[A-3]COURSE SYLLABUS

1. Course Description (Approximately 100 words)

For many years now, a lot of manufacturing company does not know the important of stock methods and even when they know, it is not consciously handle or put in the care of professional. In fact, they belief that the stock control methods is not the ultimate things the organization desire in its operations. Therefore, storage and distribution processes may involve a complex movement of product around the world, differences in documentation and handling requirements, and communication among various entities in the supply chain.

Since stock is often regarded as a life wire or life given element of an organization, the control of stock therefore is highly significant and should start right from the time the need is identified to purchase order expediting. The achievement of the potential benefits that are there in an efficient stock control system will only be possible if any one when store personal are well

2. Course Goals and Objectives (Approximately 100 words)

The course is intended to:
Have an insight into the practical aspect of stock control or management in a public/private utility agency such hospitals, warehouses, registry etc which will enable the student to identify problems and come up with solution to the problem on the area operations
Provide valuable suggestion and advice on problems facing the store department. This will help the organization to obtain the benefit of adoption of recommend stock control method and technique to improve service and profit level of the organization.
To greatly improve the knowledge of the participant in stores management in the organisation

3. Textbook (Title, Author, Publisher, Year of Publication, etc.)

1. Fawcett, P. & McLeish, R., (1992). Logistics Management Framework. Singapore: Pearson Education Ltd
2. Jessop, D, Morrison, A.,(1994). Storage and Supply Management. London: Prentice Hall.
3. Jessop, D, Morrison, A., (1986). Storage and Control of Stock. London GB: Pitman Publishing
4. Lysons, K., (1996). Purchasing and Supply Chain Management. London GB: Prentice Hall.
5. Cater R.J., (1990). Stores Management and Related Operations. Great Britain: Richard Clay Ltd

4. Reference

1. Fawcett, P. & McLeish, R., (1992). Logistics Management Framework. Singapore: Pearson Education Ltd
2. Jessop, D, Morrison, A.,(1994). Storage and Supply Management. London: Prentice Hall.
3. Jessop, D, Morrison, A., (1986). Storage and Control of Stock. London GB: Pitman Publishing
4. Lysons, K., (1996). Purchasing and Supply Chain Management. London GB: Prentice Hall.
5. Cater R.J., (1990). Stores Management and Related Operations. Great Britain: Richard Clay Ltd
6. Aberdeen Group, (2005). Best Practices in Transportation Management. How Companies Are Driving Cost and Service Improvements
7. Varma, M.M. Essentials of Storekeeping and Purchasing. New Delhi: Sultan Chand and

5. Course Requirements and Grades

There will be two (2) course tests or coursework given; each will be marked out of 30 marks. The best done shall be considered.
Course work or(and) Tests 30%
Final Examination 70%
Overall Score 100%
N.B. Class attendance should be at least 75% for a student to sit the final examination.

6. Course Calendar

Week	Main Content
1	Over view of Stores and Distribution Management
2	anagement of Operations of Stores; Objectives and Functions of Store-keepe
3	Decentralization and Centralization of Stores
4	Classifications, Codifications and Standardization
5	Storage facilities Requirements and Designs; Interior and Exterior Design
6	Control of Obsolescent, Obsolete and Redundant Stocks
7	Material Handling; Types, Advantages and Disadvantages
8	Double Handling; Packaging
9	Documents Used in Stores
10	Security and Safety Stocks;
11	Stores Verifications; Stock Taking and Control
12	Fixation of stock level; Minimum, Maximum, Danger level, EOQ
13	Inventory Management; Types, Reasons, Factors etc
14	Assets Management; Assets Register, Calculation of Depreciation