



**UNDERGRADUATE  
DEGREE IN**

**PROCUREMENT  
MANAGEMENT**

**STUDENTS'  
INFORMATION  
HANDBOOK**



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# WELCOME MESSAGE FROM THE HEAD OF DEPARTMENT

Our cherished students, it is with great pleasure and enthusiasm that I extend a warm welcome to each and every one of you to the Department of Procurement Management in the College of Management Sciences. As we embark on this new academic journey together, I am filled with optimism for the growth, learning, and success that lies ahead.

In our department, we recognize the pivotal role that procurement plays in the functioning of organizations worldwide. Procurement management is not merely about acquiring goods and services; it is a strategic function that drives efficiency, fosters innovation, and ensures sustainability in supply chains. It is about navigating complex markets, forging strong supplier relationships, and making informed decisions that impact the bottom line.

As students of procurement management, you are entering a field that is dynamic, ever-evolving, and crucial to the success of businesses in every industry. Here, you will have the opportunity to delve into a diverse array of topics, ranging from strategic sourcing and contract negotiation to risk management and sustainability practices. You will learn from experienced faculty members who are experts in their fields and from your peers, who bring a wealth of knowledge and perspectives to the table.

But beyond the classroom, our department is also a community—a place where collaboration, innovation, and lifelong learning thrive. We offer numerous opportunities for practical application and experiential learning. Through internships, industry partnerships, and real-world case studies, you will have the chance to bridge theory with practice, gaining valuable insights that will serve you well in your future careers. Whether you are a seasoned professional looking to enhance your skills or a newcomer eager to make your mark, you will find a supportive environment here that encourages growth and fosters excellence.

As you embark on this academic journey, I encourage you to seize every opportunity to learn, to challenge yourselves, and to think critically about the complex issues facing procurement professionals today. Your education here will lay the foundation for a successful career—one that is not only personally rewarding but also makes a meaningful impact on the world around you.

So once again, welcome to the Department of Procurement Management. I am excited to see all that you will accomplish in the days, months, and years ahead. Together, let us embark on this journey of discovery, growth, and transformation.

Warm regards.

**Terungwa P. J. Jato, Ph.D.**  
Ag. Head of Department





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# 1 INTRODUCTION

The Bachelor of Science Degree in Procurement Management will prepare students for management positions in the Procurement cadre in the public and private sectors after graduation. It would seek to bridge the identified gap in human resource capacity in the procurement profession within the Nigerian economy. The programme will balance theory and practice in procurement to prepare graduates to meet future challenges and create new synergies across disciplines that are relevant in today's changing manufacturing and service sectors. Graduates of the programme will have the ability to manage procurement both in the private and public sectors, towards achieving higher levels of service delivery, business performance and profitability. Some among the graduates would expectedly proceed to read for higher degrees to prepare them for academic positions in the sub-specialization of procurement.

# 2 FACULTY AND DEPARTMENT OF DOMICILE

The Bachelor of Science degree in Procurement management programme is domiciled in the Department of Procurement Management, College of Management Sciences of the Joseph Sarwuan Tarka University, Makurdi (JoSTUM). It is however run according to the Procurement Standards Cluster at the Sustainable Procurement, Environmental and Social Standards Enhancement (SPESSE) Project Centre of Excellence of the University.

# 3 PHILOSOPHY, AIMS AND OBJECTIVES

## 3.1 PHILOSOPHY

The individual facet, which is pertinent to this programme looks at the expected skills, knowledge, and experience of procurement personnel. The increasing scope of procurement requires a workforce with the requisite skills, as well as knowledge of trends in the technologies necessary for managing modern procuring entities. Thus, the B.Sc. Procurement is aimed at training students to acquire the requisite skills, expertise, and knowledge for sustainable procurement practices.

## 3.2 AIMS AND OBJECTIVES

The main aim of the B.Sc. Procurement Management Programme is to provide a basis for understanding the interconnectivity between procurement and sustainable development through sustained capacity building towards achieving efficiency and effectiveness in service delivery both in the public and private sectors of the economy. Accordingly, the objectives of the programme are as follows:

- i. Provide students with basic and relevant knowledge, skills, and expertise needed to gain understanding and analysis of procurement-related problems, as well as proffering solutions to them.



- ii. Respond to the evolving needs of procurement services such as the deployment of Technology in service delivery.
- iii. Develop in students, leadership, and interpersonal skills.
- iv. Provide high-level manpower needed for both private and public organizations.



## **4 LEARNING OUTCOMES**

### **4.1. REGIME OF SUBJECT KNOWLEDGE**

The curriculum is designed to equip students with comprehensive knowledge of procurement, including issues, challenges, and decision-making skills to excel in the aspects of procurement, distribution and pricing strategies, legal environments, project management, risk analysis, inventory management, warehousing, inventory audit and investigation, retail operations, and technologies. The regime of subject knowledge will also cover students' ability to demonstrate knowledge and understanding of essential facts, concepts, and principles, and application of theories to procurement, as well as acquire skills in problem-solving through Industrial Attachment, seminar presentation, and student apprenticeship schemes.

### **4.2. SKILLS AND COMPETENCIES**

The general skills shall include competencies in computer literacy, quantitative, communication, interpersonal skills, Information Technology and entrepreneurship among others. Management related cognitive abilities and skills required are as follows:

- i. Ability to recognize and analyze procurement problems and evolve strategies for their solutions.
- ii. Ability to recognize and implement good management policies relating to procurement.
- iii. Computational and data processing skills, relating to administrative, financial and manpower.
- iv. Skills and competencies required in the conduct, management, and audit of procurement such as planning, evaluation, market analysis, and legal matters.
- v. Ability of students to be innovative and creative.

### **4.3. BEHAVIORAL ATTRIBUTES**

- i. Graduates of the programme shall understand the socio-cultural environment in which they find themselves and how such an environment influences their behaviours.
- ii. The graduates shall be able to understand, explain, predict, and influence human behavior in work organizations.
- iii. Graduates of the B.Sc. degree in procurement shall relate the knowledge of human behaviour to the ethics of their profession and understand the essence of teamwork.



# 5

## ADMISSION REQUIREMENTS

The criteria for admission into the programme are:

### (a) UTME Admission

The minimum admission requirement is five credits in O' Level subjects, including English Language, Mathematics, and Economics at not more than two sittings.

### (b) Direct Entry Admission

A' level credit passes in at least two relevant subjects in addition to the five O'Level credits as in 5a above; ND in a relevant discipline with at least upper credit grade in addition to the five O'Level credits as in 5a above; HND in relevant discipline with at least lower credit in addition to five credits as in 5a above; Advanced Certificate in Procurement with at least upper Credit grade in addition to meeting the O'Level requirement.

### (c) Inter-University Transfer Mode

Students can be admitted through this mode into 200-Level of the programme, provided they have the requisite O' level qualifications as prescribed above and a minimum CGPA of 2.00. Students who transfer from other universities shall be credited with only those courses deemed relevant to the programme, which they have already passed prior to their transfer. Such students shall however be required to pass the minimum number of units specified for graduation for the number of sessions there are left to spend in the College. Thus, no student on transfer shall spend less than four semesters (two sessions) in order to earn a degree. Students who transfer from another programme in the College for any approved reason shall be credited with those units passed that are within the curriculum of the programme they had transferred. Appropriate decisions on transfer cases shall be subjected to the approval of Senate on the recommendation of the Centre Academic Board.

# 6

## DURATION OF THE PROGRAMME

UTME students shall spend a minimum of 8 semesters and a maximum of 12 semesters while Direct Entry students shall spend a minimum of 6 semesters and a maximum of 10 semesters.







## **7** GRADUATION REQUIREMENTS AND STUDENT CREDIT LOAD

- a) The minimum number of credit units for the award of the degree is 120 units for UTME students and 90 credit units for direct entry students, in addition to the Faculty/Departmental requirements.
- b) The minimum credit load per semester is 15 credit units and a maximum of 24 credit units.
- c) For the purpose of calculating student's Cumulative Grade Point Average (CGPA) to determine the class of Degree to be awarded at the end of the programme, grades obtained in all the courses whether compulsory, required or elective, and whether passed or failed shall be included in the computation. Even when a student repeats the same course once or more before passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA.
- d) Prerequisite courses shall be taken and passed before registration for a particular course at a higher level.
- e) Students should attain up to 75% attendance for a particular course and should effectively participate in tutorials.
- f) Students should take continuous assessment which must be graded and form part of the degree assessment.
- g) Students should partake in 4 months SIWES Programme (2months in a public organization and 2 months in a private organization) during the first semester of 400Level.
- h) Students should undertake a properly supervised and graded project and also take and pass the end-of-course examinations.



# 8

## COURSE CREDIT SYSTEM

### 8.1. DEFINITION OF COURSE CREDIT SYSTEM

Credits are weights attached to a course. One credit is equivalent to one hour per week per semester of 15 weeks of lectures or three hours of practical per week per semester of 15 weeks. Course Credit System is a quantitative system of organization of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) "if passed". The courses are arranged in progressive order of difficulty or in levels of academic progress, e.g. 100 Level or Year I courses are 100, 101 etc. and 200 Level or Year II courses are 200, 202 etc. The second aspect of the system is that courses are assigned weights allied to Credit Units.

### 8.2. CREDIT UNITS

Credit Units consist of specified number of student-teacher contact hours per week per semester. Credit Units are used in two complementary ways; one, as a measure of course weighting and the other as an indicator of student work load:

i. As a measure of course weighting for each unit course, the credit unit to be earned for satisfactorily completing the course is specified; e.g. a 2-credit unit course may mean 1-hour lecture plus or 3-hour practical per week per semester.

ii. As a measure of work load, "One Credit Unit" means one hour of lecture or tutorial per week per semester. For other forms of teaching requiring student-teacher contact, the following equivalents may apply: Two hours of seminar, three hours of laboratory or field work, studio practice and industrial attachment. Normally, in Course Credit System, courses are mounted as prescribed in a semester to enable students register for examinations which they have failed.

### 8.3. COURSE CATEGORIES

There are six categories of courses for the undergraduate degree programme as follows:

#### i. Core Course

A core course is one which every student must compulsorily register, take and pass in any particular programme at a particular level of study.

#### ii. Cognate or Required Course

There are courses that may be domiciled outside the programme and have direct relationship with the programme. They must be passed before graduation.

#### iii. Elective Course

A course which students can take based on interest or are required to take and will count towards the minimum credit unit required for graduation. They are either compulsory or non-compulsory electives.

#### iv. General Studies Course

A general studies course is a compulsory course which every student of the university, irrespective of his programme of study must take and pass. This is designed in order to produce well-rounded, morally and intellectually capable graduates with vision and entrepreneurial skills in an environment of peace and social cohesiveness. The objectives of the General Studies programme are:



- Acquisition, development and inculcation of proper value-orientation for the survival of the individual and society.
- The development of intellectual capacities of individuals to understand, appreciate and promote peaceful co-existence.
- Production of graduates with broad knowledge of the Nigerian culture and people with a view to inculcating in them mutual understanding and patriotism.
- Exposing graduates of Nigerian universities to the rudiments of ICT for computer literacy and ability to live usefully in this ICT age.
- Preparing students for a post university life with opportunities for job creation and entrepreneurial skills.
- Production of graduates capable of communicating effectively (both oral and written).

## 8.4. GRADING OF COURSES

### 8.4.1. Grade Point System

Grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of grade points as shown in Table 1.

**Table 1: Grade Point System**

| <b>Mark %</b> | <b>Letter Grade</b> | <b>Grade Point</b> |
|---------------|---------------------|--------------------|
| 70 – 100      | A                   | 5                  |
| 60 – 69       | B                   | 4                  |
| 50 – 59       | C                   | 3                  |
| 45 – 49       | D                   | 2                  |
| 40 – 44       | E                   | 1                  |
| < 40          | F                   | 0                  |

### 8.4.2. Grade Point Average and Cumulative Grade Point Average

For the purpose of determining a student's standing at the end of every semester, the Grade Point Average (GPA) system shall be used. The GPA is computed by dividing the total number of Units x Grade Point (TUGP) by the total number of units (TNU) for all the courses taken in the semester as illustrated in Table 2.





**Table 2: Computation of GPA and CGPA**

| <b>Course</b>  | <b>Units</b>   | <b>Grade Point</b> | <b>Units x Grade Point (UGP)</b> |
|----------------|----------------|--------------------|----------------------------------|
| C <sub>1</sub> | U <sub>1</sub> | GP <sub>1</sub>    | U <sub>1</sub> x GP <sub>1</sub> |
| C <sub>2</sub> | U <sub>2</sub> | GP <sub>2</sub>    | U <sub>2</sub> x GP <sub>2</sub> |
| -              | -              | -                  | -                                |
| C <sub>i</sub> | U <sub>i</sub> | GP <sub>i</sub>    | U <sub>i</sub> x GP <sub>i</sub> |
| -              | -              | -                  | -                                |
| -              | -              | -                  | -                                |
| C <sub>N</sub> | U <sub>N</sub> | GP <sub>N</sub>    | U <sub>N</sub> x GP <sub>N</sub> |
| <b>TOTAL</b>   | <b>TNU</b>     |                    | <b>TUGP</b>                      |

$$TNU = \sum_{i=1}^N U_i \qquad TUGP = \sum_{i=1}^N U_i * GP_i \qquad CGPA = \frac{TUGP}{TNU}$$

The Cumulative Grade Point Average (CGPA) over a period of semesters is calculated in the same manner as the GPA by using the grade points of all the courses taken during the period over the total number of credit units for the courses.

### 8.5. DEGREE CLASSIFICATION

The following regulations shall govern the conditions for the award of an honours degree.

- i. Candidates admitted through the UTME mode shall have registered for and passed at least 120 units of courses during the 4-year degree programme.
- ii. Candidates must have registered and passed all the compulsory courses specified for the programme.

The determination of the class of degree shall be based on the Cumulative Grade Point Average (CGPA) earned at the end of the programme. The CGPA shall be used in the determination of the class of degree as summarized in Table 3 below. It is important to note that the CGPA shall be calculated and expressed correct to two decimal places.

**Table 3: Degree Classification**

\*Grades <1 are Failed and lead to no awards

| <b>Cumulative Grade Point Average (CGPA)</b> | <b>Class of Degree*</b>                        |
|--|--|
| 4.5 – 5.00                                   | 1 <sup>st</sup> Class Honours                  |
| 3.5 – 4.49                                   | 2 <sup>nd</sup> Class Honours (Upper Division) |
| 2.5 – 3.49                                   | 2 <sup>nd</sup> Class Honours (Lower Division) |
| 1.5 – 2.49                                   | 3 <sup>rd</sup> Class Honours                  |
| 1.00 – 1.49                                  | Pass   |



## **8.6. PROBATION AND WITHDRAWAL**

### **a) Probation**

A student whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of study, earns a period of probation for one academic session. A student on probation is allowed to register for courses at the next higher level in addition to his/her probation level courses provided that:

- i. The regulation in respect of student work-load is complied with; and
- t

### **b) Withdrawal**

A candidate whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of probation would be required to withdraw from the programme. However, in order to minimise waste of human resources, consideration should be given to possible transfer to other programmes within the same University.

## **8.7. Course Evaluation**

### **a) Techniques of Student Assessment**

All courses taken shall be evaluated and a final grade given at the end of the semester. To arrive at the final grade, the evaluation shall be a continuous process consisting of some or all of the following:

- i. Continuous assessment (Assignments, presentations, Term papers, Practicals)
- ii. End of semester examinations

The maximum score for Continuous Assessment should be 30% per course while end of semester examination for each course shall constitute 70%. A letter grade and numerical point shall be awarded to each student based on his /her total scores on all the evaluation criteria. The final marks scored by a student and the corresponding letter grades and the numerical points shall be clearly indicated.

### **b) External Examination System**

This system should be used only in the final year of the undergraduate programme to assess final year courses and projects, and to certify the overall performance of the graduating students, as well as the quality of facilities and teaching in the faculty. Advisably, different External Examiners should be used for major subject areas in the programmes.

### **c) Student Evaluation of Courses**

There should be an established mechanism to enable students to evaluate courses delivered to them at the end of each semester. This should be an integral component of the course credit system; serving as feedback mechanism for achieving the following:

- i. Improvement in the effectiveness of course delivery.
- ii. Continual update of lecture materials to incorporate emerging new concepts.
- iii. Effective deployment of teaching aids and tools to maximize impact of knowledge on students.
- iv. Improvement in students' performance through effective delivery of tutorials, timely presentation of continuous assessment and high quality examination.



The evaluation should be conducted preferably before the final semester examinations. Student evaluation of courses should be administered fairly and transparently through the use of well-designed questionnaires. The completed questionnaires should be professionally analysed and results discussed with the course lecturer(s) towards improvement in course delivery in all its ramifications.

## 9 ATTAINMENT LEVELS

To graduate, the student must satisfy the following conditions:

- i. Understand and demonstrate practical knowledge and professional skills of procurement.
- ii. Must attain not less than 70% of class attendance.
- iii. Must obtain the mandatory 50% in practical.
- iv. Must participate and pass the course practices.
- v. Participate and complete the final year projects.
- vi. Must take and pass all compulsory courses;

## 10 MAINTENANCE OF CURRICULUM RELEVANCE

- a) In reviewing curriculum for the programme, the opinions of stakeholders, such as professional bodies, students, lecturers, industry and the public sector should be sought.
- b) The university should institute appropriate mechanisms for obtaining regular feedback on the performance of their products in the labour market.
- c) The curriculum should be reviewed once every 5 years to take care of changes in the environment.

## 11 PERFORMANCE EVALUATION CRITERIA

The following evaluation criteria shall be used in assessing the performance of the Department in general, and also the performance of the teachers, the students and the products:

- (a) Student evaluation of lecturers
- (b) Employers' rating of the graduates
- (c) External Examiners' Reports
- (d) Tracer Submissions





# 12 COURSE DISTRIBUTION BY LEVELS AND SEMESTERS

## 100 LEVEL, FIRST SEMESTER

| Course Code | Course Title   | Credit Unit | Status |
|-------------|--|-------------|--------|
| GST 111     | Communication in English I                                   | 2           | Core   |
| GST 113     | Nigerian Peoples, Culture and Contemporary Problems of Youth | 2           | Core   |
| PRM 111     | Introduction to Computer Application                         | 2           | Core   |
| PRM 113     | Introduction to Procurement I                                | 3           | Core   |
| PRM 115     | Principles of Accounting                                     | 2           | Core   |
| PRM 117     | Introduction to Micro Economics                              | 2           | Core   |
| PRM 119     | Introduction to Business I                                   | 2           | Core   |
|             | <b>Total</b>   | <b>15</b>   |        |

## 100 LEVEL, SECOND SEMESTER

| Course Code | Course Title                          | Credit Unit | Status |
|-------------|---------------------------------------|-------------|--------|
| GST 112     | Communication in English II           | 2           | Core   |
| GST 114     | Philosophy, Logic and Human Existence | 2           | Core   |
| PRM 112     | Introduction to Procurement II        | 3           | Core   |
| PRM 114     | Introduction to Purchasing and Supply | 2           | Core   |
| PRM 116     | Basic Mathematics                     | 2           | Core   |
| PRM 118     | Introduction to Macro Economics       | 2           | Core   |
| PRM 120     | Introduction to Business II           | 2           | Core   |
|             | <b>Total</b>                          | <b>15</b>   |        |





**200 LEVEL, FIRST SEMESTER**

| Course Code | Course Title                                   | Credit Unit | Status |
|-------------|--|-------------|--------|
| ENT 211     | Entrepreneurship and Innovation                | 2           | Core   |
| PRM 211     | Procurement Planning and Budgeting             | 2           | Core   |
| PRM 213     | Business Mathematics                           | 2           | Core   |
| PRM 215     | Essentials of Supply Chain Management          | 3           | Core   |
| PRM 217     | Project and quality Management in Procurement  | 2           | Core   |
| PRM 219     | Principles of Management                       | 2           | Core   |
| PRM 221     | Introduction to Management and Cost Accounting | 2           | Core   |
| PRM 223     | Law of Contract                                | 2           | Core   |
|             | <b>Total</b>                                   | <b>17</b>   |        |

**200 LEVEL, SECOND SEMESTER**

| Course Code | Course Title                                   | Credit Unit | Status |
|-------------|--|-------------|--------|
| GST 222     | Peace and Conflict Resolution                  | 2           | Core   |
| PRM 212     | Global Procurement Practices                   | 2           | Core   |
| PRM 214     | Fundamentals of Administration                 | 2           | Core   |
| PRM 216     | Principles of Marketing                        | 2           | Core   |
| PRM 218     | Introductory Sustainable Procurement           | 3           | Core   |
| PRM 220     | Risk Management and Resilience in Supply Chain | 2           | Core   |
| PRM 222     | Business Finance and Valuation from Estate     | 2           | Core   |
| PRM 224     | Leadership Skills                              | 2           | Core   |
|             | <b>Total</b>                                   | <b>17</b>   |        |

**300 LEVEL, FIRST SEMESTER**

| Course Code | Course Title  | Credit Unit | Status |
|-------------|---|-------------|--------|
| PRM 311     | Introduction to Entrepreneurship in Procurement and supply Management | 2           |        |
| PRM 313     | Financial Management  | 2           | Core   |
| PRM 315     | Nigerian Procurement Laws   | 2           | Core   |
| PRM 317     | Procurement and Contract Management                                   | 2           | Core   |
| PRM 319     | Operations Management   | 2           | Core   |
| PRM 321     | Governance and Ethics in Procurement                                  | 2           | Core   |
| PRM 323     | Quantitative Techniques   | 2           | Core   |
| PRM 325     | Public Procurement  | 2           | Core   |
|             | <b>Total</b>  | <b>16</b>   |        |



**300 LEVEL, SECOND SEMESTER**

| Course Code | Course Title                           | Credit Unit | Status |
|-------------|--|-------------|--------|
| ENT 312     | Venture Creation and Growth            | 2           | Core   |
| PRM 312     | Logistics Management                   | 2           | Core   |
| PRM 314     | Nigeria Financial System               | 2           | Core   |
| PRM 316     | Research Method in Procurement         | 3           | Core   |
| PRM 318     | Alternative Dispute Resolution         | 2           | Core   |
| PRM 320     | Specification Writing                  | 2           | Core   |
| PRM 322     | Inventory Management and Stock Control | 2           | Core   |
| PRM 324     | Principles of Negotiation              | 2           | Core   |
|             | <b>Total</b>                           | <b>17</b>   |        |

**400 LEVEL, FIRST SEMESTER**

| Course Code | Course Title         | Credit Unit | Status |
|-------------|----------------------|-------------|--------|
| PRM 411     | SIWES                | 6           | Core   |
| PRM 413     | Seminar Presentation | 3           | Core   |
|             | <b>Total</b>         | <b>9</b>    |        |

**400 LEVEL, SECOND SEMESTER**

| Course Code | Course Title   | Credit Unit | Status |
|-------------|--|-------------|--------|
| PRM 402     | Procurement Audit and Investigation                            | 2           | Core   |
| PRM 404     | Case Studies and Contemporary Issues in Procurement Management | 2           | Core   |
| PRM 406     | Introduction to Lean and Six Sigma                             | 2           | Core   |
| PRM 408     | Electronic Procurement and Digitalization                      | 2           | Core   |
| PRM 499     | Research Project   | 6           | Core   |
|             | <b>Total</b>   | <b>14</b>   |        |





## COURSE DESCRIPTION

### GST 111: Communication in English I – 2 Credit Units

This course is especially aimed at helping the students in their communication capacity. The course will further their understanding of other subjects. Topics covered include; effective communication and writing in English; study skills and language skills; writing of essay answers; instruction on lexis; sentence structure; outlines and paragraphs; collection and organization of materials and logical presentation of papers; use of library; phonetics; art of public speaking and oral communication.

#### Learning Outcomes

Students are expected to improve in their written and spoken English and appreciate how English language as a lingua franca could promote effective communication.

### GST 113: Nigerian Peoples, Culture and Contemporary Problems of Youth -2 Credit Units

The aim of this course is to introduce the student to knowing the brief history and political development of Nigeria; the concept of culture, the normative dimension; study of Nigerian history and culture in pre-colonial times; Nigerian's perception of this world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; concepts of functional education; the economics of underdevelopment; individual and national development; norms and values; moral obligations of citizens; environmental sanitation.

#### Learning Outcomes

At the end of the course, students will be able to appreciate:

- i. The history, political development and cultural diversity of Nigeria
- ii. Their moral obligations to the country as citizens.

### PRM 111: Introduction to Procurement I – 3 Credit Units

The aim of this course is to teach students Procurement and the basic requirements for sourcing goods and services. It covers Concepts of Procurement, purchase, sale and transfer of goods or services, Methodology of Procurement, Introduction to International Trading, Procurement Strategies in public and private sectors with their similarities and differences. This course will teach students the high-level steps (procurement to-pay cycle) that creates the foundation for the course.

#### Learning Outcomes

Students will know how to apply procurement theory in workplaces and create value addition to the organization.



### PRM 113: Introduction to Computer Application – 2 Credit Units

The aim of this course is to introduce the students to the use and application of computer, especially the familiarity of computer terms. Topics to be covered will include: History and Development of computer technology; the why and how of the computers; types of computer; analog, digital and hybrid; central preparation equipment; key punch, sorter e.t.c; data transmission; nature, speed and error detection; system analysis and design; the programming process; problems definition; flow charting and decision table.

#### Learning Outcomes

Students are expected to be familiar with computer devices and computer appreciation.

### PRM 115: Principles of Accounting – 2 Credit Units

This course is designed to equip students with the fundamental concepts, standards and principles of financial accounting; to provide an informed understanding of the collection, processing and recording of relevant financial accounting data of an entity, the preparation of the Statement of Profit or Loss and Other Comprehensive income, Statement of Changes in Equity and Statement of Financial Position; as well as the accounting treatment and disclosure of non-current assets and current assets; non-current liabilities and current liabilities; including the preparation of the financial statements of sole enterprises, non-profit organization and the recording of transactions from incomplete records.

#### Learning Outcomes

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

- i. Understand basic concepts, standards and principles of financial accounting; and
- ii. Perform basic analysis of financial systems and statements.

### PRM 117: Introduction to Micro Economics -2Credit Units

The purpose of this course is to introduce students to the study of economics as a means of analyzing individual and collective behaviour. Economic concepts and models will be evaluated as explanations of behaviour and outcomes, ranging from price determination in a simple market to the determination of national income. In turn, the conclusions from this analysis will point to policy proposals (and their evaluation). The first aspect of the course will be devoted to the study of microeconomics.

#### Learning Outcomes

Students will be exposed to the fundamentals of microeconomics and how to analyse the market variables that affect demand and supply.

### PRM 119: Introduction to Business I – 2 Credit Units

The objective of this course is to provide students with a basic background in business necessary for the proper understanding in structure and operations of business within organizational framework. The course will therefore include the following: the scope of business, the character of business from social, legal and economic perspectives. Forms of ownership, organization and management, marketing, production, finance and accounting functions. Government and business. The social responsibility of business, international business, problems of Nigeria business enterprises.



## Learning Outcomes

Students will understand the basic concepts of business and how to develop the required skills for business start-up.

## GST 112: Communication in English II - 2 Credit Units

Introduction to French, Alphabets and numeracy for effective communication (written and oral), Conjugation and simple sentence construction based on communication approach, Sentence construction, Comprehension and reading of simple texts.

## Learning Outcomes

Students are expected to improve in their written and spoken English and appreciate how English language as a lingua franca could promote effective communication.

## GST 114: Philosophy, Logic and Human Existence - 2 Credit Units

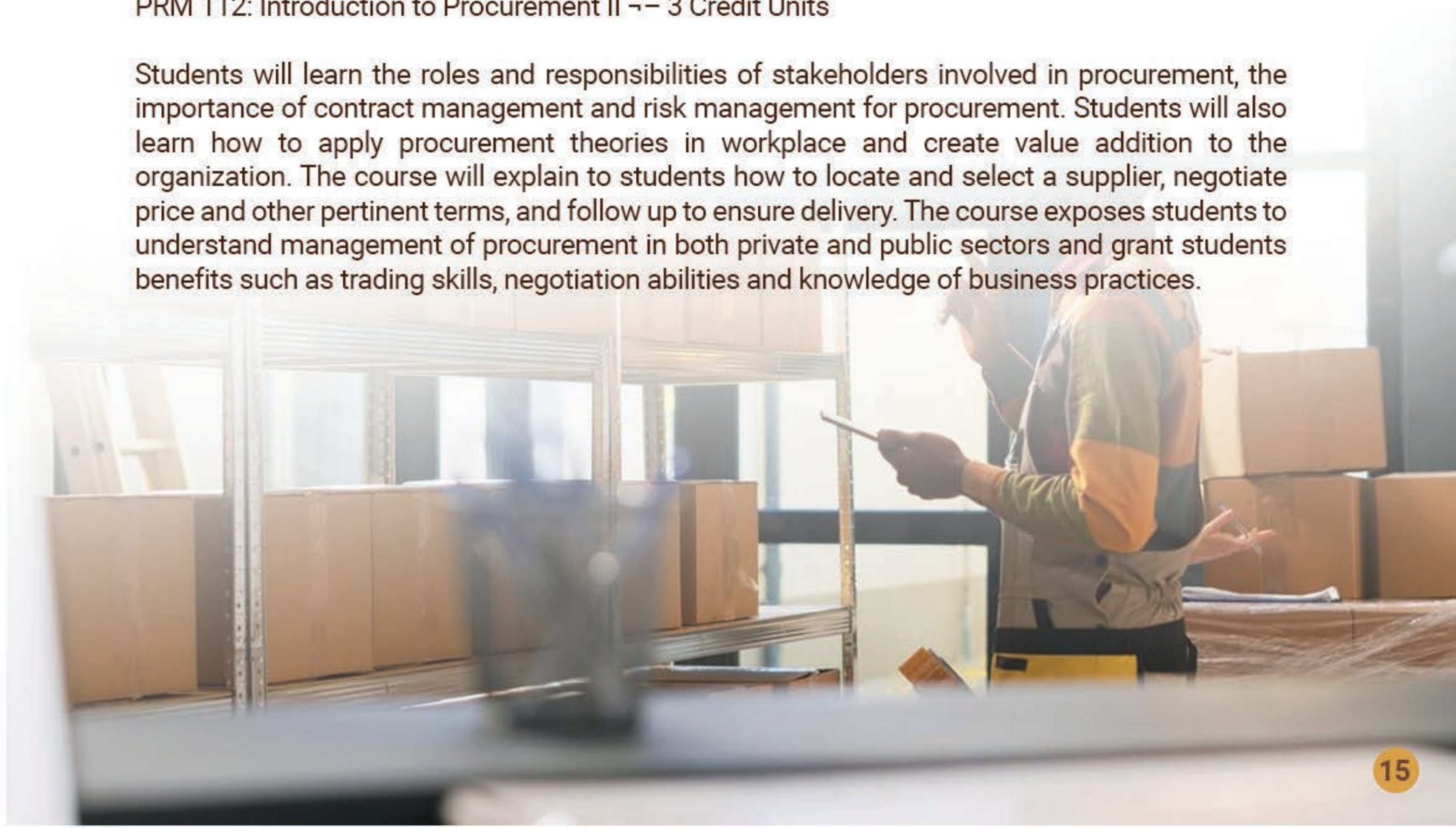
Scope of philosophy; notions, meanings, branches and problems of philosophy. Logic as an indispensable tool of philosophy. Elements of syllogism, symbolic logic— the first nine rules of inference. Informal fallacies, laws of thought, nature of arguments. Valid and invalid arguments, logic of form and logic of content – deduction, induction and inferences. Creative and critical thinking. Impact of philosophy on human existence. Philosophy and politics, philosophy and human conduct, philosophy and religion, philosophy and human values, philosophy and character molding, etc. (Illustrations will be taken from familiar texts, including literature materials, novels, law reports and newspaper publications).

## Learning Outcomes

Students will gain understanding of the conflicting theories on the existence of man and will develop critical thinking prowess for rational decision making.

## PRM 112: Introduction to Procurement II -- 3 Credit Units

Students will learn the roles and responsibilities of stakeholders involved in procurement, the importance of contract management and risk management for procurement. Students will also learn how to apply procurement theories in workplace and create value addition to the organization. The course will explain to students how to locate and select a supplier, negotiate price and other pertinent terms, and follow up to ensure delivery. The course exposes students to understand management of procurement in both private and public sectors and grant students benefits such as trading skills, negotiation abilities and knowledge of business practices.





## Learning Outcomes

Students will appreciate procurement and how to apply procurement theories in the work place

### PRM 114: Introduction to Purchasing and Supply – 2 Credit Units

The objective of this course is to provide students the opportunity to deepen their awareness and understanding of conceptual frameworks and best managerial practices regarding purchasing using a mix of 'state of the art' theories and practical examples. This course teaches students how to set up and strategically manage the purchasing function of a firm. In this course, the evolving role of purchasing in large and international firms is examined in detail with a sound conceptual understanding of the challenges faced by purchasing managers in large and international organizations. Specifically, this course will focus on the strategic and tactical aspects of purchasing management, such as commodity strategy development (single vs. multiple sourcing), Buyer-Supplier Relationships, New product Development, Supplier Development, E-procurement, and how to organize a purchasing function. The course is focused not only on manufacturing but also on service industries, and looks at sourcing both of products and services.

## Learning Outcomes

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

- i. Appreciate the conceptual framework and best managerial practices in purchasing; and
- ii. Set up and strategically manage the purchasing function of an organization.

### PRM 116: Basic Mathematics -- 2 Credit Units

Number systems. Indices, surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex numbers. Addition. Subtraction, Multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae. Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, Exponential and logarithmic functions. Graphs and properties. Limits and continuity. Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and MaClauren's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals, Applications.

## Learning Outcomes

Student will learn simple and basic mathematics, interpretations of mathematical concepts and their application to real life situation.



### PRM 118: Introduction to Macro Economics -- 2 Credit Units

The purpose of this course is to introduce students to the study of economics as a means of analyzing individual and collective behaviour. Economic concepts and models will be evaluated as explanations of behaviour and outcomes, ranging from price determination in a simple market to the determination of national income. In turn, the conclusions from this analysis will point to policy proposals (and their evaluation). The second aspect focuses on macroeconomics - how and why sectors and the national economy behave as they do.

#### Learning Outcomes

Students will be exposed to the fundamentals of macroeconomics and how to analyze policies and national income accounting.

### PRM 120: Introduction to Business II – 2 Credit Units

The course seeks to introduce students to the functional areas of Business, their importance and relationship. The production, the marketing, the personnel and management and the finance function. The production function: production process in the manufacturing and service industries. Principles of efficient production, materials management and quality control. The marketing Function: the need for and factions of marketing, the various types of markets, planning for product development. Distribution systems and channels, utility of time, place and form. The importance of pricing and promotion of the marketing function. The finance and accounting function: the role personnel, management and labour relations. Human behaviour in organizations. Problems of sub optimization, goal congruence in business.

#### Learning Outcomes

Students will understand the basic concepts of business and how to develop the required skills for business start-up.

### ENT 211: Entrepreneurship and Innovation – 2 Credit Units

The Concept of Business and New Venture Creation; Business Planning Process; Startup decision-what motivates people to begin new businesses; Opportunity search and identification; Legal issues at Start-ups; Feasibility analysis of new venture and new venture financing. Theories of Growth, an overview. The Concept and reasons of growth; Challenges of growth; Strategies for growth (External growth strategies, Franchising, Buy-in and Buy-out); Mergers and Acquisition. Sources of Funds; Internal and External Sources; Formal and Informal Sources; Efficiency in the use of Resources. Marketing; Concept of Marketing- Small and Big Business marketing; marketing mix; Modern marketing tools. Ethics and Social Responsibility; The Importance of ethics in business; Ethical behaviour and practices in Nigeria; Community development projects/welfare. New Opportunities for Expansion; E-commerce; E-business; E-trade. Managing Transition: From Start up to growth: Personal disciplines; Learning; Decision making; Control.

#### Learning Outcomes

Students will appreciate business/investment ideas identification and skills required to start a new business.

### PRM 211: Procurement Planning and Budgeting – 2 Credit Units

This course is designed to expose students to planning of procurement, needs assessment, cost implications of the project, methods of procurement and source of funding in relation to procurement plan.



## Learning outcomes

Student will acquire basic skills of planning procurement.

### PRM 213: Business Mathematics – 2 Credit Units

Arithmetic (Ratios and Proportions, Simple and Compound interest including Annuity, Discounting and Average Due Date). 2. Algebra (Set Theory and simple application of Venn Diagram, Variation, Indices, Logarithms; Basic concepts of permutation and combinations; Linear Simultaneous Equations; Quadratic Equations; Linear inequalities; Determinants and Matrices. 3. Calculus (Constant and variables, Functions, Limit & Continuity; Differentiability & Differentiation, Partial Differentiation; First order and Second Order Derivatives; Maxima & Minima (without constraints and with constraints using Lagrange transform); Indefinite Integrals: as primitives, integration by substitution, integration by part; Definite Integrals: evaluation of standard integrals, area under curve. Statistical Representation of Data (Frequency distribution, Histogram, Pie-chart. 2. Measures of Central Tendency and Dispersion (Mean, Median, Mode, Mean Deviation; Quartiles and Quartile Deviation; Standard Deviation; Coefficient of Variation, Coefficient of Quartile Deviation. 3. Correlation and Regression (Scatter diagram, Coefficient of Correlation, Rank Correlation, Regression lines, equations and coefficients. 4. Index Numbers, Uses and Methods of construction. 5. Time Series Analysis (basic application including moving average; Method of Least Squares. 6. Probability (Independent and dependent events; mutually exclusive events. 7. Theoretical Distribution (Binomial Distribution, Poisson distribution and basic application; Normal distribution and application).

## Learning Outcomes

Students will be exposed to the fundamentals of business mathematics and how to analyse economic conditions for effective decision making.

### PRM 215: Essentials of Supply Chain Management– 3 Credit Units

Students are to learn supply chain logistics, supply chain operations, supply chain planning, supply chain sourcing. Students are expected to know the advantages and disadvantages of the above-named topics. Inventory and inventory management, transportation management, location analysis, supply chain strategies and over view of special types of supply chains such as green and humanitarian supply chain. Sourcing/outsourcing/partnerships/VMICPFR practices. - E-synchronized supply chains/advanced supply chain technologies. Customer Value and SCM, SC Integration – building a responsive and agile SC, Push, Pull and Push-Pull Strategies.

## Learning Outcomes

Students will be able to understand supply chain management and how to apply the knowledge for the benefit of the world of work

### PRM 217: Project and Quality Management in Procurement – 2 Credit Units

This course aims to give the student a broad understanding and appreciation of project and quality management in Procurement. Meaning and evolution of quality assurance function in any manufacturing or service organization. Growing importance of quality assurance function both nationally and internationally. Technical and management methods for improving quality performance within an organization. Classification of Project and Operation; Project Success and Failure; Project Goals and Objectives; Project environments; Project identification and proposal development; environmental and social impact of projects; various examples of ongoing, completed, and abandoned projects; project management process groups – scoping, planning, launching, monitoring, closing, Knowledge Areas in Project Management. application of project management in procurement and Supply Chain Management.



## Learning Outcomes

Students will acquire and appreciate skills in project management; describe the concepts of Project and Project Management; contrast Project with Standard Operations within Business and Organizations; describe and identify various types of Projects; describe the roles of Communication in Project Management; and evaluate the application of Project Management Principles to the field of Procurement Management.

## PRM 219: Principles of Management – 2 Credit Units

This course will familiarize students with the concepts and methods through which management and business operate. The course will also introduce students to business functions and theories of management. Students will learn both traditional and contemporary perspectives of modern management examining management and management roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, students will gain experience in decision-making and applying theory to real world organizations.

## Learning Outcomes

Students will have an understanding of the basic concepts of management and how to develop the required soft skills to solving management related issues in work places.

## PRM 221: Introduction to Management and Cost Accounting– 2 Credit Units

This module develops an understanding of issues pertaining to the elements of costs and costs systems. It develops abilities to prepare, analyses and interpret accounting information on cost elements in various cost systems. It will enhance an appreciation of the interplay of management accounting and organizational management within dynamic settings. Students will learn the role of management accounting in stock valuation and profit measurement, decision making and planning. Also, they will learn costing techniques including absorption costing, variable costing and activity-based costing, methods of joint cost allocation and development of cost-volume-profit analysis.

## Learning Outcomes

Students will acquire the basic techniques for costing and evaluation of good, works and services.

## PRM 223: Law of Contract – 2 Credit Units

This course will expose students to contract law doctrine by reviewing the essentials of contract law and contract doctrine. Students will examine how contracts are formed, their terms and how they end. Using commercial and consumer contexts, students will spend the majority of the time on problem-solving in contract law, comprised of doctrinal topics e.g. breach of contract and remedies, contractual terms, misrepresentation, termination and frustration of contracts and policy bargaining behaviour. Students will also be taught contract theory (e.g. freedom of contract, relational contract theory, contract and the vulnerable, contract and consumption).



## Learning Outcomes

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

- i. Understand contract law and its application to factual situations; and
- ii. Appreciate the basic principles of law in relation to the formation of contracts.

## GST 222: Peace and Conflict Resolution– 2 Credit Units

This course draws its major case studies from the global arena and continent of Africa with particular reference to Nigeria with the aim of equipping students with the desired skills and knowledge of developing viable analytical mind and conceptual framework for addressing the conflict problems in Nigeria. This course consists of the concepts of peace, conflict and security in a multi-ethnic nation. Types and theories of conflicts: ethnic, religious, economic, geo-political conflicts. Structural conflict theory, realist theory of conflict, frustration-aggression conflict theory. Root causes of conflict and violence in Africa: indigene and settlers' phenomena; boundary/boarder disputes; political disputes; ethnic disputes and rivalries. Economic inequalities; social dispute. Nationalist movements and agitations. Selected conflict case studies – Tiv-Junkun; Zango Kartaf. Chieftaincy and land disputes, etc. Peace building, management of conflicts and security. Peace and human development. Approaches to ease & conflict management - (religious, government, community leaders etc.). elements of peace studies and conflict resolution. Conflict dynamics assessment scales. Constructive and destructive, justice and legal framework. Concepts of social justice; the Nigerian legal system. Insurgency and terrorism. Peace mediation and peace 369 keeping. Peace and Security Council (international, national and local levels). Agents of conflict resolution – conventions, treaties, community policing. evolution and imperatives. Alternative Dispute Resolution (ADR). Dialogue, arbitration, negotiation, collaboration, etc. Roles of international organizations in conflict resolution - (a). the United Nations (UN) and its conflict resolution organs; the African Union and Peace Security Council. ECOWAS in peace keeping. The media and traditional institutions in peace building. Managing post-conflict situations; refugees. Internally Displaced Persons (IDPS). The role of NGOs in post-conflict situations.

## Learning Outcomes

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

- i. analyze the concepts of peace, conflict and security;
- ii. list major forms, types and root causes of conflict and violence;
- iii. differentiate between conflict and terrorism;
- iv. enumerate security and peace building strategies; and
- v. describe roles of international organizations, media and traditional institutions in peace building.

## PRM 212: Global Procurement Practices – 2 Credit Units

This course will expose students to Global product sourcing which is a procurement strategy through which an enterprise works to identify the most cost-effective procurement goods, works and services globally. Student will be taught the steps involved in global procurement. Students will learn global sourcing that involves coordinating logistics, dealing with customs, arranging payment, identifying countries for sourcing, finding suppliers, calculating landing cost, assessing risks, and implementing global contracts.

## Learning Outcomes

Students will acquire global procurement skills and practices



### PRM 214: Fundamentals of Administration –2 Credit Units

This course introduces students to administration as an academic discipline as well as a field of practice. Concepts and problems of administration, with emphasis on the development of and private organizations, management of human resources, ethical practice, emerging professionalism, and oversight of governmental budgeting and finance, are closely examined. It also familiarizes students with the major controversial issues as well as the knowledge of the operations of private and public agencies and their policies development process in Nigeria.

#### Learning Outcomes

Students would have better appreciation of leadership, management and administration

### PRM 216: Principles of Marketing –2 Credit Units

This course aims to provide students with an understanding of the key concepts and terminology used in marketing. It provides the knowledge and understanding of the role and functions of marketing within organizations, and explores the factors that influence consumer behaviour. It identifies key components of the marketing environment and enables an appreciation of how to collect and utilize relevant information about the marketing environment. It outlines the concepts and elements which make up the marketing mix and how these are applied in context. Marketing definition, concept, Evolution, Role and Importance, The Marketing System. Marketing mix: The Product Concept, Development and Life Cycle; product, price, promotion and place. Market segmentation, Marketing Strategies, Marketing of Professional Services. Appraising the Marketing effort.

#### Learning Outcomes

Students are expected to identify key concepts of marketing and their terminologists.

### PRM 218: Introductory Sustainable Procurement– 3 Credit Units

The overall objective of this course is to provide the students with the practical knowledge and skills necessary to procure goods, works and services with due consideration to economic, environmental and social impact. Students will be taught international regulatory framework for Sustainable procurement, including international environmental and labour conventions/agreements, international trade agreements/regional economic integration schemes. National frameworks for sustainable procurement, products/services, prioritization strategies at the organizational level. Students will also learn the integration of sustainability considerations in the procurement cycle: procurement planning, requirement definition, evaluation and award and compliance monitoring, main barriers and opportunities for sustainable procurement. Furthermore, students will be taught action plans for the implementation of sustainable procurement at organizational level and the role of the civil society and the private sector.

#### Learning Outcomes

Students will be equipped with the knowledge of socially and environmentally responsible procurement while upholding the principles of value for money.



## PRM 220: Risk Management and Resilience in Supply Chain – 2 Credit Units

The aim of this course is to provide students with an introduction to risk management with particular emphasis on the forecast, identification, evaluation, control/mitigation and review of controls, types of risks, steps in risk management, strategy and techniques as well as risk management process. In addition, the course will explore the key stakeholders involved in delivering effective risk management in Nigeria. Concepts of Risk management application within the context of Procurement Management. Processes involved in End-to-End Supply Chain Risks Management, including Risks Identification, Risks Assessment and Risks Mitigation. Linkages between Supply Chain Risks management and organizations business continuity planning, Insurance, Security and Supply Chain Performance. How supply chains build Resilience within a Volatile, Uncertain, Complex and Ambiguous (VUCA) environment.

### Learning Outcomes

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

- i. acquire the skills to identify, assess and control risks;
- ii. demonstrate capabilities in supply chains risks identifications;
- iii. provide explanations on the processes involved in supply chain risks management;
- iv. critically evaluate the impacts of supply chain risks on performance and why supply chains need to build resilience into their operations.

## PRM 222: Business Finance and Valuation from Estate – 2 Credit Units

This course covers the nature, scope and purpose of financial management, sources and cost of short, medium and long-term finance, sources and problems of new financing, capital budgeting, management of working capital. Analysis and interpretation of basic financial statements, business mergers and takeovers, determinants and implication of dividends policy, valuation of shares, assets and enterprises. Risk of finance and methods of avoiding them. Banking systems and industrial finance, mortgage finance, capital structure of Nigeria firms as well as international financial reporting standards (IFRS). Factors affecting supply and demand for land and buildings. Principles of investment. Stocks and Shares. Interest Rates and Return on Investment in Property Market. Methods of Valuation. Analysis of Sales and Letting and Leasehold Properties. Use of Valuation Tables. Effects of Income Tax on Sinking Fund, Premiums, Surrender and Renewal of Leases.

### Learning Outcomes

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

- i. Students should be able to demonstrate an understanding of the overall role and importance of the finance function;
- ii. Demonstrate basic finance management knowledge;
- iii. Communicate effectively using standard business terminology; and
- iv. Appreciate and acquire the knowledge of investing and evaluating real estates.

## PRM 224: Leadership Skills -2 Credit Units

Transformation is a fundamental shift in the deep orientation of a person, organization or society such that the world is seen in new ways and new actions and results become possible that were impossible prior to the transformation. Transformation happens at the individual level but must be embedded in collective practices and norms for the transformation to be sustained. Leadership Development Programme (LDP) proposes novel approaches to teaching and learning, which emphasizes the practical involvement of participants. It is interactive and involves exercises and actual implementation of breakthrough projects by teams that make difference in the lives of the target population. In this course, leadership concepts comprising of listening, conversation, emotional intelligence, breakthrough initiatives, gender and leadership, coaching and leadership, enrolment conversation and forming and leading teams will be taught.



## Learning Outcomes

Students will be equipped with knowledge of leadership, skills, roles and responsibilities.

### PRM 311: Introductory to Entrepreneurship in Procurement and Supply Management– 2 Credit Units

Introductory Entrepreneurial skills: Relevant Concepts: Enterprise, Entrepreneur, Entrepreneurship, Business, Innovation, Creativity, Enterprising and Entrepreneurial Attitude and Behaviour. History of Entrepreneurship in Nigeria. Rationale for Entrepreneurship, Creativity and Innovation for Entrepreneurs. Leadership and Entrepreneurial Skills for coping with challenges. Unit Operations and Time Management. Creativity and Innovation for Self-Employment in Nigeria. Overcoming Job Creation Challenges. Opportunities for Entrepreneurship, Forms of Businesses, Staffing, Marketing and the New Enterprise; Feasibility Studies and Starting a New Business. Determining Capital Requirement and Raising Capital; Financial Planning and Management; Legal Issues, Insurance and Environmental Considerations. Introduction to procurement and supply start-up. Regulatory requirement for setting-up a procurement and supply organization. Financial requirement and financial management for managing procurement and supply organization. Technology and competitive advantage in logistics business. Strategies of creating and maintaining customers. Leveraging on social and professional networks for new and existing clients. Planning Future Growth: entrepreneurial skills and characteristics; potential barriers; alternative strategies for growth.

## Learning Outcomes

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

- i. appreciate the need to be self-independent after graduation as they will be able to commence small scale enterprises for self-sustenance and job creation;
- ii. have ability to comprehend the important role and value procurement adds to organisations;
- iii. recognise or plan and execute for growth and expansion; and
- iv. recognise challenges faced by supply management or independent procurement entrepreneurs.

### PRM 313 Financial Management –3 Credit Units

Theory of capital structure; short and long term financial forecasting of total capital requirements; valuation of the firm; mergers and acquisitions; capital market institutions and their functions – primary and secondary capital markets; - Efficient Market Hypothesis; Cost of capital; Capital asset pricing model (CAPM); Letter of credit and foreign exchange markets (FEM); Business failure and capital reconstructions procedure and financial aspects of mergers and acquisitions, working capital management, lease financing, mergers and acquisitions, techniques of financial planning and control, interpretation and analysis of financial statement.

## Learning Outcomes

At the end of the course, students should be able to demonstrate financial management knowledge.



### PRM 315: Nigerian Procurement Laws – 2 Credit Units

This course is very important in preparing students to have an in-depth knowledge of laws, rules and guidelines surrounding procurement activities and beyond. The course covers public procurement manual, public sector procurement reforms, national procurement legal framework, national procurement policy, public procurement methods, public procurement: basic concepts and the coverage of procurement rules, public procurement systems and regulatory provisions, legal framework for public procurement contracts, public procurement distinguished from in-house provision, coverage of public procurement rules, purpose and nature of regulatory rules in the public sector, Model Law on procurement of goods, construction and services and the Nigerian procurement Laws

#### Learning Outcomes

At the end of the course, students will be able to state the laws governing procurement practices in Nigeria; enumerate the critical role of materials and methods for the design and construction of buildings; Elucidate the connections of materials with structural systems, as well as their intrinsic relationship to environmental performance.

### PRM 317: Procurement and Contract Management – 2 Credit Units

The course equips students with overview of procurement and contract management, contract concepts and principles, procurement management plan, contract management process, procurement and other contracting methods, contract formation, three phases of the contract management process: pre-award, award, and post-award, contract pricing arrangement options, common misconceptions regarding global contract management, organizations buying and/or selling performance tools, contract management maturity model and the contract management risk and opportunity assessment tool enterprise and contract management process.

#### Learning Outcomes

Students will acquire and appreciate skills in procurement and contract management.

### PRM 319: Operations Management – 2 Credit Units

In today's highly competitive global environment, thorough strategic operations capabilities must be in place in order for organizations to provide goods and services that meet and exceed customer requirements. Key issues such as cost, speed, quality, flexibility and constant innovation are all part of strategic operations. The course provides an overview of operations & production management; Principles and decision analysis related to the effective utilization of the factors of production in not just production/manufacturing but also in nonmanufacturing activities mainly service sector environment. Applications of management sciences/operations research will be discussed with selected applications/case studies from both production and operations context.

#### Learning Outcomes

Students would acquire the basic skills of operations research and its application to management.



### PRM 321: Governance and Ethics in Procurement – 2 Credit Units

Corporate Governance, Ethics and Ethical Behaviour. Bribery in Procurement. Conflicts of Interest. Collusion and Bid-rigging. Can Corruption and Perception of Corruption be Measured? Ways of Measuring Corruption: Hard Data, Surveys Experience. Integrity Pact. Role of International Institutions to Combat Corruption: TI, OECD. Political Measures to Combat Corruption. The Importance and Limitation of Debarring Suppliers in Public Contract. The Benefits of Reducing Corruption in a Society.

#### Learning Outcomes

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

- i. Demonstrate acts of good governance and understand the impact of good ethical values on societal development; and
- ii. Conduct research on and evaluate responsibilities of governance within complex environments.

### PRM 323: Quantitative Techniques–3 Credit Units

This course aims at collection and handling of statistical data, measure of central tendency, measure of dispersion, time series, index numbers, introduction to operation research, use of Monte Carlos method, inventory and production control, decision theory, linear programming, economic order quantity model, network analysis, transportation model and queuing model.

#### Learning Outcomes

Students will appreciate statistics and how statistical tools could be applied to decision making towards solving personal and organizational challenges.

### PRM 325: Public Procurement – 2 Credit Units

Describe the roles, organization and functions of public procurement. Expend the steps in the procurement circle and the stakeholders' relationships inherent in each step. Demonstrate how public procurement adds value to the delivery of public services. Regulatory/legal environments that impact public procurement for example Public Procurement Act 2007, Fiscal Responsibility Act among others. Importance of ethics and professionalism in Public Procurement.

#### Learning Outcomes

Students will appreciate principles, practices, and processes of public procurement.

### ENT 312: Venture Creation and Growth – 2 Credit Units

The aim of this course is to expose the students to the concept of business start-up, management, growth and development. Opportunity identification: sources of business opportunities in Nigeria, environmental scanning. Demand and supply gap/unmet needs/market gaps/market research. Unutilised resources, social and climate conditions and technology adoption gap. New business development: business planning, market research, etc.



Entrepreneurial finance: venture capital, equity finance. Micro finance, personal savings, small business investment organizations and business plan competition. Entrepreneurial marketing and e-commerce. Principles of marketing, customer acquisition and retention. B2B, C2C and B2C models of ecommerce. First mover advantage, e-commerce business models and successful ecommerce companies. Small business management/family business. Leadership & management: basic book keeping, nature of family business and Family Business Growth Model. Negotiations and business communication: strategy and tactics of negotiation/bargaining. Traditional and modern business communication methods. Opportunity Discovery Demonstrations: business idea generation and presentations. Business idea contest, brainstorming sessions, idea pitching, etc. Technological Solutions: the concepts of market/customer solution, customer solution and emerging technologies. Business Applications of new technologies: Artificial Intelligence (AI), Virtual/Mixed Reality (VR), Internet of Things (IoTs), Blockchain, Cloud Computing, Renewable Energy, etc. Digital business and e-commerce strategies).

### Learning Outcomes

At the end of this course, students, through case study and practical approaches, should be able to:

- i. Describe the key steps in venture creation;
- ii. Spot opportunities in problems and in high potential sectors regardless of geographical location;
- iii. State how original products, ideas, and concepts are developed;
- iv. Develop business concept for further incubation or pitching for funding;
- v. Identify key sources of entrepreneurial finance;
- vi. Implement the requirements for establishing and managing micro and small enterprises;
- vii. Conduct entrepreneurial marketing and e-commerce;
- viii. Apply a wide variety of emerging technological solutions to entrepreneurship, and
- ix. Appreciate why ventures fail due to lack of planning and poor implementation.

### PRM 312: Logistics Management – 2 Credit Units

Definition of logistics, benefits of logistics management using an integrative approach, warehouse and stores and management, inbound and outbound logistics, transportation and distribution, coordination and managing different activities within logistics. Planning the logistics network using operations research tools. Legal issues in logistics management. Outsourcing v/s insourcing: Third Party Logistics. Case studies of successes in logistics management. Logistics Decision Support Systems (Such as SAP, Manugistics and SAILS). Best Practices in Logistics.

### Learning Outcomes

Students will appreciate and acquire skills to manage logistics effectively for the smooth running of the organization.



### PRM 314: Nigerian Financial System – 2 Credit Units

The development of the Nigerian Financial System; Evaluation of the economic importance of the Nigerian Financial System; The Central Bank and its role and monetary policy activities; principal-agent relationship in banking; Financial Markets and their roles; competition between banks and other financial institutions.

#### Learning Outcomes

Students will understand the working of the Nigerian financial system and appreciates its role in business financing.

### PRM 316: Research Methods in Procurement –3 Credit Units

The aims of this course are to provide students with the opportunity to independently carry out an in-depth inquiry to investigate a research question(s) of their choice, producing a coherent review of the relevant literature, a logical discussion and a clearly communicated set of conclusions in the form of a dissertation. Students will also learn how to undertake research in practice settings. The course provides an introduction to a range of qualitative and quantitative research methods including different types of interviews (unstructured, semi-structured, structured), surveys and questionnaires, experimental and quasi-experimental research, and approaches that involve mixing methods. Each week students will be provided with research articles that are compulsory reading for discussion in seminars/workshops. Each reading provides an example of methods as used in research, their potential in addressing specific kinds of research question, and their relevance to procurement management.

#### Learning Outcomes

Students will be able to identify procurement related problems and apply scientific processes/statistical tools in solving them.

### PRM 318: Principles of Negotiation – 2 Credit Units

Overview of negotiation, Theories of negotiation. Applications, Fisher and Ury's Principles of negotiation, approaches to negotiation, principles of effective negotiation, negotiation skills, integrative negotiation skills, fundamental structures of negotiation, qualities of successful negotiator.

#### Learning Outcomes

Students will learn and appreciate the importance of effective negotiation skills.

### PRM 320: Specification Writing – 2 Credit Units

The aim of this course is to expose students to the concept of specification, types of specifications and drafting.

#### Learning Outcomes

Student will be able to understand specification and how it could enhance their work as procurement specialists.



### PRM 322: Inventory Management and Stock Control– 2 Credit Units

Elements of effective inventory control; identification of different types inventory; direct and indirect costs of holding inventory; models of inventory control; key issues associated with handling packaging and storage supplies. Principles of stores and warehousing; principles and processes associated with effective logistics control.

#### Learning Outcomes

Students will acquire and appreciate the modern techniques involved in managing inventories.

### PRM 324: Alternative Dispute Resolution (ADR) – 2 Credit Units

The course aims to develop ability to critically assess the legal, social and other issues associated with ADR, and to understand the implications and operation of those theories in an adversarial legal context. Students will engage in practical ADR exercises through role plays. It will also teach introduction to ADR and its importance in the legal system.

#### Learning Outcomes

Students will learn appreciate the importance of out of court settlement.

### PRM 411: SIWES - 6 Credit Units

The student industrial work experience scheme is designed to expose and prepare students towards developing the occupational competencies of the student which is aimed at bridging the existing gap between theory and practice by exposing them to their various areas of specialization. At the completion of the SIWES, each student is expected to write a report, present and defend to the team of examiners to be constituted by the Head of Department before resuming for final semester of the program. The course should comprise experiences from both the public and private sectors. Consequently, the SIWES Programme will be for 3 months; 6 weeks will be spent in the public sector and the remaining 6 weeks in the private sector, for a balanced experience.

#### Learning Outcomes

Students are to develop awareness of the industry/institutional experiences as it relates to Nigeria.

### PRM 413: Seminar - 3 Credit Units

Upon their return from the SIWES programme students will be expected to present some seminars in relevant topics. The seminars should be appropriately supervised and assessed for continuous assessment purposes.

### PRM 412: Procurement Audit and Investigation - 2 Credit Units

This course deals with all aspects of the procurement Audit and Investigation. Students will be introduced to issues of Procurement audit, Origin of Audit, definitions, scope, and important of procurement audit, Core challenges of procurement and concept of “best value for money”, Risk areas of fraud and Investigation in Procurement, Audit and Investigation ethics, Common risk, procedures and internal controls at different stages of the procurement process, Procurement Audit strategy and planning, Typical Audit sequence of events in the procurement cycle for individual transactions and Auditing the procurement function or cycle, Procurement audit and Assurances, Audit of Inventory (inventory and non-current assets), Forensic Audit and Investigation, Public Procurement Audit and Special investigations.



## Learning Outcomes

Students will acquire and appreciate the technicalities involved in procurement auditing and investigation and should be able to conduct same.

## PRM 414: Case Studies and Contemporary issues in Procurement Management – 2 Credit Units

Procurement Management has evolved significantly, both in terms of its role in local and global business practices and in terms of academic study. This course introduces students to a wide range of modern topics in procurement management. The course also equips students with an understanding of current trends (digital strategy, building talent pools to embrace digital technologies, thinking supplier beyond the price i.e., making them partners, increasing focus on indirect spending, risk management i.e. preparing for the unexpected) challenges (inaccurate data, dark purchasing, supplier related issues, long process cycle), and opportunities (no longer a back office function, it is now a core competence function) in the field. Specialized and niche areas in procurement and supply chain management practices. Applications of procurement and supply chain management principles within these specialized settings where the aligned interests of supply chain partners are not focused on commercial and economic profits. Application of procurement and supply chain management within the local Nigerian contexts, the ECOWAS and Continental Africa Regions. Convergence and divergence in the operations of procurement management across these niche areas. The aim of the course is to bridge the gap between academic and pragmatic approaches to address contemporary procurement management issues.

## Learning Outcomes

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

- i. critically evaluate the contemporary issues facing procurement and supply chains;
- ii. apply concepts and principles relevant to the procurement and supply chains management and networks to the analysis of case studies and relatively unstructured problems for a range of industries;
- iii. select and apply appropriate problem-structuring methods, data collection & analysis methods and conceptual models for a given problem in procurement and supply chains management; and
- iv. formulate a range of alternative options to deal with a given problem in procurement and supply chains management.





### PRM 416: Introduction to Lean and Six-Sigma – 2 Credit Units

The Lean and Six sigma course will enable students gain employability advantage through the acquisition of Lean and Six Sigma (DMAIC: define, measure, Analyse, Improve, Control) skills that most organizations in present day look for. Organizations succeed by delivering better results. The Lean Six Sigma methodology brings together best practices from more than 60 years of quality and process improvement thinking from some of the world's most successful organizations. Drive progress, increase creativity and join the majority of Fortune 100 companies by developing Lean Six Sigma professionals within organizations to lead business process improvement projects. Since Nigeria is a fast-growing economy, equipping graduates with Lean and Six Sigma skills will greatly increase not only student employability but their contributions to organizations growth.

#### Learning Outcomes

Students will gain understanding of the Lean and Six-Sigma method as it applies to procurement with a view to systematically increasing profits for business sustenance.

### PMR 418: Electronic Procurement and Digitalization – 2 Credit Units

The course will create a fundamental understanding of e-Procurement implementation system as a tool to improve public procurement management, through the automation of all underlying processes. The course is composed of; understanding electronic procurement and developing a framework for establishing e-GP, as well as features and modules of e-Procurement systems. E-procurement value chain and indent management (e-Informing, e-Tendering, e-Auctioning, vendor management, catalogue management). Purchase Order Integration, Order Status, Ship Notice, e-invoicing, e-payment, and contract management. IT/IS, telecommunications, computing, e-manufacturing, e-retailing, electronic security. Open innovation and green innovation. Managing digital channels that connect the company to suppliers and customers. Application of a Customer Relationship Management (CRM) system and other technologies. Procurement Simulation software (AnyLogic, Simio, SAP SCM, PeopleSoft, JDA SCM and ARIBA). e-Procurement indicators and how these can be used by governments in order to measure adoption, performance and overall governance.

#### Learning Outcomes

Students will acquire the knowledge and skills required for making informed procurement decision using electronic/digital platforms like examine the processes of e-procurement in organizations; develop improvements to e-procurement organizations; evaluate how to use e-procurement more effectively; appreciate new trends in digitalization of procurement; and evaluate how to make the procurement department more productive.

### PRM 499: Research Project – 6 Credit Units

This provides students with the opportunity to independently carry out an in-depth inquiry to investigate a research question(s) of their choice, producing a coherent review of the relevant literature, a logical discussion and a clearly communicated set of conclusions in the form of a dissertation.

#### Learning Outcomes

Students will also learn how to undertake research in practice settings.



## FACULTY LIST FOR B.SC. IN PROCUREMENT MANAGEMENT

| S/N | Name                       | Qualification   | Status    | Rank                             | Area (s) of Specialization               |
|-----|----------------------------|---|-----------|----------------------------------|--|
| 1.  | JATO, Terungwa Paul Joseph | B.Sc. Econs., M.Sc. Econs. (BSU), Ph.D. Econs. (Uniport).                           | Tenure    | Senior Lecturer & HOD            | Development / Financial Economics        |
| 2.  | KPELAI, Tersoo Simon       | B.Sc. Bus. Mgt.(Jos)MBA(ABU),Ph.D. Mgt. (Jos)                                       | Tenure    | Professor& DCL                   | Finance and Entrepreneurship             |
| 3.  | AYATSE, Fidelis Aondoaseer | B.Sc. Bus Mgt., MBA (UDUS), Ph.D Bus. Mgt. (BSU)                                    | Tenure    | Professor                        | Management and Business Research methods |
| 4.  | TSEGBA, Ioraver Nyenger    | B.Sc. Acct., M.Sc. Acct. (ABU), Ph.D Acct. (BSU)                                    | Tenure    | Professor                        | Management Accounting                    |
| 5.  | TARHULE, Vearumun Vitalis  | LLB (ABU), LLM (BSU), Ph.D (Jos), BL  | Visiting  | Professor                        | Contract Law                             |
| 6.  | ZAYOL, Patrick I.          | B.Sc. Acct. (Bayero), MBA (ABU), Ph.D Acct. (UNN)                                   | Tenure    | Associate Professor and Dean CMS | Taxation and Corporate Finance           |
| 7.  | TYOAKOSU, Simon Aondoakaa  | B.Sc. Acct., M.Sc. Acct. & Finance. Ph.D Acct. (BSU).                               | Tenure    | Senior Lecturer and RTL          | Cost and Management Accounting           |
| 8.  | AWUZIE, Esther Ifeoma      | B.Sc. Econs., M.Sc. Econs. (BSU).   | Tenure    | Senior Lecturer                  | Development Economics                    |
| 9.  | UCHERWUHE, Samuel Igbabee  | B.Sc. Econs., M.Sc. Agric. Econs. (FUAM), MBA (BSU), Ph.D Human Res. Mgt. (Ebonyi). | Tenure    | Senior Lecturer                  | Business Finance                         |
| 10  | BEM, Victor                | B.Sc. Pub. Admin., MPA, Ph.D Pub. Admin. (ABU)                                      | Tenure    | Senior Lecturer                  | Public Administration                    |
| 11  | TIVDE, Tertsegba           | B.Sc. Maths. (BSU), M.Sc. Maths., Ph.D. Maths. Modelling (UNN).                     | Tenure    | Senior Lecturer                  | Mathematics                              |
| 12  | AULE, Oravee               | B.Sc. Pub. Admin. (ABU), M.Sc. Pub. Admin. (BSU), Ph.D Pub. Admin. (ABU).           | Tenure    | Senior Lecturer                  | Public Administration                    |
| 13  | ABANYAM, Igbawase Emmanuel | B.Sc. Banking and Finance (OOU), MBA Banking and Finance (BSU), ACIB                | Part-Time | Senior Lecturer                  | Project Risk Management                  |





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|----|-----------------------|---|-------------------|--------------------|---|
| 14 | GWA, Jacob Msughter   | HND Agric. Ext. & Mgt. (Yadev), M.Sc. Operations & Suppl. Chain Mgt. (Swansea), Ph.D Bus. Mgt. (Swansea), CIPS, UK. | Visiting / Intr'l | Lecturer I         | Supply Chain Management                 |
| 15 | AKORGA, Clement       | B.Sc. Bus. Mgt. (BSU), M.Sc. Bus. Admin. (Bayero), Ph.D. Bus. Admin. (NSUK)   | Tenure            | Lecturer I         | Entrepreneurship                        |
| 16 | UDENDE, Winifred      | B.Sc. Bus. Decision Mgt., M.Sc. Project Mgt., Ph.D Project Mgt. (Bedfordshire).                                     | Tenure            | Lecturer I         | Project Management                      |
| 17 | KUMA, Mwuese Patricia | B.Sc. Econs. (BSU), M.Sc. Econs. (UNN).   | Tenure            | Lecturer I         | Financial Economics                     |
| 18 | MHIR, Aiir            | B.Sc. Econs. (DELSU), M.Sc. Econs. (UNN).   | Part-Time         | Lecturer I         | Economics of Public-Private Partnership |
| 19 | AGEMA, Richard        | B.Sc. Bus. Admin., MBA Mkt. (ABU). CIPSMN   | Part-Time         | Lecturer I         | Procurement and Supply Management       |
| 20 | ORDUE, Member         | B.A French, M.A. Linguistics (BSU)  | Tenure            | Lecturer II        | French                                  |
| 21 | SABE, Terungwa        | B. Tech. Estate Mgt. & Valuation (ATBU), MNIVS  | Part-Time         | Lecturer II        | Estate Management & Valuation           |
| 22 | VERINUMBE, Iveren     | M.Sc. Operations/ Performance Mgt.  | Tenure            | Assistant Lecturer | Operations Research                     |
| 23 | KUREVE, Kelvine Luper | B.Sc. Econs (UMM), M.Sc. Econs (BSU)  | Tenure            | Assistant Lecturer | Monetary Economics                      |





# CONTACT

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# JOSEPH SARWUAN TARKA UNIVERSITY, MAKURDI

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AGRICULTURE MAKURDI)

