

SCHOOL OF MANAGEMENT

BACHELOR OF SCIENCE IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

CURRICULUM

2024 ACADEMIC YEAR

1. PROGRAMME OVERVIEW

Procurement and supply chain management is fast becoming a very important area of study in the current competitive business landscape as it plays a vital role in organizational success. Procurement allows organisations both in the public and private sector to get the right products at the right time, in the right quantities, and at the right prices. The Bachelor of Science degree in Procurement and Supply Chain Management programme is meant to develop and enhance the competence and knowledge that candidates need in order for them to be effective, accountable, economical and efficient in the way those they manage the strategic and organizational operations competitively. The program focuses on the core skills and is work oriented so as to deliver the program with more emphasis on practical aspects of the purchasing function and innovative approach to issues that are relevant in today's business environment. Considering the environment and the needs of the target groups, the program is designed in a modular format to allow for structured professional progression.

2. PROGRAMME AIM AND OBJECTIVES

2.1 AIM

This Programme aims at providing students with an up dated and comprehensive understanding of the most advanced knowledge in the field of Procurement and Supply Chain Management.

2.2 COURSE OUTCOMES

The intended outcome of the programme is to produce well trained and skilled human resources in procurement and supply chain management that will be able to:

a) Explain the most recent concepts and trends in the field of Procurement and Supply Chain Management.
b) Critically analyze and explain the work forces in the Procurement and Supply Chain and Management field.
c) Demonstrate competencies in the field of Procurement and Supply Chain Management.
d) Explain fundamental procurement and supply chain management concepts.
e) Evaluate and manage an effective procurement and supply chain management.
f) Explain the foundational role of logistics as it relates to transportation and warehousing.

3. THE STUDENT ENTRY QUALIFICATIONS

The program shall admit two groups of candidates. For the Four (4) years Bachelor of Science in Procurement and Supply Chain Management, applicants must have a Malawi School Certificate of Education (MSCE) or its equivalent with passes including English.

4. BACHELOR'S DEGREE COMPLETION PROGRAMME

The second group is those wishing to complete their degree programme. Applicants must have a recognised University Diploma in Supply Chain Management or Business Management, or an Advanced Diploma in a relevant field of study earned from a recognised institution. The Diploma must be at least two-years in duration. Diploma holders may be considered for entry at second or third year of the four-year program depending on subjects covered and two years' work experience. The Bachelors of Science in Procurement and Supply Chain and Management degree programme has been designed to develop the working and non-working cadres to acquirer knowledge which is key to their future career and academic advancement.

5. JUSTIFICATION AND UNIQUENESS OF THE PROGRAMME

Bachelor of Science in Procurement and Supply Chain and Management is being looked at as one of the most wanted and popular discipline of study in Malawi Universities, the work forces and professional. The University of Lilongwe will endeavor to support the departments through the consolidation and integration of the most basic concepts in various programmes and in its offering of Bachelor of Science in Procurement and Supply Chain and Management which complement with other similar studies sorely to help and strengthen students understanding of the field of study.

6. DEGREE PROGRAMME DURATION

As highlighted in paragraph 3 and 4 above the duration of the University first degree courses will be four years. On enrollment students may in approved cases be exempted from certain levels or courses or both provided that the student shall have successfully completed approved or equivalent university level courses elsewhere and that the student shall be required to complete at least 60 percent of the program through The University of Lilongwe.

7. QUALITY CONTROL

In addition to the quality control measures such as admission of students and curriculum development discussed above, other quality control measures include monitoring course coverage and use of external examiners who will do vetting of all examinations. After the students have written the examinations, the examiner will mark the scripts and the results will be submitted to the Head of Department who will certify them and forward them to the Dean of Faculty who will present the results to Senate for approval. The results will be officially released only after the Senate approval.

8. MODE OF DELIVERY

Mode of delivery will be through the following

- Lectures
- Tutorials
- Group Discussions
- Presentations
- Seminars

Two approaches will be used to acquire intellectual skills. First, each module will involve discussions of key issues, practice in applying theories, principles and concepts and individual feedback sessions on submitted coursework. Secondly, students will be expected to source materials from a variety of sources. In addition, students will be exposed to various methods of coursework presentation in a professional format in a professional format in order to incarnate practical skills.

9. MODE OF COURSE OFFERING

The Bachelor of Science in in Procurement and Supply Chain Management programme shall be completed in a period of Four (4) years to six (6) years in the following modes: Day release- Four (4) years, Evening and Weekend -Four (4) years. Open and Distance Learning -four (4) to six (6) years. Day release students will be having classes from Monday to Friday, from 8:00. A.m. to 5:00 p.m. each day of the week. Weekend mode of learning shall be conducted on Saturday and Sundays from 8:00 a.m. to 5:00 p.m.

10. METHOD OF ASSESSMENT

Student performance will be assessed based on marks obtained in course work and examinations. The marks will be translated into letter grades which will further be translated into grade points (GP) as illustrated in section 2.1 on grading system below. Twenty percent (20%) of the course marks will come from course work coming from a minimum of two assignments and twenty percent will come from mid-semester examination and the remaining 60% will come from end of semester examination (exceptions from this rule will be specified in each course syllabus).

10.1 Grading system

The grading system shall comprise of five letter grades, A, B, C, D, and F. A grade of A denotes excellent or exceptional performance; B denotes superior performance; C denotes average performance; D denotes unsatisfactory performance and F denotes undoubted failure. Grade points shall be assigned to these letter grades in accordance to the criteria shown in table 1 below.

Table 1: Assessment criteria for individual courses

Range of Marks (%)	**Letter Grade for Course**	**Grade Point (GP)**	**Quality of Grade**
90	A+	4.0	Excellent
86-89	A	3.7	Excellent
80-85	A-	3.3	Excellent
76-79	B+	3.0	Superior performance
70-75	B	2.8	Superior performance
66-69	B-	2.6	Superior performance
61-65	C+	2.4	Above average
56-60	C	2.2	Average
45-59	C-	2.0	Below average

30-44	D	1.0	Unsatisfactory performance (Supplementary)
0-29	F	0.0	Fail (Repeat)

Other notations shall be N for attending or auditing a course for no 'credit' and I for incomplete work.

10.2 Auditing a course

A grade of 'N' will be assigned when a student opts to audit or attend a course for no credit. Such a student shall be required to attend a minimum of 90% of all the lectures and practical or laboratory activities for the grade of N to appear in his or her transcript.

10.3 Incomplete course work

A grade of 'I' will be assigned to a student who has not completed some course requirements such as assignments, practical and or laboratory work. The student will be required to complete the course requirements for the grade of 'I' to be changed to a substantive course grade. No student will be allowed to graduate at any level in a programme with an 'I' grade.

10.4 Failing a course

A student shall be deemed to have failed a course if he or she obtains a grade of 'D' which represents marks between 40 and 49 percent or a grade of F which represents marks of less than 40 percent.

A student who absents himself or herself from an examination (mid-semester or end of semester) with no valid reasons will be deemed to have failed and shall get a grade of F. A student caught cheating in an examination shall be given a grade of F

A student who fails to attend 90 percent of the lectures and practical sessions will be deemed to have failed the course regardless of the marks, letter grade or grade point obtained in that course.

10.5 Supplementary Examinations

A student who obtains a grade of 'D' in a course will be deemed to have failed that course and will be required to sit supplementary examinations. A student shall sit supplementary examinations for a maximum of two failed courses in a semester, and no student shall graduate with a failing course grade.

10.6 Repeating courses

A student who obtains a grade of 'F' or fails a supplementary examination shall repeat the course. A student shall only be allowed to write "one supplementary examination" for the same course. If he or she fails the supplementary examination, he or she shall repeat the course.

10.7 Repeating a semester

A student who obtains 'F' course grades in three courses in a semester or fails supplementary examinations in three courses in a semester shall repeat that semester.

A student who fails to attend a minimum of 90 percent of the lectures and practical sessions shall repeat the course"

10.8 Withdrawal

A student who obtains a failing grade of F in three or more courses in a semester shall be withdrawn from the programme.

A student who obtains a failing grade of F in three or more courses in a semester shall be withdrawn from the programme.

A student who fails (obtains a failing grade of F or D) in a repeated course shall be withdrawn from the programme.

10.9 Research project assessment

A students shall be required to complete a research project and submit a research report as a minimum requirement for the award of a baccalaureate degree at the University of Lilongwe. The research project shall be assessed on a pass or fail basis.

A student shall not be awarded a baccalaureate degree at the University of Lilongwe before completing a research project and submitting a research project report that has been assessed and approved by Senate

10.10 Programme assessment

Student performance in a programme shall be assessed using a grade point average (GPA). A GPA is the average number of grade points earned for the semester credit hours attempted.

The semester grade point average (SGPA) shall be computed from all the credit hours attempted in a semester exclusive of credits reported as incomplete (I) or audit (N).

Cumulative grade point average (CGPA) is the average of the weighted grade points earned by a student over entire period of his/her studies to the time the assessment is being conducted.

Awards at the end of the study programme will be based on the cumulative grade point average (CGPA). Table 2 below provides the criteria for assessing student performance in a programme.

Table 2: Programme Assessment criteria

Letter Grade for Course	Cumulative Grade Point Average (CGPA)	Quality of Grade
A+	4.0	Distinction
A	3.7	Distinction
A-	3.3	Marginal Distinction
B+	3.0	Strong Credit
B	2.8	Credit
B-	2.6	Marginal Credit
C+	2.4	Strong Pass
C	2.2	Pass
C-	2.0	Marginal Pass
D	1.0	Fail and repeat
F	0.0	Fail and Withdrawal

10.11 Repeats

A student who obtains an SGPA between 1.0 and 1.99 in a semester will be required to repeat the semester.

10.12 Withdrawal

A student who obtains an SGPA of less than 1.0 in a semester will be withdrawn from the programme

10.13 Criteria for Award of certificates at multiple exit points

Students withdrawn from their programmes in years 2, 3 and 4 may be considered for multiple exit certificates when they meet the following requirements.

A student withdrawn in second year shall be awarded a certificate in the particular programme after submitting an extended essay which meets minimum quality requirements.

A student withdrawn in third year shall be awarded a diploma in the particular programme after submitting an extended essay which meets minimum quality requirements.

A student withdrawn in fourth year shall be awarded an advanced diploma in the particular programme

after submitting an extended essay which meets minimum quality requirements

11. NUMBER OF HOURS

There shall be four (4) hours per week amounting to sixty (60) hours per semester per course or 3 Credit hours.

11. NUMBER OF HOURS

There shall be four (4) hours per week amounting to sixty (60) hours per semester per course or three (3) Credit hours. Two hours per week amounting to thirty (30) hours per semester (equivalent to 2 credit hours) shall be for lectures and two hours per week amounting to thirty (30) hours per semester (equivalent to 1 credit hour) shall be for practical/tutorial sessions.

12. PROGRAM STRUCTURE

The Bachelor of Science in in Procurement and Supply Chain Management is divided into four parts: coursework; comprehensive final examinations; a research project at the end of the final year of the program; and an Internship. Each student shall take a minimum of six (6) courses per semester in year one and (five) 5 courses thereafter except in year three (3) where they shall have six (6) courses in semester one. The detailed structure is shown in table 3 below.

Table 3: Structure of BSc in Procurement and Supply Chain Management

YEAR ONE **SEMESTER ONE**

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BPS 111	Introduction to Business	30	30	60	3
BPS 112	Business Communication	30	30	60	3
BPS 113	Business Mathematics	30	30	60	3
BPS 114	Introduction to Procurement and Supply Management	30	30	60	3
BPS 115	Introduction to Economics	30	30	60	3
BPS 116	English for Academic Purposes	30	30	60	3
Semester Total		**180**	**180**	**360**	**18**

YEAR ONE **SEMESTER TWO**

Course Code	Course Contact Hours	Credit Hours			Credit hours
		L	P	T	
BPS 121	Introduction to Entrepreneurship	30	30	60	3
BPS 122	Introduction to Business Law	30	30	60	3
BPS 123	Computer Applications	30	30	60	3
BPS 124	Financial Accounting I	30	30	60	3
BPS 125	Principles of Marketing	30	30	60	3
Semester Total		**180**	**180**	**360**	**18**
Year 1 Total		**360**	**360**	**720**	**36**

YEAR TWO **SEMESTER ONE**

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BPS 211	Basics of Purchasing and Supply	30	30	60	3
BPS 212	Introduction to Logistics Management	30	30	60	3
BPS 213	Quantitative Techniques	30	30	60	3
BPS 214	Principles of Taxation	30	30	60	3
BPS 215	Macro Economics	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**

YEAR TWO **SEMESTER TWO**

		L	P	T	
BPS 221	Standard Bidding Documents	30	30	60	3
BPS 222	E-business	30	30	60	3
BPS 223	Principles of Supply Chain	30	30	60	3
BPS 224	Logistics Information System	30	30	60	3
BPS 225	Logistics Network Design	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
Year 2 Total		**300**	**300**	**600**	**30**

YEAR THREE **SEMESTER ONE**

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BPS 311	Project and Contract Management	30	30	60	3
BPS 312	Research Methodology	30	30	60	3
BPS 313	Production and Operations Management	30	30	60	3
BPS 314	Logistics and Multimodal Transport	**30**	**30**	**60**	**3**
BPS 315	Productivity and Quality Management	**30**	**30**	**60**	**3**
BPS 316	Advanced English for Academics	**30**	**30**	**60**	**3**
Semester Total		**180**	**180**	**360**	**18**

YEAR THREE **SEMESTER TWO**

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BPS 321	Financial Management II	30	30	60	3
BPS 322	Procurement Legal Frameworks	30	30	60	3
BPS 323	Organizational Behaviour	30	30	60	3
BPS 324	Warehousing and Inventory Management	30	30	60	3
BPS 325	Principles of International Business	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
Year 3 Total		**330**	**330**	**660**	**33**

YEAR FOUR **SEMESTER ONE**

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BPS 411	Public Procurement Systems.	30	30	60	3
BPS 412	Humanitarian Logistics	30	30	60	3
BPS 413	Audit Practice and Performance Review in Purchasing	30	30	60	3
BPS 414	International Supply Chain Management	30	30	60	3
BPS 415	Supply Chain Performance Measures	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
YEAR 4 SEMESTER 2					
		L	**P**	**T**	
BPS 421	Corporate Governance and Ethics	30	30	60	3
BPS 422	Supply Chain Service Management	30	30	60	\3
BPS 423	Project Management	30	30	60	3
BPS 424	Risk Management	30	30	60	3
BPS 425	Dissertation	30	30	60	3
BPS 426	Internship	0	90	90	3
Semester Total		**150**	**240**	**390**	**18**
Year 4 Total		**300**	**390**	**690**	**33**
Programme Total		**1290**	**1380**	**2670**	**132**

Key L=Lectures P=Practical's; T=Total

The programme has a total of 132 credits resulting from a total course contact hour of 2670 of which 1290 hours will be from lectures and 1380 hours from practical and tutorial sessions. This means that 48% of the contact hours are dedicated to lectures and 52% practicals reflecting an equal mix of theoretical knowledge and practical skills to be inculcated to the graduates. Procurement and Supply Chain Management as a

discipline requires graduates who are well grounded in both knowledge and skills and this mix of knowledge and skills is appropriate.

13. SUSTAINABILITY OF THE PROGRAMME

While initial funding will continue coming from Bambino Corporation it is envisaged that subsequently the Programme will attract funding from other sources. These sources will include tuition fees and income generating activities such as short-courses, consultancies, research, events management and conferences. Another possibility is to attract investors to support the programme through scholarships.

14. ADMINISTRATION OF THE PROGRAMME

14.1 Development of the Curriculum

During the curriculum development process a number of stake holders were consulted. These included experts, relevant stakeholders, other Universities, the industry and professional bodies within and outside Malawi.

14.2 Academic Committee (Senate)

The Senate approves all students recruited into all University of Lilongwe programs; the programme and new courses or content to be added to the existing ones; and approves the examination results. The Senate is chaired by the University President with Academic Deans and Head of Departments as committee members.

15. CAPACITY AT UNIVERSITY OF LILONGWE

At the University of Lilongwe the Bachelor of Science in Supply Chain Management degree programme will be administered through the Department of Management Studies in the Faculty of Business Management. It will be delivered by well-trained and experienced academic staff as Table 4 below shows.

Table 4: Staffing

Name of the Lecturer	Qualification(s)	Awarding Institution(s)	Area of Specialization	Courses Allocated
Prof. Masangano	**PhD**	Michigan State University	Agricultural Extension Education	• Research Methodology
	MSc in Agricultural Extension Education	Michigan State University	Agricultural Extension Education	
Dr. Francis Mkandawire	**PhD**	CCUM	Business Administration	• Advanced English for Academic Purpose • English for Academic Purpose 1 • Entrepreneurship
	Master's in Business Administration	ESAMI/MsM-Tanzania	Business Administration	
	Bachelor of Education	UNIMA	Education	
Bob Mkandawire	**Master's in Business Administration**	AIHE, India	Information Technology	• E-Business • Logistics Network Design
	BSc in Information Management System	Greenwich University, UK	Business Information Management Systems	
White Scander	**Master's in Business Administration**	Exploits University	Management & Statistics	• Business Mathematics • Risk Management • Quantitative Techniques
	BSc in Mathematical Science Education	University of Malawi- Polytechnic	Statistics & Mathematics	

Mr. Piriminta	**Master's in Business Administration**	Amity Institute of Higher Education	Marketing & International Trade	• Principles of Marketing • Corporate Governance & Ethics
	Bachelor of Arts (Education)	Mzuzu University	Education	
Kachere Khumalo	**Master's in Business Administration**	ESAMI-Tanzania	Finance	• Financial Management • Financial Accounting 1 • Financial Accounting 2
	Bachelor of Commerce (Accountancy)	University of Malawi-Polytechnic.	Audit	
Priston Msisya	**Master of Science (MSc)**	Center for Development Studies, Swansea University College	Development Planning & Economics	• Macro Economics • Introduction to Economics
Lenard Mkosi	**Master of Arts (MA)**	University of Ghana	Business Ethics & Company law	• Introduction to Business Law • Management Consultancy
	Post Graduate Diploma	University of Malawi -CHANCO	Industrial Relations & labour Laws	
Hope Musukwa	**Bachelor of Business Administration (associate lecturer)**	Share World Open University,Malawi	Media and Communication	• Business Communication • Communication skills
Suzgo Mapunda	**Chartered Accountant(ACCA) -Internal Auditor**	University of South Africa (UNISA)	Auditing & Accounting	• Corporate Financing • Principles of Taxation • Fraud & Forensic Accounting • Audit & Assurance
	BSc in Accountancy.	The Malawi Polytechnic	Accounting	

Tisungeni Kandulu	**Masters of Science**	University of Bolton	Supply Chain Management	• Public Procurement System • Supply Chain & Performance Measures • International Supply Chain Mgmt. • Principles of Purchasing & supply Chain Mgmt. • Introduction to Procurement & Supply Management • Basics for Purchasing & Supply Chain • Supply Chain Service Management
Elizabeth Reena	**Master's in Business Administration**	University Gujrat - India	Project & Operational Management	• Project Management • Production & Operation Management • Principles of International Business • Productivity & Quality Management
Mr.Roy Masoka	**Master of Science**	University of Bolton	Supply Chain & Logistics	• Introduction to Logistics • Logistics & Multimodal Transport • Warehousing & Inventory Management • Humanitarian Logistics • Audit Practice & Performance Review in Purchasing • Procurement Legal Framework • Logistics Information System

				• Standard Bidding Documents • Project & Contract Mgmt.

16. UNIVERSITY OF LILONGWE FACILITIES.

The facilities currently available at University of Lilongwe allows for continuity and sustainability of all programs under offer. The facilities include enough lecture rooms, computer lab, library, offices for staff as well as ICT facilities which are well equipped. University of Lilongwe is well connected to Internet Services and is ready to assist students in computer skills and research.

18. 0 DETAILED COURSE DESCRIPTORS PER YEAR AND SEMESTER

18.1.0 FIRST YEAR

18.1.1 INTRODUCTION TO BUSINESS - (BPS 111)

The course aims at introducing students the nature and purpose of business, resource mobilization and management. It takes them to what businesses do, what resources they need and who they are accountable to. Furthermore, it explains the structure and classification of business, the different stakeholder perspectives, and how the external environment creates opportunities and threats for a business. Topics of study include; Nature and Purpose of Business, Structure and Classification of Business, Business Objectives, External Environment, Factors that Influence the Scale of Production, Stock Levels in Production, Marketing in Business and Sources of Finance for Different Business Purposes.

18.1.2 BUSINESS COMMUNICATION – (BPS 112)

The course introduces students to basic concepts of the communication process in a business environment. The course discusses principles which govern the transmission of information in a business setting; explains how non-verbal signals can help or hinder communication; and describes common barriers to successful communication and how they can be overcome. Topics of study

include: Principles which govern the transmission of information in business, Types of Written Communication, Principles of Communicating Orally, Non-verbal Signals, Barriers to Successful Communication and Formal and Informal Communications.

18.1.3 BUSINESS MATHEMATICS – (BPS 113)

The aim of this course is to help students understanding of basic terms in the areas of business calculus and financial mathematics and to enable them independently solve of business problems. Topics of study include Basic business calculus: Ratios and proportions. Rule of three (simple and compound). Percentage calculus. Division calculus (simple and compound). Mixture calculus (simple and compound). Chain calculus. Compound interest account. Types of interest rates. Use of compound interest account: Final value of a single amount. Present value of a single amount. Final value of a series of periodic payments (withdrawals). Present value of periodic payments (withdrawals). Perpetuity. Continuous compounding. Loan: Basic terms and loan repayment table. Loan reprogramming or conversion. Intercalary interest. Loan repayment model of equal annuities. Loan repayment model of equal share payments. Incomplete or defective annuity. Loan repayment model with anticipative interest rates. Consumer credit, and some concept of arithmetic mean, mode and median.

18.1.4 INTRODUCTION TO PROCUREMENT AND SUPPLY MANAGEMENT- (BPS 114)

This course is designed to provide students with understand the fundamental supply chain management concepts, apply knowledge to evaluate and manage an effective supply chain and the foundational role of logistics as it relates to transportation and warehousing in align the management of a supply chain with corporate goals and strategies. The role of supply chain processes is examined in creating competitive advantage with respect to quality, flexibility, lead-time, and cost. Topics covered will include ; The Evolution and Organization of Purchasing and Supplies Management, Purchasing Procedures, Sourcing, Stock and Stock Control, Physical Distribution and Ethics in Purchasing and Supply .

18.1.5 INTRODUCTION TO ECONOMICS-(BPS 115)

The aim of the course is to develop in students an understanding of the basic principles, concepts and techniques of economics and their appreciation to Malawi. Students will also discuss the following concepts: problem of scarcity, the concept of opportunity cost, microeconomics, normative and positive economics, explain the concept of demand, supply, elasticity in relation to different types of good and firm behavior, discuss the theory of costs, examine the consequences of externalities for the market equilibrium, explain various types of government intervention on market outcomes, explain profit- maximizing outcomes under monopoly and perfect competition in the short – and long – run and identify the differences between the two market systems. Explain the effects in government policy upon these markets.

18.1.6 ENGLISH FOR ACADEMIC PURPOSES - (BPS 116)

The aim of this course is to build the students library and electronic research abilities, essay writing abilities and provides them an opportunity to write short formal reports so as to equip them with effective writing and reading skills for effective academic paper writing.

18.1.7 INTRODUCTION TO ENTREPRENEURSHIP- (BPS 121)

This course will assist students understand various steps involved in starting a venture and to explore marketing methods & new trends in entrepreneurship. It also equips students to become entrepreneurs or use their skills and knowledge to forge an entrepreneurial career in small businesses, family businesses, or larger corporation. The course enforces student's opportunity to learn from and engage with proven entrepreneurs who have started businesses and who have faced the many issues, challenges and opportunities that come-up in early to mid-stage ventures. Topics of coverage include; Introduction to Entrepreneurial Studies, Historical Background of Entrepreneurship, The role of Entrepreneurship in a developing society, Discovering Challenges and causes of Failure in Entrepreneurship, Youth and Money Management, Developing a Feasibility Analysis and Crafting a Business Plan, Financing the Start- up Enterprise, Introduction to the Capital Market, Definitions, Nature and Concepts of Management Time Management.

18.1.8 INTRODUCTION TO BUSINESS LAW-(BPS 122)

This course develops student's knowledge of the broad range of basic legal principles and the relevant case and a statute law. It also enhances student's understanding of the basic principles of business law and how they apply within a commercial framework. The topics of study include but not limited to; The nature and scope of Law, the administration of the Law, the court system, the application of the court's decision, the law of association, the separate legal identity concept and its implications for the business, the law of Contract.

18.1.9 COMPUTER APPLICATIONS-(BPS 123)

The course intends to equip students with skills and an understanding of principles and aspects of computer applications in respect of systems, development and applications software. The students are expected to describe the parts of a modern PC and how they are configured, Demonstrate awareness of the development of Intel's family of microprocessors. explain a range of input/output devices and secondary storage systems and specify appropriate applications for them in the commercial world, Discuss the need for good file and disk management, describe how to carry out basic housekeeping in both GUI and command line environments, Identify risks inherent in the use of computers in a commercial environment, Analyze a typical PC local area network (LAN), its component parts and its relationship to other more extensive networks, Discuss the major types of processing systems, including client-server and distributed processing and Contrast different processing methods and their relationships to the various categories of software.

18.1.10 FINANCIAL ACCOUNTING - (BAC 124)

This course aims to provide students with the basic concepts and practices of financial accounting with a view to develop their skills in preparing and presenting the financial statements of an organization as a part of the accounting information system**.** Topics of study include: Concept of accounting, Recording, Handling and Summarizing the Accounting Information, Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Cash Flows, Annual Report and Accounting Information System and the Use of Computers in Accounting.

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18.1.11 PRINCIPLES OF MARKETING - (BPS 125)

The course is designed to equip students with skills needed to manage the marketing functions in organizations. Students will also assess the importance of marketing to business managers in a competitive context, analyze the marketing orientation and how it is developed in organizations, discuss the role of the marketing in organizations, apply the marketing mix in goods and services setting, evaluate the broad categories of the market and the development of practical, marketing approaches, execute marketing plans for the marketing function. Topics of Study include: Nature of the Marketing Function, Development of Present Day Marketing, Marketing Mix, Broad Categories of Marketing, and The Marketing Plan.

8.2.0 SECOND YEAR

8.2.1 BASICS OF PURCHASING AND SUPPLY- (BPS 211)

The course will familiarize the students with management of supply chain which is a process of strategically managing the procurement, movement and storage of materials, parts and finished inventory and related information flows through the organization and its marketing channels in such a way that current and future profitability are maximized through the cost effective fulfillment of orders aimed at continuous improving all aspects of the operational performance of a business or any other type of organization. It also explores important supply chain metrics, primary tradeoffs in making supply chain decisions, and basic tools for effective and efficient supply chain management, production planning and inventory control, order fulfillment and supply chain coordination. The course also introduces topics such as; global supply chain design, logistics, outsourcing and several other recent supply chain innovations.

8.2.2 INTRODUCTION TO LOGISTICS MANAGEMENT - (BPS-212)

The course is designed with the objective of equipping the students to cope with the emerging trends and challenges in the logistics management. Business logistics considers the two-directional flow and storage of products and information; into, within, and out of the organization. The logistics system

consist of three sub-systems: inbound, internal, and outbound logistics. As the first course in logistics, BSP 212 starts with defining logistics and determining the scope of logistics management as a part of supply chain management. Thereafter, more detailed examination of logistics activities is considered including: procurement; demand management, order management, and customer service; inventory management; warehousing management; packaging and material handling; and transportation management. Afterword, the organizational and managerial issues related to logistics are considered including: organizational structure and design, productivity, quality, risk, sustainability, and complexity.

8.2.3 QUANTITATIVE TECHNIQUES- (BPS 213)

This course is designed to acquaint students with methods of solving organizational problems using quantitative techniques. Students are also expected to demonstrate an overall understanding of how and why statistical techniques are used in decision making, develop the skill of using statistical and graphical means of displaying the results of such analyses, present management data in a manner which is understandable to managers and formulate a problem in mathematical terms and having solved the problem, be able to interpret the results.

8.2.4 PRINCIPLES OF TAXATION-(BPS 214)

The aim of this course is to enable students assemble a working knowledge of the main facts about the Malawi tax system, and an understanding of how the main taxes such as the personal and Corporate income taxes and Sales and Surtaxes are structured .The course also enable students develop the ability to evaluate tax reforms or potential tax policies using the normative criteria of economic efficiency, distributional equity and administrative feasibility. The course topics for coverage include; Tax Administration, The constitutional powers to impose tax, The composition, rights, powers, and functions of the various tax organs, Taxation Principles, Taxation of Income / Profits, Adjustment of Income for Tax purposes, Commencement rule, change of accounting date and cessation rule, Computation of Tax Liability of Individuals, Incomes, Benefits-in-Kind, Reliefs, charges and statutory deductions.

8.2.5 MACRO-ECONOMICS- (BPS 215)

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

8.2.6 STANDARD BIDDING DOCUMENTS - (BPS 221)

The course intends to familiarize students with Standard Bidding Documents. This is mostly a practical course which will draw lessons from the World Bank, African Development Bank, the European Union and Government Bidding Documents.

8.2.7 E-BUSINESS - (BPS 222)

The course enable students to acquire higher level knowledge and understanding of contemporary trends in e-commerce and business finance. It also provides adequate knowledge and understanding about E-Com practices to recognize features and roles of businessmen, entrepreneur, managers, consultant, which will help learners to possess knowledge and other soft skills and to react aptly when confronted with critical decision making. The course covers the following topics; Introduction to e-commerce framework, traditional vs e-business applications, architectural framework, Networks, Overview of Communication Network, Communication Processors, Types of Networks ,Communication Satellite, Data and Message Security, EDI in Business, E-Commerce and World Wide Web, E-Payment Systems , E-Payment Systems, Online payment , World Wide Web , Domain Naming Systems (DNS), Types POP, IMAP, Accredited Registrars, Country Coded and Top Level Domains , Internet Regulatory Organizations.

8.2.8 PRINCIPLES OF SUPPLY CHAIN MANAGEMENT - (BPS 223)

The aim of this course is to introduce students a systematic understanding of knowledge of best practice in Purchasing and Supply Chain Management and the importance of business process/activity integration. A comprehensive understanding of new technologies and techniques available to address

current and future problems in Purchasing and Supply Chain Management will be enhanced. This goal is accomplished by the appropriate blending of what management authorities have historically called the 5 M's: Machines; Manpower; Materials; Money and Management. Materials are the lifeblood of any industry. Materials of the appropriate quality must be available at the right time, in the right quality at the needed location and at an acceptable total cost.

8.2.9 LOGISTICS INFORMATION SYSTEM - (BPS 224)

The course helps students to analyze existed logistics systems, design new systems, assess the related short, medium and long term decisions about the logistics system, perform Input data analysis, define decision variables, and model the logistics system planning problems. Topics for coverage include; Logistics Information, Logistics Information System Architecture, Information forecasting, Information Technology & Logistics, Information Technology for supply chain management.

8.2.10 LOGISTICS NETWORK DESIGN- (BPS 225)

This course trains the students to develop control structures for the control of complex logistic systems, taking into account the technological, economical and organizational constraints that a design has to satisfy. The students learn to evaluate the designs and select one that best satisfies the design requirements in terms of performance and costs. The course also covers logistics hubs and network design, cross-docking, its types and design of cross-docking facilities, road demountable, benchmarking and performance measurement of logistics operations, logistics performance index and measurements of global logistics performance, sourcing models in logistics, the design and operations of dry ports, global trends in logistics, the design of humanitarian and sustainable networks.

8.3.0 THIRD YEAR

8.3.1 CONTRACT MANAGEMENT- (BPS 311)

In this course, students will acquire fundamental and principal knowledge of the process of entering contract and the subsequent contract administration. The course analyses the life cycle of a procurement contract, from tender evaluation to project closure. It will also help the students to understand the fundamentals of managing contracts that are made as part of the legal documentation

of forging solid work relationships with customers, vendors, and even partners. The topics required to be covered include; skills and techniques designed to develop a versatile contract management plan, contract statement of work, contract evaluation criteria, and legal aspects of contract management, contact management plans and inherent risks. The course also includes the processes of contract administration and closure.

8.3.2 RESEARCH METHODOLOGY- (BPS 312)

This course equips students with knowledge and skills in research methodology so as to conduct research and present ideas in a coherent way. It discusses qualitative and quantitative research methods in management, designing a research and presenting both quantitative and qualitative research findings. It also explains the use of research in policy making in a business environment; discussing basic vocabulary, concepts and methods of business and management research. It enables students to understand how to identify and synthesize research literature and plan a research study that improves management and business decision making process.

8.3.3 PRODUCTION AND OPERATIONS MANAGEMENT – (BPS 313)

The course aims at enhancing students' understanding of the nature, significance and problems of the operating systems so that they can manage productive and value adding activities of their organizations effectively. In addition students are expected to analyze operating systems; relate the subject processes, activities and knowledge with other organizational management functions; manage activities or operations using scientific models of planning and problem solving; apply recent trends in operations; formulate productive and competitive strategies for operating systems.

8.3.4 LOGISTICS AND MULTIMODAL TRANSPORT-(BPS 314)

The course trains students with a thorough knowledge of logistics and supply chain management, clear understanding of the structure and participants in multi-modal transport and its potential benefits for the shipper, trader and generally for the international trade. They will be able also to understand fundamental concepts, issues and challenges within logistics and transportation and be

able to apply different methods and tools for solving problems related to logistics and supply chain planning, design and operations. The topics for coverage include; International Distribution , Physical Operations ,Trade Routes, The PR actioners ,Through Transport Pricing, Inventory Management, Sale Contracts and Documentation, Conventions Relating to Multimodal Transport , Regulation ,Sales and Marketing ,The role of quality management including quality assurance (ISO 9000), The concept of Total Quality Management (TQM) and the use of benchmarking.

8.3.5 GREEN AND REVERSE LOGISTICS- (BPS 315)

This course aims to enhance students' knowledge in the major green logistics principles, practices and its environmental impact on logistical operations from lean production to reverse logistics. It introduces students to the basic concepts of green logistics practices including an analysis of a green applications and carbon footprint credits for companies. This course also encompasses a discussion of the role of regulations concerning product take back policies, lifecycle assessment, international environmental standard and the impact of legislations and policies on logistics practices and reverse logistics network design.

8.3.6 ADVACED ENGLISH FOR ACADEMIC (BPS 316)

This remedial course aims at assisting students, particularly the degree completion students have an in-depth understanding academic writing. In addition the students will get an in-depth understanding of arguments in essay writing, write very good essays, use appropriate referencing styles, present arguments using fallacies and use well-articulated English for both written and spoken forms.

8.3.7 FINANCIAL MANAGEMENT - (BPS 321)

The course introduces students to the fundamentals of finance so that they develop requisite analytical skills. Students will also explain the fundamentals of business finance; carry out financial planning tasks using the concept of time value of money; assess financial instruments such as shares and bonds with simple valuation models; estimate Costs of capital and carry out capital budgeting tasks; perform financial ratio analysis and forecasts of pro-forma statements; appraise capital

investments; manage Working Capital; and discuss problems associated with foreign exchange management.

8.3.8 PROCUREMENT LEGAL FRAMEWORKS- (BPS 322)

The course is aimed at equipping students with the most recent and advanced knowledge in managing the acquisition of goods and services by governments from businesses, non-profits and other governments, ethical obligations and legal contexts, determining requirements, make vs. buy decisions, solicitation and selection of vendors, preparation and award of Contracts, and Contract administration through termination.

8.3.9 ORGANIZATION BEHAVIOUR - (BPS 323)

This course deals with human behavior in organizations. It allows students to recognize different perspectives of working culture in organizations. It also inculcate knowledge in students to interpret key concepts and theories with regard to individual differences and apply these appropriately to specific situations.

The course topics include; description of organizational behavior in its broadest multi-disciplinary context, analyze the theoretical and practical aspects of organizational behavior, explanation on the roles of leadership in organizing community-based activities, discussions on the relevance of the interplay between authority, power and politics and analyze models of organizational behavior.

8.3.10 WAREHOUSING AND INVETORY MANAGEMENT- (BPS 324)

The course introduces to student's knowledge and skills to apply Inventory and Warehouse Management principles of inventory, warehouse, and transportation and distribution. They will be able also to systemically analyze problems and propose solutions in Inventory and Warehouse Management via research methodology .Topics to cover include; Warehousing Management, Warehouse Process, Warehouse Layout and Design, Warehouse Processes, Warehouse Management System, Inventory Management, Materials handling and Waste Management.

8.3.11 PRINCIPLES OF INTERNATIONAL BUSINESS - (BPS 325)

This course aims to introduce students to the contemporary issues in International Business that illustrates the unique challenges faced by managers in the international business environment. It will

enhance understanding of the conceptual underpinnings of Multinational Enterprises (MNE's), the environment in which they operate, and the management challenges posed by the environment. It will enable students to understand laws, institutions and the regulatory environment governing international trade, to learn the basics of international financial management, in particular foreign exchange exposure, management to learn about the effect of cultural differences on the environment of international business; to understand the ethical and social responsibilities of MNE's.

8.4.0 FOURTH YEAR

8.4.1 PUBLIC PROCUREMENT SYSTEMS - (BPS 411)

This course aims at acquainting students with the Public Sector Procurement Processes. The procurement process spans the whole life cycle, from the identification of the need to purchase, through supplier selection and contracting, to the delivery of the required goods or services and (where relevant) the underlying policy outcome through to the disposal of the asset(s) or service closure or competition exercise. Its success can only be ultimately judged or measured when the product has been disposed of, or sold on, or when the service contract has been delivered in full.

Whether the driver is strategic policy delivery or support for ongoing operations, authorities must adhere to government procurement policy, which is to buy the goods and services that it needs to deliver world-class public services, through a fair and open procurement process, guarding against corruption and seeking to secure value for public funds with due regard to propriety and regularity.

8.4.2 HUMANITARIAN LOGISTICS - (BPS 412)

Humanitarian logistics is a branch that specializes in managing the transportation and warehousing of goods to impacted areas and individuals during natural disasters or complicated events. The course introduces knowledge to students to understand the significant concerns, such as warehousing, procurement, and finance. They will also gain practical skills management to handle common logistics challenges arising in emergency response and humanitarian crises stemming from incidents, prepare roles ranging from planning, managing, implementing and controlling the flow

and storage of goods, material, cost and information along the entire emergency supply chain for the purpose of relief and alleviating the suffering of people in places of disasters.

8.4.3 AUDIT PRACTICE AND PERFORMANCE REVIEW IN PURCHASING - (BPS 413)

This course enhances students better understand the role of purchasing in the organization, the major activities that go on within purchasing, the risks and exposures within each activity, and the key controls used by the most effective purchasing departments. Topics to cover include; Auditing in Purchasing and Supply in the Organization, Audit Planning, and Auditing of purchase documents, Auditing the Bidding Process, Auditing Negotiated Award Without Competitive Bid, Audit Planning, Auditing Terms and Conditions, Purchase Orders, Detecting Purchasing Fraud, Working with Auditors and Investigators.

8.4.4 INTERNATIONAL SUPPLY CHAIN MANAGEMENT - (BPS 414)

This course focuses on Global Supply Chain Management or International purchasing or sourcing. It includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. It emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

8.4.5 SUPPLY CHAIN PERFORMANCE MEASURES- (BPS 415)

This course enables students acquire basic principles of performance measurements to procurement and Supply Chain practices so that they will be able to apply the concept in the business world. Topics include: Performance Measurement along the Supply Chain, Traditional Approaches to Performance Measurement World Class Performance Measures for Supply Chains, Process Driven Metrics and Building and Leveraging Metrics to drive Supply Chain Performance

8.4.6 CORPORATE GOVERNANCE AND ETHICS- (BPS 421)

This course develops student's understanding of the organizational morals and ethical issues. It defines Business Ethics, identify practical issues of business ethics in every functional area of business,

discuss the ethical issues that business managers often must resolve and explain how other disciplines such as psychology, management, accounting, marketing and others contribute to the conceptual framework

8.4.7 SUPPLY CHAIN SERVICE MANAGEMENT- (BPS 422)

This course aims to provide students with the knowledge of Supply Chain Service Management in order to develop their skills in linking the marketplace, distribution network, and the manufacturing process and establishing effective logistics service systems. It also allows students to understand fundamental supply chain management concepts and also apply knowledge to evaluate, manage an effective supply chain and align the management of a supply chain with corporate goals and strategies. The course topics to cover include; Supply Chain Service Management ,Concept, Logistics vision and problems with conventional organizations, Concept of marketing logistics ,Competitive advantage: concept and gaining competitive advantage through logistics, Logistics Environment, Logistics Costs ,Logistics Performance ,Strategic Issues in Logistics.

8.4.8 SUPPY CHAIN RISK MANAGEMENT - (BPS 423)

This course will examine the way in which business and society make an assessment of, control and transfer risk. It is designed for the student with no previous knowledge of risk management. This course focuses on the ways in which businesses and society assess, control, and transfer risk. This process, known as the risk management process, is becoming an increasingly important tool in the management of business and personal financial health. An effective and efficient Corporate Risk Management program leads to knowledge and control of costs and an improved bottom line. The risk management process involves identification of risks and associated potential costs, analysis of the causes of risk of financial loss, determination of various strategies to treat risk, selection of strategies appropriate to the goals and objectives of the business, implementation of the selected strategies, management and monitoring of results. Making adjustments, adapting to external and internal forces, and crisis or disaster management are incorporated in the corporate risk management process. An effective risk management program will reduce losses, and improve financial performance and employee morale.

8.4.9 PROJECT MANAGEMENT- (BPS 424)

This course develops student's understanding of key project management principles, tools and techniques and develops their understanding of the project management cycle. It defines project management, explains the difference between project management and general management and the history of project management. It also describes the project management cycle, components of project procurement and budgeting process.

8.4.10 RESEARCH PROJECT- (BPS 425)

The course enables students to apply skills and knowledge gained in the entire programme under close supervision. Furthermore students are expected to conduct the study and submit/present project dissertation. Topics are :Approaches to Research, Developing Research ideas, Theoretical and Conceptual Framework, Population Sampling Method(s), Selecting the Methods of Collecting Data, Practicalities of Data collection, Analyzing and Interpreting Findings, Report writing and Submitting the research project.

8.4.11 INTERNSHIP - (BPS 426)

The primary goal of internship is to provide a student with a real-life on-the-job exposure and an opportunity to apply theoretical concepts in real life situation. Student's interest and intended area of concentration are taken into account while making internship placement decisions.

Only 'Pass/Fail' grades are awarded in the internship. A student must obtain 'Pass' grade in the internship. Failure to obtain passing will call for a retake of the internship program. Such retake may be allowed at most only once. The normal duration of the internship is 6 to 8 weeks, and it is undertaken during the summer after completing of course work. The students must submit the internship report to the host institution and the University.

Internship/industrial attachments will be done in fourth year, second semester for a period of not less than 8 weeks. Students will be attached to an agency involved in social work and shall complete between 240-320 hours of field work which will be rated as 90 practical hours. Each student will be supervised by a staff member from the agency who will give a report of the student at the end of the placement. A supervisor from among

the faculty in Procurement and Supply Chain Management Programme will also be identified to supervise the student three times during the placement and compile a report at the end. The student will also compile a report of the activities s/he was involved in during the attachment and will submit. The three reports will be assessed and based on that assessment, the student will be given a mark which will be used for grading the internship. The internship reports from the department supervisor and the student shall constitute 40% respectively, while the agency report shall constitute 20%.

Students who are already employed shall be allowed to fulfil their internship requirements at their place of employed so long as they implement a specific project or assignment related to social work under the supervision of a staff member from the organization. The report will then be assessed by the student's immediate supervisor at the work place and an assigned supervisor from the department. Weekend and on-line student not working will be subjected to the normal procedures as they apply to- day release students.

COURSE PER YEAR AND SEMESTER

YEAR ONE SEMESTER ONE

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Introduction to Business**
3)	**Code**	**BPS 111**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

Students to how businesses can operate in interaction with a constantly changing business world.

11) Learning Objectives

By the end of the course students should be able to:

a) describe the nature and purpose of business in terms of businesses functions

b) identify the structure and classification of business

c) assess the different reasons why businesses exist

d) illustrate the different stakeholder perspectives in business

e) explain how the external environment creates opportunities and threats for a business

f) discuss factors that influence production and marketing in a business

12) Topics of Study

I. Nature and Purpose of Business

(a) Needs of different Stakeholders in a Business

i. Shareholders,

ii. Customers,

iii. Employees,

iv. Management,

v. Suppliers,

vi. Creditors and government

(b) Inputs required by a business

i. Labour,

ii. Suppliers,

iii. Finance,

iv. Land,

v. Management skills

(c) Accountability

i. Shareholders

ii. Other Stakeholders

II. **Structure and Classification of Business**

(a) Classification of businesses by sector

i. Primary

ii. Secondary

iii. Tertiary

(b) . Legal structures

i. Sole trader,

ii. Partnership,

iii. Franchise,

iv. Private Limited Company,

v. Public Limited Company

vi. Trust

(c) The Private Sector and the Public Sector

III. Business Objectives

(a)Meanings of Terms

i. Corporate Aims
ii. Corporate Objectives
iii. Corporate Strategy
iv. Accounting Terms and Statements

(b) Objectives through the Life of Business

i. Survival
ii. Break-even
iii. Growth
iv. Profit maximization
v. Market share
vi. Diversification

(c) Objectives of the various stakeholders

i. Shareholders,
ii. Customers,
iii. Employees,
iv. Management,
v. Suppliers,
vi. Creditors and government

IV. External Environment

(a) Changes in external factors

i. Interest rates
ii. Exchange rates
iii. Inflation
iv. Unemployment
v. Government legislation
vi. Technology

(b) PEST (political, economic, social and technological influences) Analysis

(c) Other Influences on Business Activity

i. Environmental

ii. Cultural

iii. Moral and ethical

V. Factors that Influence the Scale of Production

(a) Scale of Production

(b) Location of Business

VI. Quality and Stock Levels in Production

(a) Achieving Quality

(b) Self- checking versus Inspection

(c) TQM (Total Quality Management)

(d) Benchmarking

(e) Continuous Improvement (Kaizen)

(f) JIT (Just- In- Time) System of Stock Management

VII. Marketing in Business

(a) Marketing Process; Marketing Strategy

(b) Market Research; Market for Product

(c) Marketing Plan; Market Mix

(d) Niche Market; Mass Market

VIII. Sources of Finance for Different Business Purposes

(a) Short- term

(b) Medium -term

(c) Long- term

(d) Overdraft for temporary expansion of stock levels

(e) Relative benefits and drawbacks of each type of finance

13) Prescribed Texts

Daniels, J, (2013)) *Introduction to Business*, Pearson Education, New York.

Laura, D., (2009) *Introduction to Business*, McGraw Hill Higher Education, London.

Griffin, R.P., (2009) *Introduction to Business*, Pearson Education, New York.

Michael, R., (2012)) *Introduction to Business*, John Wesley and Sons, London.

14) Recommended Readings

Hill, C., (2010)) *Introduction to Business*, McGraw Hill Higher Education, London.

Joseph, R., (2010)) *Introduction to Business*, McGraw Hill Higher Education, London.

Rugman, A., (2012)) *Introduction to Business,* 6th Edition Financial Times Prentice Hall, London

1) Program **BSc Procurement and Supply Chain Management**

2) Course **Business Communication**

3) Code **BPS112**

4) Year **One**

5) Presented to **Senate**

6) Presented by **School of Management**

7) Contact hours **2x1 hours per week**

8) Tutorial **2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments)

10) Course Aim

To equip students with basic concepts of the communication process in a business environment.

11) Learning Objectives

By the end of this course student should be able to:

a) explain the communication process
b) draft Business correspondence from a variety of given data in both written and graphical form
c) identify the most common barriers to successful communication
d) illustrate how common barriers to communication can be overcome
e) describe the internal mechanism needed for Business communication and how to ensure that these are effective
f) determine the general and specific purposes of formal presentations
g) explain how information technology and current developments in communications technology help Business efficiency

12) Topics of study

I. Business Communication Background and Theory

(a) Purpose of Business communication and definitions
(b) The communication process
(c) Key factors for effective communication
(d) Barriers to effective communication and techniques for overcoming them
(e) Modes of communication and the relevant advantages and disadvantages of each

II. The Basic of Communication

(a) The importance of language (range of vocabulary, appropriateness and tones)
(b) Non Verbal communication and self-presentation
(c) Personal communication skills
    i. Effective reading
    ii. Verbal skills (speaking)
    iii. Listening
    iv. Note taking

III. Written Communication

(a) The written word(accuracy, spellings and punctuation and a range of vocabulary)
(b) General approach to business correspondence

IV. Business correspondence – practical applications

(a) Reports and reporting
(b) Letters
(c) Press release
(d) Job description
(e) Memos
(f) Briefs
(g) Direct mails
(h) Advertisements, mail shots etc.

V. Oral Communication

(a) Purpose of presentations and speeches
(b) Organizing a presentation
(c) Presentation skills
(d) Choice of visual aids
(e) Using the telephone

VI. Visual Communication

(a) Nature and purpose of Audio and visual aids
(b) Designing Audio- Visual Aids
(c) Presenting statistic information
(d) Designing corporate identity

VII. Interviewing and Meetings

(a) Different types of interview and meetings
(b) Forms, structure and procedures
(c) Documentation for meetings

VIII. Information Technology and Business Communication

(a) Use of IT in Business organization

(b) Electronic communication systems

IX. Information Technology: presentation and processing of information

(a) Word processing

(b) Desktop publishing

(c) Electronic or web publishing

(d) Gathering and organizing information

13) Prescribed Texts

Thill, J. and Bovee, C. (2014)), *Excellence in Business Communication* (14th Edition), Prentice Hall

14) Recommended Texts

Bovee, C. Thill, J. and Schatzman, B. (2012) *Business Communication Today* (7th Edition), Prentice Hall

Murphy, H.Hildebrandt, H.and Thomas, J (2010), *Effective Business Communications,* McGraw-Hill College

Kelcher, M. (2012) *Better Communication Skills for Work*, 7th Ed, Woodlands, London BBC Books

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Business Mathematics**
3)	**Code**	**BPS 113**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide introductory understanding of the various mathematical tools used in business applications

11) Learning Objectives

By the end of this course student should be able to:

a) Solve basic arithmetic and algebraic problems in different number bases.

b) Explain the relationship between indices and logarithms.

c) Identify surds and solve equations involving surds.

d) Distinguish between arithmetic progression and geometric progression.

e) State the properties of sets and represent those using Venn diagrams.

f) Solve linear and simultaneous equations, and to also solve the latter by graphical method.

g) Identify quadratic equations, solve them using various methods and plot their graphs.

h) Solve inequalities and represent them graphically.

i) Explain various types of variation and how to convert them into equations.

j) Solve problems involving matrices and calculate determinants of matrices.

k) Employ various properties of plane geometry involving polygons, angles and circles to solve related problems.

l) Calculate volumes of solid shapes.

m) Define trigonometric ratios and apply them in solving problems of triangles and bearings.

n) Coordinate geometry.

o) Discuss various ways of representations of statistical data and solve simple probability problems.

p) Define differentiation and integration of a function and apply the definitions in solving related problems.

q) Solve simple problems of permutations and combinations.

12) Topics of Study

I. **Basic Arithmetic and Algebraic Skills**

(a) Manipulation of exponents (law of indices),

(b) Solving linear simultaneous equation (up to 3 variables),

(c) Simple logarithmic calculation,

(d) Compound interest, Compound depreciation, Annuities, Permutation and combination

II. Set Theory and Real Number System

(a) Types of set,

(b) Venn diagram,

(c) Set operations,

(d) Number of elements in a set,

(e) Applications,

(f) Real number system.

(g) Open and closed intervals,

(h) Absolute value,

(i) Linear inequalities and their graphs

III. Functions and Graphs

(a) Definition of function,

(b) Injective, surjective and bijective functions,

(c) Inverse function,

(d) Linear, Quadratic and Polynomial functions,

(e) Exponential and logarithmic functions,

(f) Trigonometric functions,

(g) Graphs and applications of each type of functions

IV. Limit and Continuity

(a) Sequence,

(b) Limit of a sequence,

(c) Limit of function,

(d) Continuity and discontinuity of function

V. Differentiation

(a) Definition of derivative,

(b) Techniques of differentiation,

(c) Derivative of algebraic, exponential, logarithmic and simple trigonometric functions,

(d) Higher order derivatives,

(e) Maxima and Minima of function of one variable.

(f) Applications related to rate measures

VI. Polynomial and Quadratic Equation

(a) Polynomial and polynomial equation,

(b) Factor and remainder theorem,

(c) Fundamental theorem of algebra (without proof),

(d) Number of roots of a polynomial equation,

(e) Quadratic equation,

(f) Nature of roots,

(g) Relation between roots and coefficients,

(h) Formation of a quadratic equation with given roots.

13) Prescribed Texts

Francis A. (2010) *Business Mathematics and Statistics*, South Western, Cengage Learning

Budnick, Frank S.: Applied Mathematics for Business, Economics and the Social Sciences, Fourth Edition, McGraw-Hill, Inc.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Introduction to Procurement and Supply Chain Management**
3)	**Code;**	**BPS 114**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course is designed to provide students an overview of the basic functions of a supply chain orientation toward business.

11) Learning Objectives

By the end of the course the students should be able to:

a) The course shall provide a basic understanding of the different aspects of Supply Chain Management with a focus on to create a successful venture with decision- and system-oriented perspective.

b) Understanding the concept of Supply Chain Management terms.

c) Understanding the applications of Supply Chain Management to the business

12) Topics of Study

I. The Evolution and Organization of Purchasing and Supplies Management

(a) Introduction
(b) The Evolution of Purchasing
(c) The Role of the Purchasing Department
(d) The Contribution of Purchasing Department to the Overall Firm's Performance
(e) The Relationship between Purchasing Department and other Departments
(f) Purchasing and Supply Organization Structure

II. Purchasing Procedures

(a) Recognition of the Need
(b) Definitions and Description of the Need
(c) Transmission of the Need
(d) Receipt and Inspection
(e) Invoice Audit and Completion of the Order
(f) Purchasing and Supply Department Records
(g) Rush Orders
(h) The Small-order Problem
(i) Purchasing Fraud
(j) Purchasing and Information Technology (IT

III. Sourcing

(a) Introduction
(b) Sourcing level
(c) Sourcing Considerations
(d) Sourcing Strategies and Tactics and Sourcing Decisions
(e) Decision Process for Make or Buy
(f) Outsourcing
(g) Local Suppliers
(h) Factors in Deciding Where to Buy…

IV. Stock and Stock Control

(a) Introduction
(b) Reasons for Holding Stock
(c) ABC Analysis: The 80-20 Concept
(d) Costs Associates with Inventories
(e) Economic Order Quantity Concept (EOQ)

V. Physical Distribution

(a) Elements of a Physical Distribution
(b) Transportation
(c) Warehousing
(d) Receipt Inspection
(e) Retrieval and Issuance
(f) Warehouse Design

vi. Ethics in Purchasing and Supply

(a) Introduction
(b) Ethical principles
(c) Important Areas Requiring Amplification
(d) Social and Environmental Responsibility
(e) Ethics Training and Professional Training

13) Prescribed Texts

Johnson, P.F., Leenders, M.R. & Flynn ,A.E. (2011) *Purchasing and Supply Management*, McGraw-Hill/Irwin

Arjan, J. Van Weele (2013). Purchasing and Supply Chain Management: Analysis, Strategy, Planning and Practice. (6th ed.), South-Western.

Benton, W. C. (2010). Purchasing and Supply Chain Management. McGraw-Hill

14) Recommended Readings

Bowersox, D. J., Closs, D. J., & Cooper, M. B. (2010). Supply Chain Logistics Management. (3rd ed.), McGraw Hill/Irwin.

Coyle, J. J., Bardi, E. J., & Langley, Jr. C.J. (2009). Supply Chain Management: A Logistics Perspective. (8th ed.), South-Western Cengage Learning.

Monczka, R. M., Trent R., & Handfield, R. (2009). Purchasing and Supply Chain Management. (4th ed.), South-Western.

Murphy, P. R., & Wood, D. F. (2011). Contemporary Logistics. (10th ed.), Prentice Hall. Waters, D. (2009). Supply Chain Management: An Introduction to Logistics. (2nd ed.), Palgrave Macmillan.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Introduction to Economics**
3)	**Code**	**BPS115**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of the course is to introduce students to basic microeconomic concepts that will provide a foundation to economic analysis including the analysis of economic decisions in the ordinary business of life.

11) Learning Objectives

By the end of this course, students should be able to:

a) Describe the object and methods of economics.

b) Explain the benefits and limitations of Law of Demand and its application.

c) Discuss the benefits and limitations of Law of Supply and its application.

d) Apply the theories of firm for decision making.

e) Demonstrate the logic of economic decisions and ability to independently draw conclusions for individual and collective actions.

f) Demonstrate ability to communicate impact of economic decisions with technical and correct terminologies.

12) Topics of Study

I. Introduction to Economics.

(a) Definition of Economics

(b) Key economic concepts

(c) Positive and Normative Economics

(d) Micro and Macro economic theories: Traditional, Keynesian and Modern

(e) Relationship between Micro and Macroeconomics

(f) Kinds of Economic Decision

(g) Economics Principles relevant to managerial decisions,

(h) Scope of managerial economics

II. Demand Analysis

(a) Concept of Demand

(b) Law of Demand

(c) Scarcity and Demand

(d) Factors affecting demand

(e) Demand Functions, shift in demand curve

(f) Income and demand

(g) Income and substitution effects

(h) Other factors affecting demand

(i) Demand forecasts

(j) Elasticity of Demand and its types.

III. Supply Analysis

(a) Supply Curve,

(b) Factors affecting Shift in Supply

(c) Change in Supply vs. Change in Quantity Supply

IV. Theory of Firm

(a) Modern Theories of Firm

(b) Profit Maximization

(c) Sales Maximization

(d) Organizational Slack.

(e) Types of Market Structure: Perfect Competition, monopoly, Monopolistic and Oligopoly Market

V. Economic Systems

(a) Traditional Economies.

(b) Planned Economies.

(c) Market Economies.

(d) Mixed Economies.

VI. Monetary Policy

(a) Concept of Monetary Policy: Framework, tools and operation of monetary policy

(b) Key Policy Rates: CRR, SLR, Bank Rate, MSLR, Repo and Reverse Repo and impact on individuals, business and economy

(c) Fundamental Principles and Supervision for liquidity risk management.

13) Prescribed Texts

Mankiw, N. G (2012), *Principles of Economics,* South Western, UK

Hubbard, R. G (2013) *Economics*, Pearson, New York

McConell. C. R (2012), *Economics,* McGraw Hill.

14) Recommended Reading

Mankiw, N., (2012)) *Economics,* Thomson Learning, London

McConnel, C.R., (2010)) *Economics,* McGraw Hill Higher Education, London

Slavin, S.L., (2012)) *Economics*, McGraw Hill Higher Education, London

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**English for Academic Purposes**
3)	**Code**	**BPS 116**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10)) Course Aim

The aim of this course is to build the students' essay writing abilities and equip them with effective writing and reading skills for effective academic communication.

11) Learning Objectives

By the end of this course the student should be able to:

a) Take down notes during classes
b) Make their own notes when they study
c) write satisfying essays
d) compose effective arguments
e) use required referencing styles
f) present arguments using fallacies
g) present arguments orally with confidence

12) Topics of Study

I. Types of communication skills

a) Listening
b) Reading
c) Writing

d) speaking

II. Writing Skills

(a) Sentence development

(b) Subject-verb agreement

(c) Sentence organizing

(d) Punctuation

(e) numbering

III. Note Making and Note Taking

a) Definitions

b) Similarities and differences

c) How to make notes

d) How to take notes

e) Importance of taking and making notes

IV. Academic Essay Writing

a) Types of essays

b) Setting up a topic

c) Analyzing a given topic

d) Essay lay out

- The introduction

  Establishing the context

  Defining important terms, phrases and concepts

  Laying out a position

- The body

  Building an argument

  Arguing from sources

  Avoiding faulty reasoning

  Strategies that strengthen the argument

- The conclusion

Working up a conclusion

Cutting to meet word length

Reviewing the essay presentation

V. Referencing and Plagiarism

a) Definitions

b) Effects of plagiarism

c) In text citations

d) Bibliography/ List of references

- Annotated Bibliography

e) Referencing Styles

- APA
- Harvard
- Chicago
- MLA

f) Foot Notes and End Notes

VI. Fallacies

a) Hasty generalization

b) Ad hominem

c) Appeal to pity

d) Begging the question

e) Red herring

f) Non sequitur

g) Fallacy fallacy/ argument from fallacy

VII. Public Speaking and Oral Skills

a) Preparing a presentation

b) Building confidence

c) Analyzing the audience

d) Managing presentation time

VIII Principles of Effective Writing

a) Completeness – the 5Ws and H grid

b) Conciseness – avoiding 'wordy' sentences

c) Clarity – choice of words

d) Correctness – mechanics (spelling and punctuation) and content

e) Concreteness – choice of words and phrases

IX Framework for Effective Writing

a) Determining the purpose.

b) Analyzing the audience.

X Sources of Information and Information Gathering

a) Brainstorming

b) Keeping a journal

c) Asking questions – the 5Ws and H

d) Researching

13) Prescribed Texts

Craswell, G. and Poore, M. (2005) *Writing for Academic Success* London Sage

Mbano, Z. (2008) *English Language Skills: A Handbook for College Students,* Zomba, Chancellor College Publications

14) Recommended Readings

Clouse, B.F. (2010)). *Patterns for a Purpose A Rhetorical Reader.* (6th Edition). New York McGraw Hill.

Crucius, T W and Channell, C E. (2000).*The Course Aim of Argument: A Rhetoric and Reader (*3rdEdition) California Mayfield.

Lagan, J (2002).*English Skills with Readings.* (5th Edition). Boston McGraw Hill.

Lannon, M.J. (1988). *The Writing Process (*.6th Edition). Longman New York.

Ridley, D. (2006). *The Literature Review* Jersey Prentice Hall.

YEAR ONE **SEMESTER TWO**

1)	**Programme**	**BSc Procurement and Supply Chain Management**
2)	**Course Title**	**Introduction to Entrepreneurship**
3)	**Course**	**BPS 121**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Number of Lectures per Week**	**2x2 hour ((1 Semester)**
8)	**Number of Tutorials per Week**	**2x1 hour ((1 Semester)**
9)	**Method of Assessment**	**Course Work 40 %**
		Final Examinations 60%

10) Course Aim

The course aims at developing students' self-reliance skills and strategies for Entrepreneurship.

11) Learning Objectives

By the end of the course students should be able to:

a) explain of the concept of entrepreneurship

b) develop viable start-ups that are capable of competing in a business environment

c) provide advisory and consultancy services on entrepreneurship

d) identify qualities and characteristics of a successful entrepreneur,

e) discuss causes of failure and challenges in entrepreneurship

f) discuss the advantages and risks associated with misuse of resources including time

12) Topics of Study

I. Introduction to Entrepreneurial Studies

(a) The concept of Entrepreneurship
(b) Historical Background of Entrepreneurship

(c) The role of Entrepreneurship in a developing society

(d) Functions of an Entrepreneur

(e) Management versus Entrepreneurship

(f) Who is an Entrepreneur

(g) Characteristics of an Entrepreneur

(h) The Meaning of Entrepreneurship

(i) Corporate Entrepreneurship

(j) Entrepreneurial Activities

(k) Differences between the entrepreneur and the owner manager of a Business Enterprise

II. Discovering Business Opportunities

(a) Identifying and recognizing opportunities

(b) Distinction between a business idea and a business opportunity

(c) Sources of business opportunity

(d) Considerations for choosing a business opportunity

III. Qualities and Characteristics of a Successful Entrepreneur

(a) Qualities of a successful entrepreneur

(b) Concept of entrepreneurship

(c) Potential Entrepreneurs

(d) Job Creation

(e) Wealth Creation

(f) Poverty Alleviation

(g) Resource allocation

(h) Support to large industries

IV. Environment of Entrepreneurial Development

(a) Environmental variables of concept of entrepreneurship

(b) Environmental factors

(c) Adaptive Mechanisms to entrepreneurial environment

V. Challenges and causes of Failure in Entrepreneurship

(a) Constrains faced by entrepreneurs

(b) Factors responsible for failure of entrepreneurial outfits

(c) Overcoming challenges and failures

VI. Youth and Money Management

(a) Nature of youth and money management

(b) Productive ways of making money

(c) Managing money effectively

VII. Developing a Feasibility Analysis and Crafting a Business Plan

(a) Conducting a Feasibility Analysis and Crafting a Winning Business Plan

(b) The meaning of a feasibility study

(c) The purpose of a feasibility study

(d) The problems of writing a feasibility report

(e) What is a business plan

(f) Why the entrepreneur needs a business plan

(g) The structure of a typical business plan

(h) Differences between a feasibility report and a business plan

VIII. Understanding Entrepreneurship

(a) Common Myths about Entrepreneurs

(b) Decision to become an Entrepreneur

(c) Developing Successful Business Ideas

(d) Moving from an idea to an Entrepreneurial Firm

(e) Managing and Growing an Entrepreneurial Firm

IX. Financing the Start- up Enterprise

(a) Meaning of Entrepreneurial Financing

(b) Sources of Entrepreneurial Financing

(c) Reasons why loans may not be granted to an Entrepreneur

(d) Considerations of Financial Institutions in Evaluating a Loan Proposal

(e) Pitfalls in Financing a Business Enterprise which the Entrepreneur should know

X. Introduction to the Capital Market

(a) Nature of Capital Markets

(b) Capital Market Operations

(c) Benefits of investing in the quoted companies

(d) Market Efficiency

(e) Development of Stock Markets

XI. Definitions, Nature and Concepts of Management Time Management

(a) Definitions, Nature and Concepts of Management

(b) Meaning of Management

(c) The Scope of Management

(d) The Purpose of Management

(e) Who is a Manager

(f) The Concepts of Management in Profit and Non-Profit Organizations

(g) Meaning of Time Management

(h) Usefulness and dangers associated with not using time efficiently

(i) Management of Time

13) Prescribed Texts

Scarborough, N.M. (2013) *Essentials of Entrepreneurship and Small Business Management*, 6th Ed, Pearson Horizon Editions, London

Barringer, B.R.and Ireland, R.D. (2012). *Entrepreneurship Successfully Launching New V*e*ntures*, 4th Edition, New York: Pearson

14) Recommended Readings

Burns, P., (2006) *Community Development and Small Business*, Palgrave Macmillan, London

Katz, J., (2010) *Entrepreneurial Small Business*, McGraw Hill Higher Education, London

Bateman, T.S.and Snell, S.A. (2011). *Management: Leading and Collaborating in a Competitive World* (8th edition). Boston: McGraw-Hill.

Morris, M.H., Kuratko, D.F.and Covin, J.G. (2011*). Corporate Entrepreneurship and* I*nnovation,* 3rdedition, United States: South-Western Publishing.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Introduction to Business Law**
3)	**Code**	**BPS 122**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented**	**Faculty of Commerce**
7)	**Contact hours**	**2x1 hours (Semester 1)**
8)	**Tutorial**	**2x1 hours (Semester 1)**
9)	**Method of Assessment**	**Examinations 60%**
		Course work 40% (Assignments)

10) Course Aim

The aim of this course is to help students understand basic legal terms and concepts used in law pertaining to business .Secondly the course will help students comprehend the applicability of legal principles to situations in the business world by referring to few decided leading cases

11. Learning Objectives

By the end of this course the student should be able to:

a) explain the law of contract, agency, employment, tort, sales of goods, bills of exchange and negotiable instruments

b) discuss consumer protection

c) discuss business instruments

11) Topics of study

I. Contracts

(a) Definition, kinds and concepts of contracts.

(b) Offer and Acceptance

(c) Consideration

(d) Capacity of Parties

(e) Free Consent

(f) Legality and Objects of consideration

(g) Void Agreements

(h) Performance of Contract.

(i) Discharge of Contract and Remedies

II. The Sale of Goods

(a) Contract of Sales of Goods

(b) Conditions and Warranties

(c) Transfer of Property

(d) Performance of a contract of sale

(e) Rights of unpaid Seller

III. Partnership

(a) Concept of partnership:-

- Partnership and company, joint family firm
- Test for determination of existence for partnership.
- Kinds of partnerships

(b) Registration, Effects of non-registration.

(c) Rights and duties of partners towards other partners.

(d) Authority of partner and liabilities towards third parties

(e) Admission, retirement, expulsion of partners and their liabilities

(f) Dissolution of the firm

IV. The Consumer Protection Act,

(a) Definitions-Consumer, Complaint, Services, Defect and

(b) Deficiency, Complainant.

(c) Rights and Reliefs available to consumer.

(d) Procedure to file complaint.

(e) Consumer Disputes Redressal Agencies.

(f) Procedure followed by Redressal Agencies

V. Law of Agency

(a) Contract of agency;

(b) Definition of agent and agency;

(c) Creation of agency;

(d) Duties and rights of agent and principal;

(e) Principal duties towards agents and third parties

VI. Business Instruments

(a) Negotiable Instrument - Meaning and essential elements of a negotiable instruments

(b) Types of negotiable instrument

(c) Holder and holder in due course

(d) Negotiation of negotiable instruments

(e) Dishonor of negotiable instruments

13) Prescribed Text

Abboth, K. R. (2009) *Business Law*, DPP Publication, London

Company Act No15 of 2013

Consumer Protection Act No 14 of 2003

Cheeseman, H. R. (2009) *Business Law,* Pearson Education, London

14) Recommended Reading

Miller, R.L Jentz G.A (2008) *Fundamentals of Business Law: Summarized Cases* (9th Edition) South-Western College Publications.

Miller, J. Barnes, A.J. Bower L.T. (2009) *Business Law: The Ethical Global and E-Commerce Environment* (14th Edition) McGraw Hill/ Irwin

Clarkson, K.W. Miller, R.C. Gaylord A.J. Cross F .B. (2008) *Business Law: Text and Cases (West Business Law)* (11th Edition), South-Western College/West

Cross, F. B. Miller R.L. (2011*) The Legal Environment of Business* (8th Edition), South Western College

Chilumpha, C. (1999) *Introduction to Company Law of Malawi,* Commercial Law Centre, Blantyre

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Computer Applications**
3)	**Code**	**BPS123**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

1) Course Aim

To equip students with skills and a knowledge of principles and aspects of computer applications in respect of systems, development and applications software.

11) Learning Objectives

By the end of the course students should be able to:

a) describe the parts of a modern PC and how they are configured.
b) explain the development of Intel's family of microprocessors
c) operate a range of input/output devices and secondary storage systems
d) carry out basic housekeeping in both GUI and command line environments
e) identify risks inherent in the use of computers in a commercial environment
f) analyse a typical PC local area network (LAN), its component parts and its relationship to other more extensive networks
g) discuss the major types of processing systems, including client-server and distributed processing
h) assess different processing methods and their relationships to the various categories of software.

12) Topics of Study

I. **Parts of a modern PC and how they are configured,**

(a) PC internal components.

(b) Significant features of the main printed

(c) circuit board (motherboard)

II. **Development of Intel's Family of Microprocessors**

(a) Current trends in microprocessor development

(b) Microprocessor development and nomenclature

(c) Major components of a macro-processor and how they interact.

(d) Development of multi-processor architectures

III. **Input/output devices and Secondary Storage Systems**

(a) Input, output and hybrid devices

(b) Devices using appropriate terminology

(c) The latest technological developments and make recommendations regarding their integration into a commercial environment

IV. **Disk Management and Describe how to carry out basic housekeeping**

(a) Creating, list, move, copy, delete and recover files and directories (folders) in both environments

(b) File storage system

(c) Housekeeping tasks.

V. **The use of computers in a commercial environment**

(a) Principles of risk assessment in a commercial IT environment

(b) Hazards in a commercial IT environment

(c) Business contingency plan for a commercial organization.

VI. **PC local area network (LAN),**

(a) Its component parts and its relationship to other more extensive networks





(b) Major building blocks of a LAN including any security devices or software

(c) Major LAN topologies and protocols

(d) LAN and the Internet

VII. The major types of processing systems,

(a) Client-server and distributed processing

(b) The major processing systems including client-server and distributed processing systems

(c) Licensing and cost implications of competing environments

(d) Virtual server and conventional server environment

VIII. The various categories of software, such as

(a) Systems, development and applications software

(b) Need for operating systems

(c) The need for development software,

(d) comparing and contrasting the major development environments

(e) The use of and need for applications software

(f) The relative merits of competing brands and/or

(g) Technologies in each of the three environments

13) Prescribed Texts

Amer, B., (2010)) *Computers in Our World,* Course Technology, London

French, C.S., (2012)) *Computer Science,* Thomson Learning, London

Mathews, J., (2009) *Computer Networking,* John Wiley and Sons, London

14) Recommended Readings

Impagliazzo, J., (2012)) *Computer Science*, John Wiley and Sons, London

Capron HL, Johnson JA, (2012)) *Computers Tools for an Information Age,* Pearson Education Ltd, London, GB

O'Leary,T. (2010)) *Computing Essentials, McGraw* Hill Higher Education, Mallory Price, GB

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Financial Accounting**
3)	**Code**	**BAC 124**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide students with the basic concepts and practices of financial accounting with a view to develop their skills in preparing and presenting the financial statements of an organization as a part of the accounting information system.

11) Learning Objectives

At the end of the course students should be able to:

a) explain concepts of accounting and the uses of accounting information

b) discuss recording, handling and summarizing Accounting Information

c) explain and work- out income statements, balance sheet, work sheet, statements of cash flows

d) write an Annual Report

e) explain the use of computers in Accounting

12) Topics of Study

I. Introduction

(a) Concept of accounting, forms of business organizations and nature of business activity;

(b) Users of accounting information and their needs;

(c) Fields of accounting; financial statements: the tools for communication;

(d) Generally accepted accounting principles;

(e) Qualitative characteristic of accounting information;

(f) Objectives of financial statements; the accounting profession

II. Recording, Handling and Summarizing the Accounting Information

(a) Role of source documents, Recording of transaction and events, the accounting equation;

(b) The double entry system;

(c) Analysis of transactions;

(d) Rules of debits and credits for assets, expenses, liabilities, capital and income;

(e) Cash accrual and hybrid system of accounting;

(f) Journal – general and special including cash and bank books;

(g) Role of vouchers, T - accounts;

(h) Trial balance;

(i) Concepts of the annual report and financial statements

III. Income Statement

(a) Concepts of income statement;

(b) Major components of income statements: revenues, cost of sales, gross margin, administrative expenses, selling and distribution expenses, gains and losses, net income and retained earnings;

(c) Formats of income statements;

(d) Retained earnings statements, preparation of income statement (vertical multi-step format)

IV. Balance Sheet

(a) Concepts of balance sheet;

(b) Major components of balance sheet: assets, liabilities and stockholders' equity;

(c) Preparation of balances sheet (vertical, classified format)

V. Work Sheet

(a) Accrual and adjusting entries;

(b) T-accounts, opening and closing entries;

(c) Preparation of Income statement and Balance sheet with adjustments using a work sheet.

VI. Statement of Cash Flows

(a) Cash flows and accrual accounting;

(b) Purpose of the statement of cash flows;

(c) Operating, investing and financing activities;

(d) Formats of statement of cash flows;

(e) Preparation of cash flow statement (vertical format)

VII. Annual Report

(a) Meaning and components of an annual report

VIII. Accounting Information System and the Use of Computers in Accounting

(a) Accounting information system in modern business organizations;

(b) Role of computers in accounting; recording transactions, extracting ledger, trial balance and presenting the financial statements received from the accounting package;

(c) Using computerized accounting software;

(d) Retrieving various reports from the system

13) Prescribed Texts

Dauderis, H. (2014) *Introduction to Financial Accounting*, Valley Education Canada

Francis, J. (2012) *Financial Accounting; an introduction to concepts, methods and uses,* Cengage Learning, London.

14) Recommended Readings

Porter, G. A. Norton, C. L (2013) *Financial Accounting*: An impact on Decision Makers, Cengage Learning.

Longhran, M (2011) Financial Accounting for Dummies, John Wiley and Sons, England

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Principles of Marketing**
3)	**Code**	**BPS 125**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide concepts and principles of marketing with a view to develop students' skill in analyzing marketing opportunities and taking decisions in the key areas of the marketing mix.

11) Learning Objectives

By the end of this course the student should be able to:

a) define marketing management and its role
b) discuss the marketing concepts
c) explain the marketing tools and marketing mix
d) discuss market segmentation and targeting
e) explain why it is important for marketers to attempt to understand consumer and industrial buying behavior
f) discuss product mix
g) discuss pricing concept
h) discuss distribution concept
i) discuss product promotion

12) Topics of Study

I. Introduction

(a) Meaning and core concepts of marketing;

(b) Marketing management concept;

(c) Demand management and customer relationships;

(d) Marketing management cycle analysis, planning, implementation and control;

(e) Marketing management philosophies production, product, selling, marketing and societal marketing concepts;

(f) Marketing challenges in the new millennium.

II. Marketing Process and Environment

(a) Marketing process targeting consumers and developing marketing mix

(b) Marketing environment micro and macro environmental factors affecting marketing

III. Marketing Information System and Buyer Behavior

(a) Marketing information system concept and components

(b) Consumer behavior buying process and determinants

(c) Business buyer behavior buying process and determinants

IV. Market Segmentation and Targeting

(a) Market segmentation levels of market segmentation

(b) Bases for segmenting consumer and business markets

(c) Market targeting evaluation and selection of market segments

(d) Positioning concept and implementation

V. Product

(a) Concept and levels of product

(b) Product classifications

(c) Product life cycle

VI. Service

(a) Service marketing nature and characteristics of service

(b) Service marketing strategies – service-profit chain

(c) Service differentiation

(d) Service quality

(e) Service productivity.

VII. Pricing





(a) Concept of price and pricing

(b) Internal and external factors affecting price

(c) Pricing approaches cost-based, value-based and competition-based pricing

VIII. Distribution

(a) Concept of distribution

(b) Channel functions

(c) Channel levels for consumer and business markets

(d) Channel design decisions

(e) Channel management decisions

(f) Marketing logistics nature, importance, and goals

(g) Major logistics functions

(h) Integrated logistics management.

XV. Promotion

(a) The marketing communication process

(b) The promotion mix strategy push vs. pull strategies

(c) Advertising objectives and budgets, message and media selection

13) Prescribed Text

Armstrong, G and Kotler, P. (2015) *Marketing: An Introduction* (12th Edition) Pearson Prentice Hall

Armstrong (2009) *Principles of Marketing* (9th Edition) Pearson Prentice-Hall.

14) Recommended Readings

Keegan, W., J., and Mark S, G., (2009)*, Global Marketing,* Prentice Hall

Kotler, Phillip (2008) *Marketing Management: The Millennium Edition,* Prentice- Hall

Strydom J, Jooste C, Cant M. (2010)*) Marketing Management* (8th edition), Jut and Co.

YEAR TWO **FIRST SEMESTER**

10) Program	**BSc Procurement and Supply Chain Management**
11) Course	**Basics of Supply Chain Management**
12) Code;	**BPS 211**
13) Year	**Two**
14) Presented to	**Senate**
15) Presented	**School of Management**
16) Contact hours	**2x1 hours per week**
17) No. of Tutorial	**2x1 hours per week**
18) Method of Assessment	**60% Examinations**
	40% Course work (Assignments)

10) Course Aim

The course provides a basic understanding of the different aspects of Supply Chain Management with a focus on to create a successful venture with decision- and system-oriented perspective.

11) Learning Objectives

By the end of the course the students should be able to:

d) The course shall provide a basic understanding of the different aspects of Supply Chain Management with a focus on to create a successful venture with decision- and system-oriented perspective.

e) Understanding the concept of Supply Chain Management terms.

f) Understanding the applications of Supply Chain Management to the business

12) Topics of Study

I. Introduction to Supply Chain Management

(a) Concept and Definitions in Supply Chain

(b) Physical Distribution

(c) Logistics and Supply Chains

(d) Generalized SC Model

(e) Concept of SC Management

(f) Role of SC as a value driver:

- Integrative Management
- Responsiveness
- Financial Sophistication

II. Key Terms in Supply Chain Management

(a) Basic Terms from Supply Chain Management such as

- Upstream, Down stream
- Information/Material Flow
- Push/Pull System
- Globalization
- Bullwhip Effect
- Value Drivers
- Customer Satisfaction
- Value added services

III. Supply Chain Structure

(a) Supply Chain Structure

(b) Shift from enterprise to network

(c) Structure of a SC

(d) Push based SC

(e) Pull based SC

(f) Tradeoff between Push and Pull

(g) Identifying appropriate Push and Pull Strategy for SC

(h) Commodity and Cost Centric SC

(i) Agile SC





IV. Supply Chain Management Building Blocks

(a) Overview of customer focus and demand

(b) Resources and capacity management

(c) Procurement and supplier focus

(d) Inventory management

(e) Operations management

(f) Distribution management in SCM

V. SC Design and Planning

(a) Supply chain relationships

- Types of relationships
- Developing and implementing successful SC relationship
- Outsourcing and 3PL and 4PL

(b) Location decision

- Strategic importance of facility location
- Determining the number of facilities
- Factors influencing location decision
- Finding the lowest cost location
- Grid system
- Relocation and closing

III. Supply Chain Execution

(a) Using technology to integrate the supply chain

- Role of information in the supply chain
- Managing supply chain information
- SCM software
- SCM technology implementation
- SCM technological innovations

(b) Global dimension of the Supply Chain

- Supply chain in a global economy
- Global transportation





- Strategic channel intermediaries

(c) Lean Supply Chain

- The origins of the lean manufacturing
- Lean supply
- Drivers of lean supply chain

(d) Agile Supply Chain

- The concept of agility
- The need for agility
- Agile supply chain concept
- Agile supply chain framework
- Competing on responsiveness

V. Total Supply Chain Management

(a) Changing business landscape

(b) Driving forces:

- Shift from Operations to Services

(c) Impact of globalization & technological revolution

(d) Shift from linear SC to collaborative networks

(e) Power shifts in the SC- demands for flexibility of partnerships

(f) Core competencies

(g) Growth in outsourcing

(h) Increased complexity of processes

(i) Future of SCM

VI. Supply Chain Logistics Management

(a) 21st Century Supply Chain

i. Supply Chain Revolution

ii. Generalized Supply Chain Model

iii. Integrative Management and Supply Chain Processes

iv. Responsiveness

(b) Logistics

i. Logistical Value Position

ii. The Work of Logistics

iii. Logistical Operation

iv. Logistical Integration Objective

v. Logistical Operation Arrangements

(c) Customer Accommodation

i. Customer -Focused Marketing

ii. Customer Service

iii. Customer Satisfaction

(d) Procurement and Manufacturing

i. The Quality Imperative

ii. Procurement

iii. Manufacturing

iv. Lean and Six Sigma

v. Logistical Interface

VII. Supply Chain Logistics Operations

(a) Inventory

i. Inventory Functionality and Definitions

ii. Inventory Carrying Costs

iii. Planning Inventory

iv. Managing Uncertainty

v. Inventory Management Policies and Practices

(b) Transport and Infrastructure

i. Transport Functionalities, Principles and Participants

ii. Transport Regulation

iii. Transport Structure

iv. Transport Service

(c) Transport Operations





i. Transport Economics and Pricing

ii. Transport Administration

iii. Documentation

VIII. Supply Chain Logistics Administration

(a) Logistics Organization

i. Development of Internal Logistical Relationships

ii. Development of Management of Supply Cain Relationships

(b) Operational and Financial Measurement

i. Operational Assessments

ii. Financial Assessments

(c) Supply Chain Risk

i. Supply Chain Risk Management

ii. Regulatory

iii. Resource Availability

iv. Security

13) Prescribed Texts

Branch, A E (2010)) Global *Supply Chain Management and international logistics,* Routledge, London,

Farahani, R. Z (2009) *Supply Chain and logistics in National, international and governmental environment*, Springer.

14) Recommended Readings

Ballou, R. (2012)) *Business Logistics Supply Chain Management*, 12th Edition, Prentice Hall

Lambert, D. (2013)) *Fundamentals of Logistics Management,* McGraw Hill

Stock, J. and Lambert, D. (2009) *Strategic Logistics Management*, McGraw Hill

Raghuram 1. G.and Rangaraj, N. (2011) *Logistics and Supply Chain Management*: Cases and Concepts, Macmillan India Ltd

1) **Program** **BSc Procurement and Supply Chain Management**
2) **Course** **Introduction to Logistics Management**
3) **Code** **BPS 212**
4) **Year** **Two**
5) **Presented to** **Senate**
6) **Presented by** **School of Management**
7) **Contact hours 2x1 hours per week**
8) **Tutorial** **2x1 hours per week**
9) **Method of Assessment 60% Examinations**

40% Course work (Assignments)

10) **Course Aim**

To provide the students an opportunity to learn the fundamentals of logistics and to relate the concepts to real life business and to become efficient suppliers

11) Learning Objectives

By the end of this course students should be able to:

a) describe basic key terms in logistics

b) explain Logistics and SCM basics and its business application.

c) explain 3PL and 4 PL, Reverse Logistics concepts and use in practice.

d) discuss the importance of logistics strategy

e) discuss quality customer service and integrated logistics

f) discuss the future challenges in logistics

12) Topics of Study

I. Logistics

(a) Definition - History and Evolution- Objectives
(b) Elements- Activities Importance
(c) The work of logistics
(d) Logistics interface with marketing
(e) Retails logistics
(f) Emerging concept in logistics.

II. Key Terms in Logistics

a) Introduction

b) **Basic Terms used in Logistics**

c) Cross Docking

d) Barcoding, RFID, Smart Cards and its Importance

e) ECR (Efficient Consumer Response)

f) VMI (Vendor Management Inventory)

III. Logistics Management

(a) Definition and Evolution
(b) Achievement of competitive advantage through logistics Framework
(c) Role of Logistics management
(d) Integrated Logistics Management
(e) Model – Flow of process activities (in brief).

IV. Outsourcing logistics

(a) Reasons

(b) Third party logistics provider(3PL)
(c) Fourth party Logistics providers (4 PL)
(d) Stages-Role of logistics providers

V. Logistics Strategy

(a) Strategic role of logistics
(b) Definition
(c) Role of logistics managers in strategic decisions
(d) Strategy options, Lean Strategy, Agile Strategies & Other strategies
(e) Designing and Implementing logistical strategy

VI. Quality customer service and integrated logistics

(a) Customer service-importance elements
(b) The order cycle system
(c) Distribution channels
(d) Functions performed
(e) Types designing
(f) Logistical packaging.

VII. Logistics Future Challenge

(a) New Supply Chain Environment
(b) Key Management Challenges
(c) Role of the Internet
(d) Implementation Issues

IX. Managing Logistics Internationally

(a) Drivers and Logistics Implications of Internationalization
(b) Trend Towards Internationalization
(c) Challenge of International Logistics and Location
(d) Organizing for International Logistics
(e) General Tendencies

13) Prescribed Texts

Christopher, M. (2011) *Logistics and supply chain Management* (2nd Ed) Pearson Limited.

Branch, A.E. (2009) *Global supply chain management and international Logistics*, Routledge, London

14) Recommended Readings

Bowersox D.J. and Closs, D.J. (2004*) Logistical Management*, Tata McGraw Hill Publishing, New Delhi

Ailawadi, S.C. and Singh, R. (2005) *Logistics Management*, Prentice-Hall of India Pvt Ltd., New Delhi

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Quantitative Techniques**
3)	**Code**	**BMK 213**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course is designed to acquaint students with methods of solving organizational problems using quantitative techniques.

11) Course Objectives

By the end of this course student should be able to:

(a) explain how and why statistical techniques are used in decision making
(b) use statistical and graphical means to displaying statistical data analyses
(c) present management data in a manner which is understandable to managers
(d) calculate relationships and forecasting
(e) work-out network analysis
(f) interpret quantitative data using frequency distributions

12) Topics of Study

I. Collection and presentation of numerical data

(a) Official sources of economics and business data
(b) Survey Method
(c) Questionnaire Design

II. Frequency Distribution

(a) Measures of location; mean; and Mode
(b) Measures of dispersion
    i. Range
    ii. Quartile deviation
    iii. Standard Deviation
    iv. Skewness
    v. Coefficient of Variation

III. Relationships and Forecasting

(a) Correlation and Regression
(b) Time Series Analysis
    i. Trend
    ii. Cyclical
    iii. Seasonal
    iv. Random

IV. Index Numbers

(a) Price Relative Method
(b) Aggregate Methods
(c) Laspeyers and Paasche Index Numbers

V. Probability and Probability Distributions

(a) Uncertainty in day-to-day operations and planning
(b) Probability from a practical viewpoint

VI. Linear Programming

(a) Revision of Matrix Algebra and Inequalities
(b) Interpretation and Operation of Simplex Solution
(c) The dual problem, transportation and assignment problems

and their solutions

VII. Net Work Analysis

(a) Construction of arrow diagrams
(b) Activity-on-node diagrams
(c) Critical Path Scheduling to Minimize Time
(d) Cost Considerations
(e) Critical Path Method (CPM)
(f) Project Evaluation and Review Technique (PERT)

VIII. Simulation

(a) General Features of Simulation
(b) Time and Event Based Models
(c) Generation and Use of Random Numbers
(d) Application to Inventory Control

13)Prescribed Texts

Anderson, D. R (2001) *Quantitative Methods*, Thomson Learning, London

Brandimatrte, P. (2011) *Quantitative Methods: An Introduction for Business Management*, Wiley

14)Recommended Readings

Emory, C., William and Donald R Cooper (2009) *Business Research Methods,* Irwin Publishing Homewood, IL

Bell J. and Opie, C. (2010), *Learning Research Getting more from your Data*. Buckingham Open University Press.

Lucy, T. (2007) *Quantitative Techniques*, Macmillan Publishing Company, New York

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Principles of Taxation**
3)	**Code**	**BPS 214**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**

40% Course work (Assignments)

10) Course Aim

To equip and enable students assemble a working knowledge of the main facts about the Malawi tax system.

11) Learning Objectives

By the end of this course student should be able to:

a) discuss conceptual foundation of tax
b) discuss tax administration
c) explain taxation principles
d) compute taxation of income and profits
e) calculate tax of liabilities of individuals
f) explain value added tax

12) Topics of Study

I. Introduction and Conceptual Foundation

(a) Definition of Tax and Taxation
(b) Purposes/Objectives/Uses of Taxation
(c) The constitutional powers to impose tax
(d) The composition, rights, powers, and functions of the various tax organs

II. Taxation Principles

(a) Tax as a creation of law
(b) Definition of trade, business, profession and vocation.
(c) Difference between employment and engagement on Contract
(d) Revenue Income/Expenses, Capital Income/Expense
(e) Income recognition and Accounting
(f) Fiscal Year

III. Corporate Taxation in Malawi

(a) Computation of taxable income of Company
(b) Sole Proprietorship
(c) Professionals
(d) Income from other sources
(e) Computation of Taxable income
(f) Deductions allowed while computing Taxable income.

IV. Assessment of Tax Liability

(a) General introduction
(b) Computation of tax liabilities (According to latest amendments)
(c) Statutory deduction
(d) Tax rebate and holidays as provided by the Taxation Act.
(e) Tax credit

V. Tax Planning

(a) Concept of tax planning
(b) Significance of tax planning
(c) Tax evasion and tax planning
(d) Tax avoidance and tax planning
(e) Capacity increases and their effect on tax planning
(f) Export promotion and tax planning
(g) Investment tax credit and its impact on tax planning

VI. Right and Duties of Tax Authorities and Tax Payers

(a) Right and duties of tax authorities,
(b) Right and duties of tax- payers

VII. Value Added Tax (VAT)

(a) Concept, Origin and evolution of value added tax
(b) Principles governing value added tax
(c) Methods of computing value added tax
(d) Excises duties and value added tax

13) Prescribed Text

Laws of Malawi, Chapter.41. Taxation (with latest amendments)

World Laws Business Library (2009) Malawi Taxation Laws and Regulations Handbook, International Business Publications, USA

14)Recommended Readings

Jones, M. S (2019) *Principles of taxation for business and investment planning*, McGraw Hill

Blackhall's Laws of Malawi, Chapter 41.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Macro-Economics**
3)	**Code**	**BPS 215**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week/ (1Semester)**
8)	**Tutorial**	**2X1 hours per week/ (1Semester)**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To enhance students' understanding of Macro-Economics.

11) Learning Objectives

By the end of the course students should be able to:

a) illustrate national income as a measure of societal well-being

b) compute the equilibrium levels of national income using the Keynesian macroeconomic model in a closed and open economy

c) distinguish the effectiveness of monetary policy in a closed and open economy

d) discuss the possible impact of monetary policy on business decision-making

e) interpret the main outcomes of government macroeconomic policy

f) summarize the fundamental advantages and disadvantages of free trade, including the principles of absolute and comparative advantage

g) explain how exchange rates are determined

h) evaluate the relative merits of fixed and floating exchange rate regimes

12. Topics of Study

I. Market Failure

(a) Difference between Micro and Macro Economics

(b) Markets and its Imperfections

(c) Externalities

(d) Public Goods and Merit Goods

(e) Imperfect Information

(f) Dealing with Market Failure

II.Money and Banking

(a) Functions of Money

(b) Financial Institutions

(c) Central Banking

III. Macroeconomics

(a) Basic National Income Accounting

(b) Use of National Income Statistics

(c) Economic Policy

(d) Circular Flow Analysis

(e) Consumption, Savings and Investment





(f) National Income Equilibrium

(g) Multiplier and Decelerator

IV. Unemployment and Inflation

(a) Types of Unemployment

(b) Costs of Unemployment

(c) Causes of Inflation

(d) Costs of Inflation

V. Economic Policy Instruments

(a) Taxation, Government Spending and Budgets

(b) Fiscal Policies

(c) Money and Monetary Policy

(d) Supply Side Measures and Privatization

VI. International Trade

(b) Absolute and Comparative Advantage

(c) The Principle of Free Trade

(d) Protection – Types and Causes

(e) Free Trade, Customs Unions and Single Markets

(f) The European Union and Other Free Trade Areas

(g) GATT and WTO

(h) Balance of Trade and Payments

(i) Dealing with Balance of Payments Problems

VII. Globalization and International Monetary Issues

(a) Exchange Rate Determination

(b) Fixed and Floating Exchange Rate Systems

(c) Trade and Economic Development

(d) Transnational Enterprises

(e) Globalization

13) Prescribed Texts

Arnold, R., (2009) *Economics*, South – Western, London

Colander, D., (2009) *Economics*, McGraw Hill Higher Education, London

Lipsey R.G., (2009) *An Introduction to Positive Economics*, Weidenfield and Nicholson, New York

14) Recommended Readings

Colander, D. C., (2009) *Economics*, McGraw Hill Higher Education, London

Mankiw, N., (2012) *Economics*, Thomson Learning, London

McConnel, C.R., (2010) *Economics*, McGraw Hill Higher Education, London

YEAR TWO **SEMESTER TWO**

1) **Program** **BSc Procurement and Supply Chain Management**
2) **Course** **Standard Bidding Documents**
3) **Code** **BPS 221**
4) **Year** **Two**

5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10) Course Aim

To familiarize students with Standard Bidding Documents in line with World Bank, African Development Bank ,the European Union and Government Bidding Documents.

11) Learning Objectives

By the end of the course students should be able to:

a) define a Bid Document
b) prepare a Bid Document
c) evaluate a Bid Document
d) discuss the Government Standard Bidding Document
e) discuss major multilateral and international Bidding Documents

12) Topics of Study

I. Invitation for Bids (IFB)

(a) The Form of Invitation for Bids

II. Instructions to Bidders.

(a) General
(b) Bidding Documents
(c) Preparation of Bids
(d) Submission of Bids
(e) Bid Opening and Evaluation
(f) Award of Contract

III. Acquisitions Planning Specifications/Scope of Work

a) Designing an Effective Bidding and Monitoring System

b) Developing Specifications for Purchasing

c) Performance-Based Contracting

IV Procurement Methods Solicitation of Bids/Proposals

(a) Flexible Procurement Approaches that facilitate relationship change and negotiation

(b) The Use of the Invitation to Negotiate (ITN)

(c) 10 Big Mistakes in Government Contract Bidding

(d) Evaluating Offers in Purchasing

(e) Evaluating Offers in Public Works (includes life-cycle/whole-of-life costing)

V General Conditions of Contract and Conditions of Particular Application (COPA)

(a) General Conditions of Contract

(b) Conditions of Particular Application(COPA)

VI. Technical Specifications in Bid Documents

(a) Form of Bid, Appendix to Bid, and Bid Security

(b) Form of Bid

(c) Form of Bid Security (Bank Guarantee)

(d) Bill of Quantities

(e) Form of Agreement, Forms of Performance Security, and Bank Guarantee for Advance

(f) Payment

(g) Form of Agreement

(h) Forms of Performance Security and Bank Guarantee for Advance Payment

VII. Drawings

(a) Preparing the Drawings

(b) Contents

(c) Post qualification Invitations

VII. Disputes Resolution Procedure

(a) Settlement of Disputes





(b) Settlement of Disputes Alternative Arbitration Procedure

(c) Eligibility for the Provision of Goods, Works, and Services in World Bank/EU/AfDB/OPEC-Financed Procurement

13)Prescribed Texts

World Bank (1995) Standard Bidding Documents Procurement of Workswww.ilo.org

World Bank (2004) Standard Bidding Documents for SmallerWorkswww.worldbank.org

African Development Bank, Standard Bidding Documents for Goods and Works www.afdb.org





1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**E-Business**
3)	**Code**	**BPS 222**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to enhance students' understanding of e-business methods and techniques and their application to the Malawian situation.

11) Learning Objectives

By the end of the course students shall be able to:

a) discuss the principles of e-business
b) explain e-business networks
c) demonstrate knowledge and usage of firewall and securities
d) analyse EDI applications in business
e) explain e-payment systems
f) demonstrate the usage and impact of the WWW in e-business

12) Topics of Study

I. Introduction

(a) e-commerce framework
(b) traditional vs e-business applications
(c) architectural framework
(d) the internet as network infrastructure

(e) major categories of e-commerce – b2c, b2b, c2b and c2c**.**

II. Networks

(a) Overview of Communication Network

(b) Communication Processors

(c) Communication Media

(d) Types of Networks – Communication Satellite – Wireless Networks – Wireless Internet Access ISDN – Dial-Up – Broadband.

III. Firewalls and Securities

(a) OSI Models

(b) Network Security and Firewalls

(c) Protocols – Types – Client Server Network Security

(d) Firewalls and Network Security

(e) Data and Message Security

(f) Digital Signature, Certificates, Envelopes - Encrypted Documents.

IV. EDI in Business

(a) E-Commerce and World Wide Web

(b) E-Payment Systems

(c) Electronic Data Interchange(EDI)

(d) EDI Applications in Business, Intranet Application in Business.

V. E-Payment Systems

(a) Online payment

(b) Payments cards – electronic cash – electronic wallets – digital cards – types – stored value cards

(c) Internet technologies – banking – net, mobile.

VI. World Wide Web

(a) Process

(b) Web Hosting Services – Web Servers

(c) Domain Naming Systems (DNS) – Types – POP, IMAP

(d) Accredited Registrars – Country Coded and Top Level Domains

(e) Internet Regulatory Organizations.

13) Prescribed Texts

Schneider, G. (2007) *Electronic Commerce*, Thomson Course Technology, Noida, 7th Annual Edition**.**

Pandey, U.S. Srivastava, R. and Shukla, S (2007) *E-commerce and its applications*, S.Chand, New Delhi, 1st edition.

14)Recommended Readings

Joseph, P.T. (2008) *Electronic Commerce: A Managerial Perspective,* Prentice Hall of India Learning, New Delhi, 3rd Edition.

Turbon,E., Lee,J. King,D. H.and Chung,M(2001) *Electronic Commerce, A Managerial Perspective,* Pearson Education Asia,





1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Principles of Purchasing and Supply**
3)	**Code**	**BPS 223**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10) Course Aim

Equip students with knowledge of how the internal and external relationships in supply and procurement with other company activities and with suppliers.

11) Learning Objectives

By the end of the course students should be able to:

a) Define purchasing guidelines, terms and terminologies.

b) Discuss the evolution of sustainable Purchasing Practices

c) Explain supplier selection and the general principles of entering into contracts

d) Explain pricing procedures in procurement and terms of payment for goods

e) manage inventory

f) negotiate procurements

g) Explain advantages of expediting or follow-up of order

h) Discuss modalities of buying internationally

i) Explain delivery modalities

12) Topics of Study

I. The purchasing function

(a) Introduction

(b) Objectives the Purchasing function

(c) Purchasing and Terminologies Defined

(d) Evolution of Sustainable Purchasing Practices

(e) Purchasing Managers, Buyers, and Purchasing Agents

(f) The Function of Purchasing Department

(g) Advantages of Effective Purchasing

(h) Supply Chain Management Development

II. Purchasing Guidelines, Terms and Terminologies

(a) Introduction

(b) Purchasing Guidelines

(c) Purchasing Terms and Terminologies

(d) Standard terminology and abbreviations

(e) Standard tender enquiry documents

(f) Guidelines for public procurement

(g) Fundamental principles of public buying

III. General Principles of Entering into Contracts

(a) Introduction





(b) Objectives

(c) General principles of entering into contracts

(d) Elementary Legal Practices

(e) General Principles for Contract

IV. Supplier's Selection Activities

(a) Introduction

(b) Objectives

(c) Supplier's Selection Activities

(d) Issues Involved in Sourcing Function

(e) Factors in Supplier Selection

(f) Attributes of a Good Supplier

(g) Source of Supplier Information

(h) Supplier Evaluation

(i) Pre-Supplier Selection Evaluation

(j) Post Selection Evaluation of Supplier

I. Pricing Procedures in Procurement and Supply function

(a) Introduction

(b) Objectives

(c) Pricing Procedures in Procurement and Supply Function

(d) Importance of Obtaining Materials at the Right Price

(e) The Role of Price in Purchasing

(f) How Buyers Obtain Prices

(g) Factors Influencing Price Setting

(h) Use and Importance of Discounts in Purchasing

(i) Purchasing Timing Policies and Inventory Management**.**

VI. Terms of Payment for Goods

(a) Introduction

(b) Terms of Payment for Goods





(c) Terms of Payment for Domestic Goods

(d) Terms of Payment for Imported Goods

VII. Modes of Purchase, Receipt and Opening of Tenders

(a) Introduction

(b) Objectives

(c) Modes of Purchase, Receipt and Opening of Tenders

VIII. Purchasing Practice and Methods

(a) Introduction

(b) Objectives

(c) Purchasing Practice and Methods

(d) Origin of the Need to Purchase

(e) Procuring Capital Goods

(f) Acquisition of Used Equipment

(g) Leasing

(h) Buying for Resale

(i) Future Dealing

(j) Sub-Contracting

(k) Purchasing Services

IX. Negotiated Procurements

(a) Introduction

(b) Objectives

(c) Negotiated Procurements

(d) What is Negotiation

(e) The Process of Negotiation

(f) Negotiation Position

X. Expediting or Follow-up of Order

(a) Introduction

(b) Objectives

(c) Expediting or Follow-Up of Order

(d) The Nature of Expediting Work

(e) Expediting Process

(f) Characteristic of Good Expeditor

(g) Organization of the Expediting Activity

(h) Advantages of the Expediting Function

XII. Buying Internationally

(a) Introduction

(b) Objective

(c) Main Content

(d) International Procurement Concept

(e) Approaches to International Sourcing

(f) The Benefits and Risk of International Sourcing

XIII. Managing Purchasing Activities

(a) Introduction

(b) Objectives

(c) Managing Purchasing Activities

(d) The Planning Process and Techniques for Materials Management

(e) Planning Techniques for Materials Management

- 3.2.1 Budgeting
- 3.2.2 Purchasing Research

(f) Procurement and Record Keeping

(g) Handling Orders

(h) Ethics in Procurement





XIV. Delivery Modalities

(a) Introduction

(b) Objectives

(c) Delivery Period

(d) Terms of Delivery

(e) Transportation

(f) Transit Insurance

(g) Delay in Supply

(h) Cancellation of Contract

13. Prescribed Texts

Lysons, K (2016) *Procurement and supply chain management,* Pearson, Madrid

Lu, D (2011) *fundamentals of supply chain management*, Book boon

Pengzhong, L (2011) *Supply chain management*, InTech Croatia

14. Recommended Readings

Ballou, R. (2004) *Business Logistics and Supply Chain Management,* (5th Edition), Pearson/Prentice Hall.

Bloomberg, D and LeMay, S. (2013) *Logistics,* Prentice-Hall of India

Bowersox, D. and Closs, D. (2009) *Logistical Management,* Tata McGraw Hill

Ailawadi, S and Singh, R. (2011) *Logistics Management,* Prentice-Hall of India

Muthiah, K. (2009) *Logistics Management and World Sea borne Trade*, Himalaya Publishing House.

Kulkarni, S and Sharma, A. (2004) *Supply Chain Management,* Tata McGraw Hill

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Logistics Information System**
3)	**Code**	**BPS 224**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Aim

11) Learning Objectives

By the end of this course, the student should be able to:

(a) Define the basic concepts of logistics and supply chain

(b) Describe the theories and concepts of the logistics management.
(c) Identify the knowledge and the tools necessary to develop, implement, and sustain strategies for managing supply chain issues.
(d) Explain the general concepts of logistics information to better analyses the distribution channels, starting from producers to customers.
(e) Discuss global trends in logistics information such as the information systems application is provided.

12) Topics of Study

I. Logistics Information

(a) Meaning & Need Forms
(b) LIS-Definition-Information functionality –
(c) Activities involved in transaction system
(d) Principles of designing or evaluating LIS applications

II. Logistics Information System Architecture

(a) Components
(b) Two forms of activities; Planning & co-ordination flows & operating flows
(c) Flow and use of integrated logistics information.

III. Information forecasting

(a) Definition-Process- components-characteristics.
(b) Information Approaches
(c) Forecast techniques
(d) Forecast error

IV. Information Technology & Logistics

(a) Electronic Data Interchange-Personal Computers-Artificial Intelligence-Expert System-Bar coding &scanning. E
(b) Electronic Data Interchange standards of Communication,
(c) Information
(d) Future directions.

V. Information Technology for supply chain management

(a) Bull whip effect-IT in supply chain-Business Process Reengineering-ERP and EDI problem
(b) Impact of Internet on SCM.

13) Prescribed Texts

Lambert,D.M.,Stock,J.R.& Ellram,M.C.(2010)*Fundamentals of Logistics Management,*Irwin McGraw Hill

Rushton, A.,Croucher,P .& Baker,P. (2010) *The handbook of logistics distribution management*, Kogan Page

14) Recommended Readings

Bloomberg, D.J. & May, Stephen L(2003) *Logistics,* Prentice-Hall of India PvtLtd

Donald Waters and Stephen Rinsler (2014) *Global Logistics New directions in supply chain management* ,Kogan Page

USAID (2011) *The Logistics Handbook: A Practical Guide for the Supply Chain Management of Health Commodities,* Arlington, Va.: USAID | DELIVER PROJECT, Task Order 1

1) Program **BSc Procurement and Supply Chain Management**

2) Course **Logistics Network Design**





3)	**Code**	**BPS 225**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims at introducing students to the practicalities of Logistics Network Design.

11) Learning Objectives

By the end of the course students should be able to:

a) design logistics systems

b) explain global supply chain management and sourcing models

c) discuss global logistics network

d) evaluate achievement of international competitiveness through logistics and SCM

e) conduct benchmarking and performance measurements of logistics operations

12) Topics of Study

Part A: Logistics Design

I. Introduction and basic concepts of logistics network design

(a) What is a logistics network?

(b) The difference between a logistics network and SC network?

(c) Distribution systems with and without intermediaries

(d) Classification of international physical distribution systems

II. Global supply chain management and sourcing models

(a) Off-shore sourcing

(b) On-shoring

(c) Near-shoring

(d) Best-shoring

(e) The design of a supply network with a 4PL model

(f) The design of a supply network with a LLP model

III. Global logistics network

(a) Traditional location modelling

(b) Center of gravity and weighted center of gravity

(c) The role of modern location modelling systems

(d) Logistics clustering and logistics parks

(e) Designing a sustainable logistics network

(f) Managing risks in logistics systems

Part B: Logistics Systems Operations

IV. Logistics systems, hub and spoke operations

(a) Consolidation operations

(b) Break-bulk operations

(c) Cross-docking operations and facility design

(d) Hub and spoke systems

(e) Transshipment operations

(f) The role of dry ports in the logistics system

(g) Centralized distribution operations

(h) Decentralized distribution operations

(i) Demountable systems and its operations

Part C: Logistics Network Control

V. Achieving International Competitiveness through Logistics and SCM

(a) Logistics performance index

(b) Logistics performance index and its impact on the design of logistics networks





(c) Supply chain orchestrators and impact on supply network design

(d) Nominated suppliers models design and their role in supporting international competitiveness of the SC

(e) Global hubs and its impact on logistics competiveness

VI. Benchmarking and Performance Measurements of Logistics Operations

(a) The importance of benchmarking logistics operations

(b) How to benchmark logistics operations

(c) Performance measurement of logistics operations

(d) Metrics for tracking availability and timeliness

(e) Setting up KPIs from scratch

(f) Calculating the overall performance of logistics operations**.**

13) Prescribed Texts

Rushton, A. Croucher, P .and Baker, P. (2010**)** *The handbook of logistics and distribution management,* Kogan Page

Waters, D (2003) *Global logistics and distribution planning,* Kogan Page

14) Recommended Readings

Chopra, S.and Meindl, P. (2010) Supply Chain Management, 4th Ed.Prentice Hall

Chopra, S.and Meindel, P. (2002) Supply Chain Management: Strategy, Planning, and Operation, Prentice Hall of India,





YEAR THREE **SEMESTER ONE**

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Contract Management**
3)	**Code**	**BPS 311**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to help students learn the basics of contract management and weave together contract methods with contract types to help them understand the planning and execution of contacts.

11) Learning Objectives

By the end of this course the student should be able to:

a) explain the basic concepts of contract management
b) discuss aspects of resource management
c) draw a contract
d) select best contract strategy for a given situation
e) evaluate legal aspects of contract management
f) manage risk, change and closure of contracts

12) Topics of Study

I. Contract Management

(a) Contract Management – Introduction
(b) Basic Concepts – Offer, Acceptance, Consideration, etc.
(c) Overview of Contract Management
(d) Overview of Activities in Contract Management

II. Contracting Plan

a) Contract statement of work

b) Standard forms and templates

c) Evaluation criteria

III. Contract Formation

(a) Formulation of Contract
(b) Contract Start-Up
(c) Managing Relationships

IV. Contract Administration and Payments

(a) Contract management plan

(b) Contract Administration

(c) Resource Management
(d) Communication and relationships

(e) Ethics

(f) Contract Payments and Payment Mechanisms

(g) Tax Issues in Contracts

V. Contract Management in Various Situations

(a) Contract Management in NCB Works
(b) Contract Management in ICB Works Contracts
(c) Contract of Supply of Goods
(d) Design, Supply and Installation Contracts
(e) Contract Management in Consultancy

VI. Managing Risks and Change

(a) Managing Risks
(b) Managing Change

VII. Contract Closure and Review

(a) Ending a Contract
(b) Post-Implementation Review

VIII. Legal Aspects in Contract Management

(a) Contract Management Legal View
(b) Dispute Resolution
(c) Integrity in Contract Management

IX. Managing Contract Performance

(a) Introduction
(b) Monitoring and Evaluation

13) Prescribed Text

A Guide to the Project Management Body of Knowledge (PMBOK® Guide). (2010) *(8th Edition)* PMI Publications.

Schuhmann, R, (2020) *contractual management*, Springer

14) Recommended Readings

Kendrick, T. (2004) *The Project Management Tool Kit 10)0 Tips and Techniques for Getting the Job Done Right.* New York AMACOM

Kezsbom D, and Katherine A. (2009) *The New Dynamic Project Management Winning Through the Competitive Advantage (*2nd Edition) John Wiley and Sons, Inc.

Morris, and Jeffrey, K. (2009) *The Wiley Guide to Project Technology, Supply Chain and Procurement Management.* John Wiley and Sons, Inc.

1)	**Program**	**BSc. Procurement and Supply Chain Management**
2)	**Course**	**Research Methodology**
3)	**Code**	**BPS 312**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To equip students with knowledge and skills in research methodology that will assist them conduct research and present ideas in a coherent way.

11) Course Objectives

By the end of the course students should be able to:

a) explain steps in carrying out research
b) discuss qualitative and quantitative research methods
c) explain sampling and sampling methods
d) carry out relevant literature review
e) explain data collection methodology and preparation of data collection tools

f) analyse qualitative and quantitative research data

g) present both quantitative and qualitative research findings

12) Topics of Study

I. Introduction to Research Methodology

(a) Defining Research

(b) Types of Research

(c) Role of Business Research

(d) Theory Building

(e) Ethical Issues in Business Research

II. Research Design Process

(a) Step 1: Define the research problem

(b) Step 2: Generate hypotheses

(c) Step 3: Select type(s) of study appropriate to the problem

(d) Step 4: Select the data collection methods

(e) Step 5: Select the measurement technique

(f) Step 6: Select the sample

(g) Step 7: Select the analytical technique

(h) Step 8: Develop work plan and budget

(i) Step 9: Prepare the research proposal

III Writing the Research Proposal

(a) Introduction

(b) Background to the study

(c) Statement of Research Problem

(d) Key Research Questions

(e) Research Objectives

(f) Justification of the Study

(g) Literature Review





(h) Conceptual Framework

(i) Research Methodology

(j) Data Analysis and Interpretation

(k) Limitation of the Study

(l) Time Scale

(m) Resources

(n) References

IV Types of Survey

(a) Telephone

(b) Pilot

(c) Mail

(d) Diaries

(e) Interviews

(f) Questionnaires

V. Sampling

(a) Concept of sample and sampling

(b) Sampling process and problems

(c) Types of samples: probability and non- probability sampling

(d) Determination of the sample size

(e) Sampling and non-sampling errors

VI. Measurement and Scaling

(a) Variable and its types

(b) Nature of measurement

(c) Reliability and validity

(d) Nature of scaling

(e) Response methods,

(f) Scale construction

VI. Data Sources

(a) Primary and secondary data

(b) Types of secondary data

(c) Advantages of using secondary data

(d) Disadvantages of using secondary data

VII. Significance

(a) Univariate Statistics

(b) Bivariate Relationships

(c) Correlation Analysis

(d) Regression Analysis

VIII. Data Collection

(a) Methods of collecting primary data

(b) Questionnaire designing

(c) Research interview

(d) Exploration and use of secondary data

(e) Coding, editing, and tabulating

(f) Observations

(g) Focus Groups

(h) Documents and Records

VIII. Data Analysis

(a) Data cleaning

(b) Presenting data in tables, graphs and diagrams

(c) Use of descriptive and inferential statistical techniques in data analysis and interpretation of results

(d) Concept and importance of qualitative data analysis

IX. Presentation of Dissertation and Thesis

(a) Report format

(b) Referencing

(c) Appendices

13) Prescribed Texts





Saunders, M, Lewis, P and Thornhill, A (2006) *Research Methods for Business Students*, McGraw Hill Higher Education, London

Greener, S (2008*) Business Research methods,* Book boon

Gill, J., (2010) *Research Methods for Managers*, Sage Publications Limited, London

Zikmund, W (2010) *Business Research Methods*, The Dryden Press, New York

14) Recommended Texts

Bell, J, (2006), *Doing Your Research Project*, Obeg University Printers, Ireland

Gill, J. and Johnson, P. (2009*) Research Methods for Managers*, Paul Chapman Publishing Ltd, London

Emory, C. W. and Cooper, D (2009) *Business Research Methods*, Irwin Publishing Homewood.

Groebner, D,F.and Shannon, P.W. (2007*) Business Statistics A decision – Making Approach,* Macmillan Publishing Company, New York

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Production and Operations Management**
3)	**Code;**	**BPS 313**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Lectures hours/Week**	**2x1 hours per week**
8)	**No. of Tutorial/Week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To equip students with understanding of the nature, significance and problems of the operating systems so that they can manage productive and value adding activities of their organizations effectively.

11) Learning Objectives

By the end of the course the students should be able to:

a) Discuss techniques for analysis and decision making for operating systems.
b) explain the processes, activities and knowledge with other organizational management function.
c) explain recent trends in production and operations management.
d) discuss productive and competitive strategies.
e) discuss scientific models for planning and problem solving.

12)) Study of Study

I. Introduction

(a) The nature of production
(b) Operation Management
(c) Productivity and competitiveness
(d) Strategy

II. Design of Production Systems

(a) Service characteristic and design
(b) Product and service design
(c) Design of work systems

III. Capacity Planning

(a) Planning Models
(b) Managing Capacity Changes
(c) Strategic Decision in Capacity Planning and Management

IV. Facility Layout and Location

(a) Facilities layout and decisions

(b) Location planning and analysis

(c) Global locations

V. Quality Management Control

(a) Quality management control

(b) Acceptance sampling

(c) Total quality management (TQM) Q-circle)

VI. Operating and Controlling the system

(a) Aggregate planning

(b) Inventory management –ABC analysis, Economic Order Quantity (EOQ)

(c) Materials requirement planning (MRP)

(d) JIT

(e) Scheduling Systems

VII. Project Planning

(a) Project evaluation and review technique (PERT)

(b) Critical Path Methods (CPM)

(c) Behaviour Aspects

(d) Project Cycle

VIII. Forecasting

(a) Nature and Importance

(b) Models of Forecasting

(c) Accuracy and control forecasts

IX. Simulation

(a) Steps in simulation process

(b) Monte CARLO Simulation

(c) Computer simulation

X. Automation and advanced technology

(a) Human machine interface

(b) Elements of automation in material handling

(c) Impacts of automation

XI. Competitive advantage and world class manufacturing(WCM)

(a) What is competitive advantage

(b) What is WCM

(c) Calculation of WCM using Overall Equipment Effectiveness (0EE)

13)) Prescribed Texts

Barnes, D. (2010)) *Operations Management*, Thomson Learning

Oakland, J. (2009) *Total Quality Management Text with Cases,* Heinemann

Slack, B. (2009) *Operations Management,* Financial Times Prentice Hall

Waller, D. (2010)) *Operations Management A supply Chain Approach,* Thomson Learning

14)) Recommended Texts

Beckman S (2008) *Operations Strategy Competing in the 21 Century,* McGraw Hill

Scroeder, R. (2010)) *Operations Management Contemporary Concepts and Cases*, McGraw Hill

Water, C. (2006*) Operations Strategy,* Thomson Learning

1) Program **BSc Procurement and Supply Chain Management**

2) Course **logistics and Multimodal Transport**

3) Code; **BPS 314**

4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The objectives of this course is to impart knowledge about Multimodal transport, along with imparting necessary skills so that the same can be applied by students in the business world.

11) **Learning Objectives**

At the end of the course, students should be able to:

a) Explain the importance of multimodal transport
b) identify the parties involved in multimodal transportation
c) discuss the major modes of transport, their characteristics and important documents associated with each mode of transport
d) evaluate the role played by various agencies involved in Multimodal Transport
e) discuss the legal framework for functioning of MTO

12) Topic of the Study

I. International Distribution

(a) Importance of distribution in international trade and how basic distribution structures meet international and national needs.
(b) Logistics' when applied to commercial distribution
(c) The role of logistics in the provision of distribution services.
(d) The evolution of the global economy in the last quarter of the 20th century arising from unitisation and intermodal transport development.
(e) The supply chain concept and how the different transport modes may be combined.

(f) The importance of modal interfaces and the basic function of ports, airports, inland depots, railheads etc.

(g) Basic intermodal systems – road/rail/sea; sea/air; road/air; road/ rail.

(h) Importance of inventory control in operating systems.

II. Physical Operations

(a) Characteristics of the main types of primary vehicles and equipment used: ships, trucks, trains, and aircraft.

(b) Types of special equipment and facilities used to enhance through transport including swap bodies, double stacks, trailer types, container types.

(c) Structural needs and layout of modal interfaces and terminals; depots, warehouses and cargo handling equipment.

III. Trade Routes

(a) The relative importance of main trade routes including the main container shipping routes and rail routes and land bridges.

(b) The relationship between commodities, value, and transit time and transport mode

(c) Economic political and environmental factors arising in respect of road/rail/barge competition and the role of short sea shipping.

(d) The role of air freight its advantages and limitations.

(e) The role of road haulage and the difference between international, domestic trunk and local delivery.

(f) The transport and logistics of the distribution of specialist businesses

(g) Case Studies- examples of the arrangements made in some representative businesses e.g. hanging garments, bonded goods, perishables, cars, directories etc.

IV. The Practioners

(a) Types of operators involved in multimodal transportation and the type of service structure they offer (e.g. Liner operators, NVOC`s, freight contractors and forwarders, parcel/courier services, railroads, international truckers and airlines.)

(b) Growing service overlap and competition among the operators.

(c) Advantages and disadvantages of public versus private sector ownership; single company versus networks; joint services versus alliances

(d) Options of internal service provision or outsourcing- the advantages and disadvantages.

V. Through Transport Pricing

(a) The nature of price competition between transport modes. (Sea versus road/rail versus air.)

(b) Price measurements – ton/kilometer, and cost/transit time benefit.

(c) Relationship between price and demand.

(d) Importance of revenue and cash flow.

(e) Pricing strategies, contribution or volume (market share) led.

(f) Calculation of through transport pricing, the component price/cost components and the concept of price transparency.

(g) Use of price discrimination

(h) Use of distribution and carrier service contracts.

VI. Inventory Management

(a) Inventory' in the context of 'the goods' and the importance of inventory management including the need to control inventory costs.

(b) The concepts of 'just in time' delivery, the advantages and disadvantages against warehoused stock.

(c) The role of supply chain management in optimising inventory.

(d) Use of consolidation and distribution centres; central warehousing versus direct retail delivery.

(e) Supply chain and distribution management systems.

(f) How distribution networks are established and used.

VI. Sale Contracts and Documentation

(a) Methods of payment in the sale of goods

(b) The impact of Documentary Credits and ICC Uniform Custom and Practice on transport documentation.

(c) Types of contracts in the sale of goods including INCOTERMS.

(d) The importance of bills of lading in through transport, their function and their role in international trade.

(e) The effect of Bill of Lading legislation – UK Carriage of Goods by Sea Act 1992 or equivalent national legislation

(f) The concept of 'clean' and 'dirty' B/Ls.

(g) The use of letters of indemnity, their misuse and the avoidance of fraud.

(h) Types of B/L including Ocean, Through, Combined Transport and the major clauses including identity of carrier and protection clauses.

(i) The importance of endorsements on the back of B/Ls

(j) The difference between Bills of Lading, waybills and consignment notes and the effect of these on the handover of cargo to receivers.

(k) Other transport documentation including- Booking notes, Shipping notes, Manifests, Dangerous cargo declarations.

VII. Conventions Relating to Multimodal Transport

(a) The Hague/Hague-Visby & Hamburg Rules and the differences between them.

(b) The rules for combined transport including UNCTAD/ ICC.

(c) The application of surface transport rules - CMR, CIM, and TIR.

(d) The Warsaw Convention and Hague Protocol for air transport

(e) The principles of IMO regulations concerning dangerous and polluting cargoes including the class structure.

(f) The application of European Agreement concerning the Carriage of Dangerous Goods by Road (ADR) or similar legislation elsewhere. Be aware of the conventions covering the movement of dangerous goods by air.

VIII. Regulation

(a) The impact of national and international regulations including licensing, customs, health, veterinary controls and other restrictions on the movement of goods.

(b) How these regulations are imposed and enforced in specific jurisdictions and be able to illustrate this by example.

(c) The use of Port Community Computer Information systems.

(d) The concept of Custom's Unions, free trade areas and the role of the World Trade Organisation (WTO).

(e) Some major free trade areas.

(f) Statutory competition control including Federal Maritime Commission (USA) and Competition Directorate (EU)

IX. Sales and Marketing

(a) The difference between marketing and sales and the importance of both in the multimodal transport field.

(b) Use of market research and how this can be used in applying marketing techniques.

(c) Different types of sales systems and the role of field sales and call centres.

(d) How customer service levels can be measured and how this relates to the use of quality assurance.

(e) The role of quality management including quality assurance (ISO 9000).

(f) The concept of Total Quality Management (TQM) and the use of benchmarking

(g) The role of e-commerce in multimodal transport and in meeting customers perceived needs for supply chain information and transparency

13) Prescribed Texts

Wisetruangrot, S. (2020) *Multimodal Transportation Concept and Framework*, United Nations, Economic and Social Commission for Asia and Pacific (ESCAP)

Wisetruangrot, S. (2020) *Operational Aspects of Multimodal Transport,* United Nations, Economic and Social Commission for Asia and Pacific (ESCAP)

14) Recommended Readings

ECA (2003*) An overview of multimodal transport development in Africa*, Economic Commission for Africa

Institute of Chartered Shipbrokers (2009) *Ship Operations and Management*. London





1) **Program** **BSc Procurement and Supply Chain Management**
2) **Course** **Green and Reverse Logistics**
3) **Code;** **BPS 315**
4) **Year** **Three**
5) **Presented to** **Senate**
6) **Presented by** **School of Management**
7) **Lectures hours/Week** **2x1 hours per week**
8) **No. of Tutorial/Week** **2x1 hours per week**
9) **Method of Assessment** **60% Examinations**
40% Course work (Assignments)
40% Course work (Assignments)

10) Course Aim

To equip students with knowledge and understanding of the nature, significance and problems associated with green and reverse logistics management.

11) Course Objectives

By the end of the course the students should be able to:

a) define Environmental sustainability
b) Assess the external impacts of freight transport
c) conduct Carbon auditing of companies, supply chains, and products
d) Explain Green logistics, sustainable development, and corporate social responsibility
e) discuss development of greener vehicles, aircrafts, and ships
f) conduct cost-benefit analysis on Alternative fuels and freight vehicles
g) reduce the environmental impact of warehousing
h) optimize routing of vehicles
i) conduct reverse logistics for the management of waste.

12) Topics of Study

I. Environmental sustainability: a new priority for logistics managers

(a) A brief history of green logistics research

(b) Green logistics: rhetoric and reality

II. Assessing the external impacts of freight transport

(a) External impacts

(b) Environmental standards

(c) Measuring the environmental impact of freight transport

III. Carbon auditing of companies, supply chains, and products

(a) Guidelines for carbon foot printing

(b) The carbon foot printing process

(c) Success factors in carbon foot printing

IV. Green logistics, sustainable development, and corporate social responsibility

(a) Sustainable development and sustainable distribution

(b) Corporate social responsibility (CSR)

(c) Stakeholders in CSR

(d) CSR reporting standards

(e) CSR and the logistics function

V. Development of greener vehicles, aircrafts, and ships

(a) Road freight

(b) Rail freight

(c) Air freight

(d) Shipping

VI. Reducing the environmental impact of warehousing

(a) Scale of the environmental impact

(b) Increasing resource intensity

(c) Framework for assessing the environmental impact of warehouses

(d) Ways of reducing the environmental impact

VII. Optimizing the routing of vehicles

(a) Vehicle routing problems

(b) Problem varieties

(c) Environmental impact

VIII. Alternative fuels and freight vehicles: status, costs, and benefits, and growth

(a) State of development of alternative fuels for freight vehicles

(b) Current use of alternative fuels for freight vehicles

(c) Costs and benefits

(d) Growth potential

IX. Reverse logistics for the management of waste

(a) Transport and GHGs

(b) Transport, the second-order impacts and the implications for GHGs

(c) Local vs. global and the self-sufficiency question

13) Prescribed Texts

McKinnon, A. Cullinane, S., Browne. &, Whiteing, A. (2010) *Green logistics: improving the environmental sustainability of logistics* .Kogan Page

Fahimnia, B (2015) *Green logistics and transportation; a sustainable supply chain perspective,* Springer

14) Recommended Textbooks

Waters D. 2007, Global Logistics - New directions in Supply chain Management, 5th edition, Kogan Page publishers

Rodrigue, J.P. Slack, B and Comtois, C (2009) The Geography of transport systems, Routledge,

The chartered institute of Logistics and transport, 2008

http://www.ciltuk.org.uk/pages/home

Ashok S. (2009) Supply chain management, collaboration, planning, execution and co-ordination, Global India Publications PVT LTD, New Delhi

Mir Saman P. Kamran K. Behrooz K. 2009, Reverse logistics network design using simulated annealing, Springer-Verlag London Limited

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Advanced English for Academics**
3)	**Code**	**BPS 316**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to build the students' advanced academic essay writing skills and equip them with effective oral, written and reading skills for effective academic communication.

11) Learning Objectives

By the end of this course the student should be able to:

a) Get an in depth understanding of arguments in essays

b) write very good essays

c) use required referencing styles

d) present arguments using fallacies

12) Topics of Study

I. Fundamentals of solid preparation

a) Understanding the undergraduate writing culture
b) Mastering disciplinary writing practices
c) Treating information critically

II. Writing in college

a) Expository writing
b) Definitional paragraphs
c) Explanation and description
d) Argumentation and persuasion
e) Comparison and contrast

III. Referencing and plagiarism

(a) Plagiarism and its effects
(b) Referencing styles
    i. APA
    ii. Harvard
    iii. Chicago
    iv. MLA
(c) Foot notes and end notes

I. Developing text

a) Manipulating sentence structure
b) Effective paragraph development
c) Strategies for linking paragraphs
d) Deductive, inductive and mixed paragraphs
e) Development of ideas (Signpost words)
f) The 'discards' file
g) Improving overall structure

II. Essay argumentation

a) The research essay as formal argument
b) Decoding the meaning of argument
c) Basic criteria applied in assessing essays
d) Argumentation: Cogent reasoning

III. The Thesis

a) Introduction
b) Literature review
    i. Purpose and function of literature review
    ii. Information mining.
    iii. Exploiting library and internet sources
    iv. Strategically managing the reading

c) Research proposal
    i. The different purposes of proposals
    ii. Focusing on and developing a proposal
d) The thesis
    i. Managing the project
    ii. Expectations of theses
    iii. Structuring the thesis
    iv. Chapter structuring options
    v. The thesis abstract

13) Prescribed Texts

Craswell, G. and Poore, M. (2005) *Writing for Academic Success* London Sage

Mbano, Z. (2008) *English language skills: a handbook for college students* Zomba chancellor college publication

14) Recommended Readings

Clouse, B.F. (2010)). *Patterns for a Purpose A Rhetorical Reader* (6th Edition). New York McGraw Hill.

Crucius, T W and Channell, C E. (2000). *The Course Aim of Argument: A Rhetoric and Reader (*3rdEdition) California Mayfield.

Lagan, J (2002 *English Skills with Readings.* (5th Edition). Boston McGraw Hill.

Lannon, M.J. (1988). *The Writing Process (*6th Edition). Longman New York.

Ridley, D. (2006). *The Literature Review.* Jersey Prentice Hall

YEAR THREE **SEMESTER TWO**





1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Financial Management**
3)	**Code**	**BPS 321**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Aim of Study

To introduce students to the fundamentals of finance so that they develop requisite analytical skills.

11) Learning Objectives

By the end of the course students will be able to:

a) explain the fundamentals of Business Finance

b) carry out Financial planning tasks using the concept of Time Value of Money

c) assess Financial instruments such as Shares and Bonds with simple valuation models

d) estimate Costs of Capital and carry out Capital Budgeting tasks

e) perform Financial Ratio analysis and Forecasts of pro-forma statements

f) appraise Capital Investments

g) manage Working Capital

h) discuss problems associated with Foreign Exchange management

12)) Topics of Study

I. Introduction to Financial Management

(a) An overview of financial management strategy

(b) Difference between Accounting and Financial Management

(c) The Agency problem, Finance Theory in practice

II. The Capital Investment in practice

(a) Identifying the relevant information in Investment analysis

(b) Appraise Capital Investment

(c) Evaluating replacement and other Investment decisions

(d) The control process as part of the Investment decision

(e) Mechanics of Portfolio Management

(f) The Capital Asset Pricing Model (CAPM) and its limitations

IV. **The Financing Decision of Firms, Including Leverage, Debt/Equity Ratios and Leasing Decisions**





(a) Treasury management and Working Capital policy

(b) Short term Asset management

(c) Factors to be taken into account when designing a Capital Structure policy

(d) Gearing and the advantages of Debt Capital

(e) The Modigliani and Miller Contribution

(f) Buy or Lease decision

(g) Effects on overall Financing Strategy

V. **The Role of Financing Markets in the Provision of Finance and Efficiency of the Markets in pricing Securities**

(a) The key characteristics of the main sources of Finance

(b) Efficient Market hypothesis and its practical implications

(c) The derivatives Market including the role of Options, Futures and Swaps

VI. The Dividend Policy Debate, Including The Implications Of Particular Dividend Distribution Policies on The Future of The Arm

(a) Competitive views about the role of Dividend policy

(b) The implications of a change in Dividend policy

(c) The information content of Dividends

(d) Market Imperfections and the Clientele effect

VII. **Evaluation of Acquisitions And Mergers And Problems Associated With The Valuation Decisions**

(a) The reasons behind the choice of merger or acquisition as a strategic option

(b) Amalgamations and Takeovers

(c) Capital Restructuring schemes

(d) Disinvestments and Management Buyouts

(e) Financing of Acquisitions

(f) The valuation problem particularly related to Unquoted Companies

(g) Evaluation of the success of a Merger or Take – Over

VIII. The impact of international trade on financial decisions

(a) Economic theory underlying the operation of International Markets

(b) The three forms of risk involved in International Trade Currency risk, Transaction risk and Economic risk

(c) Internal and External hedging of these risks

IX. **Financial Performance**

(a) Interpretation of Reports and Financial Statements

(b) Ratio Analysis

(c) Inter-Firm and Intra-Group comparison

13) Prescribed Texts

Smart, (2010)) *Financial Management*, Thomson Learning, and London

Van, H.J., (2008) *Fundamentals of Financial Management*, Financial Times Prentice, London

Lasher, W.R., (2007) *Financial Management: A Practical Approach*, South Western, London

14) Recommended Readings

ACCA, (2014)) *Financial Strategy*, BPP Publishing Ltd

Brealey, S Myers, G Sick, and R Gjammariono, (2012)) *Principles of Corporate Finance*, 10th Edition, Irwin/McGraw-Hill

Brealy, R.A., (2010)) *Fundamentals of Corporate Finance*, McGraw -Hill Higher Education, London

Ross, S.A., (2010)) *Essentials of Corporate Finance,* McGraw Hill, London

Watson, (2009) *Corporate Finance Fundamentals,* McGraw Hill, Australia

1) **Program** **BSc Procurement and Supply Chain Management**
2) **Course** **Procurement Legal Framework**
3) **Code** **BPS 322**
4) **Year** **Three**
5) **Presented to** **Senate**
6) **Presented by** **School of Management**
7) **Contact hours** **2x1 hours per week**

8) Tutorial **2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments

10) Aim of Course

The course is aimed at equipping students with the most recent and advanced knowledge in managing the acquisition of goods and services by governments from businesses, nonprofits, and other governments.

11) Learning Objectives

By the end of the course the students should be able to:

a) describe current issues and practices pertaining to determining whether governments should purchase goods and services
b) explain ethical obligations inherent to procurement on behalf of the public
c) explain options for organizing the procurement function
d) describe the special problems related to specifying what is to be purchased
e) explain options for solicitation and selection of vendors
f) explain the basics of contract development
g) describe sound practices for managing contracts

12) Topics of Study

I. Introduction

The Scope and Managing of Public Procurement

(a) Changing Role Procurement as a Strategic Partner
(b) The Foundations of Government Contracting (a brief history)
(c) Elements of good procurement systems
(d) Contracting Out Procurement Functions
(e) Job Description for "Procurement Supervisor"
(f) Promises and pitfalls of contracting for public services
(g) Governmental purchasing in the public policy process Orienting theory and practice
(h) Procurement Leadership From Means to Ends

II. Ethics, Politics and Legal Framework

(a) Ethics and Procurement Integrity

(b) The Ten Commandments of Ethical Government Purchasing

(c) The Use of Agency Forces vs. Contracting Out

(d) How to Compare Costs Between In-House and Contracted Services

(e) Labor Intensive Politics

(f) Strategic Sourcing

(g) Building an Efficient Supply Chain

III. Contracting Basics

(a) Government Procurement, protecting against 'less-than-qualified' vendors

(b) Performance-Based Contracting

(c) Contract Management

(d) Intellectual Property in Purchasing

(e) Mistakes in Government Contract Administration

(f) Partnering, Consensus Building, and Alternate Dispute Resolution

IV. Protest, Disputes, Litigation and Terminations

(a) A Different Point of View Bid Protests from the Vendor's Perspective

(b) Strategies for dealing with an angry Contractor who loses a Bid

VII. E-Procurement

(a) Electronic Procurement

(b) How Technology is Changing Procurement

(c) Government Contracting in Emergencies - Critical Skill

- Emergency Preparedness
- Department of Disaster Preparedness

VIII. Procurement to achieve Social and Ecological Policy Goals

(a) Responsible Sourcing – The Social Component

(b) Responsible Purchasing – Green Purchasing

(c) Mainstreaming Responsible Sourcing





(d) Guide to Energy Savings Performance Contracting

IX The Public Procurement Act 2017

a) The functions and powers of the Office of Public Procurement its director and officers
b) Immunity of the Director and Officers of the Office of Public Procurement
c) Minister's power to make regulations.

X The Malawi Institute of Procurement and Supply Act (2016)

a) The Malawi Institute of Procurement and Supply
b) Registration of Members
c) Disciplinary Provisions

XII The Corrupt Practices Act

a) The nature, frequency, causes and consequences of corruption in Malawi
b) The ethical foundations of good governance, accountability and public service
c) The nature and purpose of the Corrupt Practices Act
d) Definitions of corrupt practices and gratification
e) Key provision of the Corrupt Practices Act
f) Offences and penalties for Corrupt Practices

XIII The Public Finance Management Act

a) Responsibility for Financial Management
b) Ministers, Secretary to the Treasury and Controlling Officer
c) Access to information
d) Fiscal and Financial Policy
e) Parliamentary appropriation and budget
f) Public Money and the Consolidated Fund
g) Borrowing, loans and guarantees
h) Statutory bodies
i) Contracts for works, supplies and services
j) Borrowing on overdraft
k) Reports and financial statements

l) Financial Reporting and Annual Reports

m) Offences, Penalties and discipline

XIX) The Public Audit Act

(a) Principles and purposes of the Public Audit Act

(b) Appointment, qualifications, tenure and removal of the Auditor General

(c) Reporting to controlling officers and the National Assembly

(d) Purposes, Learning Outcomes, Functions and reports of the Public Accounts Committees

(e) Offences and penalties

13) Prescribed Texts

Malawi Government Public Procurement Act, 2017

Malawi Government Disaster Preparedness Policy, 2015

Sue Arrowsmith, 2014), *The Law of Public and Utilities Procurement*, Sweet and Maxwell, London

The Public Procurement Act Malawi (2003)

The Malawi Institute of Procurement and Supply Act, (2016)

The Public Finance Management Act (Cap 37:02), Malawi, 2003

The Public Audit Act (Cap 37:01) Malawi, 2003

The Companies Act Malawi (1984)

The Corrupt Practices Act Malawi (1997)

14) Recommended Readings

Dragos, D. (2013)) *Public contracts and Public Private Partnerships,* Tritonic

Comba, M and Steumer, S (2010)) *Sustainable Public Procurement in the European Union,* DJOF Publishing, Copenhagen

Arrowsmith, S. (1996) *The Law of Public and Utilities Procurement,* Sweet and Maxwell, London

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Organization Behaviour**
3)	**Code**	**BPS 323**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

It also enables students understand factors that influences human behavior and discipline contributing to the field of organization behavior.

11) Learning Objectives

By the end of this course, the student should be able to

a) discuss the field of organization behavior as a social science.
b) explain relevant theories to the management of individual behavior
c) analyze group behavior and interpersonal influences
d) analyze the factors that influences individual and group behavior in an organization
e) identify causes of conflicts and its effects on the organization
f) design motivational programs to enhance performance in the organization
g) discuss power and office politics and its effect on organization performance

12) Topic of study

I. The Field of Organization Behavior

(a) Framing the study of organization behavior;

(b) Organizational change and innovation processes;

(c) Organization culture.

II. Understanding and Managing Individual Behavior

(a) Individual differences and work behavior;

(b) Perceptions, attributions and emotions;

(c) Motivation;

(d) Job design, work and motivation;

(e) Evaluation, feedback and rewards;

(f) Managing behavior.

III. Group behavior and interpersonal influence

(a) Groups and teams;

(b) Managing conflicts and negotiations;

(c) Power, politics and empowerment.

IV. Organizational processes

(a) Communication;

(b) Decision making;

(c) Leadership;

V. Organizational design, change and innovation

(a) Organizational structure and design;

(b) Managing organizational change and innovation.

13) Prescribed Texts

Mullins, L. (2001), *Management and Organizational Behavior,* Prentice Hall

Robbins, S. P. (2003) *Organizational Behavior,* Prentice Hall

Richard D. (2001) *Organization Theory and Design (*2nd Edition), Pitman





1)	**Program**	**BSc in Procurement and Supply Chain Management**
2)	**Course**	**Warehousing and Inventory Management**
3)	**Code**	**BPS 324**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10) Course Aim

The objective of this course is to impart Warehouse Management knowledge so that, students will be able to apply the concept in the business world.

11) Learning Objectives

By the end of the course students should be able to:

a) describe warehousing and its characteristics

b) explain warehousing processes

c) explain the various Warehouse Layouts and Designs

d) discuss packaging and materials handling

e) discuss Inventory Control and Warehouse Management Systems

f) discuss Waste Management





12) Topics of Study

I. About Warehousing Management

a) Warehousing and its characteristics
b) Evolution from store to warehouse
c) Purpose and role of Warehouses
d) Types of Warehouses
e) Storage Policies Terminologies in warehousing

II. Warehousing and Its characteristics

a) Evolution from store to warehouse Purpose and Role of Warehouses
b) Types of Warehouses
c) Storage Policies Terminologies in warehousing

III. Introduction to Warehouse Process

a) Introduction to warehousing process
b) Warehouse Receiving
c) Warehouse Functions

IV. Introduction to Warehouse Layout and Design

a) Introduction to Warehouse Design
b) Elements and Principles of Warehouse Design
c) Dynamics of Warehouse Design
d) Warehouse Layout Scenario

V. Packaging

(a) Packaging-importance-advantages
(b) Objectives and Principles
(c) Types of Packaging Materials used
(d) Bar Coding.
(e) Packaging Design
(f) Utilization

VI. Material Handling

(a) Basic Handling Considerations
(b) Mechanized Systems

(c) Semi-automated Systems

(d) Automated Systems

(e) Information Directed Systems

(f) Special Handling Considerations

VI. Warehouse Management Systems

a) The necessity of WMS
b) Logics of determining locations and sequences
c) Independent demand systems
d) Uncertainties in material management systems
e) Dependent demand systems
f) Distribution resource planning.

VII.ABC Inventory Control

a) Managing inventories by ABC –multi –echelon inventory systems
b) Managing inventory in multi echelon networks
c) Managing inventory in single echelon networks.
d) Various approaches –distribution approaches –the true multi echelon approach.

VIII. The principles and performance measures of material handling systems

a) Vehicle travel path(time)
b) Handling time
c) Vehicle utilization –number of loads completed –congestion
d) Effective performance systems
e) Fundamentals of various types of material handling systems –automated storage and retrieval systems Bar coding technology and applications RFID technology.

IX. Waste Management

a) Introduction to Waste Management
b) Types of Wastes
c) Waste Reduction Practices

13) Prescribed Texts

Emmett, S. (2005) *Excellence in Warehouse Management,* John Wiley & Sons

Donath, B. (2002) *The hand book of logistics and inventory management,* John Wiley & Sons

14)Recommended Readings

Waters D. 2007, Global Logistics - New directions in Supply chain Management, 5th edition, Kogan Page publishers

Rodrigue,J.P.Slack,B.and Comtois,C.(2009)The Geography of transport systems, Routledge, The chartered institute of Logistics and transport, 2008 http://www.ciltuk.org.uk/pages/home

Ashok S. (2009) *Supply chain management, collaboration, planning, execution and co-ordination,* Global India Publications PVT LTD, New Delhi

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**International Business**
3)	**Code**	**BPS 325**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**





9) Method of Assessment **60% Examinations**

40% Course work (Assignments

10) Course Aims

To equip students with the modern ways of doing international business

11) Learning Objectives

By the end of the Course the student should be able to:

a) explain the entrepreneurship concepts and mind set

b) discuss market opportunities

c) identify environmental factors and business risks

d) perform environmental scanning

e) discuss products and competitive advantages

f) do a feasibility study

g) explain feasibility study and its importance in business development

12) Topics of study

I. Conceptual Underpinnings, Environment and Challenges

(a) International Business: Meaning, Significance, Process of evolution of International Business and its development (brief only),

(b) Globalization and International Business the ways they affect each other.

(c) Difference between International Business and Domestic Business,

(d) Factors and reasons for growth in International Business.

(e) Types of International Businesses. Collaborative arrangements – licensing, franchising, management contracts, turnkey operations, joint ventures, equality alliance, strategic alliance, multinational enterprise: impact of each type on domestic firms.

II. **Modes of Operations in International Business and the Economic Environments facing businesses.**

(a) Factors influencing the choice of a particular mode of International business.

(b) Various forms of contractual entry mode and challenges in choosing a particular mode.

(c) Importance of economic environments

(d) Elements of the economic environment and its impact: Inflation, Unemployment, Income distribution, Gross Domestic Product, Gross National Income, Balance of Payments and Balance of Trade.

III. **Laws, Regulation and Institutional Framework Brief only**

(a) Global trading environment

(b) Trade in commodities

(c) Commodity agreements OPEC, Trade blocs, Bilateral and Multilateral Trade laws, GATT and WTO, UNCTAD

(d) Regional Trading Agreements: COMESA, SADC, EATA, ECOWAS etc.

(e) National Regulation of International Business: Free Trade versus Trade protection, Forms of trade regulation, Regulation of FDI in Malawi

(f) Problems and prospects for Malawian business.

IV. Foreign Exchange Exposure and Foreign Trade

(a) Introduction-Meaning (elementary understanding only).

(b) Foreign exchange, Foreign exchange market, Exchange rate

(c) Traditional Foreign exchange Instruments: Spot transactions, Forward transactions; Derivatives Options, Currency swaps, Futures contracts.

(d) Export and Import: Meaning, Merits and demerits, characteristics, types, strategic advantages to an economy.

(e) Export Documentation: Objectives, Letter of Credit, Draft, Bill of Lading, Additional Documents

V. Cultural Environment facing International Business,

(a) Ethical and social Responsibilities of MNEs- Nature of assumptions

(b) Major causes of cultural difference and change

(c) Behavioural factors influencing countries' business practices

(d) Process of Cross-cultural adjustment

(e) Impact of cultural differences on Communication, Negotiation and Decision Making

(f) Management of Cultural Diversity and General cultural guidelines for companies that operate internationally.

(g) Concepts, Principles, Ethical issues: Sustainability, Global warming and Kyoto Protocol, Labour Issues

13)Prescribed Texts

Cavusgil, S.T., Knight, G., Riesenberger, J.R., Rammal H. G., and Rose, E.L. (2015) International Business, The New Realities (2nd Edition) Pearson Australia.

Hill, Charles W. and Thomas McKaig (2015) Global Business Today, 4th Canadian edition, McGraw-Hill Ryerson.

Suder, Gabriele (2009) International Business, Thousand Oaks, CA, SAGE Publications Inc.

14) Recommended Reading

Michael V. Gestrin, Rory F. Knight and Alan M. Rugman, The Templeton Global Performance Index (Oxford: Templeton College, University of Oxford, 1998);

Kingfisher, Annual Report and Accounts, 1997, 1998; Corporate Profile: Kingfisher; The Times (London), February 1, 1999, p. 44;

Financial Times, May 18, 1988, December 12, 1989;

Bernard M. Wolf, “The Role of Strategic Alliances in the European Automotive Industry,” in Alan M. Rugman and Alain Verbeke (eds.), Research in Global Management, vol. III (Greenwich, CT: JAI Press, 1992), pp. 143–163.





YEAR FOUR **SEMESTER ONE**

1) **Program** **BSc Procurement and Supply Chain Management**

2) **Course** **Public Procurement**

3) **Code** **BPS 411**

4) **Year** **Four**

5) **Presented to** **Senate**

6) **Presented by** **School of Management**

7) **Contact hours** **2x1 hours per week**

8) **Tutorial** **2x1 hours per week**

9) **Method of Assessment** **60% Examinations**

40% Course work (Assignments

10) **Course Aim**

To acquainting students with the Public Sector Procurement process, the whole life cycle, from the identification of the need to purchase, through supplier selection and contracting.

11) **Learning**

By the end of the course students should be able to:

a) describe the roles ,organization and functions of public procurement
b) explain the steps in the procurement cycle and the stakeholder relationship.
c) demonstrate how public procurement adds value to the delivery of public services
d) describe the cultural,social,political,economic and legal environments that impact public procurements
e) demonstrate the importance of ethics and professionalism in public procurement.

12) Topics of Study

I. Public Procurement

(a) Public Procurement Legal Frameworks
(b) Public Procurement Institutional Frameworks

II. Strategic Context of Public Procurement

(a) Public Procurement Processes

(b) Public Procurement Operations

III. Managing Competition Issues in Public Procurement

(a) Pre-procurement: requirements definition, market engagement and procurement strategy.

(b) Tender process

(c) Evaluation of Tenders

(d) Contract preparation

(e) Contract and Supplier management

VI. International Procurement Guidelines in Public Projects

(a) World Bank and AfDB Procurement Guidelines

(b) Contract Models

VII. Ethics and Propriety in Public Procurement

(a) Preparation of Project Specifications

(b) Bidding and Contract Award Stage

(c) Contract Implementation Stage

(d) Contract Supervision Stage

(e) Contract Closure Stage

13) Prescribed Text

Malawi Government Public Procurement Act, 2017

Quinot, G. and Arrowsmith, S. (2015) *Public Procurement Regulations, in Africa*, 14th Edition. Cambridge Publication.

Garcia, R.H. (2017), *International Public Procurement: A Guide to Best Practice,* Globe Law Publication.

14) Recommended Readings

Office of Government Commerce (UK) An Introduction to Public Procurement www.ogc.gov.uk/documents/Introductio

www.adb.org/document/guidelines/procurement/Guidelines-Procurement.pdf

www.worldbank/WBSTE/EXTERNAL/PROJECT/PROCUREMENT/0,,content

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1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Humanitarian Logistics**
3)	**Code**	**BPS 412**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**





9) Method of Assessment **60% Examinations**

40% Course work (Assignments

10) Course Aim

The primary aim of this course is to prepare students for humanitarian logistics roles in times of disaster; ranging from planning, managing, implementing and controlling the flow and storage of goods, material, cost and information

11) Learning Objectives

By the end of this course students should be able to:

a) Explain what humanitarian logistics is all about

b) design of humanitarian logistics networks

c) applying business logistics methods in humanitarian relief

d) undertake humanitarian logistics performance audit

12) Topics of Study

I. Introduction to Humanitarian Logistics

(a) Humanitarian logistic purview

(b) Humanitarian needs assessment

(c) The aims and actions of humanitarian organizations and other contributors

(d) The compelling part of logistics and supply chain management in humanitarian support

III. Logistic capacity assessment

(a) Refining humanitarian supply chains
(b) Humanitarian supply chain design model
(c) A modelling method for humanitarian supply chain performance management
(d) Supporting beneficiary facility programs & packages

IV. Inventory Management

(a) Types of inventory management
(b) Inventory management benefits & techniques
(c) The function of warehouse and inventory management
(d) The point of difference between warehouse & inventory management

V. Warehousing Management

(a) Types of warehouses
(b) Steps in designing a warehouse
(c) Warehouse management process
(d) Warehouse Operations | Provision

VI. Procurement Process – I

(a) Process overview
(b) Steps of the procurement process
(c) Types and components of procurement
(d) Functions of a procurement process

VII. Procurement Process – II

(a) Principles of procurement
(b) Procurement process flow
(c) Stages of the procurement process
(d) The sourcing of goods and services

VIII. Transportation

(a) Types of transport contracts and
(b) Transport selection criteria's
(c) Worldwide and local movements
(d) Characteristics of different means of transport

IX. Third-party logistic

(a) Benefits concerning third-party logistic
(b) Logistic management disaster
(c) The nature and pattern of transport movements
(d) Operations planning and scheduling

X. Fleet Management Concept

(a) Vehicle tracking systems
(b) Fleet management software
(c) Overview of fleet management
(d) The significance of fleet management

XI. Scheduling a fleet

(a) Selection of appropriate vehicles
(b) Equipment and facilities processes

(c) Fleet performance management system
(d) Significance of preventative maintenance systems

XII. Legislation and Security Protocols

(a) Import and Export documentation process
(b) Compliance with legislation and security protocols
(c) Practices of import/export and international trade
(d) The international trade and commerce requirements

XIII. Risk Management

(a) Associated risk reduction method
(b) The import-export risk management
(c) Methods of international trade & payments
(d) The payment approaches in international commerce

XIV. Humanitarian Supply Chain Response Management

(a) Resources management
(b) Risk and finance management
(c) Diverse logistics and supply chain elements
(d) Methods to improve humanitarian logistics

13) Prescribed Texts

Cozzolino, A. (2012) *Humanitarian logistics,* Springer

Spans, K. (2018) *Palgrave hand book of humanitarian logistics and supply chain management*, Palgrave.

14) Recommended Readings

Ballou, R. (2012)) *Business Logistics Supply Chain Management*, 12th Edition, Prentice Hall

Lambert, D. (2013)) *Fundamentals of Logistics Management,* McGraw Hill

Stock, J. and Lambert, D. (2009) *Strategic Logistics Management*, McGraw Hill

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Audit Practice and Performance Review in Purchasing**
3)	**Code**	**BPS 413**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10) Course Aim

To equip students with knowledge of auditing in supply chain management.

11) Learning Objectives

By the end of this course students should be able to:

a) audit purchase documents
b) determine qualified suppliers with or without competitive bidding;
c) Audit Terms and Conditions of purchase
d) monitoring performance by suppliers
e) detect fraud by vendors and employees

f) describe modalities of working with auditors and investigators

g) discuss ways of detecting and deterring employee frauds

h) evaluate types of contract fraud and their defenses

12) Topics of Study

I. Auditing in Purchasing and Supply in the Organization

9 Audit Planning

10 Auditing of purchase documents

11 Establishing Qualified Suppliers

12 Auditing Requisitions

13 Audit Report

II. Auditing the Bidding Process

a) Evaluation of papers

b) Awarding the Business

c) Auditing Negotiated Award Without Competitive Bid

d) Audit Planning

III. Auditing Terms and Conditions

a) Purchase Orders

b) Value Analysis

c) Monitoring Performance by Suppliers

IV. Detecting Purchasing Fraud

a) Types of contract Fraud

b) Fraud by Vendors

c) Fraud by Employees

d) The Nature of Fraud

e) Vendor Frauds Case Studies

f) Employee Frauds Case Studies

g) Contract Fraud and Defenses

h) Detecting and Deterring Employee Frauds





V. Working with Auditors and Investigators

a) Audit Papers

b) Audit trail in Purchasing

c) Audit Evidence

13) Prescribed Texts

McNamee, D. (2004) *Auditing Purchasing and Contracts,* Player Corporation

Larson, K., (2010)) *Auditing in Project Management,* McGraw Hill Higher Education, London

14) Recommended Readings

George, K., (2009) *Project Management, Pearson Education.* New York

Nicholas, J.M., (2008) *Project Management for Business,* Butterworth – Heinemann, London

Pinto, A., and Jeffrey, K., (2006) *Project Management,* Pearson Education. New York

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**International Supply Chain Management**
3)	**Code**	**BPS 414**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10). Aim

Assist and enable student understand the scope and applicability of supply chain management at international level.

11) Learning Objectives

By the end of the course students should be able to

a) discuss advantages of Supply Chain Management
b) evaluate the impact of trade agreements
c) discuss Terms and conditions of purchase of sales (including INCOTERMS, method of payment, etc.)
d) discuss Quality considerations (e.g. ISO9000, industry quality specifications, etc.)
e) calculate of landed costs
f) discuss transportation modes and costs
g) discuss Security issues
h) discuss Packing requirements (i.e. regulatory, preservation of cargo types of containers, packing materials, etc.)
i) Discuss Insurance and transportation liability regimes
j) Discuss Logistics resources (e.g. Freight Forwards, 3PL, trade associations, Customs Brokers, Commerce Department, etc.)

12) Topics of Study

I. International Supply Chain Management

a) International Trade on Supply Chain Policies
b) Impact of trade agreements

II. Terms and conditions of purchase of sales- INCOTERMS

(a) Meaning of INCOTERMS
(b) Eleven INCOTERMS
(c) INCOTERMS in shipping

III. Calculation of landed costs

a) Transportation modes and costs
b) Security issues

IV. Packing requirements

(a) Regulatory,

(b) Preservation of cargo,

(c) Types of containers,

(d) Packing materials.

V. Insurance and transportation liability regimes

(a) Cargo liability

(b) Transportation liability

(c) Carrier liability

VI. Logistics resources

(a) Freight Forwards,

(b) 3PL,

(c) 4PL

(d) Trade associations,

(e) Customs Brokers,

(f) Commerce Department.

13) Prescribed Texts

Gourdin, K. (2013)) *Global Logistics Management, a competitive Advantage for the 21StCentury (5th*Edition) Wiley/Blackwell Publishing

14) Recommended Readings

Chopra, S. and Meindl, P. (2010)) *Supply Chain Management* (4thEdition), Prentice Hall

Chachon, G. and Terwiesch, C. (2012)) *Matching Supply with Demand: An Introduction to Operations Management* (2nd Edition), Wiley

Van Mieghem, J. (2012)) Operations Strategy *Principles and Practice* (4thEdition), Dynamic Ideas

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Supply Chain Performance Measures**
3)	**Code**	**BPS 415**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**

40% Course work (Assignments)

10). Course Aim

The objective of this course is to impart basics knowledge of Supply Chain performance measures so that students will be able to apply the concept in the business world.

11) Learning Objectives

By the end of the course students should be able to:

a) assess performance along the Supply Chain

b) evaluate traditional approaches to Supply Chain performance measurement

c) compare and contrast traditional and modern performance measures for Supply Chains

d) evaluate the various Metrics to drive Supply Chain performance

12) Topics of Study

I. Performance Measurement along the Supply Chain

(a) Relationship between Company Strategy and Supply Chain Metrics

(b) Functional classification of Decision areas in SCM

- Procurement
- Manufacturing
- Distribution
- Logistics
- Global

II. Traditional Approaches to Performance Measurement

(a) Productivity Measures

(b) Quality Measures

(c) Customer Service Measures

(d) Cost Measures,

(e) Drawbacks of Traditional Measures

III. World Class Performance Measures for Supply Chains

(a) Balanced Scorecard

(b) Activity Based Management and Costing,

(c) Economic value added**(** EVA) (In depth discussion and analysis expected**)**

IV. Process Driven Metrics





(a) Supply Chain Operations Reference (SCOR) framework

(b) European Foundation for Quality Management (EFQM) Excellence Model (In depth discussion and analysis expected**)**

V. Building and Leveraging Metrics to drive Supply Chain Performance

(a) All metrics are not equal- Establishing the right Metrics

(b) Linking Metrics to overall strategic objectives

(c) Insights through cause and effect guided analysis

(d) Quantifying financial impacts of SC Metrics

(e) Identifying corrective actions

13) Prescribed text

Slam, M. N. S (2007) *performance measurement in corporate governance; modeling and implications for organizational behavior and supply chain management***,** Springer

14) Recommended Readings

Kluwwer, M *(2004) The Practice of Supply Chain Management: Where Theory and Application Converge*. Boston Publications. Oregon.

Chan, F. (2003) Performance Measurement in a Supply Chain. *Int J Adv Manuf Technol* **21,** 534–548. https://doi.org/10.1007/s001700300063

Goknur A. A. and Turan E. E. (2010) Supply chain performance measurement: a literature review, International Journal of Production Research, 48:17, 5137-5155, DOI: 10.1080/00207540903089536

YEAR FOUR SEMESTER TWO

1) **Program** **BSc Procurement and Supply Chain Management**
2) **Course** **Corporate Governance and Ethics**
3) **Code** **BPS 421**
4) **Year** **Four**

5) **Presented to** **Senate**

6) **Presented by** **School of Management**

7) **Contact hours** **2x1 hours per week**

8) **Tutorial** **2x1 hours per week**

9) **Method of Assessment** **60% Examinations**

40% Course work (Assignments

10) **Course aim**

It aims at making students understanding of the organizational morals and ethics.

11) Learning Objectives

By the end of this course students should be able to

a) discuss the unmatched foundation for evaluating ethical dilemmas encountered by managers
b) build a stakeholder and issues approach to ethics
c) explain the implications of ethics in business relationships
d) analyze behind the scenes information on risk management, diversity and the need for ethical employment, Corporate legitimacy and more accountability
e) apply a wide range of competing and contradictory theories in ethics
f) discuss the range of arguments in the context of Corporate Social Responsibility
g) create a wide range of competing and contradictory theories about ethics

12) Topics of study

I. Introduction to Business Ethics

(a) Nature of Business Ethics

i. Strategic aspects of Business Ethics

ii. Why Business Ethics

(b) Ethical Theories

i. Ethical Egoism

ii. Utilitarianism

iii. Consequentialist and Non Consequentialist

(c) Ethics and the organization

- Social decisions
- Corporate Social Responsibility (CSR)

(d) Ethics and Finance

i. Leverage Buy-Outs

ii. Whistle Blowing

iii. Ethics and Finance

II Defining Corporate Governance

(a) What is corporate governance?

(b) Theoretical frameworks

(c) Agency theory

(d) Transaction cost theory

(e) Resource dependency theory

(f) Stakeholder theory

(g) The evolving framework of corporate governance

III The Role of Boards in Corporate Governance

(a) Introduction: enhancing board effectiveness

(b) Unitary and two-tier board structures

(c) Splitting the role of chairman and chief executive

(d) The role of non-executive directors in corporate governance

(e) Remuneration

(f) Other factor contributing to board effectiveness

(g) Ethical health of boards

IV Institutional Investors in Corporate Governance

(a) Institutional ownership

(b) Institutional investor voting

(c) Institutional investor engagement and power

V The Role of Institutional Investors in Corporate Governance

(a) Disclosure and corporate governance

(b) Corporate disclosure and executive remuneration

(c) Corporate disclosure and non-executive directors

(d) The role of internal control, internal audit, external audit and audit committees in effective corporate governance

(e) Corporate governance and risk in the banking sector

VI Corporate Governance and Corporate Social Responsibility

(a) Early roots of corporate social responsibility

(b) Does corporate social responsibility improve financial performance?

(c) Sustainability and a stakeholder perspective

(d) Sustainability reporting

(e) Stakeholder engagement

VII Socially Responsible Investments

(a) Socially responsible investment strategies

(b) Private social and reporting: institutional investor engagement

(c) Socially responsible investment in an international context

13) Prescribed Texts

William A. (2007) *Corporate Governance .Who will Guard the Guardians,* Jaico Publishing House

Donaldson T., Werhane P. and Cording M. (2002) *Ethical Issues in Business,* A Philosophical Approach, and 7th Edition, Prentice-Hall, Inc.

14) Recommended Readings

Knell A, (Year) *How to Add Value to Your Company A Practical Implementation Guide*

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Supply Chain Service Management**
3)	**Code**	**BPS 422**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**

6) **Presented by** **School of Management**

7) **Contact hours** **2x1 hours per week**

8) **Tutorial** **2x1 hours per week**

9) **Method of Assessment** **60% Examinations**

40% Course work (Assignments

10) **Course Aim**

To equip students with advanced knowledge in logistics and supply chain service management

11) **Learning Objectives**

a) apply skills and techniques for analysis and decision making in logistics and supply service chain management

b) relate the subject, processes, activities and knowledge with other supply chain management functions

c) manage logistics and supply chain management activities or operations using scientific models of planning and problem solving

d) evaluate recent trends in logistics and supply chain management

e) formulate productive and competitive strategies for logistics and supply chain management operating systems

12) **Topics of Study**

I. Supply Chain Service Management

(a) Concept.

(b) Logistics vision and problems with conventional organizations,

(c) Logistics organization: vertical and horizontal organizations

II. Concept of marketing logistics

(a) Introduction

(b) Competitive advantage: concept and gaining competitive advantage through logistics

(c) Mission of logistics management

(d) Supply chain and competitive performance

III. Logistics Environment

(a) Changing logistics environment,

(b) Customer service, concept, components, and importance of customer service;

(c) Customer retention, Service-driven logistic system;

(d) Setting customer service priorities and service standards

IV. Logistics Costs

(a) Total cost analysis.

(b) Principles of logistics costing,

(c) The bottom line approach.

(d) Shareholder value, customer profitability analysis, and direct product profitability.

(e) Cost drivers and activity based costing.

V. Logistics Performance

(a) Benchmarking the supply chain: concept,

(b) Benchmarking the logistics process,

(c) Supply chain process mapping,

(d) Supplier and distributor benchmarking, setting the benchmarking priorities, and logistics performance indicators

VI. Strategic Issues in Logistics

(a) Time based competition.

(b) Lead time.

(c) Logistics pipeline management.

(d) Logistics value engineering.

(e) Lead time gap.

(f) Just in time logistics: the Japanese philosophy, implications for logistics.

(g) Quick response logistics: concept, vendor managed inventory, logistics information system, production strategies for quick response

13) Prescribed Texts

Martin Christopher (2011) *Logistics and Supply Chain Management*, Times Publishing/ Pearson Education

14) Recommended Readings

Raghuram 1. G.and Rangaraj, N. (2011) *Logistics and Supply Chain Management*: Cases and Concepts, Macmillan India Ltd

Coyle, John J. (2016) Supply Chain Management: A Logistics Perspective. Cengage Learning. London.

Chopra, C (2018) *Supply Chain Management: Strategy, Planning, and Operation* (7th Edition) Pearson. New Delhi.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Supply Chain Risk Management**
3)	**Code**	**BPS 423**

4) **Year** **Four**

5) **Presented to** **Senate**

6) **Presented by** **School of Management**

7) **Contact hours** **2x1 hours per week**

8) **Tutorial** **2x1 hours per week**

9) **Method of Assessment** **60% Examinations**

i. **40% Course work (Assignments)**

10) Course Aim

To equip learners with adequate skills and understanding of the processes of managing risks in supply chain.

11) Learning Objectives

By the end of this course the student should be able to:

a) Define Risk management in supply chain.

b) List types and causes of risks in Supply chain.

c) Describe the cost associated with risk.

d) Explain the scope and benefits of risk.

e) Describe process and methods of managing risk.

12) Topics of Study

I. Introduction to Risk within Supply Chain Management

(a) Introduction to Risk and Risk Management within the Supply Chain
(b) General operating functions of a supply chain
(c) Implications of good supply chain management
(d) Benefits of a robust risk management framework and effective implementation

II. Understanding Risk

(a) What is risk and why do we tolerate it within efficient organizations?
(b) The potential impact of certain types of risks
(c) Analysing, understanding and assessing risk
(d) Implications and effects of poor risk management

(e) Roles associated with risk management and who is responsible for each stage

III. . Risk in Supply Chain

(a) Risks arising out of Trends affecting Supply Chain

- Integration
- Cost Reduction
- Agile Logistics
- E-Business
- Globalization,
- Outsourcing

(b) SC Risk Management – Aims, Steps & Principles

IV. Identification and Planning

(a) Various risk categories and how to assess
(b) Difference between internal and internal risks
(c) Studying risk analysis through Six Sigma (Suppliers, Inputs, Process, Outputs, Customer)
(d) Looking at various risk frameworks
(e) Identification of risk into various categories such as operational, reputational, financial
(f) Planning for a resilient supply chain and how to implement this

V. Evaluation of Key Risks

(a) Evaluating risk based on the risk management framework
(b) Using benchmarking and modelling as tools to evaluate risk within the supply chain
(c) Evaluating risk through the use of projections, simulations, and analysis
(d) Evaluating the effects of various types of risks through assessing disruption levels and disaster recovery impact
(e) Understanding various terms such as ripple effect and bullwhip effect, and being able to consider these when evaluating risk

VI. Effective and Appropriate Risk Response

(a) Options available for risk response – Accept, Avoid, Transfer, Mitigate, Explore
(b) Applying each type of risk resolution to key areas within the supply chain management framework such as distribution, manufacturing, and sourcing
(c) Appropriate risk response strategies and levels of response

VII. Creating resilient Supply Chain

(a) Modelling, assessment, benchmarking and analysis tools
(b) Fundamentals of developing, implementing and rolling a Risk Management framework

VIII. Controlling Risk for the Future

(a) Monitoring and increased control over the supply chain
(b) Potential issues when implementing risk management framework
(c) Assessing future risk and considering legal, financial and ethical obligations
(d) Assigning roles and responsibilities and delegating ownership of risk

IX. Technological and IT Implications for Managing Risk

(a) Technological advances in risk management
(b) Software integrations for supply chain risk management

13) Prescribed Text

Lindauer, R, (2017) *Modern risk management*, BookboonUK

Walters, D (2015) *Supply Chain Risk Management; Vulnerability and Resilience in Logistics,*

Institute of Chartered Logistics Management.

14) Recommended Readings

Lyson, K &Farrington, B. (2012); *Purchasing and supply chain management*, Prentice Hall Publishers.

Banks, E. (2009) *Risk and Financial Catastrophe*, Palgrave, Macmillan

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1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Project Management**
3)	**Code**	**BPS 424**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations** **40% Course work (Assignments**

10). Aim

To enhance students' understanding of the role of project management in organizations.

11)) Learning Objectives

By the end of the course students should be able to:

a) discuss elements of the project management process

b) plan complex projects

c) develop a detailed plan for a complex project including analysis of the resourcing requirements.

d) evaluate appropriate systems to enhance the monitoring and control of projects.

12) Topic of Study

I. Projects in Contemporary Organisations

(a) Definitions

(b) Why Project Management

(c) The Project Life Cycle (PLC)

I. Strategic Management and Project Selection

(a) Project Management Maturity

(b) Project Selection and Criteria of Choice

(c) Types of Project Selection Models

(d) Net Present Value

II. The Project Manager

(a) Job Description

(b) Job Specification

(c) Person Specification

(d) Cultural Differences

III. Project Organization

(a) Functional Organization

(b) Pure Project Organization

(c) Matrix Organization

(d) Mixed Organizational Systems





(e) The Human Factor

IV. Project Planning

(a) Initial Project Coordination

(b) Systems Integration

(c) Work Breakdown Structure

(d) Linear Responsibility Chart

V. Budgeting and Cost Estimation

(a) Estimating Project Budgets

(b) Improving the Process of Cost Estimation

VI. Scheduling and Resource Allocation

(a) Background

(b) Network Techniques PERT and CPM

(c) Critical Path Method (CPM)

(d) The Resource Allocation Problem

(e) Resource Loading

(f) Resource Levelling

(g) Crashing

VII. Monitoring and Information Systems

(a) The Planning-Monitoring-Controlling Cycle

(b) Information Needs and the Reporting Process

(c) Earned Value Analysis

VIII. **Project Control**

(a) The Fundamental Purpose of Control

(b) Three Types of Control Process

(c) Design of Control System

(d) Control as a Function of Management

(e) Balance in a Control System

(f) Control of Creative Activities





(g) Control of Change and Scope Creep

IX. Project Auditing

(a) Purpose of Evaluation – Goals of the System

(b) The Project Audit

(c) The Project Audit Life-Cycle

(d) Construction and Use of the Audit Report

X. Project Termination

(a) The Varieties of Project Termination

(b) When to Terminate a Project

(c) The Termination Process

(d) The Final Report – A Project History

13) Prescribed Texts

George, K., (2012)) *Project Management,* Pearson Education. New York

Larson, K., (2010)) *Project Management,* McGraw Hill Higher Education, London

Nicholas, J.M., (2002) *Project Management for Business*, Butterworth – Heinemann, London

Pinto, A., and Jefrey, K., (2006) *Project Management,* Pearson Education. New York

Portney, S., (2010)) *Project Management,* Pearson Education, New York.

14) Recommended Readings.

Flank, S. A., (2010)) *Project Management,* Pearson Education, New York

Larson, K., (2010)) *Project Management,* McGraw Hill Higher Education, London

Stephen, A., (2010)) *Project Management,* Pearson Education, New York.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Dissertation**
3)	**Code**	**BPS 425**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments

10) Course Aim

To explore a particular topic in depth while allowing the student to develop skills in the collection and appraisal of data, rigorous analysis and the coherent presentation of ideas

11) Course Objectives

By the end of the course, students should be able to:

a) identify a topic

b) develop an acceptable project proposal

c) develop a project report

12) Topics of Study

I .Research Design and Plan

(a) Developing your ideas

(b) Selection of Research Topic

(c) Approaches to research

II. Writing the research project proposal

(a) Developing Research Objectives and Research Questions

(b) Literature review

(c) Developing a theoretical and Conceptual Framework

(d) Developing a Research Hypothesis

(e) Sampling techniques

III Data Collection

(a) Selecting the methods of collecting data

(b) Practicalities of data collection

VI. Analyzing and interpreting findings

(a) Presenting graphs

(b) Presenting tables

V. Report writing

(a) Editing

(b) Referencing

(c) Submitting the Research Project

13) Prescribed Texts

Bell, J. (2010)) *Doing Your Research Project* a Guide for First-time Researchers in Education, Health and Social Science, pen University Press, Glasgow

Cooper, A., (2008) *Business Research Methods*, McGraw Hill Higher Education, London

Davis, D.L., (2010)) *Business Research for Decision Making* With Info Trac, Brooks/Cole,

Emory, C., William and Donald R Cooper (2009) *Business Research Methods,* Irwin Publishing Homewood, IL

Groebner, David, Fand Patrick W Shannon (2007) *Business Statistics* A decision – making approach, Macmillan Publishing Company, New York

14) Recommended Readings

Bell J. and Opie, C. (2012)), *Learning Research* Getting more from your Data. Buckingham Open University Press.

Gill, John, and Phil Johnson (2009) *Research Methods for Managers,* Paul Chapman Publishing Ltd, London

Saunders, M (2012)), 7th Ed *Research Methods for Business Students,* Pitman Publishing, London.

1)	**Program**	**BSc Procurement and Supply Chain Management**
2)	**Course**	**Internship**
3)	**Code**	**HRM 426**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**8 hours per week x 6-8weeks**

8) Method of Assessment Internship Report

9) Internship

Students are required to undertake an internship program approved by the Head of Department. A faculty supervises the student intern. The primary goal of internship is to provide a student with a real-life on-the-job exposure and an opportunity to apply theoretical concepts in real life situation. Student's interest and intended area of concentration are taken into account while making internship placement decisions.

Only 'Pass/Fail' grades shall be awarded in the internship. A student must obtain 'Pass' grade in the internship. Failure to obtain passing will call for a retake of the internship program. Such retake may be allowed at most only once. The normal duration of the internship is 6 to 8 weeks, and it is undertaken during the summer after completing course work. The students must submit the internship report to the host institution and the University and give a seminar to the faculty and students.