

TARGET GROUPS

The course is geared to Secondary School-leavers who have attained the minimum University entry qualification and wish to develop their career in purchasing and Supplies management. The programme is also open to those who are already in purchasing and Supplies career.

GOALS OF THE PROGRAMME

The Bachelor of Purchasing and Supplies Management degree aims at achieving the following goals:

- To develop a theoretical and technical understanding of issues and approaches in Purchasing and Supplies management
- To enhance self confidence and the ability to critically evaluate purchasing and supply management issues, and develop from the ethical, professional and academic perspectives.
- To instill a critical and integrated understanding of the world of business, with a firm foundation in related areas such as procurement, management, ethics and e-commerce.
- To prepare the students for progression to higher degree work and research in purchasing and supplies management.

GENERAL REGULATIONS

- The University regulations shall apply.
- No candidate shall be registered for the degree of Bachelor of Purchasing and Supplies Management (BPSM) without satisfying the minimum university requirements.

PROGRAMME DURATION AND COURSE STRUCTURE

- Bachelor of Purchasing and Supplies Management will be offered in **FOUR** academic years with each academic year having **TWO** Semesters. Each year shall have fourteen (14) units totalling to fifty-six (56) units for the entire course.
- Courses shall be offered in terms of units with one unit being defined as a series of 35 one-hour lectures. For this purpose a one-hour lecture is equivalent to a two-hour tutorial or a three-hour practical period or any combination of these that may be approved by the University Senate.
- Each candidate will be required to take an Industrial Attachment for eight (8) weeks. Assessment shall be three fold i.e., by the supervisor in the place of attachment, follow

up visits by University academic staff and from the logbook filled by students on attachment.

ACADEMIC LEAVE

- ❖ A student wishing to temporarily suspend his/her studies must apply for academic leave. The leave becomes official only after endorsement by the University Senate. Academic leave can only be taken at the start of the semester. The leave cannot extend beyond two (2) continuous semesters and the leave duration will not be part of the programme duration. A candidate must renew his/her registration at the beginning of every semester.
- ❖ A course unit taught jointly between departments will be counted as a single unit in consultation with the Chairpersons of department.

REGISTRATION

- ❖ Candidates shall be required to register within the first four weeks of the semester.
- ❖ No registration of candidates shall be allowed after the fourth week of the semester unless approved by the university.

EXAMINATIONS

ORDINARY EXAMINATIONS

- ❖ The examinations shall be moderated and approved by the University.
- ❖ Examinations shall be conducted either at an approved centre or at the University and in both cases shall be supervised by the University.
- ❖ All units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University examinations.
- ❖ Examinations shall consist of continuous assessments and University Examinations.
- ❖ Continuous assessments shall normally comprise of practicals, tests and assignments. Continuous assessments shall contribute 30% of the total marks and written Ordinary University Examinations shall contribute 70% of the total marks. Where a unit consists solely of practical work, it may be assessed out of 100% by continuous assessment.
- ❖ The Ordinary University Examinations shall consist of written papers covering each unit completed. The time allowed shall be 2 hours per unit.

- ❖ Each unit shall be graded out of 100 marks and the pass mark shall be 40.
- ❖ The marks shall be translated into letter grades as follows: -

70% and above	A
60% and below 70%	B
50% and below 60%	C
40% and below 50%	D
Below 40%	E (Fail)

- ❖ Industrial Attachment shall be assessed and graded on a PASS and FAIL basis.

PROGRESSION

A candidate must pass all the course units in a particular year before proceeding to the next year.

RELEASE OF RESULTS

Notwithstanding any of the regulations above, registration of a candidate in the School for Human Resources Development and the release of results and award of the Degree shall be subject to the candidate fulfilling all University regulations.

ACADEMIC LEAVE

- ❖ A student wishing to temporarily suspend his/her studies must apply for academic leave. The leave becomes official only after endorsement by the University Senate. Academic leave can only be taken at the start of the semester. The leave cannot extend beyond two (2) continuous semesters and the leave duration will not be part of the programme duration. A candidate must renew his/her registration at the beginning of every semester.
- ❖ A course unit taught jointly between departments will be counted as a single unit in consultation with the Chairpersons of department.

AWARD OF DEGREE

- ❖ To qualify for the award of the degree, a candidate must take and pass all the units offered including Industrial Attachment.
- ❖ Except where exempted, to be considered for the award of the degree, a candidate must have taken and passed in all the required units and Attachment.
- ❖ Final classification of the Degree shall be based on the average mark for all the required units, except the Attachment, which is graded as pass or fail.
- ❖ The degree shall be classified as follows based on the overall average mark: -

Overall Average Marks Degree Classification

70% and above	First Class Honours
60% and below 69%	Second Class Honours (Upper Division)

50% and below 59% Second Class Honours (Lower Division)

40% and below 49% Pass

BPSM COURSE STRUCTURE

YEAR I

Semester I

Unit Code	Unit Name	Course Hours
HPS 2101	Principles of Procurement	45
HRD 2101	Communication Skills	45
HPS 2102	Stores Management and Stock Control	45
HPS 2103	Financial Accounting I	45
HPS 2104	Supplies and Materials Management I	45
HPS 2105	Auditing Principles and Practice	45
HPS 2106	Computer Applications	45
SZL 2111	HIV/AIDS	45

Semester II

Unit Code	Unit Name	Course Hours
HPS 2107	Business Communication and Writing Skills	45
HRD2103	General Economics	45
HPS 2108	Cost Accounting	45
HPS 2109	Principles and Practice of Human Resource Management	45
HPS 2110	Principles of Marketing	45
HPS 2111	Research Methodology I	45
HPS 2112	Entrepreneurship Skills	45

YEAR II

Semester I

Unit Code	Unit Name	Course Hours
HRD 2102	Development Studies and Ethics	45
HPS 2202	Financial Accounting II	45
HPS 2203	Supplies and Materials Management II	45
HPS 2204	Business Law I	45
HPS 2205	Quantitative Methods I	45
HPS 2206	Principles and Practice of Management	45
HPS 2207	Distribution and Warehousing	45

Semester II

Unit Code	Unit Name	Course Hours
HPS 2208	Retail Merchandise Management	45
HPS 2209	Operations Management	45
HPS 2210	Quantitative Methods II	45
HPS 2211	Total Quality Management	45
HPS 2212	Inventory Management	45
HPS 2213	Purchasing Policy and Strategy	45
HPS 2214	Transport Economics	45

YEAR III

Semester I

Unit Code	Unit Name	Course Hours
HPS 2301	Strategic Marketing Management	45
HPS 2302	Organizational Behaviour	45
HPS 2303	Business Law II	45
HPS 2304	Risk Management and Insurance	45
HPS 2305	Transport Management and Policy	45
HPS 2306	Relationship Management	45
HPS 2307	Investment Management	45

Semester II

Unit Code	Unit Name	Course Hours
HPS 2308	Procurement Management	45
HPS 2309	Research Methodology II	45
HPS 2310	Ethics in Purchasing and Supplies	45
HPS 2311	Public Finance and Purchasing Practices	45
HPS 2312	Strategic Management	45
HPS 2313	Materials Handling and Storage Management	45
HPS 2314	Clearing and Forwarding	45
HPS 2315	Industrial Attachment	45

YEAR IV

Semester I

Unit Code	Unit Name	Course Hours
HPS 2401	International Purchasing	45
BIT 2119	Management Information Systems	45
HPS 2402	Money and Banking	45
HPS 2404	Financial Management	45
HPS 2405	Management of Customer Service	45
BIT 2116	Network System Design and Implementation	45
HPS 2409	Research Project (three (3) units equivalent)	45

Semester II

Unit Code	Unit Name	Course Hours
HPS 2406	Logistics in Purchasing and Supplies Chain Management	45
HPS 2407	Tactics and Operations in Purchasing and Supplies	45
HPS 2408	Management Accounting	45
BIT 2315	E-Commerce	45
HPS 2409	Research Project (three (3) units equivalent)	45
HPS 2403	Industrial Relations	45