State roles of freight forwarding and clearing agents.	State roles of freight forwarding and clearing agents.				
2.11	Explain the roles of port traffic, levies and penalties (tariffs, levies, rents, wharf age, fines, demurrage and forfeitures) in port congestion and decongestion in Nigerian ports.	Explain the roles of port traffic, levies and penalties (tariffs, levies, rents, wharf age, fines, demurrage and forfeitures) in port congestion and decongestion in Nigerian ports.				

	<p>2.12 Explain the procedure for completion of ship working documents.</p> <p>2.13 Describe Customs duties and tariffs – specific duty, ad velarium and compound</p> <p>2.14 Explain operations and procedures in Custom’s long room.</p>	<p>Explain the procedure for completion of ship working documents.</p> <p>Discuss Customs duties and tariffs – specific duty, ad velarium and compound</p> <p>Explain operations and procedures in Custom’s long room.</p>				
<p>General Objective: 3.0 Understand ships and shipping practice</p>						

6-7	<p>3.1 Explain the types and classification of merchant ships, liners, tramps, cargos/vessels /barges etc. commonly used in Nigeria</p> <p>3.2 State the procedure for registration of ships (flags of convenience – Brussels nomenclature).</p> <p>3.3 Explain Shipping Conference and Liner Conference, their objectives, role-benefits and role-problems in shipping practice.</p>	<p>Explain the types and classification of merchant ships, liners, tramps, cargos/ vessels/barge s etc. commonly used in Nigeria</p> <p>State the procedure for registration of ships (flags of convenience – Brussels nomenclature).</p> <p>Explain Shipping Conference and Liner Conference, their objectives, role-benefits and role-problems in shipping practice.</p>	<p>Textbooks, Journals, Visitations</p> <p>Relevant Internet Websites.</p>	<p>Prepare and fill shipping documents</p> <p>Prepare proforma invoice and packing list</p>	<p>Guide students to prepare and fill shipping documents.</p> <p>Guide students to prepare proforma invoice and packing list</p>	<p>Explain types of merchant ships.</p> <p>Distinguish Shipping Conference from Liner Conference.</p> <p>Explain a flag of convenient</p> <p>Explain charter markets.</p> <p>Explain freights and affreightment, and the types of freight charged for goods.</p>
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	<p>3.4 Explain charter party markets and charter party agreements</p> <p>3.5 Explain freight, affreightment, types of freight paid for shipping, factors involved in the determination of freight rates and impacts of freight on procurement costs.</p> <p>3.6 Describe the important shipping documents and their uses in international procurement – bill of lading, ship’s manifest, import license, consular</p>	<p>Explain charter party markets and charter party agreements</p> <p>Explain freight, types of freight paid for shipping, factors involved in the determination of freight rates and impacts of freight on procurement costs.</p> <p>Discuss the important shipping documents and their uses in international procurement – bill of lading, ship’s manifest, import license, consular</p>				<p>Explain types of claims.</p> <p>Explain cabotage and how does it affect maritime business</p>
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	<p>invoice, pro-forma invoice, parking list, Form M, Form C188 (bill of entry), letter of credit, insurance certificate etc.</p> <p>3.7 Explain claims – short shipment, short landing and damaged cargo – and the procedure for handling claims.</p> <p>3.8 Explain the concept of cabotage and the implications of the Coastal and Inland (Cabotage) Act 2003 on maritime business and Nigerian owned shipping business.</p>	<p>invoice, pro-forma invoice, parking list, Form M, Form C188 (bill of entry), letter of credit, insurance certificate etc.</p> <p>Explain claims – short shipment, short landing and damaged cargo – and the procedure for handling claims.</p> <p>Explain the concept of cabotage and the implications of the Coastal and Inland (Cabotage) Act 2003 on maritime business and Nigerian owned shipping business.</p>				
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	<p>3.9 Explain ship maintenance, types of maintenance and maintenance culture and how ship maintenance affect international procurement</p> <p>3.10 Describe sea piracy and terrorism and impact on maritime transport logistics</p>	<p>Explain ship maintenance, types of maintenance and maintenance culture and how ship maintenance affect international procurement logistics.</p> <p>Discuss sea piracy and terrorism and impact on maritime transport</p>				
General Objective: 4.0 Understand marine insurance						
8-9	<p>4.1 Describe the concept of marine insurance, and insurance as a contract of indemnity</p> <p>4.2 Explain types of marine insurance</p>	<p>Explain the concept of marine insurance, and insurance as a contract of indemnity</p> <p>Explain types of marine insurance</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites.</p>	<p>Calculate deductibles and settlement of claims.</p>	<p>Guide students to calculate deductibles and settlement of claims.</p>	<p>Explain marine insurance and types of marine insurance.</p> <p>Explain the roles of insurance</p>

	<p>policies, insurance premiums and insurable interests.</p> <p>4.3 Explain the principles of insurance – utmost good faith, proximate cause, indemnity, disclosure and representation etc.</p> <p>4.4 State the roles of various players– insurance companies, Lloyd’s underwriters, private underwriters, brokers etc. - in marine insurance markets.</p> <p>4.5 Explain warranties – expressed and implied – time clauses, cargo clauses, voyage clauses</p>	<p>policies, insurance premiums and insurable interests.</p> <p>Discuss the principles of insurance – utmost good faith, proximate cause, indemnity, disclosure and representation etc.</p> <p>State the roles of various players– insurance companies, Lloyd’s underwriters, private underwriters, brokers etc. - in marine insurance markets.</p> <p>Explain warranties – expressed and implied – time clauses, cargo clauses, voyage</p>				<p>players in maritime transport</p> <p>Explain the York Antwerp Rules.</p>
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	<p>etc., and how to calculate same.</p> <p>4.6 Explain valuation methods, value of ships and equipment – hull and machinery insurance – and how to calculate deductibles and settlement of claims.</p> <p>4.7 State the principles and conditions for the York Antwerp Rules.</p> <p>4.8 Explain marine insurance against industrial strikes, national disputes, theft, pilferage and non-delivers and</p>	<p>clauses etc., and how to calculate same.</p> <p>Explain valuation methods, value of ships and equipment – hull and machinery insurance – and how to calculate deductibles and settlement of claims.</p> <p>State the principles and conditions for the York Antwerp Rules.</p> <p>Discuss marine insurance against industrial strikes, national disputes, theft, pilferage and</p>				
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	marine insurance implications of sea piracy and terrorism	non-delivers and marine insurance implications of sea piracy and terrorism.				
General Objective: 5.0 Understand roles of domestic and international facilitating agencies						
10-11	5.1 Explain the roles of Nigerian Ports Authority (NPA) and Nigerian Maritime Administration and Safety Agency in maritime transport and international procurement. 5.2 Describe the contributions of Nigeria Customs Services (NCS) and World Customs Organization to	Explain the roles of Nigerian Ports Authority (NPA) and Nigerian Maritime Administration and Safety Agency in maritime transport and international procurement. Discuss the contributions of Nigeria Customs Services (NCS) and World Customs Organization to	Textbooks, Journals, Visitations Relevant Internet websites.			Explain the roles NPA, NCS, JODLIC, NAFDAC, NDLEA and SON in Nigerian ports. Explain the roles of ECOWAS, IMF, ICC and WTO in shipping and maritime business

	<p>maritime transport international and international procurement.</p> <p>5.3 Describe duties and responsibilities of Nigerian Shippers' Council (NSC), Joint Dock labour Industrial Council (JODLIC) and Council for Regulation of Freight Forwarders in Nigeria (CRFFN) in maritime transport international and international procurement.</p> <p>5.4 State the importance of National Agency for Food and Drug</p>	<p>maritime transport international and international procurement.</p> <p>Discuss duties and responsibilities of Nigerian Shippers' Council (NSC), Joint Dock labour Industrial Council (JODLIC) and Council for Regulation of Freight Forwarders in Nigeria (CRFFN) in maritime transport international and international procurement.</p> <p>State the importance of National Agency for Food and Drug</p>				
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	<p>Administration and Control (NAFDAC), National Drug Law Enforcement Agency (NDLEA) and Standard Organization of Nigeria (SON) in maritime transport international and international procurement.</p> <p>5.5 Explain the roles of supranational organizations – Economic Community of West African States (ECOWAS), International Maritime Federation (IMF) International Chamber</p>	<p>Administration and Control (NAFDAC), National Drug Law Enforcement Agency (NDLEA) and Standard Organization of Nigeria (SON) in maritime transport international and international procurement</p> <p>Explain the roles of supranational organizations – Economic Community of West African States (ECOWAS), International Maritime Federation</p>				
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	<p>of Commerce (ICC) and World Trade Organization (WTO) – in maritime transport international and international procurement.</p>	<p>(IMF) International Chamber of Commerce (ICC) and World Trade Organization (WTO) – in maritime transport international and international procurement.</p>				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Legal Aspects of Procurement and Supply	Code: PSM 415	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 3 hours
Year: II Semester: I	Pre-requisite:	Practical: 0 Hour
Goal: The course is designed to provide students with the understanding of the rudiments in the knowledge of laws impacting on procurement and supply management.		
General Objectives: On completion of this course, students should be able to:		
1.0 Understanding nature and types of companies, and the laws regulating corporate bodies		
2.0 Understand contract laws relative to procurement and supply chain management		
3.0 Understand the rudiments of Public Procurement Act, 2007		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Legal Aspects of Procurement and Supply		Code: PSM 415		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 3 hours		
Year: II Semester: I		Pre-requisite:		Practical: 0 Hour		
Course Specification: Theoretical and Practical						
General Objective: 1.0 Understanding nature and types of companies, and the laws regulating corporate bodies						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain legal formation of companies, sole ownership, partnerships, cooperatives and memorandum and articles of association prospected, and holding and subsidiary companies 1.2 Describe business capital – equity, shares and debenture	Explain legal formation of companies, sole ownership, partnerships, cooperatives and memorandum and articles of association prospected, and holding and subsidiary companies Discuss business capital – equity, shares and debenture	Textbooks, Journals, Relevant Internet Sites.			Explain legal formation of businesses. Explain the legal sources of business capital Explain the importance of the Companies

	<p>1.3 State roles of shareholders, directors, secretary and auditors, and owners/members' meeting and resolution.</p> <p>1.4 Explain legal implications of statutory books, profit available for distribution.</p> <p>1.5 Explain secretarial practice, powers and duties of liquidation</p> <p>1.6 State the importance of the Companies and Allied Matters Act (CAMA) 2020.</p> <p>1.7 Explain Factories Act 2004 and relevant Occupational Safety and Health laws in production floor and storehouse/warehouse management.</p>	<p>State roles of shareholders directors, secretary and auditors, and owners/members' meeting and resolution</p> <p>Explain legal implications of statutory books, profit available for distribution</p> <p>Explain secretarial practice, powers and duties of liquidation</p> <p>State the importance of the Companies and Allied Matters Act (CAMA) 2020.</p> <p>Explain Factories Act 2004 and relevant Occupational Safety and Health laws in production floor and</p>				<p>and Allied Matters Act (CAMA) 2020 and the Factories Act 2004.</p>
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		storehouse/warehouse management.				
General Objective: 2.0: Understand contract laws relative to procurement and supply chain management						
3-4	<p>2.1 Explain offers and acceptance reconciliation of buyers and sellers, terms and conditions, void and enforceable contracts unfair contract terms, standard and special clauses, force majeure, penalties and liquidated damages.</p> <p>2.2 Describe misrepresentation and mistakes, remedies, termination, settlement of disputes, arbitration versus litigation.</p> <p>2.3 Explain law of agency, features of agency and the responsibilities of agents and</p>	<p>Explain offers and acceptance reconciliation of buyers and sellers, terms and conditions, void and enforceable contracts unfair contract terms, standard and special clauses, force majeure, penalties and liquidated damages.</p> <p>Discuss misrepresentation and mistakes, remedies, termination, settlement of disputes, arbitration versus litigation.</p> <p>Explain law of agency, features of agency and the</p>	Textbooks, journals, relevant internet sites.			<p>Explain offers and acceptance, mistakes and misrepresentation, remedies disputes and litigations.</p> <p>Define law of agency</p> <p>Explain features of agency and the responsibilities of agents and principals in</p>

	principals in agency agreement.	responsibilities of agents and principals in agency agreement.				executing agency agreement.
2.4	Explain performance of contract, liability in negligence, including product liability and defective goods, collateral warranties and guarantees.	Explain performance of contract, liability in negligence, including product liability and defective goods, collateral warranties and guarantees.				State the contractual implication of confidentiality and intellectual property rights.
2.5	Explain Contractual obligations relating to post tender negotiation, pre-tender undertakings and letters of intent.	Explain Contractual obligations relating to post tender negotiation, pre-tender undertakings and letters of intent.				Explain the importance and implications of patents, design rights, trade marks, copyright etc., to procurement and supply management.
2.6	Explain transfer to property, risk and title, indemnity clause and insurance.	Explain transfer to property, risk and title, indemnity clause and insurance.				

	<p>2.7 Describe the sales of goods, supply of goods and services, delivery, breach of conditions and warranties.</p> <p>2.8 State the importance and implications of patents, design rights, trade marks, copyright etc., to procurement and supply management.</p> <p>2.9 Describe terms and condition of international trade, payment methods and instruments import/export documentation, settlement of disputes in international trade.</p>	<p>Discuss the Sales of G supply of goods and services, delivery, breach of conditions and warranties.</p> <p>State the importance and implications of patents, design rights, trade marks, copyright etc., to procurement and supply management.</p> <p>Discuss terms and condition of international trade, payment methods and instruments import/export documentation, settlement of disputes in international trade.</p>				
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	<p>2.10 Examine roles and implications of arbitrations versus litigations, agency assignment, and indemnity clauses in procurement business.</p> <p>2.11 State the contractual implication of confidentiality and intellectual property rights.</p> <p>2.12 Explain source of Nigeria law, judicial precedent, statuette, delegate, civil and criminal law, settlement of disputes, Structure of the Courts, Tribunals, Arbitration.</p>	<p>Examine roles and implications of arbitrations versus litigations, agency assignment, and indemnity clauses in procurement business.</p> <p>State the contractual implication of confidentiality and intellectual property rights.</p> <p>Explain source of Nigeria law, judicial precedent, statuette, delegate, civil and criminal law, settlement of disputes, Structure of the Courts, Tribunals, Arbitration.</p>				
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General Objective: 3.0 Understand the rudiments of Public Procurement Act, 2007						
5-6	<p>3.1 Define National Council on Public Procurement (NCOPP), its membership and functions,</p> <p>3.2 Explain the Bureau of Public Procurement (BPP), its objectives, functions, and staffing of the Bureau.</p> <p>3.3 Explain the “organization of procurement function in public institutions” (Part 5, S. 17 - 24 of PPA, 2007), approving authority, procurement planning, procurement implementation, accounting officer, procurement planning committee, tenders board, pre-</p>	<p>Explain National Council on Public Procurement (NCOPP), its membership and functions,</p> <p>Explain the Bureau of Public Procurement (BPP), its objectives, functions, and staffing of the Bureau.</p> <p>Explain the “organization of procurement function in public institutions” (Part 5, S. 17 - 24 of PPA, 2007),- approving authority, procurement planning, Procurement implementation, accounting officer, procurement planning</p>	<p>Textbooks, Journals, Public Procurement Act, 2007, Relevant Internet Sites.</p>			<p>Explain the functions of the BPP as a custodial institution in overseeing public procurement.</p> <p>Explain the legality mobilization, waivers and emergency procurements.</p> <p>Explain roles of the in successful implementation of the PPA: - NCOPP</p>

	<p>qualification of bidders, open competitive bidding</p> <p>3.4 State procurement methods for goods and services (Part 6, S. 25 - 38 of PPA 2007) - modification and withdrawal of tenders, bid opening, examination of bids, evaluation of bids, acceptance of bids, domestic preferences, mobilization fees, contract performance guarantee, interest on delayed payments, record of procurement proceedings.</p>	<p>committee, tenders board, pre-qualification of bidders, open competitive bidding</p> <p>State procurement methods for goods and services (Part 6, S. 25 - 38 of PPA, 2007) - invitations to bid, bid security, submission of bids, rejection of bids, validity period of bids, modification and withdrawal of tenders, bid opening, examination of bids, evaluation of bids, acceptance of bids, domestic preferences, mobilization fees, contract performance guarantee, interest on</p>				<p>- BPP CIPSMN</p> <p>Procuring entities etc.</p>
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	<p>3.5 Describe “special and restricted methods of procurement” (Part 7, S. 39 - 43 of PPA 2007) - two stage tendering, restricted tendering, request for quotations, direct procurement, and emergency procurements.</p> <p>3.6 Explain “procurement of consultancy services” (Part 8, S. 44 - 52 of PPA 2007) - Expressions of interest to provide services for ascertained needs, request for proposals to provide services for unascertained needs, content of the requests for proposals, clarification and</p>	<p>delayed payments, record of procurement proceedings.</p> <p>Discuss “special and restricted methods of procurement” (Part 7, S. 39 - 43 of PPA 2007) - two stage tendering, restricted tendering, request for quotations, direct procurement, and emergency procurements.</p> <p>Explain “procurement of consultancy services” (Part 8, S. 44 - 52 of PPA 2007) - Expressions of interest to provide services for ascertained needs, request for proposals to provide services for unascertained</p>				
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	<p>modification of requests for proposals, submission of proposals, criteria for evaluation of proposals, general selection procedure (services), procedure for selection of proposal where price is a factor, selection procedure where price is not a factor.</p> <p>3.7 Review, disposal of public assets and penalties - BPP to recommend investigation, administrative.</p> <p>3.8 Review, disposal of public property, planning of disposals, code of conduct for public procurement, and offences relating to public procurement (S. 53 – 58, PPA 2007).</p>	<p>needs, content of the requests for proposals, clarification and modification of requests for proposals, criteria for evaluation of proposals, general selection procedure (services), procedure for selection of proposal where price is a factor, selection procedure where price is not a factor.</p>				
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YEAR II
SEMESTER II

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Materials Management	Code: PSM 421	Contact Hours: 3 Hours
	Credit Unit: 3 Units	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 1 Hour
Goal: This course is intended to teach the students management of materials and interrelationships between functions involved in the determination, handling, dispatch and usage of materials, goods and services in a supply chain environment		
General Objectives: On completion of this unit, students will be able to:		
1.0 Appreciate materials management and the various functions involved in the management of materials		
2.0: Understand the materials flow and the supplies cycle		
3.0: Appreciate material management tasks in the supply chain		
4.0: Use mathematical tools to determine supplies		
5.0: Supply flow patterns (characteristics, policies and control)		
6.0: Understand finance and economics of supplies		
7.0: Understand corporate policy, organization and control mechanisms in materials management		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Materials Management		Code: PSM 421		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 hours		
Year: II Semester: II		Pre-requisite:		Practical: 1 hour		
Course Specification: Theoretical and Practical						
Goal: This course is intended to teach the students management of materials and interrelationships between functions involved in the determination, handling, dispatch and usage of materials, goods and services in a supply chain environment						
General Objective: 1.0 Appreciate materials management and the various functions involved in the management of materials						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain materials management, materials management concept (integrated management approach), its scope and benefits in a supply chain.	Explain materials management, materials management concept (integrated management approach), its scope and benefits in a supply chain.	Textbooks, Journals, Visitations Relevant Internet Websites.			Define materials management
	1.2 Describe procurement within a materials management division/department.	Explain procurement within materials management division/department.				Explain the scope of materials management in a supply chain.
	1.3 Explain stores and inventory management within a materials management division/	Explain stores and inventory management within a materials management division/				Explain the roles of procurement,

	<p>department – receiving stock, custody and control of stock and dispatch, stores identification and coding, stores vocabulary.</p> <p>1.4 Describe the use and importance of vocabulary and preparation and vocabulary list</p> <p>1.5 Explain the stock control function/sections within a materials management division/department.</p> <p>1.6 Explain logistics and physical distribution within a materials management division/department</p> <p>1.7 Explain procurement and marketing interface and its</p>	<p>department – receiving stock, custody and control of stock and dispatch, stores identification and coding, stores vocabulary.</p> <p>Describe the use and importance of vocabulary and preparation and vocabulary list</p> <p>Explain the stock control function/sections within a materials management division/department.</p> <p>Explain logistics and physical distribution within a materials management division/department</p> <p>Explain procurement and marketing interface and</p>				<p>stores, stock control, design and production within materials management.</p>
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	effect on materials management	its effect on materials management				
1.8	Explain design, production, production engineering and their relationship with materials management department	Explain design, production, production engineering and their relationship with materials management department				
1.9	Explain various methods of production effect materials management.	Explain various methods of production effect materials management.				
1.5	Describe how human resource and human skills affect management of materials	Describe how human resource and human skills affect management of materials				
General Objective: 2.0 Understand the materials flow and the supplies cycle						

3-4	<p>2.1 Explain the concept of materials flow and inter-firm (external) supplies cycle on a supply chain.</p> <p>2.2 Explain the global and inter- state supply cycle.</p> <p>2.3 Explain the total economic (national) supply cycle.</p> <p>2.4 Identify the role of ECOWAS, AU, and WTO in global materials management</p>	<p>Explain the concept of materials flow and inter-firm (external) supplies cycle on a supply chain.</p> <p>Explain the global and inter-state supply cycle</p> <p>Explain the total economic (national) supply cycle.</p> <p>Identify the role of ECOWAS, AU, and WTO in global materials management</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites.</p>			<p>Explain materials flow and inter-firm supplies cycle on a supply chain.</p> <p>Explain the role of ECOWAS, AU, and WTO in global materials management</p>
General Objective: 3.0 Appreciate material management tasks in the supply chain						
5-6	<p>3.3 Describe the roles of material management in supply chain management</p> <p>3.4 Explain the effects of materials management on cost of supplies.</p>	<p>Discuss the roles of material management in supply chain management</p> <p>Explain the effects of materials management on cost of supplies.</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites.</p>			<p>Explain the roles of materials management function in supply chain management</p>

	<p>3.12 Explain quality, cost of quality, failure costs, and the importance materials management in management of quality.</p> <p>3.5 Differentiate types of standards, specifications, simplification, variety reduction in materials management.</p> <p>3.6 Describe safety management and hazardous materials relative to materials management citing OSHA.</p> <p>3.7 Explain materials science-corrosion technology; cybernetics and conservation</p>	<p>Explain cost of quality, failure costs, and the importance materials management in management of quality.</p> <p>Explain different types of standards, specifications, simplification, variety reduction in materials management.</p> <p>State the science and properties of materials-basic mechanics and properties of materials.</p> <p>Discuss safety management and hazardous materials relative to materials management citing OSHA.</p> <p>Explain materials science-corrosion technology; cybernetics and conservation</p>				<p>Explain quality, cost of quality, failure costs, and the importance materials management in quality management.</p>
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	of resources. Economics, tribology terotechnology and supplies.	of resources. Economics, tribology terotechnology and supplies.				
General Objective: 4.0 Use mathematical tools to determine supplies						
7-8	<p>4.1 Describe forecasting, forecasting techniques and the importance of forecasting in materials management.</p> <p>4.2 Explain Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials</p> <p>4.3 Explain the use of Gantt chart, linear programming in materials flow management.</p> <p>4.4 Use some statistical quality control techniques in determining quality of materials.</p>	<p>Discuss forecasting, forecasting techniques and the importance of forecasting in procurement and materials management.</p> <p>Explain Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials</p> <p>Explain the use of Gantt chart, linear programming in materials flow management.</p> <p>Use some statistical quality control techniques in determining quality of materials.</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites. Worked examples.</p>	<p>Calculate Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials</p> <p>Use some statistical quality control techniques in determining quality of materials.</p>	<p>Guide students to Calculate Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials</p> <p>Use some statistical quality control techniques in determining quality of materials techniques.</p>	<p>Define forecasting</p> <p>Distinguish forecasting from prediction.</p> <p>Explain the importance forecasting in materials management</p> <p>Explain forecasting</p>

					Determine/ calculate demand using various forecasting techniques	
					Determine/ calculate demand using EOQ techniques	
General Objective: 5.0 Appreciate supply flow patterns (characteristics, policies and control)						
9-10	5.1 Explain the uncoupling effects of supply flow patterns - first flow (regular equal intakes, in phase with regular equal demand), second and third flow (regular and equal intakes, smooth continuous demand and equal or smooth continuous demand); fourth to eight flows (demand out	Explain the uncoupling effects of supply flow patterns - first flow (regular equal intakes, in phase with regular equal demand), second and third flow (regular and equal intakes, smooth continuous demand and equal or smooth continuous demand); fourth to eight flows (demand out	Textbooks, Journals, Visitations Relevant Internet Websites.	Demonstrate the uncoupling effects of supply flow patterns - first flow (regular equal intakes, in phase with regular equal demand), second and third flow (regular and equal intakes, smooth continuous demand and equal or smooth	Guide students to Demonstrate the uncoupling effects of supply flow patterns - first flow (regular equal intakes, in phase with regular equal demand), second and third flow (regular and equal	Explain supply flow patterns Explain the usefulness and limitations of supplies statistics.

	<p>of phase, lead time variable regular, steady demand, random combining or assembly demand).</p> <p>5.2 Describe the limitations of supplies statistics and also their usefulness</p> <p>5.3 Explain data and statistics for supply/demand cost considerations</p> <p>5.4 Describe the appropriate controls measures for supplies on medium to long horizons</p>	<p>of phase, lead time variable regular, steady demand, random combining or assembly demand).</p> <p>Describe the limitations of supplies statistics and also their usefulness</p> <p>Explain data and statistics for supply/demand cost considerations</p> <p>Discuss the appropriate controls measures for supplies on medium to long horizons</p>		<p>continuous demand); fourth to eight flows (demand out of phase, lead time variable regular, steady demand, random combining or assembly demand).</p>	<p>intakes, smooth continuous demand and equal or smooth continuous demand); fourth to eight flows (demand out of phase, lead time variable regular, steady demand, random combining or assembly demand).</p>	<p>Explain data and statistics for supply and demand cost considerations.</p>
General Objective: 6.0 Understand finance and economics of supplies						
11-12	<p>6.1 Explain and differentiate between purchase price and purchase costs, and supply price and supply cost</p>	<p>Explain and differentiate between purchase price and purchase costs, and supply price and supply cost</p>	<p>Textbooks, Journals, Visitations Relevant Internet Websites.</p>			<p>Distinguish price and costs relative to procurement and supply.</p>

	<p>6.2 Explain pricing methods and cost reduction techniques.</p> <p>6.3 Explain how to carry out correction of errors in the control ledgers on prices of goods and services</p> <p>6.4 List the effect of different market trends on prices of goods and services</p> <p>6.5 Explain budgets, budgetary control techniques, and importance of budgets</p> <p>6.6 Describe the various budgets that procurement function participates in preparing – capital/plant budget, materials budget, procurement department’s budget and</p>	<p>Explain pricing methods and cost reduction techniques.</p> <p>Explain how to carry out correction of errors in the control ledgers on prices of goods and services</p> <p>Discuss the effect of different market trends on prices of goods and services</p> <p>Explain budgets, budgetary control techniques, and importance of budgets</p> <p>Discuss the various budgets that procurement function participates in preparing – capital/plant budget, materials budget, procurement department’s</p>				<p>Explain budgets and budgetary control, and importance of budgets to procurement and supply.</p> <p>Explain learning curve and the use of the learning curve in materials cost management.</p>
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	<p>maintenance repair and operating (MRO) budgets.</p> <p>6.7 Draft purchase budgets, stores, stock control budgets, material budget in relation to overall budget of an organization</p> <p>6.8 Explain investment appraisal techniques and carry out capital plant or project cost appraisal.</p> <p>5.5 Explain learning curve and the use of the learning curve in materials cost management.</p>	<p>budget and maintenance repair and operating (MRO) budgets.</p> <p>Draft purchase budgets, stores, stock control budgets, material budget in relation to overall budget of an organization</p> <p>Explain investment appraisal techniques and carry out capital plant or project cost appraisal.</p> <p>Explain learning curve and the use of the learning curve in materials cost management.</p>				
General Objective: 7.0 Appreciate corporate policy, organization and control mechanisms in materials management						
13-14	7.1 Explain the relationship between various materials management policies and corporate policy	Explain the relationship between various materials management policies and corporate policy	Textbooks, Journals, Visitations Relevant			Explain the relationship between materials

	<p>7.2 Describe quality and quantity of inventory policy</p> <p>7.3 Explain the concept of management by objectives (MBO) and its application in materials management</p> <p>7.4 Describe the organizations and structuring of materials management division and functions</p> <p>7.5 Decide the organization of materials, management based on commodities and location.</p> <p>6.9 Prepare the internal structuring of a materials management division.</p>	<p>Discuss quality and quantity of inventory policy</p> <p>Explain the concept of management by objectives (MBO) and its application in materials management</p> <p>Describe the organizations and structuring of materials management division and functions</p> <p>Decide the organization of materials, management based on commodities and location.</p> <p>Prepare the internal structuring of a materials management division.</p>	<p>Internet Websites.</p>			<p>management policies and corporate policy.</p> <p>Describe the organizations structuring of the materials management division and functions.</p> <p>Prepare the internal structuring of a materials management division.</p>
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						Explain MBO and its applications in materials management
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Strategic Procurement Management	Code: PSM 422	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to provide students with knowledge and skills needed for understanding the nature of organization, in management and supply chain.		
General Objectives: On completion of this unit, students will be able to:		
1.0 Appreciate the concept of strategy		
2.0 Appreciate strategic management process		
3.0 Appreciate strategic supply chain management		
4.0 Appreciate procurement and supply management strategies		
5.0 Appreciate the procurement and supply environment		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Strategic Procurement Management		Code: PSM 422		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: II		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to provide students with knowledge and skills needed for understanding the nature of organization, in management and supply chain.						
General Objective: 1.0 Understand the concept of strategy						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of strategy and alternative approaches to strategy. 1.2 Explain by distinction strategic planning and tactical planning. 1.3 Explain strategy development and corporate purpose. 1.4 State levels of strategy in the organisation	Explain the concept of strategy and alternative approaches to strategy Explain by distinction strategic planning and tactical planning. Discuss strategy development and corporate purpose State levels of strategy in the organisation	Textbooks, Journals, Internet Other Relevant Websites			Define strategy Distinguish strategic plan from tactical plan. Explain the importance of strategy to organization.

	1.5 State importance of strategy to organizations. 1.6 Explain the role of corporate culture in corporate strategy.	State importance of strategy to organizations. Explain the role of corporate culture in corporate strategy.				Explain corporate culture and its influence in corporate strategy.
General Objective: 2.0 Understand strategic management process						
3-4	2.1 Explain the concept and nature of strategic management, and strategic management process 2.2 Explain strategic intent – corporate goals, vision, mission, corporate philosophy 2.3 Describe environmental scanning and analysis – organization’s capabilities (strength and weaknesses in the internal environment) and environmental analysis	Explain the concept and nature of strategic management, and strategic management process Explain strategic intent- corporate goals, vision, mission, corporate philosophy Discuss environmental scanning and analysis- organization’s capabilities (strength and weaknesses in the internal environment)	Textbooks, Journals, Internet Other Relevant Websites			Explain strategic management and the strategic management processes. Explain the major components of strategic intent. Explain the methods of environmental scanning and

	(opportunities and threats in the external environment.	and environmental analysis (opportunities and threats in the external environment.				environmental analysis.
2.4	Explain strategic formulation – strategy analysis, strategic choice for corporate/grand strategy (growth, retrenchment, stability etc.) - business strategy (generic, market location, timing and functional strategy.	Explain strategic formulation – strategy analysis, strategic choice for corporate/grand strategy (growth, retrenchment, stability etc.) - business strategy (generic, market location, timing and functional strategy.				Explain strategy analysis, industry analysis and value chain analysis. State the main elements for strategy implementation
2.5	Explain strategic formulation – industry analysis and competitive advantage – business strategy (generic, market location, and timing strategies etc.).	Explain strategic formulation – industry analysis and competitive advantage- business strategy (generic, market				Explain strategy evaluation and control method.

	<p>2.6 Explain strategic formulation – value chain analysis and competitive drivers – of functional level strategy (finance, procurement, production, marketing etc)</p> <p>2.7 Explain strategy implementation and the tools for successful strategy implementation - corporate governance and ethics, capable and dynamic organisation; corporate culture, strategic leadership, corporate entrepreneurship, policies budgets,</p>	<p>location, and timing strategies etc.).</p> <p>Explain strategic formulation – value chain analysis and competitive drivers – of functional level strategy (finance, procurement, production, marketing etc)</p> <p>Explain strategy implementation and the tools for successful strategy implementation - corporate governance and ethics, capable and dynamic organisation; corporate culture, strategic leadership, corporate</p>				
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	programmes; managing operations, resource deployment	entrepreneurship, policies budgets, programmes; managing operations, resource deployment				
2.8	Explain strategy evaluation and control; process of control and techniques of control.	Explain strategy evaluation and control; process of control and techniques of control.				
General Objective: 3.0 Appreciate strategic supply chain management						
3.1	Explain the concept of strategic procurement, and the development and evolution of the strategy in the procurement and supply function.	Explain the concept of strategic procurement, and the development and evolution of the strategy in the procurement and supply function.	Textbooks, Journals, Internet Other Relevant Websites			Define strategic procurement”
3.2	Explain the role, objectives and contribution of supply chain strategies to corporate strategy	Explain the role, objectives and contribution of supply				Explain various procurement strategies available to procurement and supply manager.

	<p>3.3 Explain the strategic supply chain planning process and strategic supply chain frameworks.</p> <p>3.4 Integrate procurement and supply strategies into corporate and business unit strategies.</p> <p>3.5 Explain the operation of supply chain strategies across all organization functions.</p> <p>3.6 Explain the configuration and co-ordination of the supply chain</p> <p>3.7 Explain the control and creation of added value in supply chain management</p>	<p>chain strategies to corporate strategy</p> <p>Explain the strategic supply chain planning process and strategic supply chain frameworks.</p> <p>Integrate procurement and supply strategies into corporate and business unit strategies.</p> <p>Explain the operation of supply chain strategies across all organization functions.</p> <p>Explain the configuration and co-ordination of the supply chain</p> <p>Explain the control and creation of added value</p>			<p>Explain the Operation of Supply chain strategies across all organisation functions and the configuration and co-ordination of the supply chain</p> <p>Explain the control and creation of added value in supply chain management.</p>
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	3.8 Innovation in supply chain management	in supply chain management Explain Innovation in supply chain management				
	3.8 Explain products and services design through strategic supply chain	Explain products and services design through strategic supply chain				
General Objective: 4.0 Understanding procurement and supply management strategies						
7-8	4.1 Explain by distinction the concept of strategic procurement and procurement strategy	Explain by distinction the concept of strategic procurement and procurement strategy	Textbooks, Journals, Internet Other Relevant Websites			Distinguish strategic procurement and procurement strategy.
	4.2 State the roles of procurement in an organization's value chain	State the roles of procurement in an organization's value chain				Explain various procurement and supply strategies available to procurement and supply managers
	4.3 Describe various procurement and supply strategies – sourcing strategy, cost-	Discuss various procurement and supply strategies –				

	<p>reduction strategy, supplier relationship strategy, procurement logistics strategy, quality strategy, inventories control strategy, green procurement strategy, negotiation and competitive-edge strategy etc.</p> <p>4.4 Integrate procurement and supply strategies into corporate strategy</p> <p>4.5 State contributions of procurement and supply function in achieving operational objectives of business – superior quality objective, superior efficiency/cost objective,</p>	<p>sourcing strategy, cost-reduction strategy, supplier relationship strategy, logistics strategy, quality strategy, inventories control strategy, green procurement strategy, negotiation and competitive-edge strategy etc.</p> <p>Integrate procurement and supply strategies into corporate strategy</p> <p>State contributions of procurement and supply function in achieving operational objectives of business- superior quality objective, superior efficiency/cost objective, innovation objective and speed/responsiveness</p>			<p>. Explain how procurement and supply strategies can be integrated into business level strategy and corporate strategy.</p> <p>Explain the contributions of procurement and supply function in achieving operational objectives of business</p>
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	innovation objective and speed/responsiveness objective.	objective.				
General Objective: 5.0 Understand the procurement and supply environment						
9-10	5.1 Explain the broader business environment – general, industry/competitive and organization environment of business.	Explain the broader business environment- general, industry/competitive and organization environment of business.	Textbooks, Journals, Internet Other Relevant Websites			Explain the major constituents of the general, industry and organization environment.
	5.2 Explain changes in environmental conditions affecting domestic and international business and procurement.	Explain changes in environmental conditions affecting domestic and international business and procurement.				Explain changes in environmental conditions affecting domestic and international business and procurement.
	5.3 Explain market structure and its impact demand and supply in a procurement and supply chain environment.	Explain market structure and its impact demand and supply in a procurement and supply chain environment.				Explain the impact of economic, technological,

	<p>5.4 Explain the relationship between competition in supply market and government regulation</p> <p>5.5 Explain strengths, weakness, threats and opportunities in competitive environments.</p> <p>5.6 Explain corporate responsibility and ethics, and the procurement environment</p> <p>5.7 Explain the impact of technology and the ethical implications of developments in e-Procurement</p> <p>5.8 Explain supply chain risk, types of supply chain risks,</p>	<p>Explain the relationship between competition in supply market and government regulation</p> <p>Explain strengths, weakness, threats and opportunities in competitive environments</p> <p>Explain corporate responsibility and ethics, and the procurement environment</p> <p>Explain the impact of technology and the ethical implications of developments in e-Procurement</p> <p>Explain supply chain risk, types of supply chain risks, strategies</p>			<p>ecological, social/cultural, demographic environments on procurement and supply management.</p> <p>Define supply chain risk</p> <p>Explain types of supply chain risks and strategies for managing supply chain risks.</p> <p>Explain the following:</p> <ul style="list-style-type: none"> • Green procurement
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	<p>strategies for coping with and managing supply chain risks.</p> <p>5.9 Explain procurement and supply chain management's contribution to managing the environment - green and sustainable procurement and supply chain management</p> <p>5.10 Explain renewable materials' resourcing and regulations covering procurement of conflict materials.</p>	<p>for coping with and managing supply chain risks.</p> <p>Explain procurement and supply chain management's contribution to managing the environment - green and sustainable procurement and supply chain management</p> <p>Explain renewable materials' resourcing and regulations covering procurement of conflict materials.</p>			<ul style="list-style-type: none"> • Sustainable procurement • Renewable materials • Conflict materials
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement Auditing and Investigation	Code: PSM 423	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to provide students with the information and knowledge of expenditure control mechanisms to ensure functional and corporate compliance with regulations and budgetary provisions.		
General Objectives: On completion of this unit, students will be able to:		
<ul style="list-style-type: none"> 1.0 Understand procurement audit and investigation 2.0 Understand procurement audit procedures 3.0 Understand procurement management audit 4.0 Understand system of audit for procured stock 5.0 Understand procurement audit report 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Procurement Auditing and Investigation		Code: PSM 423		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: II		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to provide students with the information and knowledge of expenditure control mechanisms to ensure functional and corporate compliance with regulations and budgetary provisions.						
General Objective: 1.0 Understand procurement audit and investigation						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of procurement auditing and investigations. 1.2 Explain the reasons and importance of procurement auditing and investigations. 1.3 Explain the functions of a procurement auditor and investigator. 1.4 State organizational structure, systems and flows required for	Explain the concept of procurement auditing and investigations Explain the reasons and importance of procurement auditing and investigations. Explain the functions of a procurement auditor and investigator. State organizational structure, systems and flows required for	Textbooks, Journals, Relevant Websites			Define audit Explain procurement auditing and investigation. Explain the functions of a procurement auditor and investigator.

	<p>procurement audit process.</p> <p>1.5 Explain procedure for dialogue with staff and procedures for interviews.</p> <p>1.6 Explain comprehensive, systematic independent, periodic and unscheduled audits.</p>	<p>procurement audit process.</p> <p>Explain procedure for dialogue with staff and procedures for interviews.</p> <p>Explain comprehensive, systematic independent, periodic and unscheduled audits</p>				<p>Explain the organization, structure and information flows for procurement audit process.</p>
General Objective: 2.0 Understand procurement audit procedure						
	<p>2.1 Describe process for evaluation of the extent of compliance with procurement process.</p> <p>2.2 Explain requisition emanation and approval (RFQ - REP).</p> <p>2.3 Explain Review of bidders/tenderers</p>	<p>Discuss process for evaluation of the extent of compliance with procurement process</p> <p>Explain requisition emanation and approval (RFQ-REP)</p> <p>Explain Review of bidders/tenderers</p>	<p>Text books, Journals, Relevant Websites</p>			<p>Explain process for the evaluation of the extent of compliance with procurement process.</p>

	<p>qualification for participation.</p> <p>2.4 Explain review of compliance with procurement planning regulations</p> <p>2.5 Explain review of procedures for bid or tender submissions</p> <p>2.6 Explain tender opening procedure and evaluation methods</p> <p>2.7 State evaluation of final purchase decisions and authority- physical ascertainment of assets procured on order.</p> <p>2.8 Describe the evaluation of the quality of procurement/users/customers interfaces</p>	<p>qualification for participation</p> <p>Explain review of compliance with procurement planning regulations</p> <p>Explain review of procedures for bid or tender submissions</p> <p>Explain tender opening procedure and evaluation methods</p> <p>State evaluation of final purchase decisions and authority - physical ascertainment of assets procured on order.</p> <p>Discuss evaluation of the quality of procurement/users/customers interfaces</p>				<p>Explain the process of review of bids/tenders for participation.</p> <p>Explain tender opening procedure and evaluation methods.</p>
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	2.9 Explain the evaluation of payment procedures - checking for pre payments and requirements; checking for special payment and requirements; checking for promptness of payment; issuance of certificate of no objection	Explain the evaluation of payment procedures- checking for prepayments and requirements; checking for special payment and requirements; checking for promptness of payment; issuance of Certificate of no objection				
General Objective: 3.0 Understand procurement management audit						
5-6	3.1 Explain the procurement functions compliance with required structural arrangements. 3.2 Explain evaluation of strategic orientation, prevention and correction	Explain the procurement compliance with required structural arrangements Explain evaluation of orientation, prevention and correction	Text books, Journals, Relevant Websites			Explain the Procurement Department's compliance with required structural arrangements.

	<p>3.3 Review communication channel efficiency</p> <p>3.4 Review procurement staffing policy and appropriateness to job description.</p> <p>3.5 Review appropriateness of remuneration and service to employees.</p> <p>3.6 Review adequacy of the methods of materials planning and control.</p> <p>3.7 Review periodical savings to procuring entity, due to procurement efficiency</p> <p>3.8 Review general, professional, supervisory and specialist competences.</p>	<p>Review communication channel efficiency</p> <p>Review procurement staffing policy and appropriateness to job description</p> <p>Review appropriateness of remuneration and service to employees</p> <p>Review adequacy of the methods of materials planning and control</p> <p>Review periodical savings to procuring entity, due to procurement efficiency</p> <p>Review general, professional, supervisory and specialist competences.</p>				<p>Conduct review of procurement staffing policy and appropriateness to job description</p> <p>Explain mis-procurement</p> <p>Explain sources and reasons for mis-procurement.</p>
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	3.9 Explain sources and reasons for mis-procurements	Explain sources and reasons for mis-procurements				
General Objective: 4.0 Understand system of audit for procured stock						
7-8	4.1 Explain stock taking sheet, physical assets records, register ledgers and stock records and activity schedule 4.2 Explain how to carry out a review of receipt and issue procedures and approval 4.3 Explain how to check the appropriateness of storage method. 4.4 Explain how to confirm suitability of handling equipment.	Explain stock taking sheet, physical assets records, register ledgers and stock records and activity schedule Explain how to carry out a review of receipt and issue procedures and approval Explain how to check the appropriateness of storage method. Explain how to confirm suitability of handling equipment.	Text books, Journals, Relevant Websites	Practice stock taking sheet, physical assets records, register ledgers and stock records and activity schedule Carry out a review of receipt and issue procedures and approval Check the appropriateness of storage method.	Guide students to Practice stock taking sheet, physical assets records, register ledgers and stock records and activity schedule Carry out a review of receipt and issue procedures and approval	Explain and conduct audit and investigation of stores and the appropriateness of the storage method. Explain how to review the receipt and issue procedures and approval

	4.5 Explain how to develop a system of stockyard storage.	Explain how to develop a system of stockyard storage		Confirm suitability of handling equipment.	Check the appropriateness of storage method.	State qualities for suitable materials
	4.6 Explain evaluation of stock transfer procedures.	Explain evaluation of stock transfer procedures		Develop a system of stockyard storage	Confirm suitability of handling equipment.	handling system and material handling equipment
	4.7 Describe safety measures and security, general and accident preventive orientation.	Discuss safety measures and security, general and accident preventive orientation			Develop a system of stockyard storage	
	4.8 Explain how to verify to treat discrepancies surpluses and shortage in the store and issuance of stock certificate	Explain how to verify and treat discrepancies surpluses and shortage in the store and issuance of stock certificate				
General Objective: 5.0 Understand procurement audit report						
9-10	5.1 Explain importance of procurement audit report summary and Introduction to report	Explain importance of procurement audit report	Text books, Journals, Relevant Websites	Prepare procurement audit report	Supervise students to Prepare procurement audit report	State the importance of procurement audit report

	5.2 Explain structure and layout of report. Prepare procurement audit report.	Explain executive summary and Introduction to report Explain structure and layout of report Prepare procurement audit report.				Prepare procurement audit report.
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: International Procurement	Code: PSM 424	Credit Unit: 2
	Contact Hours: 2 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour
<p>Goal: To provide a comprehensive analysis of the principles and practices of the global supply chain and the strategic impact it has on the role of the buyer in seeking to extend and proactively manipulate the value chain.</p>		
<p>GENERAL OBJECTIVES: On completion of this unit, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand the fundamentals of international procurement 2.0 Understand global sourcing and global sourcing strategies. 3.0 Understand the commercial considerations and payment arrangements. 4.0 Understand the international procurement task considerations 5.0 Understand the global logistics and documentations 6.0 Understand the customs planning and management 7.0 New challenges to and threats affecting international procurement 		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: International Procurement		Code: PSM 424		Credit Unit: 2		
		Contact Hours: 2 Hours		Theoretical: 2 Hours		
Year: II Semester: II		Pre-requisite:		Practical: 0 Hour		
Course Specification: Theoretical and Practical						
Goal: To provide a comprehensive analysis of the principles and practices of the global supply chain and the strategic impact it has on the role of the buyer in seeking to extend and proactively manipulate the value chain						
General Objective 1.0 Understand the fundamentals of global supply chain management						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
	1.1 Explain the foundational concepts of globalization, international trade and international business.	Explain the foundational concepts of globalization, international trade and international business.	Text books, Journals, Internet Relevant Websites			Explain globalization, international trade and international business. Explain the importance of international business to an economy
	1.2 State the reasons for internationalization of business.	State the reasons for internationalization of trade.				
	1.3 Explain the relationship of international business environment and procurement.	Explain the relationship of international business environment and procurement				
	1.4 Describe international procurement, reasons for it and potential problems to be	Discuss international procurement, reasons for it a potential problems to be				

	<p>encountered in international procurement.</p> <p>1.5 Explain government restrictive practices and laws, and their impact on international procurement.</p> <p>1.6 Explain the concept of global supply chain and the dynamics of the global marketplace</p> <p>1.7 Explain the scope of global trade (import, entrepôt and export) together with a sound knowledge and understanding of its principles</p>	<p>encountered in international procurement.</p> <p>Explain government restrictive practices and laws, and their impact on international procurement.</p> <p>Explain the concept of global supply chain and the dynamics of the global marketplace.</p> <p>Explain the scope of global trade (import, entrepôt and export) together with a sound knowledge and understanding of its principles</p>				<p>Explain international procurement</p> <p>Explain the reasons for international procurement.</p> <p>Explain the potential problems to be encountered in international procurement</p>
General Objective: 2.0 Understand global sourcing and global sourcing strategies						
3-4	2.1 Explain global sourcing, difference between international/global and	Explain global sourcing, difference between international/global and	Text books, Journals, Internet			Define global sourcing

	<p>national sourcing by comparing and contrasting various approaches to domestic sourcing to global sourcing.</p> <p>2.2 Explain various sources of information on international supply of materials/goods.</p> <p>2.3 Describe the factors international procurers consider in the selection of international suppliers.</p> <p>2.4 Explain global sourcing strategies available to international procurers – wholly owned subsidiaries, overseas joint venture, in-bond plant contractor, overseas independent</p>	<p>national sourcing by comparing and contrasting various approaches to domestic sourcing to global sourcing.</p> <p>Explain various sources of information on international supply of materials/goods.</p> <p>Discuss the factors international procurers consider in the selection of international suppliers.</p> <p>Explain global sourcing strategies available to international procurers – wholly owned subsidiaries, overseas joint venture, in-bond plant contractor, overseas independent contractor,</p>	<p>Relevant Websites</p>			<p>Explain sources of information for global supply.</p> <p>State the factors to be considered in the selection of international suppliers</p> <p>Explain global sourcing strategies available to international procurers.</p>
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	<p>contractor, overseas, independent manufacturer.</p> <p>2.5 State international procurement intermediaries - import merchants import brokers, supplier's/ manufacturer's subsidiary, export management companies, manufacturers' export agent, trading companies (sogo shosha) sales representatives, clearing agents, freight forwarders (forwarding agents), chartered shipbrokers etc.</p> <p>2.6 Explain sub-contracting within global dimension.</p> <p>2.7 Explain the growth and reliance of offshoring (global outsourcing) and sub-</p>	<p>overseas, independent manufacturer.</p> <p>State international procurement intermediaries - import merchants, import brokers, supplier's/manufacturer's subsidiary, export management companies, manufacturers' export agent, trading companies (sogo shosha) sales representatives, clearing agents, freight forwarders (forwarding agents), chartered shipbrokers etc.</p> <p>Explain sub- contracting within global dimension.</p> <p>Explain the growth and reliance of offshoring (global outsourcing) and</p>				<p>Explain the various intermediaries in international procurement</p> <p>Explain the impact of trading blocs and customs unions on international procurement.</p>
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	contracting in contributing 'value-add' to the organisation	sub-contracting in contributing 'value-add' to the organisation.				
	2.8 Explain the impact of trading blocs and customs unions on international procurement.	Explain the impact of trading blocs and customs unions on international procurement.				
General Objective: 3.0 Understand the commercial considerations and payment arrangements						
5-6	3.1 Explain international payment systems, payment preferences of international procurers and suppliers.	Explain international payment systems, payment preferences of international procurers and suppliers.	Text books, Journals, Internet Relevant Websites			Explain international payment systems,
	3.2 Explain money-based payments (bills of exchange, letters of credit, forfaiting, cash in advance, open account, credit cards etc.).	Explain money-based payments (bills of exchange, letters of credit, forfaiting, cash in advance, open account, credit cards etc.).				Explain the payment preferences of international procurers and international suppliers
	3.3 List out the various forms of payments without money i.e.	Discuss the various forms of payments				

	<p><i>countertrade</i> (barter/swaps, compensation or buybacks, counter purchase, switch trading and offset), under defined trading conditions and/or commercial arrangements</p> <p>3.4 Explain reciprocal trading and the strategic impact on the organisation, as a whole, of reciprocal trading together with its impact on the dynamic of the supply chain</p> <p>3.5 Explain currency management and global financing, and the key underpinning financial considerations linked to</p>	<p>without money i.e. <i>countertrade</i> (barter/swaps, compensation or buybacks, counter purchase, switch trading and offset), under defined trading conditions and/or commercial arrangements</p> <p>Explain reciprocal trading and the strategic impact on the organisation, as a whole, of reciprocal trading together with its impact on the dynamic of the supply chain</p> <p>Explain currency management and global financing, and the key underpinning financial considerations</p>				<p>Explain various payments methods for international procurement under:</p> <ul style="list-style-type: none"> • Money-based payments • Countertrade arrangement <p>State the reasons for countertrade and what are procurements contributions to it</p>
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	<p>global supply chain management.</p> <p>3.6 Explain international commercial arrangement and terminologies, such as IncoTerms 2020 for waterways, airfreight and land.</p> <p>3.7 Define a Bill of Exchange</p> <p>3.8 Explain the purpose of and permutations of Letters of Credit</p> <p>3.9 Explain the reasons for and impact of currency fluctuations on international procurement.</p> <p>3.10 Explain the implications of global finance loans linked to the facilitation of global trade flows</p>	<p>linked to global supply chain management.</p> <p>Explain international commercial arrangement and terminologies, such as IncoTerms 2020 for waterways, airfreight and land.</p> <p>Define and describe a Bill of Exchange</p> <p>Explain the purpose of and permutations of Letters of Credit</p> <p>Explain the reasons for and impact of currency fluctuations on international procurement.</p> <p>Explain the implications of global finance loans linked to the facilitation of global trade flows</p>				<p>Explain international commercial arrangements (IncoTerms) 2020 for waterways, airfreight and land.</p>
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	<p>3.11 Explain the impact of ethics, culture and customary practice to the procurer operating in the global marketplace</p> <p>3.12 Distinguish the differences in negotiation strategies to be adopted from solely buying domestically to one of buying on a global dimension</p>	<p>Explain the impact of ethics, culture and customary practice to the procurer operating in the global marketplace</p> <p>Distinguish the differences in negotiation strategies to be adopted from solely buying domestically to one of buying on a global dimension.</p>				
General Objective: 4.0 Understand international procurement task considerations						
7-8	<p>4.1 Explain planning considerations and the importance of good planning to global supply chain management.</p> <p>4.2 Explain the importance of quality considerations to</p>	<p>Explain planning considerations and the importance of good planning to global supply chain management</p> <p>Explain the importance of quality considerations</p>	<p>Textbooks</p> <p>Journals</p> <p>Internet</p> <p>Relevant Websites</p>			<p>State the importance of quality and Standardization in managing global supply chain</p>

	<p>managing the global supply chain.</p> <p>4.3 Explain quality, quality considerations and the importance of specifications and national and global standards linked to buying products and services, and the role of the International Standards Organisation (ISO) in international procurement.</p> <p>4.4 Explain contractual considerations when buying globally</p> <p>4.5 Explain the key legal considerations to be made in relation to global</p>	<p>to managing the global supply chain</p> <p>Explain quality, quality considerations and the importance of specifications and national and global standards linked to buying products and services, and the role of the International Standards Organisation (ISO) in international procurement.</p> <p>Explain contractual considerations when buying globally</p> <p>Explain the key legal considerations to be made in relation to global</p>			<p>Explain the contractual considerations when buying globally.</p> <p>Explain legal considerations to be made in relation to global contracting and contract management</p> <p>Explain the impact of tariffs and non-tariff barriers and how WTO regulates them</p>
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	<p>contracting and contract management</p> <p>4.6 Explain Commodity markets and the operations of commodity markets.</p> <p>4.7 Explain the impact of tariffs and non-tariff barriers and the how World Trade Organisation (WTO) regulates them.</p>	<p>contracting and contract management</p> <p>Explain Commodity markets and the operations of commodity markets.</p> <p>Explain the impact of tariffs and non- tariff barriers and the how World Trade Organisation (WTO) regulates them.</p>				
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General Objective: 5.0 Understand the global logistics and documentations

9-10	<p>5.1 Explain logistics and the role of global logistics in international procurement.</p> <p>5.2 Explain global logistics and transport and the various modes of transport available when buying globally</p>	<p>Explain logistics and the role of global logistics in international procurement.</p> <p>Explain global logistics and transport and the various modes of transport available when buying globally</p>	<p>Text books, Journals, Internet relevant websites</p>			<p>Define global logistic</p> <p>Explain the significant roles of freight forwarders, import brokers,</p>
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	<p>5.3 Differentiate the role of freight forwarders, import brokers, agents, distributors and overseas representatives.</p>	<p>Differentiate the role of freight forwarders, import brokers, agents, distributors and overseas representatives</p>			<p>agents, distributors and overseas representatives in international procurement.</p>
	<p>5.4 Explain the Factors which have developed the concept of logistics.</p>	<p>Explain the Factors which have developed the concept of logistics</p>			
	<p>5.5 Explain how to interpret the impact of global logistics by demonstrating a sound understanding of recent developments in global logistics drawing from current 'best practice' being adopted.</p>	<p>Explain how to interpret the impact of global logistics by demonstrating a sound understanding of recent developments in global logistics drawing from current 'best practice' being adopted</p>			<p>Explain the importance of procurement and supply chain management's contribution to the formulation of a global logistics strategy</p>
	<p>5.6 Identify the importance of procurement and supply chain management's contribution to the formulation of a global logistics strategy</p>	<p>Identify the importance of procurement and supply chain management's contribution to the</p>			

	<p>5.7 Explain the fundamental principles of cargo insurance</p> <p>5.8 Explain import considerations and implications and import documentation - local documentation and Inco-Terms 2020.</p> <p>5.9 Explain how to classify the various forms of import documentation and arrangements required to be understood when buying globally</p>	<p>formulation of a global logistics strategy</p> <p>Explain the fundamental principles of cargo insurance</p> <p>Explain import considerations and implications and import documentation - local documentation and Inco-Terms 2020.</p> <p>Explain how to classify the various forms of import documentation and arrangements required to be understood when buying globally</p>				
General Objective: 6.0 Understand the Customs planning and management						
11-12	6.1 Explain the role and impact of Nigeria Custom Service	Explain the role and impact of Nigeria	Text books, Journals,			Explain the roles and

	<p>on effective operation of the international procurement and supply chain management.</p> <p>6.2 Explain how to interpret the importance of the contract of affreightment, including the appropriate use of Inco-terms and terms of delivery.</p> <p>6.3 Explain processing of imported consignment, Custom's Long Room, and the use of customs warehouses.</p> <p>6.4 Explain the role of various import trade facilitation organisations and groupings</p>	<p>Custom Service on effective operation of the international procurement and supply chain management</p> <p>Explain how to interpret the importance of the contract of affreightment, including the appropriate use of Inco-terms and terms of delivery</p> <p>Explain processing of imported consignment, Custom's Long Room, and the use of customs warehouses.</p> <p>Explain the role of various import trade facilitation organisations and groupings</p>	<p>visitation, Internet</p>			<p>impacts of Nigerian customs service in international trade</p> <p>Explain the procedures in the Custom's Long Room.</p> <p>Define customs union</p> <p>Explain the impacts of custom unions such as</p>
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	<p>6.5 Explain economic integration, custom unions and the impact of Free Trade Zones/blocs and customs union – ECOWAS, United States-Mexico-Canada Agreement (USMCA), Regional Comprehensive Economic Partnership (RCEP) ASEAN etc on international procurement.</p>	<p>Explain economic integration, custom unions and the impact of Free Trade Zones/blocs and customs union – ECOWAS, United States-Mexico- Canada Agreement (USMCA), Regional Comprehensive Economic Partnership (RCEP) ASEAN etc on international procurement.</p>				<p>ECOWAS, NAFTA, RCEP etc. in international procurement</p>
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General objective: 7.0: New challenges to and threats affecting international procurement

	<p>7.1 Explain governments’ instruments of protectionism and restrictive trade – tariffs, quotas, embargoes, boycotts, import license requirement, local content requirements, national boarder closures, subsidies countervailing</p>	<p>Explain governments’ instruments of protectionism and restrictive trade– tariffs, quotas, embargoes, boycotts, import license requirement, local content requirements, national</p>	<p>Text books, Journals, Internet Relevant Websites</p>			<p>Explain the instruments of protection applied by governments in restricting international trade.</p>
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	<p>duties, subsidies, reciprocity, currency manipulation and controls, trading blocs, etc – and their impacts on international procurement.</p> <p>7.2 Explain how economic crisis – Asia economic/financial crisis of 1996 and global financial crisis of 2008 – affected international business in general and specifically procurement and supply chain management.</p> <p>7.3 List the effects of epidemics and pandemics like Zika, Ebola, h1n1 swine flu, SARS virus, Corona (Covid-19)</p>	<p>boarder closures, subsidies countervailing duties, subsidies, reciprocity, currency manipulation and controls, trading blocs, etc–and their impacts on international procurement.</p> <p>Explain how economic crisis– Asia economic /financial crisis of 1996 and global financial crisis of 2008 – affected International business in general and specifically procurement and supply chain management.</p> <p>Discuss the effects of epidemics and pandemics like Zika, Ebola, h1n1 swine flu, SARS virus,</p>				<p>Explain how global financial and economic crisis affect international procurement.</p> <p>Explain how global pandemics affect international flow of goods and services.</p> <p>How does the level of country’s opacity affect</p>
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	<p>viruses affect international logistics, supply and procurement.</p> <p>7.4 Explain the opacity index, and state the effect level of opacity of terrorism, sea piracy, insurgency and banditry on international logistics, supply and procurement.</p>	<p>Corona (Covid-19) viruses affect international logistics, supply and procurement.</p> <p>State the effect level of opacity of terrorism, insurgency and banditry on international logistics, supply and procurement.</p>				<p>inflow of materials resources</p>
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Project and Contract Management	Code: PSM 425	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 1 Hour
Goal: The course is designed to acquaint students with the knowledge of principles, practices and techniques for the management of projects with particular emphasis on the role of the supply chain specialist.		
General Objectives: On completion of this unit, students will be able to:		
1.0 Understand project management methodology		
2.0 Understand project procurement, appraisal and assessment		
3.0 Understand contractual issues		
4.0 Understand contract management		
5.0: Understand subcontracting, engineering and construction pricing methods		
6.0 Understand variations, claims, contract administration and project reports		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT						
Course: Project and Contract Management		Code: PSM 425		Credit Unit: 3		
		Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: II Semester: II		Pre-requisite:		Practical: 1 Hour		
Course Specification: Theoretical and Practical						
Goal: The course is designed to acquaint students with the knowledge of principles, practices and techniques for the management of projects with particular emphasis on the role of the supply chain specialist						
General Objective: 1.0 Understand Project Management Methodology						
Theoretical Content				Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain projects, types of project and project management 1.2 State the varying nature of project work in business 1.3 Explain the roles and responsibility of project managers and roles of procurement managers in project management. 1.4 Describe planning, organising, co-ordinating	Explain projects, types of project and project management State the varying nature of project work in business Explain the roles and responsibility of project managers and roles of procurement managers in project management. Discuss planning, organising, co-ordinating	Textbooks, Journals, Visitations Relevant Internet Websites.	Form a project team Prepare a Gantt chart showing different stages of a project to be executed Prepare a critical path analysis for a given project	Guide students to: Form a project team Prepare a Gantt chart showing different stages of a project to be executed Prepare a critical path analysis for a given project	Define project Explain types of projects. Explain the contributions of procurement to successful completion of projects

	and controlling projects, using appropriate tools.	controlling projects, using appropriate tools.				Explain the planning, organising, co-ordination and control of projects.
1.5	Explain work plan and its application in projects	Explain work plan and its application in projects				
1.6	Explain teams, teamwork, leadership and motivational aspects of project management.	Explain teams, teamwork, leadership and motivational aspects of project management				Explain the importance of teams and teamwork to successful completion of projects.
1.7	Explain the use of IT software for improved project and contract management.	Explain the use of IT software for improved project and contract management.				
1.8	Explain project teams and how to build successful cross- functional project teams.	Explain project teams and how to build successful cross- functional project teams.				

General Objective: 2.0 Understand project procurement, appraisal and assessment

3-4	<p>2.1 Explain project procurement, appraisal - quality, time and cost, including methods of investment appraisal and assessment of risks,</p> <p>2.2 Explain pre-contract considerations with regard to the use of consultants, deployment of people, initiation of joint ventures and appointment of sub-contractors</p> <p>2.3 Explain the use of project partnering and best value in project and contract management</p>	<p>Explain project procurement appraisal, quality, time and cost, including methods of investment appraisal and assessment of risks,</p> <p>Explain pre-contract considerations with regard to the use of consultants, deployment of people, initiation of joint ventures and appointment of sub-contractors</p> <p>Explain the use of project partnering and best value in project and time management.</p>	Textbooks, Journals, Videos Visit to Project Sites, Relevant Websites	Prepare an invitation for tender Conduct a bidding session	Guide students to: Prepare an invitation for tender Conduct a bidding session	<p>Explain the relevant criteria to be considered in selecting consultants and other parties in procurement of project items</p> <p>Explain the use of bidding process in the selection of contractors and service providers for projects.</p>
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	<p>2.4 Explain the use of tendering/bidding, bid documents, bid qualifications, bid securities procedures, bid opening and payments taking into account the Public Procurement Act 2007.</p> <p>2.5 Explain the functions of an Engineer/Architect in project and contract management</p>	<p>Explain the use of tendering/bidding, bid documents, bid qualifications, bid securities procedures, bid opening and payments taking into account the Public Procurement Act 2007</p> <p>Explain the functions of an Engineer/Architect in project and contract management</p>				<p>State the functions of an Engineer/Architect in project management</p>
General Objective: 3.0 Understand contractual issues						
5-6	<p>3.1 Describe types of construction contracts including competitive, negotiated, turnkey, multiple management, design, build and operate contract strategies.</p>	<p>Explain types of construction contracts including competitive, negotiated, turnkey, multiple management, design, build and operate contract strategies</p>	<p>Text books, Journals, Videos Visit To Project Sites, Relevant Websites</p>			<p>Explain types of construction contracts applicable to project procurement.</p>

	<p>3.2 Enumerate the various aspects of the contract; the specification, the performance measures and the contractual terms.</p> <p>3.3 Explain Contractual clauses such as those covering pricing methods, payment, control of sub-contractors, default, unforeseen circumstances, delay and liquidated damages, defects and maintenance, indemnity and insurance, intellectual property</p>	<p>Explain the various aspects of the contract; the specification, the performance measures and the contractual terms.</p> <p>Explain Contractual clauses such as those covering pricing methods, payment, control of sub-contractors, default, unforeseen circumstances, delay and liquidated damages, defects and maintenance, indemnity and insurance, intellectual property</p> <p>Explain the operation of alternative pricing</p>				<p>Define Public-Private Partnership (PPP)</p> <p>Explain the PPP impacts in project management</p> <p>Explain methods of funding projects.</p> <p>Explain subcontracting and outsourcing.</p>
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	<p>3.4 Explain the operation of alternative pricing methods in procurement projects.</p> <p>3.5 Explain Public-Private Partnership (PPP) and its impact on project and contract management.</p> <p>3.6 Describe forms of dispute resolution</p> <p>3.7 Enumerate Legal considerations relating to project and contract management</p> <p>3.8 Explain Project funding methodology, subcontracting and outsourcing.</p>	<p>methods in procurement projects.</p> <p>Explain Public-Private Partnership (PPP) and its impact on project and contract management.</p> <p>Explain forms of dispute resolution</p> <p>Explain Legal considerations relating to project and contract management</p> <p>Explain Project funding methodology, subcontracting and outsourcing.</p>				
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General Objective: 4.0 Understand contract management

7-8	<p>4.1 Explain contract control, including network analysis techniques, the measurement and reporting of progress</p> <p>4.2 Explain costs control with regard to certification and payment</p> <p>4.3 Explain management and negotiation of variations and claims.</p> <p>4.4 Explain monitoring and negotiating improvement to supplier performance.</p> <p>4.5 Explain contract closure and liability for defects</p>	<p>Explain contract control, including network analysis techniques, the measurement and reporting of progress</p> <p>Explain costs control with regard to certification and payment</p> <p>Explain management and negotiation of variations and claims</p> <p>Explain monitoring and negotiating improvement to supplier performance</p> <p>Explain contract closure and liability for defects</p>	<p>Textbooks, journals, video visit to project sites, relevant websites</p>	<p>Prepare a progress report on a project</p>	<p>Guide students to prepare a progress report on a project</p>	<p>Define contract control</p> <p>Explain project control under following headings:</p> <ul style="list-style-type: none"> • Cost • Quality • Time • Human • Contract <p>Explain the risks relating to variations and claims to contracts</p>
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	4.6 Explain post-implementation appraisal.	Explain post-implementation appraisal				
General Objective: 5.0 Understand subcontracting, engineering and construction pricing methods						
9-10	5.1 Explain fixed pricing, escalation, variable, lump-sum measurement and value and schedule of rate on measurement 5.2 Explain formulae for fluctuations in cost of labour and materials 5.3 Explain fixed/variable elements 5.4 Describe labour and material indices, and incidence of expenditure 5.5 Explain bidding, bidding procedure, bidding methods and bid bonds.	Explain fixed pricing, escalation, variable, lump-sum measurement and value and schedule of rate on measurement Explain formulae for fluctuations in cost of labour and materials Explain fixed/variable elements Discuss labour and material indices, and incidence of expenditure Explain bidding, bidding procedure, bidding methods and bid bonds.	Text books, Journals, Video Visit to Project Sites, Relevant Websites			Explain fixed pricing, escalation, variable, lump-sum measurement and value and schedule of rate on measurement Explain bidding, bidding procedure, bidding methods and bid bonds. Explain contractual

	5.6 Explain subcontracting and outsourcing contractual relationship, owner/ employer's rights and contractor/supplier's rights	Explain subcontracting and outsourcing contractual relationship, owner/employer's rights and contractor/supplier's rights				relationship of sub contraction and outsourcing
	5.7 Explain the safeguards for the employer and the extent of contractor's liability	Explain the safeguards for the employer and the extent of contractor's liability				Explain time management and importance of on time project completion.
	5.8 Describe back-to-back arrangements	Discuss back-to-back arrangements				
	5.9 Explain time management and importance of on time project completion.	Explain time management and importance of on time project completion.				
General Objective: 6.0 Understand variations, claims, contract administration and project reports						
11-12	6.1 Explain variations within and outside the scope of project	Explain variations within and outside the scope of project Explain how to negotiate claims and	Text books, Journals, Internet Visitations,	Draft instructions to tenders for project contracts	Guide students to: Draft instructions to	Explain how to negotiate claims and amendments,

<p>6.2 Negotiate claims and amendments, and how to settle claims and disputes e.g. contractual and ex-gratia claims</p> <p>6.3 Explain the effects of delivery in project contract</p> <p>6.4 Explain the functions of the Engineering /Architect in project contract management</p> <p>6.5 Explain research and development in relation to contracts, patents, copyrights, registered designs etc.</p>	<p>amendments, and how to settle claims and disputes e.g. contractual and ex-gratia claims</p> <p>Explain the effects of delivery in project contract</p> <p>Explain the functions of the Engineering /Architect in project contract management</p> <ul style="list-style-type: none"> • Draft instructions to • tenders for project contracts <p>Explain research and development in relation to contracts, patents, copyrights, registered designs etc.</p>	<p>Relevant Website</p>	<p>Prepare reports on project works</p>	<p>tenders for project contracts</p> <p>Prepare reports on project works</p> <p>Record of projects</p>	<p>and how to settle claims and disputes.</p> <p>Discuss research important in project management</p> <p>Explain research and development in relation to contracts, patents, copyrights, registered designs</p>
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	5.5 Explain the roles of research in a project and contract.	Explain the roles of research in a project and contract. <ul style="list-style-type: none">• Prepare reports on project works• Explain records of projects				
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PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
Course: Procurement Cases and Problems	Code: PSM 426	Credit Unit: 3
	Contact Hours: 3 Hours	Theoretical: 2 hours
Year: II Semester: II	Pre-requisite:	Practical: 1 hour
Goal: This course is intended to develop the trainee's ability to creatively apply qualitative and quantitative information and initiative skills and techniques to analysing and solving organizational problems.		
<p>General Objectives: On completion of this unit, students will be able to:</p> <ol style="list-style-type: none"> 1.0 Understand various approaches to case analysis 2.0 Understand the roles of internal and external environment of business in case analysis 3.0 Understand cases and situations arising from any case and problems 4.0 Understand analytical skills for solving major case study problems 5.0 Understand how to prepare a clear and well-structured case report 6.0 Understand how to find solution to problems or cases, arising from more situation relating to procurement and supply functions 		

	<p>procurement and supply strategies.</p> <p>1.5 State various alternative approaches to case analysis</p> <p>1.6 Explain process of analysing case - gaining familiarity of the case, identify the components of the firm's environment conduct, organization analysis, and make recommendations.</p>	<p>strategy and procurement and supply strategies</p> <p>State various alternative approaches to case analysis.</p> <p>Explain process of analysing case - gaining familiarity of the case, identify the components of the firm's environment conduct, organization analysis, and make recommendations</p>				
General Objective: 2.0 Understand the roles of internal and external environment of business in case analysis						
3-4	2.1 Look out for case from in the environment to competitive environment (industry), to within the organization – economic		Textbooks, Journals, Videos Relevant Websites	Identify case from the general environment to competitive environment (industry), within the organization	Guide students to identify general environment to competitive environment	Conduct environmental scanning and analysis applicable to

	<p>environment, politics/legal environment, technological environment, social and culture environment, ecological environment, global environment, competitive (industry) environment and organization (internal) environment –</p> <p>2.2 Explain strength, weakness, opportunities and threats (SWOT) analysis.</p>	<p>Explain strength, weakness, opportunities and threats (SWOT) analysis.</p>		<p>economic environment, politics/legal environment, technological environment, social and culture environment, ecological environment, global environment, competitive (industry) environment and organization (internal) environment.</p> <p>Conduct strength, weakness, opportunities and threats (SWOT) analysis.</p>	<p>(industry), within the organization – economic environment, politics/legal environment, technological environment, social and culture environment, ecological environment, global environment, competitive (industry) environment and organization (internal) environment.</p>	<p>case study.</p>
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					Conduct strength, weakness, opportunities and threats (SWOT) analysis.	
General Objective: 3.0 Acquire ability to understand cases and situations arising from any case of problems						
5-6	3.1 Explain techniques to mini case analysis. Analyse case in the area strategy management – strategic intent (vision, mission, corporate philosophy, business objectives etc.), strategy formulation and implementation etc.	Explain techniques to mini case analysis. • Analyse case in the area strategy management – strategic intent (vision, mission, corporate philosophy, business objectives etc.), – • strategic intent (vision, mission, corporate philosophy,	Textbooks, Journals, Videos Relevant Websites	Demonstrate techniques to mini case analysis Guide student in analysing mini case in the area strategy management. strategic intent (vision, mission, corporate philosophy, business objectives etc.), strategy formulation and implementation etc.	Demonstrate techniques to mini case analysis Guide student in analysing mini case in the area strategy management. strategic intent (vision, mission, corporate philosophy, business objectives etc.),	Analyse 2 mini cases in business. Analyse 3 mini cases in procurement and supply management.

		business objectives etc.), strategy formulation and implementation etc.		Analyse mini cases in procurement policy and strategy	strategy formulation and implementation etc.	
	3.3 Analyse mini cases in procurement policy and strategy	Analyse mini cases in procurement policy and strategy		Analyse mini cases in procurement and/or supply planning	Analyse mini cases in procurement policy and strategy	
	3.4 Analyse mini cases in procurement and/or supply planning.	Analyse mini cases in procurement and/or supply planning		Analyse mini cases in inventory planning and control	Analyse mini cases in procurement and/or supply planning	
	3.5 Analyse mini cases in inventory planning and control	Analyse mini cases in inventory planning and control		Analyse mini cases in physical distribution and transportation and/or supply planning	Analyse mini cases in inventory	
	3.6 Analyse mini cases in physical distribution and transportation and/or supply planning	Analyse mini cases in physical distribution and transportation and/or supply planning		Analyse mini cases in negotiation and stores management.		
	3.7 Analyse mini cases in negotiation and stores management.	Analyse mini cases in negotiation and stores management.				

	<p>3.8 Analyse mini cases relative to legal aspects of procurement</p>	<p>Analyse mini cases relative to legal aspects of procurement</p>		<p>Analyse mini cases in negotiation and stores management.</p> <p>Analyse mini cases relative to legal aspects of procurement</p>	<p>planning and control</p> <p>Analyse mini cases in physical distribution and transportation and/or supply planning</p> <p>Analyse mini cases in negotiation and stores management.</p> <p>Analyse mini cases relative to legal aspects of procurement</p>	
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General objective: 4.0 Develop analytical skills for solving major case problems						
7-8	<p>4.1 Explain techniques and tools for analysing major cases using corporate portfolio analysis - BCG matrix, Product life cycle strategy, GE business screen, GE 9 cells matrix, Ansoff's growth vector, TOWS matrix, learning curve, etc.</p> <p>4.2 Explain techniques and tools for analysing major cases using financial and economic analysis capital investment appraisal, investment analysis and portfolio management, financial planning and quantitative techniques etc</p>	<p>Explain techniques and tools for analysing major cases using corporate portfolio analysis - BCG matrix, Product life cycle strategy, GE business screen, GE9 cells matrix, Ansoff's growth vector, TOWS matrix, learning curve, etc.</p> <p>Explain techniques and tools for analysing major cases using financial and economic analysis capital investment appraisal, investment analysis and portfolio management, financial planning and</p>	<p>Textbooks, Journals, Videos Relevant Websites</p>	<p>Identify tools for analysing major cases using corporate portfolio analysis - BCG matrix, Product life cycle strategy, GE business screen, GE 9 cells matrix, Ansoff's growth vector, TOWS matrix, learning curve, etc.</p> <p>Identify tools for analysing major cases using financial and economic analysis capital investment appraisal, investment analysis and portfolio management, financial</p>	<p>Guide students to Identify tools for analysing major cases using corporate portfolio analysis - BCG matrix, Product life cycle strategy, GE business screen, GE 9 cells matrix, Ansoff's growth vector, TOWS matrix, learning curve, etc.</p> <p>Identify tools for analysing major</p>	<p>Analyse 2 major cases with students in groups.</p>

		quantitative techniques etc		planning and quantitative techniques etc	cases using financial and economic analysis capital investment appraisal, investment	
General Objective: 5.0 Understand how to prepare a clear and well-structured case report						
9-10	5.1 Prepare a case report pertaining to selected areas as a group and individual 5.2 Present a summary report on any previously treated cases - first and group and individually	Prepare a case report pertaining to selected areas as a group and individual Present a summary report on any previously treated cases - first and group and individually	Textbooks, Journals, Videos Relevant Websites	Prepare students for a case report pertaining to selected areas as a group Present a summary report on any previously treated cases - first and group and individually	Prepare students for a case report pertaining to selected areas as a group Present a summary report on any previously treated cases - first and group and individually	Prepare group case reports.

General Objective: 6.0 Understand how to find solution to problems or cases arising from more situation relating to procurement and supply functions

11-12	<p>6.1 Explain different solutions to cases to be supplied by the lecturer</p> <p>6.2 Present a majority and minority reports and or solutions to different cases in procurement and supply</p>	<p>Explain different solutions to cases to be supplied by the lecturer</p> <p>Act as chairman to a group selected to give probable solution to cases in procurement and supply</p> <p>Present a majority and minority reports and or solutions to different cases in procurement and supply</p>	<p>Textbooks, Journals, Videos Visit To Project Sites, Relevant Websites</p>	<p>Demonstrate the act as chairman to a group selected to give probable solution to cases in procurement and supply</p>	<p>Demonstrate the act of chairman to a group selected to give probable solution to cases in procurement and supply</p>	<p>Analyse a major case and present an individual report on it.</p>
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Practical Guide for ND Procurement and Supply Chain Management

<p>PSM 111 Principles of Procurement I</p>	<ol style="list-style-type: none"> 1. Draw an Organogram depicting types of Procurement Organisation Structure as well as duties and responsibilities of procurement managers, supervisors and other staff, 2. Demonstrate use of different methods of Specification 3. Calculate economic order quantity (EOQ) 4. Prepare a material stock level 5. Carryout Supplier rating, evaluation and selection
<p>PSM 112 Stores Administration I</p>	<ol style="list-style-type: none"> 1. Demonstrate how to inspect, receive, store, maintain, and issue items in the store 2. Demonstrate the use of Safety gadgets in the store such as: <ul style="list-style-type: none"> • Helmets • Overalls • Boots • Fire extinguisher • Sand bucket 3. Demonstrate: <ul style="list-style-type: none"> • Storage of harmful • Disposal of irreparable breakage 4. Demonstrate use of Protective clothing and wears 5. Demonstrate how to document activities in the store: <ul style="list-style-type: none"> • Inspection report • Store receipt voucher • Stock inventory 6. Demonstrate security checks at entrance and exit points of the Model Store 7. Demonstrate how store items are marked manually and electronically 8. Carry out sanitation activities in the Model Store 9. Carry out maintenance of store equipment

PSM 113 Principles of Transport and Distribution I	<ol style="list-style-type: none"> 1. Analyze modes of transport (such as rail, road, air and sea/inland waterways) and the merits and demerits of each mode. 2. Carry out distribution resources planning (DRP). 3. Carry out containerization, using different types of containers,
PSM 114 Legal Aspects of Procurement and Supply Chain Management Materials Planning and Control	<ol style="list-style-type: none"> 1. Frame a Business entity and position it as a manufacturing firm 2. Prepare a relevant case study using the above firm in the violation of requirements in supply of goods and services. 3. Frame a Business entity and position it as an agent 4. Prepare relevant case study using the organization in violation of clauses in the law of Agency 5. Simulate forming different types partnerships and make presentation on the type of Partnership formed 6. Visit an Insurance Company and take an Insurance Cover for: <ul style="list-style-type: none"> • Fire outbreak in the Model Store in the Department • Accidents for staff in the Model store, etc. 7. Visit a Court and watch proceedings on default or breach of Insurance contract 8. Raise a bank draft bill of exchange for a particular transaction 9. Demonstrate hire purchase of a tricycle
PSM 121 Principles of Procurement II	<ol style="list-style-type: none"> 1. Carry out grouping and regrouping of Procurement department into sections e.g <ul style="list-style-type: none"> • Ordering unit • Receiving unit Inspection unit, etc

	<p>2. Design:</p> <ul style="list-style-type: none"> • Purchase requisition form • Purchase order form <p>Consignment notes</p> <p>3. Design different types of Procurement manuals</p> <p>4. Visit trade fairs, interact foreign manufacturers on how to import and export items from and to their countries</p>
<p>PSM 122 Stores Administration II</p>	<p>1. Demonstrate different methods of issuing and pricing of issues in the Model store eg</p> <ul style="list-style-type: none"> • First in first out (FIFO) • Last in first out (LIFO) <p>2. Carryout inventory/ stock taking activities in the Model store</p> <p>3. Use Excel to document received and issued stores in the Store</p>
<p>PSM 125 Procurement Research Methods</p>	<p>1. Choose a field of research</p> <p>2. Create (formulate) a research file Search for useful information resources in the field of research (i.e. museum, markets, health institutions, library, information resources centre etc.)</p> <p>3. Use various search engines to gather resources for research</p> <p>4. Compile an index card system for research title</p>

	<p>5. Review related literature on the subject matter of the research</p> <p>6. Choose research methods most appropriate for research work (project)</p> <p>7. Carry out descriptive research using any of the appropriate designs</p> <p>8. Collect data for a given research title</p> <p>9. Analyze data using appropriate test statistic methods</p> <p>10. Interpret the result obtained at the end of the research work.</p> <p>11. Write up the report at the end of research</p> <p>12. Organize the project work to cover the topics discussed</p>
<p>PSM 211 Practice of Procurement I</p>	<p>1. Carry out excursion to logistics company to see how fleets are scheduled and how passenger manifests are prepared</p> <p>2. Demonstrate preparation of waybill</p> <p>3. Demonstrate the application of various Variety reduction techniques in Procurement</p> <p>4. In groups, price, buy and sell items as suppliers and buyers</p>
<p>PSM 213 Principles of Materials Management</p>	<p>1. Use Organizational structure to explain functions included in Management structure</p> <p>2. Use drawings to specify type of building required to a construction company</p> <p>3. Use drawings to specify type of garment required to a fashion designer</p>

	<ol style="list-style-type: none"> 4. Watch documentaries on different methods of production eg <ul style="list-style-type: none"> • Batch production • Flow production, etc 5. Design a production plan 6. Create promotional activities 7. Conduct recording of materials using different methods 8. Calculate: <ul style="list-style-type: none"> • Minimum levels • Maximum levels • Safety levels 9. Reorder levels 10. Slow moving items and surplus items.
<p>PSM 214 Introduction to Supply Chain Management</p>	<ol style="list-style-type: none"> 1. Watch documentaries on supply chain management 2. Draw a supply chain organisational chart in groups 3. Calculate the total cost of producing a given item for supply 4. Calculate inventory carrying cost 5. Draw charts showing steps in total quality management 6. Watch videos on Warehousing 7. Draw a store layout showing different sections of the store and the gangways therein
<p>PSM 222 Stores Design and Materials Handling II</p>	<ol style="list-style-type: none"> 1. Describe stores layout and how it affects flow of materials. 2. Describe goods receiving bays

	<ol style="list-style-type: none">3. Describe the surveillance of incoming goods.4. Describe vehicle parking facilities.
PSM 226 Project	<ol style="list-style-type: none">1. Selection of a topic of interest.2. Demonstrate research ability3. Demonstrate ability to collect data

Practical Guide for HND Procurement and Supply Chain Management

<p>PSM 311 Procurement Practice and Techniques</p>	<ol style="list-style-type: none"> 1. Demonstrate procurement, procurement functions within supply chain management, 2. Illustrate the relationship between procurement and buying, procurement and purchasing, procurement and supply chain management 3. Identify the relationships between the procurement function and other functions (production and operations, finance, marketing, human resources etc.) in a supply chain environment 4. Illustrate supply market structures 5. Demonstrate their implications for efficient procurement 6. Demonstrate the use of investment appraisal techniques in the procurement of capital equipment.
<p>PSM 312 Inventory Management</p>	<ol style="list-style-type: none"> 1. Draw different types of storage facilities such as: storehouse, stockyard, point of use and floating storage 2. Calculate various inventory control techniques, such as: economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores accounting (LIFO, FIFO), stock taking and stock checking, JIT, Kanban, MRP and ERP etc. 3. Illustrate store design, objectives of store design and types of designs and factors considered in designing stores 4. Carry out operational research and its application in the store 5. Carry out work study techniques 6. Prepare stores manual 7. Practice safety and safety procedures in the store. 8. Illustrate safety and protection gear, such overalls/safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet, 9. Practice maintenance (planned, turnaround, breakdown, shutdown etc.).

	10. Show asset replacement of equipment and the reasons for replacement of assets.
PSM 313 Supply Chain Management	1. Conduct a supplier audit
PSM 314 Materials Planning and Control	<ol style="list-style-type: none"> 1. Prepare different types of Budgets for Procurement 2. Use forecasting and forecasting techniques as a step to materials planning 3. Design materials planning and control chart in a production environment 4. Generate manufacturing order 5. Watch videos on the need for innovation, types and process of innovation in modern organizations 6. Draw a chart showing the control system of an Organization 7. Conduct a quality assurance inspection in the model store 8. Illustrate programming methods 9. Translate sales forecast into production programmes 10. Conduct a research on a Product
PSM 315 Operations and SCM	<ol style="list-style-type: none"> 1. Design a product or service in groups 2. Demonstrate handling of fragile, hazardous materials and heavy equipment 3. Create a network, calculate the critical path and identify resource constraints
PSM 316 Finance for Supply Chain Management	<ol style="list-style-type: none"> 1. Evaluate <ul style="list-style-type: none"> • capital projects. • Capital rationing. • Replacement and abandonment decisions 2. Evaluate financial performance of merger companies including reasons for their success and failure 3. Assess the different types of financial risk and their impact on each of the following: <ul style="list-style-type: none"> • Suppliers • Own organisation • Customers 4. Carry out a financial appraisal and risk analysis of suppliers, own organisation, and customers, using a range of financial performance ratios: <ul style="list-style-type: none"> • Profitability ratios • Efficiency ratios, • Liquidity ratios and • Investment ratios

	<p>5. Evaluate financial risk management options,</p> <ul style="list-style-type: none"> • Debt • Futures and derivatives and; • Insurance
PSM 321 Procurement and Supply Management	<ol style="list-style-type: none"> 1. Design various organizational structures of Procurement and supply chain management 2. Group Presentation on typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual 3. Apply cost reduction techniques on a given product or service
PSM 322 Logistics Management	<ol style="list-style-type: none"> 1. Visit different types of warehouse e.g. Public and Private Warehouses. 2. Watch videos showing different types of containers and their purposes 3. Apply the relevant techniques in solving distribution problems 4. Prepare a route plan for the distribution of an item across 5. Calculate vehicle journey in miles 6. Prepare a questionnaire for self-assessment as a customer service staff 7. Simulate appropriate customer service levels 8. Prepare a letter of claim for goods damaged in transit 9. Fill different types of claims using the procedures of filing claims
PSM 323 Category Management	<ol style="list-style-type: none"> 1. Visit a supermarket or cooperative consumer shop and a local market 2. Design a layout for a supermarket showing different departments within the retail shop 3. Use Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/product identification 4. Source for items using different methods 5. Design packaging and label for a product
PSM 324 e-Procurement	<ol style="list-style-type: none"> 1. Use the World Wide Web (www) and its application to business and society. 2. Identify various sources of information connection between business and society – e-mails, Internet search engines, business’ own website, mobile phones, social media, blogs etc. 3. Identify corporate procurement portals and the varying relations between business to business (B2B), business to customers (B2C), customers to customers (C2C), government to business (G2B) etc 4. Practice e-procurement transaction e.g. e-sourcing, e- buying, e-auction, e-tailing, e- payment etc.

	<ol style="list-style-type: none"> 5. Identify electronic tools and software applied for procurement and supply chain management – requisition against agreed contracts EDI, self-billing, MRPI and MRPII, ERPI and ERPI,DRP, telephone orders, standing orders, videotex systems space management, ATMs, EPOS, procurement credit cards vending machines, computer simulations etc. 6. Use Radio Frequency Identification (RFID) system, RFID scanner/reader, Quick Response (QR) code reader and barcode scanner, Point of Sales (POS) machine and their importance to retailing, warehouse security and materials/products. 7. Use electronic records management in procurement and supply management. 8. Identify the risks and vulnerabilities of procurement supply chain data management – social engineering, hacking, spoofing, dumpster diving, malware and ransomware, spoofing, phishing etc. 9. Illustrate procurement and supply chain data security techniques – spyware, backups, careful digital inheritance, physical security of facility, password, PINS, data masking and data encryptions etc.
PSM 411 Public Procurement	<ol style="list-style-type: none"> 1. Demonstrate the implications of the government accounting cycle for procurement, in relation to multi-year major service or complex project contracts and end of year spend; and mechanisms to facilitate risk-taking, innovation, superior quality and efficiency in an entrepreneurial approach to modern professional procurement. 2. Illustrate, disposal of public assets and penalties - BPP to recommend investigation, administrative Review, disposal of public property, planning of disposals, code of conduct for public procurement, and offences relating to public procurement (S. 53 – 58, PPA 2007).
PSM 412 Supplier Relationship Management	<ol style="list-style-type: none"> 1. Design tools for analyzing relationship selection and determination 2. Demonstrate supplier development strategies – supplier associations, supplier roundtables, supplier workshops, annual supplier meetings, procurement marketing etc
PSM 414 Maritime Transport and Shipping Practice	<ol style="list-style-type: none"> 1. Watch videos on shipping practices 2. Visit custom offices and clearing agents collecting samples of import/export documents 3. Prepare and fill shipping documents 4. Prepare proforma invoice and packing list 5. Calculate deductibles and settlement of claims.
PSM 421 Materials Management	<ol style="list-style-type: none"> 1. Calculate Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto’s) analysis in management of materials 2. Use some statistical quality control techniques in determining quality of materials

	<ol style="list-style-type: none"> 3. Demonstrate the uncoupling effects of supply flow patterns - first flow (regular equal intakes, in phase with regular equal demand), second and third flow (regular and equal intakes, smooth continuous demand and equal or smooth continuous demand); fourth to eight flows (demand out of phase, lead time variable regular, steady demand, random combining or assembly demand).
PSM 423 Procurement Auditing and Investigation	<ol style="list-style-type: none"> 1. Practice stock taking sheet, physical assets records, register ledgers and stock records and activity schedule 2. Carry out a review of receipt and issue procedures and approval 3. Check the appropriateness of storage method. 4. Confirm suitability of handling equipment. 5. Develop a system of stockyard storage 6. Prepare procurement audit report
PSM 425 Project and Contract Management	<ol style="list-style-type: none"> 1. Form a project team 2. Prepare a Gantt chart showing different stages of a project to be executed 3. Prepare a critical path analysis for a given project 4. Prepare an invitation for tender 5. Conduct a bidding session 6. Prepare a progress report on a project 7. Draft instructions to tenders for project contracts 8. Prepare reports on project works
PSM 426 Procurement Cases and Problems	<ol style="list-style-type: none"> 1. Identify case from the general environment to competitive environment (industry), within the organization – economic environment, politics/legal environment, technological environment, social and culture environment, ecological environment, global environment, competitive (industry) environment and organization (internal) environment. 2. Conduct strength, weakness, opportunities and threats (SWOT) analysis 3. Demonstrate techniques to mini case analysis 4. Guide student in analyzing mini case in the area strategy management. Strategic intent (vision, mission, corporate philosophy, business objectives etc.), strategy formulation and implementation etc. 5. Analyze mini cases in procurement policy and strategy 6. Analyze mini cases in procurement and/or supply planning 7. Analyze mini cases in inventory planning and control

	<ol style="list-style-type: none"> 8. Analyze mini cases in physical distribution and transportation and/or supply planning 9. Analyze mini cases in negotiation and stores management. 10. Analyze mini cases relative to legal aspects of procurement 11. Identify tools for analyzing major cases using corporate portfolio analysis - BCG matrix, Product life cycle strategy, GE business screen, GE 9 cells matrix, Ansoff's growth vector, TOWS matrix, learning curve, etc. 12. Identify tools for analyzing major cases using financial and economic analysis capital investment appraisal, investment analysis and portfolio management, financial planning and quantitative techniques etc 13. Prepare students for a case report pertaining to selected areas as a group 14. Present a summary report on any previously treated cases - first and group and individually 15. Demonstrate the act as chairman to a group selected to give probable solution to cases in procurement and supply

LIST OF EQUIPMENT

1.	Desktop/laptop computers and accessories	15 Nos.
2.	Multi-media projectors (1 suspended-overhead and 1 detached)	1 Nos.
3.	Projector screen	2 Nos,
4.	Public address system	1 Nos.
5.	Photocopy machine	1 Nos.
6.	Magnetic board/marker pens	1 Nos.
7.	TV and CD/DVD Player	2 Nos. each
8.	POS Machine/Barcode scanner and reader	2 Nos. each
9.	Model store items:	
	- Stock receiving documents	
	- Stock issuing documents	
	- Stock holding documents	
	- Wheel barrow	1 Nos.
	- Hand Truck	1 Nos.
	- Shelf-industrial ladders	3 Nos.
	- Fire extinguishers	2 Nos.
	- Sand-buckets	2 Nos.
	- Wooden counter by the main door	
	- Industrial torchlight	1 Nos.
	- Wooden bar stools for counter	1 Nos.
	- Pallets	4 Nos.
	- Shelves	3 Nos.
	- Bins	3 Nos.
	- Racks	3 Nos.
	- Films (relevant documentaryon Procurement)	various
10.	Procurement and storage software packages	various

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| 11. Flip Chart/ board | 1 Nos. |
| 12. Overhead/Multimedia projector | 1 Nos. |
| 13. Photocopying machine | 1 Nos. |
| 14. Desktop calculators (manual and electronic) | 20 Nos. |
| 15. Tape recorder | 2Nos. |

RECOMMENDED TEXTBOOKS/REFERENCES

Procurement and Supply Chain Management (10th Edition), 2020

Lysons, K. & Farrington,
B. Pearson, UK.

Procurement and Supply Chain Management (3rd Edition), 2020

Hassan Mohammed.
Joyce Publishers, Kaduna.

Strategic Purchasin and Supply Management, 2018

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Bon Publications, Owerri.

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Farmer, D., Baily, P., Crocker, B., Jessop,
D. & Jones, D. Pearson Publications, UK.

Purchasing and Supply Chain Management (7th Edition), 2015

Monczka, R. M., Handfield, R. B.,
Giunipero, L. C. & Patterson, J. L. Cengage
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Practical Stores Management (3rd Edition), 2010

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Joyce Publishers, Kaduna.

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Leenders, M. R., Fearon, H.
E., Flynn A. E. & Johnson, P. F. McGraw
Hill/Irwin, Boston.

Purchasing and Supply Management, 2007

Benton, C. W.

McGraw Hill,
Boston

Supply Management (8th Edition), 2010 Burt, D. N.,
Petcavage, S. & Pinkerton, R.
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Lysons, K. & Farrington,
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