

BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT

1.0 INTRODUCTION

This programme was developed through the Edulink project under the auspices of the European Union. Four representative public universities from East Africa participated. The programme allows for credit transfer amongst East African universities.

Logistics and supply chain (SC) Management is one of the key drivers of economic development and growth in the developing countries. Effective organization and management of businesses is, therefore, important in realizing rapid economic progress. The development of this curriculum has benefited from broader array of stakeholders including managers of Logistics and SC firms and graduates with similar backgrounds. The programme is structured to prepare students to cope with some of the recent developments and trends in both the national and global economies. Furthermore, the program reflects the current thinking and direction taken by similar programmes by contemporary universities in the region and world-wide. The purpose of this curriculum is to produce graduate students who will contribute to the national economic development by applying the skills learned during the programme to real life Logistics and SC management situations.

This is done by totally immersing students into the Logistic and SC management environment during training. Students that go through this unique programme learn the theory behind success in Logistic and SC management while, at the same time, acquiring practical work experience to prepare them for the responsibilities that await them in the industry.

This programme focuses on training all-around logistics and SC management talents with high quality skills, knowledge and strong practical ability, who will suit the needs of economic and social development.

After the students get the bachelor's degree, they can study further for logistics and SC master's degree, work in business and commercial enterprises, logistics and SC enterprises and

government, embarking on logistics and SC management, logistics and SC operation management, logistics system design, logistics system analysis and design among others.

2.0 OBJECTIVES

The overall objective of the programme is to produce skilled, motivated and internationally competitive graduates to work in both private and public logistics business entities. The specific objectives of the programme are:

- a) to produce practical and efficient graduates who will contribute positively to economic growth and development using the relevant knowledge of logistics and SC management.
- b) To produce students with relevant knowledge and skills in logistics business development and SC management.
- c) To provide the students with positive attitude and motivation in logistics and SC management.

3.0 ADMISSION REQUIREMENTS

Candidates must satisfy the minimum University entry requirements. In addition, they should meet the following requirements:

-) An applicant should have at least a mean grade of C+ (plus) and a C (plain) in Mathematics in the Kenya Certificate of Secondary Education, or at least a D+ in Mathematics and a C (plain) in commerce, Business Studies, Accounting, or Economics OR,
-) At least two principles and one subsidiary pass in Kenya Advanced Certificate of Education (KACE) or one principal and 2 subsidiaries with a diploma in a relevant field OR,
-) A holder of 2 year Diploma in Business Management of Jaramogi Oginga Odinga University of Science and Technology or other institutions recognised by University Senate. Those with a credit and above to be admitted in the second year of study OR,
-) A holder of a one year Diploma from institutions recognised by University Senate to be admitted in the first year of study.
-) A Holder of CPA/CPS (KASNEB) may be admitted to second year of study through credit transfer.

4.0 COURSE STRUCTURE AND DURATION

-) The degree shall normally take four academic years of 8 semesters.

-) Courses shall be offered in units. A course unit is defined as that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as a total of 42 hours of study in a semester. For this purpose one 1-hour lecture is equivalent to one 2-hour tutorial or 3-hour practical or any combination as may be approved by the Board of the School Business and Legal Studies.
-) Part-time students shall be allowed to take not less than 50% of the courses prescribed for the year.
-) All courses will be taught for a total of 42 contact hours, including examinations except industrial attachment which will take 480 hours of practical work in a relevant industry.
-) Students shall be required to undergo an Industrial Attachment of three (3) months at the end of second semester of the third year of study.

4.0 CREDIT TRANSFER

Students may be exempted from some courses by the University Senate on recommendations of the School Board.

5.0 COURSE STRUCTURE AND DURATION

-) The degree shall normally take four academic years of 8 semesters.
-) Modules shall be offered in units. A module unit is defined as that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as a total of 42 hours of study in a semester. For this purpose one 1-hour lecture is equivalent to one 2-hour tutorial or 3-hour practical or any combination as may be approved by the Board of the School Business and Legal Studies.
-) Part-time students shall be allowed to take not less than 50% of the courses prescribed for the year.
-) All modules will be taught for a total of 42 contact hours, including examinations except industrial attachment which will take 480 hours of practical work in a relevant industry.
-) Students shall be required to undergo an Industrial Attachment of three (3) months at the end of second semester of the third year of study.

6.0 EXAMINATIONS REGULATIONS

University Senate Examinations rules and regulations shall apply.

7.0 COURSE DISTRIBUTION

YEAR 1: SEMESTER I

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
EEL 3113	Communication Skills	42	0	42	1R
SCS 3111	Computer Organization and Application	28	14	42	1R
BBM 3111	Principles of Accounting	42	0	42	1R
BBM 3112	Introduction to Business	42	0	42	1R
SBI 3114	HIV and AIDS	42	0	42	1R
BEN 3111	Introduction to Microeconomics	42	0	42	1R
BLM 3111	Principles of Logistics and Supply Chain	42	0	42	1C
	Total	280	14	294	7

YEAR 1: SEMESTER II

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
SLB 3121	Development Studies	42	0	42	1R
ERP 3125	Social Ethics and Integrity	42	0	42	1R
BBM 3121	Principles of Management	42	0	42	1R
BBM 3122	Business Statistics I	42	0	42	1R

BBM 3123	Principles of Marketing	42	0	42	1R
BEN 3121	Introduction to Macroeconomics	42	0	42	1R
BLM 3121	Procurement	42	0	42	1C
	Total	294	0	294	7

YEAR 2: SEMESTER I

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BLM 3211	Logistics Transportation	42	0	42	1R
BBM 3211	Financial Accounting	42	0	42	1R
BBM 3212	Organization Theory and Behaviour	42	0	42	1R
BBM 3213	Human Resource Management	42	0	42	1R
BBM 3214	Business Mathematics	42	0	42	1R
BEN 3211	Intermediate Microeconomics	42	0	42	1R
BLM 3212	Order Processing	42	0	42	1C
	Total	294	0	294	7

YEAR 2: SEMESTER II

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
SCS 3113	Fundamentals of Programming	42	0	42	1R
BBM 3221	Insurance Theory and Practice	42	0	42	1R
SCS 3314	Management Information System	42	0	42	1R
BBM 3223	Business Law	42	0	42	1R
BBM 3224	Business Finance	42	0	42	1R
BEN 3221	Intermediate Macroeconomics	42	0	42	1R
BLM 3221	Materials Handling	42	0	42	1C
	Total	294	0	294	7

YEAR 3: SEMESTER I

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BLM 3312	Research Methods	42	0	42	1C
BBM 3311	Business Statistics II	42	0	42	1R
BLM 3313	Logistics Insurance	42	0	42	1C
BLM 3314	Inventory Management	42	0	42	1C
BLM 3315	Managing Material Flow	42	0	42	1C
BLM 3316	Logistics Cost Accounting	42	0	42	1C
	Total	252	0	252	7

Electives (Select One)

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BLM 3311	Production and Operation Management	42	0	42	1E
BLM 3317	Purchasing Management	42	0	42	1E

YEAR 3: SEMESTER II

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BBM 3321	Operations Research	42	0	42	1C
BBM 3322	Managerial Accounting	42	0	42	1R
BLM 3312	Logistics Management	42	0	42	1C
BLM 3322	Warehousing	42	0	42	1C
BLM 3323	Logistics Strategy	42	0	42	1C
BLM 3324	Customer Service and Ethics in Logistics	42	0	42	1C
	Total	252	0	252	7

Electives (Select One)

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BBM 3323	Channel Management	42	0	42	1E
BBM 3324	Insurance Risk Management	42	0	42	1E

YEAR 3: SEMESTER III**BLM 3334: Three (3) months Industrial Attachment****YEAR 4: SEMESTER I**

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BLM 3411	Project Writing I & II	0	42	42	1C
BBM 3411	Financial Management	42	0	42	1R
BLM 3412	Logistics Information Systems	42	0	42	1C
BLM 3413	Total Quality Management in Logistics	42	0	42	1C
BLM 3414	Entrepreneurship in Logistics	42	0	42	1C
BBM 3412	International Business Management	42	0	42	1R
	Total	210	42	252	7

Electives (Select One)

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BBM 3413	Public Sector Management	42	0	42	1E
BBM 3414	Taxation Theory and Practice	42	0	42	1E

YEAR 4: SEMESTER II

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BLM 3421	Business Policy and Strategy	42	0	42	1C
BLM 3422	Supply Chain Management	42	0	42	1C
BLM 3423	International Logistics	42	0	42	1C

BLM 3411	Project Writing I & II	0	42	42	1C
BLM 3424	E – Logistics	42	0	42	1C
BLM 3425	Contemporary Issues in Logistics	42	0	42	1C
	Total	210	42	252	7

Electives (Select One)

Course Code	Course Title	Contact Hours		Total Contact Hours	Weight (Unit)
		Lecture	Practical		
BBM 3421	Auditing Theory and Practice	42	0	42	1E
BBM 3422	Company Law	42	0	42	1E

9.0 COURSE DESCRIPTIONS

YEAR I: SEMESTER I

EEL 3113 Communication Skills

42 Hours

Study skills; planning study time, making references, filing notes; preparing for examinations
Library Skills: organization; classification, shelving; using reference books, listening in lectures, speeches and instructions, understanding lectures, note taking, speaking skills, asking and answering questions in lectures and seminars, making and defending arguments, agreeing and disagreeing, explaining points clearly, academic reading skills, skimming and scanning, understanding footnotes and bibliographical references.

SCS 3111 Computer Organization and Application

42 Hours

Organization; Introduction to the computer and the notion of a programmable machine. The basic organization based on the von Neumann model. Functional components (CPU, memory, I/O) and their logical organization. Number systems and internal data representation. Concept software and types of software. Components of contemporary personal computer systems from end-uses perspective.

Application: Classical and contemporary application of computers. Proficiency in basic computer usage and productivity/office automation application including word-processing, spreadsheets, e-mail, web, etc. basic first level security and maintenance issues. Ethical and societal issues.

BBM 3111 Principles of Accounting

42 Hours

Introduction to Accounting Theory; The Accounting Cycle; Accounting Procedures and Techniques:- General and Special Journals and Ledgers; Cash Book and Imprest System of Petty Cash; Bank Reconciliation Statement; Control Accounts; Accounting for Assets and Liabilities; Depreciation, provisions and Reserves; Extraction of Trial Balance; Final Accounts Adjustments; Preparation of Financial Statement of Sole Traders:- Profit and Loss Account and Balance Sheet. Accounts of Non-Trading Organisations; Manufacturing Accounts; Consignment Accounts; Incomplete Records; Bills of Exchange; Joint Venture Accounts; Fundamentals of Partnership Accounts; Partnership Realignment - Admission; Retirement, or Death of a partner(s), Introduction to Corporate Accounting; Issue of Shares and Debentures; Preparation of Financial Statements of Limited Liability Companies.

BBM 3112 Introduction to Business

42 Hours

Foundations of Business: Meaning of Business; Evolution of Business Activities-The challenges of Business (Ethics and social responsibility): Role of Government in Business, Business Formation, Kenyan Business Environment: Future challenges, Entrepreneurship and international Business. Business and Society -Macro-External, Micro-Internal.

SBI 3114 HIV and AIDS

42 Hours

Introduction; Historical background and magnitude of HIV and AIDS, general organization of the human body, reproduction, immune system (human physiology) and other factors; Sex and sexuality; The biology of the human immunodeficiency virus and viral transmission; Stages of infection and the development of HIV and AIDS; Opportunistic infections; HIV and AIDS prevention and infection control; Peer education for HIV; Treatment options and vaccine development; blood transfusion and HIV and AIDS; Management of HIV and related infections; Legal and Ethical Issues in HIV AND AIDS; Factors that influence the spread of HIV and AIDS

in Africa; Case studies in selected countries in Africa; HIV and AIDS as a national disaster impacts; Myths and emerging issues on HIV and AIDS.

BEN 3111 Introduction to Micro-Economics 42 Hours

The scope of economy and nature of economic systems. Methods of allocating economic resources. Theories of production and consumer choice. The role of markets and prices in a decentralised systems. The theory of distribution and pricing of factors of production.

BLM 3111: Principles of logistics and supply chain 42 Hours

Definition of Logistics and supply chain management, Systems Approach/Integration, Logistics and supply chain Role in the Economy ;Logistics and supply chain Role in the Organization; Logistics and supply chain Leads to Competitive advantage ; Logistics and supply chain adds Time and Place Utility ;Logistics and supply chain is a Proprietary Asset ;Development of Logistics and supply chain,Factors Underlying the Development of Interest in Logistics and supply chain Management. Key Logistics and supply chain Activities ;Customer Services; Inventory Management; Logistics and supply chain Communication; Materials Handling; Order Processing ;Packaging ;Parts and Service Support; Plant and Warehouse Site Selection; Procurement; Reverse Logistics ;Traffic and Transportation ;Warehousing and Storage.

YEAR I: SEMESTER II

SLB 3121 Development Studies 42 Hours

Development studies as an autonomous discipline; the concept of development; an overview of the theories and paradigms of development; the relationship between economic growth and development; science and technology in development; developed and developing countries; issues in development: Social, economic and Political; actors in development: The state, national and international NGO's, bilateral and multilateral institutions, multinational corporations (MNC's) and social movements.

ERP 3125 Social Ethics and Integrity 42 Hours

Definitions and concepts; categories of ethics; national cohesion; integrity; unity; structural injustices; ethnicity; positive ethnicity, negative ethnicity; peace: peace making, peace building, peace transformation; stake holders in national cohesion.

BBM 3121 Principles of Management

42 Hours

Introduction to the General Principles of Management; Functions of Management; Planning; Organising; Staffing; Directing; Controlling; Functional Management disciplines Accounting/Finance, Marketing, Human Resources, and Production, Purchasing and Logistics Management.

BBM 3122 Business Statistics I

42 Hours

Meaning and scope of business statistics, the nature of statistical enquiry, collection, classification and presentation of data, frequency distribution and measures of central tendencies, measures of dispersion, skewness and kurtosis, index number.

BBM 3123 Principles of Marketing

42 Hours

Marketing as the key business function of meeting customer needs and competitive threats. Key marketing policy decisions-products, pricing, promotion and advertising, and the distribution of goods and services in domestic and international markets. Marketing research and information - its acquisition and analysis as the basis for marketing strategies and decision - managing the marketing function -planning, organising and control. Case studies and field trips to different industries and markets to give course participants the opportunity to apply the concepts studied.

BEN 3121 Introduction to Macro-Economics

42 Hours

The functioning of a market economy: The determination of national income and its distribution; the composition of output; growth role of government; spending regulation; taxation and physical policy.

BLM 3121 Procurement

42 Hours

Purchasing Activities; The Strategic Role of Purchasing, Supplier Selection and Evaluation, Just-in-Time Purchasing, Difficulties in Implementing JIT, Importance of Buyer-Supplier Communication, Supplier Selection, Purchase Agreements, Value Analysis, Purchasing Research and Planning. Purchasing Cost Management; Cost Reduction Program, Price Change Management, Buying Pools, Volume Contracts, Systems Contracts and Stockless Purchasing, Measurement and Evaluation of Purchasing Performance, Impact of Procurement on Return on Net Worth, Strategic Sourcing, Procurement Pathways, Segmenting the Buy, Sourcing Process Excellence, E-Procurement, Managing Supplier Relationship. Types of Partnerships, The Partnership Model.

YEAR II: SEMESTER I

BLM 3211 Logistics Transportation

42 Hours

Introduction; Time and Place Utility, Transportation-Logistics-Marketing Interface, Transportation Costs, Pricing, and Related Issues, Transportation Service Characteristics. Transportation Carrier Characteristics, Legally Defined Forms of Transportation, Basic Transportation Mode, Intermodal Combinations, Other Transport Options, Transportation Regulation and Deregulation, Regulatory History, Impacts of Deregulation, Global Aspects of Transportation, Decision Strategies in Transportation, Traffic and Transportation Management, Basics of Traffic Management, Shipper Perspectives.

BBM 3211 Financial Accounting

42 Hours

Amalgamation and Dissolution of Partnership firms; conversion of partnerships to Limited Liability Companies; Accounting for Redemption of Shares and Debentures; The increase and reduction of Share Capital of Limited Companies; Statements of changes of financial position - Cash flow statement; Analysis and Interpretation of Financial Statements - Ratio Analysis.

BLM 3212 Order Processing**42 Hours**

Customer Order Cycle; Order Processing, Function, The Path of a Customer's Order, The Communications Function, Advanced Order Processing Systems, Inside Sale/Telemarketing, Electronic Data Interchange, Integrating Order Processing and the Company's Logistics Management Information System; Basic Need for Information, Designing the Information System, Using Logistics Information Systems to Support Time-Based, Competition, Decision Support system, Artificial Intelligence and Expert Systems, Database Management, Enterprise Resource Planning

YEAR II: SEMESTER II**SCS 3113 Fundamentals of Programming****42 Hours**

Introduction to computer programming: high-level and Low-level Languages, Generations of Programming Languages; Program writing tools; Editors; Language translators: Assemblers, Compilers, Interpreters (Only concept and differences), Source code, Object code, Executable file and extensions of the different files, Running of a Program; Structured program design: Top-down design, Flow charts: Definitions and symbols used to draw flowcharts: Coding, Testing and evaluation programs. Procedural Programming: Structure of a procedural Program: Data types and expressions; Control structures; Arrays; Records/structures; Functions; Procedures; Advanced features; Files; Library procedures; Graphical User Interfaces.

BBM 3221 Insurance Theory and Practice**42 Hours**

Definition; terms in applied in insurance, essentials of insurance contract assurance and insurance, regulation of insurance; history of insurance; the role of insurance in Kenya, nature and scope of insurance markets; agents, brokers under limited; Principles of insurance concepts; individual insurable interest, utmost Good faith subrogation; proximation contribution.

Classification of insurance; General insurance; property insurance, fire insurance accident insurance; Burglary and theft, House hold insurance, special perils, consequence loss insurance; marine insurance motor, insurance liability insurance workmen's compensation insurance life assurance contracts; History of life assurance life assurance underwriting practical use of life assurance, life assurance procedure forms factors which influence the assessment of risks. Plan of life assurance contracts; Terms assurance, which life assurance annuities, types of personal

Relationship between macroeconomics and microeconomics, national income accounting, real output, price index and other statistics, basic macroeconomics models; the simple Keynesian model of income determination. Further analysis of the Keynesian model, consumption investment, the government sector and the foreign sector, demand for and supply of money markets. The balance of payments. An analysis of monetary and fiscal policies in the Keynesian model. Output, employment and inflation. Macroeconomic stabilisation policies. Introduction to growth economics.

BLM 3221 Materials Handling

42 Hours

Materials Handling Equipment; Manual or Non automated Systems, Automated System, Warehousing in a Just-in-Time (JIT) Environment, Packaging, Functions of Packaging, Trade-Offs in Packaging.

YEAR III: SEMESTER I

BLM 3312 Research Methods

42 Hours

Meaning and objectives of research, development of a research proposal, statement of the problem, research design and sources of data, literature review and methods of data collection including ethical issues in research, data analysis and interpretation, presentation of research findings and report writing.

BBM 3311 Business Statistics II

42 Hours

Time series and forecasting analysis; Simple and multiple regression and correlation; theory of probability; probability distribution; sampling and sampling distribution; measurement of economic inequality-Lorenz curves and graduating income distribution. Estimation, Hypothesis testing, sampling distribution-Chi-square, t, Z distributions, Analysis of variance, non parametric statistics, inventory control, statistical decision theory and analysis, statistical applications in quality control.

BLM 3313 Logistics Insurance Management**42 Hours**

Risk assessment; Quantitative methods of risk assessment; Property exposure to risk; Liability; Human resource exposure to risk; Risk control; Risk financing techniques; Rationale for risk management in organisations; Risk management decision methods; The insurance industry; The pricing of insurance; Insurance regulations and Financial assessment; Legal aspects of insurance contracts; Insurance contract analysis; Insurance contract analysis: Property and liability coverage; Life insurance, Health insurance; Social insurance; Workers compensation. And work place safety.

BLM 3314 Inventory Management**42 Hours**

Basic Inventory Concepts; Why Hold Inventory?, Types of Inventory, Basic Inventory Management, Inventory Management under Conditions of Certainty, Inventory Management under Uncertainty Calculating Fill Rate, How Much to Order; Fixed Order Interval Model Production Scheduling, Symptoms of Poor Inventory Management

BLM 3315 Managing Materials Flow**42 Hours**

Scope of Materials Management Activities; Purchasing and Procurement, Production Control, Inbound Logistics, Warehousing and Storage, Data and Information Systems, Inventory Planning and Control, Reverse Logistics, Forecasting, Total Quality Management, Administration and Control of Materials Flow, Just-in-Time System, MRP Systems ERP Systems.

BLM 3316 Logistics Cost Accounting**42 Hours**

Cost accounting as an internal financial information system; nature and significance of cost accounting; cost concepts and classifications, cost of materials; labour cost, overhead cost; cost concepts and classifications, allocation and absorption, unit and output costing; job, batch and contract costing; Service costing; Reconciliation of cost and financial accounts; contemporary issues in cost accounting; cost control; standard costing and variance analysis:

BLM 3311 Production and Operations Management**42 Hours**

Introduction and overview, POM Strategy and International Competition ,Total Quality management, Statistical Quality Control, Product Strategy, Process Strategy and capacity planning. State-of-the-Art Technology in P/OM, Location Strategies. Operations Layout Strategy, , Work Measurement , Purchasing Management, Learning Curves, Inventory Management & Just-in-Time Tactics, Materials Requirement Planning, Aggregate Planning, Scheduling, Project Management , Maintenance and Reliability.

BLM 3317 Purchasing Management

42 Hours

Exploration of purchasing management: purchasing activities, supplies; quality, inventory, prices, contemporary purchasing management concepts, instruments for purchasing; performance evaluation, buying plan, negotiation, information system, outsourcing and make or buy decisions.

YEAR III: SEMESTER II

BBM 3321 Operations Research

42 Hours

Linear programming, transportation and assignment models, queuing theory, simulation, game theory, investment and replacement analysis, scheduling and sequencing.

BBM 3322 Managerial Accounting

42 Hours

Concepts and growth of managerial accounting, budgets and budgetary control, capital budgeting and investment decisions, marginal costing; cost volume profit relationships, decisions involving alternative choices; product costing; standard costing; control of operations; pricing decisions; accounting information systems; depreciation policy; inventory control and valuation reporting to management; financial plan; mechanised accounting and electronic data processing.

BLM 3321 Logistic Management

42 Hours

Design of logistic systems, logistic positioning, planning and location of facilities, systems planning, design methodology and techniques transport planning, operations and economic appraisal of transport systems including infrastructure (roads, airports and seaports) and services, logistic information systems.

BLM 3322 Warehousing**42 Hours**

Nature and Importance of Warehousing; Types of Warehousing, Warehousing Operations, Warehousing Operations, Warehousing Tasks, |Public versus Private Warehousing, Advantages and Disadvantages of Public Warehousing, Advantages and Disadvantages of Private Warehousing, Facility Development, Size and Number of Warehouses, Location Analysis, Warehouse Layout and Design, International Dimensions of Warehousing

BLM 3323 Logistic Strategy**42 Hours**

The formulation of integrated logistic strategy, adding value through logistics, strategic design of customer service, supply chain design and relationships, functional design of logistics activities and logistic performance management, logistics requirement planning, logistic strategy modelling, strategic transport planning international logistics.

BLM 3324 Customer Service and Ethics in Logistics**42 Hours**

What is Customer Service; Definition of Customer Service, Elements of Customer Service. Methods of establishing a Customer Service Strategy; Customer Reactions to Stock outs, Cost/Revenue Trade-Offs, ABC Analysis, The Customer Service Audit. Moral issues connected with market economy; ethics in logistics, Morality of both individuals, and social relationships.

BBM 3323 Channels Management**42 Hours**

Definition channel; physical distribution: participants in the physical distribution function, the environment of physical distribution; channel design strategies and structures, selecting channel members, selling distribution objectives and tasks. Target markets and channel design strategies; product, pricing and promotion issues in channel management and physical distribution motivating channel members evaluating channel member performance; vertical marketing systems-retail Co-operatives, franchise systems and corporate marketing systems.

BBM 3324 Insurance Risk Management**42 Hours**

Essence of a corporate strategy; devising a corporate strategy; the strategy core; identifying and strengthening the strategic core; choosing a corporate strategy: market selection, produce positioning, value chain analysis, generic strategies; implementing a corporate strategy:

organization and control, strategic linkages, extension of the value chain sustaining competitive advantage; risk management objectives, policy statements and manuals; identification, evaluation and treatment of an organization's pure risk; risk management task in the corporate structure; challenges risk management.

YEAR III: SEMESTER III

BLM 3334 Industrial Attachment

480 Hours

Students will be attached for three months to different organisations at the end of third year. They will be required to fully participate in the routine tasks and assignment of the organisation. The purpose is to enhance their understanding in the following general areas of management and principles: organisational structure and designs, organisational policies and work ethics, team building, communication and organizational performance. At the end, the students are required to write a report on their experiences during the attachment linking the theory and practice. The report will be examined.

YEAR IV: SEMESTER I

BLM 3411 Project Writing I & II

42 Hours

Students will be required to choose a topic /issue/problem in the area of logistics and undertake a research project on it. The project will be examined.

BBM 3411 Financial Management

42 Hours

An overview of financial management; forms of organisations, financial statements analysis and financial forecasting; working capital management; capital budgeting; long term financial decisions; special issues in financing and financial institution

BLM 3412 Logistics Information Systems

42 Hours

Logistics systems; developing logistics models, computer applications in various logistics areas; forecasting, project evaluation using computer software.

BLM 3413 Total Quality Management

42 Hours

Philosophical and Conceptual approaches to quality management by leading theorist and practitioners such as Demming, Juran and Crosby; Practical aspects of TQM theory, an introduction to a framework for developing implementing and improving upon an organisational logistic quality culture.

BLM 3414 Entrepreneurship in Logistics

42 Hours

Definition, entrepreneurship and management, Theories (sociological, economic, psychological, financial and trait.), Entrepreneurial personality and business acumen, Driving forces to entrepreneurship, myths and realities, stages of entrepreneurial development, preparations of entrepreneur's, Issues in entrepreneurship (ethical, political, gender, economic and cultural).

BBM 3412 International Business Management

42 Hours

Nature of International business, Evolution of International business; issues and trends, International business competitive Forces (A comparative analysis) World political systems, Cross Culture Conflict Financial and economic systems, social-cultural components, legal systems, physical and natural resource endowments force, and Labour forces. Role of international and regional bodies in business; e.g. United Nations, World Bank/IMF.

BBM 3413 Public Sector Management

42 Hours

The conceptual framework of public administration: the nature and scope of public administration, the study of public administration, ecology of public, public administration in transitional societies, the history and development of public administration, bureaucracy, the state and society, organisation of public administration, the process and problems of policy formulation, public personnel management and industrial relations, ethics and values in public administration, efficiency and public accountability, decision -making and problem solving, the role of the chief executive.

BBM 3414 Taxation Theory and Practice

42 Hours

Theory of Taxation; The distribution of the tax burden, The incidence of taxation; effects of taxation on production; Taxation and distribution of income; classification of taxes; Development of tax, Income tax law and practice in Kenya; Taxation of individuals;

partnerships; Companies, Co-operative societies, procedures of assessments; Appeals and revisions; collection and recovery of tax; tax planning.

YEAR IV: SEMESTER II

BLM 3421 Business Policy and Strategy 42 Hours

The nature of Business Policy; Environmental Analysis and Enterprise Profile; business ethics, ethical theory, business planning, capital markets; corporate planning strategic management; strategic formulation and implementation.

BLM 3422 Supply Chain Management 42 Hours

Channel Structure: Outsourcing; Issues Affecting Channel Structure. Supply Chain Network,; Identify Supply Chain Members, The Structural Dimensions of the Network; Types of Business Process Links. Supply Chain Business Process. Components of Supply Chain Management; Planning and Control Methods, Work Flow/Activity Structure, Communication and Information Flow Facility Structure, Product Flow Facility Structure, Risk and Reward Sharing, Culture and Attitude. Supply Chain Design; The Manufacturers, The wholesalers' and The Retailer's Perspective, Supply Chain Performance Measurement, Reengineering Improvement into the supply Chain, Implementing Integrated Supply Chain Management.

BLM 3423 International Logistics 42 Hours

International Supply Chain Strategies; Exporting, Licensing, Joint Ventures, Ownership Importing, Counter trade and Duty Drawbacks, The Global Marketplace-Uncontrollable Elements, Economic, Completion, Delays, Technology, Social and Cultural, Political and Legal. Exporting Basics; Export Distributor, Customhouse Broker, International Freight Forwarder, Trading Company, Non-Vessel-Operating Common Carrier, Documentation Terms of Trade, Free Trade Zones.

BLM 3424 e- Logistics 42 Hours

Data communication fundamentals and networking techniques; open systems interconnection architecture, protocol suite, the Internet and the World Wide Web, distributed applications. Applications in logistics.

BLM 3425 Contemporary Issues in Logistics Management 42 Hours

Speakers will be invited from different sections of the economy to deliver lectures on pre-determined topics covering contemporary issues in logistics management. A lecture on each topic will run for two hours followed by one-hour discussion of the same.

BBM 3421 Auditing Theory and practice 42 Hours

Principles of auditing; system of internal control and internal audit; vouching; verification and valuation of assets and liabilities; audit procedures, statistic sampling in auditing; professional ethics, the audit report; professional and regulatory requirements; EDP and the auditor. Management Audit.

BBM 3422 Company Law 42 Hours

The Kenya Companies Act, (Cap 486), Formation and Incorporation of Company, The memorandum and Articles of Association prospectus membership, share capital, directors/secretary of the company, auditors and investigation, meeting and resolutions; mergers and take over, liquidation and receivership; powers of majority and protection of minority, borrowing powers, lending and investment.

24. BACHELOR OF BUSINESS ADMINISTRATION WITH IT

1.0 INTRODUCTION

The Bachelor of Business Administration (BBA) Programme is designed to produce highly trained graduates in the following disciplines: Accounting, Finance, Marketing, Management, Human Resource Management (HRM) and Procurement and Supplies Management. The Programme is also intended to provide students with professional foundation tailored to policy formulation and practice in Business Administration.

2.0 OBJECTIVES

The objectives of this programme include preparing students:

- (i) to have a critical understanding of the economic, financial and business theories ;
- (ii) to acquire appropriate business skills to enable them become competitive practitioners and entrepreneurs;
- (iii) for career in public service , the private sector and non governmental organisations; and
- (iv) to undertake research and postgraduate studies in Business Administration.

3.0 ADMISSION REQUIREMENTS

The applicants must:

- (i) satisfy the minimum requirements for admission to the University;
- (ii) satisfy the entry requirements for admission to the Faculty of Arts and Social Sciences;
- (iii) have obtained a minimum of grade C+ (plus) in Mathematics at KSCE or C (plain) and a Diploma in a relevant field.

Preference will be given to candidates who, in addition, have attained grade C+(plus) in Mathematics and those with C+ (plus) Business Studies, Economics, Commerce or Accounting will have an added advantage.

4.0 COURSE STRUCTURE AND DURATION

- 4.1 The degree shall normally take four academic years of 8 semesters.
- 4.2 Courses shall be offered in units. A course unit is defined as that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as a total of 42 hours of study in a semester. For this purpose one 1-hour lecture is equivalent to one 2-hour tutorial or 3-hour practical or any combination as may be approved by the Board of the School of Education.
- 4.3 Part-time students shall be allowed to take not less than 50% of the courses prescribed for the year.
- 4.4 All courses will be taught for a total of 42 contact hours, including examinations except Teaching Practice which will be undertaken for the durations when schools are in session.
- 4.5 Students shall be required to undertake teaching practice of a whole school term of 3 months at the end of 3rd year of study.
- 4.6 The Department offers core, elective and required courses. **CORE** courses are mandatory while **ELECTIVE** courses may be chosen by students as preferred from an approved list of courses in fulfilling the full time load requirement. **REQUIRED** courses are those requisite to the BBA programme but which have been borrowed from other degree programmes. These courses may be offered as core or elective.
- 4.7 The normal full-time load for one academic year shall be a minimum of 42 Units and a maximum of 48 units.
 - (i) A student pursuing Bachelor of Business Administration **with IT** shall major in any one of the following **SIX** options:- **ACCOUNTING, FINANCE,**

MARKETING, MANAGEMENT, HUMAN RESOURCE MANAGEMENT (HRM) and PROCUREMENT AND SUPPLIES MANAGEMENT (PSM)

- (ii) Courses in years one and two are common for all students of Business Administration irrespective of the option they may pursue.
- (iii) There shall be an industrial attachment at the end of the Three year running continuously for three months for students in their areas of specialization.

7.0 EXAMINATION REGULATIONS

- (i) The general University Examination regulations shall apply.
- (ii) A research proposal shall be submitted towards fulfillment of coursework in Research Methods in Business at the end of second semester, year three.
- (iii) The three (3) month Industrial attachment (offered at the end of third four) shall, be assessed as follows:-
 - (a) At least two (2) on-field assessments by a supervisor who is a member of the academic staff with relevant qualifications. This assessment shall carry 40% of the total marks.
 - (b) Students's field attachment report shall carry 60% of the total marks.

8.0 COURSE DISTRIBUTION

YEAR I

FIRST SEMESTER

ABA 101:	Introduction to Business Studies	C
ABA 102:	Introduction to Management	C
ABA 103:	Introduction to Accounting I	C
ABA 104:	Elements of Marketing	C
AEC 101:	Introduction to Microeconomics	R
AEN 105:	Communication Skills.	R
SCS 101:	Introduction to computers I	R
SCS 114:	Introduction to spread sheets & Databases	R

SECOND SEMESTER

ABA 105:	Business Environment	C
ABA 106:	Business Law I	C
ABA 107:	Management Mathematics I	C
ABA 108:	Business Communication	C
ABA 109:	Introduction to Accounting II	C
AEC 102:	Introduction to Macroeconomics	R
SCS 112:	Desktop publishing	R
SCS 103:	Programming in Pascal	R

YEAR II

FIRST SEMESTER

ABA 201:	Behavioral Science	C
ABA 202:	Introduction to Finance	C
ABA 203:	Intermediate Accounting I	C
ABA 204:	Fundamentals of Human Resource Management	C
ABA 205:	Management Mathematics II	C
AEC 201:	Intermediate Microeconomics	R
SCS 203:	Information Systems Analysis & Design	R
SCS 207:	Web Design and Publishing	R

SECOND SEMESTER

ABA 206:	Business Statistics	C
ABA 207:	Organization Theory	C
ABA 208:	Business Law II	C
ABA 209:	Cost Accounting	C
ABA 210:	Intermediate Accounting II	C
AEC 205:	Intermediate Macroeconomics	R
SCS 211:	Visual Basic Programming	R
SCS 214:	Management Information Systems	R

YEAR III

ACCOUNTING OPTION

FIRST SEMESTER

ABA 301:	Principles of Taxation	C
ABA 302:	Company Law	C
ABA 303:	Financial Management	C
ABA 304:	Public Sector Accounting	C
ABA 305:	Auditing I	C
SCS 306:	Internet Computing	R
SCS 310:	Multimedia and Graphics	R

ELECTIVES (ONE)

ABA 306:	Managerial Economics	E
AEC 316:	Industrial Economics	E
AEC 320:	Economic Policy Analysis	E

SECOND SEMESTER

ABA 313:	Trust and Executorships Accounts	C
ABA 314:	Tax Planning and Management	C
ABA 315:	Quantitative Methods in Business I	C
ABA 316:	Research Methods in Business	C
ABA 317:	Auditing II	C
SCS 322:	Electronic Commerce	R
SCS 324 (a):	Statistical Analysis with SPSS	R

ELECTIVES (ONE)

ABA 318:	Financial Institutions and Markets	E
ABA 328:	Banking Law and Practice	E

ABA 330: Industrial Attachment

FINANCE OPTION

FIRST SEMESTER

ABA 301:	Principles of Taxation	C
ABA 302:	Company Law	C
ABA 303:	Financial Management	C

ABA 305:	Auditing I	C
AEC 313:	Money and Banking	R
SCS 306:	Internet Computing	R
SCS310:	Multimedia and Graphics	R

ELECTIVES (ONE)

ABA 306:	Managerial Economics	E
ABA 307:	Human Resource Strategy & Policy	E
AEC 320:	Economic Policy Analysis	E

SECOND SEMESTER

ABA 315:	Quantitative Methods in Business I	C
ABA 316:	Research Methods in Business	C
ABA 318:	Financial Institutions and Markets	C
ABA 319:	Financial Planning, Budgeting & Control	C
ABA 320:	Investment and Portfolio management	C
SCS 322:	Electronic Commerce	R
SCS 324:	Statistical Analysis with SPSS	R

ELECTIVES (ONE)

ABA 314: Tax Planning and Management E

ABA 328: Banking Law and Practice E

ABA 330: Industrial Attachment

MANAGEMENT OPTION

FIRST SEMESTER

ABA 301: Principles of Taxation C

ABA 302: Company Law C

ABA 303: Financial Management C

ABA 306: Managerial Economics C

ABA 307: Human Resource strategy & Policy C

SCS 306: Internet Computing R

SCS 310: Multimedia and Graphics R

ELECTIVES (ONE)

AEC 313: Money and Banking E

AEC 316: Industrial Economics E

SECOND SEMESTER

ABA 316:	Research Methods in Business	C
ABA 319:	Financial Planning, Budgeting & Control	C
ABA 321:	Labor Relations	C
ABA 322:	Organizational Behavior	C
ABA 323:	Productions and Operations Management	C
SCS 322:	Electronic Commerce	R
SCS 324(a):	Statistical Analysis with SPSS	R

ELECTIVES (ONE)

ABA 328:	Banking Law and Practice	E
ABA 329:	Management of Public Enterprises	E

ABA 330: Industrial Attachment

MARKETING OPTION

FIRST SEMESTER

ABA 308:	Sales Management	C
ABA 309:	Marketing Strategy and Planning	C
ABA 310:	Advertising	C

ABA 311:	Marketing Communication	C
ABA 312:	Channels Management	C
SCS 306:	Internet Computing	R
SCS 310:	Multimedia and Graphics	R

ELECTIVES (ONE

ABA 302:	Company Law	E
ABA 306:	Managerial Economics	E

SECOND SEMESTER

ABA 316:	Research Methods in Business	C
ABA 324:	Marketing of Services	C
ABA 325:	International Marketing	C
ABA 326:	Retail Management	C
ABA 327:	Consumer Behavior	C
SCS 322:	Electronic Commerce	R
SCS 324(a):	Statistical Analysis with SPSS	R

ELECTIVES (ONE)

ABA 319:	Financial Planning, Budgeting & Control	E
ABA 321:	Labor Relations	E
ABA 328:	Banking Law and Practice	E

ABA 330: Industrial Attachment

HUMAN RESOURCE MANAGEMENT OPTION

FIRST SEMESTER

ABA 306:	Managerial Economics	C
ABA 307:	Industrial Psychology	C
ABA 321:	Labour Relations	C
ABA 331:	Organizational theory and Behaviour	C
AEC 321:	Labour Economics	C
SCS 306:	Internet Computing	R
SCS 310:	Multimedia and Graphics	R

ELECTIVES (ONE)

ABA 302:	Company Law	E
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AEC 316: Industrial Economics E

SECOND SEMESTER

ABA 316: Research Methods in Business C

ABA 332: Human Resource Planning C

ABA 322: Human Capital Management C

ABA:333: Performance Management C

ABA 334: Compensations Management C

SCS 322: Electronic Commerce R

SCS 324(a): Statistical Analysis with SPSS R

ELECTIVES (ONE)

ABA 328: Banking Law and Practice E

ABA 329: Management of Public Enterprises E

ABA 330: Industrial Attachment

SUPPLY CHAIN MGT OPTION

FIRST SEMESTER

ABA 335: Procurement and supply chain: Theory and Practice C

ABA 336: Supply chain Processes C

ABA 337: Public procurement Management C

ABA 338:	Procurement legal framework	C
ABA 339:	Procurement in Project Environments	C
SCS 306:	Internet Computing	R
SCS 310:	Multimedia and Graphics	R

ELECTIVES (ONE)

AEC 320:	Economic policy analysis	E
ABA 306:	Managerial Economics	E

SECOND SEMESTER

ABA 316:	Research Methods in Business	C
ABA 340:	International Procurement Management	C
ABA 341:	Relationships and Negotiations Management	C
ABA 342:	Procurement records and Inventory Management	C
ABA 343:	Risk Management in supply Chain	C
SCS 322:	Electronic Commerce	R
SCS 324(a):	Statistical Analysis with SPSS	R

ELECTIVES

ABA 314:	Tax Planning and Management	E
ABA 344:	Ethics in Purchasing and Supplies	E

ABA 332: Human Resource Planning E

ABA 330: Industrial Attachment

YEAR IV

ACCOUNTING OPTION

FIRST SEMESTER

ABA 401: Auditing Practice and Investigation C

ABA 402: Quantitative Methods in Business II C

ABA 403: Advanced Financial Accounting I C

ABA 404: Management Accounting I C

ABA 405: Strategic Management C

SCS 409: IT and Society R

SCS 436: Internal Controls and security Issues R

ELECTIVES (ONE)

ABA407: Insurance Theory and Practice E

ABA 413: Entrepreneurship & Small Business Mgt E

AEC 418: Project Appraisal and Evaluation E

SECOND SEMESTER

ABA 415:	Advanced Financial Accounting II	C
ABA 416:	Management Accounting II	C
ABA 417:	Bankruptcy and Insolvency Accounts	C
ABA 418:	Total Quality Management	C
AEC 402:	Public Finance & Fiscal Policy	R
SCS 416:	Human Computer Interaction	R
SCS 437:	Information Systems Applications	R

ELECTIVES (ONE)

ABA 424:	Labor Law	E
ABA 421:	Insurance Risk Management	E
ABA 426:	Accounting Theory	E

FINANCE OPTION

FIRST SEMESTER

ABA 402:	Quantitative Methods in Business II	C
ABA 405:	Strategic Management	C
ABA 406:	Management of Financial Services	C
ABA 407:	Insurance Theory and Practice	C

AEC 402:	Public Finance and Fiscal Policy	R
SCS 409:	IT and Society	R
SCS 436:	Internal Controls and security Issues	R

ELECTIVES (ONE)

ABA 408:	International Business Management	E
ABA 413:	Entrepreneurship & small Business Mgt	E
AEC 418:	Project Appraisal and Evaluation	E

SECOND SEMESTER

ABA 419:	International Finance	C
ABA 420:	Corporate Finance	C
ABA 421:	Insurance Risk Management	C
ABA 422:	International trade	C
AEC 416:	Monetary theory and Policy	R
SCS 416:	Human Computer Interaction	R
SCS 437:	Information Systems Applications	R

ELECTIVES (ONE)

ABA 418:	Total Quality Management	E
ABA 424:	Labor Law	E

MANAGEMENT OPTION

FIRST SEMESTER

ABA 405:	Strategic Management	C
ABA 406:	Management of Financial Services	C
ABA 408:	International Business Management	C
ABA 409:	Planning Theory and Techniques	C
AEC 418:	Project Appraisal and Evaluation	R
SCS 409:	IT and Society	R
SCS 436:	Internal Controls and security Issues	R
ABA 407:	Insurance Theory and Practice	E
ABA 413:	Entrepreneurship & Small Business Mgt	E
ABA 414:	Issues in Management	E

SECOND SEMESTER

ABA 418:	Total Quality Management	C
ABA 430:	Public Relations	C
ABA 424:	Labor Law	C
ABA 425:	Conflict Management	C
AEC 402:	Public Finance and Fiscal Policy	R
SCS 416:	Human Computer Interaction	R

SCS 437: Information Systems Applications R

ELECTIVES (ONE)

ABA 421: Insurance Risk Management E

ABA 428: Social Security Pensions Funds E

ABA 429: Planning & Administrative Decision Making E

MARKETING OPTION

FIRST SEMESTER

ABA 405: Strategic Management C

ABA 408: International Business Management C

ABA 410: Applications of Marketing Research C

ABA 411: Industrial Marketing C

ABA 412: Logistics Management C

SCS 409: IT and Society R

SCS 436: Internal Controls and security Issues R

ELECTIVES (ONE)

ABA 407: Insurance Theory and Practice E

ABA 413: Entrepreneurship & small Business Mgt E

AEC 418: Project Appraisal and Evaluation E

SECOND SEMESTER

ABA 427:	Product Management	C
ABA 423:	Strategic Marketing	C
ABA 432:	Issues in Marketing Management	C
ABA 430:	Agricultural Marketing	C
ABA 431:	Public Relations	C
SCS 416:	Human Computer Interaction	R
SCS 437:	Information Systems Applications	R

ELECTIVES (ONE)

ELECTIVES (ONE)

ABA 424:	Labor Law	E
ABA 421:	Insurance Risk Management	E

HUMAN RESOURCE OPTION

FIRST SEMESTER

ABA 405:	Strategic Management	C
ABA 414:	Issues in Management	C
ABA 433:	Employee Development and Careers Management	C

ABA 434:	Occupational Health and Safety	C
AEC 402:	Public finance and Fiscal Policy	C
SCS 409:	IT and Society	R
SCS 436:	Internal Controls and security Issues	R

ELECTIVES (ONE)

ABA 413:	Entrepreneurship & small Business Management	E
ABA 407:	Insurance Theory and Practice	E

SECOND SEMESTER

ABA 425:	Conflict Management	C
ABA 431:	Public Relations	C
ABA 435:	International HRM	C
ABA 436:	Industrial and Labour Laws	C
ABA 437:	Contemporary issues in Human Resource Management	C
SCS 416:	Human Computer Interaction	R
SCS 437:	Information Systems Applications	R

ELECTIVES (ONE)

ABA 428:	Social Security Pensions Fund	E
ABA 429:	Planning and Administrative Decision Making	E

SUPPLY CHAIN MANAGEMENT (OPTION)

FIRST SEMESTER

ABA 438:	Logistics Management	C
ABA 439:	Financial Management in SCM	C
ABA 440:	E- Procurement and Supply Chain Management	C
ABA 441:	Operations Management	C
ABA 442:	Procurement Audit and Investigations	C
SCS 409:	IT and Society	R
SCS 436:	Internal Controls and security Issues	R

ELECTIVES

ABA 413:	Entrepreneurship and Small Business Mgt	E
AEC 418:	Project Appraisal and Evaluation	E

SECOND SEMESTER

ABA 418:	Total Quality Management	C
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ABA 443:	Procurement and Supply Chain Research	C
ABA 444:	Contracts and Dispute Management	C
ABA 445:	Strategic Procurement Management	C
ABA 446:	Sustainable Supply Chain Management	C
SCS 416:	Human Computer Interaction	R
SCS 437:	Information Systems Applications	R

ELECTIVES

ABA407:	Insurance Theory and Practice	E
ABA 429;	Planning and Administrative Decision Making	E

COURSE DESCRIPTION

ABA 101:INTROUCTION TO BUSINESS STUDIES

Objectives of business firms, business and society, business and government, ethics in business; trade and chain of distribution, settling indebtedness in business; forms of business ownership: sole proprietorship, partnership, limited companies, government agencies, co-operative movement in Kenya; nature and role of stock exchange with special emphasis on the Nairobi stock exchange; major business management functions: planning, organising, directing, controlling, staffing, budgeting and delegating responsibilities.

ABA 102: INTRODUCTION TO MANAGEMENT

Definitions of management; origins and principles of management; management and organisational thought; Theories of management: classical, Neo-classical, Human relations, Leadership and motivation, modern theories, Functional areas of management, Management concepts, Groups, international aspects of management, employers and employees and their families rights; the minorities: women and antidiscrimination law in the work place.

ABA 103: INTRODUCTION TO ACCOUNTING I

Scope and role of accounting; Theoretical basis of accounting; the basic principles of accounting; the accounting equation; the accounting terminology; accounting procedures and techniques: double entry book-keeping; the journals; the role of ledgers in summarizing data; the trial balance; income and expenditure; balance sheet; closing entries; adjustments; the accounting treatment of fixed assets; the petty cash book; the bank reconciliation statements; accounting errors; incomplete records; control accounts.

ABA 104: ELEMENTS OF MARKETING

The core marketing concepts: needs, wants, demand; value, cost and satisfaction; the marketing concept, marketing strategies; consumer behaviour; the 4p's (product, price, place and promotion) of marketing; and the impact of the macro-environment on the practice of marketing; marketing function, systems, services and channels; marketing of services, agricultural marketing; international marketing and marketing in non-profit organisations.

ABA 105: BUSINESS ENVIRONMENT

Business operations as a process of interaction of communities of different interests: consumer, producers, the surrounding local government workers, central government workers, banks, insurance and transporters; corporate power and legitimacy; critics of business; social responsibilities of the business: institutionalizing social concerns; business ethical decision making; business and the government inter-relationships, business and the political process; multinational corporation and governments, global corporate competitiveness; industrial pollution and environmental policy; environmental policy issues; business, consumer and consumerism; human resources: changing the internal face of the organisational life; employers and employees and their families' rights; business and media relations; analysis of the market environment.

ABA 106: BUSINESS LAW I

Nature of business law and its classification; need for law in society the sources of Kenya law; the constitution; legislation, the doctrine of equity, English Common law and African Customary Law; the structure and jurisdiction of the court; the legal personality natural persons, corporations, unincorporated organisations infants and minor; the law of contract: principles of the law of contract, types of contract essential elements of a valid contract, capacity of the parties, mistakes and misrepresentation, discharge of contract remedies for breach of contract; the law of agency: agent and his authority, principal rights and duties, termination of agency; undisclosed principal, liabilities, third party torts and crimes in agency.

ABA 107: MANAGEMENT MATHEMATICS I

Basic concepts: Set theory, Venn diagrams; Functions: linear and non-linear functions; establishing functions and application of functions; simultaneous equations. Mathematics for finance: simple and compound interest, present and future values, annuities, capital investment appraisal.

ABA 108: BUSINESS COMMUNICATION

Use of the various aspects of grammar in communicating correctly; application of variety of vocabulary in communication; writing clearly and concisely for purpose of effective communication; working appropriate routine business letters and inter-office memoranda; taking notes in meetings and summarising speeches and minutes; writing appropriate business letters. Communication theory; writing techniques; grammar, spelling, punctuation and usage; reading and interpreting comprehension; composition of correspondence from given notes dealing with business transactions; letters of enquiry; complaint; sales letters memoranda, telegrams; telex and fax messages; composition of short reports; proof reading; editing written passages; summarizing speeches; reports and conversations; writing routine reports; composition and public speaking.

ABA 109: INTRODUCTION TO ACCOUNTING II

Review of accounting process. Basic final accounts of sole proprietors; partnerships; limited liability companies; non-profit making organizations; accounts of professionals- doctors; solicitors accountants, etc; manufacturing accounts; consignment accounts. Final accounts of financial institutions.

AEC 101: INTRODUCTION TO MICROECONOMICS

The scope of economics and nature of economic systems; methods of allocating economic resources; consumer behaviour and demand; theory of production, costs and supply of commodities; markets and market structures: perfect competition, monopoly, monopsony and imperfect competition; prices in a decentralised system; the theory of distribution and pricing of factors of production.

AEC 102: INTRODUCTION TO MACROECONOMICS

Basic concepts and scope of macroeconomic analysis; National Income: concepts, measurement and as an index of social welfare; the Keynesian model of income determination ; introduction to theories of consumption and investment; recession inflation and unemployment; taxation and fiscal policy.

AEN 105: COMMUNICATION SKILLS

Study skills; planning study time, making references, filing notes; preparing for examinations. Library skills: organization; classification, shelving; using reference books, listening in lecturers, speeches and instructions, understanding lectures, note taking, speaking skills, asking and answering questions in lectures and seminars, making and defending arguments, agreeing and disagreeing, explaining points clearly, academic reading skills, skimming and scanning, understanding footnotes and bibliographical references.

SCS 101: INTRODUCTION TO COMPUTERS

Historical background of computers; Components of a computer systems; Basic computer organisation; Computer software; Operating systems with hands on experience with the operating system currently in use at the University; Hands on experience with a typical word processor.

SCS 103: PROGRAMMING IN PASCAL

Notations and fundamental concepts; Data type and declarations; statements, expression and assignments; simple input and output; Basic control structures; procedures and functions; arrays; records; sets; files; Pointers:- pointer Concept, programming a stack, non-linear structures, storage tailoring.

SCS 112: DESKTOP PUBLISHING

Basic concepts of Desktop Publishing Packages; Creating and publications: the Toolbox, working with palletes and setting preferences; formatting text; Working with graphs and managing windows; constructing a publication and using the dictionary; Indexing: Creating table of contents; Colour Management System (CMS).

SCS 114: INTRODUCTION TO SPREADSHEETS & DATABASE

Database Types: Advantages and disadvantages; filed types creating and modifying fields in database. Data entry and validation checks. Importing and exporting tables. Data handling: Add, view edit, sort or filter data in a database creating and using view files. SQL and query files; creating, saving, modifying query files. Forms: Creation and Application. Data entry and viewing through forms: Form within a form. Reports: Creating, customising and printing of reports and mailing labels (mailing lists). Designing and Running of Macros.

Data and Worksheet formatting and appearance modification. Opening, creating, saving, deleting contents of a worksheet. Sorting, filtering; totals and subtotals: Data validation in a spreadsheet. Move, copy and paste commands. Find, replace and Go to commands in a worksheet. Creating and using a formula in a worksheet. Getting external data into and out of a worksheet. Running a web, database query. Window handling facilities in a worksheet. Statistics: Finding using spreadsheet or statistical package mean, median, mode, of data.

ABA 201: BEHAVIOURAL SCIENCE

History of organisational behaviour; social responsibility and business ethics; Methods of studying organisational behaviour; individual differences: personality, personality assessment and relevance to; nature of attitudes and values, job satisfaction and commitment; motivation theory and practice, job redesign; change of behaviour, learning, rewards and punishment; occupational stress: sources, manifestation and management; intergroup behaviour and conflict; current approaches in understanding leadership, power and politics in organisations; corporate culture; effecting change.

ABA 202: INTRODUCTION TO FINANCE

Scope and nature of business finance; sources of Business Finance; ratio analysis; financial forecasting; financial planning and budgeting; breakeven analysis; capital budgeting; financial structure analysis; application of leverage on the cost of capital; introduction to budgets and budgeting control procedures.

ABA 203: INTERMEDIATE ACCOUNTING I

Accounting for assets: theories; valuation at acquisition, treatment of expenditure over life of assets, and disposition, allocation of cost to useful life. Accounting for investments. Specialised accounts: farm accounts; hire purchase accounts, joint ventures, royalty accounts.

ABA 204: FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

Nature of personnel management; objectives of personnel management policies; principles and philosophies of personnel management; personnel functions and employment; employee compensation: elements; salaries/wages, fringe benefits and collective bargaining; employee welfare: safety and security; employee maturation: hierarchy of needs, defense mechanism and communication; manpower planning;

recruitment, Factors governing recruitment; recruitment process; alternatives to recruitment; selection as an alternative to recruitment; selection as a source of competitive advantage; selection process; barriers to effective selection; orientation programme; problems of orientation, selection; training and development.

ABA 205: MANAGEMENT MATHEMATICS II

Matrices; Matrix algebra; operation on matrices; Law of matrices; special matrices; Application of matrices; Data storage, solving simultaneous equations; Markovian process, Input-output model. Linear programming I: Introduction, Basic concepts, formulation of LP problem, characteristics of LP problems, examples of LP problems, solution of LP by graphical method and simplex method. Calculus: differentiation of univariate functions, limits of a function, limits and continuity, univariate optimization, integral-definite and indefinite and their application in business.

ABA 206: BUSINESS STATISTICS

Nature and scope of business statistics; nature of statistical data; statistics as a tool of management; data collection analysis and presentation; measures of central tendency; measures of dispersion; Lorenz curves, consumer census and sampling probability theory: elementary concepts, permutation and combination, probability trees and decision trees, Bayes theorem; index numbers: basic concepts, construction of simple indices aggregate price indices, application of index numbers; introduction to bivariate frequency: regression and correlation.

ABA 207: ORGANISATION THEORY

Organizational theory; nature, meaning and purpose. Classical management and bureaucracy, management functions, organizational structure and design, communication channels organizational change organizational development. Evolution of management thought, international strategies in corporate life-cycle Downsizing right sizing, mergers, acquisition restructuring.

ABA 208: BUSINESS LAW II

Partnership: nature, creation, relationship; dissolution and termination; continuation of business, rights and duties; remedies and liabilities; sales of goods: subject matter, illegal sales, sales contract and formalities, risks and rights, damage and destruction of goods, obligations and remedies; insurances; assignment and policy; suretyship; nature, rights, defence, rules; bills of exchange: nature, acceptance, inchoate instruments, capacity and authority of parties, liability of parties, negotiations and negotiability, bills and cheques; protection of bankers and customers: relation of banker and customer promisory notes, banking statues affecting banking in Kenya, bankruptcy laws.

ABA 209: COST ACCOUNTING

Introduction to cost accounting: the nature and scope of cost accounting; cost accounting relationships; classification of costs; cost systems; the behaviour of costs; costing and controls of materials and labour; overheads: allocation and apportionment; costing methods and techniques, job order costing, process costing; activity based costing; standard costs and variance analysis; direct costing; application of marginal costing; by-product, joint product costing and absorption costing

ABA 210: INTERMEDIATE ACCOUNTING II

Accounting for equity; theories.; payroll accounting: Accounting for share capital, Accounting for long-term liabilities capital, Long term contract work accounts Accounting for changes in price levels: historical cost accounting, current purchasing

power and current cost accounting; Cash flow statements; Environment and theoretical structure of financial accounting.

AEC 201: INTERMEDIATE MICROECONOMICS

Consumer demand theory; theories of consumer choice: cardinal utility theory, ordinal utility theory, revealed preference theory and consumer equilibrium; theory of the firm: production, costs and equilibrium analysis; theory of market structure: perfect and imperfect competition; partial equilibrium of comparative markets; comparative statics and market equilibria; theory of general equilibrium general competitive equilibrium in exchange and production economies; pareto optimality; introduction to welfare economics

AEC 205: INTERMEDIATE MACROECONOMICS

Relationship between macroeconomics and microeconomics; basic macroeconomics models of income determination: Keynesian, Classical and monetarist; national income accounting, real output, price index and other statistics; theories of consumption, saving and investment; banking system; demand for and supply of money; output, employment and inflation; macroeconomic stabilisation policies; international trade and finance: balance of payments equilibrium, balance of payment adjustments policies under fixed and flexible exchange rates, introduction to growth theory.

SCS 203: INFORMATION SYSTEMS ANALYSIS & DESIGN

Pre: SCS 101

Systems concept and definition; types of systems; systems analysis and design concepts; approaches to systems analysis; structured systems analysis and design; computer-aided system tools; System Development life cycle; fact-finding techniques; systems survey and investigations; Economic feasibility: cost/benefit and capital investment analysis;

estimation of cost; economics of information; valuation of benefits; the feasibility report.

SCS 207: WEB DESIGN AND PUBLISHING

Pre: SCS 101

Internet and the World Web (WWW); Browsing and searching techniques; The internet as a research tool; Search engines; Introduction to Hypertext Mark up Language (HTTP); Web design, hosting and development; Intranet concept: evolution, benefits and challenges.

SCS 211: VISUAL BASIC PROGRAMMING

Pre: SCS 101

Introduction; controls; properties and events; variables; conditions and looping; arrays; menu design; file handling; modules; random access.

SCS 214: MANAGEMENT INFORMATION SYSTEMS

Pre: SCS 101

Introduction to Management Information Systems, hardware and software issues; managing information resources; Computer-Based Information Systems(CBIS); Accounting information systems; application software packages, Database management systems, ethical and security issues, systems analysis and design

ABA 301: PRINCIPLES OF TAXATION

Nature and objectives of taxation; classification of taxes; types of taxes; budgetary and fiscal measures: revenue motive, social aspects of taxation; incidence of taxation; table capacity; determination of taxable income, tax computation, deductions allowed,

deductions not allowed, capital and annual allowances; taxation at source, withholding taxes, the Pay As You earn (PAYE) System, allowances and relief returns, assessments, objections, recovery and repayment of tax; principles of the law of taxation.

ABA 302: COMPANY LAW

The nature of corporations and different types of companies; the mechanics and consequences of incorporation; the memorandum and articles of association; companies organs and officers; contract with the company; liability of members; promoters; prospectuses; directors' powers and duties; minority protection; rights and duties of auditors, methods of raising share and loan capital, maintenance of share capital; company annual returns, accounts and directors' reports; statutory offenses in conducting a company's affairs; winding up company.

ABA 303: FINANCIAL MANAGEMENT

Monetary mechanism and selected financial institution; sources of funds for investment; money and markets; financial analysis; financial forecasts; financial ratios; financial and operation leverage; capital budgeting techniques; portfolio management; capital asset pricing; arbitrage; options and future; management of working capital including current assets and debtors; financing of current assets.

ABA 304: PUBLIC SECTOR ACCOUNTING

Accounting concepts, bases and policies of relevance to the public sector; Applicability of accounting standards of public sector; Income measurement and valuation in the public sector; Principal accounting records of public authorities and state corporations; Accounting for funds and other loan monies and its relationship to entity theory; purchase and replacement of assets, presentation and interpretation of final accounts of public authorities and state corporations; contemporary issues in public sector

accounting. Preparation analysis and interpretation of final accounts of government units and local authorities.

ABA 305: AUDITING I

Nature and purpose of auditing; auditing principles and their application to the examination of financial statements; auditing and accountancy; the role and qualities of the auditor, responsibility for detection of fraud and other irregularities; auditing procedures relating to appointment; dismissal and resignation of the auditor; duties, powers and responsibilities of the auditor internal control, knowledge of the nature of client, internal check, internal audit, the essentials of internal control, internal check, internal audit, the essentials of internal control, internal audit questionnaire; the procedures and process: verification, valuation and disclosure of assets, the ascertainment and verification of liabilities and profit and loss items; sole trader, partnership and company audits.

ABA 306: MANAGERIAL ECONOMICS

Nature and scope of managerial economics; role of economic theory in management; theories of the firm; production functions; cost and estimation theories; pricing; practices, regulation, anti-trust, government participation; effect of competition and government regulation on firm behaviour; long-run investment decisions; applications of capital budgeting and forecasting models in management.

ABA 307: INDUSTRIAL PSYCHOLOGY

Definition and origin of Industrial psychology, concepts of the person in work psychology, basic statistics and data analysis in work psychology, individual differences, attitudes at work, analysis and modification of work behaviour, approaches to motivation, perceiving people, training and learning at work, work stress and psychological well being; managing stress at work, careers and career management. Job design and new technology; Work and personality; underemployment and skill

utilization; job satisfaction and performance; job contents, stress and health; job content and personality, job content alienation, and personal controls, personal controls and work performance; the psychological effects of employment; the psychological effects of underemployment, work leisure and retirement; working and not working, psychology of negotiations.

ABA 308: SALES MANAGEMENT

Personal selling and salesmanship, personal selling: objectives and strategies; sales force: organising, recruitment and selection, training and management; motivating sales personnel; sales effort control: the sales budget, quotas, sales territories, sales cost analysis.

ABA 309: MARKETING STRATEGY AND PLANNING

Corporate decisions; analytical methods for strategic decisions; business unit decisions; marketing decisions; environmental variable in strategy decisions, competition and marketing strategy and technological and environmental decision; developing products' strategies introduction and growth of strategies; marketing mix decisions (4p's); application of strategic process; the marketing plan, implementation and control.

ABA 310: ADVERTISING

Nature and scope of advertising; theories and principles of advertising; role and functions of advertising; advertising media: print, electronic; persuasion techniques; types of advertisement: industrial advertisement, trade advertisement, retail advertisement, consumer advertisement; advertising and promotion; consumer behaviour and psychology; the advertising decision process; methods of Ad evaluation: off-air tests, on air test.

ABA 311: MARKETING COMMUNICATION

The analysis of promotion problems from a managerial point of view; development of effective communications; determining communication objective; market information; communication channels; promotion budgets; deciding on promotional mix; advertising message; copy development; decisions, evaluating advertising effectiveness; client-agency relationships; personal selling, public relations and publicity.

ABA 312: CHANNELS MANAGEMENT

Definition channel; physical distribution: participants in the physical distribution function, the environment of physical distribution; channel design strategies and structures, selecting channel members, selling distribution objectives and tasks. Target markets and channel design strategies; product, pricing and promotion issues in channel management and physical distribution motivating channel members evaluating channel member performance; vertical marketing systems-retail Co-operatives, franchise systems and corporate marketing systems.

ABA 313: EXECUTORSHIP AND TRUST ACCOUNTS

Introduction to executorship law; meaning and philosophical concept behind trust and executorship, Testacy and Intestacy, Legacies, Distribution of estate, Advancement and hotchpot, Accounts of the executor, the law of trust, classification of trusts, appointment and capacities of trustees. Duties of trustees, liability of trustees, trustee's accounts, investment of trust funds, maintenance and advancement, distribution of estate and accounting treatment.

ABA 314: TAX PLANNING MANAGEMENT

Statutes for imposition of taxes: the Income Tax act (Cap. 470), Finance Act and other legislation; tax chargeable to income from business, employment, use of property, dividends, pensions, trusts, gains from transfer of property, management or professional fees, royalties, interest and rents; ascertainment of total income liable to tax: business, employment, non-resident persons capital allowances, investment deductions and losses; relief allowances, deduction of tax: the PAYE, withholding taxes, double taxation relief arrangement; incidence of taxation, exemptions; tax computations, accounting for tax on income, deferred taxation; tax returns and assessments.

ABA 315: QUANTITATIVE METHODS IN BUSINESS I

Probability theory: - Overview of probability, conditional probability, joint probability, Bayes theorem, Decision theorem; Decision making under uncertainty. Calculus: overview of Introduction; limits and continuity; differential calculus, multivariate function integration; classical optimization Techniques and application of calculus. Inventory Control:- Introduction; Types of costs; types of control systems; Economic order quantity and fixed order quantity calculation, lead time and inventory control models. Time series analysis;- variation in time series; trend analysis; cyclical variation; seasonal analysis and irregular variation, an illustration involving all components. Network Analysis:- Overview of the Network analysis, PERT and CPM, time analysis and cost scheduling, crashing Networks and resource schedule.

ABA 316: RESEARCH METHODS IN BUSINESS

Meaning and objectives of research; locating, reading, summarizing and interpreting economic research; literature reviews; statistical and non-statistical research methods; sampling techniques; types of data collection methods, case studies; questionnaire design and administration; data coding; data presentation, description and analysis

techniques; basic computer concepts; report writing skills; introduction to econometrics; statistical analysis of time series.

ABA 317: AUDITING II

An overview of the auditing process and internal control procedures; audit sampling techniques; audit and valuation checks with specific references to stocks debtors, investments, cash, assets, and liabilities, audit of computer based accounting systems; preparation of audit reports; review of specialized reports; investigations for clients prior to investment; prospectus investigations; legal and professional framework of auditing.

ABA 318: FINANCIAL INSTITUTIONS AND MARKETS

Essence of financial institutions; role of financial markets in resource allocation: lending, payments and risk-bearing; financial system: its operation, efficiency, stability and government intervention; determination of market interest rates; portfolio theory ;financial institutions: central bank, commercial bank, and other non-banking institutions, merchant banks and hire purchase companies; special financial institutions in Kenya: Industrial and Commercial Development Corporation, Industrial Development Bank, Development Finance Company of Kenya, Kenya Industrial Estates; Markets for funds: capital markets, money markets, security markets, capital market development authority; the stock exchange: terminologies, practices and functions, computation and interpretation of the stock index.

ABA 319: FINANCIAL PLANNING, BUDGETING & CONTROL

Financial and profit planning: Essentials of profit planning or budgeting, Preparation of profit plans, utility of profit planning, problems and changes of profit planning. Reporting and responsibilities; Keys to central organizational and behavioural implications, internal financial reporting and management control, staffing and operating the management control system. Budgets and budgetary control; what's

budget, budget centres, compiling a budget, controlling the plan, flexible budgets, zero-base budgeting cash forecasting and control; turning of cash plans, monthly cash forecast , short-term cash control, long-term cash forecasts – dynamic aspects.

ABA 320: INVESTMENT AND PORTFOLIO MANAGEMENT

Investment theory: brief review, characteristics of securities, risk and return, debt securities, equity and asset-backed securities; security market, indexes, market regulation; introductory financial analysis: sources of financial information, analysis of financial statements, interest rate risk factor, default risk factor, bond selection; investing in stocks, common stock analysis, earnings analysis; other risk factors: market, purchasing power, industry, management risk factor; consolidating and deciding with arbitrage pricing theory (APT): making buy-sell decisions; behaviour of stock prices: technical analysis, fundamental analysis, choice of one of the two; other investments; options; warrants and convertibles, futures contracts, investments in real assets; capital market theory, international diversification, investment performance evaluation.

ABA 321: LABOUR RELATIONS.

Definition and scope of labour relations, the main features of the Kenyan industrial relations; development of Labour Movement in Kenya, government and labour in Kenya. Trade unions in industrial relations in Kenya:- Development, functions and weaknesses of trade unions in Kenya, Management and industrial relations, collective bargaining and industrial disputes settlement, strikes and restriction of output, inflation, income policy and industrial relations, workers participation in management. The International Labour Organisations (ILO) role as to Labour relations.

ABA 322: HUMAN CAPITAL MANAGEMENT

Definition of Human Capital, Intellectual capital, human capital theory its implications and Measurements. Human Resource planning, process and Strategy, Estimating future Human resource Requirements, Labour Turn over, Action Planning. Talent Management, Attraction, retentions and reward strategy, Role design and development strategy, succession Planning strategy and Talent Audits. Recruitment, selection, job descriptions and specifications methods. Induction process, Release from Organization and Performance Management. Gender Training awareness.

ABA 323: PRODUCTION AND OPERATIONS MANAGEMENT

The production function and management process; objections and functions of production; organisation of systems; production models; factory management, planning and operations; plant location decisions; plant and facility layout; material handling; aggregate capacity planning; plant/work structuring; human factors in job design, research and production development; production planning and control techniques; materials and inventory management, production and scheduling and forecasting, inspection and quality control and manufacturing policy.

ABA 324: MARKETING OF SERVICES

The service economy; the nature of services; service quality; managing customer – perceived service quality; relationship marketing; segmenting, positioning and differentiating service markets; services marketing mix; the marketing of financial services; customer-focused service organisation.

ABA 325: INTERNATIONAL MARKETING

Nature and scope of international marketing; principles of international trade; importance of export-import to economic development of Kenya; bilateral and multi-lateral trade; market structures of international operations; marketing channels , pricing policies for basic commodities and manufactured products; intra-community trade activities; procedure, problems and complexities of documentation in international

markets; international and domestic marketing; role of Kenya External Trade Authority (KETA); COMESA (PTA). EAC.

ABA 326: RETAIL MANAGEMENT

Nature of retailing; types of retailing institutions; consumer behaviour and decision making; shopping strategies; evaluation of stores; retail strategy; pricing; merchandise handling; retail promotion and advertising; personal selling; the store: location, appearance; display; retail research; franchising.

ABA 327: CONSUMER BEHAVIOUR

Meaning of consumer behaviour; consumer needs and motivation; personality and consumer behaviour; group dynamics and consumer reference groups; the family and consumer behaviour; social class and consumer behaviour; the influence of culture on consumer behaviour; consumer decision processes: problem recognition, search and evaluation, purchasing process, consumer purchase decision-making models, post-purchase behaviour.

ABA 328: BANKING LAW AND PRACTICE

The history and evolution of banking; role of banking in economic development of society; Banker customer relationship; duties and rights of bankers and customer; banking operations; of accounts; bank mandate; powers of attorney; Commercial banking; present structure of banking industry in Kenya; Central banking ; Banking industry in Kenya; Central Banking; Banks and lending; Negotiable instruments; supervision of banking industry, Foreign Exchange transactions international financial institutions – World Bank.

ABA 329: MANAGEMENT OF PUBLIC ENTERPRISES

The legal apparatus that govern the formation and operation of public enterprises; ownership of public enterprises; sources of capital for public enterprises; types and role of public enterprises (e.g. those that operate as monopolies to provide essential services, those that operate with private enterprises in the provision of essential services, development boards, marketing boards, financial parastatals and regulatory parastatals such as Kenya Bureau of Standards); management problems associated with public enterprises.

ABA 330: INDUSTRIAL ATTACHMENT

This is a three month attachment at the real life situation, for example a business organization, a ministry or an institution relevant to the students' respective specializations after second semester of their Third year. The objective is to expose students to the working environment and instill in them a positive work attitude. The student will be assessed by an assigned member of the academic staff who will be assisted by an organizational supervisor. The assessment will be based on the work performance and a written report at the end of the attachment

ABA 331 : ORGANISATIONAL THEORY AND BEHAVIOR

Basic concepts of organization behavior; individual, group and formal behaviour, Interpersonal and intergroup relationships; Group dynamics; Need for understanding change and problems of change at individual, group and organizational level. teams learning, motivation, stress, perceptual processes, organization power, politics, conflict management, organization leadership, organization culture.

ABA 332 : HUMAN RESOURCE PLANNING

Nature of human resource planning; factors affecting human resource planning; requisites for human resource planning; analyzing work and designing jobs; job process analysis; job description and job specification

ABA 333 : PERFORMANCE MANAGEMENT

Introduction to Performance Management, Performance Management Framework: The Importance of Performance Management; Performance Planning: Organizational Mission, Strategy and Goals, Process and Employee Performance; Performance Facilitation: Rewards and Performance; Designing Jobs to Enhance Employee Involvement; Performance Assessment: Assessing Individual and Team Performance; Performance Improvement: Training and Performance Enhancement, Counseling and Discipline

ABA 334: COMPENSATION MANAGEMENT

Concepts, theories and legislation related to employee compensation. Wages and salaries. Incentives and labour productivity. Benefits and services. Types of HR security. How to obtain maintain and retain an effective workforce. Role of HRM in compensation. Remuneration practices. Employer's liability. Labour turnover and termination of employment current issues and problems in workers compensation; loss control, fraud and systems abuse, expanding definition of compensation.

ABA 335: PROCUREMENT AND SUPPLY CHAIN:(THEORY AND PRACTISE)

The scope of supply chain management, Key terms and concepts in supply chain management, The traditional rights of procurement, The principles of procurement, The contribution of the procurement function, Evolution of procurement and supply chain,

Major trends in procurement, Internal and external SCM environment, stakeholders in the internal and external environment, Relating procurement to other functions of an organization and SCM upstream and downstream activities

ABA 336: SUPPLY CHAIN PROCESSES

Supply chain management processes, Needs identification, Meaning and types of statement of requirements (specifications, terms of reference, and scope of works), Specifications writing, Developing terms, procurement planning, Selection of providers, Purpose of selection, Selection criteria, Methods of selection, Constituting selection team, working methodologies, Evaluation reports , Contracting order function, Methods of placing orders (manual and electronic), expediting, managing the order cycle time, Performance management, Importance of measuring contract performance, Measures of performance and Performance reporting.

ABA 337: PUBLIC PROCUREMENT MANAGEMENT

The scope and nature of public sector, Meaning of public procurement, The goals of government and procurement objectives, The principles of public procurement, Public procurement reforms, (Background to public procurement reforms, Drivers of public procurement reforms in Kenya, Implementation of public procurement reforms in Kenya, Challenges to the public procurement reform process) Public procurement processes (planning, Solicitation, Evaluation, Contracting and contract management), Public procurement institutional framework (Central and local government procurement institutional framework), Roles and responsibilities of stakeholder, Public procurement methods, Selection of procurement method, Open and restricted methods, RFQ/RFP, Micro procurement, Direct Procurement, community purchase, Contracting in Government (Process and Stakeholders) Public Disposal process (Meaning, Purpose, Process and Methods)

ABA 338 : PROCUREMENT LEGAL FRAMEWORK

Definition of contracts, Elements of a valid contract, A reconciliation of buyers' and sellers' terms and conditions, void and unenforceable contracts, Misrepresentation, mistake and duress, Agency, assignment, bailment and indemnity clauses, Procurement legal framework in Kenya, Legal and institutional framework for procurement and disposal of public assets, International procurement legal framework applicable to Kenya, Sale and Supply of Goods and Services, Breaches of conditions and warranties, Transfer of property, risk and title, Limiting risk, indemnity, exclusion and insurance, The rules in nemo dat quod non habet ,Delivery, Supply of goods and services.

ABA 339: PROCUREMENT IN PROJECT ENVIRONMENTS

Definition of terms and concepts, Evolution of project management as a professional discipline, Project management and other functions, The project management environment, Project management processes, Project management knowledge areas, Fundamentals of contract management in project environments, Project Management Methodology, Characteristics of procurement in projects, The setting of objectives in procurement projects, Planning, organizing, co-coordinating and controlling projects, Using appropriate tools, The use of IT software for improved project and contract management, Project Appraisal and Assessment, Pre-contract considerations with regard to the use of consultants, The use of project partnering and best value, Determining tendering procedure, Project Contracts (Competitive, negotiated, turnkey, multiple management, design, build and operate contract strategies), aspects of the contract(the specification, The performance measures and the contractual terms, contractual clauses), Forms of dispute resolution in project environments, Legal considerations relating to project and contract management

ABA 340: INTERNATIONAL PROCUREMENT MANAGEMENT

Definition of international procurement, Differences and similarities between national and international procurement, Rationale for international procurement, International procurement environment, Scope of international procurement environment, Stakeholders and their roles, The legal framework ,The international procurement procedures, Clearing and customs procedures, International commercial terms (INCOTERMS), Payment procedures, Skills in international procurement, Challenges in international procurement management

ABA 341: RELATIONSHIPS AND NEGOTIATIONS MANAGEMENT

Introduction to relationship management, Types of relationships, Development of supplier relationships, Effective relationship management in procurement, Supplier development programs, Selecting and maintaining effective suppliers, The impact of developing relationships throughout the supply chain, Relationships in a multicultural environment, Definition of culture, Importance of culture, Cultural dimensions, Negotiation skills for global procurement

ABA 342: PROCUREMENT RECORDS AND INVENTORY MANAGEMENT

Classification of procurement records, Procurement stage-based records and documentation, Safety and importance of procurement records and documents, Managing the sensitive complex procurement documents, The contract file, The action file and other documents, Preparing records for procurement audits and investigations, Electronic procurement records, Introduction to Stock Management (Definition, types & Categories; Proper Storage of Items) Stock Control objectives and techniques (forecasting, EOQ, JIT and ABC analysis); Coding, classification and standardization; Disposal of obsolete, redundant and scrap items.

Stock Control Techniques; Independent and Dependent Demand (MRP, MRP2, DRP); Measuring Inventory Management Performance: Stores efficiency and effectiveness;

Benchmarking; Stock Taking and Stock Audit; Maintenance of security and prevention of thefts; Health and Safety

Inventory Management Concept: Stockholding policies, Interface with other depts, Delighting customers (Internal & External), Lean Supply; Control of stock range: categorisation, standardisation and variety reduction, addition and deletion of items;

ABA 343: RISK MANAGEMENT IN SUPPLY CHAIN MANAGEMENT

The risks that an organization faces in the modern world, Sources of risks, Stakeholders in Risk management, Stakeholders and their roles, The needs and desires of stakeholders, Factors influencing stakeholder satisfaction, Risk management process, Risk management planning, Risk identification, Risk assessment, Risk response, Risk monitoring, evaluation and Mitigation

ABA 344: ETHICS IN PURCHASING AND SUPPLIES

Meaning of ethics, development of business ethics, ethical concepts, the role and application of ethics in purchasing and supplies management, ethics and social responsibility, ethical dilemmas in modern business environment, developing an ethical culture in purchasing and supplies, corruption and its impact on purchasing and supplies, developing value systems, ethical codes in purchasing and supplies, rules and laws governing professional purchasing and supplies. Ethics in Kenyan society; role of code of work ethics in organizations.

AEC 313: MONEY AND BANKING

History and growth of banking in East Africa; the role of commercial and central banks; creation and supply of money and its determinants; financial intermediaries; modern quantity theory and demand for money; the role of money in an exchange economy; the monetary mechanism and financial institutions; the quantity of money and the price level;

determinants of interest rates and theories of interest; monetary policy instruments and objectives; Kenya monetary systems; institution for international financial co-operation.

AEC 316: INDUSTRIAL ECONOMICS

Theories of the firm and industrial organisation; determinants of market structure; paradigms in industrial economics: neo-classical (structure-conduct-performance), Austrian, marxist and post-Keynesian; productivity and efficiency in the utilization of resources: choice of technique and relative factor prices; location theory and regional planning; market structures and government intervention in the market; industrial product and worker safety and environmental protection; approaches to industrialization; the Japanese, American and European approaches; Kenya's industrial structure and policy, industrial performance measurement.

AEC 320: ECONOMIC POLICY ANALYSIS

The role of state in a mixed economy; market failures and the need for government intervention; nature of the state as an economic agent, objectives and policy instruments; economic analysis of current policy issues relevant to Kenya: fiscal and financial policies structural transformation and adjustment, agricultural and industrial policies, employment and income distribution policies, inflation and balance of payments management policies, performance of public enterprises.

AEC 321: LABOUR ECONOMICS

Role of Labour in Production, Technical and Hierarchical division of Labour, Wage determination and structures, variations in wage locations and industries, Trade Unions, Employers associations and Minimum wages, settlement of Industrial disputes, Theories of value, Labour productivity, theories of Migration, Manpower planning, Unemployment and Inflation dynamics

SCS 306: INTERNET COMPUTING

History and evolution of the Internet, basic tools of internet access, emails, ftp, Telnet, news, anarchie, WWW, Basic internet protocols, TCP/IP, SMTP, ftp, http, routers, algorithms and protocols for routing, Internet programming, Unix systems calls, socket programming, languages for the Internet, HTML, XML, JavaScript, Perl, applications, network information discovery and retrieval, web servers, robots and search engines, Security issues, firewalls, encryption and protocols Problems with the Internet, technical issues, Future of the Internet, NGI, Internet-II,IP 6 etc.

SCS 310: MULTIMEDIA AND GRAPHICS

Pre: SCS 207

Fundamentals of design and visualisation; creating illustrations; Image creation: creating, editing, and optimising graphics for commercial designs; 2D animations; 3D graphics; Multimedia authoring.

SCS 322: ELECTRONIC COMMERCE

Business to business commerce. Business to consumer commerce. Building blocks of electronic commerce. E-commerce evolution, its benefits and shortcomings. Applications. Internet and networking technologies, Internet languages, Internet and network protocols. Electronic payment systems. Security of transactions, Review of cryptographic tools, Secure financial transactions, Payment protocols and standards, Smart card, e-cash technologies, Authentication, signatures, observers, Anonymity, privacy, traceability. Key certification, management and escrow, technologies for building e-commerce applications, distributed objects, object quest brokers, and object-oriented application frameworks. Some applications: supply chain management, internet auctions and remote banking.

SCS 324(a): STATISTICAL ANALYSIS WITH SPSS

Introduction; File management: types of files, creating new files, opening saved files, saving files, printing; Editing: cut and paste, copy and paste, editing options; Data manipulation: variable definition, inserting variables, inserting cases, variable transformation; Statistics: summarize, custom tables, comparing means, general linear model, correlation and regression, data reduction, reliability analysis, non-parametric tests; Graphs: Bar charts, line graphs, pie charts, box-plots, error bars, scatter plots, histograms, p-p plot, time series.

ABA 401: AUDITING PRACTICE AND INVESTIGATION

An overview of the auditing process; internal control procedures with particular reference to organisational structure; audit sampling techniques; audit and valuation checks with specific reference to stocks, debtors, investments, cash and other assets, liabilities and provisions mergers and share capital; investigations for clients prior to investment/acquisition of a business and prospectus investigations; audit investigations: interest acquisition audits; fraud and error investigations; management audits; professional tasks undertaken on behalf of statutory authorities including, registrar of Companies, controller and audit General; auditors' responsibility in receiverships and liquidation.

ABA 402: QUANTITATIVE METHODS FOR IN BUSINESS II

Linear Programming II: Overview of LP: simplex method for maximizing; simplex method for minimizing; sensitivity analysis and application of linear programming; Transportation models:- Introduction general structure of transportation problem, solving a transportation problem; Dummy variables, degeneracy test; maximization and minimization cases in transportation problem; optimality test, assignment model; - General structure of the model; assignment model for minimization and maximization, equal sources and destination. Correlation and regression; Bivariable frequency distribution; scatter diagram; correlation analysis; regression analysis; Autocorrelation; non-linear regression and linearization; multi-Regression analysis. Simulation;- introduction; model construction;

assessing a model's suitability; Monte Carlo simulation; variables in a simulation model and application of simulation; Queuing theory-Introduction; queuing structures; analysis of single and multi-channel queuing with exponential arrival and service process; queuing models.

ABA 403: ADVANCED FINANCIAL ACCOUNTING I

Partnerships accounts: equity changes in partnerships, dissolution of partnerships, conversion of partnerships to limited liability companies. Branch accounts: dependent branches, independent branches, foreign branches. Department accounts: distinction between branch and department, allocation of expenses, interdepartmental transfers. Accounting for consignments. Accounting for bills of exchange, Promissory Notes.

ABA 404: MANAGEMENT ACCOUNTING I

The nature, scope and purpose of management accounting; cost terms, concepts and classifications; the use of accounting information by management; cost accumulation for product costing; cost behaviour patterns; elementary cost estimation; product costing methods; variable versus absorption costing; cost-volume-profit and analysis; budgetary control; standard costing and basic variance analysis; cost benefit analysis; relevant cost for management decision-making.

ABA 405: STRATEGIC MANAGEMENT

Essence of strategic management; strategic analysis: determination of strength, weaknesses, opportunities and threats; strategy formation; strategic management at the business level, functional level, corporate level, international level, strategy implementation: the role of the organisational structure-leadership, power and organizational culture; ensuring strategic control strategic management of non-profit making ventures: analysing strategic situations through a scrutiny of cases.

ABA 406: MANAGEMENT OF FINANCIAL SERVICES

Leasing; concept, types, calculations, accounting and funding. Lease agreements, potentiality of leasing as a means of financing. lease financing in Kenya. Merchant Banking, Managing of issues; – shares and bonds; mobilizing deposits: inter-corporate loans, Sectoral financing other financial sources; hire purchase consumer finance, factoring venture capital, commercial paper, credit cards, credit rating, insurance. merges and acquisitions; fundamentals of business combinations; – motives for business combinations, forms of business combinations, types of mergers , merger analysis, terms of exchange- cash purchases- stock-exchange, acquisitions, – leverage Buy-outs (LBO), accounting considerations in mergers and acquisitions – turn-around strategies.

ABA 407: INSURANCE THEORY AND PRACTICE

Definition; terms in applied in insurance, essentials of insurance contract assurance and insurance, regulation of insurance; history of insurance; the role of insurance in Kenya, nature and scope of insurance markets; agents, brokers under limited; Principles of insurance concepts; individual insurable interest, utmost Goodfaith subrogation; proximation contribution.

Classification of insurance; General insurance; property insurance, fire insurance accident insurance; Burglary and theft, House hold insurance, special perils, consequence loss insurance; marine insurance motor, insurance liability insurance workmen's compensation insurance life assurance contracts; History of life assurance life assurance underwriting practical use of life assurance, life assurance procedure forms factors which influence the assessment of risks. Plan of life assurance contracts; Terms assurance, which life assurance annuities, types of personal and long-term assurance; personal accident sickness; insurance permanent health insurance, procedures of making claim.

ABA 408: INTERNATIONAL BUSINESS MANAGEMENT

Nature and scope of international business, Theories of international trade, modes of entry into foreign markets, multinational corporations. International business environment, International competition, organisation and control of international operations, International human resource management, International marketing management, International Production & Logistics Management, International Finance Management.

ABA 409: PLANNING THEORY AND TECHNIQUES

Evolving planning theories; types and nature of planning; decision theory; nature and meaning of comprehensive, master, contingency planning; relationship between decision-making and planning; choice of alternatives; goal formulation, action and feedback, scope survey; planning models; analysis and interpretations of planning purposes; planning and process control evaluation.

ABA 410: APPLICATIONS OF MARKETING RESEARCH

Overview of marketing research, attitude measurement and research, segmentation research, marketing and sales analysis research, product and pricing research, promotion and distribution research, consumer and industrial marketing research , International marketing research, Ethical issues in marketing research; The role of information technology in research and Guidelines for users of research.

ABA 411: INDUSTRIAL MARKETING

Nature and scope of industrial marketing; industrial goods and services; how industrial marketing differs from consumer marketing; purchasing objectives, buying/selling processes; buying strategy; make or buy decisions; buyer-seller relationships; industrial market segmentation; macrosegmentation; microsegmentation.

ABA 412: LOGISTIC MANAGEMENT

Role of logistics; logistics in marketing; marketing support; customer service; facility structure; location and cost of distribution; warehousing and transport costs; logistical analytical techniques: routing, scheduling and simulation; order processing management; inventory management; warehousing; logistics policy and control; systems design; policy formulation; performance measures.

ABA 413: ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Essence and philosophy of entrepreneurship development; features of entrepreneurs (risk-taking, self confidence, goal setting, drive and synergy); starting a small business and the role of financial institution buying an on-going small business, evaluating an on-going business investor, perspective, entrepreneur's perspective and seller's perspective); preparation and presentation of proposal for capital venture; operating considerations (market analysis location, staffing customer relationship) analysis of managerial problems facing small businessmen (financial, legal and marketing related problems); attributes of successfully managed small scale business; role of management consultants in small scale business management; optimal use of funds.

ABA 414: ISSUES IN MANAGEMENT

Role of government in Business; Social – responsibility of modern business manager; management jargons- their applicability and success: M.B.O., P. E.R.T., J.I.T. ,B.P.R. T.Q.M, Mergers' Acquisitions; consolidations, disinvestment; Organizational sizes in the

mechanized world; role of the manager and the emerging trade blocks; Human resource accounting (H.R.A.); Staff Re-engineering; Employee stock participation; Liberalization and the local industry.

ABA 415: ADVANCED FINANCIAL ACCOUNTING II

Kenyan and international accounting standards, group accounts, unresolved issues in accounting for group accounts, associated companies and other investments, legal and quasi-legal requirements, accruals accounting and fund accounting specialized financial reporting – the preparation and presentation of accounts and reports relating to prospectuses, stock exchange requirements, offers for sale, takeovers, mergers, acquisitions, amalgamations and profit forecasts.

ABA 416: MANAGEMENT ACCOUNTING II

Differential cost analysis (Decisions involving alternate choices); Depreciation policy; accounts of holding companies; Responsibility accounting and income reporting; cost analysis and pricing decisions; activity Based costing and cost management systems; divestment Ratio analysis: coverage of interest and preferred stock dividends, EPS, ROA, ROE, Return on scales; financial leverage and the statement of retained earnings –dividend payout ratio, dividend yield ratio. Cash flow statements.

ABA 417: BANKRUPTCY AND INSOLVENCY ACCOUNTS

Introduction to the process of bankruptcy, Acts of bankruptcy: the receiving order powers and duties of official receiver, scheme of composition; deeds of arrangement the adjudication for debtors. The trustee; appointment, rights to the property of the bankrupt; duties, powers privileges and removal. Bankruptcy accounts; statements of affairs of companies going into bankruptcy liquidation, liquidators statements and capital reorganisation.

ABA 418: TOTAL QUALITY MANAGEMENT

Essence and scope of product quality, service quality; historical evolution of quality thinking; Deming's principles; the Juran trilogy; Feigenbaum and total quality control; Crosby's quality management maturity grid, cost of quality, Zero Defects; cross-function management; vendee-vendor relations; Just-in-time (JIT) cause – effect chain and foolproofing devices; total quality management model; quality function deployment, benchmarking and business process improvement; measurement of customer satisfaction, process re-engineering, root cause analysis, service quality management, supplier certification.

ABA 419: INTERNATIONAL FINANCE

Essence of the environment of international finance; foreign exchange market; exposure management; parity conditions; currency forecasting; international financing: loan syndication, project financing; international financial markets; multinational working capital management; international investment management; political and country risk analysis; multinational capital budgeting; currency futures and options; financial innovations; consolidated accounts.

ABA 420: CORPORATE FINANCE

The firm and financial manager; company financing and capital structure; types and sources of business finance; principles of corporate financing; capital markets pricing; interaction of investment and financing decisions; financial markets; risk spreading and the use of forward and future markets; take-overs and mergers; economic gains and cost of mergers and take-overs; internationalisation of corporate financing internationalisation of financial markets; relationship between exchange rates, inflation and interest rates; financial structure of multinational international financial management.

ABA 421: INSURANCE RISK MANAGEMENT

Essence of a corporate strategy; devising a corporate strategy; the strategy core; identifying and strengthening the strategic core; choosing a corporate strategy: market selection, product positioning, value chain analysis, generic strategies; implementing a corporate strategy: organisation and control, strategic linkages, extension of the value chain sustaining competitive advantage; risk management objectives, policy statements and manuals; identification, evaluation and treatment of an organisation's pure risk; risk management task in the corporate structure; challenges risk management.

ABA 422: INTERNATIONAL TRADE

Theory of international trade; comparative advantage, the gains from trade, tariff and non-tariff barriers to trade, relative factor shares, trade and growth, economic integration and international commodity agreements; problems and policy: balance of payment adjustment, exchange rate management theories, foreign exchange market, role of multinational corporations in Africa.

ABA 423: STRATEGIC MARKETING

Marketing perspectives: origins and development environmental forces and marketing ethics; a sample marketing plan; market analysis and target marketing; marketing research analysis: segmentation, targeting and positioning; product strategy: product concepts, product management, services and non-profit marketing; pricing strategy: pricing planning, setting and managing; distribution strategy: marketing channels, wholeselling and industrial distribution; promotion strategy: strategies and processes, advertising, sales promotion and public relations, sales and sales management; quality and customer satisfaction; managing a marketing programme; case studies.

ABA 424: LABOUR LAW

Definition and scope of Labour Law, Legal aspects as they relate to relationships between and among employees and employers at the work places and in the society. The foundation of Labour Law, individual employment law, collective labour law, industrial conflict and trade unions law. The industrial court composition and the role played by the industrial court, the industrial relations charter the International labour Organisations (ILO) role to labour Law.

ABA 425: CONFLICT MANAGEMENT

Nature and source of conflict; individual and group conflict; rumours and gossips: source, management (grape-vine) communication; concepts and processes involved in the interface among individual groups and organisations; the conflict process; consequences of conflict; functional and dysfunctional conflict; effects of conflict at work place; managing effects of conflict at work place; managing conflict; stress detection and control; motivation, enrichment and job satisfaction.

ABA 426: ACCOUNTING THEORY

Theoretical financial accounting framework; theory of accounting in relation to measurement of income; capital and the valuation of assets; a critical appraisal of accounting principles and conventions; analysis of financial information: interpretation of accounts and the use of ratio analysis; limitations of financial information; use of financial information and the valuation of business and shares; short-comings of such valuation; critical analysis of financial statements for use of equity investors; loan financiers, employees and government agencies; contemporary developments in accounting practice, issues (theoretical and practical) involved in contemporary accounting of accounting standards nationally and internationally; the regulatory framework of contemporary financial accounting practice with special reference to

Kenya: legal and professional; a critical appraisal of accounting standards in regulating accounting practice in Kenya, International accounting standards.

ABA 427: PRODUCT MANAGEMENT

Broad definition of a product, classification of products, product mix and product line decisions, BCG Product Portfolio matrix, Branding, packaging and Labeling decisions, New product development process, product life, cycle and related marketing strategies, Differentiating and positioning products.

ABA 428: SOCIAL SECURITY AND PENSION FUNDS.

Essence of social security; various social security schemes; social security in Kenya; Life contingencies: the survival model and table, select, ultimate and aggregate mortality tables, expected cash flows under financial contracts involving death and survival. General background to pension funds, methods of providing pensions, funded and unfunded schemes, state schemes, trust deed and rules, benefit structure and design, valuation procedures, bases for valuing assets and liabilities, analysis of surplus, asset/liability matching.

ABA 429: PLANNING AND ADMINISTRATIVE DECISION-MAKING

Managerial decision-making; nature and process; decision-models: traditional model, rational comprehensive model, incremental models; decision making and planning in a participative and non-participative organization; leadership styles; organisational contingencies and administrative effectiveness; planning business strategies; strategy evaluation, consistency, consonance, advantage, feasibility.

ABA 430: AGRICULTURAL MARKETING

Role of agriculture in the national economy; special characteristics of agricultural production; agricultural marketing: basic concepts, functions of agricultural marketing

system; applicability of marketing principles to farmers: the supply and demand for agricultural products in Kenya; long-term trends in agricultural production-possible cobweb situations; agricultural marketing mix; marketing channels used by farmers in unison; individual farmers marketing channels; institutional approach to agricultural marketing; international commodity agreements; Kenya's agricultural pricing policy; marketing of agricultural inputs in Kenya; World population and food supply.

ABA 431: PUBLIC RELATIONS

Importance of Public relation; Public relations with employees; customers, investors; means of internal public relations; company hand book; company magazine; annual reports; suggestion boxes, reading racks; miscellaneous media; means of external public relations: relation with the press; seminars and conferences; goodwill visits, gifts and greetings; exhibitions competition; institution of chairs; scholars and prizes pertaining sports; educational materials; public relations and attainment of enterprise objectives.

ABA 432: ISSUES IN MARKETING MANAGEMENT

Overview of marketing Management, marketing as a management function, the role of marketing in the economy, customer care, relationship marketing, marketing implications of regional integrations, implications of trade and market liberalization, technology and marketing, Gender and marketing, Green marketing, marketing implications of corruption in Kenya, marketing ethics.

ABA 433: EMPLOYEE DEVELOPMENT AND CAREERS MANAGEMENT

Nature of training and development; gaps in training and development; training process; career management; performance measurement; appraisal process; legal issues associated with appraisal; job evaluation process; alternatives to job evaluation, Incentive awards. Designing reward systems and recognitions. Employee and employer commitment. Variable pay stimulating performance and positive reinforcement. Employee needs. Job satisfaction and the quality of work life. Expectancy theory and managerial implications.

ABA 434: OCCUPATIONAL HEALTH AND SAFETY

Introduction to Occupational Safety and Health, Importance of Health and Safety at Work Place, Policies and Procedures for Health and Safety at Work ,Managing Health and Safety at Work Place, Conditions affecting Health and Safety at Work Place, Responsibilities and organization for safety, Planning Safety training the safety training cycle, Work Schedules and Policies, Risk Assessments at Work Place, Health and Safety audits/ workplace inspection, Occupational Healthy Programmes ,Accident Prevention; prevention Programme, accident investing and methods of follow up

ABA 435: INTERNATIONAL HUMAN RESOURCE MANAGEMENT

Contents: International recruitment and selection, International staffing, Pre-Departure training-Sensitivity analysis, role playing, language training, pre- departure visits, foreign entity awareness training, International Compensation, International cultures, Repatriation Management, International law and ILO, Special issues in International Human Resource Management

ABA 436: INDUSTRIAL AND LABOUR LAWS

The legal organization or relationships between and among employees and employers (both individually and in combination) at the place of work, and in society at large; The foundation of labor law, individual employment law, collective labor law, the law of industrial conflict and the trade unions, Industrial Court, ILO; Occupational Health and safety and the work injury and Benefits acts.

ABA 437 : CONTEMPORARY ISSUES IN HUMAN RESOURCE MGT

Key issues in Human Resource Management function. Future trends in human resource management ideas and practices. The role of human resources management in the

success of an organization; Human Resource Management; the international dimension, International human resources management and change; The Seven C's of international human resources management; cosmopolitan, culture, compensation, communication, consultancy, competence and co-ordination.

ABA 438: LOGISTICS MANAGEMENT

Introduction to logistics management, Importance, Evolution and functions of logistics management, The logistics mix, Logistics activities, Logistics and other functions, The logistics management process, Logistics management organization, The logistics organizational structure, The roles of the logistics manager, Skills requirements for logistics efficiency. Managing people in logistics, Logistics management trends, Principles of logistics excellence, Influences of logistics management ,Trends in logistics management ,Logistics and transportation management, Linking logistics and transport, Meaning of transport, Modes of transport, Third-party logistics ,Warehousing and inventory management, Principles of stores and warehouse management, Developments in stores and warehouse management,

ABA 439: FINANCIAL MANAGEMENT IN SUPPLY CHAIN MANAGEMENT

Definition of terms and concepts in finance, Importance of finance to purchasers, The difference between management accounting and financial accounting, The different roles and responsibilities of people involved in finance, Capital and revenue purchases, Capital items, Expense items, Terms associated with the treatment of capital items, Treatment of capital and expense items, Preparation of financial statements, The role of the profit and loss account in decision making, The role of the balance sheet in decision making, The role of the cash flow statement in decision making, How financial statements are collated and prepared.

Costs; The classification of costs, The total cost of a product or service, Costing and cost analysis techniques, Pricing strategies in the procurement and supply chain process, Develop a process and plans for managing costs.

Sources of finance; Short- and long-term sources of finance, the importance of internally generated sources of finance, the importance of external sources of finance

Budgeting; The benefits and criticisms of budgeting, Key terms and the different types of budget, The implications of fixed and variable costs, The principles of managing a budget to achieve target performance

ABA 440: E-PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Overview, concepts and background to e-procurement practices ;Meaning of e-procurement, Importance of e-procurement, Types and forms of e-procurement, Classifications of e-procurement, Foundations of e-procurement, Theoretical framework of e-procurement, Legal provisions in e-procurement management, Managing e-tendering; Planning, organizing, staffing, and leading for e-procurement, Stakeholders in e-procurement, Managing records in e-procurement, Safety, ethics and confidentiality in e-procurement, Current issues and trends in e-procurement, Payment in e-tendering, Industry best practices and available software for procurement ,Market trends with customer-facing implications, Marketing implication of E-Commerce ,Customer dynamics and the future, Innovations and the culture of continuous improvement and Challenges of e-procurement in a regional contexts

ABA 441: OPERATIONS MANAGEMENT

Role of the production function: Design of Facilities and job: Materials and inventory management: Operations Planning and Scheduling: Inspection and quality control: manufacturing and service strategy. Product and service design process: process selection and capacity planning: facilities layout, location and design of work systems, materials requirement planning (MRPII) systems.

ABA 442: PROCUREMENT AUDIT AND INVESTIGATIONS

Introduction to procurement audits and investigation; The nature and scope of procurement audits and investigations, Importance of procurement audits, Principles of procurement audits, Types of procurement audits and investigations, The process of procurement audits, Stakeholders and their roles in procurement audits. Professional and legal requirements for procurement auditing; Professional requirements, Responsibilities, Rules of professional conduct. Audit Management; Audit planning including audit programmes, Audit risk; Staffing the assignment, Controlling the audit work, Recording the work done (Using audit working papers and audit files); Audit evidence, Audit procedures. Detection of procurement fraud and misconduct; Procurement internal controls, Structure of procurement regulations, Causes and consequences of procurement fraud, Misconduct and procurement mismanagement, Recent procurement scandals on the local and international scene. Audit report and audit opinion; Reports to management, the nature and form of the audit report and Uses of the procurement audited information

ABA 443: PROCUREMENT AND SUPPLY CHAIN RESEARCH

Overview to procurement and supply chain research; Introduction to general research methods, The importance of research in procurement, Advantages of research in procurement, Types of research in procurement and supply chain, Selection of research topics. The research process; Problem identification and formulation, Reviewing procurement research, Designing research for procurement, Collecting data for

procurement, Procurement research reports, Analyzing procurement research data, Writing research reports, Dissemination of procurement research, Application of procurement research, Ethical issues in procurement and research

ABA 444: CONTRACTS AND DISPUTE MANAGEMENT

Meaning of contracts and dispute management, Categories of procurements, Forms of contracts, Disputes in contracts, Sources of disputes in contract management, Strategies of disputes management, Legal provisions for contract disputes, Management and negotiation of variations and claims, The negotiation process, Negotiation approaches, Contract closure and liability for defects and Post-implementation appraisal

ABA 445: STRATEGIC PROCUREMENT MANAGEMENT

Introduction to procurement strategy; Definition of strategy, Perspectives on strategy and its origins, Characteristics of strategic decisions, Objectives of strategic procurement management, Benefits of strategic procurement management, Changing environment of procurement management, Environmental changes, global sourcing and its strategic impact, Strategic procurement and competitive advantage. Developing and managing procurement strategy; Benchmarking, Outsourcing, Make or buy, Co-makership policies, corporate governance; Procurement strategy implementation and control; Implementations plans, Change management and Monitoring and control

ABA 446: SUSTAINABLE PROCUREMENT AND SUPPLY CHAIN MGT

Introduction to sustainable procurement; Definition and key concepts for SP, The potential of SP for promoting sustainable development and realizing its benefits; Regulatory framework for SP; Local, International; The integration of sustainability considerations in the procurement cycle; procurement planning, requirement definitions, sourcing, standard bidding documents, evaluation, award and compliance monitoring. Barriers and opportunities for SP; Action plans for the implementation of SP at organizational level and the role of the civil society and the private sector

AEC 402: PUBLIC FINANCE & FISCAL POLICY

The finance functions and the role of the manager in a business organization; Budgets and budgeting control procedures; capital budgeting: investment appraisal of capital projects-traditional techniques, discounted cash flow methods, cost of capital and its use in evaluating capital projects, treatment of inflation and taxation; money markets versus capital markets; basic valuation models; financial forecasting; comparison of forecasting methods, multiple regression, analysis of statement of changes in financial position; financial planning and control; financial structure and the use of leverage: cost of capital margin cost of capital; Modigliani-Miller propositions on cost of capital; current developments in Business finance in Kenya.

AEC 416: MONETARY THEORY AND POLICY

Theoretical and empirical definition of money; money in the macroeconomy; determinants of money supply; central banking and monetary policy; role of monetary authorities in controlling the money stock; controversies relating to the quantity theory of money; monetary policy and the transmission mechanism; money in the open economy; money and inflation.

AEC 418: PROJECT APPRAISAL AND EVALUATION

General principles of project appraisal: cash flow, discounting; the internal rate of return and net present value; criteria for appraisal; shadow prices; the treatment of risk and uncertainty; the domestic resource costs approach; the case of unquantifiable benefits; cost efficiency analysis; techniques of preparing economic projects; establishment of project goals; methods of evaluating different projects.

SCS 409: IT AND SOCIETY

Pre: SCS 101

History of computing, social context of computing, methods and tools of analysis, professional and ethical responsibilities, the electronic community, the changing nature of technological risks, the information economy, risks and liabilities of safety-critical systems, intellectual property, privacy and civil liberties, pornography and censorship, social implications of the internet, computer crime, economic issues in computing, philosophical foundations of ethics.

SCS 416: HUMAN COMPUTER INTERACTION

Principles of HCL, Modeling the user, Interaction, Window Management System Design, help Systems, Evaluation Techniques, Computer Supported Collaborative work.

SCS 436 : INTERNAL CONTROLS AND SECURITY ISSUES

Controls on data and information, input controls, processing controls, output controls internal security, protection against fraud, computer crimes, computer viruses security measures, audit of a computerized system.

SCS 437 : INFORMATION SYSTEMS APPLICATIONS

Decision Making process, Human Information Processing System, Decision Support System (DSS), Knowledge-based Systems, Artificial Intelligence; Expert Systems, Executive Support Systems, Organisational Information Systems :Manufacturing Information Systems, Financial Information Systems Controls on data and information, input controls, processing controls, output controls internal security, protection against fraud, computer crimes, computer viruses security measures, audit of a computerized system., Marketing Information Systems and Human Resource Information Systems.