

COURSE SYLLABUS: SUPPLY AND TRANSPORT

DIPLOMA IN BUSINESS MANAGEMENT

MODULE II

Introduction

This module unit is intended to equip the trainee with knowledge skills and attitudes that will enable him/her to perform supplies and transport activities in an organization

General Objectives

By the end of the module unit the trainees should be able to:

- a) Explain basic supply and transport principles in an organization
- b) Apply appropriate modes of transport in business management
- c) Discuss the role played by supply and transport in an organization.
- d) Describe the activities performed in supplies and transport department in an organization

Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
15.2.01	Supply Department	<ul style="list-style-type: none">• Meaning of supply• Objectives of supply department• Organization of supply department• Functional relationship between supply department and other departments	8
15.2.02	Purchasing Function	<ul style="list-style-type: none">• Definition of purchasing• Functions of purchasing department• Origin of the need to purchase• Purchasing process• Sources of supply• Factors considered in supplier evaluation	8
15.2.03	Stock Control	<ul style="list-style-type: none">• Meaning of stock control• Reasons for holding stock• Stock control methods• Factors considered in stock control	8

15.2.04	Warehousing	<ul style="list-style-type: none"> • Meaning of warehousing • Importance of the warehousing in an organization • Types of warehouses • Setting up of storehouses and stockyards 	8
15.2.05	Receiving, Inspection and Issuing goods	<ul style="list-style-type: none"> • Meaning of receiving inspection and issuing of goods • Order picking • Documents used in receipt inspection and issuing of goods to customers • Methods used in the process of inspection of goods • Process of receiving, inspecting and issuing goods 	10
15.2.05	Storage and preservation of materials	<ul style="list-style-type: none"> • Meaning of the terms storage stock location and preservation in a warehousing operations • Factors in selecting storage methods to use • Storage methods for materials • Factors considered in selecting stock location • Stock location methods • Importance of preserving materials • Methods used to preserve materials • Factors to be considered in the process of preserving materials 	10
15.2.06	Security and Safety in the Warehouse	<ul style="list-style-type: none"> • Security measures • Safety measures 	10
15.2.06	Store layout	<ul style="list-style-type: none"> • Meaning of the term store layout • Objectives of store layout • Factors considered in designing a store layout • Types of store layout 	8
15.2.07	Materials Identification	<ul style="list-style-type: none"> • Meaning of the terms classification and coding • Basis of classification and coding of materials • Factors that should be considered in classification and coding of materials 	8

		<ul style="list-style-type: none"> • Features of an efficient coding system • Methods of coding materials 	
15.2.08	Introduction to Transport	<ul style="list-style-type: none"> • Meaning of transport • Importance of transport • Functions of transport • Essentials of an efficient transport system 	6
15.2.09	Physical Distribution	<ul style="list-style-type: none"> • Meaning of physical distribution • Components of physical distribution • Factors to consider when choosing transportation modes 	8
15.2.10	Organization of Transport	<ul style="list-style-type: none"> • Organization of transport activities • Distinction between carriers and non-carriers • Internal organization of transport department 	8
15.2.11	Control of Transport Industry	<ul style="list-style-type: none"> • Purpose of control of transport industry • International agreement on control of transport industry • International agreements on control of the transport industry • Professional bodies involved in control of transport industry • Government legislation in relation to the control of transport industry 	8
15.2.12	Emerging Trends and Issues in Supplies and Transport Management	<ul style="list-style-type: none"> • Emerging trends and issues • Challenges posed by emerging trends and issues • Ways of coping with the emerging trends and issues in supplies and transport management 	6