

CURRICULUM AND COURSE SPECIFICATIONS

FOR

ND IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

NOVEMBER, 2020

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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 coursesshall 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 Diplomaare 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 onealready 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 attachmentshould 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 dueconsultations 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 coursesor 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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PSM 112 Stores Administration I	34
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PSM 114 Legal Aspects of Procurement and Supply Chain Management	54

ND I YEARII SEMESTER II

PSM 121 Principles of Procurement II	65
PSM 122 Stores Administration II	72
PSM 123 Principles of Transport and Distribution II	81
PSM 124 Introduction to eProcurement	87
PSM 125 Procurement Research Methods	94

ND II YEAR I SEMESTER I

PSM 211 Practice of Procurement I	105
PSM 212 Store Design and Materials handling I	115
PSM 213 Principles of Materials Management	123
PSM 214 Introduction to Supply Chain Management	133

ND II YEAR II SEMESTER II

PSM 221 Practice of Procurement II	146
PSM 222 Store Design and Materials handling II	162
PSM 223 Practice of Materials Management	170
PSM 224 Elements of Shipping	177
PSM 225 Introduction to Public Procurement	187
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List of Participants	200

HND 1 YEAR I SEMESTER I

PSM 311 Procurement and Supply Chain Management	215
PSM 312 Inventory Management	237
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PSM 314 Materials Planning and Control	264
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PSM 316 Finance for Supply Chain	276

HND 1 YEAR II SEMESTER II

PSM321 Procurement and Supply Management	286
PSM 322 Logistics Management	302
PSM 323 Category Management	315
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HND II YEAR I SEMESTER I

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List of Participants	521

CURRICULUM TABLE

NATIONAL DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

YEAR I SEMESTER I

COURSE CODE	COURSE TITLE	L	Р	CU	СН
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	Р	CU	СН
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	Р	CU	СН
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	Р	CU	СН
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

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			
supply chains activities. General Objectives: On completion of this course, students will be able to: 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						

Course:	: Principles of Procurement I	Code: PSM 111			Credit Unit: 4		
	_	Contact Hours: 4 H	Iours		Theoretical: 2 Ho	urs	
ear:		Pre-requisite:			Practical: 2 Hour	rs	
	Specification: Theoretical and						
	This course is designed to prov activities.	vide the student with	the knowled	ge of the basic princip	oles involved in Proc	curement and suppl	
	I Objective : 1.0 Understand th	e evolution of the pr	ocurement a	nd 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	Trace the	Textbooks,	Draw an	Guide students to	Define	
	evolution of	evolution of	Journals	Organogram	draw an	procurement, type	
	procurement.	procurement.		depicting types of	Organogram	of procuement and	
	1.2 Define procurement,	Explain	Flipchart	Procurement	depicting types of	difference betwee	
	types of procurement	procurement,	Board,	Organisation	Procurement	buying, purchasin	
	and difference between	types of	Websites	Structure as well as	Organisation	and procurement.	
	buying, purchasing and	procurement and		duties and	Structure as well		
	procurement.	difference		responsibilities of	as duties and		
		betweenbuying,		procurement	responsibilities of	Explain the	
	1.3 Explain the place	purchasing and		managers,	procurement	objectives of	
	of procurement	procurement.		supervisors and	managers,	procurement and	
	within the	Explain the place		other staff	supervisors and	the place of	
	business functions	of procurement			other staff	procurement	

1.4	Explain the	within the	
	role of	business	
	procurement	functions	
	in an		
		Explain the	
1.5	Explain the	role of	
1.5	relationship of	procurement	
	procurement with	in an	
	other functions in	organization.	
	business	organization	
16		Explain the	
1.0		relationshipof	
		procurement with	
17	-	other functions in	
1.7		business	
	the procurement functions	business	
		Describe types of	
		procurement	
		organization	
		structure	

4	al Objective: 2.0 Understand the 2.1 Identify the range	Identify the	Textbooks,
	and variety of	rangeand	Journals
	requirements needed	variety of	Flipchart
	in an organization.	requirements	Board,
	2.2 Explain how need	needed in an	Website
	differs according to	organization.	
	the type of business.		
		Explain how	
	2.3 Identify how and	needdiffers	
	where needs arise.	according to	
	2.4 Explain how authority to	the type of	
	purchase is initiated.	business.	
		Identify how	
		and where	
		needs arise.	
		Explain how	
		authority to	
		purchase is initiated.	

7	3.1	Explain the terms	Explain the	Textbooks,	Demonstrate use of	Guide students to:	Explain Quality
		supply, suppliers,	terms, supply,	Journals	different methods of		
		contractors and service	suppliers,	Flipchart	Specification	Demonstrate use of	Explain typesof
		providers from	contractors and	Board,		different methods	quality and
		procurement	serviceproviders	Websites	Calculate economic	of Specification	importance of
		perspectives, and state	fromprocurement		order quantity (EOQ)		buying rightquality
		qualities of a good	perspectives, and			Calculate economic	to procuement.
		supplier.	statequalities of a		Prepare a material	order quantity	
			good supplier.		stock level	(EOQ)	Explain the right
	3.2	Explain quality, types					quantity and factor
		ofquality, factors	Explain quality,			Prepare a material	determining right
		determining quality of	types of quality,			stock level	quantity.
		products and quality of	factors				
		services, and	determining				Explain price, and
		inspection, standards,	quality of				pricedetermining
		specification, types and	products and quality				factors.
		methods of	of services, and				Explain discount ar
		specification for	inspection,				what are thetypes of
		products.	standards,				discounts available
			specification,				procurement

	types and methods
	ofspecification
	forproducts.
3.3 Discuss buying at the	
right quantity, how to	
determine the correct	
quantity to purchase	Discuss buying at
	theright quantity,
	how tocalculate
Ĩ	the correct
ordering and stock	quantity to
holding costs; and,	purchase(EOQ),
safety stock level, re-	the relationship
order level and	between ordering
scheduling.	and stock holding
	costs; and, safety
	stock level, re-
	order level and
	scheduling.
1 1	seneduning.
pricing inprocurement.	
factorsdetermining	

	price of products and	
	price	Explain price and
	concession/discount	pricing in
	quantity, cash,	procurement.
	seasonal, functional,	factors
	rebates, run-out, chain,	determining price
	allowances etc.	ofproducts and
		price
		concession/disco
		unts
		quantity, cash,
3.5	Explain lead time and	seasonal,
	time management in	functional, rebates
	procurement, and the	run-out,chain,
	factors affecting lead	allowances etc.
	time; common areas of	Explain lead time
	timewastage and	andtime
	common time savers;	management in
	techniques of time	procurement, and
	management in	the factors
	procurement –	affecting lead

	progressing section	time; common
	(follow- up, expediting	areas of time
	and tracing etc.);	wastage and
		common time
		savers;
		techniques of
		time management
		in
		procurement-
3	B.6 Explain the effect of	progressing
	early and late deliveries	section(follow-
	of materials in	up, expediting
	procurement.	andtracing etc.);
3	3.7 State methods of	Explainthe effect
	procurement and the	of early and late
	advantages and	deliveries of
	disadvantages of each	materials in
	buying method.	procurement.
		State methods of
		procurement and

			the advantages and disadvantages of each buying				
			method.				
General	l Ob	jective: 4.0 Understand pro	curement activities			<u> </u>	
8 - 11	4.1	Explain sourcing,	Explain sourcing,	Textbooks,	Carryout Supplier	Guide student	Explain sourcing,
		sourcing pocedues,	sourcing	journals	rating, evaluation and	through the process	sourcing policies and
		sourcing policies(single	procedures,	Flipchart	selection	of supplier	tendering procedures
		and multiple sourcing,	sourcing policies	Board,		evaluation, rating	
		direct and intermediary,	(single and	Websites		and selection	
		local and international	multiple				
		etc); and how to	sourcing, direct				
		identify and select	and intermediary,				
		suppliers.	local and				
			international etc);				
			andhow to				
			identify and				
			select suppliers.				

4.2 Explain the buy process	Explain			
(procurement/purchasing	the buyprocess			
cycle) enquiry procedure.	(procurement/			
purchase order and	Purchasing cycle)			
other procurement/	enquiry			
purchasing forms.	procedure,			
	purchaseorder			
	and other			
	procurement/purc			
	hasing forms.			
4.3 Explain tendering and	Explain tendering			
tendering methods;	andtendering			
advantages and	methods;			
disadvantages of	advantages and			
tendering; and how to	disadvantages of			
evaluate supplier	tencening, and how			
quotation or tenders.	to evaluate			
	supplierquotation			
	or tenders.			
		1	1	

4.4 Explain acceptance of	Explain
orders by suppliers,	acceptance of
order processing,	orders by
progressing,	suppliers, order
expediting	processing,
	progressing,
	expediting
	method,
	amendments and
	cancellation of
	purchase order,
	receiving and
	inspection
	procedures,
	certification and
	payments of
	purchaseinvoices
	in a typical
	procurement
	cycle.

4.5	Explain the disposal of	Explain the		
	redundant, surplus, scrap	disposal of		
	materials and equipment	redundant,		
	and how to determine the	surplus, scrap		
	control of returnable and	materials and		
	non-returnablepackages	equipment and		
	and containers	how to determine		
		the control of		
		returnable and		
		non- returnable		
		packages and		
		containers		
4.6	Explain negotiation, its	Explain		
	objectives and the	negotiation, its		
	process of negotiation	objectives and the		
	in determining prince	process of		
	and building	negotiation in		
	relationship.	determining		
		prince and		
			1	1

4.7 Explain internet-based	building
procurement (e-	relationship.
Procurement) activities	Explain internet-
• e-Commerce	based procurement
• e-sourcing	(e-Procurement)
• e-Buying	activities
e-Paymente-Invoicing	• e-
e-Auctioning	Commerce
6	• e-sourcing
	• e-Buying
	• e-Payment
	• e-Invoicing
	• e- Auctioning

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 control of i	0 1	e students with the knowledge of the conce	ept and sub-functions of store administration and
	2	course, students will be able to:	
1,0 Unders	stand the Concept of Stores and	Stores Administration	
2.0 Know	stores procedures.		
3.0 Under	stand statutory regulations rela	tive to stores.	
4.0 Know	safe-keeping conditions in stor	res.	
5.0 Know	stores documentation and use	of computer.	
6.0 Under	stand security and safety aspec	ts of stores.	
	stand maintenance of stores.		

PROG	RAMME: NATIONAL	DIPLOMA IN PRO	CUREMENT	TAND SUPPLY CHA	IN MANAGEM	ENT
Course:	Stores Administration I	Code: PSM 112			Credit Unit:	4
		Contact Hours: 4 H	ours		Theoretical:	2 Hours
Year:	I Semester: I	Pre-requisite:			Practical: 2 H	Hours
Course	Specification: Theoretical	l and Practical				
Goal: T	his course is designed to pr	ovide the students wi	th the knowled	dge of the concept and	l sub-functions of	store administration and
	of inventory					
General	l Objective: 1.0 Understan	d the Concept of Stor	res and Stores	Administration		
Theore	etical 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 	Define Store Explain types of Store •Central Store •Departmental store •Quarantine store Explain Stores	Stores store regulations in Nigeria Computer Projector Textbooks Marker board Marker			Differentiate between stores and store Identify types of stores Explain classes of stores
	1.4 Explain the classes of stores	Explain the classes of stores • Allocated store • Unallocate d store				

		• Raw				
		materials				
		Finished				
		goods, etc				
Genera	I Objective: 2.0 Know sto	0				
2-3	2.1 Explain stores	Explain stores	Textbooks	Demonstrate how to	Guide students to	Explain types of store,
	administration,	administration,	Journals	inspect, receive, store,	demonstrate how to	store administration,
	functions of the	functions of the	videos, flip	maintain, and issue	inspect, receive,	functions
	store and the	storeand the	chart/board,	items in the store	store, maintain, and	ofstore and the
	importance of	importance of	visitations		issue items in the	relationship between
	stores functions.	stores functions.	and relevant		store	stores and other
	2.2 Explain the	Explain t	websites			functional
	relationship of	herelationship of				departments
	stores with other	stores with other				
	functions in the	functions in the				
	agnizaion	organization.				
	2.3 Describe the	Describe the				
	organizational	organizational				
	hierarchy of stores	hierarchy of stores				
	establishment.	establishment.				
	2.4 Explain the	Explain the				
	function of each	function of each				

personnel in the	personnel in the			
structure.	structure.			
2.5 Explain receipt	Explain different			
inspection and issue	types of stores			
procedures				
	Explain the			
	clericaland			
	administrative			
	procedures			
	asapplicable to			
	stores.			
	Explain receipt,			
	inspection and			
	issue			
	procedures			
	as applicable to			
	stores.			
2.6 Explain marshalling	Explain			
issues and dispatch	marshallingissues			
procedures				

	2.7 Explain how breakage within stores are treated	and dispatch procedures. Explain how breakage within stores andtreated.				
Genera	l Objective: 3.0 Understand	l d statutory regulation	s relative to st	tores		
4	3.1 Explain statutory	Explain statutory	Stores and	Demonstrate the use	Guide the	Explain safety
	regulations	regulations	store	of Safety gadgets in	demonstrate the use	procedure and
	concerningsafety	concerning safety	regulations	the store such as:	of Safety gadgets in	statutory
	of personnel in	of personnel in	in Nigeria	• Helmets	the store such as:	regulations
	Stores.	Stores.	Computer	• Overalls	• Helmets	concerning the
	3.2 Explain statutory	Explain statutory	Projector	Boots	• Overalls	handlingof
	regulations	regulations	Textbooks	• Fire	Boots	Equipment
	concerningthe	concerningthe	Marker	extinguisher	• Fire	
	handling of	handling of	board	• Sand bucket	extinguisher	Identify safety
	Equipment.	Equipment.	Marker		• Sand bucket	equipment and their
	3.1 Describe safety	Describe safety	Text,			uses in the safety
	regulations	regulations	Journals,			manual.
	concerningthe	concerningthe	Videos,			
	employment of	employment of	Flipchart			

	Women and	Women and	board,			
	children in stores.	children in stores.	visitations to			
	3.2 Describe	Describe safety	relevant			
	safetyregulation	regulation and	websites			
	and keeping the	keeping the store				
	store clean.	clean.				
		Explain the				
		employer's				
		responsibility				
		Concerning				
		Statutory				
		regulations				
Genera	l Objective: 4.0 Know safe	e-keeping conditions	in stores			
	4.1 Explain the reasons	Explain the	Textbooks,	Demonstrate:	Guide students to:	Explain reasons for
5 - 6	for storing certain	reasons for storing	journals,	• Storage of	Demonstrate:	holding carious
	commodities such	certain	videos,	harmful	• Storage of	stock.
	as electronics and	commodities such	flip chart	• Disposal of	harmful	
	drugs under	aselectronics and	board,	irreparable	Disposal of	Explain how to secure
	controlled	drugs under	visitations	breakage	irreparable	materials from
	atmosphere.	controlled	and relevant		breakage	unauthorised removal.
		atmosphere.	websites			

4.2 Explain government	Explain	Demonstrate use	Demonstrate
regulation	government	of Protective	use of
concerning storage	regulation	clothing and	Protective
of harmful materials	concerning	wears and	clothing and
e.g., chemicals and	storage of harmful	containers.	wears
explosives.	materials		packages
	e.g.	Explain the use of	
	Chemicals	protective clothing	and
	• Explosives	andwears.	containers.
			Explain the use of
4.3 Discuss storage of	Discuss storage of		protective clothing
materials according	materials		and wears.
to their form and	according to their		
nature.	form and nature.		
4.4 Explain operation	Explain operation		
of fire appliances	of fire appliances		
and alarm system.	and alarm system.		
4.5 Describe security	Describe security		
and safety of stores	and safety of		
against theft,	stores against		

pilfering and	theft, pilfering and	
burglary.	burglary.	
4.6 Explain methods of	Explain methods	
disposal of	of disposal of	
irreparable breakage	irreparable	
and how to affect	breakage and how	
repaired ones.	to affect repaired	
	ones.	
4.7 Explain the	Explain the	
treatment of slow	treatment of slow	
moving, obsolete,	moving, obsolete,	
obsolescence,	obsolescence,	
redundant and	redundant and	
surplus materials in	surplus materials	
stores.	in stores.	
treatment of	Explain the treatment of returnable	

	4.9 Explain the use					
	of protective					
	clothing and wears.					
Genera	al Objective: 5.0 Know stor	es documentation and	d use of comp	outer	•	
7-8	5.1 Describe stores	Describe stores	Textbooks,	Demonstrate how to	Guide students to	Explain various
	receiving	receiving	journals,	document activities	demonstrate how to	types of store
	documents such as	documents such as	videos, flip	in the store:	document activities	documents and their
	goodsreceived	goods received	chart/board,	• Inspection report	in the store:	uses in the stores.
	notes, storesreceipt	note, stores	visitations	• Store receipt	• Inspection	
	voucher, suppliers'	receipt, voucher,	and relevant	voucher	report	
	advice notes,	suppliers' advice	websites	•Stock inventory	• Store receipt	
	delivery notes,	notes, delivery			voucher	
	packing note and	notes, packing			Stock inventory	
	bill of lading.	note and bill of				
		lading.				
	5.2 Describe	Describe				
	issue/dispatch	issue/dispatch				
	Documents such as	Documents such				
	goods issue	asgoods issue				
	note/store	note/store				
	vouchers, materials	vouchers,				

rec	quisitions, store	materials
tra	ansfer note etc.	requisitions, store
sto	ores loan	transfer note etc.
reg	gister.	stores loan
		register.
5.3 Des	scribe stock	Describe stock
hol	ding documents	holding
suc	h as stock	documents such as
rec	ords cards, stores	stock records
led	ger, store Bin	cards, stores
Car	rd, stores	ledger, store Bin
voc	cabulary.	Card, stores
		vocabulary.
5.4 Des	scribe stores	Describe stores
ver	ification	verification
doc	cument such as	document such as
stor	res Inventory	stores Inventory
for	ms, assets	forms,assets
reg	ister book,	register book,
stoo	cktaking sheets.	stocktaking
		sheets.

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

6.4 Explain restrictio of unauthorized access tostore houses.	impact on stores security. n Explain restriction of unauthorized access to store houses.				
 6.5 Explain safety measures, prevention procedures, and safety gear. 6.6 Explain marking the stores 	of the stores				
General Objective 7.0: Under	1			1	
11-12 7.1 Explain	Explain	Textbooks,	Carry out sanitation	Guide students to	Explain the
Cleanliness and	Cleanliness and	journals,	activities in the	carry out sanitation	procedure for
orderliness in	orderliness in	videos, flip	Model Store	activities in the	storing of
stockyard	stockyard	chart		Model Store	hazardous
storehouse,	storehouse,				materials, cold
marshalling area	, marshalling area,				

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

PROGRAMME: NATIONAL DIPLOMA IN PROCUP	REMENT AND SUPPLY CHAIN MA	NAGEMENT
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 th functions of transport/distribution.	e knowledge of and enable him to appre	ciate the concept and sub-
General Objectives: On completion of this course, student	s will be able to	
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.		

and Distribution I		Code: PSM 113		Credit Unit: 2		
		Contact Hours: 2 Ho	urs	ŗ	Theoretical: 2 Hou	rs
Year:	I Semester: I	Pre-requisite:]	Practical: 0 Hours	8
	e Specification: Theoretical					
	This course is designed to pr	ovide the student with	the knowledge	e of and enable him	to appreciate the co	ncept and sub-
	ns of transport/distribution. I Objective: 1.0 Know types	and modes of transpor	rt			
	etical Content			Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Define transportation	Define	Textbooks,			Explain
	and importance of	transportation and	Journals,			transportation
	transport in	importance of	Videos			and importance
	procurementand	transport in	Flipchart			of transport in
	supply chain	procurement	Board,			procurement an
	management.	and supply chain	Visitations			supplychain
		management.	Websites			management.
	1.2 Explain modes of	Explain modes of				
	transport (such as rail,	transport (such as				Explain various
	road, air and	rail, road, air and				modes of
	sea/inland	sea/inland				transport and
	waterways) and the	waterways) and the				

merits and demerits	merits and		transport
of each mode.	demerits of each		carriers.
 1.3 Explain various transport carriers (private, public etc.) and the merits and demerits of each. 	mode. 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 costimplication of mode/type of	Relate the general cost implication of mode/type of		

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

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

	2.8 Explain	Explain		influence of
	containerization,	containerization		warehousing
	types of containers,	types of containers,		
	and advantages and	and advantages and		Explain the
	disadvantages	disadvantages		influence of timely
				delivering of
				goods
				Explain
				Distribution
				resources planning
				(DPR).
				Explain
				containerization
Genera	al Objective: 3.0 Know supp	ly point in distribution	system	
	3.1 Explain location of	Explain location of	Textbooks,	Explain supply
4-5	supplies.	supplies.	Journals,	points and
	3.2 Describe methods of	Describe methods	Videos,	methods of siting
	siting.	ofsiting.	Flipchart	according to
				demand
			51	

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

movement and	movement and	board,		storage o	f
storage of goods	s. storage of goods.	visitations		goods.	
4.2 Explain the	Explain the	websites			
advantages and	advantages and			Explain types	s of
disadvantages o	of disadvantages of			containers	and
containerization	n. containerization.			the advantage	esand
4.3 Explain the prob	blems Explain the			disadvantage	s of
of Containeriza	tion. problemsof			containerizatio	on.
	Containerization.				
4.4 Explain the prin	ncipal Explain the				
service provide	d by principal service				
international fre	eight provided by				
Forwarders.	international freigh	t			
	Forwarders.				

Cou	rse: Legal Aspects of Procurement and	Code: PSM 114	Credit Unit: 3
Supp	ly Chain Management	Contact Hours: 3 Hours	Theoretical: 2 Hours
Year	:: I Semester: I	Pre-requisite:	Practical: 1 Hour
Goal	: This course is designed to enable the stud	dent understand the legal framewor	k within which business is conducted.
Gen	eral Objectives: On the completion of the	course, students should be able to:	
1.	Understand the law of contract, sale of g	goods, etc.	
2.	Understand the law as it relates to suppl	y 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 Carria	ge.	

	RAMME: NATIONAL DIP		ENT AND SUP	PLY CHAIN M			
	: Legal Aspects of	Code: PSM 114			Credit Units:		
	ement and Supply Chain	Contact Hours: 3 Hours			Theoretical: 2 Hours		
Manag Year:		Pre-requisite:			Pract	ical: 1 Hour	
Tear: Terrequisite: Course Specification: Theoretical and Practical					1140		
	This course is designed to enab		nd the legal fran	nework within w	which b	usiness is condu	cted.
	Objective : 1.0 Understand th		-				
	Theoretical Content			Practical Cor	ntent		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Lear Outcome	ning	Teacher's Activities	Evaluation
1-2	1.1 Define Law of Contract	Define Law of	Textbooks.				Explain the Sale
		Contract.	Law reports				of Goods Act
	1.2 Explain existence of	Explain					
	Contractual relations.	existence of					
		Contractual					
		relations.					
	1.3 Explain conditions for a	Explain conditions					
	valid contract.	for a valid contract.					
	1.4 Explain offer/invitation	Explain					
	to Treat	offer/invitation to					
		Treat					
	1.5 Explain the Sale of	Explain the sale of					
	Goods Act.	Goods Act.					

	Explain vitiating				
elements of a contract	elements of a contract				
1.7 Explain the principle of	Explain the principle				
transfer of property and risk.	of transfer of				
	property and risk				
neral Objective: 2.0 Understand la	aw as it relates to suppl	y of labour, good	ls and services		
2.1 Describe a valid contract	Describe a valid	Case studies	Frame a Business	Guide Students	Cite relevant cases
for sale of goods and/or	contract for sale of	Law Report	entity and position it	to frame a	as they relate to
supply of goods and	goods and/or supply	Text books	as a manufacturing	Business entity	supply of goods
services.	of goods and	Law journals.	firm	and position it as	and services.
	services.	Internet		a manufacturing	
2.2 Explain the principles of	Explain the principles	Website		firm	Identify the
vicarious liability	of vicarious liability		Prepare a relevant		implications,
	and the consequences		case study using the	Guide students	consequences and
2.3 Explain how the	arising from the		above firm in the	to prepare a	remedies.
principles of vicarious	actions of either of		violation of	relevant case	
liability apply to	the parties		requirements in	study using the	
service providers and			supply of goods and	above firm in the	
service buyers			services.	violation of	
				requirements in	
	 1.7 Explain the principle of transfer of property and risk. neral Objective: 2.0 Understand la 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 	1.7 Explain the principle of transfer of property and risk.Explain the principle of transfer of property and riskneral Objective: 2.0 Understand law as it relates to supplDescribe a valid contract for sale of goods and/or supply of goods and services.Describe a valid contract for sale of goods and/or supply of goods and services.2.2 Explain the principles of vicarious liabilityExplain the principles of of vicarious liability and the consequences2.3 Explain how the principles of vicarious liability apply to service providers andExplain the parties	1.7 Explain the principle of transfer of property and risk. Explain the principle of transfer of property and risk. neral Objective: 2.0 Understand law as it relates to supply of labour, good 2.1 Describe a valid contract Describe a valid for sale of goods and/or supply of goods and contract for sale of goods and/or supply supply of goods and goods and/or supply services. of goods and 2.2 Explain the principles of vicarious liability Internet vicarious liability of vicarious liability and the consequences 2.3 Explain how the principles of vicarious and services and liability apply to service providers and actions of either of	1.7 Explain the principle of ransfer of property and risk.Explain the principle of transfer of property and risk.Explain the principle of transfer of property and risk.Iteral Objective: 2.0 Understand Iw as it relates to supply of labour, goods and servicesCase studiesFrame a Business2.1 Describe a valid contractDescribe a validCase studiesFrame a Businessfor sale of goods and/orcontract for sale ofLaw Reportentity and position itsupply of goods andgoods and/or supplyText booksas a manufacturingservices.of goods andLaw journals.firm2.2 Explain the principles ofExplain the principlesWebsitePrepare a relevantvicarious liabilityof vicarious liabilityof vicarious liabilityPrepare a relevantand the consequencesactions of either ofabove firm in theviolation ofprinciples of vicariousactions of either ofsupply of goods andsupply of goods andservice providers andservicessupply of goods andservices.	1.7 Explain the principle of transfer of property and risk.Explain the principle of transfer of property and risk.Explain the principle of transfer of property and risk. 1.7 Explain the principle of property and risk.Explain the principle of transfer of property and risk.Explain the principle of transfer of property and risk. 1.7 Explain the principle of property and risk.Explain the principle of transfer of property and risk.Explain the principle of transfer of property and risk. 1.7 Explain the principle of goods and/or supply of goods and supply of goods and services.Explain the principles of goods and of goods and of goods and services.Frame a Business entity and position it firm Law journals. 1.7 Explain the principles of vicarious liability of vicarious liability and the consequences L3 Explain how the principles of vicarious liability apply to service providers andExplain the principle actions of either of the partiesPrepare a requirements in supply of goods and above firm in the

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

	and the legal				clauses in the	
	consequences of				law of Agency.	
	disclosing a Principal					
	3.7 Explain the rights of the					
	Principal in a Contract					
	3.8 Explain termination of					
	agency					
	3.9 Identify Factors leading					
	to the termination of					
	Agency.					
	3.10 Explain the rights of					
	agent, principal and					
	third party after					
	termination of Agency					
	Contract					
General	Objective : 4.0 Know Law of	Partnership		1		I
7-8	4.1 Define Partnership	Discuss Partnership	Case studies	Simulate forming	Divide students	Explain different
	4.2 Classify partnership		Law Report	different types	into groups and	types of
	4.3 Explain formation of	Explain formation of	Text books	partnerships and	guide them to	Partnerships and
	partnership.	partnership.	Law journals.	make presentation on	form different	their legal
		Explain the right	Internet		Partnerships	implications
		and duties of partners	50			

4.4 Explain the rights and		Website	the type of	
duties of partners	Explain the legal		Partnership formed	
	position and			
4.5 Explain the legal position	consequences			
and consequences arising	arising from action			
from action of partners	of partners with			
with third parties.	third parties.			
	Explain dissolution			
4.6 Explain dissolution of	of Partnership			
Partnership	Identify factors			
4.7 Identify factors leading	leading to			
to dissolution of	dissolution of			
partnerships.	partnerships.			
	Explain disposal and			
4.8 Explain disposal and	sharing of partnership			
sharing of partnership	assets and liabilities			
assets and liabilities upon	upon dissolution			
dissolution				
General Objective: 5.0 Know the Law	of Insurance	1		

9-10	5.1 Define Insurance	Explain Insurance	Case studies	Visit an Insu	rance	Take students	Explain the types
		and its Law	Law Report	Company and	d take an	for an excursion	of insurance
	5.2 Define the concept of		Text books	Insurance Co	over for:	visit to an	policies and their
	insurable interest		Law journals.	• Fire c	outbreak	Insurance	applications
			Internet	in the	e Model	Company and a	
	5.3 Explain the law of		Website	Store	in the	Court	Identify the legal
	insurance			Depar	rtment		implications of
	5.4 Explain the concepts of			Accid	dents for		different insurance
	indemnity subrogation			staff i	in the		policies
				Mode	el store,		
	5.5 Explain the doctrine of	Explain the doctrine		etc.			
	uberrimae fidei.	of uberrimae fidei.					
				Visit a Court	t and		
	5.6 Identify various types of	Explain the types of		watch procee	edings on		
	insurance policies and their	insurance policies		default or bre	each of		
	applications	and their applications		Insurance con	ntract		
	Identify the legal	Identify the legal					
	implications of different	implications of					
	insurance policies	different insurance					
		policies					

	5.7 Explain re-insurance	Explain re-insurance				
General	Objectives: 6.0 Understand N	 Negotiable Instruments				
11-12	6.1 Define Negotiable	Define Negotiable	Text books	Raise a bank draft	Guide students	Draw a specimen
	Instruments	Instruments	Journals.	bill of exchange for a	to raise a bank	of a bill of
			Internet	particular transaction	draft bill of	exchange showing
	6.2 Identify various types	Identify various	Website		exchange for a	the necessary
	of Negotiable	types of Negotiable			particular	information
	Instruments and notes	Instruments and notes			transaction	contained on it
	6.3 State the use and	State the use and				
	functions of Negotiable	functions of				
	instruments in	Negotiable				
	purchasing and supply	instruments in				
	transactions.	purchasing and				
		supply transactions.				
	6.4 Identify parties to	Identify parties to				
	Negotiable instruments	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 Purc	chase	1		
13-14	7.1 Explain the nature of	Discuss the Law of	Case studies	Demonstrate hire	Guide students	Explain the legal
	Hire and Hire Purchase	Hire and Hire	Law Report	purchase of a tricycle	to demonstrate	aspects of Hire
	7.2 Explain the law	Purchase	Text books		hire purchase of	and Hire Purchase
	covering Hire.		Law journals.		a tricycle	
	7.3 Explain the law		Internet			
	covering Hire Purchase		Website			
	7.4 Distinguish Hire and	Distinguish Hire and				
	Hire Purchase contracts	Hire Purchase				
		contracts				
	7.5 Explain the obligation of					
	the Hirer under Hire	Explain the				
	Purchase transactions	obligation of the				
		Hirer under Hire				
		Purchase				
	7.6 Explain the legal rights	transactions				
	of the Hirer under Hire	Explain the legal				
	Purchase transactions	rights of the Hirer				

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

YEAR I

SEMESTER II

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
 hem for practice. General Objectives: On completion of this could be a set of part of the set of the		
2.0 Know the basic control documents used in	procurement	
3.0 Understand the organization and use of pro	curement manuals.	
4.0 Understand the organization of procureme	nt department	

	RAMME: NATIONAL DIP	1	ENT AND SU	PPLY CHAIN MAN		
	Principles of Procurement				Credit Unit: 3	
II		Contact Hours: 3 Ho			Theoretical: 2 Hours	
Year:	I Semester: I	Pre-requisite: PSM 1	11		Practical: 1 Hour	
	Specification: Theoretical an					
	This course is designed to en	hance the students' fu	rther knowled	ge of procurement and	d procurement techni	ques to equip
	or practice. Objective: 1.0 Understand in	port and export aspect	of procurame	nt		
General	Theoretical Content	iport and export aspect	is of procurefile	Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain how various	Explain how	Textbooks,	Carryout grouping	Guide students to	Explain internal
	specialist functions	variousspecialist	Journals,	and regrouping of	carryout grouping	structuring of the
	(buyers, buying	functions(buyers,	Videos,	Procurement	and regrouping of	procurement
	supervisors, category	buying supervisors,	Publications	department into	Procurement	department a n d
	managers, stock	category managers,	of NEPC,	sections e.g	department into	how specialist
	control, progressing	stock control,	NPA etc.,	• Ordering unit	sections	functions like
	etc.) are organized.	progressingetc.)	Websites	• Receiving		buyers, buying
		are organized.		unit		supervisors,
	1.2 Explain the	Explain the		• Inspection		category
	organization,	agniztion,		unit, etc		managers, stock
	documentation,	documentation,				control,
	receiptsand	receipts and				

	documentation of	documentation of		
i	information with	information with		
s	suppliers and from	suppliers and from		
r	records section.	records section.		
1.3 I	Explain how pricing	Explain how		
S	section is organized.	pricing section is		
		organized.		
1.4 I	Describe how	Describe how		
r	requisitioning and	requisitioning and		
(ordering should be	ordering should be		
0	organized.	organized.		
1.5 I	Explain how	Explain how		
I	progressing of order is	progressing of		
0	organized.	order is organized.		
1.6 H	Explain how	Explain how		
i	inspection and	inspection and		
r	receiving of orders	receiving of orders		
s	should be organized.	should be organized		
1.7 I	Define procurement	Define procurement		
r	research and its	research and its	ĺ	
2	advantages.	advantages.		

					Guida students to	Explain the
Genera 3-4	 1 Objective: 2.0 Know the ba 2.1 Explain purchase requisition and its function. 2.2 Describe bill of materials and the purpose it serves. 2.3 Describe enquiry formand its use. 2.4 Describe purchase order and its use. 2.5 Explain advice note and its use. 	sic control documents to Explain purchase requisition and its function. Explain bill of materials and the purpose it serves. Explain enquiry form and its use. Explain purchase order and itsuse. Explain advice note and itsuse.	Textbooks, Journals, Video Flipchart Board, Visitations Websites	ment Design: • Purchase requisition from • Purchase order form Consignment notes	Guide students to design Purchase requisition from Purchase order form Consignment notes etc	Explain the documentations necessary in procurement and the uses of each document in procurement and supply management. Explain advice note and its use.
	 2.6 Describe consignment note and its use. 2.7 Describe invoice document and the purpose it serves 	Explain consignment note andits use. Explain invoice document andthe purpose it serves.				Describe consignmentme and its use.

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

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

4	1.5 Describe basic export	Explain packaging		
	procedures and	andprotection		
	documentation.	requirements.		
		Appraise the use		
4	6 Explain packaging	of import and export		
	and protection	agencies.		
	requirements.			
4	Appraise the use of			
	import and export			
	agencies.			

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 stude	nts with further knowledge and skills to	enable them manage stores effectively.
General Objectives: On completion of this co	urse, students will be able to:	
1.0 Know methods of stock control		
2.0 Know the basics stock valuation of final	ancial control.	
3.0 Understand stock random checking an		

			1	REMENT AN	D SUPPLY CHAIN MA			
Course: Stores Administration II			Code: PSM 122			Credit Unit: 3		
			Contact Hours: 3 Ho			Theoretical: 2		
Year:		Semester: II	Pre-requisite: PSM	112		Practical: 1 ho	our	
	-	cification: Theoretic		<u> </u>	1 1 1 1 1 1 1 1 1 1 1	.1	CC / 1	
			<u> </u>		edge and skills to enable	e them manage sto	res effectively.	
	· ·	Content	ethods of stock contro	01	Practical Content			
Week		pecific Learning utcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation	
1-2	1.1	Explain the	Explain the	Textbooks,			Explain stock	
		meaning of	meaning of	journals,			control and	
		inventory/stock	inventory/stock	Videos,			methods of stock	
		control,	control,	Visitations			controland why	
	1.2	Explain process	Explain process	Websites			organizations hold	
		and functions of	and functions of				stocks.	
		stock control and	stock control and					
		why	whyorganizations					
		organizations	holdinventory.				Explain stores	
		hold inventory.					vocabulary	
	1.3	Explain various	Explain various					
		methods of stock	methods of stock				Explain the benefits	
		control –	control – Economic				of coding. Marking	

Economic Order	Order Quantity
Quantity (EOQ),	(EOQ), inventory
inventory cycle	cycle(maximum,
(maximum,	minimum, re-order
minimum,reorder	stock levels), stock
stock levels),	taking and stock
stocktaking and	checking,
stock checking,	kanban/bin card
kanban/bin card	etc.
etc.	Explain ABC
1.4 Explain ABC	analysis (Pareto's
analysis	theory) 80/20,
(Pareto's theory)	application to
80/20,	stores, and the
application to	advantages of the
stores, and the	ABC Analysis.
advantages of	
the ABC	
Analysis.	Identify units of
1.5 Identify units of	issues:
issues:	• Pins

	• Pins	• Washers
	• Washers	• Bolt, etc.
	• Bolt, etc.	
1.6	Explain stores	Explain stores
	identification,	identification,
	coding and stores	coding and stores
	vocabulary and	vocabulary and
	masters stock	masters stock list
	list with	with introduction
	introduction to	totheir
	their background	background and
	and use.	use.
1.7	Explain marking	Explain marking
	of the stores.	of the stores
1.8	Explain general	Explain general
	principles of	principles of
	control of stock	control of stock
	such as:	such as:
	• physical	• physical
	records	records
	methods;	methods;

	 visual or stock records methods. 1.9 Explain the role of computer in the control of 	 visual or stock records methods. Explain the role of computer in the control of stock. 				
	stock.					
General	Objective : 2.0 Understa	and the basics of stock	valuation and f	inancial control	I	
	2.1 Explain stock	Explain stock	Textbooks,	Demonstrate different	Guide students to	Explain stock
3-4	valuation and	valuation and	Journals,	methods of issuing and	demonstrate	valuation and stores
	stores	stores accounting	Videos,	pricing of issues in the	different methods	accounting and their
	accountingand	and the	Visitations	Model store eg	of issuing and	importance instore
	the importance	importance stock	Websites	• First in first out	pricing of issues	administration
	stock valuation	Valuation and		(FIFO)	in the Model	
	and financial	financial aspects		• Last in first out	store eg	
	aspects of	of control of stock.		(LIFO)	• First in	
	control of stock.				first out	
	2.2 Explain the	Explain the basic			(FIFO)	
	-	store costs and			Last in first	
	and budget.	budget.			out (LIFO)	
	-				methods of	

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

5-6	3.1	Explain stock	Explain stock	Textbooks,	Carryout inventory/ stock	Guide students to	Explain the
		taking and	takingand	Journals,	taking activities in the	carryout	difference between
		checking -	checking – random	Videos,	Model store	inventory/ stock	stocktaking and
		random and	and comprehensive	Visitations		taking activities in	checking and why
		comprehensive	stocktaking and	Websites		the Model store	stock taking is
		stock taking and	checking				important.
		checking					
	3.2	Explain why	Explain why stock				
		stock taking is	taking is important				
		important					
	3.3	Explain stock	Explain stock				
		discrepancies,	discrepancies,				
		causes of	causes of				
		discrepancies	discrepancies and				
		and how totreat	how to treat				
		discrepancies	discrepancies				
	3.4	Explain	Explain				
		obsolescence,	obsolescence,				
		obsolete	obsolete materials,				
		materials, scrap	scrap and				

	and redundant	redundant				
	materials.	materials.				
		Explain				
		cannibalization				
		ofredundant				
		machines				
		and equipment.				
GENERA	AL OBJECTIVE: 4.0 Un	derstand electronics a	and computerized	d stock control		
	4.1 Explain the role	• Explain the	Textbooks,	Use Excel to document	Guide students to	Explain the role of
7-8	of computer in	role of	journals,	received and issued	use Excel to	Computer instores
	stores	computer in	,	stores in the Store	document received	accounting.
	accounting		visitations and	79		

4.2 Expla	in the role	stores	relevant	and issued stores	
of co	mputer in	accounting	websites	in the Store	
the o	control of •	Explain the			
stock.		role of			
Explain	n methods	computer in			
of com	puterized	the control of			
stock –	CCTV,	stock.			
MRP e	tc. •	Explain			
		methods of			
		computerized			
		stock –			
		CCTV, MRP			
		etc.			

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							
General Objectives: On completion of this course, studen	nts will be able to						
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 distri	bution.						

1 1		Code: PSM 123			Credit Unit: 3		
nd Dist	ribution II	Contact Hours: 3 H	Iours		Theoretical: 2	2 Hours	
Year:	I Semester: II	Pre-requisite: PSM	113		Practical: 1 H		
Course	Specification: Theoretica	l and Practical	·.1 11	1 1 1 1 1 1		1 1, 1, 1, 1, 1, 1,	
them p	This course is intended to perform operations in trans	portation and distrib	ution activities	I knowledge and skill o	on transportation a	nd distribution to enab	
	Objective : 1.0 Understand						
Theore	tical Content			Practical Content			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation	
1-2	1.1 Explain scientific	Explain scientific	Textbooks,			Explain scientifi	
	routing.	routing.	Journals,			routing and	
	1.2 Describe	Describe	Videos,			delivery	
	assignment of	assignmentof	Visitations			schedules.	
	vehicles.	vehicles.	Websites				
	1.3 Explain delivery	Explain delivery					
	schedules.	schedules.					
	1.4 Explain variable	Explain variable					
	factors of scheduling.	factors of					
		scheduling.					
Conora	l Objective: 2.0						

3-4	2.1 Explain	Explain planning	Textbooks,		Explain
	planningeconomic	economic	Journals,		rationalizationand
	deliveries.	deliveries.	Videos,		localdelivery
	2.2 Explain	Explain	Visitations		planning.
	rationalization.	rationalization	Websites		
	2.3 Explain trucking and	Explain trucking			
	backloading.	andback loading.			
	2.4 Explainlocal	Explain local			
	delivery planning.	delivery planning.			
	2.5 Describe loading	Describe loading			
	and unloading	and Unloading			
General	I Objective: 3.0 Know trans	sport regulating agen	cies and legisla	ation.	
	3.1 Explain	Explain	Textbooks,		Explain loading
5-6	legislations relevant to	legislations	Journals,		and unloading of
	distribution of goods.	relevant to	Videos,		goods and the
		distribution of	Visitations		licensing and
		goods.	Websites		plating of
	3.2 Explain receiptof	Explain receipt of			vehicles.
	goods.	goods.			
L				83	

3.3 Describe loading and	Describe loading		Explain theroles
unloading of goods.	and unloading of		of V.I.Os and
	goods.		Road Safety
3.4 Explain licensing	Explain licensing		Offices in
and plating of	and plating of		enforcing
vehicles.	vehicles.		road transport
3.5 Explain changing	Explain changing		regulations
legislation.	legislation.		
3.6 Explain roles of	Explain roles of		
the police, traffic	the police, traffic		
warden, V.I.O.'s,	warden, V.I.O.'s,		
Road safety	Road safety		
officers etc.	officers etc.		
3.7 Explain duties and	Explain duties		
responsibilities of:	and		
Transport manager	responsibilities		
• Drivers,	of:		
National Union of	• Transport		
Road Transport	manager		
Worker Union	• Drivers,		
(NURTW). etc.			

					1	
		National				
		Union				
		of Road				
		Transport				
		Workers				
		Union				
		(NURTW).				
		etc.				
	3.8 Explain types of	Explain types of				
	insuranceapplicable	insurance				
	to Transport and	applicableto				
	Distribution	transport and				
		distribution				
Genera	I Objective: 4.0 Understand	information technol	ogy in transpo	rt and distribution		
	4.1 Define information		Textbooks,			Explain MIS and
7-8	technology.	information	Journals,			EDI in transport
		technology.	Videos,			management.
	4.2 Explain	Explain	Visitations			
	Management	Management	Websites			
	Information	Information				
	System(MIS).	System.				

4.3	Explain Electronic	Explain		
	data interchange	Electronicdata		
	(EDI).	interchange.		
4.4	Explain data base	Explain data base		
	requirement.	requirement.		
4.5	Explain the	Explain the		
	importance of	importance of		
	Information	Information		
	Technology as its	Technology as its		
	affectTransport and	affect Transport		
	Distribution.	andDistribution.		
4.6	Explain	Explain		
	mechanicalhandling	Mechanical		
	devices in transport	handling devices		
	and distribution.	intransport and		
		distribution.		

PROGRAMME: NATIONAL DIPLOMA PROCUREMENT AND SUPPLY CHAIN MANAGEMENT								
Course: In	troduction 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 in	troduce students to the operational	concepts in the current and developing p	practices of electronic procurement					
General Ol	jectives: On completion of this co	urse, students will be able to						
1.0 Underst	and business driven IT and internet	linkage between business and society						
2.0 Underst	and importance of eProcurement ar	d e-procurement transactions, platforms	s and enablers					
3.0 Underst	and electronics records management	nt in procurement and supply manageme	nt					

	e: Introduction to e-	Code: PSM 124			Credit Unit: 2		
Procur	rement	Contact Hours: 2 Ho	urs		Theoretical: 1 hour		
Year:	I Semester: II	Pre-requisite:			Practical: 1 hour		
	e Specification: Theoretical a						
	To introduce students to the op	T		1 01	<u>+</u>	ient	
	Objective: 1.0 Understand b	business driven IT and	internet linkag	1	d 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	Explain	Textbook			Explain the roles	
	and Communications	Information and	Journals,			of Information	
	Technology(ICT).	Communications	Videos,			and	
		Technology (ICT)	Visitations			Communications	
	1.2 Explain e-commerce,	Explain e-	Internet			Technology	
	e- business and e-	commerce, e-				(ICT), www and	
	Government and the	business and e-				other internet	
	importance of e-	Government and				platforms in	
	business in Nigeria's	the importance of				procurement and	
	economy	e- business in				supply chain	
		Nigeria'seconomy				management	
	1.3 Explain the world wide	Explain the world					
	web (www) and its	wide web (www)					

	application to business	andits application		
	and society.	to business and		
		society.		
1.4	Discuss various	Discuss various		
	sources of	sources of		
	information	information		
	connection	connection		
	between	between business		
	businesses.	and society.		
1.5	5 Explain corporate	Explain corporate		
	procurementportals	procurement		
	and the varying	portals and the		
	relations between	varying relations		
	business to business	between business		
	(B2B), business to	to business(B2B),		
	customers (B2C),	business to		
	customers to	customers (B2C),		
	customers (C2C),	customers to		
	government to	customers (C2C),		
	business (G2B) etc.	government to		

	 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.				
Genera	al Objective: 2.0 Understand			rocurement transactions,	platforms and enable	
3-4	 2.1 Explain e- procurement and its importance to supply chains, 2.2 Explain the difference between traditional procurement and e- procurement. 	Explain e- procurement and its importance to	Textbook Journals, Videos, Visitations Ineret			Explain e- procurement and its importance to supply chains. Discuss the possible problems to beencountered by procurement
	2.3 Explain the basic e- procurement transaction e.g. e- sourcing, e-buying, e-	Explain the basic e- procurement transaction e.g. e- sourcing, e-buying,				managers and organizations.

	auction, e-tailing, e-	e-auction, e-tailing,		
	payment etc.	e- payment etc.		
2.4	4 Discuss benefits of e-	Discuss the		
	procurement to	benefitsof e-		
	businesses and society	procurement to		
		businesses and		
		society		
2.5	5 Discuss the possible	Discuss the		
	problemsto be	possibleproblems		
	encountered by	to be encountered		
	procurement	by procurement		
	managers and	managers and		
	organizations.	organizations.		
2.0	6 Discuss electronic	Discuss electronic		
	data interchange	data interchange		
	(EDI), its benefits and	(EDI), its benefits		
	potential problems in	andpotential		
	e- procurement.	problems in e-		
		procurement.	l	
2.7	7 State tools applied for	State tools applied		
	procurement and	forprocurement and		

		anna les als aire	anna les alsoin				
		supply chain	supply chain				
		management.	management.				
	2.8	Explain e-payments,	Explain e-payments,				
		its importance and	its importance and				
		challenges in business	challenges in				
		and procurement.	businessand				
			procurement.				
GENER	AL	OBJECTIVE: 3.0 Unders	tand electronics record	s management	in procurement and sup	ply management	1
5-6	3.1	Explain electronics	Explain electronics	Textbook			Explain
		records management	records	Journals,			electronics
		in procurement and	managementin	Videos,			records
		supply management.	procurement and	Visitations			management in
			supply	Internet			procurement and
			management.				supply
	3.2	State the principles	State the principles				management.
		of goodelectronics	ofgood electronics				
		records	records				
		management	management				Explain risks ofe-
		system.	system.				procurement and
	3.3	Discuss the benefits	Discuss the benefits				data security
		and problems of	and problems of				

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

Course: Procurement Research Methods	Code: PSM 125	Credit Unit: 3						
	Contact Hours: 3 Hours	Theoretical: 2 hours						
Year: I Semester: II	ar: 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 designe	d to provide the students with the knowledg	e 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.							
2.0 Know research methods.								
2.0 Know research methods.3.0 Understand various approaches to procu	rement research							
3.0 Understand various approaches to procu								
	esearch work.							

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			
	Specification: Theoretical and						
Goal: T manager	his course is designed to provide ment	le the students with the	knowledge a	and skills of research in	n procurement and	supply chain	
General	Objective: 1.0 Understand the	meaning and purpose	of Procureme	ent 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	Define research	Textbooks,			Define the term	
	research		Internet			procurement	
	1.2 Explain different	Explain different	Facilities,			research	
	approaches to	approaches to	Board,				
	procurement research i.e.	procurement research	Marker.			Identify differen	
	historical, descriptive,	i.e. historical,				approaches to	
	experimental research	descriptive,				procurement	
	etc.	exploratory research				research i.e.	
		etc.				historical,	
	1.3 Explain the purpose of	Explain the purpose				descriptive,	
	procurement research	of Procurement				experimental	
	procurement research	research				research etc	
			95				

				Explain aim and
				purpose of
				research
Gene	ral Objective: 2.0 Know researc	h methods		
	2.1 Identify various methods	Enumerate and	•	State various
3-4	of conducting research i.e.	explain various		methods of
	Authoritarian method,	methods of		conducting
	mystical approach, logical	conducting research		research i.e.
	approach, scientific approach	i.e. Authoritarian		authoritarian
	etc.)	method, mystical		method, mystical
		approach, logical		approach, logical
		approach, scientific		approach,
		approach etc.)		scientific
	2.2Explain the merits of each	Explain the merits		approach etc)
	of the methods of conducting	and demerits of each		Explain the
	research.	of the methods of		merits and
		conducting research.		demerits of each
	2.3 Explain the demerits of			of the methods of
	each of the methods of			conducting
	conducting research.			research.
Gener	al Objective: 3.0 Understand van	ious approaches to pro	curement research	

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

General (questionnaire, interview, home and observation 4.5 State merits and demerits of various research designs Objective : 5.0 Understand stat	studies, questionnaire, interview, home and observation State merits and demerits of various research designs	ques used in :	research	non-intervention studies, questionnaire, interview, home and observation State merits and demerits of various research designs
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 	sampling technique Explain various types	Internet		Define sample and sampling technique Explain various types of sampling techniques e.g simple random, stratified, cluster etc

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

5.7	Describe	Describe		(Chi-Square, Z
	characteristics of	characteristics of		test, ANOVA,
	each of the test	each of the test		Correlation,
	statistic in 5.6 above	statistic in 5.6 above		regression
5.8	Explain the			analysis, student t
	calculation of sample			– test etc)
	size for a given			Describe
	population			characteristics of
5.9	Describe the			each of the test
	application of the			statistic in 5.6
	sampling techniques			above
	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					
General	Objective : 6.0 Understand the	conduct and organizati	on of researc	h work		I
11-12	6.1 Explain how to carry out		-	Carry out descriptive	Supervise the	Describe how to
	descriptive research using	out descriptive	Set	research using any of	student research	Carry out
	any of the appropriate	research using any of		the appropriate designs	activities	descriptive
	designs	the appropriate	Kit Packages	Collect data for a given		research using
		designs		research title		any of the appropriate
	6.2 Explain how to Collect data for a given research title	Explain how to Collect data for a given research title		Analyze data using appropriate test statistic methods		designs Explain how to Collect data for a
	 6.3Explain how to Analyze data using appropriate test statistic methods 6.4Explain how to Interpret 	Explain how to analyze data using appropriate test statistic methods		Interpret the result obtained at the end of the research work.		given research title Analyze data using appropriate test statistic methods Interpret
	the result obtained at the end of the research work.	Explain how to Interpret the result	10	Write up the report at the end of the conduct of research		the result obtained at the

	obtained at the end of	Organize the project	end of the
	the research work.	work to cover the	research work.
6.5Explain steps to Write up the report at the end of the research	Explain how to Write up the report at the end of the conduct of research	topics discussed	Write up the report at the end of the conduct of research Organize
6.6 Explain how to organize the project work to cover the topics discussed	Explain how to Organize the project work to cover the topics discussed		the project work to cover the topics discussed

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.

General Objectives: On completion of this course, students will be able to:

- 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

Semester: I recification: Theoretical and is course is designed to pro- pjective: 1.0 Appreciate the ro al Content	ovide the students with	the knowledg	P	heoretical: 2 hours ractical: 1 hour	
ecification: Theoretical an is course is designed to propjective: 1.0 Appreciate the ro	ad Practical ovide the students with				
is course is designed to pro ojective: 1.0 Appreciate the ro	ovide the students with		ge, skills and techniqu		
jective: 1.0 Appreciate the ro			ge, skills and techniqu		
	le of procurement and materi	ale management		es for procuremen	t practice.
al Content		ais management	1		
			Practical Content		
Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1.1. Explain procurement	Explain	Textbooks,	Carry out excursion to	Organise	Explain
functions and it's the	procurement	Journals,	logistics company to	excursion to	procurement
roles of procurement	functions and it's	Videos,	see how fleets are	logistics	functions
and supply	the roles of	Websites	scheduled and how	company to	and it's the
management in	procurementand		passenger manifests	see how	roles of
business.	supply management		are prepared	fleets are	procurement
	inbusiness.			schedule and	and supply
1.2. Examine	Examine			how	Managemen
procurement	procurement			passenger	inbusiness.
department in	department in			manifests	
relation with other	relation with other			are prepared	
departments.	departments.				
	Dutcome .1. Explain procurement functions and it's the roles of procurement and supply management in business. .2. Examine procurement department in relation with other	DutcomeExplain procurementExplain.1. Explain procurementExplainfunctions and it's theprocurementroles of procurementfunctions and it'sand supplythe roles ofmanagement inprocurement andbusiness.supply management.2. Examineprocurementprocurementdepartment indepartment inrelation with other	DutcomeExplainTextbooks,1. Explain procurementExplainTextbooks,functions and it's theprocurementJournals,roles of procurementfunctions and it'sVideos,and supplythe roles ofWebsitesmanagement inprocurement andbusiness.supply management.Examineprocurementprocurementdepartment inprocurement inrelation with otherrelation with other	DutcomeOutcome.1. Explain procurementExplainTextbooks,Carry out excursion tofunctions and it's theprocurementJournals,logistics company toroles of procurementfunctions and it'sVideos,see how fleets areand supplythe roles ofWebsitesscheduled and howmanagement inprocurement andpassenger manifestsbusiness.supply managementare prepared.2. ExamineExamineprocurementprocurementdepartment indepartment inrelation with otherrelation with otherrelation with other	DutcomeOutcomeActivities1.Explain procurementExplainTextbooks,Carry out excursion toOrganisefunctions and it's theprocurementJournals,logistics company toexcursion toroles of procurementfunctions and it'sVideos,see how fleets arelogisticsand supplythe roles ofWebsitesscheduled and howcompany tomanagement inprocurement andprocurement in business.supply management in inbusiness.see how2.ExamineExaminefleets arieschedule and howprocurementprocurement inprocurement inpassengerinbusiness.examinemanifestsschedule andprocurementinbusiness.manifestsare preparedepartment inrelation with otherrelation with otherare prepared

	1.3. Explain	Explain		Demonstrate	Guide students to	
	consolidation of	consolidation of		preparation of	demonstrate	
	materials activities in	materials activities		waybill	preparation of	
	an organization in a	inan organization			waybill	
	totally centralized	in atotally				
	system under:	centralizedsystem			concept.	
	Material	under:			• Physical	
	management	Material			distribution	
	concept.	management			• management	
	Physical	concept.			concept.	
	distribution	Physical			 Logistics 	
	management	distribution			management	
	concept.	management				
	Logistics	concept.				
	management	Logistics				
		management				
General	Objective : 2.0 Understand su	ipply market structure a	and sourcing p	procedure	<u> </u>	
	2.1 Examine supply	Examine supply	Textbooks,			Explain
3-4	market structures and	market structures	Journals,			sourcing,
	their implications for	andtheir	Videos			sourcing
	efficient procurement	implications for	Websites			proceduresand
			4.07			

	efficient
	procurement
2.2 Explain sourcing	Explain sourcing
andexamine	andexamine
sourcing policies	sourcing policies
under the use of:	under the use of:
• Single vs. dual	• Single vs.
sourcing;	dual
• Direct vs. indirect	sourcing;
sourcing,	• Direct vs.
	indirect
	sourcing.
2.3 Explain good	Explain good
suppliers and state the	suppliers and state
factors used in	the factors used in
supplier selection	supplier selection
2.4 Explain source of	Explain source of
supplier evaluation	supplier
and state factors to	evaluationand
considerin supplier	state factors to
evaluation.	considering

			supplier				
			evaluation.				
	2.5	Explain methods of	Explain methods				
		supplier	of supplier				
		performance	performance				
		evaluation – vendor	evaluation –				
		rating.	vendor rating.				
	2.6	Enumerate	Enumerate				
		problems associated	problems				
		with random rating	associated with				
		and suggest	random rating and				
		possible solutions.	suggest possible				
			solutions.				
General ()bjo	ective: 3.0 Understand qu	ality, specifications of a	lesign enginee	ers and quality assurance	ce from suppliers	I
	3.1	Explain quality, types	Explain quality,	Textbooks,	Demonstrate the	Guide students to	Explain
5-6		of quality, and the	types of quality,	Journals,	application of various	demonstrate the	quality, types
		procedure for quality	and the procedure	Videos,	Variety reduction	application of	of quality, the
		determination.	forquality	Websites	techniques in	various Variety	procedure for
			determination.		Procurement	reduction techniques	quality
	3.2	Explain methods of	Explain methods of			in Procurement	determination
		quality control,	quality			Value analysis as it	

quality assurance and	control, quality	relates to
the process of quality	assurance and the	specification and
audit	process of quality	quality in
	audit.	procurement.
	Identify types of	
	specifications and	
	their uses.	
their uses.		
3.4 Enumerate the role of	Enumerate the role	
suppliers, buyers etc.,	of suppliers, buyers	
in design and	etc., in design and	
specification	specification	
especially as it	especially as it	
affectsprocurement	affects procurement	
ability to contribute to	ability to contribute	
Company's profit.	to Company's profit.	
3.5 Explain compilation,	Explain	
uses and limitations	compilation, uses	
of International	and limitations of	
national and company	International,	

standardsas it affects	national and
specifications and	company standards
ability to procure.	as it affects
	specifications and
	ability to procure.
3.6 Explain the use of	Explain the use of
techniques of Variety	techniques of
reduction and	Varietyreduction
standardization in	and standardization
reviewing and	in reviewing and
improving more	improving more
designs and	designs and
specifications.	specifications.
3.7 Define value	
	Define value
engineering and Value	engineering and
analysis as itrelates to	Value analysis as it
specification and	relates to
quality in procurement	specification and
	quality in
	procurement.

	4.1	Examine various	Examine various	Textbooks,	In groups, price, buy	Group students into	Explain
7-8		pricing methods and	pricing methods and	Journals,	and sell items as	buyers and	buyingprices
		state how prices are	state how prices are	Videos,	suppliers and buyers	suppliers, guide	in fluctuating
		determined.	determined.	Websites		them to price and	markets.
	4.2	Explain how prices	Explain how prices			buy items basic	Explain
		and costs are	and costs are			approaches to	progress
		analyzed.	analyzed.			inventory	Payment sand
	4.3	Explain the use of	Explain the use of			management.	retention
		analysis in 4.1 above in	analysis above in			•	strategy in
		comparing costs from	comparing costs				procurement
		suppliers.	from suppliers.				
	4.4	Explain the use and	Explain the use and				
		importance of	importance of price				
		price	concessions/discoun				
		concessions/discounts	ts (quality, cash,				
		(quality, cash, trade,	trade, rebate etc.) in				
		rebate etc.) in pricing	pricingas its				
		as its affect's	affect's				
		procurement.	procurement.				

4.5	5 Explainmethods of	Explain methods of
	payment.	payment
4.6	5 State the implication	State the implication
	of each method in 4.5	of each method of
	above with respect to	payment with
	timing.	respect to timing.
4.7	Explain types of	Explain types of
	markets and how	markets and how
	procurement from	procurement from
	each is affected by	each is affected by
	time.	time.
4.8	8 Examine procurement	Examine
	timing policies as	procurementtiming
	they affect basic	policies as they
	approaches to	affect basic
	inventory	approaches to
	management.	inventory
		management.
4.9	Explain buying prices	Explain buying
	in fluctuating markets.	prices in fluctuating
		markets.

	4.10 Explain progress	Explain progress			
	payment and retention	payment and			
	strategy in	retentionstrategy in			
	procurement.	procurement.			
General (Objective : 5.0 Appreciate reco	ent developments in Pr	ocurement		
	5.1 Explain contemporary	Explain procurement	Textbooks,		Identify
9-10	issues in procurement	as an integral element	Journals,		emerging
	as an integral element	of supply chains.	Videos,		issues in
	of supply chains.		Websites		procurement
	5.2 Explain roles of	Explain roles of			
	procurement in supply	procurement in			Explain roles of
	chain management	supply chain			procurement in
		management			supply chain
	5.3 Explain the	Explain the			management.
	important of e-	important of e-			
	Procurement	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 stuc stores equipment	lent to the principles of good stor	res design, and the selection and effective use of							
General Objectives: On completion of this course, s	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									

		Code: PSM 212			Credit Unit: 3			
Materi	als Handling I	Credit Hour: 3 Hour	s		Theoretical: 2 hours			
Year:	II Semester: I	Pre-requisite:		-	Practical: 1 hour			
	e Specification: Theoretical							
	This course is designed to i	ntroduce the student to	the principle	s of good stores	design, and the selection	n and effective use of		
stores Gener	equipment al Objective: 1.0 Know typ	es of stores and store of	lesign.					
	Theoretical Content		6	Practical Cont	ent			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learn Outcome	ing Teacher's Activities	Evaluation		
1-2	1.1 Explain the concept,	Explain the	Textbooks,		-	Explain store		
	objectives and types	concept, objectives	Journals,			design		
	of store design.	and types of store	Videos,					
		design.	Websites			Explainthe		
	1.2 Explain by distinction	Explain by				objectives and		
	store and warehouse	distinctionstore				types of store		
	and the importance of	and warehouse and				design.		
	store in supply	the importance of						
	chains.	store in supply						
		chains.				Explain by		
	1.3 Explain siting,	Explain siting,				distinction stor		
	design and	design and layout						

layout of	of		and
store/warehouse	store/warehouse		warehouse
within and outside the	within a business		and the
business.			importance of
			store in supply
1.4 Explain typologies of	Explain typologies		chains.
stores and retail	of stores and retail		
outlets;	outlets;		
• national retail re-	• national		Explain factors
distribution to	retail re-		considered in
captive outlets.	distribution		store design and
• public service	tocaptive		layouts of stores
industries	outlets.		and warehouse
• subsidiary stores	• Public		
and impress	service		
production stores	industries		
• finished goods and	• subsidiary s		
work in progress	toresand		
stores.	imprest		
 special stores for 	production		
oils, explosives,	stores		
0113, expressives,	500105		

	chemicals spirits,	• finished			
	fragile, etc.	goods and			
		work in			
		progress			
		stores.			
		 special stores 			
		for oils,			
		explosives,			
		chemicals			
		spirits,			
		fragile, etc.			
	1.5 Explain legal	Explain legal			
	requirement for these	requirement for			
	stores.	these stores.			
Gener	al Objective: 2.0 Understand	siting of stores			
3-4	2.1 Explain	Explain	Textbooks,		Explain
	stores/warehouse	stores/warehouse	Journals,		stores/warehouse
	siting and location	siting and location	Videos		siting and
	consideration.	consideration.	Websites		location
					consideration.

2.2	Explain the internal	Explain the internal
	layout of production	layout of
	store and of retail	productionstore
	store.	and of retailstore.
2.3	Explain store	Explain store
	decisions for	decisions for
	gangways, pathways,	gangways,
	motorway network	pathways,
	and distributive	motorway network
	systems.	and distributive
		systems.
2.4	Describe local	Describe local
	delivery services.	delivery services.
2.5	Explain overnight	Explain overnight
	and long-haul trucking.	and long-haul
		trucking.
2.6	Explain railhead and	Explain railhead
	import Proximity.	andimport
		Proximity.

	27	Describe expansion	Describe expansion			
	2.7	_	_			
		andflexibility.	and flexibility.			
	2.8	Explain the effects of	Explain the effects			
		regulation on	of regulation on			
		working hours.	working hours			
Genera	al O	bjective: 3.0 Understand	methods of storage			
3-4	3.1	Explain racking,	Explain racking,	Textbooks,		Explain racking,
		mobileracking,	mobile racking,	Journals,		mobile racking,
		shelves and adjustable	shelves and	Videos,		shelves and
		pallet racking.	adjustable pallet	Websites		adjustable pallet
			racking.			racking.
	3.2	Explain store design	Explain store design			
		and storage for fast	and storage for fast			
		moving consumer	movingconsumer			
		goods (FMCG) and	goods(FMCG) and			
		slow-moving goods	slow-moving goods			
		(SMCG).	(SMCG).			
	3.3	Explain store design	Explain store design			
		and storage for	and storage for			
		perishable and	perishable and			
		chemical products.	chemical products			

	Τ	Т		T	
	3.4 Describe binning.	Describe binning.			
	3.5 Explain bulk storage	Explain bulk			
	and breaking bulks.	storage and			
		breaking bulks.			
	3.6 Explain special	Explain special			
	fixtures.	fixtures.			
	• Automated;	• Automated;			
	• Location;	• Location;			
	• Retrieved.	• Retrieved.			
	3.7 Explain live storage.	Explain live storage.			
	3.8 Describe very narrow	Describe very			
	aisle (VNA) racks.	narrowaisle (VNA)			
		racks.			
Genera	al Objective: 4.0 Appreciate	role of stores personne	1	l	
5-6	4.1 Explain the role of	Explain the role of	Textbooks,		Explain the role of
	supervisor in stores	supervisor in stores	Journals,		Storekeeper in
	design and materials	design and	Videos,		stores design and
	handling.	materials handling.	Websites		material handling.
	4.2 Explain the role of	Explain the role of			
	Storekeeper in stores	Storekeeper in			

	design and material	stores design and			
	handling.	material			
		handling.			
4.3	Explain role of	Explain role of			
	Stores Assistant	Stores Assistant			
	(Attendant)	(Attendant)			
4.4	Explain qualities of	Explain			
	Stores Supervisor,	qualities of Stores			
	Storekeepers, Stores	Supervisor,			
	attendants/store	Storekeepers,			
	assistants.	Stores			
		attendants/store			
		assistants.			
			I		
4.5	Explain functions of	Explain functions of	I		
	Store Supervisors.	Stores Supervisors.			
	Storekeepers, Stores	Storekeepers, Stores	I		
	Assistants (Store	Assistants (Store			
	Attendants).	Attendants).			

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 stude demonstrate the inter-relationship between the de	epartments involved in the managen	nent of materials.
General Objectives: On completion of this course,	students will be able to:	
1.0 Understand the concept of materials management	ent.	
2.0 Understand the contributions of quality mana	agement 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 con	trol.	

	e: Principles of Materials	Code: PSM 213			Credit Unit: 3	
Manag	ement	Contact Hours: 3 Ho	urs		Theoretical: 2 Ho	ours
Year:	II Semester: I	Pre-requisite:			Practical: 1 Hou	r
	e Specification: Theoretical		1	• 1 1• 4		1.
Goal: demon	This course is designed to strate the inter-relationship	between the departme	ents involved	in the management o	f materials.	sources, and to
	l Objective: 1.0: Understand					
	Theoretical Conten	t		Practical Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1 -2	1.1 Discuss the term	Discuss the term	Textbooks,	Use organizational	Guide students to	Discuss theterm
	materials	materials	journals,	structure to explain	use organizational	materials
	management and the	managementand	videos, and	functions included	structure to explain	management and
	scope of materials	the scope of	relevant	in Management	functions included	its scope supply
	management.	materials	websites	structure	in Management	management.
		management.			structure	
	1.2 Explain reasons why	Explain reasons				
	companies adopt	why companies				Explain reasons
	materials	adopt materials				whycompanies
	management.	management.				adopt materials
	1.3 Explain the benefits	Explain the benefits				management.
	and problems of	and problems of				
	adoption of materials	adoption of materials				

		management	management				
		organization in a supply	organization in a supply				
		chain environment.	chain environment.				
Genera	al O	bjective: 2.0 Understand	the contributions of c	uality manage	ement to materials man	nagement	
3-4	2.1	Explain the term	Explain the term	Textbooks,	Use drawings to	Guide students to use	Explain theterm
		quality, quality	quality,quality	Journals,	specify type of	drawings to specify	quality,quality
		dimension and total	dimension and total	Videos	building required to a	type of building	dimension and total
		quality management	quality management	Websites	construction	required to a	qualitymanagement
		(TQM)	(TQM)		company	construction	(TQM) and the roles
	2.2	Explain the roles of	Explain the roles of			company	ofmaterials
		materials	materials		Use drawings to	Guide students to use	management in
		management	management		specify type of	drawings to specify	quality control.
		department in quality	department in		garment required to a	type of garment	
		control and quality	quality control and		fashion designer	required to a fashion	
		assurance.	quality assurance.			designer	
	2.3	Explain value	Explain value				
		engineering and value	engineering and				
		analysis.	valueanalysis.				
	2.4	Explain notification	Explain				
		and determination of	notification and				
		specification.					

		determination of				
		specification.				
	Describe drawing.	Describe drawing.				
Genera	al Objective: 3.0 Know the co	ontributions of product	tion control	l	L	•
5-6	3.1 Explain production	Explain production	Textbooks,	Watch documentaries	Guide students to	Explain the
	and, classification	and, classification	Journals,	on different methods	watch documentaries	contributions of
	of production.	of production.	Videos,	of production eg	on different methods	materials
	3.2 Explain	Explain	Websites	• Batch	of production eg	management to
	methods of	methods of		production	• Batch	production
	production.	production.		• Flow	production	programme
	3.3 State the	State the		production,	• Flow	
	contribution of	contribution of		etc	produ	
	materials	materials			ction,	
	management to	management to			etc	
	production	production				
	programmes	programmes		Design a production	Guide students to	
	3.4 Describe the	Describe the		plan	design a production	
	preparation of	preparationof			plan	
	production	production				
	programme.	programme.				

			1				
	3.5	Explain how to	Explain how to				
		determine and	determine and				
		maintain delivery	maintaindelivery				
		promises.	promises.				
	3.6	Explain the	Explain the				
		determination of	determination of				
		quantities.	quantities.				
	3.7	Explain planning	Explain planning				
		requirements,	for production				
		procurement	requirements,				
		methods and make	procurement				
		(insource) or buy	methods and make				
		(outsource) decision.	(insource) orbuy				
			(outsource)				
			decision.				
	3.8	Describe authority to	Describe authority to				
		procure.	procure.				
General	Ob	jective: 4.0 Understand	methods of merchandi	sing	1	1	1
7-8			Explain different		Create promotional	Organise students	Explain the
		promotional	promotional	Journals,	activities	into groups and guide	interfaces between
		activities	activities			them to create	the pocuement function

	4.2	Explain different	Explain	Videos,		promotional activities	and the marketing
		demandpatterns	different	Websites		for products or	function.
			demand			services.	
			patterns				
	4.3	Describe the	Describe the				
		interface between	interfacebetween				
		procurement and	procurement and				
		marketing	marketing				
	4.4	Explain special	Explain				
		promotions.	special				
			promotions.				
	4.5	Explain seasonal	Explain seasonal				
		trends and demands.	trendsand				
			demands.				
	4.6		Describe the liaison				
			Between buying and				
		marketing.	marketing.				
General	Ob	jective: 5.0 Understand	the contribution of ma	terials control	in materials managen	nent	
9-11	5.1	Explain materials	Explain materials	Textbooks,	Conduct recording of	Guide students to	Explain materials
		controland its	control and its	Journals,	materials using	conduct recording of	control and its
		contributions to	contributions to		different methods		contributions to

	materials	materials	Videos,	materials using	materials
	management.	management.	Websites	different methods	management.
5.	.2 Describe the	Describe the			
	methods of	methods of			
	notifying material	notifying material			
	requirements.	requirements.			
5.	.3 Explain	Explain			
	interpretation of	interpretation of			
	production	production			
	programme.	programme.			
5.	.4 Explain the	Explain the			
	requirements of	requirements of			
	mataiakandsupplies	materials and			
		supplies.			
5.	.5 Describe the	Describe the			
	methods of	methods of			
	recording material	recording material			
	requirements.	requirements.			
	Materials and				
	supplies.				

General	Objective: 6.0 Understand	the roles of stock cor	ntrol in materi	als management		
12-13	6.1 Explain stock	Explain stock	Textbooks,	Calculate:	Guide students to	Explain theroles of
	control and stock	controland stock	Journals,	• Minimum	calculate:	stock control in
	control methods:	control methods:	Videos,	levels	• Minimum	materials
	• Visual cards;	• Visual cards;	Websites	Maximum	levels	management
	Mechanical records	Mechanical		levels	• Maximum	
	(Application of	records		Safety levels	levels	
	computer);	(Application		Reorder levels	Safety levels	
		of computer);			Reorder levels	
	6.2 Explain inventory	Explain inventory		Slow moving items	• Variety	
	cycles(maintenance	cycles		and surplus items.	reduction;	
	of stock levels).	(maintenance of			• Stock file;	
	• Minimum levels,	stock levels).			Obsolescence	
	• Maximum levels,	• Minimum			and	
	• Safety levels	levels,			redundancy;	
	• Re-order levels.	• Maximum			Slow moving items	
		levels,			and surplus items.	
		Safety levels				
		• Re-order				
		levels.				

6	3 Explain the	Explain the method
0		ofprovisioning:
	provisioning:	• Cyclical review
	• Cyclical review	reorder level;
	reorder level;	• Theory of
	• Theory of	Economic
	economic order	order
	quantities;	quantities;
		Explain
6.4	4 Explain	identification
	identification	methods;
	methods;	Commodity
•	Commodity coding;	coding;
•	Master stock list;	• Master
•	Vocabularies.	stock list;
		• Vocabulari
		es.
		Explain
6	5 Explain	Rationalization
5.	-	and
		standardization

standardization	methods;
methods;	Variety
(a) Variety reduction;	reduction;
(b) Stock file;	• Stock file;
Obsolescence	Obsolescence
and	and
redundancy;	redundancy;
6.6 Slow moving items	Slow moving items
and surplus items.	and surplus items

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
Goal : This course is designed to provide the student with its contribution towards organisational competence and	th the tools to measure the effecti effectiveness.	veness of supply chain management and
General Objectives: On completion of this course, studen	nts will be able to:	
1.0 Understand supply chain management concept.		
2.0 Understand the role of procurement and supply chai	n in supply chain management.	
3.0 Understand basic inventory concepts and management	ent.	
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		

Chain Management		Code: PSM 214			Credit Unit: 3	
		Contact Hours: 3 Ho	ours		Theoretical: 2 Hou	rs
Year:	II Semester: I	Pre-requisite:			Practical: 1 Hour	
Course S	Specification: Theoretical	and Practical	:41- 41 4 1-	4		
ts contr	his course is designed to ibution towards organisat	ional competence and	effectiveness	s.	eness of supply chai	n management and
General	Objective: 1.0 Understand	the concept of materia	ls managemer	nt		
	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	Explain the	Textbooks,	Watch documentaries	Guide students to	Explain supply chain
	of supply chain	concept of supply	Journals,	on supply chain	watch	management
	management (SCM)	chain management	Videos,	management	documentaries on	
	and objectives of	(SCM) and	Websites		supply chain	Explain the
	SCM.	objectives of SCM.			management	objectives of supply
	1.2 State the specialist	State the specialist		Draw a supply chain		chain management
	functions that make	functions that		organisational chart in		
	up supply chain	make up supply		groups	Divide students into	
	management	chain management			groups and guide	
	1.3 Explain the	Explain the			them to draw supply	
	contributions of each	contributions of			chain organisational	
	to success of supply	each to success of			charts	
	chains.	supply chains.				

		1	1	1	· · · · · · · · · · · · · · · · · · ·
1.4 Explain the flows of	Explain the flows				
resources into,	ofresources into,				
within and out of the	within and out of				
supply chain.	the supply chain.				
1.5 Explain the key	Explain the key				
success factors for	success factors for				
supply chains.	supply chains.				
1.6 Explain some	Explain some				
impediments to	impediments to				
success.	success.				
1.7 Explain organisation	Explain				
structure in supply	organisation				
chain management.	structure in supply				
	chain management.				
I Objective: 2.0 Understand	the role of procureme	ent and suppl	y in supply chain manag	gement	
		Textbooks,			Explain the role of
procurement and	of procurement	Journals,	of producing a given	calculate the total	procurement and
supply in the supply	and supply in the	Videos	item for supply	cost of producing a	supply and other
chain.	supply chain.	Websites		given item for supply	functions in the
2.2 Explain the	Explain the				supply chain.
procurement	procurement				
	 within and out of the supply chain. 1.5 Explain the key success factors for supply chains. 1.6 Explain some impediments to success. 1.7 Explain organisation structure in supply chain management. 10 jective: 2.0 Understand 2.1 Explain the role of procurement and supply in the supply chain. 2.2 Explain the 	resources into, within and out of the supply chain. 1.5 Explain the key success factors for supply chains. 1.6 Explain some impediments to success. 1.7 Explain organisation structure in supply chain management. 2.1 Explain the role of supply in the supply chain. 2.2 Explain the role of Explain the role of supply in the chain. 2.2 Explain the role of procurement and supply chain. 2.2 Explain the role of procurement and supply in the supply chain. 2.2 Explain the role of procurement and supply chain. 2.2 Explain the role of procurement and supply chain. 2.2 Explain the role of procurement and supply chain. 2.2 Explain the chain the procurement and supply chain. 2.3 Explain the chain the procurement and supply chain. 2.4 Explain the chain.	resources into, within and out of the supply chain. 1.5 Explain the key success factors for supply chains. 1.6 Explain some impediments to success. 1.7 Explain organisation structure in supply chain management. 2.1 Explain the role of supply in the supply chain. 2.2 Explain the role of Explain the role supply in the supply chain management. 2.1 Explain the role of procurement supply in the supply chain. 2.2 Explain the role of procurement structure in supply chain the role of procurement supply in the supply chain. 2.2 Explain the cole of procurement Explain the role of procurement supply in the supply chain the role of procurement supply in the supply chain the role of procurement supply in the supply chain the role of procurement supply in the supply chain. 2.2 Explain the cole of procurement Explain the cole of procurement supply in the supply chain. 2.2 Explain the cole of procurement Explain the cole of procurement supply chain. 2.2 Explain the cole of procurement Supply chain. 2.3 Explain the cole of procurement Supply chain. 2.4 Explain the cole of procurement Supply chain. 2.5 Explain the cole of procurement Supply chain. 2.6 Explain the cole of procurement Supply chain. 2.7 Explain the cole of procurement Supply chain. 2.8 Explain the cole of procurement Supply chain. 2.9 Explain the cole of procurement Supply chain	resources into, of resources into, withinand out of the supply chain. the supply chain. 1.5 Explain the key Explain the key success factors for success factors for supply chains. 1.6 Explain some Explain some impediments to impediments to success. 1.7 Explain organisation Explain supply organisation chain management. Explain supply chain management. 2.1 Explain the role of procurement and supply in supply chain management. 2.1 Explain the role of procurement and supply in supply chain management. 2.1 Explain the role of procurement and supply in supply chain management. 2.1 Explain the role of procurement and supply in supply chain management. 2.2 Explain the Ex	resources into, within and out of the supply chain.of resources into, within and out of supply chain.ite supply chain.1.5Explain the key success factors for supply chains.Explain the key success factors for supply chains.Explain the key success factors for supply chains.1.6Explain some impediments to success.Explain some impediments to success.Impediments to success.1.7Explain organisation structure in supply chain management.Explain supply in supply chain management.1.7Explain organisation structure in supply chain management.Impediments to supply in supply chain management.2.1Explain the role of procurement and supply in the roleTextbooks, for calculate the total cost for producing a given item for supply cast of producing a given item for supply2.2Explain theExplain the

function's	function's	
relationships with	relationships with	
other functional	other functional	
areas (e.g.	areas(e.g.	
production,	production,	
engineering,	engineering,	
marketing, finance,	marketing,	
research and	finance, research	
development etc.) in	and development	
the supply chain.	etc.) in the supply	
	chain.	
2.3 Explain the role of	Explain the role of	
procurement in	procurement in	
customer	customer	
Satisfaction.	Satisfaction.	
2.4 Explain	Explain	
suppliers'	suppliers'	
appraisal and	appraisal and	
performance	performance	
measurement.	measurement.	

2	2.5 Explain total cost	Explain total
	ownership and cost	cost ownership
	reduction and cost	and cost
	avoidance	reduction and
	programmes.	cost avoidance
		programmes.
2	2.6 Explain price	Explain price
	change	change management
	management	(handlingPrice
	(handling Price	increases.
	increases.	
2	2.7 Explain just in time	Explain just in
	(JIT)philosophy in	time(JIT)
	relation to	philosophy in
	procurement and	relation to
	supply.	procurement and
		supply.
2	2.8 Explain reasons for	Explain reasons
	increased	for increased
	importance and	importance and
	recognition of	

		supply chain	recognition of				
		management.	supply chain				
			management.				
General	l Ob	jective: 3.0 Understand	basic inventory concer	ots and mana	gement	1	
5-6	3.1	Explain basic	Explain basic	Textbooks,	Calculate inventory	Guide students to	Explain basic
		inventory concepts in	inventory concepts	Journals,	carrying cost	calculate inventory	inventory control
		relation tomodern	in relation to	Videos,		carrying cost	inmodern supply
		supply chain e.g.	modern supply	Websites		Explain symptoms	chain and the reason
		reason for holding	chain e.g. reason			of Poor inventory	for holding stock, and
		stock, and various	for holding stock,			management.	various types of
		types of inventory.	and various types				inventory
			of inventory.			Explain materials	
	3.2	Explain costs	Explain costs			disposal e.g. surplus,	
		associated with	associated with			scraps, obsolete etc.	
		holding inventories	holding inventories				
	3.3	Explain basic	Explain basic				
		inventory	inventory				
		Management in	Management in				
		relation to working	relation to working				
		capital.	capital.				

Explain methods of	Explain methods of
controlling flow and	controlling flow
cost of stocks.	and cost of stocks
5 Explain methods of	Explain methods of
disposing materials	disposing materials
e.g. surplus, scrap	e.g. surplus, scrap
obsolete, redundant.	obsolete, redundant
6 Explain financial	Explain financial
aspects of inventory	aspects of
as carryingcost.	inventoryas
	carrying cost.
7 Explain symptoms of	Explain symptoms
poor inventory	of Poor inventory
management	management.
disposal e.g.surplus,	
scraps, obsolete etc.	
8 Explain materials	Explain materials
disposal e.g. surplus,	disposal e.g. surplus,
scraps, obsolete etc.	scraps, obsolete etc.
5 6 7	controlling flow and cost of stocks. Explain methods of disposing materials e.g. surplus, scrap obsolete, redundant. Explain financial aspects of inventory as carrying cost. Explain symptoms of poor inventory management disposal e.g. surplus, scraps, obsolete etc.

General	Ob	jective: 4.0 Understand	basic materials manag	gement conc	epts in supply chain ma	nagement.	
	4.1	Define	Define materials	Textbooks,	Draw charts showing	Guide students to	Explain the roles of
		materials	management and	journals,	steps in total quality	draw charts showing	materials
		management and its	its Scope.	videos, and	management	steps in total quality	management in SCM.
		Scope.		relevant		management	
	4.2	Explain functions of	Explain functions	websites			
		materials	ofmaterials				
		management, in	management, in				
		relation to	relation to				
		anticipating	anticipating				
		requirements,	requirements,				
		sourcing, and	sourcing, and				
		obtaining materials	obtaining materials				
		etc. procurement and	etc. procurement				
		procurement,	and procurement,				
		production control,	production control,				
		warehousing and	warehousing and				
		storage, data and	storage, data and				
		information system	information system				
		etc.	etc.				

4.3	3 Explain total quality	Explain total		
	management (TQM)	qualitymanagement		
	insupply chain e.g.	(TQM) insupply		
	meetingthe	chain e.g.meeting		
	needs and	the needs and		
	expectations of users	expectations of		
	including customers.	users including		
		customers.		
4.4	4 Explain the concept	Explain the concept		
	of materials control	of materials control		
	(Control of	(Control of		
	Materials) and the	Materials) and the		
	administration of the	administration of		
	activities involved.	the activities		
		involved.		
4.	5 Explain the	Explain the		
	advantagesand	advantages and		
	disadvantages of	disadvantages of		
	materials	materials		
	management in	managementin		
	supply chain.	supply chain.		
			1	

	5.1	Explain the nature	Explain the nature	Textbooks,	Watch videos on	Guide students to	Explain the
9-10		and importance of	and importance of	Journals,	Warehousing	watch videos on	nature and
		warehousing in	warehousing in	Videos,		Warehousing	importance of
		supply chain in	supply chain in	Websites			warehousing in
		relation to	relation to		Draw a store layout	Guide students to	supply chain in
		production.	production.		showing different	draw a store layout	relation toproduction
	5.2	Explain the various	Explain the various		sections of the store	showing different	
		relationships with	relationships with		and the gangways	sections of the store	
		other functions e.g.	other functions e.g.		therein	and the gangways	
		production,	production,			therein	
		procurement,	procurement,				
		transport, users	transport, users				
		including customers	includingcustomers				
		etc.	etc.				
	5.3	Explain several uses	Explain several				
		of Warehousing in	uses of				
		relation to supply	Warehousing in				
		chain.	relation to supply				
			chain.				

5.4 Explain the various	Explain the various	
types of warehousin	types of	
e.g., cross-docking,	warehousing e.g.,	
contractwarehousing	cross-docking,	
public	contract	
warehousing, genera	warehousing public	
merchandise	warehousing,	
warehousingetc.	general	
	merchandise	
	warehousing etc.	
5.5 Explain the criteria	Explain the criteria	
for warehousing e.g.	forwarehousing	
financial, cost, etc.	e.g.financial, cost,	
	etc.	
5.6 Explain the factors t	Explain the factors	
determine the size	to determine the	
and number of	size and number of	
warehouses	warehouses	
5.7 Explain the factors t	Explain the factors	
consider in the	to consider in the	

	number and sized of	number and sized		
	warehousing.	ofwarehousing.		
	5.8 Explain how to	Explain how to		
	improve warehouse	improve warehouse		
	efficiency and	efficiency and		
	productivity.	productivity.		
:	5.9 Explain how	Explain how		
	efficiencyand	efficiency and		
	effective	effective		
	warehousing can			
	add value to right			
	delivery of materials		I	
	at the right time			

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 seffectively and efficiently	student with procurement practice and	techniques to enable him perform					
General Objective: On completion of this course, stud	lents will be able:						
1.0 Know how to manage procurement and material a	ctivities.						
2.0 Understand pricing practices involved in contract	s of procurement.						
3.0 Understand procurement practice and procurement	t methods.						
4.0 Understand procurement ethics							
5.0 Understand procurement of goods from foreign markets							
6.0 Understand basic logistics in supply chain management							

II		Code: PSM 221			Credit Unit	Credit Unit: 3	
		Contact Hours: 3 H	Iours		Theoretical	l: 2 hours	
Year:	I Semester: I	Pre-requisite: PSM	211		Practical:	1 hour	
	e Specification: Theoretical						
	This course is designed to f	urther acquaint the st	udent with p	rocurement practice a	nd techniques to e	enable him perform	
	vely and efficiently I Objective: 1.0 Know how t	to manage produrem	ant and mater	rial activities			
	Theoretical C	0 1		Practical Content			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation	
1-2	1.1 Explain	Explain	Textbooks,			Explain the	
	procurement	procurement	Journals,			procurement planning	
	planning tools for	planning tools	Videos,			tools formaterials and	
	materialsand	for materials	Websites			services	
	services.	and services.					
	1.2 Explain	Explain					
	procurement	procurement					
	activities	activities					
	under:	under:					
	 Policies 	Policies					
	Programmes	• Programme					
	Procedure	• Procedure					
	Manuals						

• Records	Manuals
• Handling orders.	• Records
	• Handling
1.3 Explain organization	orders.
conceptunder:	Explain
• Location of	organization
procurement	concept under:
functions in an	Location of
organization	procuremen
• Single versus	t
multi-plant	functions in an
procurement	organization -
organization	Single versus
1.4 Explain managing	multi-plant
personnelin	procurement
procurement	organization
function under:	Explain
• Procurement job	managing
requirements.	personnel in
Personnel selection	procurement
	function under:

	Appraisal of	Procurement			
	personnel.	job			
		requirement			
		• Personnel			
		selection			
		• Appraisal of			
		personnel.			
	1.5 Examine control	Examine			
	concepts of procurement	control			
	and its performance.	concepts of			
		procurement			
		and its			
		performance.			
Genera	al Objective: 2.0 Understand	pricing practices inv	olved in cont	tracts of procurement	
3-4	2.1 Examine types of	Examine types of	Textbooks,		Explain pricing and
	contract in relation to	contract in	Journals,		examine types of
	their pricing	relation to their	Videos		contract in relation to
	Significance.	pricing	Websites		their pricing
	2.2 State practical	Significance.			Significance.
	factors influencing	State practical			
		factors			

different types of	influencing
contract.	differenttypes of
2.3 Describe pricing	contract.
toolsunder:	Describe pricing
• Break even analysis;	toolsunder:
• Learning curve.	• Break
• Tendering/quotation	even
etc.	analysis;
	• Learning
	curve.
	• Tendering/
	quotation
	etc.
2.4 Examine legal	Examine legal
implications of	implications of
pricing in	Pricing in
procurement.	procurement.
2.5 Compare and contrast	Compare and
buyer's and suppliers'	contrast buyer's
terms of contract with a	and suppliers
view towards harmonization.	

	I	I		1	
		terms of contract			
		with a view			
		towards			
		harmonization.			
Genera	l Objective: 3.0 Understand p	procurement practice	and procurer	nent methods.	
	3.1 Explain low value	Explain low	Textbooks,		Explain the roles of
5-6	procurement and	value	Journals,		procurement
	capital assets	procurement and	Videos,		managers and
	procurement	capitalassets	Websites		department in the
		procurement			acquisition of capital
	3.2 Discuss factors	Discuss factors			assets/equipment
	involved in	Involved in			
	procurement for	procurement for			
	production.	production.			
	3.3 Explain the nature and	Explain the			
	role of capital	nature and role of			
	equipment in	capital equipment			
	organization.	in organization.			
	3.4 Explain the roles of	Explain the roles			
	procurement	of procurement			
	managers and	managers and			

	department in the	department in the
	acquisition of	acquisition of
	capital	capital
	assets/equipment.	assets/equipment.
3.5	Explain the use of	Explain the use
	investment	ofinvestment
	appraisal	appraisal
	techniques in	techniques in
	buying capital	buying capital
	equipment.	equipment.
3.6	Examine the purchase	Examine the
	of used equipment	purchase of used
	as an alternative to	equipment as an
	brand new, and as	alternative to
	alternative to	brand new, and
	leasing.	as alternative to
		leasing.
3.7	Examine outright	Examine
	purchase of	outright
	equipment as	purchase of
	alternative to hire-	equipmentas

purchase and	alternative to		
leasing.	hire- purchase		
3.8 Examine the	and leasing. Examine the		
characteristics of buying for resale, buying to maintain stock, buying maintenance repair and operating	Characteristics of buying for resale, buying to maintain stock, buying maintenance		
(MRO) items etc.	repair and operating (MRO)		
3.9 Explain outsourcing and insourcing and state factors	items etc. Explain outsourcing and insourcing and		
considered in insource (make) and outsource (buy) decision.	state factors considered in insource (make) and outsource		
	(buy)decision.		

	3.10 Explain negotiation,	Explain			
	the objectives of	negotiation, the			
	negotiation and the	objectives of			
	process of	negotiation and			
	negotiation.	the process of			
		negotiation.			
	3.11 State the techniques	State the			
	of negotiation and	techniques of			
	qualities of a good	negotiation			
	negotiation.	and qualities of a			
		good negotiation.			
Genera	al Objective: 4.0 Understand p	procurement ethics			
7-8	4.1 Explain the concept of	Define materials	Textbooks,		Explain procurement
	business ethics.	management and	Journals,		ethics and
	4.2 Explain the benefits of	itsScope.	Videos,		code of
	ethical behaviour to	Explain functions	Websites		conducts.
	businesses and society.	ofmaterials			
	4.3 Explain procurement	management, in			State thebenefits of
	ethics and code of	relation to			ethical behaviour to
	conducts	anticipating			businesses and society?
		requirements,			
1		1	1	1	1

4.4 Explain types of	f sourcing, and		
unethical procu	rement obtaining		
behaviour and	_		
reasons for suc	n procurement and		
4.5 State the procu	rement procurement,		
code of ethics f	or production		
procurement an	d control,		
supply manage	rs; warehousing and		
citing CIPSMN	code storage, data and		
of ethics.	information		
4.6 Explain	system etc.		
professionalism	n in Explain total		
procurement an	d quality		
supply manage	ment, management		
and importance	of (TQM) in supply		
professional	chain e.g. meeting		
qualifications of	f the needs and		
CIPSMN.	expectations of		
	users including		
	customers.		

		Explain the			
		concept of			
		materials control			
		(Control of			
		Materials) and			
		the			
		administration of			
		the activities			
		involved.			
		Explain the			
		advantages and			
		disadvantages of			
		materials			
		managementin			
		supply chain.			
Genera	Objective : 5.0 Understand p	procurement of goods	s from foreig	n markets	
9-10	5.1 Explain the concept of	Explain the	Textbooks,		Explain the differences
	international	concept of	Journals,		between import, export
	procurement.	international	Videos,		andentrepôt.
		procurement.	Websites		

5.2 State the difference	State the		
between local, national			Explain reasons for
and international	local, national and		international
			procurement and
procurement.	international		problems of international
	procurement.		procurement
5.3 Explain the difference	Explain the		-
between import, export	difference		
and entrepôt,	between import,		
	exportand		
	entrepôt,		
5.4 State reasons for	State reasons for		
international	international		
procurement and	procurement		
potential problems to	andpotential		
be encountered in	problems tobe		
international	1		
procurement.	encountered		
procession.	ininternational		
5.5 Discuss the various	procurement.		
	Discuss the		
forms of local import	various forms of		
documentation and	local import		

amongamenta required	documentation
arrangements required	
when buying globally,	and arrangements
	required when
e e Evaluia the	buying globally,
5.6 Explain the	Explain the
implications of import	implications of
documentation and	import
arrangements - Inco-	documentation and
Terms 2020, such as	arrangements -
Ex-works, FAS, FOB,	Inco-Terms 2020,
CFR, CIF, etc.).	such as Ex-works,
	FAS, FOB, CFR,
	CIF, etc.).
5.7 Differentiate the role	Differentiate the
of freightforwarders,	roleof freight
import brokers, agents,	forwarders, import
distributors and	brokers, agents,
overseas	distributors
representatives in	andoverseas
international	representatives in
procurement.	

	international		
	procurement.		
General Objective: 6.0 Understand	basic logistics in su	Ipply chain management	
10-11 6.1 Define the term logistics and identify its various components.	Define the term logistics and identify its various	Textbooks, Journals, Videos, Websites	Define logistics Explain thereasons formeasuring a
 6.2 Explain logistics and its relationship with supply chain management. 6.3 Explain the reasons for measuring a suppliers' performance in supply chain management. 	components. Explain logistics and its relationship with supply chain management. Explain the r e a s o n s for measuring a supplier's performance in supply chain management.		suppliers 'performance in supply chain.

6.4 Explain the importance	Explain the	
of close and frequent	importance of	
buyer and supplier	close and frequent	
communication and its	buyer and supplier	
importance within	communication	
supply contracts.	andits importance	
	within supply	
	contracts.	
6.5 Explain key	Explain key	
considerations when	considerations	
procurement	when	
perishable items and	procurement	
logistics involved.	perishable items	
	andlogistics	
	involved.	
6.6 Explain key	Explain key	
differences between	differences	
supply chain	between supply	
management and	chain management	
logistics.	andlogistics.	

6.7 Explain the ethical	Explain the		
concept in supply	ethical concept in		
chain management	supply chain		
andlogistics.	management and		
	logistics.		

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					
stores equipment. General Objectives: On completion of this course, stu	idents will be able to:						
9 1							
1.0 Understand the design and layout of building.							
	2.0 Understand the method of security and safety of building.						
2.0 Understand the method of security and safety o	f building.						
2.0 Understand the method of security and safety o3.0 Understand method of handling materials.	f building.						

Course: Stores Design and Materials Handling II		Code: PSM 222			Credit Unit: 3	Credit Unit: 3	
		Credit Hours: 3 Hours			Theoretical: 2 hou	ırs	
Year:	II Semester: II	Pre-requisite: PSM 2	212		Practical: 1 hour		
	Specification: Theoretical and						
	This course is to further enab	le the student appreci	ate the princip	ple of good stores desi	gn, and the selection	and effective use of	
	quipment. Objective: 1.0 Understand tl	ne design and layout	of building				
	Theoretical Content	te design and layout	or building	Practical Content			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation	
	1.1 Describe stores layout	Describe stores	Textbooks,	Describe stores	Describe stores	Explain how stores	
	and how it affects	layoutand how it	Journals,	layout and howit	layoutand how it	layout affects flow o	
	flow of materials.	affects flow of	Videos	affects flow of	affects flow of	materials.	
		materials.	Websites	materials.	materials.		
	1.2 Describe goods	Describe goods		Describe goods	Describe goods		
	receiving bays	receiving bays		receiving bays	receiving bays		
	1.3 Describe the	Describe the		Describe the	Describe		
	surveillance of	surveillance of		surveillance of	the surveillance of		
	incoming goods.	incoming goods.		incoming goods.	incoming goods.		
	1.4 Explain stores	Explain stores		Describe vehicle	Describe vehicle		
	buildingconstruction	building		parking facilities.	parking facilities.		
	concerning:	construction					
		concerning:					

	Classification;	Classification			
	• Heating;	• Heating;			
	• Doorways;	• Doorways;			
	• Lighting;	• Lighting;			
	• Ventilation;	• Ventilation;			
	• Floor;	• Floor;			
	• Aisles.	• Aisles.			
	1.5 Explain goods	Explain goods			
	outwards procedures.	outwards			
		procedures.			
	1.6 Describe marshaling.	Describe			
		marshaling.			
	1.7 Explain weather	Explain weather			
	protection.	protection.			
	1.8 Describe vehicle	Describe vehicle			
	parking facilities.	parking facilities.			
Genera	I Objective : 2.0 Understand t	the method of security	and safety of	building	
3-4	2.1 Explain design for	Explain design for	Textbooks,	G	Explain storedesign
	security of materials	security of materials	Journals,		for security of
	and personnel, and	and personnel,			materials, safety of
-					

prevention of fraud in	and prevention of	Videos		personnel, and
the store.	fraud in the store.	Websites		prevention of fraud in
2.2 Explain how store	Explain how store			the store.
designprotects	designprotects			
organization's assets	organization's assets			
and store staff.	and store staff.			
2.3 Explain design for	Explain design for			
safety, fireprevention	safety, fire			
and protection from	prevention and			
hazardous materials.	protection from			
	hazardous materials.			
2.4 Explain firefighting	Explain firefighting			
systems, safety gear,	systems, safety			
fire break walls and	gear, fire break			
firefighting tools.	walls and			
	firefighting tools.			
2.5 Describe relevant	Describe relevant			
regulations:	regulations:			
• Factories Act, 2004.	• Factories Act,			
	2004.			

		T				
	• Health and safety at	• Health and				
	work Act of 1974,	safety atwork				
	and;	Act of 1974,				
	• Other relevant	and;				
	legislation	• Other relevant				
	and regulations.	legislation				
		and				
		regulations.				
General	Objective : 3.0 Understand ha	andling systems and m	aterials handl	ing equipment	I	
5-6	3.1 Explain materials	Explain	Textbooks,			Explain materials
	handlingand	materials handling	Journals,			handling, handling
	objectives of	and objectives of	Videos,			systems and objectives
	materials handling	materials handling	Websites			of materials handling
	3.2 Discuss materials	Discuss materials				
	handlingsystems	handling systems				
	(manual, mechanized	(manual,				
	and automated	mechanizedand				
	handling systems).	automatedhandling				
		systems).				
	3.3 Explain materials	Explain materials				
	handlingequipment -	handling				

hand-powered	equipment -hand-
equipment,	powered
conveyors, industria	l equipment,
trucks, cranes and	conveyors,
hoists.	industrial trucks,
	cranes andhoists.
3.4 Discuss selection of	Discuss selection
	ofmaterials
materials handling	
equipment:	handling
trucks;Turret;	equipment:
Pillage	trucks;turret;
• pallets;	• pillage
• skids;	• pallets
• fork lift;	• skids;
stacking trucks;Reach trucks.	• forklift;
• Reach trucks.	 stacking trucks;
3.5 Explain the	• reach trucks.
importance training	
store staff tooperate	importance training
3.3 and 3.4.	of store start to
5.5 and 5.4.	operate handling equipment.

			1		
	3.6 Explain Radio	Explain Radio			
	Frequency	Frequency			
	Identification (RFID)	Identification			
	system, RFID	(RFID)system,			
	scanner/reader, Quick	RFID			
	Response (QR) code	scanner/reader,			
	reader and barcode	Quick Response			
	scanner, and their	(QR) codereader			
	importance to store and	and barcodescanner			
	warehouse and	and their importance			
	materials/product	to storeand			
	identification.	warehouse and			
		materials/product			
		identification.			
General	Objective: 4.0 Understand m	echanical handling	I		I
	4.1 Discuss mechanized	Discuss	Textbooks,		Discuss mechanized
7-8	handing of heavy and	mechanized handing of heavy	Journals,		handing of
	bulk items.	andbulk items.	Videos,		heavy andbulk items.
	4.2 State layout	State layout	Websites		
	consideration for	consideration for			
	mechanical handling.	mechanical			
		handling.			

4.3 Explain investment	Explain investment		
justification for	justification for		
mechanical handling.	mechanical		
	handling.		
4.4 Explain long length	Explain long		
andawkward loads,	lengthand		
and automated	awkward loads,		
warehousing.	and automated		
	warehousing.		
4.5 Describe accident	Describe		
prevention and special	accident		
hazards.	prevention and		
	special hazards.		
4.6 Discuss static,	Discuss static,		
mobile, semi- mobile,	mobile, semi-		
semi-solid, liquids,	mobile, semi-solid,		
and liquid, Gases.	liquids,and liquid,		
	Gases.		

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: IISemester: IIPre-requisite:Practical: 1 hour						
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 Objectives: On completion of this course, studer	ts will be able to:					
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								
	e: Practice Materials of	Code: PSM 223	Code: PSM 223			Credit Unit: 3		
Materi	als Management	Credit Hour: 3 Hou	rs		Theoretical:	2 Hours		
Year:	II Semester: II	Pre-requisite:	re-requisite:			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.								
Genera	l Objective: 1.0 Understand	l the role of transport	and distribution	on in materials manage	ement			
	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	Explain modes	Textbooks,			Explain modes		
	methods of Transport	and methods of	Journals,			and methods of		
	single and	Transport single	Videos,			Transport single		
	multi/intermodal	and multi/	Websites			andmulti/		
	Transport	Intermodal				intermodal		
		Transport				Transport.		
	1.2 Describe delivery	Describe						
	planning and	delivery						
	distribution costs	planning and						

	 1.3 Explain scheduling, pre- packing for distribution. 1.4 Explain transport carriers such as private, for-hire and contract carriers. 	distribution costs. Explain scheduling, pre-packing for distribution. Explain transport carriers such as private, for-hire and contract carriers.				
Genera	al Objective: 2.0 Understand	the role of procurem	ent and mate	rials management in an o	rganization	
3-4	2.1 Explain supply	Explain supply	Textbooks,			Explain situations,
5-4	sources.	sources.	Journals,			decision making
	2.2 Explain situations	Explain situations	Videos			units(DMU) and
	and buying decisions	and buying	Websites			buying centre.
	- decision making	decisions – decision				
	units (DMU) and	making units				
	buying centre.	(DMU) and buying				
		centre.				

2.3	B Describe quotation	Describe quotation
	andtenders.	andtenders.
2.4	Explain evaluation of	Explain evaluation
	offer.	of offer.
2.5		Explain negotiation.
2.6	5 Describe planning of	Describe planning
	ordersand contracts.	oforders and
		contracts.
2.7	v Explain	Explain
	-	acknowledgement
	C	and cancellation
	of orders.	oforders.
2.8	8 Explain Expediting.	Explain Expediting.
2.9	Describe purchase	Describe purchase
	records.	records.
		Explain purchase
2.1	lo Explain pulchase	budgets.
	budgets.	oudgots.
2.1	1 Explain control of	
	purchasecosts.	Explain control of
		purchase costs.

Genera	General Objective: 3.0 Understand methods of stores and materials management						
5-6	3.1 Define stores	Define stores	Textbooks,			Explain stores	
	management.	management.	Journals,			managementand	
	3.2 Explain receipt,	Explain receipt,	Videos,			its rolesin	
	receiving and	receiving and	Websites			materials	
	received in store	receivedin store				management	
	management	management					
	3.3 Explain safe-keeping	Explain safe-					
	and issue of stocks.	keeping and issue					
		of stocks.					
	3.4 Explain planning	Explain planning					
	receipts.	receipts.					
	3.5 Explain inventory	Explain inventory					
	values.	values.					
	3.6 Explain financial	Explain financial					
	significance of stock	significance of					
	handling.	stock handling.					
	Explain rate of turnover.	Explain rate of					
		turnover.					

		T	1		1
	3.8 Describe the	Describe the			
	authorizing Materials.	authorizing			
		Materials.			
	3.9 Explain control of	Explain control of			
	work inprogress.	workin progress.			
Genera	I Objective : 4.0 Understand	the role of industrial r	elations in m	aterials management	
7-8	4.1 Discuss mechanized	Discuss	Textbooks,		Explain mechanical
	handing of heavy and	mechanized	Journals,		handling and state
	bulk items.	handing of heavy	Videos,		layout
		andbulk items.	Websites		consideration for
	4.2 State layout	State layout			mechanicalhandling.
	consideration for	consideration for			
	mechanical handling.	mechanical			
		handling.			
	4.3 Explain investment	Explain investment			
	justification for	justification for			
	mechanical handling.	mechanical			
		handling.			
	4.4 Explain long length	Explain long			
	andawkward loads,	lengthand			
		awkward loads,			

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

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 cour	se is intended to introduce the st	udent to the knowledge of the principle	s of shipping.			
General Objectiv	ves: On completion of this course	, students will be able to:				
1.0 Know the sc	cope of shipping.					
2.0 Know shipp	ing 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.						

Course: Elements of Shipping		Code: PSM 224	Code: PSM 224			Credit Unit: 2	
		Contact Hours: 2 H	ours		Theoretical:	2 hours	
Year:	II Semester: II	Pre-requisite:			Practical: 0	hour	
	Specification: Theoretical						
	This course is intended to in		o the knowledg	e of the principles of sh	nipping.		
Genera	l Objective: 1.0 Know the s	cope of snipping		Deve official Countries			
	Theoretical Content	1		Practical Content	_		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation	
1-2	1.1 Define shipping and	Define shipping	Textbooks,			Define shipping,	
	ashipper.	and ashipper.	Journals,			various types of	
	1.2 Explain the scope of	Explain the scope	Videos,			vessels and shipping	
	shipping.	of shipping.	Websites			contract.	
	1.3 Explain various	Explain various					
	types of vessels e.g.	types of vessels					
	liner, special cargo	e.g. liner, special					
	ship tramps etc and	cargo ship tramps					
	their characteristics.	etc and their					
		characteristics.					
	1.4 Explain contracts in	Explain contracts					
	shipping e.g. charter	in shipping					

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

Genera	al Objective: 2.0 Know ship	ping terms and docun	nentation	 	
	2.1 Explain the shipping	Explain the	Textbooks,		Explain various
3-4	terms, such as sea	shippingterms, such as sea and	Journals,		shipping documents
	and inlandwaterways	inland waterways	Videos		and their uses in
	e.g. FAS, FOB,	e.g.FAS, FOB,	Websites		international
	CFR, CIF (IncoTerms 2020) and their uses. 2.2 Explain shipping	CFR, CIF (IncoTerms 2020) and their uses. Explain shipping			procurement.
	documents	documents			
	 Invoice and types Form M Bill of lading Letter of credit. 	 Invoice and types Form M Bill of lading Letter of credit. 			
	 2.3 Explain shipping terminologies: Consignee Consignor Freight Dead Freight Consignment 	Explain shipping terminologies: • Consignee • Consignor • Freight • Dead Freight • Consignment			

	• Demurrage	• Demurrage			
	• Indemnity etc.	• Indemnity etc.			
Genera	al Objective: 3.0 Understand		ıles		
5-6	3.1 Define vessels	Define vessels	Textbooks,		Explain and vessels
5-0	sailing Schedules.	sailing Schedules.	Journals,		sailing Schedules,
	3.2 Explain factors	Explain factors	Videos,		factors influencing
	influencing the	influencing the	Visitation		the formation of
	formation of sailing	formation of	Websites		sailing Schedules and
	Schedules.	sailing Schedules.			the roles of shipping
	3.3 Explain the role of	Explain the role of			companies and their
	shipping Companies	shipping			operation.
	and their operation.	Companies and			
		their operation.			
	3.4 Explain the role of	Explain the role of			
	Nigerian Shippers'	Nigerian Shippers'			
	Council and its	Council and its			
	Operations.	Operations.			
	3.5 Explain bonded	Explain bonded			
	warehouse within	warehouse within			
	the shipping context.				
				181	

 Explain agencies involved in shipping activities and their functions, such as: Nigerian CustomsService. Nigerian Ports Authority (NPA). Nigerian ShippersCouncil. Nigerian Maritime Administration andSafety Agency (NIMASA). 	3.6	in shipping context. and their Explain agencies involved in an shipping activitie and their function an Ports such as: rity Nigerian customs service. an Ports Such as: (Nigerian customs service. an Nigerian Por Authority (NPA). (Nigerian shipping activitie an their function such as: (Nigerian customs service. (Nigerian Shippers Council. fety Maritime Administrat
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7-8	4.1	Explain procedure of	Explain procedure	Textbooks,	Explain procedure
		clearance in the	of clearance in the	Journals,	of clearance in the
		custom's longroom.	custom's long room.	Videos,	custom's long room.
				Visitation	
	4.2	Explain Nigerian	Explain Nigerian	Websites	Explain Nigerian
		Customs Services'	Customs Services'		Customs Services'
		customs duties and	customs duties and		customs duties and
		tariffs etc.	tariffs etc.		tariffs etc.
	4.3	Explain Brussels	Explain Brussels		
		nomenclature, its	nomenclature, its		Explain Brussels
		purpose androle in	purpose and role in		nomenclature, its
		the shipping industry.	the shipping		purpose and role in
			industry.		the shipping industry.
	4.4	Explain procedure	Explain procedure		
		forReleasing of	for Releasing of		
		goods from the	goods from the		
		shipping company.	shipping company.		

			-
4.5 Explain the problems	Explain the		
associated with 4.1	problemsassociated		
above.	with 4.1 above.		
4.6 Explain the problems	Explain the		
for handling claims	problemsfor		
for:	handling claims		
• short shipment	for:		
• short landing	• short shipment		
• Damaged goods.	• short landing		
	• Damaged		
	goods.		
4.7 Explain reasons for	Explain reasons for		
short Handling of goods,	short Handling of		
damaged goods, and short	goods, damaged		
shipment of goods.	goods, and short		
	shipment of		
	goods.		

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

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

PROGRAMME: NATIONAL	DIPLOMA PRO	CUREMENT AND SUPPLY CHAI	N 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

General Objectives: On completion of this unit, students will be able to

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

	e: Introduction to Public	Code: PSM 225			Credit Unit: 3	
Procure	ement	Contact Hours: 3 H	Iours		Theoretical: 2 Ho	urs
Year:	II Semester: II	Pre-requisite:			Practical: 1 Hour	
	e Specification: Theoretical					
Goal: 7 Genera	This course is designed to pro al Objective: 1.0 Demonstra	ovide the student with te knowledge and und	the basic understa	anding of the practice provide the provided provided to current results of the provided to current results of the provided provid	ablic procurement in ablic procurement r	n public institutions
	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	Explain the	Public			Explain the
	of public	concept of public	Procurement			Concept of public
	Procurement.	Procurement.	Act2007,			Procurement. and
	1.2 Explain the goals and	Explain the	Textbooks,			the goals of
	objectives of Public	goals and	Journals,			Public
	Procurement.	objectives of	Internet			Procurement.
		Public	Websites			
		Procurement.				
	1.3 Differentiate	Differentiate				
	between government	between				
	procurement and	government				
	private sector	procurementand				
	procurement.					

		private sector procurement.				
	1.4 Explain procuring	Explain procuring				
	entities, approving	entities, approving				
	authority,	authority,				
	procurement units	procurement units				
	and procurement	and procurement				
	directorates.	directorates				
	1.5 Explain the need for	Explain the need for				
	fairness, transparency	fairness,				
	and competitive	transparency and				
	procedures in the	competitive				
	selection of	procedures in the				
	suppliers/contractors	selection of				
	forgovernment	suppliers/contractors				
	contracts.	for government				
		contracts.				
Genera	al Objective: 2.0 Understand	the value and scope of	public procurem	nent in Nigeria	1	<u> </u>
	2.1 Explain Public	Explain Public	Textbooks,			Explain the role of
3-4	Procurement	Procurement	Journals,			Bureau for Public
						Procurement

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

			-				
		organs of the PPA	organs of the PPA				
		2007 Amended.	2007 Amended.				
	2.6	Explain the impact of	Explain the impact of				
		government policies	government policies				
		on contracting out of	on contracting out of				
		services	services				
General	Ot	jective: 3.0 Understand t	he roles of government	agencies and pro	ofessional bodies in public	procurement	
5-6	3.1	Explain major	Explain major	Public			Discuss the
		components of	components of	Procurement			impact of public
		procurement spend	procurement spend	Act2007,			sector
		within Government	within Government	Textbooks,			procurement
		ministries	ministries	Journals,			expenditure on
		departments and	departments and	Internet			capacity and
		agencies (MDAs) in	agencies (MDAs) in	Website			competitivenessof
		Nigeria:	Nigeria:				key market sectors
	3.2	Explain the Scope of	Explain the Scope				
		Public	of Public				
		Procurement Act 2007.	Procurement Act				
			2007.				
	3.3	Explain the	Explain the				
		management of public	managementof				

	procurement	public
	expenditureon goods,	procurement
	services and projects	expenditure on
		goods, services
		and projects
3.4	Discuss the impact of	Discuss the impact
	public sector	of public sector
	procurement	procurement
	expenditure on	expenditure on
	capacity and	capacity and
	competitiveness of key	competitiveness of
	market sectors	keymarket sectors
3.5	5 Explain the roles of	Explain the roles of
	politicians (ministers,	politicians
	(NASS), local	(ministers, (NASS),
	councillors and	local councillors and
	council committees)	council committees)
	and officials) and civil	and officials) and
	servants (Permanent	civil servants
	Secretaries, Directors,	(Permanent
	Executive Secretaries,	Secretaries,

	DGs and Finance	Directors, Executive
	Officers) in the	Secretaries, DGs and
	procurement process.	Finance Officers) in
		the procurement
		process.
3.6	Explain the roles of	Explain the roles
	procurement units	of procurement
	and procurement	units and
	directorates with	procurement
	public institutions in	directorates with
	public procurement	public institutions
		inpublic
		procurement
3.7	Explain the	Explain the
	implications or the	implications orthe
	need for democratic	need for democratic
	oversight for the	oversight for the
	governance of public	governance of
	procurement.	public procurement.
3.8	State the roles of the	State the roles of
	Ministries of	the Ministries of

	Commerce and	Commerceand			
	Industry and Local	Industry and Local			
	Governments in	Governments in			
	efficientpublic	efficientpublic			
	procurement.	procurement.			
	3.9 Explain the roles of	Explain the roles of			
	specificorganisations	specific			
	such as BPP,	organisations such			
	CIPSMN in efficient	as BPP, CIPSMN in			
	public procurement.	efficient public			
		procurement			
Genera	al Objective: 4.0 Understand c	ompetitive bidding and	l bidding proces	5	
7-8	4.1 Explain the concept of	Explain the concept	Textbooks,		Explain Bidding
	bidding and	of bidding and	Journals,		Explain types of
	competitive bidding	competitive bidding	Internet		bids the benefits
	and the benefits of	and the benefits of	Websites		of bidding to
	bidding to procuring	bidding to			procuring
	entities.	procuring entities.			entities.
	4.2 Explain invitation to	Explain			
	bid/tendernotice	invitation to			
		bid/tender notice			

4.3 Explain bid opening	Explain bid
procedures	opening
	procedures
4.4 Explain bid	Explain bid
evaluation, post	evaluation, post
qualification, bid	qualification, bid
bond and	bond and guarantees
guarantees	
Emploin	
4.5 Explain	Explain
supplier/contractor	supplier/contractor
selecting process.	selecting process.

LIST OF EOUIPMENT

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.

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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 effective 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

COURSE CODE	COURSE TITLE	L	Р	CU	СН
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 I

HND I SEMESTER II

COURSE CODE	COURSE TITLE	L	Р	CU	СН
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
		21	13	34	34
	Total				

HND II SEMESTER I

COURSE CODE	COURSE TITLE	L	Р	CU	СН
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	Р	CU	СН
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

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:								
1.0 Appreciate the role of procurement and supply mana	gement in business							
2.0 Understand supply market structure and sourcing pro-	ocedure							
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								

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Course: Procurement Practice and Techniques		Code: PSM 311		Credi	Credit Unit: 4 Units		
		Contact Hours:		Theo	Theoretical: 3 hours		
Year:					Practical: 1 hour		
	e Specification: Theoretica						
	0 1	covide students with an in-depth	n knowledge	of the practice, technic	ques and methods	involved in	
	ve procurement in a variety	of organizations. the Role of Procurement and S	unnly Monor	amont in Dusinass			
Genera	0 11		suppry manag		404		
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,	Explain procurement,	Textbooks,	Demonstrate	Guide students	Define	
	procurement	procurement functions and	Journal	procurement,	to:	procurement,	
	functions within	types of procurement and	Website	procurement	Demonstrate	types of	
	supply chain	its objectives.		functions within	procurement,	procurement and	
	management	Give the relationship and		supply chain	procurement	the place and	
		differences between		management,	functions	importance of	
	1.2 List out types of	curement, its Explain the strategic	Illustrate the chain chain	within supply	procurement in		
	procurement, its			chain	business and		
	objectives, its place	relationships between the		between	management.	private	
	and the strategic	procurement function and		procurement and	Illustrate the	organization.	
	importance of	other functions (production		buying,	relationship		
	procurement in	and operations, finance,		procurement and	-		
	business	marketing, human		1	between		
				purchasing,	procurement		

organiz	ations and	resources etc.) in a supply	procurement and	and buying,	Explain the roles
public i	institutions.	chain environment	supply chain	procurement	of procurement
1.3 Differe	ntiate between	State the roles of materials	management	and	in organizations
procure	ement and	management in business.		purchasing,	
buying,	, procurement	Material management	Idoutify the	procurement	
and pur	chasing,	concept.	Identify the	and supply	Explain the
procure	ement and	Logistics and physical	relationships between the	chain	relationships
supply	chain	distribution management		management	between
manage	ement	concept.	procurement function and other	Identify the	procurement
			functions	relationships	function and other
1.4 Relate			(production and	between the	functions in
procure	ement		u i	procurement	organizations
departn	nent to		marketing, human	function and	
other			resources etc.) in a	other functions	
departn	nents.		supply chain	(production	
Describ	e relationships		environment	and operations,	
betwee	n the			finance,	
procure	ement function			marketing,	
and oth	er functions			human	
(produc	ction and			resources etc.)	
operation	ons, finance,			in a supply	

marketing, human		chain	
resources etc.) in a		environment	
supply chain			
environment			
1.6 State the roles of			
materials			
management in			
business.			
1.7 Explain			
consolidation of			
materials			
activities in an			
organization in a			
totally centralized			
system under:			
Material			
management			
concept.			
1.5 Logistics and			
physical			
distribution			
management			
concept.			

Gener	al O	bjective: 2.0 Understand	supply market structure and s	ourcing proc	edure		
2.4	2.1	Describe supply	Explain supply market	Textbooks,	Illustrate supply	Guide students	Explain supply
3-4		market structures.	structures.	Journal	market structures	on the	markets,
	2.2	List the implications		Website,		Illustration of	sourcing,
		for efficient		Flipchart,	Demonstrate their	the supply	sourcing
		procurement in 2.1		worked	implications for	market	procedures, and
	2.3	Explain sourcing,	Explain sourcing policies	examples,	efficient	structures and	sourcing
		sourcing procedures,	under the following	spread-	procurement.	Demonstrating	policies.
		and sourcing policies	• Procurement research	sheets		their	
		under the following:	• Outsourcing and			implications for	Eurlain factors
		• Procurement research	insourcing			efficient	Explain factors considered in
		 Outsourcing and 	Subcontracting			procurement.	
		insourcing	• Single and multiple				selecting good
		• Subcontracting	sourcing.				suppliers.
		• Single and multiple	• Direct and				
		sourcing.	intermediary				Evaloin
		• Direct and	sourcing.				Explain
		intermediary	• Local, national and				outsourcing and
		sourcing.	international				insourcing and
		• Local, national	sourcing.				factors to be
		and	<i></i>				considered in
							deciding to

international		outsource
sourcing.		insource
2.4 Identify good	Explain good suppliers,	
suppliers, supplier	supplier audit and supplier	
audit and supplier	selection and the factors	
selection.	used in supplier selection.	
2.5 List factors used in		
supplier selection.		
2.6 Explain supply base	Explain supply base	
optimization, supplier	optimization, supplier	
evaluation and the	evaluation and the factors	
factors to consider in	to consider in supplier	
supplier evaluation.	evaluation.	
2.7 Enumerate problems	Enumerate problems	
associated with	associated with random	
random rating.	rating and suggest possible	
2.8 Suggest possible	solutions.	
solutions in 2.7		
2.9 Describe supplier	Explain supplier development	
development and	and supplier relationship	
supplier	Management	

	relationship				
	management				
Genera	al Objective: 3.0 Understand c	quality management			
5-6	1 0	Discuss quality, types of quality and determining	Textbooks, Journal		Explain quality
		factors quality of physical	Internet		Explain types of
	determine quality of	products and services,			quality and
	physical products and	explain quality standards			factors
	services.	and standard types, uses			considered by
	3.3 Explain quality	and limitations of			procurers to
	standards and standard	International, national and			determine
	types.	company standards asits			quality of
	3.4 State the limitations	affects specifications and			products and
	of International,	ability to purchase.			quality of
	standards as it affects	Explain world class quality			services.
	specifications and	management techniques			
	-	and tools			Explain the
	ability to purchase.	- inspection, quality control			difference
	2.5. Explain cost of quality	and quality assurance, total			between value
	3.5 Explain cost of quality and failure costs.	quality management,			engineering, and
		(TQM), continuous			value analysis,

	D 11 1 <i>2</i> 1			1.1 1 0
3.6	Describe specification,	improvement (kaizen), six		and the role of
	sources, types,	sigma, quality function		Early Supply
	methods, uses,	deployment (QFD),		Involvement
	benefits and problems.	supplier quality audit,		(ESI) and Early
3.7	Explain world-class	quality council and quality		Procurement
	quality management	circles etc.		Involvement
	techniques.			(EPI) in
3.8	Explain the use of the			product
	following tools:			development.
	- 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.			

3.9 Explain value	Explain value
engineering, value	engineering, value analysis,
analysis, Early Supply	Early Supply Involvement
Involvement (ESI) and	(ESI) and Early Procurement
Early Procurement	Involvement (EPI) in
3.10 Explain involvement	product development as they
(EPI) in product	relate to specification,
development as they	quality and costs in
relate to specification,	Procurement.
quality and costs in	
Procurement.	
3.11 Explain the use of	
techniques and	
improving more	
designs and	
specifications of	
variety on and	
standardization in	
reviewing	

8	4.1	Describe the concept	Explain the concept of	Textbooks,	Explain spend
		of spend management;	spend	Journal	management and
	4.2	Differentiate between	management,	Website,	its relationship
		pricing and cost	pricing and cost		with pricing and
		management,	management, various		cost management
	4.3	Explain various	pricing methods and how		
		pricing methods and	prices are analysed and		E-stain a sisia -
		how prices are	determined.		Explain pricing
		analysed and			from procurement
		determined.			perspective and
					factors
	4.4	Explain the use of			considered in
		analysis in			determining
		4.1 above in			prices.
		comparing costs from			Ł
		suppliers.			
	4.5	Explain the use and	Explain the use and		
		importance of price	importance of discounts in		Explain the use
		concession/discounts	pricing as its affect's		and importance
		in pricing as its	procurement.		price concession
		1 0			(discounts) in
		affect's procurement.			pricing as its

4.6	Describe various	Explain various methods of		affect's
	methods of payment	payment available to		procuremen
	available to	procurement and payment		
	procurement and	procedures.		
	payment procedures.			
4.7	State the implication			
	of each method in 4.4			
	above with respect to			
	timing.			
4.8	Explain types of	Explain types of markets		
	markets and how	and how time,		
	procurement from	procurement timing		
	each market is	policies and inventory		
	affected by time.	management affect		
4.9	Examine procurement	procurement from each		
	timing policies as they	market.		
	affect basic approaches	Explain fluctuating markets,		
	to inventory	progress payment and		
	management.	retention strategy in		
4.10	Explain buying prices	procurement.		
	in fluctuating markets.			

4.11 Explain progress	
payment and retent	ion
strategy in	
procurement.	
4.12 Examine types of	Examine types of contract
contract in relation	to in relation to their pricing
their pricing	significance.
significance.	State practical factors
4.13 State practical fact	ors influencing different types
influencing differe	nt of contract.
types of contract.	
4.14 Describe relations	ip Explain the relationship
between pricing a	nd between pricing and spend
spend management	management, pricing tools
pricing tools and c	ost and cost management
management techn	ques techniques
• cost structure, cost	t • cost structure, cost
centre,	centre,
• total cost of	• total cost of
ownership (TCC), ownership

			1	1	ſ	1
	and other cost	(TCO), and other				
	reduction	cost reduction				
	techniques	techniques				
	• break even analysis;	• break even analysis;				
	• Learning curve.	• Learning curve.				
	• careful selection of	• careful selection				
	suppliers	of suppliers				
	• negotiations and	• negotiations and				
	price concessions	price concessions				
	(discounts and	(discounts and				
	rebates) etc.	rebates) etc.				
	4.15 Explain legal					
	implications of pricing					
	in procurement					
	4.16 Explain the potential					
	wastes from the supply					
	chain perspective.					
Genera	al Objective: 5.0 Know how t	o manage procurement and ma	aterial activit	ies	1	1
9-10	5.1 Explain materials	Explain materials planning	Textbooks,			Explain materials
	planning and	and procurement planning	Journals			planning and
	procurement planning.		Internet,			plans, planning
						·

5.2 Recognize	techniques for materials		techniques for
techniques for	management.		materials
materials			management.
management.			
5.3 Explain procurement	Explain procurement		Evaloin
activities under:	activities under:		Explain
• Procurement	• Procurement		procurement or
manuals and	manuals and		buying centre
policies	policies		
• Procurement	• Procurement		Explain
Records	Records		procurement or
• Handling of	• Handling of		buying situations
orders.	orders.		buying situations
5.4 Explain	Explain		
procurement/buying	procurement/buying		Explain
centres, buying	centres, buying situations		procurement cycle
situations in relation	in relation to procurement		and the
to procurement	procedure/cycle and		documentation
procedure/cycle.	related documents required		required in each
	in each stage of the cycle.		stage of the cycle

5.5 Identify related			
documents required			
in each stage of the			
cycle.			
5.6 Explain organization	Explain organization		
concept under:	concept under:		
• Location of	Location of		
Procurement	Procurement		
functions in an	functions in an		
organization	organization		
• Single versus multi-	• Single versus multi-		
plant Procurement	plant Procurement		
organization.	organization		
• organization of	• organization of		
materials	materials		
management in a firm	management in a		
	firm		
	111111		

	5.7 List out managing	Explain managing				
		personnel in				
	personnel in	L				
	Procurement function	Procurement function				
	under:	under:				
	• Procurement job	• Procurement job				
	requirements.	requirements				
	• Personnel selection	Personnel selection				
	• Appraisal of	• Appraisal of				
	personnel.	personnel.				
	5.8 Examine control	Examine control concepts of				
	concepts of procurement and	procurement and its				
	its performance.	performance.				
Gener	al Objective: 6.0 Understand	l procurement practice and pro	curement me	ethods		
11-12	6.1 State procurement	Explain procurement	Textbooks,	Demonstrate the use	Guide students	Explain the role
	methods.	methods and the features of	Journals	of investment	to demonstrate	of capital
	6.2 List features of low	low value items and	Website	appraisal techniques	the use of	equipment in
	value items and	various methods of		in the procurement	investment	Organization.
	various methods of	procurement for low value		of capital equipment.	appraisal	
	procurement for low	items - buying MRO,			techniques in	Explain the roles
	value items:	buying for resale, buying			the procurement	of the
		MRP, standing order,				
						procurement

- buying MROs buyin	g hedging with futures,	<u> </u>	of capital	function in
			-	
	, forward buying, petty cash		equipment.	acquisition of
standing order, hedging	g (imprest) e- procurement,			capital
with futures, forward	etc.			assets/equipment.
buying, petty cash				
(imprest) e-				
procurement, etc.				Explain the use
6.3 Explain the features	Explain the features and			of various
and role of capital	role of capital equipment in			investment
equipment in	Organization, and the roles			appraisal
Organization,	of the procurement			techniques in
6.4 State the roles of	function in acquisition of			the procurement
the procurement	capital assets/equipment			of capital
function in	(high financial value			equipment.
acquisition of	items).			
capital				
assets/equipment				
(high financial				
value items).				
6.5 Describe the factors	Discuss the factors to be			
to be considered by	considered by procurement			

	procurement	managers in acquiring			
	managers in	capital assets/equipment.			
	acquiring capital				
	assets/equipment.				
6.6	Explain the use of	Explain the use of various			
	various investment	investment appraisal			
	appraisal	techniques in the			
	techniques in the	procurement of capital			
	procurement of capital	equipment.	ĺ		
	equipment.				
6.7	Examine hiring and	Examine hiring and			
	leasing as opposed to	leasing as opposed to			
	outright purchase,	outright purchase, and the			
	and the purchase of	purchase of used			
	used equipment as an	equipment as an			
	alternative to new.	alternative to new.			
6.8	Examine the	Examine the	ĺ		
	characteristics	characteristics buying for			
	buying for resale.	resale,			
6.9	State the importance	State the importance of			
	of bidding/tendering	bidding/tendering			

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

,	7.3 Describe the concepts	Explain the concepts of		and supply
	of lead- time and	lead time and cycle time,		management
	cycle time.	and factors determining		
	7.4 State factors	cycle time for supply and		
	determining cycle	common areas of time		Explain
	time for supply	wastage in procurement		progressing,
		supply chain management.		follow-up,
	 7.5 Explain common areas of time wastage in procurement supply chain management. 7.6 Explain time saving techniques in procurement and supply chain management. 	Explain time saving techniques in procurement and supply chain management.		expediting and tracing as means for managing procurement time.
	7.7 Describe the tools for	Discuss the tools for		
	managing time in	managing time in		
	procurement –	procurement – expediting,		
		tracing, follow-up etc		

	6	expediting, tracing,				
	f	follow- up etc.				
Gener	al Ob	jective: 8.0 Understand	l negotiation and negotiation t	echniques	l	
15-16	8.1 l	Define negotiation, the	Explain negotiation, the	Textbooks,		Explain
	1	process and objectives	process and objectives of	Journals		negotiation
	(of negotiation.	negotiation.	Website		Explain
	t 1 (Explain approaches to and styles to negotiations (adversarial,	Explain approaches to and styles to negotiations (adversarial, collaborative and compromise) and			objectives and styles of negotiations.
	(1	collaborative and compromise) and obstacles to effective negotiations) Explain effective and	obstacles to effective negotiations) Explain effective and			Explain obstacles to effective negotiations
	6 1 0	ethical techniques of negotiations and qualities of a good negotiator.	ethical techniques of negotiations and qualities of a good negotiator.			Explain how negotiation can be of help to

8.4 Describe buyers and	Discuss buyers and		procurement in
supplier's negotiation	supplier's negotiation		the supply chain.
position and	position and unethical		
unethical	negotiations tactics		Explain
negotiations tactics			techniques of
8.5 Relate the socio-	State the socio-cultural		negotiations and
cultural influence on	influence on		qualities of a
negotiations	negotiations		good negotiator.

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.								
General Objectives: On completion of this course students will be able to								
0 1		eam						
1.0 Understand the roles and importance of store		eam						
0 1	es/inventory management in the management t	eam						
1.0 Understand the roles and importance of store2.0 Understand inventory control techniques	es/inventory management in the management t	eam						
 1.0 Understand the roles and importance of store 2.0 Understand inventory control techniques 3.0 Understand stores/warehouse design and lay 	es/inventory management in the management t routs ent	eam						

Course:	Inventory Management	Code: PSM 312		Cre	edit Unit: 4		
		Contact Hours: 4 H	ours	Theoretical: 2 hours			
Year:	Semester: I	Pre-requisite:		Prac	tical: 2 hours		
COURS	SE SPECIFIFCATION: Th	eoretical and Practical					
	The course is designed to de		actical methods	of inventory managemen	t, handling of equipment	and methods of	
	material control of inventor						
Feneral	Objective: 1.0 Understand th	ne roles and importance	of stores/invent		nanagement 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	Explain inventory	Textbooks,	Draw different types o	f Guide students to	Distinguish	
	inventory and	and	Journals,	storage facilities such a	as: draw different types	inventory from	
	inventory/stores	inventory/stores	Videos	storehouse, stockyard,	of storage facilities	stocks, and	
	management	management and	Internet,	point of use and floatin	g such as storehouse,	stores and	
		responsibilities of		storage	stockyard, point of	inventory	
		inventory			use and floating	management,	
	1.2 List the duties and	management			storage.	and storehouse	
	responsibilities of					from warehous	
	inventory						
	management					Explain the	
						-	
						duties and	

1.3	Explain types of	Explain types of		responsibilities of
	inventory or stocks	inventory commonly		inventory
	commonly found in	found in		management.
	storehouse/warehouse	storehouse/warehouse.		
		and the relationship		
1.4	Describe the	of the store, with other		Explain types
	relationship of the	major departments		of storage
	store, with other major			facilities
	departments			Commonly found
1.5	Explain stores	Explain stores		in manufacturing
	management	management and		organizations.
1.6	Explain types of	types of storage		
	storage facilities	facilities such as		
	such as storehouse,	storehouse,		
	stockyard, point of	stockyard, point of		
	use and floating	use and floating		
	storage.	storage.		
1.7	Differentiate between			
	the storehouse and	Explain the		
	warehouse and their	difference between		
		the storehouse and		

	 roles in a logistics management system 1.8 Explain the role of the store as part of management function 1.9 Describe the scope of store and warehouse management 	warehouse and their roles in a logistics management system				
General	Objective: 2.0 Understand inv					
	2.1 Explain inventory	Explain inventory	Textbooks,		Guide students to	Define
3-4	control	control, factors and	Journals,	inventory control	calculate various	inventory
	2.2 Explain factors	objective of	Videos	techniques, such as:	inventory control	control and
	involved in the	determination control	Internet,	economic order quantity	techniques, such as:	explain its
	determination	policy	Worked	(EOQ), stock levels,	economic order	objectives.
	control policy		Examples	cyclical provisioning, stock		Explain
		List objectives of			stock levels, cyclical	different
	objectives of stock	stock control and			provisioning, stock	methods of
	control.	why organizations		stock taking and stock	valuation and stores	inventory
	2.4 Give reasons why	hold stocks		checking, JIT, Kanban,	accounting (LIFO,	control.
	organizations hold			MRP and ERP etc.	FIFO), stock taking	
	stocks				and stock checking,	

2.5	Describe the	List the methods of		JIT, Kanban, MRP	Explain stock
	methods of stock	stock control and		and ERP etc.	valuation
	control	sources of			
2.6	Identify sources of	information for			
	information for	inventory control			Explain various
2.7 2.8 2.9	inventory control Describe the extent of stock- holding Explain inventory analysis. Calculate various inventory control techniques, such as: economic order quantity (EOQ), stock levels, cyclical provisioning, stock valuation and stores	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			methods of stores accounting
		and ERP etc.			
	FIFO), stock taking and stock checking,				

JIT, Kanban, MRP and ERP etc. 2.10 Explain stores coding and identification, stores vocabularies. 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	Explain surplus, scrap and redundant materials, rationalization standardization and variety reduction.				
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	2.12 Explain control of					
	-					
	surpluses, scrap and					
	redundant materials,					
	rationalization.					
	standardization and					
	variety reduction					
	2.13 Describe methods of	Explain methods of				
	materials issues/dispatch	materials issues/				
		dispatch.				
General (Dbjective: 3.0 Understand stor	re/warehouse design an	d layouts	1	1	1
	3.1 Define store design.	Define store	Textbooks,	Illustrate store design,	Guide students in	Explain
5-6		design.	Journals,	objectives of store design	the Illustration of	store/warehouse
	3.2 State the objectives	State the	Visitations	and types of designs and	store design,	design
	of store design.	objectives of	Relevant	factors considered in	objectives of store	
		store design.	Internet Sites,	designing stores	design and types of	Eurolain stars
	3.3 List types of store	List types of store			designs and factors	Explain store
	designs	designs and factors			considered in	layout
	3.4 Enumerate factors	considered in			designing stores	Eurlain the
	considered in	designing of stores.				Explain the
	designing of stores.	Describe location				objectives of
		and factors to be				store design and
						the factors that

	3.5	Describe location of	considered in				will influence
		stockyard, storehouse	designing a				the location of
		and warehouse	stockyard,				store building
		building in an	storehouse and				and its design.
		organization.	warehouse building				
	3.6	Describe factors	in an organization.				Explain packaging
		affecting siting of					F
		warehouses and	Explain the operation				Explain various
		stockyards.	of automated				methods of
	3.7	Explain the functional	warehousing				preservation.
		features (location and					
		construction) of					
		warehouse,					
		storehouses and					
		stockyards.					
	3.8	Explain the various					
		methods of					
		preservation and					
		packaging housing					
General O	bje	ective: 4.0 Know Various	Handling and Storage I	Equipment	1	1	1
	4.1	Explain the concept	Explain the concept	Textbooks,			Explain
7-8		of materials	of materials	Journals,			materials

	handling and	handling and	Pictures,	handling and
	materials handling	materials handling	Videos,	objectives for
	systems: – manual,	systems – manual,	Visitations	materials
	mechanized and	mechanized and	Website	handling.
	automated.	automated.		
4.2	Explain various	Explain various		Explain by
	types of handling	types of handling		distinction
	equipment used in	equipment used in		materials
	stores and	stores and		handling
	warehouses - hand	warehouses - hand-		systems and
	powered equipment,	powered		materials
	conveyors, industrial	equipment,		handling
	trucks, cranes and	conveyors,		equipment
	hoists.	industrial trucks,		
		cranes and hoists.		Explain the
4.3	Describe the	Discuss the		common factors
	importance of	importance of		that procurement
	materials handling	materials handling		and supply officers
	equipment	equipment		consider in the
4.4	Examine the factors	Examine the factors		selection and
	to be considered in	to be considered in		acquisition of

the choice of material	the choice of
storage and handling	material storage
equipment	and handling
	equipment
4.5 Explain the symptoms	Explain the
or indicators of an	symptoms or
ineffective and	indicators of an
inefficient materials	ineffective and
handling system.	inefficient materials
4.6 Describe the	handling system
problems of	and the problems of
double handling	double handling.
4.7 Explain the different	List the different
types of storage	types of storage
equipment.	equipment
4.8 Explain store design	Explain store
and store layout,	design objectives
objectives of store	and factors to be
design, processes of	considered in
store design.	

	4.9	List factors to be considered in design and internal layout for efficient movement	design and internal layout for efficient movement and handling of materials.				
CENEDA		and handling of materials.	and the Pole of Work	Study and Oper	ration Research in the Stores		
GENEKA		Explain work study	Explain techniques	Textbooks,	Carry out operational	Guide students in	Explain
9-10		techniques in productivity of store personnel.	in productivity of store personnel, the scope of and the objectives of work	Journals, Videos Internet, Worked	research and its application in the store Carry out work study	carrying out operational research and its application in the	productivity, and how can productivity be improved
	5.4	work study in the store	study Explain the role of work study in the store	Examples	techniques	store Carry out work study techniques	Explain the objectives of work study.
	5.5	List the advantages of work study within the store	List the advantages of work study within the store				Evaluate the role of work study in the storehouse operations.

5.6 State the problems Describe the	
associated with work problems associated	
study with work study	
5.7 Define operational Define operational	
research and its research and its	
application in the application in the	
store store	
5.8 Carry out Carry out work	
work-study study techniques	
techniques.	
5.9 Explain techniques for Explain techniques	
improving productivity for improving	
of store managers. productivity of store	
managers.	
General Objective: 6.0 Know Storehouse Operations and Stock Maintenance	
	Explain the
safety procedure as safety procedure as Journals, prepare the	terms stores
they relate to stores they relate to stores Videos Practice safety and following:	security and
management. Internet, safety procedures in • stores	stores fraud.
the store. manual	

6.2	2 Describe the	Eveloie the second of	Worked		• safety and	
6.3	 scope and importance of security 3 Explain the security aspects of stores management (e.g. custody of keys, marking of stores, access to premises, fire precautions, 	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.).		gloves, ear plugs, face/nose mask, helmet, Practice maintenance (planned, turnaround, breakdown, shutdown	safety	Explain store safety Explain types of store fraud, and causes and prevention of fraud in the store.
	of fraud, cause and prevention of fraud of store 5 Explain fixed and random location system.	Explain fraud, types of fraud, cause and prevention of fraud of store Explain fixed and random location system.		Show asset replacement of equipment and the reasons for replacement of assets.		Explain store infrastructure maintenance management. Explain the objectives of

e	5.6 Describe legislation	Discuss legislation	Show asset	maintenance
	relative to store-house,	relative to store-	replacement of	management
	stockyard dismissal	house, stockyard	equipment.	
	e.g. Health and Safety	dismissal e.g.		Evaloin onneoch
	Act 1974, Factory Act	Health and Safety		Explain approach to maintenance
	2004 etc.	Act 1974, Factory		
		Act 2004 etc.		and types of
e	5.7 Prepare stores manual	Prepare stores manual		maintenance.
6	5.8 Explain safety and	Explain safety and		
	safety procedures in	safety procedures in		Explain the
	the store and	the store and		procedure for
	prevention from	prevention from		prevention of
	accidents, fire and	accidents, fire and		fire and other
	hazardous materials.	hazardous materials.		accidents in the
e	5.9 Explain	Explain safety and		store.
	safety/protection gear,	protection gear,		
	such overalls and	such overalls/safety		
	safety jackets, safety	jackets, safety		
	boots, hand gloves, ear	boots, hand gloves,		
	plugs, face/nose mask,	ear plugs, face/nose		
	helmet,	mask, helmet,		

 6.10 Describe facility and	Discuss facility and
infrastructure	infrastructure
maintenance	maintenance
management,	management,
objectives of	objectives of
maintenance and the	maintenance and
approach to	the approach to
(preventive, corrective	(preventive,
and hybrid).	corrective and
	hybrid).
6.11 Explain types of	Explain types of
maintenance	maintenance
(planned, turnaround,	(planned,
breakdown, shutdown	turnaround,
etc.).	breakdown,
6.12 Describe asset	shutdown etc.).
replacement of	Discuss asset
equipment and the	replacement of
reasons for	equipment and the
replacement of assets.	reasons for

6.11 Analyse maintenance	replacement of		
culture in Nigeria.	assets.		
	Analyse		
	maintenance		
	culture in Nigeria.		

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				
the current and developing practices of retail merch General Objectives: On completion of this course Understand the concept of supply chain manageme 2.0 Understand supply chain flows	, students will be able to:					
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						

PROGR	RAMME: PROCUREMEN	T AND SUPPLY CH	AIN MANA	GEMENT		
Course: Supply Chain Management		Code: PSM 313			Credit Unit: 3	
		Contact Hours: 3 Ho	ours		Theoretical: 2 hours	
Year:]	Semester: I	Pre-requisite:			Practical: 1 hour	
	Specification: Theoretical an					
	he course is designed to provi			lls to understand th	e strategic and operation	nal concepts in the
	and developing practices of re Objective: 1.0: Understand t		2	ient		
General	Theoretical Content		num munugen	Practical Conten	t	
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	g Teacher's Activities	Evaluation
1-2	1.1 Define value chains,	Explain value	Textbooks			Explain supply
	supply chains and	chains, supply	Journals,			chain
	supply chain	chains and supply	Videos			
	management	chain management	Internet			Explain supply
	1.2 Explain the main	and components of				chain
	components of supply	supply chain				management
	chain management	management				
	1.3 Describe the	Explain the				Evaluia the asles
	important role of	important role of				Explain the roles of supply chains
	supply chains in	supply chains in				or suppry chains

today's business and	today's business	in today'
economy.	and economy.	economy
1.4 State of place and	State of place and	
importance of the	importance of the	
procurement function	procurement	Distingui
in supply chain	function in supply	chain ma
management	chain management	from den
1.5 Explain the	Explain the	chain ma
distinguishing role of	distinguishing role	in busine
supply chain	of supply chain	
management and	management and	
demand chain	demand chain	
management in	management in	
business cycle.	business cycle.	
1.6 Explain	Explain downstream	
downstream and	and upstream	
upstream supply	supply chain	
chain	management.	
management.		
1.7 Explain supply	Explain supply chain	
chain drivers such		

	as e-Commerce, relationship management, stiff	drivers such as e- Commerce, relationship			
	competition, globalization, production/operati ons, logistics, superior cost management, profits.	management, stiff competition, globalization, production/operation logistics, superior cost management, profits			
Genera	al Objective: 2.0 Understand	•			
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	flows in supply
	chains.	chains.
2.4	Explain human	Explain human
	resource flow in	resource flow in
	supply chains.	supply chains.
2.5	Explain supply	Explain supply
2.5	networks – from	networks – from
	extraction to	extraction to
	conversion to final	conversion to final
	consumption.	consumption.
2.6	Explain supplier	Explain supplier
2.0	networks (traditional	networks
	and contemporary	(traditional and
	networks).	contemporary
	networks).	networks)
2.7	Explain supply chain	Explain supply
2.7	planning and supply	chain planning
	chain configuration	and supply chain
	chain configuration	
	Evolain gunnly shain	configuration
2.8	Explain supply chain	Explain supply
	information	chain information

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

3.3	Explain inventory	and sourcing
	management in supply	activities.
	chains – storage and	
	warehousing,	Explain inventory
	dependent and	management in
	independent demand,	supply chains –
	inventory models	storage and
		warehousing,
		dependent and
		independent
		demand, inventory
		models.
		Explain process
		management in
3.4	Explain process	supply, such as lean
	management in	production, agile
	supply, such as lean	supply chain, six-
	production, agile	sigma etc.
	supply chain, six-	Explain inbound,
	sigma etc.	in- house and
3.5	Explain inbound, in-	outbound
	house and outbound	

		logistics across the	logistics across				
		supply chain.	the supply chain.				
			Explain				
	3.6	Explain transportation	transportation				
		and fleet management	and fleet				
			management				
	3.7	Explain sourcing,					
		sourcing process and					
		sourcing activities.					
General	Obj	ective: 4.0 Understand su	pply risks and supply o	chain risk mai	nagement		
7-8	4.1	Define supply risks	Explain supply risks	Textbooks,	Conduct a supplier audit	Guide students to	Explain supply
		and supply chain risk	and supply chain	Journals,		conduct a supplier	risk
		management	risk management	Videos		audit	Explain supply
	4.2	Explain types of	List out types of	Internet			chain risk
		supply chain risks,	supply chain risks,				cham fisk
		such as internal,	such as internal,				
		supply- network,	supply-network,				Explain the
		supplier-based risks,	supplier-based risks,				various supply
		industry-related risks,	industry-related				chain risks faced
		reputational risks,	risks, reputational				by managers in a
		political, economic,	risks, political,				supply chain.
			economic,				

environmental risks	environmental risks		
etc.	etc.		Explain the
	Explain the		challenges faced by
4.3 Enumerate the	causes of supply		managers in
causes of supply	chain risks.		managing supply
chain risks.	State challenges of		chain risks
4.4 State challenges of	managing supply		
managing supply	risks.		Explain the
risks.	Explain the		strategies for
4.5 Explain the strategies	strategies for		managing supply
for managing supply	managing supply		chain
risks - risk- sharing	risks - risk-sharing		risks.
contracts, risk	contracts, risk		
pooling, risk hedging,	pooling, risk		
collaborative	hedging,		
relationships,	collaborative		
supplier audits,	relationships,		
supply base	supplier		
optimization etc.	audits, supply base		
	optimization etc.		

)-11	5.1 Explain ethical and	Explain ethical and	Textbooks,	Explain green
	sustainable supply	sustainable supply	Journals,	supply chain
	chain management	chain management,	Videos	management
	5.2 Explain green and	green and	Internet	
	sustainable supply	sustainable supply		Frankin
	chain management	chain management,		Explain
	5.3 Explain contemporary	Explain		sustainable
	issues in sustainable	contemporary issues		procurement
	procurement and	in sustainable		
	supply chain	procurement and		Explain conflic
	management	supply chain		materials and
		management,		UN's
	5.4 Explain sustainable	Explain sustainable		regulations on
	supply chain	supply chain		conflict
	management.	management.		materials.
		Explain procurement		
	5.5 Explain procurement	and supply chain		Explain the
	and supply chain	management's		contributions o
	management's contribution to	contribution to		procurement ar

manag	ging the	managing the		supply in
enviro	onment.	environment,		managing th
-	ials' resourcing	Explain renewable materials' resourcing.		environment
materi	ials and the UN's ct materials	Explain conflict materials and the UN's conflict materials		
regula		procurement regulations.		

PROGRAMME: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT Code: PSM 314 **Credit Unit: 3 Course: Materials Planning and Control Contact Hours:** 3 Hours Theoretical: 2 Hours Year: Ι 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: 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.

	Materials Planning and	Code : PSM 314		Credit Unit:	3	
Control		Contact Hours:	3 Hours	Theoretical:	2 Hours	
Year: Goal: T through teneral	I Semester: I The course is intended to provise sales forecasts and operational objective: 1.0 Understand m Theoretical Content	Pre-requisite: de students with full kn l requirements aterials planning and th	nowledge of 1 he role and res	Practical: 1 naterials planning and o ponsibilities of material Practical Content	control and how mat	erials are determined ol function
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Evaluation
1-2	1.1 Explain the roles	Explain materials	Textbooks,	Prepare different types	Guide students	Explain material
	and responsibilities	planning and	Journals,	of Budgets for	to prepare	planning and what is
	of material planning	control in a	Videos,	Procurement	different types	materials control
	and control in a	production	Visits		of Budgets for	
	 corporate policy 1.2 Describe the role of material planning and control function in production process 1.3 Explain management 	environment, Explain the roles and responsibilities of material planning and control in a	Relevant Internet Sites,	Use forecasting and forecasting techniques a step to materials planni		Explain the roles of material planning and control in a corporate policy.
	 planning processes for materials 1.4 Explain the planning techniques for 	corporate policy and role of material planning and				Explain the roles and responsibility of materials planning a

	materials-pre and	control function in				control function in an
	post action plans	production process.				organisation.
	Explain budgets,	Explain budgets,				
	importance of budgets	importance of				
	and the various budgets	budgets and the				
	that procurement	various budgets				
	function participate in	that procurement				
	preparing – capital	function participate				
	budget, materials budget,	in preparing –				
	procurement	capital budget,				
	department's budget and	materials budget,				
	maintenance repair	procurement				
	and operating (MRO)	department's				
	budgets.	budget and				
		maintenance repair				
		and operating				
		(MRO) budgets.				
General	Objective: 2.0 Understand cor	trol of material inputs	for productio	n purposes	-	1
3-4	2.1 Define material chart	Explain material	Textbooks,	Design materials	Guide	Explain requirement
	flow	chart flow and how	Journals,	planning and control	students to	planning
	2.2 Explain how chart	it leads to effective	Videos,	chart in a production	design	

	effective requirement		Relevant		planning	Explain materials
	plans		Internet		and control	flow
2.3	Describe the	List the	Sites,		chart in a	
	characteristics of	characteristics of		Generate manufacturing	production	
	materials flow	materials flow		order	environment	Explain the tasks of
	Explain the material flow system in job, batch, flow processes Explain the tasks of material control department in materials planning.	Explain the material flow system in job, batch, flow processes and the tasks of material control department in materials planning.			Guide students to generate manufacturing order	materials control department in materials planning. Explain materials requirements programmes such as MRPI, MRPII, ERPI and ERPII etc.
	Explain pre-action and post- action in relation to material control Evaluate procurement performance in	Explain pre-action and post-action in relation to material control and how to evaluate procurement				

	compliance to	performance in				
	materials control.	compliance to				
		materials control.				
	2.8 Explain methods of					
	generating					
	manufacturing orders					
	2.9 Explain materials					
	requirements	Explain materials				
	programmes such as	requirements				
	MRPI, MRPII, ERPI	programmes such				
	and ERPII etc.	as MRPI, MRPII,				
		ERPI				
		and ERPII etc.				
General	Objective: 3.0 Understand pro	oduct development plar	ns, innovation	and planning for new produ	cts	
5-6	3.1 Explain the need for	Explain the need	Textbooks,	Watch videos on the need	Guide students	Explain innovation
	innovation, types and	for innovation,	Journals,	for innovation, types and	to watch	
	process of innovation	types and process of	Videos,	process of innovation in	videos on the	
	in modern	innovation in	Visits	modern organizations	need for	Explain types and
	organizations	modern	Relevant		innovation,	processes of
		organizations	Internet		types and	innovation. Explain
			Sites,		process of	product

3.2 Describe new product	Explain product		innovation in	development and
development process.	development process		modern	new product
	in competitive		organizations	development
	business environment			process.
3.3 Explain cross-functional	Explain cross-			
and introduction of new	functional			
products, especially	collaborations for			Explain the
	development and			contributions of
	introduction of new			design, production,
departments.	products, especially			finance and
	design, production			marketing in new
	and marketing			product
	departments.			development
	Explain early supplier			
	involvement (ESI) and			
	early procurement			Explain the roles in
	involvement (EPI) in			ESIs and EPIs in
value analysis and value	value analysis and			value analysis and
	engineering for			value engineering in
	production			product
	development.			development.
standardization variety				

				1	1	1	1
		reduction and					
		simplification					
		programmes are					
		carried out in					
		organizations					
	3.6	Explain the benefits of					
		these programmes to					
		organisations.					
	3.4	Describe responsibility					
		for design, its procedures	Explain				
		and preparation of	responsibility for				
		drawing specification.	design, its procedures				
		collaborations for	and preparation of				
		development	drawing specification.				
Genera	l Ob	jective: 4.0 Understand pro	duction control method	ds and know	how to initiate control measu	ires when and w	here necessary
7	4.1	Explain the need for	Explain the need	Textbooks,	Draw a chart showing the	Guide students	Explain management
		control function	for control	Journals,	control system of an	to draw a chart	control
		within organizations		Videos,	Organisation	showing the	

		function within	Visits	control system	Explain the conditions
4.2	Explain types and	organizations	Relevant	of an	necessary for
	techniques of	Explain types	Internet	Organisation	satisfactory operation
	management control.	and techniques of	Sites,		of industrial control
		management			system
4.3	State the essential	control.			
	features of industrial	State the			
	control system	essential features			
		of industrial			
4.4	Describe the	control system			
	conditions necessary	Explain the			
	for satisfactory	conditions			
	operation of industrial	necessary for			
	control system	satisfactory			
		operation of			
		industrial control			
4.5	State the merits of an	system			
	explicitly designed	State the merits of			
		an explicitly			
	•	designed control			
		system			

General	Obj	ective: 5.0 Understand the	principles and process	es of product	ion planning and control		
8-9	5.1	Explain different types	Explain different	Textbooks,	Conduct a quality	Guide students	Explain the uses of
		of production methods	types of production	Journals,	assurance inspection in the	to conduct a	value analysis and
			methods	Videos,	model store	quality	value engineering in
	5.2	Explain the processes in	Explain the processes	Visits		assurance	quality control.
		achieving operational	in achieving	Relevant		inspection in	
		requirements	operational	Internet		the model store	Evaloin how to
			requirements	Sites,			Explain how to
	5.3	Explain Predetermined	Explain				determine quality and
		Motion Time System	Predetermined				quality control in
		(P.M.T.S) and its uses	Motion Time				production
			System (P.M.T.S)				
			and its uses				
	5.4	Explain the	Explain the				
		determination of quality	determination of quali	t			
		and quality control	and quality control				
		(inspection).	(inspection).				
	5.5	Explain value	Explain value				
		analysis and value	analysis and value				
		engineering and its	engineering				

	uses as means of control,	and its uses as means of control,				
Genera 10	6.1 Describe programming methods (with illustration)	ow to prepare producti Explain how to translate sales forecast into production programmes	on planning p Textbooks, Journals, Videos and Internet	Illustrate programming methods	Guide students in the illustration of programming	Explain how to prepare a production planning programme.
	6.2 Explain routing scheduling and loading	Explain programming methods (with illustration) Explain routing, scheduling and		Translate sales forecast into production programmes	methods. Guide students to translate sales forecast into production	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, 5.6 Identify the importance 	loading Explain time management as critical aspect of materials planning and control, Identify the importance of timing			programmes	

	of timing in preparing	in preparing				
	production programmes	production				
		programmes				
Genera	al Objective: 7.0 Understand	productivity and know	the technique	s of work study		1
11	7.1 Explain productivity in	Explain productivity	Textbooks,	Conduct a research on a	Guide students	Explain how work
	supply chain	in supply chain	Journals,	Product	to conduct a	study
	management	management,	Videos		research on a	technique can help
	7.2 Explain types of	Explain types of	Internet		Product	to improve
	productivity,	productivity,				productivity.
	benchmarking, and	benchmarking, and				
	how to improve	how to improve				
	productivity in	productivity in				Explain the
	production process.	production process.				difference between
	7.3 Explain methods study	Explain methods				methods study and
	and work	study and work				work measurement.
	measurement as the	measurement as the				
	two major techniques	two major				
	of work study	techniques of work				
	7.4 Distinguish between	study				
	the objectives of	Distinguish				
	3	between the				

methods study a	nd objectives of	
work measurem	ent methods study and	
	work measurement	
7.5 Explain the rela	tionship Explain the	
in research deve	lopment relationship in	
and design	research	
	development and	
	design	
5.7 Describe respon	Describe	
of research deve	responsibility of	
and design for v	research development	nt
study.	and design for work	
	study	

Course: Op	perations and SCM	Code : PSM 315	Credit Unit: 2
		Contact Hours: 2 Hours	Theoretical: 1 Hour
Year: I	Semester: I	Pre-requisite:	Practical: 1 Hour
services and General Ob 1.0 Underst	manufacturing in managen	nent of the supply chain f this course, students will be able to: ns	echniques, planning and control systems in both
3.0 Underst	and productivity and managed	gement of the operations network	
4.0 Underst	and resource planning and	control	
5.0 Underst	and evolving approaches to	operations	

COURS	SE: Operations and SCM	Code : PSM 315		Credit Unit: 2			
		Contact Hours: 2 Hor	urs		Theoretic	al: 1 Hour	
Year:		Pre-requisite:			Practical	1 Hour	
ourse S oal: Th anufact	Specification: Theoretical and Pro- te course is designed to acquaint curing in management of the supp	ractical students in the operational projection of the state of the st	rocesses, techn	iques, planni	ng and cor	ntrol systems in b	ooth services and
	Objective: 1.0 Understand the co						
Theore	tical Content			Practical C	Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Le Outcome	earning	Teacher's Activities	Evaluation
1-2	1.1 Explain the	Explain the	Pictures,				Explain
	transformation process –	transformation process –	Videos,				operations
	from input to	from input to	Visitations				management
	transformation right	transformation right	Website				within the
	through to output model.	through to output model					supply chain
	1.2 Explain by distinction	Explain by distinction					context.
	manufacturing-based	manufacturing-based					
	operations and service-	operations and service-					Explain the
	based operations	based operations					relationships
		Explain product versus					between
		service operations (the					operations an

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

3-5	2.1	Describe operations	Explain operations	Textbooks,	Design a product or	Divide students	Explain
		design process for	design process for	Journals,	service in groups	in groups and	operations
		products and services,	products and services,	Pictures,		guide them to	design process
		and how good design	and how good design can	Videos,		Design a product	for products
		can lead to competitive	lead to competitive	Visitations		or service	and services.
		advantage	advantage	Website			Explain how
	2.2	Design process for	Explain the design				good designs
		products and services	process for products				lead to
	2.3	Explain	and services				competitive
		environmentally	Explain				advantage.
		sensitive design.	environmentally				
	2.4	Explain the contribution of	sensitive design				Explain facility
		the procurement and	Explain the				location
		supply function to the	contribution of the				strategies and
		design process	procurement and supply				the factors to
		Describe operations	function to the design				consider in
		management systems –	process and operations				facility location
		mass production, mass	management systems –				for products
		customization,	mass production, mass				and facility
		computerized and	customization,				locations for
		robotics operations,	computerized and				services.

	flexible operations, agile	robotics operations,		
	operations and lean	flexible operations, agile		
	operations etc.	operations and lean		
2.6	Explain facility	operations etc.		
	location, facility	Explain facility location,		
	location strategies and	facility location		
	factors considered in	strategies and factors		
	locating facilities for	considered in locating		
	products and for	facilities for products		
	services.	and for services.		
2.7	Explain facility layout			
	types in manufacturing	Explain facility layout		
	and service industries,	types in manufacturing		
2.8	Explain types of layouts	and service industries.		
	(process and fixed) and	Explain types of		
	objectives of facility	layouts (process and		
	layouts.	fixed) and objectives of		
2.9	Explain capacity	facility layouts.		
	planning, objectives of	Explain capacity		
	capacity planning and	planning, objectives of		
	processes.			

	2.10	Explain the principles of	capacity planning and				
	2.10						
		job design, approaches to	processes.				
		job design, benefits and	Explain the principles of				
		problems of job design	job design, approaches				
			to job design, benefits				
	2.5	Explain the trade-offs	and problems of job				
		involved in designing	design				
		environmentally	Explain the trade-offs				
		acceptable products and	involved in designing				
		services	environmentally				
General	Obje	ective: 3.0 Understand product	tivity and management oper	ations	I		I
6-8	3.1	Explain productivity,	Explain productivity,	Textbooks,	Demonstrate handling	Guide students to	Explain
		types and importance of	types and importance of	Journals,	of fragile, hazardous	demonstrate	productivity
		productivity.	productivity.	Pictures,	materials and heavy	handling of	
	3.2	Explain improving	Explain strategies for	Videos,	equipment	fragile, hazardous	Explain the
		productivity in	improving productivity	Visitations		materials and	importance of
		operations.	in operations.	Website		heavy equipment	productivity in
	3.3	Identify material	Explain material				procurement
		handling, objectives and	handling, objectives				and supply
		principles and handling	and principles and				operations.
		equipment.	handling equipment.				

	3.4	Explain work-study	Explain quality,				Explain work
		(method study and work	quality planning and				study and work
		measurement) and	quality control.				measurement.
		techniques of work					
		measurement.					
	3.5	Explain quality, quality					Explain asset
		planning and quality					maintenance,
		control.					types of
	3.6	Explain costs of quality	Explain costs of				maintenance
		and quality failure.	quality and quality				and approaches
	3.7	List types of	failure.				to
		maintenance, approach					maintenance.
		to maintenance.	Explain replacement				
	3.8	Explain replacement of	of assets, reasons for				Explain reasons
		assets, reasons for	replacement and				for replacement
		replacement and	replacement				
		replacement strategies.	strategies				
General	Obje	ective: 4.0 Understand resource	ce planning and control	1	1	1	<u> </u>
9-10	4.1	Explain the operations	Explain the operations	Textbooks,	Create a network,	Guide students	Explain the
		planning and control	planning and control	Journals,	calculate the critical	to create a	concept of
		(OPC), the objectives of	(OPC), the objectives of	pictures,		network,	operations

	OPC and the actions	OPC and the actions	videos,	path and identify	calculate the	planning and
	necessary to control	necessary to control	visitations	resource constraints	critical path and	control and why
	operations	operations	and website		identify	it is important
4.2	Explain demand and	Explain demand and			resource	to control
	capacity management	capacity management			constraints	operations
	strategies	strategies				Evaloin
4.3	Explain loading,	Explain loading,				Explain
	sequencing and scheduling	sequencing and				forecasting
	the operations system	scheduling the				Explain
		operations system				forecasting
4.4	Explain forecasting,	Explain forecasting,				techniques and
	demand dependent and	demand dependent and				the difference
	independent) and	independent) and				between
	techniques to forecast	techniques to forecast				forecasting and
	demand.	demand				prediction.
4.5	Explain the importance					
	of forecasting to					
	procurement and supply					Explain
	management.					forecasting
4.6	Explain JIT supply,	Explain JIT supply,				important to
	features of 'push' and 'pull'	features of 'push' and				

		operations systems and	'pull' operations				Procurement
		the principles of JIT	systems and the				and supply
		procurement and supply	principles of JIT				management.
			procurement and				
			supply				Define JIT
	4.7	Explain Network analysis,	Explain Network				
			analysis				
General	Obje	ective: 5.0 Understand evolvin	ng approaches to operations	J	1	1	1
11-13	5.1	Explain Total Quality	Explain he Total Quality	Textbooks,			Explain the
		Management (TQM), the	Management (TQM),	Journals,			concept of
		principles, techniques of	the principles,	Pictures,			TQM and its
		TQM and benefits of	techniques of TQM and	Videos,			benefits to
		TQM.	benefits of TQM.	Visitations			procurement
	5.2	Explain Business Process	Explain Business	Website			and SCM.
		Re- engineering (BPR),	Process Re-				
		goals, process and	engineering (BPR),				Explain
		strategies of BPR	goals, process and				business
			strategies of BPR				process
			Explain world class				reengineering
			operations, lean and agile				

5.3	Explain world class	supply, and lean and agile		Explain the
	operations, lean and agile	manufacturing,		goals of BPR.
	supply, and lean and agile	importance of lean		
	manufacturing, importance	operations and world-		Explain world
	of lean operations and	class performance in		class operations
	world- class performance	operational terms.		and distinguish
	in operational terms.			and lean and
				agility.

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-							
naking process							
General Objectives: On completion of this unit, student	s will be able to						
1.0 Understand the nature, objectives and scope of finance	cial management						
2.0 Understand budgets and expenditure management							
3.0 Understand financing, capital structure and dividend policy decisions							
sie enderstand interents, euptral structure and al ridend p	4.0 Understand working capital management						
	nt, corporate restructuring, merger an	d acquisition					
4.0 Understand working capital management	nt, corporate restructuring, merger an	d acquisition					

	: Finance for Supply Chain	Code: PSM 316			Credit Unit: 3		
Manage	ment	Contact Hours: 3 Hours			Theoretical: 2 Hours		
Year:	I Semester: I	Pre-requisite:	Pre-requisite: Practical: 1 Hour				
	Specification: Theoretical and Prac						
	is course is designed to provide stud				e in relation to the deci	sion-making process	
	Objective: 1.0: Understand the nature	are, objectives and scope	e of financial mar	8			
Theoret	tical Content			Practical Content			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learn Outcome	ning Teacher's Activities	Evaluation	
1-2	1.1 Explain finance, the nature,	Explain the nature,	Text Books,			Explain finance	
	objectives and importance to	importance and	Journals,			objectives of	
	organizations and	sources of finance.	Internet			finance and the	
	procurement.		Relevant			relationships	
	1.2 Describe sources of finance		Websites			between financ	
	retained profit; controlling					function and	
	working; capital; sale of					procurement	
	assets; factoring; overdrafts;					function.	
	grants; venture capital;						
	debentures; share issues;					Eveloin voriou	
	bank loans; leasing and hire					Explain various	
	purchase; public borrowing					sources of	
	(CBN and bonds).					finance.	

1.3 List the objectives of	Explain the objectives of		Explain the
financial management.	financial management.		relationships
1.4 Describe the relationship	Explain the		between finance
between finance and the	relationship between		and
procurement function	finance and the		procurement
	procurement		
	function		
1.5 Relate the principles of	Explain the principles		Explain corporate
corporate governance and	of corporate		governance in
corporate social	governance and		procurement and
responsibility to economic	corporate social		finance.
performance and value	responsibility in		
creation including.	relation to economic		
	performance and value		
	creation including.		
1.6 Explain treasury management	Explain treasury		
and the functions of treasury	management and		
manager.	the functions of		
	treasury manager.		
1.7 Explain the functions of	Explain the functions		
capital market and	of capital market and		

	1.6	developments in terms of	developments in terms					
		depth and breath.	of depth and breath.					
General	Obj	ective: 2.0 Understand budgets	and expenditure manager	nent	1			
	2.1	Explain budgets, budgetary	Explain budgets,	Text Books,	Evalu	iate	Evaluate	Explain budgets,
3-4		control, and budgetary	budgetary control, and	Journals,	•	capital projects.	• capital projects.	budgetary
		process, costs, cost centres	budgetary process,	Internet	•	Capital	• Capital rationing	control,
		and responsibility centres.	costs, cost centres and	Relevant		rationing.	• Replacement an	budgeting and
			responsibility centres.	Websites	•	Replacement	abandonment	types of budget.
	2.2	Explain types of budgets,	Explain types of			and	decisions.	
		cash budgets and its uses,	budgets, cash budgets			abandonment		Explain capital
		and capital budgeting.	and its uses, and			decisions.		investment and
			capital budgeting.					solve capital
	2.3	Explain the mathematics of	Explain the					investment
		financing budgets and	mathematics of					
		expenditure – time value of	financing budgets and					appraisal
		money, present value, yield	expenditure – time					problems using
		on investments, loan	value of money,					PBP, NPV,
		amortization, sinking fund	present value, yield on					ARR, IRR, IR
		etc.	investments, loan					and capital
			amortization, sinking					rationing
			fund etc.					techniques.

2.4 Explain various techniques	Explain various
of investment appraisal.	techniques of
• Payback period.	investment appraisal.
• NPV, IRR, IRR and PI.	• Payback period.
	• NPV, IRR, IRR
	and PI.
	Evaluate capital
2.5 Evaluate capital projects.	projects.
• Capital rationing.	• Capital rationing.
• Replacement and	• Replacement and
abandonment decisions.	abandonment
	decisions.
	Distinguish between
2.6 Distinguish between	advanced manufacturing
advanced manufacturing	technology (AMT) and
technology (AMT) and	project appraisal
project appraisal techniques -	techniques
types of AMT investment,	- types of AMT
relevance and shortcomings.	investment,
	relevance and
	shortcomings.

	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				
Genera	Obj	ective: 3.0 Understand financin	g, capital structure decision	ons and dividen	d policy decisions	I	<u> </u>
	3.1	Explain cost of capital and	Explain cost of capital	Text Books,			Explain cost of
5-6		measure various costs of	and measure various	Journals,			capital and
		capital - equity, preference	costs of capital -	Internet			various types of
		shares, debentures and loan	equity, preference	Relevant			dividend.
		stock.	shares, debentures and	Websites			
			loan stock.				
	3.2	Explain optimal capital	Explain optimal				Explain the factors
		mix.	capital mix.				Explain the factors
	3.3	Explain gearing and cost of	Explain gearing and				influencing
		capital.	cost of capital.				dividends policies
		• Traditional approach	• Traditional				
		• Net income/net operating income approach	approach				

		(Modighani and Miller	• Net income/net				
		concept).	operating				
			income approach				
			(Modighani and				
			Miller concept).				
	3.4	Explain factors influencing	Explain factors				
		dividends policies - active	influencing dividends				
		and passive dividend	policies – active and				
		policies.	passive dividend				
	3.5	Identify types of dividend –	policies.				
		cash dividend and stock	Identify types of				
		dividend.	dividend – cash				
			dividend and stock				
			dividend.				
	3.6	Explain theories of dividend	Explain theories of				
		policies - relevance and	dividend policies -				
		irrelevance.	relevance and				
			irrelevance.				
General	Obje	ctive: 4.0 Understand working	capital management	1	1	1	
	4.1	Explain working capital,	Explain working	Textbooks,			Explain is
7-8		working capital management,	capital, working capital	Journals,			working capital

components, and importanceworking capitalRelevantcapitalof working capital in businesscycle and itsWebsitesmanagementorganizations.components, andimportance ofExplain theimportance ofworking capital inbusinessExplain theorganizations.Explain managementbusinessorganizations4.2Explain management ofsurplus cash and deficits;of surplus cash andeficits; cashcash management models.explain analysis andevaluation of variousand the importanceevaluation of various creditcredit terms, use ofcash discountcash discountand debt collectioncollectioncollectioncollectiontechniques, debt factoringfactoring and invoicefactoring and invoicefactoring and invoiceand invoice discounting.factoring and invoicefactoring and invoicefactoring and invoice	working capital cycle and its	management,	Internet		and working
organizations.components, and importance of working capital in business organizationsExplain the components of working capital and the importance of working capital and the importance of working capital and the importance of working capital management4.2Explain management of surplus cash and deficits; cash management models. Explain analysis andExplain management deficits; cash management models. Explain analysis andExplain analysis and4.3Explain analysis and evaluation of various evaluation of various credit and debt collection techniques, debt factoring and invoiceevaluation of various cash discount is cash discount is collection factoring and invoiceevaluation of various cash discount cash discount is collection	components, and importance	working capital	Relevant		capital
 importance of working capital in business organizations 4.2 Explain management of surplus cash and deficits; cash management models. Explain analysis cash and deficits; cash management models. Explain analysis and evaluation of various credit terms, use of cash discount and debt collection Callection Collection Collection	of working capital in business	cycle and its	Websites		management
4.2 Explain management of surplus cash and deficits; cash management models. Explain analysis andExplain management of surplus cash and deficits; cash management models. Explain analysis andExplain management of working capital management.4.3 Explain analysis and evaluation of various cash discount and debt collection techniques, debt factoring and invoiceevaluation of various cash discounting.evaluation of various cash discounting.	organizations.	components, and			
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4.2 Explain management of surplus cash and deficits; cash management models. Explain management of surplus cash and deficits; cash management models. 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. evaluation of various techniques, debt factoring and invoice evaluation of various techniques, debt		working capital in			-
4.2 Explain management of surplus cash and deficits; cash management models. Explain management of surplus cash and deficits; cash management models. 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. evaluation of various factoring and invoice evaluation factoring and invoice		business			_
4.2 Explain management of surplus cash and deficits; Explain management of surplus cash and cash management models. of surplus cash and deficits; cash management models. 4.3 Explain analysis and evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting. evaluation of various techniques, debt evaluation of various techniques, debt		organizations			
surplus cash and deficits; cash management models.of surplus cash and deficits; cash management models.management.4.3 Explain analysis and evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting.credit terms, use of collection factoring and invoicemanagement.	4.2 Explain management of	Explain management			_
cash management models. deficits; cash management models. management models. Explain analysis and exaluation of various evaluation of various credit credit terms, use of terms, use of cash discount cash discount and debt and debt collection collection techniques, debt factoring techniques, debt and invoice discounting. factoring and invoice	surplus cash and deficits;	of surplus cash and			
4.3 Explain analysis and evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting.evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring factoring and invoice	cash management models.	deficits; cash			management.
4.3 Explain analysis and evaluation of various evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoice discounting.evaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring and invoiceevaluation of various credit terms, use of cash discount and debt collection techniques, debt factoring factoring and invoiceevaluation of various credit terms, use of collection techniques, debt factoring factoring and invoiceevaluation of various cent cent techniques, debt factoring and invoice		management models.			
evaluation of various creditcredit terms, use ofterms, use of cash discountcash discount and debtand debt collectioncollectiontechniques, debt factoringtechniques, debtand invoice discounting.factoring and invoice		Explain analysis and			
terms, use of cash discountcash discount and debtand debt collectioncollectiontechniques, debt factoringtechniques, debtand invoice discounting.factoring and invoice	4.3 Explain analysis and	evaluation of various			
and debt collectioncollectiontechniques, debt factoringtechniques, debtand invoice discounting.factoring and invoice	evaluation of various credit	credit terms, use of			
techniques, debt factoringtechniques, debtand invoice discounting.factoring and invoice	terms, use of cash discount	cash discount and debt			
and invoice discounting. factoring and invoice	and debt collection	collection			
	techniques, debt factoring	techniques, debt			
discounting.	and invoice discounting.	factoring and invoice			
		discounting.			

-10	5.1	Describe capital market	Discuss capital	Textbooks,	Evaluate financial	Evaluate financial	Define capital
		institutions – the stock	market institutions –	Journals,	performance of	performance of	market
		exchange; issuing houses;	The stock exchange;	Internet	merger companies	merger	
		Security and exchange commission (SEC) etc.	Issuing houses; Security and	Relevant Websites	including reasons for their success and	companies including reasons	Explain the
			exchange commission (SEC) etc.		failure.	for their success and failure.	functions of th institutions of
	5.2	Explain the market for and costs new issues and the	Explain the market for and costs new issues				the capital market.
		methods of issues – public issues; right issues; private	and the methods of issues – public issues;				Explain merger
		placing; public issues of bonds and debentures.	right issues; private placing; public issues				and acquisition mechanism for
	5.3	Explain finance of procurement of capital assets	of bonds and debentures.				corporate restructuring.
		by leasing: - types of leases, advantages and	• Explain finance of procurement of				
		disadvantages, accounting and tax treatment of lease,	capital assets by leasing: - types of				
		after tax analysis of	leases, advantages				

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

5.6 Explain portfolio analysis -	Explain portfolio		
selection and revision	analysis - selection and		
techniques – the market	revision techniques –		
models - CAPM, APM etc.,	the market models –		
and measurement of	CAPM, APM etc., and		
portfolio performance	measurement of		
	portfolio performance		
5.7 Explain corporate	Explain corporate		
restructuring, importance and	restructuring,		
the types of restructuring –	importance and the		
mergers, takeovers, leverage	types of restructuring		
buyouts, distress	– mergers, takeovers,		
restructuring etc.	leverage buyouts,		
	distress restructuring		
	etc.		
5.8 Evaluate financial	Evaluate financial		
performance of merger	performance of		
companies including reasons	merger companies		
for their success and failure.	including reasons		
	for their success and		
	failure.		

	5.9 State the impact and effect of	State the impact and				
	government regulations on	effect of government				
	merger and acquisition	regulations on merger				
		and acquisition				
General	Objective: 6.0 Manage financial ris	sk in procurement	1	1	I	
11-12	6.1 Explain the different types of	Explain the different	Text Books,	Assess the different	Assess the	Evaluate the
	financial risk and their	types of financial risk	Journals,	types of financial	different types	impact of
	impact on each of the	and their impact on	Financial	risk and their impact	of financial risk	financial risks on
	following:	each of the following:	Reports,	on each of the	and their impact	suppliers,
	Suppliers	 Suppliers 	Internet	following:	on each of the	customers and
	Own organisation	Own organisation	Relevant	• Suppliers	following:	own organization
	• Customers	Customers	Websites	Own organisation	 Suppliers 	
	6.2 Explain the most appropriate	Explain the most		• Customers	• Own	Explain the
	decision-making tools for	appropriate decision-			organisation	impact of external
	projects across a variety of	making tools for		Carry out a financial	• Customers	financial actors
	sectors;	projects across a		appraisal and risk		and factors on the
	• Whole life costing (total	variety of sectors;		analysis of	Carry out a	managerial
	cost of ownership – TCO),	• Whole life costing		suppliers, own	financial	decision-making
	• Target costing,	(total cost of		organisation, and	appraisal and	process.
	• ear-down analysis and	ownership –		customers, using a	risk analysis of	
	• Value engineering	TCO),			suppliers, own	

	• Target costing,	range of financial	organisation,
	• Tear-down analysis	performance ratios:	and customers,
	and	• Profitability	using a range of
	• Value engineering	ratios	financial
6.3 Explain the impact of	Explain the impact of	• Efficiency	performance
external factors upon the	external factors upon	ratios,	ratios:
decision-making process and	the decision-making	• Liquidity ratios	Profitability
how these might be factored	process and how these	and	ratios
into the modelling and	might be factored into	• Investment	Efficiency
ultimate business case;	the modelling and	ratios	ratios,
• Inflation,	ultimate business case;	Evaluate	• Liquidity
Transfer pricing	• Inflation,	financial risk	ratios and
 Nigeria Customs Services, 	• Transfer pricing	management	• Investment
• Taxation,	• Nigeria	options,	ratios
• Exchange rates and	Customs	• Debt	Evaluate and
currency management,	Services,	• Futures and	select
• Social and political factors,	• Taxation,	derivatives and;	financial risk
• CSR and,	• Exchange rates	• Insurance	management
• Environmental factors.	and currency		options,
	management,		• Debt

		 Social and political factors, CSR and, Environmental factors. 			 Futures and derivatives and; Insurance 	
General	Objective: 7.0 Understand financi	al markets and financial ir	nstitutions			
13-14	7.1 Describe international	Discuss international	Textbooks,	-	-	Explain
	financial markets and their	financial markets and	Journals,			international
	associated risks including	their associated risks	Internet			financial markets
	interest rates determination.	including interest rates	Relevant			and the risks
		determination.	Websites			associated in
	7.2 Identify currency, futures	Identify currency,				operating in
	and options markets, future	futures and options				them.
	contracts, currency options,	markets, future				
	commodity exchange	contracts, currency				
		options, commodity				
		exchange				
	7.3 Determine exchange rates	Determine exchange				
	and identify exchange rates	rates and identify				
	risk exposure.					

		exchange rates risk
7.4	Explain hedging against	exposure.
	currency risk.	Explain hedging
		against currency
7.5	State the role of the	risk.
	following financial	State the role of the
	institutions in financing	following financial
	international trade: -	institutions in
	 Central Bank of 	financing
	Nigeria (CBN).	international trade:
	African Development	• Central Bank of
	Bank (ADB)	Nigeria (CBN)
	■ IMF	African Development
	• World Bank –	Bank (ADB)
	 London Club of 	• IMF
	Creditors	• World Bank
	 Paris Club of 	London Club of
	Creditors	Creditors
		• Paris Club of
		Creditors

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 procuenterprise and the range of management functions, tasks an	rement and supply structures, and their d responsibilities relative to the procuren	relative roles within the corporate nent and supply.							
General Objectives: On completion of this course, student	s will be able to:								
1.0 Understand planning of the procurement and supply cha	in management function								
2.0 Understand organizing for the procurement and supply of	chain management function								
3.0 Understand the roles of human resources in the procurer	nent and supply chain management funct	tion							
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									

Management		Code: PSM 321			Credit Unit: 4		
		Contact Hours: 4 Hou	urs		Theoretical: 3 Hou	Irs	
Year:	I Semester: II	Pre-requisite:			Practical: 1 Hour		
	Specification: Theoretical						
Goal: 1 enterpris	The course is designed to ex se and the range of manage	amine alternative proc ment functions, tasks at	urement and sind responsibility	upply structures, and ties relative to the pr	d their relative roles rocurement and suppl	within the corporate	
	Objective : 1.0 Understand p						
	Theoretical C	ontent		Practical Content	t		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	g Teacher's Activities	Evaluation	
1-2	1.1 Explain the concept	Explain the concept	Textbooks,			Explain planning	
	of planning in the	of planning in the	Journals,			and the	
	procurement and	procurement and	Videos			importance of	
	supply chain	supply chain	Internet			planning in	
	management	management				organization.	
	function.	function.				Eveloin types of	
	1.2 Explain types of	Explain types of				Explain types of	
	procurement plans,	procurement plans,				procurement plan	
	planning processes.	planning processes				and planning	
						techniques.	
	1.3 Explain planning	and planning					
	techniques	techniques.					
						Explain the	
						relationship	

	1.4	Relate various	Relate various				between
		functional plans and	functional plans				procurement and
		-	and the				supply management
		-	procurement and				plans and corporate
			supply chain				strategy
		C I	management plans.				25
	1.5	_	C 1				
	110	• •	and supply chain				
			management plans				
			into corporate pans.				
		1 1	· · ·				
	1.6	1 1	Explain relationship				
		between procurement	between				
		and supply chain	procurement and				
		management plans	supply chain				
		and corporate strategy	management plans				
			and corporate				
			strategy				
Genera	l O ł	jective: 2.0 Understand	organizing for the proc	urement and s	upply chain management	function	
3-4	2.1	Explain organizing,	Explain organizing,	Textbooks,	Design various	Guide students to	Explain
		organization and	organization and	Journals,	organizational structures	design various	organization
		-	organization			organizational	structuring

	organization	structuring. and	Videos	supply chain	structures of	
22	structuring. 2 Explain	organisational set-up of the supply chain	Internet	management	Procurement and supply chain	Explain various
	organisational set- up of the supply chain management function.	management function. Explain typologies of and alternative forms		Group Presentation on typologies of and	management Divide students into groups and	types of procurement organization structure.
2.3	Explain typologies of and alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia,	of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual and factors considered in		alternative forms of procurement organisation structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual	guide them to make presentations on typologies of and alternative forms of procurement organisation structure, such as centralized,	State the factors considered in adopting procurement organisation structure
2.4	team-based, virtual etc.	adopting procurement organisation structure; the internal structure of a			decentralized, hybrid, consortia, team-based, virtual	Explain the internal structure of procurement department, lining up relevant

	procurement	procurement and		positions and
	organisation	supply department		functions of
	structure; the	and the		officers in those
	internal structure of	responsibilities of		positions.
	a procurement and	officers and		
	supply department.	managers in the		
2.5	Explain the	procurement and		Explain
	responsibilities of	supply function.		importance and
	the officers and			methods of
	managers in the			communication
	procurement and			and barriers to
	supply function.			communication.
2.6	Explain the nature,	Explain the nature,		
	process, methods	process, methods of		
	of and barriers to	and barriers to		
	communication.	communication.		
2.7	Describe Internal	Discuss Internal and		
	and external	external		
	communication in	communication in the		
	the procurement	procurement and		

	and supply chain	supply chain				
	department.	department.				
Genera	al Objective: 3.0 Know the ro	ble human resources in th	e procuremer	it and supply managem	ent function	
5-6	3.1 Explain the concept,	Explain the concept,	Textbook			Define human
	scope, process and	scope, process and	Journals,			resource
	objectives of	objectives of Human	Videos			management
	Human Resource	Resource Management	Internet			
	Management (HRM).	(HRM).				Explain the
	3.2 Describe human	Discuss human				objectives of
	resource planning	resource planning				human resource
	and human resource	and human resource				management in
	process function.	planning process.and				an organization.
	3.3 Explain the	the strategic				
	strategic	relationships				E-al-in the
	relationships	between human				Explain the
	between human	resource				strategic
	resource	management and the				relationships
	management and	procurement				between human
	the procurement	function.				resource
	function.					management and
		Explain job analysis,				the procurement
		job rotation, job				function

3.4	Explain job	specification, job
	analysis, job	description, job
	rotation, job	enlargement and job
	specification, job	enrichment and
	description, job	recruitment,
	enlargement and job	qualification of staff,
	enrichment.	selection and
3.5	Explain recruitment,	placement, employee
	qualification of staff,	education
	selection and	(orientation, training
	placement, employee	and development)
	education	and performance
	(orientation, training	appraisal.
	and development)	
	and performance	Explain discipline,
	appraisal.	disciplinary
3.6	Explain discipline,	procedure,
	disciplinary	approaches to and
	procedure,	types of discipline
	approaches to and	and the
	types of discipline	compensation of

		and the	procurement and				Explain methods
			1				-
		compensation of	supply chain				of employee
		procurement and	managers.				performance
		supply chain staff.	and 21 st century				appraisal and
	3.7	Explain 21 st century	human resource				problems
		human resource	challenges relative to				associated with
		challenges relative to	procurement and				the exercise.
		procurement and	supply management				
		supply management	function.				
		function.					
Genera	l Obj	jective: 4.0 Understand	the control function wit	hin the procure	ment and supply chain m	anagement function	n
7-8	4.1	Explain the	Explain the concept	Textbooks,			Define control
		concept of the	of the control	Journals,			
		control function	function and control	Videos			
		and control	processes within the	Internet			Explain types of
		processes within	procurement and				control and
		the procurement	supply management				control techniques.
		and supply	function and the				
		management	basic requirements				Discuss (1
		function.	for effective control;				Discuss the
			,				role(s) the control
1							function plays in

4.2 Explain the basic			the procurement
requirements for			supply chain
effective control;	Explain procurement		management
4.3 Explain procurement	budget as a tool for		functions.
budget as a tool for	management control,		
management control,	types of budget and		Explain budget
types of budget and	the importance of		and budgetary
the importance of	budget in cost		control and the
budget in cost	control and		types of budgets
control.	benchmarking and		procurement
4.4 Explain	comparative		officers participate
benchmarking and	measurement as tools		in developing.
comparative	for management		
measurement as	control.		
tools for			Define leadership
 management control. 4.5 Explain effective leadership and leadership philosophies as tools 	Explain effective leadership and leadership philosophies as tools for effective management of the		Explain leadership theories.

	for effective	procurement and
	management of the	supply management
	procurement and	function.
	supply management	Discuss power,
	function.	authority,
4.0	6 Describe power,	responsibility,
	authority,	delegation,
	responsibility,	emotional
	delegation,	intelligence, teams,
	emotional	as ingredients of
	intelligence, teams,	effective leadership
	as ingredients of	Explain motivation
	effective leadership	and motivational
4.′	7 Explain motivation	approaches and
	and motivational	concept pioneers,
	approaches and	e.g. Fredrick
	concept pioneers,	Herzberg, Douglas
	e.g. Fredrick	McGregor Abraham
	Herzberg, Douglas	Maslow, Mary Parker
	McGregor Abraham	Follett etc., as they
	Maslow, Mary	

	Doulson Follott ats	offe at mus annual ant
	Parker Follett etc., as	affect procurement
	they affect	and supply managers.
	procurement and	
	supply managers.	Explain knowledge,
4.8	Explain knowledge,	knowledge society,
	knowledge society,	knowledge
	knowledge	economy,
	economy,	knowledge
	knowledge	management and
	management and	knowledge worker.
	knowledge worker.	Explain the
4.9	Explain the	importance of
	importance of	knowledge and
	knowledge and	knowledge worker
	knowledge worker in	in procurement and
	procurement and	supply chain
	supply chain	management
	management.	

Genera	General Objective: 5.0 Understand basics of materials management concept and procurement best practices								
9-10	5.1	Describe materials	Explain materials	Textbooks,	Apply cost reduction	Guide students to	Discuss the role of		
		management as an	management as	Journals,	techniques on a given	apply cost	procurement and		
		important concept	enabling concept of	Videos	product or service	reduction	supply		
		of procurement and	procurement and	Internet		techniques on a	management and		
		supply chain	supply chain			given product or	its scope in		
		management	management			service	materials		
	5.2	Describe the scope of	Discuss the scope				management		
		materials	of materials						
		management and the	management and						
		benefits and demerits	the benefits and				Explain the roles		
		of materials	demerits of				of procurement		
		management	materials				and supply		
			management				management in		
	5.3	Explain the place of	Explain the place of				TQM.		
		materials	materials						
		management in	management in				F 1 · · ·		
		supply chain	supply chain function				Explain various		
		function					cost reduction		
	5.4	Explain total quality	Explain total quality				techniques and the		
		management as	management as				roles of		
		-	-				procurement and		

enabling concepts in	enabling concepts in		supply
SCM	SCM		management in
5.5 Describe cost	Discuss cost reduction		cost reduction.
reduction techniques	techniques as key		
as key success	success factors in		
factors in SCM	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						
Goal: This course is designed to acquaint students with the im		curement and supply chain						
management, and the methods and technique of movement of g	oods across supply chains.							
General Objectives: On completion of this course, students w	ill be able to:							
1.0 Understand the concept of logistics and the importance of l	ogistics management in procurement and	d supply chain management.						
2.0 Know the roles of warehousing in logistics management								
3.0 Understand the roles of transportation in logistics managem	nent.							
4.0 Know the need for organizational policies in distribution as	nd transportation, and economy of operation	tions						
5.0 Understand the importance of containerization in transport	ation							
6.0 Understand physical distribution and transportation plans								
7.0 Appreciate the role of routing, supply and scheduling in ph	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 lo	8.0 Understand customer service as key element to effective logistics management							
9.0 Know the role of insurance in distribution and transportation	on.							

COURSE: Logistics Management		Code: PSM 322		Cı	Credit Unit: 4		
		Contact Hours: 4	4 Hours	Tł	neoretical: 2 hours		
Year:		Pre-requisite:		Pr	ractical: 2 hours		
	e Specification: Theoretical						
	This course is designed to ac					nt and supply chain	
	ement, and the methods and the Objective: 1.0: Understand					auroment and auroly	
	anagement	the concept of logistics	s and the mp	ortance of logistic	is management in prov	curement and suppry	
	Theoretical Cont	tent		Practical Conte	ent		
Week	Specific Learning	Teacher's	Resources	Specific Learni	ng Teacher's	Evaluation	
	Outcome	Activities		Outcome	Activities		
1-2	1.1 Explain the concept of	Explain the concept	Textbooks	•		Define logistics	
	logistics, physical	of logistics,	Journals,				
	distribution and	physical	Videos			Explain the	
	logistics relative to	distribution and	Internet			Explain the	
	procurement and	logistics relative to				components of	
	supply chain	procurement and				business logistics	
	management.	supply chain					
		management.					
	1.2 Explain inbound, in-	Explain inbound,				Explain the	
	house and outbound	in- house and				importance of	
	logistics in the flow or	outbound logistics				logistics in	
		in the flow or				procurement and	

materials/goods on the	materials/goods	
supply chain.	on the supply	
	chain.	
	Explain the main	
	components of	
1.3 Explain the main	logistics, such as;	
components of	procurement,	
logistics, such as;	warehousing,	
procurement,	materials handling,	
warehousing,	transportation,	
materials handling,	inventory	
transportation,	management and	
inventory	customer service	
management and	Explain order	
customer service	processing and	
1.4 Explain order	fulfilment as key	
processing and	aspect of logistics	
fulfilment as key	management	
aspect of logistics	success.	
management success.	Explain factors	
	involved in	

1.5	5 Explain factors	planning logistics
1.5	-	and physical
		distribution.
	distribution.	Discuss integrated
		logistics –
		bringing all
1.6	5 Describe integrated	logistics
	logistics – bringing all	components (order
	logistics components	processing,
	(order processing,	inventory
	inventory	management,
	management, materials	materials handling,
	handling, transport,	transport,
	customer service etc.)	customer service
	together.	etc.) together.
1.7	- Evalain la sisting	Explain logistics
		costs – total costs
	a a maamta a atiinitee	concepts, activity-
	hand anoting ato	
1.8	Evaloia la cistica	based costing etc.
1.0	avala (lagd times inst	Explain logistics
		cycle/lead time,
	in-time and agile	

General O		just-in-time and agile supply chain logistics. les of warehousing in	logistics mar	nagement		
2.2	basic components of warehouses and the difference between storehouse and warehouse Distinguish between warehouses and distribution centres.	basic components	Journals,	warehouse e.g. Public and Private Warehouses.	Organise visits to different types of warehouse e.g. Public and Private Warehouses.	Explain warehousing Explain the difference between warehouse and storehouse. Explain the roles of stores and warehouses in logistics.

		public, private		
		and contract.		
2.4 Expla	in the various	Explain the various		
plans	and factors for	plans and factors for		
siting	warehouses	siting warehouses		
across	s the supply	across the supply		
chain.		chain.		
2.5 Expla	in the roles	Explain the roles of		
of war	rehouses and	warehouses and		
stores	in logistics	stores in logistics		
manag	gement	management		
2.6 State	the roles of	State the roles of		
variou	is materials	various materials		
handli	ing systems and	handling systems and		
mater	ials handling	materials handling		
equip	ment in effective	equipment in effective		
logisti	ics management.	logistics management.		
2.7 Expla	in reverse	Explain reverse		
logisti	ics and its	logistics and its		
impor	tance in supply	importance in		
chain	management.	supply chain		

			management.			
Genera	l al Ot	jective 3.0 Understand th	e roles of transportation	n in logistics	s management	
5	3.1	Explain the roles	Explain the roles	Textbooks,	_	Explain
		of transportation	of transportation	Journals,		transportation
		in logistics	in logistics	Videos		management and
		management	management	Internet		the importance of
	3.2	State the importance	Discuss the			transport in
		of transportation in	importance of			logistics
		businesses and	transportation in			management.
		national	businesses and			
		development	national			E
	3.3	Explain transport	development			Explain intermodal
		carriers, such as	Explain transport			transportation.
		private (own-fleet),	carriers, such as			Explain transport
		for-hire etc.	private (own-fleet),			carriers.
	3.4	Explain methods of	for-hire etc.			
		transportation as	Explain methods			Evalsia the feetens
		single mode transport	of transportation as			Explain the factors
		– land,	single mode			to be considered in
		waterways/shipping,	transport – land			the selection of
		air pipelines				mode of transport

	3.5 Explain methods of	waterways/shippin				and transport
	transportation as	g, air pipelines				carriers.
	intermodal/multi-	Explain methods of				
	modal transport –	transportation as				
	piggyback, fishy back,	intermodal/multi-				
	birdy back, RO-RO,	modal transport –				
	air-sea, pipeline	piggyback, fishy				
	combination,	back, birdy back,				
	containerization.	RO-RO, air-sea,				
		pipeline				
	3.6 List out the key factors	combination,				
	for the selection of	containerization.				
	mode of transport and	Discuss the key				
	transport carriers.	factors for the				
		selection of mode of				
		transport and				
		transport carriers.				
	I Objective : 4.0 General Objective of operation	ective 4.0: Know the n	eed for organ	izational policies in dist	ribution and transp	portation, and
6	4.1 Explain	Explain	Textbooks,			Explain transport
	organizational policy relative to transport.	organizational	Journals,			Explain transport and distribution

	policy relative to	Videos	policies of
4.2 Explain the need for	transport.	Internet	organizations.
 transportation and distribution policies. 4.3 Explain detect deviations from the formulated transport policies of organizations and take corrective actions. 	Explain the need for coherent transportation and distribution policies Discuss how to detect deviations from the formulated transport policies of organizations and take corrective actions.		Explain and distinguish between buying, leasing and hiring transport policies of organizations. Explain how to detect deviations from transport
 buy, hire or lease transportation policies. 4.5 Describe which policies to apply for efficient and profitable 	Distinguish between buy, hire or less transportation policies Describe which policies to apply for efficient and		policies

Genera	l Objective: 5.0 Understand	profitable operations the importance of conta	inerization i	n transportation		
7	 5.1 Explain containerization as means for transportation 5.2 State the similarities and differences between types of containers 5.3 Explain special facility for containerization 5.4 Analyse the influence of containerization on transportation 	Explain containerization as means for transportation Explain the similarities and differences between types of containers Explain special facility for containerization Analyse the influence of containerization on transportation	1	Watch videos showing different types of containers and their purposes	Guide students to watch videos showing different types of containers and their purposes	Explain containers and containerization. List and explain types of containers List the benefits and problems of using containers in transportation

	5.6	Distinguish between the container and other methods of packaging Explain the merits and demerits of containerization Explain different documents used in transportation and containerization	Distinguish between the container and other methods of packaging Explain the merits and demerits of containerization Explain different documents used in transportation and containerization			
General 8-9	6.1	ojective: 6.0 Understand p Explain physical distribution and transportation Explain distribution and transportation operations List the factors involved in planning distribution	Explain physical distribution and transportation Explain distribution and transportation operations Discuss the	Textbooks, Journals,	ion plans Apply the relevant techniques in solving distribution problems	Explain physical distribution Explain the importance physical distribution in business logistics.

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

Gener	6.7 Explain how to control the identified cost using such techniques as budgetary control al Objective: 7.0 Understand	cost using such techniques as budgetary control the roles of routing, su	pply and sch	eduling in physical distr	ibution and transpo	ortation
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	Textbooks, Journals,	Prepare a route plan for the distribution of an item across Calculate vehicle journey in miles	-	Explain routing and scheduling. Explain the factors that affect delivery schedule. Explain the problems associated with routing delivery schedules.

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

8	8.2 Explain customer	Explain customer		customer	Explain
	service philosophy	service philosophy		service staff	importance of
	on logistics	on logistics	Simulate		customer
	management –	management –	appropriate	Guide students	satisfaction in
	customer	customer	customer service	to simulate	logistics
	orientation,	orientation,	levels	appropriate	management.
	customer value and	customer value and		customer service	
	customer	customer		levels	
	satisfaction	satisfaction			Explain
8	8.3 Describe elements of	Discuss elements			techniques for
	customer service –	of customer			managing
	pre-transaction,	service – pre-			customer
	transaction and post	transaction,			complaints
	transaction	transaction and			
		post transaction			
8	8.4 Explain how to	Establish			Explain the
	establish appropriate	appropriate			roles of third-
	customer service	customer service			and fourth-
	levels.	levels			party logistics
		Explain customer			in supply chain
		expectations			management.

8.5 Explain customer	relative to logistic
expectations relative to	performance
logistic performance	Explain use gap
	analysis to measure
8.6 Explain use gap	customer service
analysis to measure	quality.
customer service	Explain importance
quality.	of customer
8.7 Explain importance of	satisfaction in
customer satisfaction in	logistics
logistics management	management and
and how to manage	how to manage
customer complaints	customer complaints
7.9 Describe logistics	Discuss logistics
service providers –	service providers –
own logistics	own logistics
services, third-party	services, third-party
logistics (3PL) and	logistics (3PL) and
fourth-party logistics	• fourth-party
(4PL)	logistics (4PL)

2-13	9.1 Explain insurance	Explain insurance	Textbooks,	Prepare a letter of	Prepare a letter	Explain
	and its purpose	and its purpose	Journals,	claim for goods	of claim for	importance of
	relative to	relative to	Videos	damaged in transit	goods damaged	insurance in
	transportation.	transportation.	Internet		in transit	transport and
	9.2 Explain the insurance	Explain the				distribution.
	classes relevant to	insurance classes		Fill different		
	distribution and	relevant to		types of claims	Guide students	
	transportation	distribution and		using the	to fill different	
		transportation		procedures of	types of claims	
	9.3 Differentiate between	Differentiate		filing claims	using the	
	an insurance policy	between an			procedures of	
	and certificate	insurance policy			filing claims	
	9.4 Distinguish between	and certificate				
	an underwriter, a	Distinguish between				
	broker and an agent	an underwriter, a				
	9.5 Explain the	broker and an agent				
	similarities and	Explain the				
	differences between	similarities and				
	types of claim e.g.	differences between				
	transit and so on					

9.6 Explain the rules	types of claim e.g.
governing loss of	transit and so on
damage claims	Explain the rules
8.8 Explain different	governing loss of
types of claims using	damage claims
the procedures of	
filling claims	

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 understand	ing of the main strategic and operational concep	ots in the current and developing practice					
of retail merchandise management							
General Objectives: On completion of this	course, students will be able to:						
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 r	etail products						
5.0 Understand procurement and supply aspects of category management							
6.0 Understand visual merchandizing							

Course:	Category Management	Code: PSM 323			Credit Unit: 3		
¥7		Contact Hours: 3 Ho	ours		Theoretical: 2 hours	S	
Year: I	Semester: II pecification: Theoretical and	Pre-requisite:			Practical: 1 hour		
Goal: To nerchand	provide knowledge and under ise management Objective: 1.0 Understand the	standing of the main str	0 1	Ĩ	ne current and develo	oping practices of retail	
	Theoretical Co	ontent		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	Explain the concept of	Textbooks,			Explain category	
	category management	category management	Journals,			management	
	in SCM environment,	in SCM environment.	Videos				
	1.2 State different	State different	Internet				
	classifications of	classifications of				Explain the	
	industrial and	industrial and				importance of	
	consumer products in	consumer products				category	
	retail-category	in retail-category				management in	
	management	management				supply chains.	
	environment.	environment.					
	1.3 List out the importance	Discuss the				Explain the	
	of category	importance of				functions and	
	management to	category management				responsibilities o	

procurement and	to procurement and		category
supply management.	supply management		managers.
			managers.
1.4 Explain the place of	Explain the place of		
category management	category		
to 21 st century retail	management to 21 st		Explain the
companies.	century retail		supplier
	companies.		relationship
1.5 Explain the functions	Explain the		management and
and responsibilities of	functions and		Customer
category managers.	responsibilities of		relationship
	category managers.		management.
1.6 Explain the roles of	Explain the roles of		
procurement specialist	procurement		
in category	specialist in		
management	category		
	management.		
1.7 Explain the interface	Explain the		
between supplier	interface between		
relationship	supplier		
management and	relationship		
customer relationship	management and		

	management in	customer				
	category management.	relationship				
		management in				
		category				
		management.				
General	Objective : 2.0 Understand re	tailing management		1	I	<u> </u>
	2.1 Describe the concept	Discuss the concept	Textbooks,	Visit a supermarket or	Organise a visit to a	Explain retail
3-4	of retail management	of retail	Journals,	cooperative consumer	supermarket or	management
	as an aspect of	management as an	Videos,	shop and a local market	cooperative consumer	
	category management.	aspect of category	Visitations		shops to expose the	Eurolain turnes of
		management.	Internet		students to store based	Explain types of retail stores.
	2.2 Explain types of retail	Explain types of			retailing and a local	retail stores.
	stores, such as; store-	retails stores – store-			market to expose them	
	based retail and non-	based retail			to non-store-based	Explain the
	store retailing	(departmental store,			retailing	importance of
		specialty store,				retail and wholesale
		convenience store,		Design a layout for a		business in the
		supermarkets and		supermarket showing		Nigeria economy.
		category killers)		different departments	Guide students to	
		and non-store		within the retail shop	design a layout for a	
		retailing			supermarket showing	

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

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

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	2.9 List factors of siting	Discuss factors of				
	and locations of retail	siting and locations				
	stores	of retail stores				
	2.10 Explain materials	Explain materials				
	handling in retailing	handling in retailing				
	and category	and category				
	management	management.				
	2.11 Explain design and	Explain design and				
	layout of retail	layout of retail				
	warehouse and the	warehouse and the				
	objectives of	objectives of				
	warehouse design and	warehouse design				
	layout	and layout				
	2.12 State factors to be	Discuss factors to be				
	considered in the	considered in the				
	design and layouts of	design and layouts				
	retail stores.	of retail stores.				
General C	Dbjective: 3.0 Understand me	rchandising manageme	ent	1	1	
5-6	3.1 Explain the meaning of	Explain the meaning	Textbooks,	Use Radio Frequency	Use Radio Frequency	Explain
	the merchandizing and	of the	Journals,	Identification (RFID)	Identification (RFID)	merchandizing
		merchandizing and		system, RFID	system, RFID	

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

3.5	5 Explain distribution	Explain distribution			
	strategy in category	strategy in category			
	management, such as	management, such as			
	intensive, selective and	intensive, selective			
	exclusive strategies	and exclusive			
	and disintermediation.	strategies and			
		disintermediation			
3.6	5 Explain Radio	Explain Radio			
	Frequency	Frequency			
	Identification (RFID)	Identification			
	system, RFID	(RFID) system,			
	scanner/reader, Quick	RFID			
	Response (QR) code	scanner/reader,			
	reader and barcode	Quick Response			
	scanner, Point of Sales	(QR) code reader			
	(POS) machine and	and barcode			
	their importance to	scanner, Point of			
	retailing, warehouse	Sales (POS)			
	security and	machine and their	ĺ		
	materials/product	importance to			
	identification.	retailing, warehouse			

	3.7	State the range of	security and				
		assortment	materials/product				
			identification.				
General	Obje	ective: 4.0 Understand pro-	curement and supply a	spects of categ	gory management		
7-8	4.1	Define the roles of	Explain the roles	Textbooks,	Source for items using	Guide students to	Explain key
		procurement and supply	of procurement and	Journals,	different methods	source for items	operational
		management in	supply management	Videos,		using different	objectives in
		achieving operational	in achieving	Visitations		methods	procurement and
		objectives in category	operational	Internet			supply chain
		management, i.e.: cost	objectives in				management in
		advantage, superior	category				category
		quality, innovation	management, i.e.:				management.
		dependability, flexibility	cost advantage,				
			superior quality,				Explain product
			innovation				Explain product sourcing and supplier
			dependability,				selection in a
			flexibility				
	4.2	Explain product	Explain product				category management environment
		sourcing, researching	sourcing,				envnonment
		the customers' needs,	researching the				
			customers' needs,				

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

	Association of Nigeria	Association of
	(MAN) Standard	Nigeria (MAN)
	Organization of	Standard
	Nigeria (SON),	Organization of
	National Agency for	Nigeria (SON),
	Food and Drug	National Agency
	Administration and	for Food and Drug
	Control (NAFDAC).	Administration and
		Control (NAFDAC).
4.6	Explain partnerships	Explain partnerships
	for competitive	forcompetitive
	advantage, Quick	advantage, Quick
	Response (QR),	Response (QR),
	Efficient Customer	Efficient Customer
	Response (ECR) and	Response (ECR)
	Vendor Managed	and Vendor
	Inventory (VMI) in	Managed Inventory
	retailing and category	(VMI) in retailing
	management	and category
		management
		State the future of
		EDI and use of web-

	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.				
General (Objective : 5.0 Understand vis	ual merchandizing, pac	kaging and la	belling		
9-10	5.1 Define packaging and	Explain packaging	Textbooks,	Design packaging and	Guide students to	Explain packaging
	reasons for packaging	and reasons for	Journals,	label for a product	design packaging and	
	in retailing and	packaging in	Videos,		label for a product	
	wholesaling business	retailing and	Visitations			Explain reasons
		wholesaling	Internet			for packaging.
		business				
	5.2 Describe branding,	Discuss branding,				
	categories of brands	categories of				Explain branding
	and branding	brands and				any three strategies
	strategies, and how-to	branding strategies,				for branding.
	generating brand	and how-to				
	awareness, brand	generating brand				Explain labelling
	equity, brand loyalty	awareness, brand				and distinguish
		equity, brand				between brand
		loyalty				

5.3 Ex	plain labelling,	Explain labelling,		name, trade mark
typ	pes and functions of	types and functions		and labels.
lab ma 5.4 Exj ima me 5.5 Exj	bels in category anagement aplain corporate age and visual erchandising, aplain space	of labels in category management Explain corporate image and visual merchandising, Discuss space		Explain any three types of labels. Explain the relationship between corporate image and product
and tec	d the different chniques used to anage space;	management, its importance financially and the different techniques used to manage		branding, packaging and labelling
dec pro on	cision making ocess and its effect store layout and oduct;	space; State customer decision making process and its effect on store		Explain retailers and wholesalers label Explain how
		layout and product;		corporate image is

5.7 Explain corporate/	Explain		affected by visua
business image and	corporate/business		merchandising.
atmosphere and how	image and		
these are affected by	atmosphere and how		
visual merchandising;	these are affected by		
generic store layouts	visual		
and their advantages	merchandising;		
and disadvantages	generic store layouts		
	and their advantages		
	and disadvantages		
5.8 Explain Direct	Explain Direct		
Product Profit (DPP),	Product Profit		
ABC analysis and	(DPP), ABC		
implications for	analysis and		
visual merchandising	implications for		
	visual		
	merchandising		
5.9 Explain the	Explain the		
relationship between	relationship between		
corporate image and	corporate image and		
product branding,	product branding,		

packaging and	packaging and		
labelling.	labelling.		
5.10 Explain ease of doing	Explain ease of		
business in retailing	doing business in		
and category	retailing and		
management	category		
	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 current and developing practices of electronic proc	6	trategic and operational concepts in the				
General Objectives: On completion of this cours	e, students will be able to:					
1.0 Understand business driven ICT in an e-enviro	onment					
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 enab	lers					
5.0 Understand electronics records management in procurement and supply management						
6.0 e-Procurement data security, risks and vulneral	111.1					

Course: e-Procurement		Code: PSM 324			Credit Unit: 4			
		Contact Hours: 4 Hou	Contact Hours: 4 Hours			Theoretical: 3 hours		
Year:	I Semester: II	Pre-requisite:			Practical: 1 hour			
Course S	pecification: Theoretical ar	d Practical	1 1 1		• • • •			
Joal: The surrent as	e course is designed to provi nd developing practices of el	de students with knowled ectronic procurement	age and under	standing of the strate	gic and operational	concepts in the		
General	objective: 1.0 Understand bu	siness 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	Explain Information	Textbooks			Explain the		
	and Communications	and Communications	Journals,			importance of		
	Technology (ICT)	Technology (ICT)	Videos,			ICT and e-		
	and its importance to	and its importance to	visitations			commerce		
	business.	business and primary	and			business in		
	1.2 Explain business-	areas of business	Internet			business and		
	driven	technology, such as;				the Nigerian		
	technology and	information				economy.		
	its classification	technology advanced						
	1.3 Explain primary	manufacturing						
	areas of business	technique, computer						
	technology, such as;	aided manufacturing						
	information	e- services etc.						
	technology advanced							

	manufacturing					
	technique, computer					
	aided manufacturing					
	e-services etc.					
	1.4 State stages in the					
	introduction of	Explain the stages in				
	technology in business	the introduction of				
	organizations.	technology in				
	1.5 Explain e-commerce,	business				
	e- business and e-	organizations.				
	Government and the	and e-commerce, e-				
	importance of e-	business and e-				
	business in Nigeria's	Government and the				
	economy	importance of e-				
		business				
		in Nigeria's economy				
General	Objective: 2.0 Understand in	nternet linkage between	business and	society	1	L
	2.1 Explain the world	Explain the world	Textbooks	Use the World Wide	Guide students	Explain
3-4	wide web (www)	wide web (www) and	Journals,	Web (www) and its	to use the world	corporate
	and its application to	its application to	Videos,	application to	wide web (www)	procurement
	business and society.	business and society		business and society.	and its	portals and

2.2	State various sources	and various sources	Computers		application to	platforms,
	of information	of information	Internet	Identify various	business and	and the
	connection between	connection between		sources of	society.	varying
	business and society –	business and society		information		relations
	e-mails, internet search	– e-mails, internet		connection between	Identify various	between
	engines, business' own	search engines,		business and society –	sources of	B2B, B2C,
	website, mobile	business' own		e-mails, Internet	information	C2C,
	phones, social media,	website, mobile		search engines,	connection	G2B etc.
	blogs etc.	phones, social media,		business' own	between business	
		blogs etc.		website, mobile	and society – e-	
2.3	Explain corporate	Explain corporate		phones, social media,	mails, Internet	
	procurement portals	procurement portals		blogs etc.	search engines,	
	and platforms, and the	and the varying			business' own	
	varying relations	relations between		Identify corporate	website, mobile	
	between business to	business to business		procurement portals	phones, social	
	business (B2B),	(B2B), business to		and the varying	media, blogs etc.	
	business to customers	customers (B2C),		relations between	 Identify 	
	(B2C), customers to	customers to		business to business	corporate	
	customers (C2C),	customers (C2C),		(B2B), business to	procurement	
	government to	government to		customers (B2C),	portals and the	
	business (G2B) etc.	business (G2B) etc.		customers to customers	varying	

	2.4 Explain hubs and	Explain hubs and		(C2C), government to	relations	
	e- marketplace	e- market place		business (G2B) etc.	between	
	exchanges	exchanges			business to	
	• Public v private	Public v			business	
	exchange	private			(B2B),	
	• Buyer-centric v	exchange			business to	
	seller-centric	Buyer-centric v			customers	
	Consortium v	seller- centric			(B2C),	
	independent	Consortium v			customers to	
	exchange	independent			customers	
	Vertical v horizontal	exchange			(C2C),	
	exchange	Vertical v horizontal			government to	
		exchange			business	
					(G2B) etc.	
General	Objective: 3.0 Understand e-1	Procurement and its imp	ortance in SC	M		
5-6	3.1 Explain e-procurement	Explain e-procurement	1			Explain e-
	and its importance to	and its importance to	Journals,			procurement
	supply chains,	supply chains,	Videos,			
	3.2 Describe the derivable benefits from the	Discuss the derivable benefits	visitations and Internet			Explain the importance of e-

applications e-	from the				procurement to
procurement in SCM	applications e-				supply chains.
and the possible	procurement in				
problems to be	SCM and the				Explain e-SCM
encountered by	possible problems				and its benefits
procurement managers	to be encountered				to procurers,
and organizations.	by procurement				suppliers and th
to procurers, suppliers	managers and				procuring entity
and the procuring entity	organizations.				
	Explain e-SCM and				
	its benefits to				
	procurers, suppliers				
	and the procuring				
	entity.				
3.3 Describe electronic	Discuss electronic				
data interchange (EDI), its	data interchange				
benefits and potential	(EDI), its benefits				
problems in e- procurement.	and potential				
3.4 Explain e-SCM and its	problems in e-				
benefits	procurement.				
General Objective: 4.0 Understand eP	rocurement transactions	, platforms an	d enablers	·	

	4.1	Explain the basic e-	Explain the basic e-	Textbooks,	Practice e-	Guide students	Explain the e-
7-8		procurement	procurement	Journals,	procurement	to Practice e-	procurement
		transaction e.g. e-	transaction e.g. e-	Visitations,	transaction e.g. e-	procurement	transaction
		sourcing, e-buying, e-	sourcing, e-buying,	Videos,	sourcing, e- buying, e-	transaction e.g.	such as e-
		auction, e-tailing, e-	e- auction, e-tailing,	Computers	auction, e-tailing, e-	e- sourcing, e-	sourcing,
		payment etc.	e- payment etc.	Internet	payment etc.	buying, e-	e-buying, e-
	4.2	State electronic tools	State electronic tools			auction, e-	auction, e-
		and software applied	and software		Identify electronic	tailing, e-	tailing, e-
		for procurement and	applied for		tools and software	payment etc.	payment
		supply chain	procurement and		applied for		etc.
		management –	supply chain		procurement and	Identify electronic	
		requisition against	management –		supply chain	tools and software	Define e-
		agreed contracts, EDI,	requisition against		management –	applied for	
		self-billing, MRPI and	agreed contracts,		requisition against	procurement and	payments
		MRPII, ERPI and	EDI, self-billing,		agreed contracts, EDI,	supply chain	
		ERPI, DRP,	MRPI and MRPII,		self-billing, MRPI and	management –	Evaloin the
		telephone orders,	ERPI and ERPI,		MRPII, ERPI and	requisition against	Explain the
		standing orders,	DRP, telephone		ERPI, DRP, telephone	agreed contracts,	importance and challenges e-
		videotext systems	orders, standing		orders, standing	EDI, self-billing,	Ū
		space management,	orders, videotext		orders, videotex	MRPI and MRPII,	payment in business and
		ATMs, EPOS,	systems space		systems space	ERPI and ERPI,	procurement.

procurement credit	management,	managama	ent, ATMs,	DRP, telephone	
		Ũ		-	
cards vending	ATMs, EPOS,	EPOS, pro	ocurement	orders, standing	
machines, computer	procurement credit	credit card	ls vending	orders, videotex	
simulations etc.	cards vending	machines,	computer	systems space	
	machines, computer	simulation	is etc.	management,	
	simulations etc.			ATMs, EPOS,	
4.3 Explain Radio	Explain Radio	Use Radio	Frequency	procurement	
Frequency	Frequency	Identificat	ion (RFID)	credit cards	
Identification (RFID)	Identification	system, Rl	FID	vending	
system, RFID	(RFID) system,	scanner/re	ader, Quick	machines,	
scanner/reader, Quick	RFID	Response	(QR) code	computer	
Response (QR) code	scanner/reader,	reader and	barcode	simulations etc.	
reader and barcode	Quick Response	scanner, P	oint of Sales	• Use Radio	
scanner, Point of Sales	(QR) code reader	(POS) mad	chine and	Frequency	
(POS) machine and	and barcode	their impo	rtance to	Identification	
their importance to	scanner, Point of	retailing, v	warehouse	(RFID) system,	
retailing, warehouse	Sales (POS)	security ar	nd	RFID	
security and	machine and their	materials/p	products	scanner/reader,	
materials/product	importance to			Quick	
identification.	retailing, warehouse			Response (QR)	
	security and			code reader	

	materials/product	and barcode	
	identification.	scanner, Point	
4.4 Explain online orders,	Explain online	of Sales	
order/shipment and	orders,	(POS) machine	
package tracking,	order/shipment and	and their	
importance and	package tracking,	importance to	
procedure for tracking	importance and	retailing,	
orders/shipment and	procedure for	warehouse	
packages in e-	tracking	security and	
procurement.	orders/shipment and	materials/	
	packages in e-	products	
	procurement		
4.5 Describe e-	Discuss e-catalogues		
catalogues and types	and types of e-		
of e-catalogues –	catalogues – sell-side		
sell- side catalogues,	catalogues, buy-side		
buy-side catalogues	catalogues and 3 rd -		
and 3 rd -party	party catalogues.		
catalogues.	Explain e-auction –		
4.6 Explain e-auction –	English bid		
English bid process,	process, Dutch bid		

General	 Dutch bid process, Japanese bid process, second- bid process, reverse auction. 4.7 Explain e-payments, its importance and challenges in business and procurement Objective: 5.0 Understand element	-	-		agement	
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	electronics records				Explain the
	management	management				importance of
	systems in	systems in				electronic
	procurement and	procurement and				records
	supply chain	supply chain				management to
	management.	management.				procurement
						and supply
						chain
						management.
General	Objective: 6.0 e-Procureme	ent data security, risks ar	d vulnerabilit	ies		-
11-12	6.1 Explain the concept	Explain the concept	Textbooks,	Identify the risks and	Guide students to	Define
	of procurement and	of procurement and	Journals,	vulnerabilities of	identify the risks	database
	supply chain data	supply chain data	Videos,	procurement supply	and	management
	management –	management –	Visitations,	chain data	vulnerabilities of	
	digital inheritance,	digital inheritance,	Computers	management – social	procurement	Explain data
	database mining,	database mining,	Internet	engineering, hacking,	supply chain data	inheritance and
	database	database		spoofing, dumpster	management –	
	management	management		diving, malware and	social	data mining
	systems and	systems and		ransomware,	engineering,	
	knowledge portal	knowledge portal		spooling, phishing etc.	hacking,	Evalois the
	etc.	etc.			spoofing,	Explain the
					dumpster diving,	risks associated
I	1					

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

data masking and	masking and data		
data encryptions etc.	encryptions etc.		

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 du	rivers 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 w	ill be able to:							
1.0 Understand the background to current public procurement	nt policy and procedures							
2.0 Examine the value and scope of public procurement and	the roles of key decision makers and org	anisations						
3.0 Analyse the impact of procurement policy and governme	ent 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								

Course: Public Procurement		Code: PSM 411		Credit Unit: 4	Credit Unit: 4		
		Contact Hours: 4 Hours		Theoretical: 2	2 Hours		
ear: II		Pre-requisite:		Practical: 2 H	ours		
Course S Goal: Th mpact up General	pecification: Theoretical and is course is designed enable st oon the public sector procurem Objective: 1.0: Understand th	l Practical udents explore the drivers a lent function. le background to current pul	and decision mal	t policy and procedures	e and local gove	rnment, and their	
	Theoretical Conte	nt		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	Explain the concept of	Public			Define public	
	public procurement,	public procurement, and	Procurement			procurement,	
	and the main goals/	the main goals/ objective	Act 2007,			Eurolain tha	
	objectives of public	of public procurement.	Textbooks,			Explain the	
	procurement.		Journals,			goals of public	
	1.2 Differentiate between	Differentiate between	Internet			procurement	
	public sector	public sector	Relevant			Distingerich	
	procurement and	procurement and	Websites			Distinguish	
	private sector	private sector				between publi	
	procurement	procurement				procurement	
	1.3 Explain the scope of	Discuss the scope of				and corporate	
	public procurement –	public procurement –				procurement.	
	procurement of goods,	procurement of goods,					
	projects/works,	projects/works,					

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

	spelt out by the PPA		selection of
	2007.		suppliers
1.8 Describe the impact of	Explain the impact of		
policies on contracting	policies on contracting		
out of services, the	out of services, the		
Private Finance	Private Finance		
initiative and best value	initiative and best		
on the role and	value on the role and		
significance of	significance of		
procurement.	procurement.		
1.9 Explain private sector	Explain private sector		
best practice	best practice		
procurement –	procurement –		
partnership, supply	partnership, supply		
chain management, cost	chain management,		
reduction and	cost reduction and		
innovation - and how	innovation - and how		
such practices can be	such practices can be		
transferred to the public	transferred to the		
sector	public sector		

1.10	0 Explain how traditional	Explain how
	public accountability	traditional public
	systems can act as a	accountability systems
	constraint on efforts to	can act as a constraint
	improve procurement	on efforts to improve
	practice.	procurement practice.
1.1	1 Explain the concept of	Explain the concept of
	competitive bidding,	competitive bidding,
	request for	request for
	quotations/bids, pre-	quotations/bids, pre-
	qualification, invitation	qualification, invitation
	to bid/tender notice, bid	to bid/tender notice,
	opening procedures, bid	bid opening
	evaluation post	procedures, bid
	qualification, bid bond	evaluation post
	and guarantees	qualification, bid bond
		and guarantees
1.7	Explain process of	Explain process of
	selecting suppliers,	selecting suppliers,
	contractors and service	contractors and
	providers.	service providers.

-4	2.1 Explain the value and	Explain the value and	Public	. Explain the
	major components of	major components of	Procurement	roles of
	procurement spend	procurement spend	Act 2007,	members of the
	within Government	within Government	Textbooks,	National
	ministries	ministries departments	Journals,	Council on
	departments and	and agencies (MDAs)	Internet	Public
	agencies (MDAs) in	in Nigeria:	Relevant	Procurement
	Nigeria.		Websites	(NCOPP) in
	2.2 Explain the roles of	Explain the Scope of		government
	members of the	Public Procurement		procurement
	National Council on	Act 2007.		decisions.
	Public Procurement	Explain the		
	(NCOPP) in	management of public		
	government	procurement spend on		Explain the
	procurement decisions.	goods, services and		roles of
	2.3 Describe the roles of	projects by market		government
	Ministries of	sector to determine the		agencies in
	Commerce and	political and economic		public
	Industry, Bureau for	impact of public		procurement.
	Public Procurement	procurement: value,		

(BPP), Nigeria	frequency and volume			
Extractive Industries	of spend on goods,]	Explain the roles
Transparency	services and projects			of NASS in
Initiative (NEITI) and	by market sector			ensuring
Chartered Institute of	Discuss the impact of			compliance with
Purchasing and	public sector]	provisions of the
Supply Management	procurement spend on]	Public
of Nigerian	capacity and]	Procurement Act.
(CIPSMN) as	competitiveness of key			
custodians and policy	market sectors			
driver's public	Explain the policy			
procurement policy in	implications of impact			
Nigeria	of public sector			
	procurement spend on			
	key market sectors			
2.4 State the roles of	Identify the roles of			
public officials,	elected representatives			
politicians and	(ministers, National			
representatives –	Assembly (NASS),			
Ministers/Commission	local councillors and			
ers, National	council committees)			

	Assembly (NASS),	and officials			
	State Houses of	(Permanent			
	Assembly, local	Secretaries, Directors,			
	councillors and	Executive Secretaries,			
	council committees.	DGs and Finance			
		Officers) in the			
		procurement process:			
2.5	5 Explain the	Explain the			
	implications or the	implications or the			
	need for democratic	need for democratic			
	oversight for the	oversight for the			
	governance of public	governance of public			
	procurement.	procurement.			
2.0	6 Explain the roles of	State the roles of the			
	civil servants'	Ministries of			
	officials (Permanent	Commerce (and			
	Secretaries, Directors,	Industry), the			
	Executive Secretaries,	Procurement and			
	DGs and Finance	Supply Institutes			
	Officers) in the	Chartered Institute of			
	procurement process.	Purchasing and Supply			

2.7 Explain the varying	Management of
functional roles of	Nigerian (CIPSMN),
procurement	Procurement
units/directorates and	Consultants in local
procurement	government, as well as
managers/officers in	equivalent bodies
organizations and in the	significance of the
implementation of PPA	development of policy
2007 in public	and co-coordinating
institutions.	organisations for
	public procurement at
	central, regional, local
	and sectoral levels
	Explain the roles of
	specific organisations
	such as BPP, CIPSMN
2.8 State arguments for and	State arguments for
against and evidence of	and against and
the effectiveness of	evidence of the
centralised or	effectiveness of
collaborative	centralised or

	procurement nationally,	collaborative				
	regionally or by sector.	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 imp	pact of procurement policy	and government	initiatives on procuren	nent	L
5-6	3.1 Explain the	Explain the	Public			Explain the
	relationship between	relationship between	Procurement			relationship
	budget	budget implementation	Act 2007,			between budget
	implementation and	and PPA, 2007.	Textbooks,			implementation
	the PPA, 2007		Journals,			and the PPA,
			Internet			2007.

3.2	2 Explain by distinction	Explain by distinction	Relevant		
	the concepts of mis- procurements and	the concepts of mis- procurements and	Websites		State the benefits
3.3	 fraud; types, causes and prevention of fraud. Describe effectiveness of regulatory goals of probity and transparency in protecting against 	fraud; types, causes and prevention of fraud. Discuss effectiveness of regulatory goals of probity and transparency in protecting against			and challenges of the using public procurement to promote social agendas.
3.4	 corruption, fraud and ensuring non- discrimination. 4 State general risks in procurement and the use of transparency and probity in managing procurement risks. 	 corruption, fraud and ensuring non- discrimination. State general risks in procurement and the use of transparency and probity in managing procurement risks. 			

3.5	5 Explain mechanisms	Explain mechanisms
	for balancing the risks	for balancing the
	of fraud and non-	risks of fraud and
	discrimination against	non- discrimination
	the need for innovation	against the need for
	and entrepreneurialism	innovation and
	in procurement.	entrepreneurialism in
3.6	5 Explain the concept of	procurement.
	competition and	Explain the concept of
	competitive supply; and	competition and
	the extent to which	competitive supply;
	formal competition	and the extent to which
	achieve value for	formal competition
	money and competitive	achieve value for
	supply:	money and competitive
		supply:
3.7	7 Define the concepts of	Define the concepts of
	economy, cost	economy, cost
	efficiency and	efficiency and
	allocative efficiency in	allocative efficiency in
	federal, state and local	
	icuciai, state and iocal	

governments. – quality,	federal, state and local		
cost and innovation.	governments.		
	Discuss 'spend to save'		
	initiatives through		
	robust business case		
	with deliverables –		
	quality, cost and		
	innovation		
3.9 State the benefits	State the benefits		
and/or problems of the	and/or problems of the		
use of public	use of public		
procurement to	procurement to		
promote Government	promote Government		
initiatives such as the	initiatives such as the		
social agendas – local	social agendas – local		
sourcing, sustainability	sourcing,		
and diversity.	sustainability and		
	diversity:		
3.8 Explain the conflicts	Explain the conflicts		
between regulatory,	between regulatory,		
political, commercial	political, commercial		

	and socio- economic	and socio-economic				
	goals of public	goals of public				
	procurement.	procurement.				
	case with deliverables					
General	Objective: 4.0 Understand fir	nancial accountability cycl	e and the role of a	audit for improving pro	curement policy	and practice
	4.1 State the implications	State the implications	Public	Demonstrate the	Demonstrate	Explain the
	of the government	of the government	Procurement	implications of the	the	implications of
	accounting cycle for	accounting cycle for	Act 2007,	government	implications	government
	procurement, in	procurement, in	Textbooks,	accounting cycle	of the	accounting cycle
	relation to multi-year	relation to multi-year	Journals,	for procurement, in	government	for procurement
	major service or	major service or	Internet	relation to multi-	accounting	in complex
	complex project	complex project	Relevant	year major service	cycle for	project contracts
	contracts and end of	contracts and end of	Websites	or complex project	procurement,	
	year spend; and	year spend; and		contracts and end	in relation to	Explain the role
	mechanisms to	mechanisms to		of year spend; and	multi-year	of the Public
	facilitate risk- taking,	facilitate risk-taking,		mechanisms to	major service	Accounts
	innovation, superior	innovation, superior		facilitate risk-	or complex	Committee
	quality and efficiency	quality and efficiency		taking, innovation,	project	(PAC), State and
	in an entrepreneurial	in an entrepreneurial		superior quality and	contracts and	Local
	approach to modern	approach to modern		efficiency in an	end of year	Government
				entrepreneurial	spend; and	auditors, Audit

professional	professional	ε	approach to modern	mechanisms	Commission,
procurement.	procurement.	F	professional	to facilitate	Procurement
4.2 Describe the roles of	Discuss the roles of the	F	procurement.	risk-taking,	Auditors in
the BPP, CIPSMN and	BPP, CIPSMN and	Е	approach to modern	innovation,	identifying,
Procurement Auditors	Procurement Auditors	I	professional	superior	publicizing
in promoting good	in promoting good	I	procurement.	quality and	and/or
procurement practice	procurement practice			efficiency in	averting/correctin
within the	within the			an	g incidences of
accountability	accountability			entrepreneurial	poor procurement
framework.	framework.			BPP,	practice, and
4.3 Explain the role of the	Explain the role of the			CIPSMN	reinforcing
Public Accounts	Public Accounts			and	positive
Committee (PAC),	Committee (PAC),			Procurement	procurement
State and Local	State and Local			Auditors in	culture.
Government auditors,	Government auditors,			promoting	
Audit Commission,	Audit Commission,			good	
Procurement Auditors	Procurement Auditors			procurement	
in identifying,	in identifying,			practice	
publicizing and/or	publicizing and/or				
averting/correcting	averting/correcting				
incidences of poor	incidences of poor				

General	procurement practice, and reinforcing positive procurement culture. objective: 5.0: Understand the p	procurement practice, and reinforcing positive procurement culture. najor aspects of the Public	c Procurement Act	t of 2007		
9-10	5.1 Describe National Council on Public	Explain National Council on Public	Public Procurement	Illustrate, disposal of public assets	Illustrate disposal of	Explain the functions of the
	Procurement (NCOPP), its membership and functions,	Procurement (NCOPP), its membership and functions,	Act 2007, Textbooks, Journals, Internet	and penalties - BPP to recommend investigation, administrative	public assets and penalties - BPP to recommend	BPP. Explain how
	 5.2 Explain the Bureau of Public Procurement (BPP), its objectives, functions, and staffing of the Bureau. 5.3 Describe the "organization of 	,	Relevant Websites	Review, disposal of public property, planning of disposals, code of conduct for public procurement, and offences relating	investigation, administrative Review, disposal of public property, planning of disposals, code	the procurement function is organized in public institutions.
	procurement function in public institutions", Part 5, S. 17 - 24 of PPA,	procurement function in public institutions", Part 5, S. 17 - 24 of		to public procurement (S. 53 – 58, PPA	of conduct for public procurement,	Explain bidding Explain types o bids, process fo

2007, approving	PPA, 2007,	2007).	and offences	competitive
authority, procured	nent approving authority,		relating to	bidding and the
	procurement		public	benefits of
5.4 Explain planning,	Explain planning,		procurement	bidding in public
procurement	procurement		(S. 53 - 58,	procurement,
implementation,	implementation,		PPA 2007).	
accounting officer	, accounting officer,			
procurement plan	ning procurement planning			
committee, tender	s committee, tnds board,			
board, pre- qualifi	cation pre-qualification of			
of bidders, open	bidders, open			
competitive biddin	ng competitive bidding			
5.5 Identify procurem	ent State procurement			
methods for good	s and methods for goods and			
services, Part 6, S	. 25 - services, Part 6, S. 25 -			
38 of PPA, 2007	7 - 38 of PPA, 2007			
invitations to bid,	bid invitations to bid,			
security, submissi	on of bid security,			
bids, rejection of b	oids, submission of bids,			
validity period of	bids, rejection of bids,			
modification and	validity period of bids,			

withdrawal of tenders,	modification and		
bid opening,	withdrawal of tenders,		
examination of bids,	bid opening,		
evaluation of bids,	examination of bids,		
acceptance of bids,	evaluation of bids,		
domestic preferences,	acceptance of bids,		
mobilization fees,	domestic		
contract performance	preferences,		
guarantee, interest on	mobilization fees,		
delayed payments,	contract		
record of procurement	performance		
proceedings.	guarantee, interest		
	on delayed		
	payments, record of		
	procurement		
	proceedings.		
5.6 Describe "special and	Discuss "special and		
restricted methods of	restricted methods of		
procurement", Part 7,	procurement", Part 7,		
S. 39 -43 of PPA 2007	S. 39 - 43 of PPA 2007		
- two stage tendering,			

	restricted tendering,	- two stage tendering,
	request for quotations,	restricted tendering,
	direct procurement, and	request for quotations,
	emergency	direct procurement, and
	procurements.	emergency
57	7 Explain "procurement	procurements.
	of consultancy	Explain "procurement
	services", Part 8,	of consultancy
	S. 44 - 52 of PPA	services", Part 8, S. 44
	2007 - Expressions of	- 52 of PPA 2007 -
	interest to provide	Expressions of interest
	services for ascertained	to provide services for
	needs, request for	ascertained needs,
	-	
	proposals to provide	request for proposals to
	services for	provide services
	unascertained needs,	for unascertained
	content of the requests	needs, content of the
	for proposals,	requests for proposals,
	clarification and	clarification and
	modification of requests	modification of
	for proposals,	requests for proposals,

	submission of proposals,	
	criteria for evaluation of	proposals, criteria for
	proposals, general	evaluation of proposals,
	selection procedure	general selection
	(services), procedure for	procedure (services),
	selection of proposal	procedure for selection
	where price is a factor,	of proposal where price
	selection procedure	is a factor, selection
	where price is not a	procedure where price
	factor.	is not a factor.
5.8	8 Explain Administrative	Administrative, review,
	review, disposal of	disposal of public
	public assets and	assets and penalties –
	penalties - BPP to	BPP to recommend
	recommend	investigation,
	investigation,	administrative review,
	administrative review,	disposal of public
	disposal of public	property, planning of
	property, planning of	disposals, code of
	disposals, code of	conduct forpublic
	conduct for public	

offences relating to offences relating to
public procurement (S. public procurement (S.
53 – 58, PPA 2007). 53 – 58, PPA 2007).

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 und managed.	ierstand ways in which supplier and custo	mer relationships are created and	
General Objectives: On completion of this unit, stu	dents will be able to:		
General Objectives : On completion of this unit, stu 1.0 Understand the concepts of supplier relationship	os management		
 1.0 Understand the concepts of supplier relationship 2.0 Understand relationships strategy, policy and press 	os management actice		
1.0 Understand the concepts of supplier relationship	os management actice		

		Code: PSM 412 Contact Hours: 3 Hours			Credit Unit: 3 Theoretical: 2 Hours		
Year:	II Semester: I	Pre-requisite:			Practical	: 1 Hour	
	Specification: Theoretical an		1 . 1 . 1.	1 .	1 1	· / 1	1 1
	he course is designed to enable Objective: 1.0 Understand the	· · · · · · · · · · · · · · · · · · ·	<u> </u>		r relations	ips are created a	nd managed.
	tical Content		isinps managen	Practical (Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific La Outcome	earning	Teacher's Activities	Evaluation
1-2	1.1 Explain supplier	Explain supplier	Textbooks,				Explain
	relationship	relationship management	Journals,				supplier
	management and	and strategic	Internet				relationship
	strategic considerations	considerations in	Relevant				management
	in relationship formation	relationship formation	Websites				
	1.2 Explain supply chains,	Explain supply chains,					F 1.
	value streams and	value streams and					Explain
	related concepts and	related concepts and					approaches to
	their impact upon	their impact upon					supplier
	supplier relationships	supplier relationships					relationships.

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

	in commercial	commercial		Explain sourcing
	relationships and	relationships and risk		policies in
	risk assessment in	assessment in		relation to
	relationship	relationship decisions		supplier
	decisions			relationship
2.3	Explain the	Explain the contribution		management.
	contribution of	of appropriate		
	appropriate	relationships to		
	relationships to	organisational success.		Explain the
	organisational			impacts of lean
	success.			supply and agile
2.4	Explain the need for	Explain the need for		supply on
	trust, fairness and	trust, fairness and		commercial
	transparency in	transparency in		relationships
	relationships	relationships		
2.5	5 State the supplier	State the supplier		
	characteristics	characteristics		Explain why trust,
	appropriate for the	appropriate for the main		fairness and
	main types of	types of relationship		transparency are
	relationship			important in
				supplier

	2.6	Explain sourcing	Explain sourcing policies				relationship
		policies from a	from a relationship				management.
		relationship perspective	perspective				
	2.7	Explain the impact of	Explain the impact of				
		lean supply, agile	lean supply, agile supply				
		supply and power issues	and power issues upon				
		upon commercial	commercial relationships				
		relationships					
	2.8	Explain ethical,	Explain ethical,				
		technological, legal,	technological, legal,				
		environ-mental and	environ-mental and				
		other relationships	other relationships				
		constraints and enablers	constraints and enablers				
General ()bje	ective: 3.0 Understand strue	ctural issues in supplier relat	ionship manage	ment		
7-9		Explain the structural	Explain the structural	Text Books,	Demonstrate supplier	Guide students	Explain the role
		issues in supplier	issues in supplier	Journals,	development strategies	to demonstrate	of operations,
		relationships and	relationships and factors	Internet	– supplier associations,	supplier	finance,
		factors determine each.	determine each.	Relevant	supplier roundtables,	development	marketing
	3.2	List the role of the	Explain the role of the	Websites	supplier workshops,	strategies –	functions etc.,
		internal customers,	internal customers, such		annual supplier	supplier	in collaborative
		such as operations,	as operations, finance,		meetings, procurement	associations,	relationships.
		finance, marketing etc.,	marketing etc., in		marketing etc.	supplier	

	in collaborative	collaborative		roundtables,	Explain supplier
	relationships.	relationships.		supplier	development
3.3	Explain the role of the	Explain the role of the		workshops,	strategies
	suppliers and	suppliers and		annual supplier	Explain trust as a
	expectations of buyers	expectations of buyers		meetings,	condition for
	on suppliers in buyer-	on suppliers in buyer-		procurement	successful supplier
	supplier relationship	supplier relationship		marketing etc.	relationship
	management	management			management
3.4	Explain supplier	Explain supplier			
	development strategies	development strategies –			
	- supplier associations,	supplier associations,			
	supplier roundtables,	supplier roundtables,			
	supplier workshops,	supplier workshops,			
	annual supplier	annual supplier meetings,			
	meetings, procurement	procurement marketing			
	marketing etc.	etc.			
3.5	Explain the	Explain the relationship			
	relationship life cycle -	life cycle and trust as			
	and trust as foundation	foundation for building			
	for building and	and maintaining			

	maintaining	relationship with	
	relationship with	suppliers.	
	suppliers.	Explain approaches to	
3.6	5 Explain approaches to	suspension or	
	suspension or	termination of buyer-	
	termination of buyer-	supplier relationships	
	supplier relationships.	Explain the implications	
3.7	7 Explain the	of relationship failure and	
	implications of	the strategies improving	
	relationship failure	supplier relationship.	
	and the strategies		
	improving supplier		
	relationship.	Explain the role of	
3.8	8 Explain the role of	supplier associations,	
	supplier associations,	buying consortia, joint	
	buying consortia, joint	buying arrangements and	
	buying arrangements	other groupings in	
	and other groupings in	commercial relationships	
	commercial relationships	Explain supply base	
3.9	9 Explain supply base	tiering, and relationship	
	tiering, and	implications of this practice	

	e of the of stand contracting and relationships		
10-114.1 Explain the role contracts in buy supplier relation4.2 Explain alterna contracts where appropriate and relationships in service context4.3 Give appropriate approaches to t management of contracts, inclu payment metho4.4 Explain the use clauses employ	ver-contracts in buyer-supplierashipsrelationshipstives toExplain alternatives tocontracts whereappropriate andtherelationships in theservice contextreExplain appropriateheapproaches to themanagement ofdingcontracts, includingds.payment methods.ofExplain and demonstrate	Text books, Journals, Internet Relevant Websites	Explain the roles of contracts in buyer-supplier relationships. Explain the relationship issues relevant to service provision.

	the number of supplier	amployed for the purpose		
	the purpose of supplier	employed for the purpose		
	incentivisation.	of supplier		
4.5	Explain appropriate	incentivisation.		
	clauses employed for	Explain appropriate		
	the purpose of	clauses employed for the		
	accommodating	purpose of		
	changing cost,	accommodating changing		
4.6	State the use of	costs		
	leasing in hiring	Explain the use of		
	arrangements as an	leasing in hiring		
	alternative to buying	arrangements as an		
4.7	Explain the	alternative to buying		
	relationship issues	Explain the relationship		
	particularly relevant where	issues particularly		
	relationships are	relevant where		
	concerned with	relationships are		
	service provision	concerned with service		
		provision		

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:								
1.0 Understand the fundamentals of business ethics and pro	fessionalism								
2.0 Understand procurement ethics, professionalism and co	ode of conduct								
3.0 Understand corporate social responsibility of procuring	g entities and procurers								
4.0 Understand sustainable procurement and supply chain	management								
5.0 Understand career management in procurement									

		Code: PSM 413		Cı	Credit Unit: 2		
		Contact Hours: 2 Hours		TI	Theoretical: 2 Hours		
Year:		Pre-requisite:		Pr	ractical:	0 Hour	
	Specification: Theoretical and Pr						
	nis course is designed to acquaint st	udents with the understand	ling of procure	ement ethics, wor	rk ethics	, career manager	nent and profession
ractice	Objective: 1.0 Understand the fun	damentals of husiness ethi	cs and profess	ionalism			
	tical Content	damentals of business cui	es and profess	Practical Cont	tent		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learn Outcome	ing	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of	Explain the concept of	Textbooks,				Define ethics
	business ethics,	business ethics,	Journals				
	professionalism and	professionalism and	Relevant				
	professional conduct.	professional conduct.	Internet				Explain types
	1.2 Describe how societal and	Explain how societal	Websites.				of ethics and
	personal values affect ethics	and personal values					the benefits of
	and professional conducts -	affect ethics and					ethical practic
	value ethics,	professional conducts -					in procuremen
	consequentialism and	value ethics,					and supply
	deontology.	consequentialism and					chain
		deontology.					management.
	1.3 Enumerate various types	Discuss various types					
	of unethical behaviour and	of unethical behaviour					

	t	he reasons for such	and the reasons for			Explain causes
	b	behaviours.	such behaviours.			for unethical
	1.4 S	State approaches to business	State approaches to			behaviour in
	e	ethics - utilitarian, moral	business ethics -			business.
	r	ight, justice and ethical	utilitarian, moral right,			
			justice and ethical			
			relativism approach.			Differentiate
	1.5 E	Explain the derivable	Explain the derivable			between
		benefits of ethical behaviour	benefits of ethical			consequentialism
	t	o businesses and society.	behaviour to businesses			and deontology.
			and society.			
General	Obje	ctive: 2.0 Understand procure	ment ethics, professionalis	sm and code of	of conduct	
3-4	· · · ·	A	Explain procurement	Textbooks,		Explain
	e	ethics and code of	ethics and code of	Journals		procurement
	С	conducts	conducts	Relevant		ethics and code
	2.2 H	Explain types of	Explain types of	Internet		of conduct of
	υ	unethical procurement	unethical procurement	Websites.		the CIPSMN.
	t	behaviour	behaviour			F 1 ·
	2.3 H	Explain professionalism in	Explain professionalism			Explain causes
	r r	procurement and supply	in procurement and			for unethical
	-	management, and	supply management,			behaviour in
		importance of professional	and importance of			procurement

qualifications of CIPSMN,	professional		8	and supply
CIPS and/or ILT.	qualifications of		C	chain
	CIPSMN, CIPS and/or		r	management in
	ILT.		1	Nigeria.
2.4 Describe professional code	Discuss professional			
of ethical conducts for	code of ethical			xplain measures
procurement and supply	conducts for			-
managers – citing CIPSMN	procurement and			ill you take as a
and CIPS, IFPMM etc.	supply managers –		r	rocurement
	citing CIPSMN and			anager to revent unethical
	CIPS, IFPMM etc.		r	rocurement
2.5 Explain the Nigerian	Discuss the Nigerian		ľ	ehaviour
government's anti-	government's anti-			edevilling
corruption drive and	corruption drive and			igeria
whistle blowing policy.	whistle blowing policy.		1	igenia
2.6 Describe productivity,	Discuss productivity,			
performance	performance			
benchmarks,	benchmarks,			
performance appraisal	performance appraisal			
and self-discipline.	and self- discipline			

		Explain work attitude, organizational commitments and behaviour modification for result.	Explain work attitude, organizational commitments and behaviour modification for result.			
		emotional intelligence and its application for success in work environment	Explain concept of emotional intelligence and its application for success in work environment			
General 5-6	3.1	school of thought of social responsibility – traditional and contemporary.		procuring enti Textbooks, Journals Relevant Internet Websites.	ties and procurers	Explain social responsibility Explain different schools of thought in social
	5.5	1 11	approaches to social			responsibility.

	opportunistic, defensive,	responsibility –			Explain the
	accommodative and	opportunistic,			business'
	proactive	defensive,			approaches to
		accommodative and			social
		proactive			responsibility
	3.4 Explain foundational	Explain foundational			
	 theories – beneficiation, enlightened self- interest, social responsiveness, social performance 3.5 Explain social responsibility issues in procurement 	theories – beneficiation, enlightenedself- interest, social responsiveness, social performance Explain social responsibility issues in procurement			Explain current social responsibility issues affecting procurement and supply chain management
General	Objective : 4.0 Understand sustaina	ble procurement and supp	ly chain mana	agement	
7-8	4.1 Explain sustainable	Explain sustainable	Textbooks,		Explain green
	supply chain	supply chain	Journals		procurement
	management and	management and	Relevant		and sustainable
	sustainable procurement	sustainable	Internet		procurement.
	management.	procurement	Websites.		
		management.			

4	4.2 Describe green procurement	Explain green		Explain climate
	and its benefits to business	procurement and its		change
	and the environment.	benefits to business and		
		the environment.		Explain the legal
4	4.3 Explain contemporary issues	Explain contemporary		and environmental
	in sustainable procurement	issues in sustainable		implications of
	and supply chain	procurement and		dealing in conflict
	management	supply chain		materials and non-
		management		renewable
4	4.4 Explain climate change and	Explain climate change		materials to
	its impact on the need for	and its impact on the		procurement
	procurement best practice	need for procurement		professionals and
	around the world.	best practice around the		procuring entities.
		world.		
4	4.5 List procurement and supply	Explain procurement		
	chain management's	and supply chain		
	contribution to managing the	management's		
	environment	contribution to		
		managing the		
		environment		

	4.6 Explain renewable	Explain renewable			
	materials' resourcing and	materials' resourcing			
	the environmental	and the environmental			
	implications to procurers.	implications to			
		procurers.			
	4.7 Explain conflict materials	Explain conflict			
	and the UN regulations on	materials and the UN			
	conflict materials, and legal	regulations on conflict			
	implications to procurers	materials, and legal			
		implications to			
		procurers.			
General	l Objective: 5.0 Understand career r	nanagement in procureme	nt		
9-11	5.1 Give the meaning and	Discuss the meaning	Textbooks,		Define career
	importance of careers,	and importance of	Journals		Explain career
	career management and	careers, career	Relevant		management
	career development in	management and career	Internet		and career
	procurement.	development in	Websites.		development.
		procurement.			development.
	5.2 Explain Holland's	Explain Holland's			
	career choice cycle	career choice cycle			

5.3 Stat	te fundamentals	State fundamentals		Explain career
emp	ployment interviews,	employment		planning and
type	es of employment	interviews, types of		career pathing
inter	erviews and what	employment interviews		
pros	spect during interviews.	and what prospect		
		during interviews.		Explain early
5.4 Exp	plain constituents of	Explain constituents of		career
effe	ective cover letters,	effective cover letters,		challenges
curr	riculum vitae and	curriculum vitae and		faced by new
résu	umé	résumé.		employees in
5.5 Exp	plain the concepts of	Explain the concepts of		an organization.
care	eer planning, career	career planning, career		
path	hing and career plateau.	pathing and career		Explain talent
		plateau.		management
5.6 Exp	plain early career	Discuss early career		
chal	llenges, coping	challenges, coping		
mec	chanisms.	mechanisms.		Explain the
5.7 Exp	plain employee and	Explain employee and		impeccable work
man	nagement's responsibility	management's		etiquettes
in ca	career development.	responsibility in career		expected of
		development.		

5.8 Explain talent management	Explain talent		F	procurement
– talent discovery,	management – talent		F	professionals
mentorship, delegation and	discovery, mentorship,			
talent retention – and	delegation and talent			
importance of further	retention – and			
training on personal	importance of further			
effectiveness and career	training on personal			
growth.	effectiveness and career			
5.9 State the principles for	growth.			
impeccable work	State the principles for			
etiquette.	impeccable work			
5.10 Enumerate the importance	etiquette.			
of personal financial	Discuss the importance			
planning and financial	of personal financial			
security towards retirement.	planning and financial			
	security towards			
	retirement.			

PROGRAMME: PROCUREMENT AND SUPPLY C	HAIN 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 massupply management practice.	ritime transport and shipping opera	tions and how it affects procurement and
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 domestics age	ncies in maritime transport	

	Maritime Transport and	Code : PSM 414			Credit Unit: 3		
hipping	Practice	Contact Hours: 3 Hours			Theoretical: 2 Hours		
Zear: I		Pre-requisite:			Practical: 1 Hour		
	Specification: Theoretical a						
	nis course is designed to acqu nent practice.	aint students with marit	ime transport	and shipping operation	is and how it affects procu	rement and supply	
<u> </u>	Objective: 1.0 Understand the	he concept of maritime	transport				
	tical Content		F	Practical Content			
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation	
VV CCK	Outcome	Activities	Resources	Outcome	Activities		
1-2	1.1 Explain the concept	Explain the concept	Textbooks,	Watch videos on	Guide students to	Define maritime	
	and practice of	and practice of	Journals,	shipping practices	watch videos on	transport	
	maritime transport.	maritime transport	Videos		shipping practices		
	 1.2 Explain by distinction import, export and entrepôt of goods and the roles of procurement and supply management in import and entrepôt. 	Explain by distinction import, export and entrepôt of goods and the roles of procurement and supply management in import and entrepôt.	Relevant Internet Websites.			Explain the difference betwee import, export and entrepôt of goods. Explain the roles procurement and supply manageme	

1.3	Describe nature of	Discuss nature of		in professional
	maritime transport in	maritime transport		import and entrepôt
	Nigeria.	in Nigeria.		
1.4	State the importance	State the importance		Explain types
	of maritime transport	of maritime transport		of multimodal
	to businesses and	to businesses and		transport and
	national economies.	national economies.		multimodal
1.5	Explain by distinction	Explain by distinction		operations.
	single and multimodal	single and multimodal		
	transport relative to	transport relative to		
	maritime transport.	maritime transport.		
1.6	Describe multimodal	Discuss multimodal		
	operations and their	operations and their		
	impact on	impact on		
	procurement, types	procurement, types		
	of multimodal	of multimodal		
	transport operations	transport operations		
	(MTOs) and	(MTOs) and		
	importance to	importance to		
	procurement and	procurement and		
	supply management.	supply management		
	suppry management.	suppry management		

General	Obje	ctive: 2.0 Understand po	orts planning and opera	ations			
3-5	2.1	State procedures for	State procedures for	Textbooks,	Visit custom offices and	Organise visit custom	Explain the
		planning of cargo	planning of cargo	Journals,	clearing agents collecting	offices and clearing	procedures for cargo
		operations and	operations and	Visitations	samples of import/export	agents collecting	planning and
		execution.	execution.	Relevant	documents	samples of	operations.
	2.2	Explain the functions	Explain the functions	Internet		import/export	
		of Nigerian ports in	of Nigerian ports in	Websites.		documents	Explain dry cargo
		facilitating maritime	facilitating maritime				ports and their
		transport.	transport.				importance in
	2.3	Explain the	Explain the				maritime transport.
		importance of dry	importance of dry				
		ports (inland ports),	ports (inland ports),				Explain the roles
		inland container	inland container				of seaport's
		depots, terminal	depots, terminal				warehouses and
		depots etc., in	depots etc., in				transit sheds in
		maritime transport,	maritime transport,				shipping
		and international	and international				
		procurement and	procurement and				Distinguish freight
		supply chain.	supply chain.				forwarders and
							clearing agents, and explain their roles in
							maritime transport.

2.	 4 Explain quay and shed operations in Nigerians ports. 	Explain quay and shed operations in Nigerians ports.		
	-			
	Nigerians ports.	Nigoriana porta		
		inigerialis ports.		
2.	5 State the roles of	State the roles of		
	various types of	various types of		
	warehouses, transit	warehouses, transit		
	sheds and containers	sheds and containers		
	in ports operations.	in ports operations.		
2.	6 Describe import and	Discuss import and		
	entrepôt delivery	entrepôt delivery		
	procedures in	procedures in		
	Nigerian ports.	Nigerian ports.		
2.	7 Explain systems and	Explain systems and		
	procedures of	procedures of		
	container operations,	container operations,		
	cargo handling,	cargo handling, cranes		
	cranes, warehousing,	warehousing, wharf		
	wharf age, sundry	age, sundry services		
	services etc.	etc.		
2.	8 List different types	Discuss different		
	of cargo available	types of cargo		

	for international	available for	7		
	procurers.	international			
		procurers.			
2.9	Explain storage/	Explain storage/	ĺ		
	warehousing areas	warehousing areas			
	and procedures for	and procedures for			
	storage in Nigerian	storage in Nigerian			
	ports.	ports.			
2.10	State roles of freight	State roles of freight			
	forwarding and	forwarding and			
	clearing agents.	clearing agents.			
2.11	Explain the roles of	Explain the roles of			
	port traffic, levies	port traffic, levies			
	and penalties	and penalties			
	(tariffs, levies, rents,	(tariffs, levies, rents,			
	wharf age, fines,	wharf age, fines,			
	demurrage and	demurrage and			
	forfeitures) in port	forfeitures) in port			
	congestion and	congestion and	ĺ		
	decongestion in	decongestion in			
	Nigerian ports.	Nigerian ports.			

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

6-7	3.1	Explain the types and	Explain the types and	Textbooks,	Prepare and fill shipping	Guide students to	Explain types of
		classification of	classification of	Journals,	documents	prepare and fill	merchant ships.
		merchant ships, liners,	merchant ships, liners,	,Visitations		shipping documents.	
		tramps, cargos/vessels	tramps, cargos/	Relevant	Prepare proforma invoice	Guide students to	Distinguish
		/barges etc. commonly	vessels/barge s etc.	Internet	and packing list	prepare proforma	Shipping
		used in Nigeria	commonly used in	Websites.		invoice and packing	Conference from
			Nigeria			list	Liner Conference.
	3.2	State the procedure	State the procedure				Liner Conference.
		for registration of	for registration of				Explain a flag of
		ships (flags of	ships (flags of				convenient
		convenience –	convenience –				
		Brussels	Brussels				
		nomenclature).	nomenclature).				Explain charter
	3.3	Explain Shipping	Explain Shipping				markets.
		Conference and	Conference and				
		Liner Conference,	Liner Conference,				
		their objectives,	their objectives,				Explain freights
		role-benefits and	role-benefits and				and affreightment,
		role-problems in	role-problems in				and the types of
		shipping practice.	shipping practice.				freight charged for
							goods.

3.4	Explain charter party	Explain charter		Explain type
	markets and charter	party markets and		claims.
	party agreements	charter party		
		agreements		
3.5	Explain freight,	Explain freight,		Explain cabo
	affreightment, types	types of freight paid		how does it a
	of freight paid for	for shipping, factors		maritime busi
	shipping, factors	involved in the		
	involved in the	determination of		
	determination of	freight rates and		
	freight rates and	impacts of freight on		
	impacts of freight on	procurement costs.		
	procurement costs.			
3.6	Describe the	Discuss the		
	important shipping	important shipping		
	documents and their	documents and their		
	uses in international	uses in international		
	procurement – bill of	procurement – bill		
	lading, ship's	of lading, ship's		
	manifest, import	manifest, import		
	license, consular	license, consular		

	invoice, pro-forma	invoice, pro-forma
	-	-
	invoice, parking list,	invoice, parking list,
	Form M, Form C188	Form M, Form C188
	(bill of entry), letter	(bill of entry), letter
	of credit, insurance	of credit, insurance
	certificate etc.	certificate etc.
3.7	Explain claims –	Explain claims –
	short shipment, short	short shipment,
	landing and damaged	short landing and
	cargo – and the	damaged cargo –
	procedure for	and the procedure
	handling claims.	for handling claims.
3.8	-	Explain the concept
	cabotage and the	of cabotage and the
	implications of the	implications of the
	Coastal and Inland	Coastal and Inland
	(Cabotage) Act 2003	(Cabotage) Act 2003
	on maritime business	on maritime
	and Nigerian owned	business and
	shipping business.	Nigerian owned
		shipping business.

	3.9 Explain ship maintenance, types of maintenance and	Explain ship maintenance, types of maintenance and				
	maintenance culture and how ship	maintenance culture and how ship				
	maintenance affect international	maintenance affect international				
	procurement	procurement logistics.				
Conorch	3.10 Describe sea piracy and terrorism and impact on maritime transport logistics	Discuss sea piracy and terrorism and impact on maritime transport				
8-9	Objective: 4.0 Understand n 4.1 Describe the concept	Explain the concept	Textbooks,	Calculate deductibles	Guide students to	Explain marine
	 of marine insurance, and insurance as a contract of indemnity 4.2 Explain types of marine insurance 	of marine insurance, and insurance as a contract of indemnity Explain types of marine insurance	Visitations	and settlement of claims.	calculate deductibles and settlement of claims.	insurance and types of marine insurance. Explain the roles of insurance

policies, insurance	policies, insurance	players in
premiums and	premiums and	maritime tran
insurable interests.	insurable interests.	
4.3 Explain the principles	Discuss the principles	
of insurance – utmost	of insurance – utmost	Explain the Y
good faith, proximate	good faith, proximate	Antwerp Rule
cause, indemnity,	cause, indemnity,	
disclosure and	disclosure and	
representation etc.	representation etc.	
4.4 State the roles of	State the roles of	
various players-	various players–	
insurance companies,	insurance companies,	
Lloyd's underwriters,	Lloyd's underwriters,	
private underwriters,	private underwriters,	
brokers etc in	brokers etc in	
marine insurance	marine insurance	
markets.	markets.	
4.5 Explain warranties –	Explain warranties –	
expressed and implied	expressed and implied	
– time clauses, cargo	– time clauses, cargo	
clauses, voyage clauses	clauses, voyage	

	etc., and how to	clauses etc., and how			
		to calculate same.			
4.6		Explain valuation			
	methods, value of ships	_			
	_	ships and equipment			
	and machinery	– hull and			
	-				
	insurance – and how to	-			
	calculate deductibles	– and how to			
		calculate deductibles			
		and settlement of			
		claims.			
4.7	State the principles	State the principles			
	and conditions for	and conditions for			
	the York Antwerp	the York Antwerp			
	Rules.	Rules.			
4.8	Explain marine	Discuss marine			
	insurance against	insurance against			
	industrial strikes,	industrial strikes,			
	national disputes,	national disputes,			
	-	theft, pilferage and			
	non-delivers and				

	marine insurance	non-delivers and			
	implications of sea	marine insurance			
	piracy and terrorism	implications of sea			
		piracy and terrorism.			
General	Objective : 5.0 Understand	oles of domestic and in	ternational facilit	ating agencies	1
10-11	5.1 Explain the roles of	Explain the roles of	Textbooks,		Explain the
	Nigerian Ports	Nigerian Ports	Journals,		roles NPA,
	Authority (NPA) and	Authority (NPA)	Visitations		NCS, JODLIC,
	Nigerian Maritime	and Nigerian	Relevant		NAFDAC,
	Administration and	Maritime	Internet		NDLEA and SON
	Safety Agency in	Administration and	websites.		in Nigerian ports.
	maritime transport	Safety Agency in			
	and international	maritime transport			
	procurement.	and international			Explain the roles of
		procurement.			ECOWAS, IMF.ICC
	5.2 Describe the	Discuss the			and WTO in shipping
	contributions of	contributions of			and maritime business
	Nigeria Customs	Nigeria Customs			
	Services (NCS) and	Services (NCS) and			
	World Customs	World Customs			
	Organization to	Organization to			

	maritime transport	maritime transport	 		
	-	-			
	international and	international and			
	international	international			
	procurement.	procurement.			
5.3	³ Describe duties and	Discuss duties and			
	responsibilities of	responsibilities of			
	Nigerian Shippers'	Nigerian Shippers'			
	Council (NSC), Joint	Council (NSC),			
	Dock labour Industrial	Joint Dock labour			
	Council (JODLIC)	Industrial Council			
	and Council for	(JODLIC) and			
	Regulation of Freight	Council for			
	Forwarders in Nigeria	Regulation of Freight			
	(CRFFN) in maritime	Forwarders in Nigeria			
	transport international	(CRFFN) in maritime			
	and international	transport international			
	procurement.	and international			
		procurement.			
5.4	4 State the importance	State the importance			
	of National Agency for	of National Agency			
	Food and Drug	for Food and Drug			

Administration and	Administration and
	Control (NAFDAC),
_	National Drug Law
Enforcement Agency	Enforcement
(NDLEA) and	Agency (NDLEA)
Standard Organization	and Standard
of Nigeria (SON) in	Organization of
maritime transport	Nigeria (SON) in
international and	maritime transport
international	international and
procurement.	international
	procurement
5.5 Explain the roles of	Explain the roles of
supranational	supranational
organizations –	organizations –
Economic Community	Economic
of West African States	Community of West
(ECOWAS),	African States
	(ECOWAS),
	International
	Maritime Federation
2	National Drug LawEnforcement Agency(NDLEA) andStandard Organizationof Nigeria (SON) inmaritime transportinternational andinternational andprocurement.Explain the roles ofsupranationalorganizations –Economic Communityof West African States(ECOWAS),International MaritimeFederation (IMF)

of Commerce (ICC)	(IMF) International
and World Trade	Chamber of
Organization (WTO	– Commerce (ICC) and
in maritime transpor	World Trade
international and	Organization (WTO)
international	– in maritime
procurement.	transport international
	and international
	procurement.

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 procurement and supply management.		
	ts should be able to:	
General Objectives: On completion of this course, studen	e laws regulating corporate bodies	

	Legal Aspects of Procurement and	Code: PSM 415			Credit Unit	t: 3	
Supply		Contact Hours: 3 Hours	5		Theoretical	1: 3 hours	
Year:		Pre-requisite:			Practical: () Hour	
	pecification: Theoretical and Pract		1.1 1	1	(1 1 ¹		
	Objective: 1.0 Understanding nature a ical Content	and types of companies, and	a the laws reg		al Content	es	
	1		·			T	
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Outcon	c Learning ne	Teacher's Activities	Evaluation
1-2	1.1 Explain legal formation of	Explain legal formation of	Textbooks,				Explain legal
	companies, sole ownership,	companies, sole	Journals,				formation of
	partnerships, cooperatives and	ownership, partnerships,	Relevant				businesses.
	memorandum and articles of	cooperatives and	Internet				
	association prospected, and	memorandum and articles	Sites.				Explain the lega
	holding and subsidiary	of association prospected,					1 0
	companies	and holding and subsidiary					sources of
		companies					business capital
	1.2 Describe business capital –	Discuss business capital					
	equity, shares and debenture	– equity, shares and					
		debenture					Explain the
							importance of
							the Companies

1.3 State roles of shareholders,	State roles of shareholders		and Allied
directors, secretary and	directors, secretary and		Matters Act
auditors, and owners/members'	auditors, and owners/		(CAMA) 2020
meeting and resolution.	members' meeting and		and the Factories
	resolution		Act 2004.
1.4 Explain legal implications of	Explain legal		
statutory books, profit	implications of statutory		
available for distribution.	books, profit available		
	for distribution		
1.5 Explain secretarial practice,	Explain secretarial		
powers and duties of	practice, powers and		
liquidation	duties of liquidation		
1.6 State the importance of the	State the importance of		
Companies and Allied Matters	the Companies and		
Act (CAMA) 2020.	Allied Matters Act		
	(CAMA) 2020.		
1.7 Explain Factories Act 2004 and	Explain Factories Act		
relevant Occupational Safety	2004 and relevant		
and Health laws in production	Occupational Safety		
floor and storehouse/warehouse	and Health laws in		
management.	production floor and		

Genera	al Objective: 2.0: Understand contract	storehouse/warehouse management. laws relative to procureme	nt and supply chain	n management	
3-4	 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. 2.2 Describe misrepresentation and mistakes, remedies, termination, settlement of 	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. Discuss misrepresentation and mistakes, remedies, termination, settlement of	Textbooks, journals, relevant internet sites.		 Explain offers and acceptance, mistakes and misrepresentation remedies disputes and litigations. Define law of agency
	 disputes, arbitration versus litigation. 2.3 Explain law of agency, features of agency and the responsibilities of agents and 	disputes, arbitration versus litigation. Explain law of agency, features of agency a n d the			Explain features of agency and the responsibilities of agents and principals in

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

2.7	7 Describe the sales of goods,	Discuss the Sales of G		
	supply of goods and services,	supply of goods and		
	delivery, breach of conditions	services, delivery,		
	and warranties.	breach of conditions		
		and warranties.		
2.8	8 State the importance and	State the importance and		
	implications of patents, design	implications of patents,		
	rights, trade marks, copyright	design rights, trade		
	etc., to procurement and	marks, copyright etc., to		
	supply management.	procurement and supply		
		management.		
2.9	9 Describe terms and condition	Discuss terms and		
	of international trade, payment	condition of		
	methods and instruments	international trade,		
	import/export documentation,	payment methods and		
	settlement of disputes in	instruments		
	international trade.	import/export		
		documentation,		
		settlement of disputes in		
		international trade.		

2.10 Examine roles and implications	Examine roles and		
of arbitrations versus	implications of		
litigations, agency assignment,	arbitrations versus		
and indemnity clauses in	litigations, agency		
procurement business.	assignment, and		
	indemnity clauses in		
	procurement business.		
2.11 State the contractual	State the contractual		
implication of confidentiality	implication of		
and intellectual property rights.	confidentiality and		
	intellectual property		
	rights.		
2.12 Explain source of Nigeria law,	Explain source of		
judicial precedent, statuette,	Nigeria law, judicial		
delegate, civil and criminal	precedent, statuette,		
law, settlement of disputes,	delegate, civil and		
Structure of the Courts,	criminal law, settlement		
Tribunals, Arbitration.	of disputes, Structure of		
	the Courts, Tribunals,		
	Arbitration.		

Genera	l Obje	ective: 3.0 Understand the rudimen	nts of Public Procurement	Act, 2007		
5-6	3.1	Define National Council on	Explain National Council	Textbooks,		Explain the
		Public Procurement (NCOPP),	on Public Procurement	Journals,		functions of the
		its membership and functions,	(NCOPP), its	Public		BPP as a
			membership and	Procurement		custodial
			functions,	Act, 2007,		institution in
	3.2	Explain the Bureau of Public	Explain the Bureau of	Relevant		overseeing public
		Procurement (BPP), its	Public Procurement	Internet		procurement.
		objectives, functions, and	(BPP), its objectives,	Sites.		
	staffing of the Bureau.	staffing of the Bureau.	functions, and staffing			Eveloie the
			of the Bureau.		Explain the	
	3.3	Explain the "organization of	Explain the "organization			legality
		procurement function in public institutions" (Part 5, S. 17 - 24 of PPA, 2007), approving	of procurement function	n	mobilization,	
			in public institutions"		waivers and	
			(Part 5, S. 17 - 24 of			emergency
		authority, procurement	PPA, 2007),- approving			procurements.
		planning, procurement	authority, procurement			
		implementation, accounting	planning, Procurement			Explain roles of
		officer, procurement planning	implementation,			the in successful
		committee, tenders board, pre-	accounting officer,			implementation
			procurement planning			of the PPA:
						- NCOPP

qualification of bidders, open	committee, tenders		- BPP CIPSMN
competitive bidding	board, pre-qualification		Procuring entities
	of bidders, open		etc.
	competitive bidding		
3.4 State procurement methods for	State procurement		
goods and services (Part 6, S.	methods for goods and		
25 - 38 of PPA 2007) -	services (Part 6, S. 25 -		
modification and withdrawal	38 of PPA, 2007) -		
of tenders, bid opening,	invitations to bid, bid		
examination of bids,	security, submission of		
evaluation of bids, acceptance	bids, rejection of bids,		
of bids, domestic preferences,	validity period of bids,		
mobilization fees, contract	modification and		
performance guarantee,	withdrawal of tenders,		
interest on delayed payments,	bid opening, examination		
record of procurement	of bids, evaluation of		
proceedings.	bids, acceptance of bids,		
	domestic preferences,		
	mobilization fees,		
	contract performance		
	guarantee, interest on		

		delayed payments, record
		of procurement
		proceedings.
3.5 Describe	"special and	Discuss "special and
restricted	methods of	restricted methods of
procurem	nent" (Part 7, S. 39 -	procurement" (Part 7, S.
43 of PP	A 2007) - two stage	39 - 43 of PPA 2007) -
tendering	, restricted tendering,	two stage tendering,
request fo	or quotations, direct	restricted tendering,
procurem	nent, and emergency	request for quotations,
procurem	ients.	direct procurement, and
		emergency procurements.
3.6 Explain '	procurement of	Explain "procurement of
consultar	ncy services" (Part 8,	consultancy services"
S. 44 -	52 of PPA 2007) -	(Part 8, S Part 8, S. 44 -
Expressions of	interest to provide	52 of PPA 2007) -
services for	r ascertained needs,	Expressions of interest to
request for	proposals to provide	provide services for
services for	r unascertained needs,	ascertained needs, request
content of t	the requests for	for proposals to provide
proposals,	clarification and	services for unascertained

1:6:	1		
modification of requests for	needs, content of the		
proposals, submission of	requests for proposals,		
proposals, criteria for evaluation	clarification and		
of proposals, general selection	modification of requests		
procedure (services), procedure	for proposals, criteria for		
for selection of proposal where	evaluation of proposals,		
price is a factor, selection	general selection		
procedure where price is not a	procedure (services),		
factor.	procedure for selection of		
3.7 Review, disposal of public	proposal where price is a		
assets and penalties - BPP to	factor, selection procedure		
recommend investigation,	where price is not a		
administrative.	factor.		
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).			

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 managem	1					
determination, handling, dispatch and usage of materials, go	ods and services in a supply chain enviro	onment				
General Objectives: On completion of this unit, students w	vill be able to:					
1.0 Appreciate materials management and the various functi	ons involved in the management of mate	rials				
2.0: Understand the materials flow and the supplies cycle						
3.0: Appreciate material management tasks in the supply cha	ain					
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						

ourse:	Ma	aterials Management	Code: PSM 421			Credit Unit	: 3	
			Contact Hours: 3 Hours			Theoretical	2 hours	
Year:		Semester: II	Pre-requisite:			Practical:	1 hour	
Course	e Spe	cification: Theoretical and P	ractical	1 1 1	1	1		
oal: 1 indling	his co g, dis	ourse is intended to teach the stu patch and usage of materials, go	odents management of materia	als and interre	lationship	s between fun	ictions involved if	n the determination
eneral	l Obj	jective: 1.0 Appreciate material	s management and the various	s functions inv	volved in t	he manageme	ent of materials	
		Theoretical Content			Practica	al Content		
Week	-	ecific Learning tcome	Teacher's Activities	Resources	Specific Outcom	: Learning le	Teacher's Activities	Evaluation
-2	1.1	Explain materials	Explain materials	Textbooks,				Define
		management, materials	management, materials	Journals,				materials
		management concept	management concept	Visitations				management
		(integrated management	(integrated management	Relevant				
		approach), its scope and	approach), its scope and	Internet				Explain the
		benefits in a supply chain.	benefits in a supply chain.	Websites.				scope of
	1.2	Describe procurement within	Explain procurement within					materials
		a materials management	materials management					
		division/department.	division/department.					management
	1.3	Explain stores and	Explain stores and					a supply chair
		inventory management	inventory management					
		within a materials	within a materials					Explain the
		management division/	management division/					roles of
								procurement,

		department - receiving	department – receiving		stores, stock
		stock, custody and control	stock, custody and control		control, design
		of stock and dispatch, stores	of stock and dispatch,		and production
		identification and coding,	stores identification and		within materials
		stores vocabulary.	coding, stores vocabulary.		management.
1	1.4	Describe the use and	Describe the use and		
		importance of vocabulary	importance of vocabulary		
		and preparation and	and preparation and		
		vocabulary list	vocabulary list		
1	1.5	Explain the stock control	Explain the stock control		
		function/sections within a	function/sections within a		
		materials management	materials management		
		division/department.	division/department.		
1	1.6	Explain logistics and	Explain logistics and		
		physical distribution within a	physical distribution		
		materials management	within a materials		
		division/department	management division/		
			department		
1	1.7	Explain procurement and	Explain procurement and		
		marketing interface and its	marketing interface and		

	effect on materials	its effect on materials				
	management	management				
1.8	Explain design, production,	Explain design, production,				
	production engineering and	production engineering and				
	their relationship with	their relationship with				
	materials management	materials management				
	department	department				
1.9	Explain various methods of	Explain various methods				
	production effect materials	of production effect				
	management.	materials management.				
1.5	Describe how human	Describe how human				
	resource and human skills	resource and human skills				
	affect management of	affect management of				
	materials	materials				
neral Ol	bjective: 2.0 Understand the mat	terials flow and the supplies c	ycle	1	1	1

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

3.12 Explain quality, cost of	Explain cost of quality,		
quality, failure costs, and the	failure costs, and the		
importance materials	importance materials		Explain quality,
management in management	management in		cost of quality,
of quality.	management of quality.		failure costs, and
3.5 Differentiate types of	Explain different types of		the importance
			materials
standards, specifications,	standards, specifications,		management in
simplification, variety	simplification, variety		quality
reduction in materials	reduction in materials		management.
management.	management.		-
	State the science and		
	properties of materials-		
	basic mechanics and		
	properties of materials.		
3.6 Describe safety management	Discuss safety management		
and hazardous materials	and hazardous materials		
relative to materials	relative to materials		
management citing OSHA.	management citing OSHA.		
3.7 Explain materials science-	Explain materials science-		
corrosion technology;	corrosion technology;		
cybernetics and conservation	cybernetics and conservation		

		of resources. Economics, tribology terotechnology and supplies. bjective : 4.0 Use mathematical to					
7-8	4.2	Describe forecasting, forecasting techniques and the importance of forecasting in materials management. Explain Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials Explain the use of Gantt chart, linear programming in materials flow management. Use some statistical quality control techniques in	the importance of forecasting in procurement and materials management. Explain Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials Explain the use of Gantt chart, linear programming in materials flow management. Use some statistical quality control techniques	Visitations Relevant Internet Websites. Worked examples.	Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis in management of materials Use some statistical quality control techniques in determining quality of materials.	Use some statistical quality control techniques in determining quality of materials	Define forecasting Distinguish forecasting from prediction. Explain the importance forecasting in materials management Explain forecasting
		determining quality of materials.	in determining quality of materials.			techniques.	

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

		of phase, lead time variable	of phase, lead time variable		continuous demand);	intakes, smooth	
		regular, steady demand,	regular, steady demand,		fourth to eight flows	continuous demand	
		random combining or	random combining or		(demand out of phase,	and equal or	Explain data and
		C	6			-	statistics for
		assembly demand).	assembly demand).		lead time variable	smooth continuous	supply and
	5.2	Describe the limitations of	Describe the limitations		regular, steady	demand); fourth to	demand cost
		supplies statistics and also	of supplies statistics and		demand, random	eight flows	considerations.
		their usefulness	also their usefulness		combining or	(demand out of	considerations.
	5.3	Explain data and statistics	Explain data and statistics		assembly demand).	phase, lead time	
		for supply/demand cost	for supply/demand cost			variable regular,	
		considerations	considerations			steady demand,	
	5.4	Describe the appropriate	Discuss the appropriate			random combining	
		controls measures for	controls measures for			or assembly	
		supplies on medium to long	supplies on medium to long			demand).	
		horizons	horizons				
Genera	l Ob	jective: 6.0 Understand finance	and economics of supplies	1			<u> </u>
11-12	6.1	Explain and differentiate	Explain and differentiate	Textbooks,			Distinguish
		between purchase price	between purchase price	Journals,			price and
		and purchase costs, and	and purchase costs, and	Visitations			costs relative
		supply price and supply	supply price and supply	Relevant			to
		cost	cost	Internet			procurement
				Websites.			and supply.

6.2	Explain pricing methods	Explain pricing methods		
	and cost reduction	and cost reduction		Evalsia
	techniques.	techniques.		Explain
6.3	Explain how to carry out	Explain how to carry out		budgets and
	correction of errors in the	correction of errors in the		budgetary
	control ledgers on prices of	control ledgers on prices		control, and
	goods and services	of goods and services		importance of
6.4	List the effect of different	Discuss the effect of		budgets to
	market trends on prices of	different market trends on		procurement
	goods and services	prices of goods and		and supply.
		services		
6.5	Explain budgets,	Explain budgets,		Evoloin
	budgetary control	budgetary control		Explain learning curve
	techniques, and	techniques, and		and the use of
	importance of budgets	importance of budgets		the learning
6.6	Describe the various budgets	Discuss the various budgets		curve in
	that procurement function	that procurement function		materials cost
	participates in preparing –	participates in preparing –		management.
	capital/plant budget, materials	capital/plant budget,		management.
	budget, procurement	materials budget,		
	department's budget and	procurement department's		

	maintenance repair and	budget and maintenance				
	operating (MRO) budgets.	repair and operating (MRO)				
		budgets.				
	6.7 Draft purchase budgets,	Draft purchase budgets,				
	stores, stock control budgets,	stores, stock control				
	material budget in relation to	budgets, material budget				
	overall budget of an	in relation to overall				
	organization	budget of an organization				
	6.8 Explain investment	Explain investment				
	appraisal techniques and	appraisal techniques and				
	carry out capital plant or	carry out capital plant or				
	project cost appraisal.	project cost appraisal.				
	5.5 Explain learning curve and the	Explain learning curve and				
	use of the learning curve in	the use of the learning				
	materials cost management.	curve in materials cost				
		management.				
Genera	al Objective: 7.0 Appreciate corpor	rate policy, organization and c	control mechan	isms in materials manag	ement	
13-14	7.1 Explain the relationship	Explain the relationship	Textbooks,			Explain the
	between various materials	between various materials	Journals,			relationship
	management policies and	management policies and	Visitations			between
	corporate policy	corporate policy	Relevant			materials

7.2	Describe quality and	Discuss quality and	Internet		management
	quantity of inventory policy	quantity of inventory policy	Websites.		policies and
7.3	Explain the concept of	Explain the concept of			corporate
	management by objectives	management by objectives			policy.
	(MBO) and its application	(MBO) and its application			
	in materials management	in materials management			Describe the
7.4	Describe the organizations	Describe the organizations			
	and structuring of materials	and structuring of			organizations
	management division and	materials management			structuring of the
	functions	division and functions			
7.5	Decide the organization of	Decide the			materials
	materials, management	organization of			management
	based on commodities and	materials, management			division and
	location.	based on commodities			functions.
		and location.			
6.9	Prepare the internal	Prepare the internal			
	structuring of a materials	structuring of a materials			Prepare the
	management division.	management division.			internal
					structuring of
					a materials
					management
					division.

			Explain MBO
			and its
			applications in
			materials
			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.									
	nts will be able to:								
	nts will be able to:								
General Objectives: On completion of this unit, stude	nts will be able to:								
General Objectives: On completion of this unit, studen 1.0 Appreciate the concept of strategy	nts will be able to:								
General Objectives: On completion of this unit, studer 1.0 Appreciate the concept of strategy 2.0 Appreciate strategic management process									

	: Strategic Procurement	Code: PSM 422		(Credit Un	it : 3			
Manage			Contact Hours: 3 Hours			Theoretical: 2 Hours			
Year: II Pre-requisite:				ŀ	Practical:	1 Hour			
	Specification: Theoretical and Practi								
	The course is designed to provide stu	dents with knowledge and	d skills needed	for understand	ing the na	ture of organiz	ation, in manageme		
	bly chain. Objective: 1.0 Understand the con	cent of strategy							
Schera	Theoretical Content	copt of strategy		Practical Con	ntent				
Week	Specific Learning	Teacher's Activities	Resources	Specific Lear	rning	Teacher's	Evaluation		
	Outcome			Outcome		Activities			
1-2	1.1 Explain the concept of	Explain the concept of	Textbooks,				Define strategy		
	strategy and alternative	strategy and alternative	Journals,						
	approaches to strategy.	approaches to strategy	Internet				Distinguish		
	1.2 Explain by distinction	Explain by distinction	Other				C		
	strategic planning and tactical	strategic planning and	Relevant				strategic plan from		
	planning.	tactical planning.	Websites				tactical plan.		
	1.3 Explain strategy	Discuss strategy					Evaluin the		
	development and corporate	development and					Explain the		
	purpose.	corporate purpose					importance of		
	1.4 State levels of strategy in	State levels of strategy					strategy to		
	the organisation	in the organisation					organization.		

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

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

		location, and timing
		strategies etc.).
2.6	Explain strategic formulation –	Explain strategic
	value chain analysis and	formulation – value
	competitive drivers – of	chain analysis and
	functional level strategy	competitive drivers –
	(finance, procurement,	of functional level
	production, marketing etc)	strategy (finance,
		procurement,
		production, marketing
		etc)
2.7	Explain strategy	Explain strategy
	implementation and the tools	implementation and
	for successful strategy	the tools for successful
	implementation - corporate	strategy implementation
	governance and ethics,	- corporate governance
	capable and dynamic	and ethics, capable and
	organisation; corporate	dynamic organisation;
	culture, strategic leadership,	corporate culture,
	corporate entrepreneurship,	strategic leadership,
	policies budgets,	corporate

	programmes; managing operations, resource deployment	entrepreneurship, policies budgets, programmes; managing operations, resource deployment			
	Explain strategy evaluation and control; process of control and techniques of control.	Explain strategy evaluation and control; process of control and techniques of control.			
3.1	jective: 3.0 Appreciate strategic Explain the concept of strategic procurement, and the development and evolution of the strategy in the procurement and supply function. Explain the role, objectives and contribution of supply chain strategies to corporate strategy	 supply chain managemen Explain the concept of strategic procurement, and the development and evolution of the strategy in the procurement and supply function. Explain the role, objectives and contribution of supply 	t Textbooks, Journals, Internet Other Relevant Websites		Define strategic procurement" Explain various procurement strategies available to procurement and supply manager.

2.2. Exploin the strategic symply	chain strategies to corporate strategy		Explain the
3.3 Explain the strategic supply chain planning process and strategic supply chain frameworks.	Explain the strategic supply chain planning process and strategic supply chain frameworks.		Operation of Supply chain strategies across all organisation functions and the
 3.4 Integrate procurement and supply strategies into corporate and business unit strategies. 3.5 Explain the operation of supply chain strategies across all organization functions. 	Integrate procurement and supply strategies into corporate and business unit strategies. Explain the operation of supply chain strategies across all		configuration and co-ordination of the supply chain Explain the control and creation of added value in
 3.6 Explain the configuration and co-ordination of the supply chain 3.7 Explain the control a n d creation of added value in supply chain management 	organization functions. Explain the configuration and co- ordination of the supply chain Explain the control and creation of added value		supply chain management.

3.8 Innovation in supply chain management 3.8 Innovation in supply chain Explain Innovation in anagement supply chain 3.8 Explain products and services management 3.8 Explain products and services Explain products and design through strategic supply ervices design through	
chain strategic supply chain	
General Objective: 4.0 Understanding procurement and supply management strategies	
4.1 Explain by distinction the Explain by distinction Textbooks,	Distinguish
7-8 concept of strategic the concept of Journals,	strategic
procurement and procurement strategic procurement Internet	procurement and
strategy and procurement Other	procurement
strategy Relevant	strategy.
4.2 State the roles of procurement State the roles of Websites	
in an organization's value procurement in an	
chain organization's value	Explain various
chain	procurement and
4.3 Describe various procurement Discuss various	supply strategies
	available to
and supply strategies – procurement and supply	procurement and
sourcing strategy, cost- strategies –	supply managers

		[]	
reduction strategy, supplier	sourcing strategy, cost-		
relationship strategy,	reduction strategy,		
procurement logistics	supplier relationship		Explain how
strategy, quality strategy,	strategy, logistics		procurement and
inventories control strategy,	strategy, quality		supply strategies
green procurement strategy,	strategy, inventories		can be integrated
negotiation and competitive-	control strategy, green		into business level
edge strategy etc.	procurement strategy,		strategy and
	negotiation and		corporate
	competitive-edge		strategy.
	strategy etc.		
4.4 Integrate procurement and	Integrate procurement		
supply strategies into	and supply strategies		Explain the
corporate strategy	into corporate strategy		contributions of procurement and
 4.5 State contributions of procurement and supply function in achieving operational objectives of business – superior quality objective, superior efficiency/cost objective, 	State contributions of procurement and supply function in achieving operational objectives of business- superior quality objective, superior efficiency/cost objective, innovation objective and		supply function in achieving operational objectives of business
	speed/responsiveness		

		innovation objective and speed/responsiveness objective.	objective.			
General	lOb	jective: 5.0 Understand the proc	urement and supply enviro	onment		
9-10	5.1	Explain the broader business	Explain the broader busin	Textbooks,		Explain the major
		environment – general,	environment- general,	Journals,		constituents of the
		industry/competitive and	industry/competitive	Internet		general, industry
		organization environment of	and organization	Other		and organization
		business.	environment of	Relevant		environment.
			business.	Websites		
	5.2	Explain changes in	Explain changes in			Explain changes
		environmental conditions	environmental			in environmental
		affecting domestic and	conditions affecting			conditions
		international business and	domestic and			affecting domestic
		procurement.	international business			and international
			and procurement.			business and
	5.3	Explain market structure and	Explain market structure			procurement.
		its impact demand and supply	and its impact demand			procurement.
		in a procurement and supply	and supply in a			
		chain environment.	procurement and supply			Explain the impact
			chain environment.			of economic,
						technological,

5 /	Explain the relationship	Explain the relationship		ecological,
5.4	1			-
	between competition in	between competition in		social/cultural,
	supply market and	supply market and		demographic
	government regulation	government regulation		environments on
5.5	Explain strengths, weakness,	Explain strengths,		procurement and
	threats and opportunities in	weakness, threats and		supply
	competitive environments.	opportunities in		management.
		competitive environments		
5.6	Explain corporate	Explain corporate		Define supply
	responsibility and ethics, and	responsibility and		chain risk
	the procurement environment	ethics, and the		
		procurement		Explain types of
		environment		supply chain risks
5.7	Explain the impact of	Explain the impact of		and strategies for
	technology and the ethical	technology and the		managing supply
	implications of developments	ethical implications of		chain risks.
	in e-Procurement	developments in e-		
		Procurement		Explain the
5.8	Explain supply chain risk,	Explain supply chain		following:
	types of supply chain risks,	risk, types of supply		• Green
		chain risks, strategies		procurement

strategies for coping with and	for coping with and		• Sustainable
managing supply chain risks.	managing supply chain		procurement
	risks.		• Renewable
5.9 Explain	Explain procurement		materials
procurement	andsupply chain		• Conflict
and supply chain	management's		materials
management's	contribution to		
contribution to managing the	managing the		
environment - green and	environment - green		
sustainable procurement and	andsustainable		
supply chain management	procurement and supply		
	chain management		
5.10 Explain renewable materials'	Explain renewable		
resourcing and regulations	materials' resourcing		
covering procurement of	andregulations		
conflict materials.	covering procurement of		
	conflict materials.		

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 ensure functional and corporate compliance with regulations	e information and knowledge of expend s and budgetary provisions.	iture control mechanisms to					
General Objectives: On completion of this unit, students w	ill be able to:						
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	5.0 Understand procurement audit report						

Course: P	Procurement Auditing and	Code: PSM 423			Credit U	nit: 3	
nvestigati	on	Contact Hours: 3 Hours	Contact Hours: 3 Hours		Theoretical: 2 Hours		
Year: I		Pre-requisite:			Practical	: 1 Hour	
Course S	pecification: Theoretical and P	ractical		1 0	1.		
Joal: The and corpo	e course is designed to provide s rate compliance with regulations	and budgetary provisions.	on and knowle	edge of expen	iditure cor	itrol mechanisms	to ensure functiona
General (Objective: 1.0 Understand procur	ement audit and investigation	on				
	Theoretical Content			Practical C	Content		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Le Outcome	arning	Teacher's Activities	Evaluation
1-2	1.1 Explain the concept of	Explain the concept of	Textbooks,				Define audit
	procurement auditing	procurement auditing	Journals,				
	and investigations.	and investigations	Relevant				
	1.2 Explain the reasons and	Explain the reasons and	Websites				Explain
	importance of	importance of					procurement
	procurement auditing	procurement auditing					auditing and
	and investigations.	and investigations.					investigation.
	1.3 Explain the functions of	Explain the functions of					
	a procurement auditor	a procurement auditor					
	and investigator.	and investigator.					Explain the
	1.4 State organizational	State organizational					functions of a
	structure, systems and	structure, systems and					procurement
	flows required for	flows required for					auditor and
							investigator.

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

	qualification for participation.2.4Explain review of compliance with procurement planning regulations2.5Explain review of procedures for bid or tender submissions2.6Explain tender opening procedure and evaluation methods2.7State evaluation of final purchase decisions and authority- physical ascertainment of assets procured on order.2.8Describe the evaluation of the quality of procurement/users/ customers interfaces	qualification for participation Explain review of compliance with procurement planning regulations Explain review of procedures for bid or tender submissions Explain tender opening procedure and evaluation methods State evaluation of final purchase decisions and authority - physical ascertainment of assets procured on order. Discuss evaluation of the quality of procurement/users/ customers interfaces			E C F e	Explain the process of review of bids/tenders for participation. Explain tender opening procedure and evaluation methods.
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	2.9 Explain the evaluation of	Explain the evaluation of			
	payment procedures -	payment procedures-			
	checking for pre payments	checking for			
	and requirements; checking	prepayments and			
	for special payment and	requirements; checking			
	requirements; checking for	for special payment and			
	promptness of payment;	requirements; checking			
	issuance of certificate of no	for promptness of			
	objection	payment; issuance of			
		Certificate of no			
		objection			
General O	bjective : 3.0 Understand procure	ment management audit			
5-6	3.1 Explain the	Explain the	Text books,		Explain the
	procurement functions	procurement	Journals,		Procurement
	compliance with	compliance with	Relevant		Department's
	required structural	required structural	Websites		compliance
	arrangements.	arrangements			with required
	3.2 Explain evaluation of	Explain evaluation of			structural
	strategic orientation,	orientation, prevention			arrangements.
	prevention and correction	and correction			

3.3	Review communication	Review communication		
	channel efficiency	channel efficiency		Conduct
3.4	Review procurement	Review procurement		review of
	staffing policy and	staffing policy and		procurement
	appropriateness to job	appropriateness to job		staffing policy
	description.	description		and
3.5	Review appropriateness	Review appropriateness		appropriatenes
	of remuneration and	of remuneration and		s to job
	service to employees.	service to employees		description
3.6	Review adequacy of the	Review adequacy of		
	methods of materials	the methods of		
	planning and control.	materials planning and		Explain mis-
		control		procurement
3.7	Review periodical	Review periodical		
	savings to procuring	savings to procuring		Explain sources
	entity, due to	entity, due to		and reasons for
	procurement efficiency	procurement efficiency		mis-
3.8	Review general,	Review general,		procurement.
	professional, supervisory	professional,		
	and specialist	supervisory and		
	competences.	specialist competences.		
		1	1	

General Ob	3.9 Explain sources and reasons for mis- procurements Djective: 4.0 Understand system of	Explain sources and reasons for mis- procurements 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	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	Explain how to develop		Confirm suitability of	Check the	State qualities
		system of stockyard	a system of stockyard		handling equipment.	appropriateness of	for suitable
		storage.	storage			storage method.	materials
	4.6	Explain evaluation of	Explain evaluation of		Develop a system of		handling system
		stock transfer procedures.	stock transfer procedures		stockyard storage	Confirm	and material
	4.7	Describe safety measures	Discuss safety measures			suitability of	handling
		and security, general and	and security, general and			handling	equipment
		accident preventive	accident preventive			equipment.	
		orientation.	orientation			Develop a system	
	4.8	Explain how to verify to	Explain how to verify			of stockyard	
		treat discrepancies	and treat discrepancies			storage	
		surpluses and shortage in	surpluses and shortage				
		the store and issuance of	in the store and				
		stock certificate	issuance of stock				
			certificate				
General O	ojec	tive: 5.0 Understand procurer	nent audit report	L	1		<u> </u>
9-10	5.1	Explain importance of	Explain importance of	Text books,	Prepare procurement	Supervise students	State the
		procurement audit report	procurement audit	Journals,	audit report	to Prepare	importance of
		summary and Introduction	report	Relevant		procurement audit	procurement
		to report		Websites		report	audit report

5.2 Explain structure and	Explain executive		
layout of report. Prepare	summary and		Prepare
procurement audit report.	Introduction to report		procurement
	Explain structure and		audit report.
	layout of report		
	Prepare procurement		
	audit report.		

PROGRAMME: PROCUREMENT AND SUPPLY CH	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						
Goal: To provide a comprehensive analysis of the principle on the role of the buyer in seeking to extend and proactivelyGENERAL OBJECTIVES: On completion of this unit, stu	manipulate the value chain.	in and the strategic impact it has						
1.0 Understand the fundamentals of international procureme	ent							
2.0 Understand global sourcing and global sourcing strategies	es.							
3.0 Understand the commercial considerations and payment	arrangements.							
4.0 Understand the international procurement task considera	ations							
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 pro-	ocurement							

Course:	International Procurement	Code: PSM 424			Credit U	nit: 2	
	Contact Hours: 2 Hours Theoretical: 2 Hours				cal: 2 Hours		
Year:		Pre-requisite:			Practical	: 0 Hour	
Course Course	Specification: Theoretical and P	Practical	of the global g	unnlu oh	in and the	a stratagia impost	it has on the rol
	provide a comprehensive analysis in seeking to extend and proactive			uppiy cii	iani anu u	le strategie impact	It has on the for
General	Objective 1.0 Understand the func	U	n management				
	Theoretical Conten	nt		Prac	tical Con	tent	
Week	Specific Learning Outcome	Teacher's Activities	Resources	Spec Lear Outc	ning	Teacher's Activities	Evaluation
	1.1 Explain the foundational	Explain the foundational	Text books,				Explain
	concepts of globalization,	concepts of globalization,	Journals,				globalization
	international trade and	international trade and	Internet				international
	international business.	international business.	Relevant				trade and
	1.2 State the reasons for	State the reasons for	Websites				international
	internationalization of	internationalization of					business.
	business.	trade.					
	1.3 Explain the relationship of	Explain the relationship					Explain the
	international business	of international business					1
	environment and	environment and					importance o
	procurement.	procurement					international
	1.4 Describe international	Discuss international					business to a
	procurement, reasons for it	procurement, reasons for it a	a				economy
	and potential problems to be	potential problems to be					

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

	national sourcing by	national sourcing by	Relevant		Explain sources
	comparing and contrasting	comparing and contrasting	Websites		of information
	various approaches to	various approaches to			for global
	domestic sourcing to global	domestic sourcing to			supply.
	sourcing.	global sourcing.			
2.3	Explain various sources of information on international supply of materials/goods. Describe the factors international procurers consider in the selection of international suppliers. Explain global sourcing strategies available to international procurers –	Explain various sources of information on international supply of materials/goods. Discuss the factors international procurers consider in the selection of international suppliers. Explain global sourcing strategies available to international procurers–			State the factors to be considered in the selection of international suppliers Explain global sourcing strategies
	wholly owned subsidiaries, overseas joint venture, in-	wholly owned subsidiaries, overseas joint			available to
	bond plant contractor,	venture, in-bond plant			international
	overseas independent	contractor, overseas			procurers.
		independent contractor,			

contractor, overseas, independent manufacturer. 2.5 State international procurement intermediaries	overseas, independent manufacturer. State international procurement	Explain the various intermediaries in international
 - 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. 2.6 Explain sub-contracting within global dimension. 2.7 Explain the growth and 	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. Explain sub- contracting within global dimension. Explain the growth and	procurement Explain the impact of trading blocs and customs unions on international procurement.
reliance of offshoring (global outsourcing) and sub-	reliance of offshoring (global outsourcing) and	

	 contracting in contributing 'value-add' to the organisation 2.8 Explain the impact of trading blocs and customs unions on international procurement. 	sub-contracting in contributing 'value- add' to the organisation. Explain the impact of trading blocs and customs unions on international procurement.			
General O	bjective: 3.0 Understand the comm	ercial considerations and pay	yment arrangemen	nts	
	3.1 Explain international	Explain international	Text books,		Explain
5-6	payment systems, payment	payment systems,	Journals,		international
	preferences of international	payment preferences of	Internet		payment
	procurers and suppliers.	international procurers and	Relevant		systems,
		suppliers.	Websites		
	 3.2 Explain money-based payments (bills of exchange, letters of credit, forfaiting, cash in advance, open account, credit cards etc.). 3.3 List out the various forms of payments without money i.e. 	Explain money-based payments (bills of exchange, letters of credit, forfaiting, cash in advance, open account, credit cards etc.). Discuss the various forms of payments			Explain the payment preferences of international procurers and international suppliers

			Y
countertrade (barter/swaps,	without money i.e.		
compensation or buybacks,	countertrade		Explain various
counter purchase, switch	(barter/swaps,		payments
trading and offset), under	compensation or		methods for
defined trading conditions	buybacks, counter		international
and/or commercial	purchase, switch trading		procurement
arrangements	and offset), under defined		under:
	trading conditions and/or		• Money-based
	commercial arrangements		payments
3.4 Explain reciprocal trading	Explain reciprocal trading		• Countertrade
and the strategic impact on	and the strategic impact		arrangement
the organisation, as a whole,	on the organisation, as a		
of reciprocal trading together	whole, of reciprocal		
with its impact on the	trading together with its		State the
dynamic of the supply chain	impact on the dynamic of		reasons for
	the supply chain		countertrade
3.5 Explain currency	Explain currency		and what are
management and global	management and global		procurements
financing, and the key	financing, and		contributions to
underpinning financial	the key underpinning		it
considerations linked to	financial considerations		

global supply chain	linked to global supply		
management.	chain management.		Explain
3.6 Explain international	Explain international		international
commercial arrangement and	commercial arrangement		commercial
terminologies, such as	and terminologies,		arrangements
IncoTerms 2020 for	such as IncoTerms 2020		(IncoTerms) 2020
waterways, airfreight and	forwaterways, airfreight		for waterways,
land.	and land.		airfreight and
3.7 Define a Bill of Exchange	Define and describe a		land.
	Bill of Exchange		
3.8 Explain the purpose of and	Explain the purpose of		
permutations of Letters of	and permutations of		
Credit	Letters of Credit		
3.9 Explain the reasons for and	Explain the reasons for		
impact of currency	and impact of currency		
fluctuations on international	fluctuations on		
procurement.	international procurement.		
3.10 Explain the implications of	Explain the implications of		
global finance loans linked to	global finance loans linked		
the facilitation of global trade	to the facilitation of global		
flows	trade flows		

	3.11 Explain the impact of ethics,	Explain the impact of			
	culture and customary	ethics, culture and			
	practice to the procurer	customary practice to the			
	operating in the global	procurer operating in the			
	marketplace	global marketplace			
	3.12 Distinguish the differences in	Distinguish the differences			
	negotiation strategies to be	in negotiation strategies to			
	adopted from solely buying	be adopted from solely			
	domestically to one of buying	buying domestically to one			
	on a global dimension	of buying on a global			
		dimension.			
General (Dbjective: 4.0 Understand internation	al procurement task conside	rations		
7-8	4.1 Explain planning	Explain planning	Textbooks		State the
	considerations and the	considerations and the	Journals		importance of
	importance of good planning	importance of good	Internet		quality and
	to global supply chain		Relevant		Standardization
	management.	supply chain	Websites		in managing
		management			global supply
	4.2 Explain the importance of	Explain the importance			chain
	quality considerations to	of quality considerations			
	quanty considerations to	or quanty considerations			

managing the global	to managing the global	Explain the
supply chain.	supply chain	contractual
4.3 Explain quality, quality	Explain quality, quality	considerations
considerations and the	considerations and the	when buying
importance of specifications	importance of	globally.
and national and global	specifications and	Explain legal
standards linked to buying	national and global	considerations to
products and services, and	standards linked to	be made in
the role of the International	buying products and	relation to
Standards Organisation	services, and the role of	global
(ISO) in international	the International	contracting and
procurement.	Standards Organisation	contract
	(ISO) in international	management
	procurement.	
4.4 Explain contractual	Explain contractual	
considerations when	considerations when	Explain the
buying globally	buying globally	impact of tariffs
4.5 Explain the key legal	Explain the key legal	and non-tariff
considerations to be made	considerations to be made	barriers and how
in relation to global	in relation to global	WTO regulates
		them

		contracting and contract	contracting and contract			
		management	management			
	4.6	Explain Commodity	Explain Commodity			
		markets and the operations	markets and the			
		of commodity markets.	operations of commodity			
			markets.			
	4.7	Explain the impact of	Explain the impact of			
		tariffs and non-tariff	tariffs and non- tariff			
		barriers and the how World	barriers and the how			
		Trade Organisation (WTO)	World Trade			
		regulates them.	Organisation (WTO)			
			regulates them.			
General ()bje	ective: 5.0 Understand the global	logistics and documentation	S		
9-10	5.1	Explain logistics and the role	Explain logistics and the	Text books,		Define global
		of global logistics in	role of global logistics in	Journals,		logistic
		international procurement.	international procurement.	Internet		
	5.2	Explain global logistics	Explain global logistics	relevant		Explain the
		and transport and the	and transport and the	websites		significant roles
		various modes of transport	various modes of			of freight
		available when buying	transport available			forwarders,
		globally	when buying globally			import brokers,
1	1		1	1		

5.	.3 Differentiate the role of	Differentiate the role of		agents,
	freight forwarders, import	freight forwarders, import		distributors and
	brokers, agents, distributors	brokers, agents,		overseas
	and overseas representatives.	distributors and overseas		representatives in
		representatives		international
5.	4 Explain the Factors which	Explain the Factors		procurement.
	have developed the concept	which have developed		
	of logistics.	the concept of logistics		
5.	.5 Explain how to interpret the	Explain how to interpret		Explain the
	impact of global logistics by	the impact of global		importance of
	demonstrating a sound	logistics by demonstrating		procurement and
	understanding of recent	a sound understanding of		supply chain
	developments in global	recent developments in		management's
	logistics drawing from	global logistics drawing		contribution to
	current 'best practice' being	from current 'best		the formulation of
	adopted.	practice' being adopted		a global logistics
5.	.6 Identify the importance of	Identify the importance		strategy
	procurement and supply chain	of procurement and		
	management's contribution to	supply chain		
	the formulation of a global	management's		
	logistics strategy	contribution to the		

		formulation of a global			
		logistics strategy			
	5.7 Explain the fundamental	Explain the fundamental			
	principles of cargo	principles of cargo			
	insurance	insurance			
	5.8 Explain import	Explain import			
	considerations and	considerations and			
	implications and import	implications and import			
	documentation - local	documentation - local			
	documentation and Inco-	documentation and			
	Terms 2020.	Inco-Terms 2020.			
	5.9 Explain how to classify the	Explain how to classify			
	various forms of import	the various forms of			
	documentation and	import documentation			
	arrangements required to be	and arrangements			
	understood when buying	required to be			
	globally	understood when buying			
		globally			
General (Objective: 6.0 Understand the Cust	oms planning and managemen	it	1	I
11-12	6.1 Explain the role and impact	Explain the role and	Text books,		Explain the
	of Nigeria Custom Service	impact of Nigeria	Journals,		roles and
					l

on effective operation of the	Custom Service on	visitation,	impacts of
international procurement	effective operation of the	Internet	Nigerian
and supply chain	international		customs service
management.	procurement and supply		in international
	chain management		trade
6.2 Explain how to interpret the	Explain how to interpret		
 importance of the contract of affreightment, including the appropriate use of Incoterms and terms of delivery. 6.3 Explain processing of imported consignment, 	the importance of the contract of affreightment, including the appropriate use of Inco-terms and terms of delivery Explain processing of imported consignment,		Explain the procedures in the Custom's Long Room. Define customs
 Custom's Long Room, and the use of customs warehouses. 6.4 Explain the role of various import trade facilitation organisations and groupings 	Custom's Long Room, and the use of customs warehouses. Explain the role of various import trade facilitation organisations and groupings		union Explain the impacts of custom unions such as

6.5	Explain economic	Explain economic		ECOWAS,	
	integration, custom unions	integration, custom unions		NAFTA, RC	EP
	and the impact of Free	and the impact of Free Trad		etc. in	
	Trade Zones/blocs and	Zones/blocs and customs		internationa	ıl
	customs union –	union – ECOWAS, United		procuremen	ıt
	ECOWAS, United States-	States-Mexico- Canada			
	Mexico-Canada	Agreement (USMCA),			
	Agreement (USMCA),	Regional Comprehensive			
	Regional Comprehensive	Economic Partnership			
	Economic Partnership	(RCEP) ASEAN etc on			
	(RCEP) ASEAN etc on	international procurement.			
	international procurement.				
General obje	ctive: 7.0: New challenges to and	d threats affecting internation	nal procurement		
7.1	Explain governments'	Explain governments'	Text books,	Explain the	;
	instruments of protectionism	instruments of	Journals,	instruments	; of
	and restrictive trade – tariffs,	protectionismand	Internet	protection	
	quotas, embargoes, boycotts,	restrictive trade-tariffs,	Relevant	applied by	
	import license requirement,	quotas, embargoes,	Websites	government	ts in
	local content requirements,	boycotts, import license		restricting	
	national boarder closures,	requirement, local content		internationa	ıl
	subsidies countervailing	requirements, national		trade.	

	l	· · · · · · · · · · · · · · · · · · ·
duties, subsidies, reciprocity,	boarder closures,	
currency manipulation and	subsidies countervailing	Explain how
controls, trading blocs, etc –	duties, subsidies,	global financi
and their impacts on	reciprocity, currency	and economic
international procurement.	manipulation and	
	controls, trading blocs,	crisis affect
	etc-and their impacts on	international
	international procurement.	procurement.
7.2 Explain how economic crisis	Explain how economic	
– Asia economic/financial	crisis– Asia economic	Explain how
crisis of 1996 and global	financial crisis of 1996	global
financial crisis of 2008 –	and global financial	pandemics
affected international	crisis of 2008 – affected	affect
business in general and	International business in	international
specifically procurement and	general and specifically	flow of goods
		and services.
supply chain management.	procurement and supply	
	chain management.	
7.3 List the effects of epidemics	Discuss the effects of	How does the
and pandemics like Zika,	epidemics and pandemics	level of
Ebola, h1n1 swine flu, SARS	like Zika, Ebola, h1n1	country's
virus, Corona (Covid-19)	swine flu, SARS virus,	opacity affect

viruses affect international	Corona (Covid-19)		inflow of
logistics, supply and	viruses affect		materials
procurement.	international logistics,		resources
	supply and procurement.		
and state the effect level of opacity of terrorism, sea piracy, insurgency and banditry on international	State the effect level of opacity of terrorism, insurgency and banditry on international logistics, supply and procurement.		

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	Year: IISemester: IIPre-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 c	hain specialist.								
General Objectives: On completion of this unit, students w	will be able to:								
1.0 Understand project management methodology									
2.0 Understand project procurement, appraisal and assessme	ent								
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									

Courses	: Project and Contract	Code: PSM 425		Cred	it Unit: 3	
Manage	ment	Contact Hours: 3 Hours	3	The	oretical: 2 Hours	
Year:	II Semester: II	Pre-requisite:		Pra	ctical: 1 Hour	
	Specification: Theoretical and					
ioal: The articulai	e course is designed to acquaint s r emphasis on the role of	students with the knowledge	ge of principle	s, practices and techr	iques for the manage	ement of projects with
	bly chain specialist					
General	Objective: 1.0 Understand Proje	ect Management Methodol	ogy			
Theoret	tical 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	Explain projects, types	Textbooks,	Form a project team	Guide studen	ts to: Define project
	project and project	of project and project	Journals,		Form a proje	ct
	management	management	Visitations	Prepare a Gantt cha	rt team	
	1.2 State the varying nature	State the varying nature	Relevant	showing different st	ages	Explain types o
	of project work in	of project work in	Internet	of a project to be ex	ecuted Prepare a Ga	ntt projects.
	business	business	Websites.		chart showing	g
	1.3 Explain the roles and	Explain the roles and		Prepare a critical pa	th different stag	es of
	responsibility of project	responsibility of project		analysis for a given	a project to b	e Explain the
	managers and roles of	managers and roles of		project	executed	contributions
	procurement managers in	procurement managers				of
	project management.	in project management.			Prepare a crit	ical procurement
	1.4 Describe planning,	Discuss planning,			path analysis	to successful
	organising, co-ordinating	organising, co-ordinating			for a given	completion of
					project	projects

	and controlling projects,	controlling projects, using		Explain the
	using appropriate tools.	appropriate tools.		planning,
1.	.5 Explain work plan and its	Explain work plan and		organising, co-
	application in projects	its application in		ordination and
		projects		control of
1.	.6 Explain teams, teamwork,	Explain teams,		projects.
	leadership and	teamwork, leadership		
	motivational aspects of	and motivational aspects		
	project management.	of project management		Explain the
1.	.7 Explain the use of IT	Explain the use of IT		importance of
	software for improved	software for improved		teams and
	project and contract	project and contract		teamwork to
	management.	management.		successful
				completion of
1.		Explain project teams		projects.
		and how to build		
	cross- functional project	successful cross-		
	teams.	functional project		
		teams.		

3-4		ective: 2.0 Understand proje Explain project	Explain project	Textbooks,		Guide students to:	Explain the
		procurement, appraisal -	procurement appraisal,	Journals,	tender	Prepare an	relevant criteria
		quality, time and cost, including methods of investment appraisal and assessment of risks,	quality, time and cost, including methods of investment appraisal and assessment of	Videos Visit to Project Sites, Relevant	Conduct a bidding session	invitation for tender Conduct a	to be considered in selecting consultants and other parties in
		and assessment of fisks,	risks,	Websites		bidding session	procurement of
	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	Explain pre-contract considerations with regard to the use of consultants, deployment of people, initiation of joint ventures and appointment of sub- contractors				project items Explain the use of bidding process in the selection of contractors and service
	2.3	Explain the use of project partnering and best value in project and contract management	Explain the use of project partnering and best value in project and time management.				providers for projects.

	2.4 Explain the use of	Explain the use of			State the functions
	tendering/bidding, bid	tendering/bidding, bid			of an
	documents, bid	documents, bid			Engineer/Architect
	qualifications, bid	qualifications, bid			in project
	securities procedures,	securities procedures,			management
	bid opening and	bid opening and			
	payments taking into	payments taking into			
	account the Public	account the Public			
	Procurement Act 2007.	Procurement Act 2007			
	2.5 Explain the functions of	Explain the functions of			
	an Engineer/Architect in	an Engineer/Architect in			
	project and contract	project and contract			
	management	management			
General	Objective : 3.0 Understand contra	actual issues			
5-6	3.1 Describe types of	Explain types of	Text books,		Explain types
	construction contracts	construction contracts	Journals,		of construction
	including competitive,	including competitive,	Videos		contracts
	negotiated, turnkey,	negotiated, turnkey,	Visit To		applicable to
	multiple management,	multiple management,	Project Sites,		project
	design, build and operate	design, build and	Relevant		procurement.
	contract strategies.	operate contract	Websites		
		strategies			

3.2 Enumerate the various	Explain the various		Define Public-
aspects of the contract;	aspects of the contract;		Private
the specification, the	the specification, the		Partnership
performance measures	performance measures		(PPP)
and the contractual	and the contractual		
terms.	terms.		
3.3 Explain Contractual	Explain Contractual		Explain the PPP
clauses such as those	clauses such as those		impacts in
covering pricing	covering pricing		project
methods, payment,	methods, payment,		management
control of sub-	control of sub-		
contractors, default,	contractors, default,		
unforeseen	unforeseen		Explain methods
circumstances, delay and	circumstances, delay		of funding
liquidated damages,	and liquidated damages,		projects.
defects and maintenance,	defects and		
indemnity and insurance,	maintenance, indemnity		Evaluia
intellectual property	and insurance,		Explain
	intellectual property		subcontracting and
	Explain the operation		outsourcing.
	of alternative pricing		

3.4	Explain the operation of	methods in
	alternative pricing	procurement projects.
	methods in procurement	Explain Public-Private
	projects.	Partnership (PPP) and its
3.5	Explain Public-Private	impact on project and
	Partnership (PPP) and its	contract management.
	impact on project and	Explain forms of
	contract management.	dispute resolution
3.6	Describe forms of	Explain Legal
	dispute resolution	considerations relating
3.7	Enumerate Legal	to project and contract
	considerations relating to	management
	project and contract	Explain Project
	management	funding methodology,
3.8	Explain Project funding	subcontracting and
	methodology,	outsourcing.
	subcontracting and	
	outsourcing.	

-8	4.1	Explain contract	Explain contract	Textbooks,	Prepare a progress report	Guide students to	Define contract
		control, including	control, including	journals,	on a project	prepare a	control
		network analysis	network analysis	video		progress report	Explain
		techniques, the	techniques, the	visit to project		on a project	project control
		measurement and	measurement and	sites, relevant			under
		reporting of progress	reporting of progress	websites			following
	4.2	Explain costs control	Explain costs control				headings:
		with regard to	with regard to				• Cost
		certification and	certification and				
		payment	payment				• Quality
	4.3	Explain management	Explain management				• Time
		and negotiation of	and negotiation of				• Human
		variations and claims.	variations and claims				Contract
	4.4	Explain monitoring	Explain monitoring				
		and negotiating	and negotiating				
		improvement to	improvement to				Explain the risks
		supplier performance.	supplier performance				relating to
	4.5	Explain contract closure	Explain contract				variations and
		and liability for defects	closure and liability for				claims to contract
		-	defects				

	4.6	Explain post-	Explain post-			
		implementation	implementation			
		appraisal.	appraisal			
General	Obj	ective: 5.0 Understand subc	ontracting, engineering ar	nd construction	pricing methods	
9-10	5.1	Explain fixed pricing,	Explain fixed pricing,	Text books,		Explain fixed
		escalation, variable,	escalation, variable,	Journals,		pricing,
		lump-sum measurement	lump-sum measurement	Video		escalation,
		and value and schedule	and value and schedule	Visit to		variable, lump-
		of rate on measurement	of rate on measurement	Project Sites,		sum
	5.2	Explain formulae for	Explain formulae for	Relevant		measurement
		fluctuations in cost of	fluctuations in cost of	Websites		and value and
		labour and materials	labour and materials			schedule of rate
	5.3	Explain fixed/variable	Explain fixed/variable			on measurement
		elements	elements			
	5.4	Describe labour and	Discuss labour and			Explain bidding,
		material indices, and	material indices, and			bidding procedure,
		incidence of expenditure	incidence of expenditure			bidding methods
	5.5	Explain bidding,	Explain bidding,			and bid bonds.
		bidding procedure,	bidding procedure,			and blu bonus.
		bidding methods and	bidding methods and			Evoloin
		bid bonds.	bid bonds.			Explain contractual

	5 c Eveloin subcontracting and	Eveloin autoontracting				rolationship of
	5.6 Explain subcontracting and					relationship of
	outsourcing contractual	and outsourcing				sub contraction
	relationship, owner/	contractual relationship,				and outsourcing
	employer's rights and	owner/employer's rights				Explain time
	contractor/supplier's rights	and contractor/supplier's				management and
		rights				importance of on
	5.7 Explain the safeguards	Explain the safeguards				time project
	for the employer and the	for the employer and				completion.
	extent of contractor's	the extent of				
	liability	contractor's liability				
	5.8 Describe back-to-	Discuss back-to-back				
	back arrangements	arrangements				
	5.9 Explain time management	Explain time				
	and importance of on	management and				
	time project completion.	importance of on time				
		project completion.				
General	Objective: 6.0 Understand varia	tions, claims, contract adr	ninistration and	l project reports	1	1
11-12	6.1 Explain variations	Explain variations	Text books,	Draft instructions to	Guide	Explain how to
	within and outside the	within and outside the	Journals,	tenders for project	students to:	negotiate
	scope of project	scope of project	Internet	contracts	Draft	claims and
		Explain how to	Visitations,		instructions to	amendments,
		negotiate claims and				

6.2	Negotiate claims and	amendments, and how	Relevant	Prepare reports on	tenders for	and how to
	amendments, and how to	to settle claims and	Website	project works	project	settle claims
	settle claims and disputes	disputes e.g. contractual and ex-			contracts	and disputes.
	e.g. contractual and ex-	gratia claims				
	contract	Explain the effects of delivery in project contract Explain the functions of the Engineering /Architect in project contract management • Draft instructions to			Prepare reports on project works Record of projects	Discuss research important in project management Explain research
6.5	Explain research and development in relation to contracts, patents, copyrights, registered designs etc.	 tenders for project contracts Explain research and development in relation to contracts, patents, copyrights, registered designs etc. 				and development in relation to contracts, patents, copyrights, registered designs

5.5 Explain the roles of	Explain the roles of		
research in a project and	research in a project		
contract.	and contract.		
	• Prepare reports		
	on project works		
	• Explain records of		
	projects		

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. General Objectives: On completion of this unit, students will be able to: 1.0 Understand various approaches to case analysis							
2.0 Understand the roles of internal and external environme	ent of business in case analysis						
3.0 Understand cases and situations arising from any case a	nd problems						
4.0 Understand analytical skills for solving major case stud	y 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, a	rising from more situation relating to	procurement and supply functions					

Course:	Procurement Cases and Problems	Code: PSM 426			Credit U	nit : 3		
		Contact Hours: 3 Hou	ırs			cal: 2 hours	al: 2 hours	
Year: I	Semester: II	Pre-requisite:			Practical	: 1 hour		
Goal: This techniques	pecification: Theoretical and Pra s course is intended to develop the t s to analysing and solving organizat Objective: 1.0 Understand various	rainee's ability to creativ ional problems.	rely apply qual	itative and qu	antitative	information and i	nitiative skills and	
General	Theoretical Content	approaches to case analys	515	Practical (Content			
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Le Outcome	earning	Teacher's Activities	Evaluation	
1-2	1.1 Explain a case in business	Explain a case in	Textbooks,				Explain the	
	and problem solving	business and problem	Journals,				importance of	
		solving	Videos				case study in the	
	1.2 State the evolution of the	State the evolution of	Relevant				understanding of	
	use cases in solving	the use cases in	Websites				business in	
	business and related	solving business and					general and	
	problems.	related problems.					procurement in	
	1.3 Explain the purpose and	Explain the purpose					particular.	
	use of cases and case	and use of cases and						
	analysis in learning	case analysis in					Explain the variou	
		learning					•	
	1.4 Describe strategy,	Discuss strategy,					alternatives to case	
	strategic management	strategic					analysis	
	process, corporate	management						
	strategy and	process, corporate						

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

environment, politics/legal		economic environment,	(industry), within	case study.
environment, technological		politics/legal	the organization	
environment, social and		environment,	– economic	
culture environment,		technological	environment,	
ecological environment,		environment, social and	politics/legal	
global environment,		culture environment,	environment,	
competitive (industry)		ecological environment,	technological	
environment and		global environment,	environment,	
organization (internal)		competitive (industry)	social and culture	
environment –		environment and	environment,	
2.2 Explain strength, weakness,	Explain strength,	organization (internal)	ecological	
opportunities and threats	weakness,	environment.	environment,	
(SWOT) analysis.	opportunities and		global	
	threats (SWOT)		environment,	
	analysis.	Conduct strength,	competitive	
		weakness, opportunities	(industry)	
		and threats (SWOT)	environment and	
		analysis.	organization	
			(internal)	
			environment.	

General (Dbjective: 3.0 Acquire ability to und	lerstand cases and situat	ions arising fro	om any case of problems	Conduct strength weakness, opportunities and threats (SWOT) analysis.	
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 implémentation etc.		Analyse 2 mini cases in business. Analyse 3 mini cases in procurement and supply management.

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

3.	.8 Analyse mini cases	Analyse mini cases	Analyse m	ini cases	planning and	
	relative to legal	relative to legal	in negotiat	ion and	control	
	aspects of	aspects of procurement	stores man	agement.	Analyse mini	
	procurement				cases in physical	
			Analyse m	ini cases	distribution and	
			relative to	legal aspects	transportation	
			of procure	ment	and/or supply	
					planning	
					Analyse mini	
					cases in	
					negotiation	
					and stores	
					management.	
					Analyse mini	
					cases relative to	
					legal aspects of	
					procurement	

7-8	4.1 Explain techniques and tools	Explain techniques and	Textbooks,	Identify tools for	Guide students	Analyse 2 major
	for analysing major cases	tools for analysing	Journals,	analysing major cases	to Identify tools	cases with students
	using corporate portfolio	major cases using	Videos	using corporate	for analysing	in groups.
	analysis - BCG matrix,	corporate portfolio	Relevant	portfolio analysis -	major cases	
	Product life cycle strategy,	analysis - BCG matrix,	Websites	BCG matrix, Product	using corporate	
	GE business screen, GE 9	Product life cycle		life cycle strategy, GE	portfolio	
	cells matrix, Ansoff's growth	strategy, GE business		business screen, GE 9	analysis - BCG	
	vector, TOWS matrix,	screen, GE9 cells		cells matrix, Ansoff's	matrix, Product	
	learning curve, etc.	matrix, Ansoff's growth		growth vector, TOWS	life cycle	
		vector, TOWS matrix,		matrix, learning curve,	strategy, GE	
		learning curve, etc.		etc.	business screen,	
	4.2 Explain techniques and tools	Explain techniques and			GE 9 cells	
	for analysing major cases	tools for analysing		Identify tools for	matrix, Ansoff's	
	using financial and economic	major cases using		analysing major cases	growth vector,	
	analysis capital investment	financial and economic		using financial and	TOWS matrix,	
	appraisal, investment	analysis capital		economic analysis	learning curve,	
	analysis and portfolio	investment appraisal,		capital investment	etc.	
	management, financial	investment analysis and		appraisal, investment		
	planning and quantitative	portfolio management,		analysis and portfolio	Identify tools for	
	techniques etc	financial planning and		management, financial	analysing major	

	quantitative techniques		planning and	cases using	
	etc		quantitative techniques	financial and	
			etc	economic	
				analysis capital	
				investment	
				appraisal,	
				investment	
Dbjective : 5.0 Understand how to p	prepare a clear and well-st	tructured case	report	1	1
5.1 Prepare a case report	Prepare a case report	Textbooks,	Prepare students for a	Prepare students	Prepare group case
pertaining to selected areas	pertaining to selected	Journals,	case report pertaining	for a case report	reports.
as a group and individual	areas as a group and	Videos	to selected areas as a	pertaining to	
	individual	Relevant	group	selected areas as	
5.2 Present a summary report	Present a summary	Websites		a group	
on any previously treated	report on any		Present a summary	Present a	
cases - first and group and	previously treated		report on any previously	summary report	
individually	cases - first and		treated cases - first and	on any	
	group and individually		group and individually	previously	
				treated cases -	
				first and group	
				and individually	
	 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 	Dbjective : 5.0 Understand how to prepare a clear and well-st 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 individually 5.2 Present a summary report pertaining to selected areas	bisective: 5.0 Understand how to prepare a clear and well-structured case 5.1 Prepare a case report pertaining to selected areas as a group and individual Prepare a case report pertaining to selected areas Textbooks, Journals, 5.2 Present a summary report on any previously treated individually Present a summary report on any previously treated cases - first and group and individually Websites	etcquantitative techniques etcDbjective: 5.0 Understand how to prepare a clear and well-structured case report5.1 Prepare a case report pertaining to selected areas as a group and individualPrepare a case report pertaining to selected areas as a group and individualTextbooks, VideosPrepare students for a case report pertaining to selected areas as a group5.2 Present a summary report on any previously treated individuallyPresent a summary previously treated report on any previously treated cases - first andPresent a summary previously treated report on any previously treated cases - first and	etcquantitative techniques etcfinancial and economic analysis capital

General Ol	bjective: 6.0 Understand how to f	ind solution to problems	or cases arisin	g from more situation re	lating to procureme	ent and supply
functions				-		
11-12	6.1 Explain different solutions	Explain different	Textbooks,	Demonstrate the act	Demonstrate	Analyse a major
	to cases to be supplied by	solutions to cases to	Journals,	as chairman to a	the act of	case and present
	the lecturer	be supplied by the	Videos	group selected to	chairman to a	an individual
		lecturer	Visit To	give probable	group selected	report on it.
			Project Sites,	solution to cases in	to give probable	
		Act as chairman to a	Relevant	procurement and	solution to	
		group selected to give	Websites	supply	cases in	
		probable solution to			procurement	
		cases in procurement			and supply	
		and supply				
	6.2 Present a majority and	Present a majority and				
	minority reports and or	minority reports and				
	solutions to different cases	or solutions to				
	in procurement and	different cases in				
	supply	procurement and				
		supply				

Practical Guide for ND Procurement and Supply Chain Management

PSM 111	 Draw an Organogram depicting types of Procurement Organisation Structure as well
Principles of Procurement I	as duties and responsibilities of procurement managers, supervisors and other staff, Demonstrate use of different methods of Specification Calculate economic order quantity (EOQ) Prepare a material stock level Carryout Supplier rating, evaluation and selection
PSM 112 Stores Administration I	 Demonstrate how to inspect, receive, store, maintain, and issue items in the store Demonstrate the use of Safety gadgets in the store such as: Helmets Overalls Boots Fire extinguisher Storage of harmful Disposal of irreparable breakage Demonstrate how to document activities in the store: Inspection report Store receipt voucher Stock inventory Demonstrate security checks at entrance and exit points of the Model Store Demonstrate how store items are marked manually and electronically Carry out sanitation activities in the Model Store Carry out maintenance of store equipment

PSM 113	1. Analyze modes of transport (such as rail, road, air and sea/inland waterways) and the
Principles of Transport and	merits and demerits of each mode.
Distribution I	 Carry out distribution resourcesplanning(DRP).
	3. Carry out containerization, using different types of containers,
PSM 114	1. Frame a Business entity and position it as a manufacturing firm
Legal Aspects of	2. Prepare a relevant case study using the above firm in the violation of requirements in supply
Procurement and Supply	
Chain Management	of goods and services.
Materials Planning and Control	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:
	• 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	1. Carryout grouping and regrouping of Procurement department into sections e.g
Principles of Procurement II	Ordering unit
	• Receiving unit
	Inspection unit, etc

	2. Design:
	Purchase requisition from
	Purchase order form
	Consignment notes
	3. Design different types of Procurement manuals
	4. Visit trade fairs, interact foreign manufacturers on how to import and export items from
	and to their countries
PSM 122	1. Demonstrate different methods of issuing and pricing of issues in the Model store eg
Stores Administration II	• First in first out (FIFO)
	• Last in first out (LIFO)
	2. Carryout inventory/ stock taking activities in the Model store
	3. Use Excel to document received and issued stores in the Store
PSM 125	1. Choose a field of research
Procurement Research Methods	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.)
	3.Use various search engines to gather resources for research
	4. Compile an index card system for research title

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

	4. Watch documentaries on different methods of production eg
	Batch production
	Flow production, etc
	5. Design a production plan
	6. Create promotional activities
	7. Conduct recording of materials using different methods
	8. Calculate:
	Minimum levels
	Maximum levels
	• Safety levels
	9. Reorder levels
	10. Slow moving items and surplus items.
PSM 214	1. Watch documentaries on supply chain management
Introduction to 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
PSM 222	1. Describe stores layout and how it affects flow of materials.
Stores Design and Materials Handling II	2. Describe goods receiving bays

	3. Describe the surveillance of incoming goods.
	4. Describe vehicle parking facilities.
PSM 226	1. Selection of a topic of interest.
Project	2. Demonstrate research ability
	3. Demonstrate ability to collect data

Practical Guide for HND Procurement and Supply Chain Management

PSM 311 Procurement Practice and Techniques	 Demonstrate procurement, procurement functions within supply chain management, Illustrate the relationship between procurement and buying, procurement and purchasing, procurement and supply chain management Identify the relationships between the procurement function and other functions (production and operations, finance, marketing, human resources etc.) in a supply chain environment Illustrate supply market structures Demonstrate their implications for efficient procurement Demonstrate the use of investment appraisal techniques in the procurement of capital equipment.
PSM 312 Inventory Management	 Draw different types of storage facilities such as: storehouse, stockyard, point of use and floating storage 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. Illustrate store design, objectives of store design and types of designs and factors considered in designing stores Carry out operational research and its application in the store Carry out work study techniques Prepare stores manual Practice safety and safety procedures in the store. Illustrate safety and protection gear, such overalls/safety jackets, safety boots, hand gloves, ear plugs, face/nose mask, helmet, Practice maintenance (planned, turnaround, breakdown, shutdown etc.).

	10. Show asset replacement of equipment and the reasons for replacement of assets.
PSM 313	1. Conduct a supplier audit
Supply Chain Management	
PSM 314	1. Prepare different types of Budgets for Procurement
Materials Planning and	2. Use forecasting and forecasting techniques as a step to materials planning
Control	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	1. Design a product or service in groups
Operations and SCM	2. Demonstrate handling of fragile, hazardous materials and heavy equipment
	3. Create a network, calculate the critical path and identify resource constraints
PSM 316	1. Evaluate
Finance for Supply Chain	 capital projects. Capital rationing.
Management	 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:
	• Suppliers
	Own organisation
	 Customers Carry out a financial appraisal and risk analysis of suppliers, own organisation, and customers,
	 e. Carry out a finalicial appraisal and fisk analysis of suppliers, own organisation, and customers, using a range of financial performance ratios: Profitability ratios
	Profitability ratios
	 Efficiency ratios, Liquidity ratios and
	 Investment ratios

	5. Evaluate financial risk management options,
	• Debt
	• Futures and derivatives and;
	• Insurance
PSM 321	1. Design various organizational structures of Procurement and supply chain management
Procurement and Supply	2. Group Presentation on typologies of and alternative forms of procurement organisation
Management	structure, such as centralized, decentralized, hybrid, consortia, team-based, virtual
_	3. Apply cost reduction techniques on a given product or service
PSM 322	1. Visit different types of warehouse e.g. Public and Private Warehouses.
Logistics Management	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	1. Visit a supermarket or cooperative consumer shop and a local market
Category Management	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	1. Use the World Wide Web (www) and its application to business and society.
e-Procurement	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.

 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, spooling, phishing etc. 9. Illustrate procurement and supply chain data security techniques – spyware, backups, careful
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phishing etc.9. Illustrate procurement and supply chain data security techniques – spyware, backups, careful
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 1. Demonstrate the implications of the government accounting cycle for procurement, in relation
Public Procurement 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 1. Design tools for analyzing relationship selection and determination
Supplier Relationship 2. Demonstrate supplier development strategies – supplier associations, supplier roundtables,
Management supplier workshops, annual supplier meetings, procurement marketing etc
PSM 414 1. Watch videos on shipping practices
Maritime Transport and2. Visit custom offices and clearing agents collecting samples of import/export documents
Shipping Practice 3. Prepare and fill shipping documents
4. Prepare proforma invoice and packing list
5. Calculate deductibles and settlement of claims.
PSM 421 1. Calculate Economic Order Quantity (EOQ), inventory cycle, and ABC (Pareto's) analysis
Materials Management in management of materials
2. Use some statistical quality control techniques in determining quality of materials

[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	1. Practice stock taking sheet, physical assets records, register ledgers and stock records and
Procurement Auditing and	activity schedule
Investigation	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	1. Form a project team
Project and Contract	2. Prepare a Gantt chart showing different stages of a project to be executed
Management	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	1. Identify case from the general environment to competitive environment (industry), within the
Procurement Cases and	organization – economic environment, politics/legal environment, technological
Problems	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
	r. Thatyze him cuses in inventory planning and control

 Analyze mini cases in physical distribution and transportation and/or supply planning Analyze mini cases in negotiation and stores management. Analyze mini cases relative to legal aspects of procurement 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. 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 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 Demonstrate the act as chairman to a group selected to give probable solution to cases in procurement and curply
procurement and supply

LIST OF EOUIPMENT

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

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

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