



# MCAST

Malta College of Arts, Science & Technology

MQF Level 6

BC6-03-18

**BA (Hons) in Procurement and Finance**

**Course Specification**

## **Course Description**

This three-year Bachelor degree intends to provide learners with a strong basis of procurement processes and supporting aspects. By applying theory to both public procurement procedures as well as those adopted within the private sector, this degree will expose learners to the various aspects of Procurement Management. This is coupled with a detailed understanding of the finance function, which in itself provides the students with the capability to carry out work more effectively. Management studies are also incorporated in the programme of studies, in a way as to provide the students with a launch pad into the heart of effective operations coordination in this dynamic area.

## **Programme Learning Outcomes**

At the end of the programme the learner will be able to:

- 1. Understand and operate the various aspects of Procurement, both at Public Sector level as well as within the Private Sector;*
- 2. Internalise various managerial functions, needed to carry out effectively an operational role within the areas of Procurement and Supply Chain Management;*
- 3. Comprehend the main aspects of organisational infrastructure, corporate governance, ethics and compliance that shape the scope of procurement or supply chain function, in both Public and Private Sector settings;*
- 4. Analyse the various stages within the Procurement process, in a manner that proper action is taken commensurate to the particular operational setting and requirement;*
- 5. Practice appropriate methods in relation to the financials related to Procurement processes.*

## **Entry Requirements**

MCAST Advanced Diploma in Business Administration

or

MCAST Advanced Diploma in Accounting

or

2 A-Level passes and 2 I-Level passes

Compulsory A-Level: Accounts or Marketing or Economics

Note: Applicants with similar qualifications may still show their interest in applying for this course. Such applications will be presented to the Admissions Board for its consideration.

## Current Approved Programme Structure

<b>Unit Title</b>	<b>ECTS</b>	<b>Year</b>
Fundamentals of Finance	6	1
English I	3	1
English II	3	1
Mathematics	6	1
Economics	6	1
IT support in Management	6	1
The Commercial Setting for Procurement and Supply	6	1
Procurement and Supply - An Introduction	6	1
Principles of Procurement 1	6	1
General Procurement Sourcing	6	1
Accounting Principles	6	1
Research Methods 1	6	2
Research Methods 2	6	2
Personal and Professional Development	6	2
Organisations and Behaviour	6	2
Work Based Learning in Procurement	6	2
Entrepreneurship	4	2
Intrapersonal and Interpersonal Skills	2	2
Principles of Procurement 2	6	2
Management Accounting	6	2
Understanding Procurement Documents	6	2
Aspects of Negotiation	6	2
Legal Foundations of Procurement	6	3
Costings aspects in the Procurement Process	6	3
Administering Logistics Effectively throughout the Procurement Cycle	6	3
Aspects of Auditing	6	3
Tendering	6	3
Contracts Management	6	3
Working the Financials of a Tender	6	3
Public Procurement: the EU Dimension	6	3
Dissertation	12	3
<b>Total ECTS</b>	<b>180</b>	<b>/</b>

## Unit: Fundamentals of Finance

Unit level (MQF): 5

Credits : 6

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### Unit Description

The main objective of this unit is to provide learners with a solid understanding of the fundamental principles relating to finance. Primarily, learners will familiarise themselves with what financial management entails, the difference between financial accounting and cost and management accounting, the various users of financial information and the accounting equation. In addition, following the completion of this unit students will also be familiar with the various sources of finance that are available to business organisations, together with the associated costs. Therefore, learners would be able to choose the source which would be most appropriate within particular situations.

The unit also provides learners with a good working knowledge of the fundamental principles of asset management, namely concerning cash flow management, inventory management, credit management and non-current asset management procedures. In addition, this unit also considers the nature and purpose of the components of a set of financial statements so that learners will also be able to calculate appropriate financial measures to evaluate the performance of a business organisation.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand fundamental finance and accounting principles*
2. *Analyse the sources of finance available to a business organisation*
3. *Explain the fundamental principles of asset management*
4. *Evaluate the performance of a business organization using appropriate financial measures*

## Unit: Economics

**Unit level (MQF):** 5  
**Credits :** 6

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### Unit Description

This unit is designed to provide an introduction to the general principles of microeconomics and macroeconomics with application to financial products and markets and to the economy as a whole.

The module begins with an overview of microeconomic theory. It considers the allocation of scarce resources in mixed economies and describes how this happens via the market mechanism. It considers the theories of price and of competition and then looks at why and how governments intervene in free markets.

The module goes on to describe national income identities and discusses critically the extent to which they can be used to compare living standards over time and between countries. The module then turns to macroeconomic theory. It takes a brief look at conflicting Keynesian and monetarist theories, describes a country's main macroeconomic objectives and analyses how monetary, fiscal and supply-side policies can be used to achieve a sustainable economic position.

Finally, the module studies international trade, a country's balance of payments position and the exchange rate of its currency. It looks at the work of international economic institutions.

## Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand the fundamental economic problem in terms of the allocation of scarce resources;*
2. *Demonstrate a descriptive and graphical approach to the theory of price and the theory of competition;*
3. *Explain the concept of market failure and its related reasons;*
4. *Describe the main national income identities, explain the relationships between them and critically discuss their use in assessing living standards;*
5. *Understand the main variables underpinning the Keynesian theory of employment and the relationships between them;*
6. *Understand the main objectives of government macroeconomic policy and explain the main tools of monetary and fiscal policy;*
7. *Understand international economic issues and describe the functions of international economic and financial organisations.*

## Unit: IT support in Management

Unit level (MQF): 5  
Credits : 6

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### Unit Description

This unit will give learners an insight into the various IT systems and software which are available to support management in its role within organisations. The unit will help learners understand what is required from IT systems to assist in various management operations.

It will provide an overview to the IT systems and software that organisations use on a daily basis. They will be able to understand organisational needs and which IT system will best support it, being able to make judgements on whether to update existing IT systems or implement new software.

Learners will be given the opportunity to look at various IT systems which are available within effective business organisations as well as IT software available which assist management in its work.

Management Information Systems will be looked at with a view to providing learners with an overview of them. Learners will be introduced to Project Management as well as looking in more detail at Microsoft Excel and Microsoft Access. They will come to understand the importance of using these packages to support their future managerial role.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Explain how organisations use business information*
2. *Explain the features and functions of management information systems*
3. *Use Management information systems*
4. *Use IT tools to produce management information*

## Unit: Procurement and Supply - An Introduction

Unit level (MQF): 5  
Credits : 6

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### Unit Description

This unit equips learners with the knowledge and understanding of the value that derives from procurement and the managing of a supply chain. Value arises from adopting procurement processes that support appropriate ways to deal with suppliers.

One of the initial steps in the procurement role, is that of equipping oneself with the necessary skills and knowledge package to offer advice and guide to those directly involved in regards to the particular sourcing process as required for the acquisition of particular goods and services. Organisational operational structures are to be developed to support the procurement and supply chain function. This should be ably underpinned by a working knowledge of the whole supply chain in which different organisations operate in. There is to be exposure to the contexts faced locally, throughout the delivery of this module.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand the value adding concept that arise from Procurement and Supply Chain Management.*
2. *Understand the industry context for procurement.*
3. *Identify the specific organisational operational structures that support a Procurement or Supply Chain function.*
4. *Explain the value of the sourcing processes in relation to dealing with suppliers.*

## Unit: Research Methods 1

**Unit level (MQF):** 5  
**Credits :** 6

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### Unit Description

Research is conducted in many ways in a wide variety of contexts and for different purposes. Research can have a considerable impact upon organisations and their employees.

The intricacy of organisational issues makes it difficult to understand them fully. Issues are complicated when they involve many interconnected causes and consequences. Researching an organisational issue or problem involves additional stakeholders who bring with them additional tensions and this unit is designed to highlight these tensions with an aim to develop learners' relationship skills with stakeholders.

Research is rarely straightforward and is undertaken by means of individual and self-contained stages; the research process is more integrated.

To avoid disorder Research Methods 1 is designed is designed to prepare learners to successfully undertake supervised research projects by working within an orderly framework. The unit aims to develop learners' understanding of research by identifying and developing appropriate techniques for the purposes of individual research. Research skills will be of value to learners' future career.

The unit is designed to provide learners with an awareness of the research stages required to complete the research process by considering research methodologies and types of research data that can be used and their appropriateness for particular types of research.

### Learning Outcomes

**On completion of this unit the learner will be able to**

- 1. Describe the basic research process model*
- 2. Explain the importance of research*
- 3. Identify stakeholders in research and ethical considerations*
- 4. Produce a research proposal by applying data handling techniques and interpreting key data*

## Unit: Research Methods 2

Unit level (MQF): 5  
Credits : 6

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### Unit Description

This unit utilises and builds on the knowledge and understanding developed in Research Methods 1 and is designed for students who wish to develop their personal and professional research skills.

A key skill is an ability to analyse situations and use investigative techniques to underpin problem solving and decision making. Therefore, research training is fundamental to academic and professional development and this unit designed to help students develop the skills to undertake a supervised research project, relevant to their course and of their choice.

This unit is designed to be practical in nature and as such both the contents and processes are to be assessed to ensure that the learner can demonstrate both knowledge and application of that knowledge in the context of a research project. This unit is designed to encourage students to systematically gather and analyse relevant research literature to underpin a robust research question and to evaluate and research and methods suited to their chosen topic.

This unit is designed to encourage students to think critically and enhance the learners' critical thinking, analysis and interpretation of qualitative and quantitative data. This unit encourages the development of effective problem solving and decision making, communication and time management skills.

### Learning Outcomes

**On completion of this unit the learner will be able to**

1. *Demonstrate fundamental research skills*
2. *Plan & carry out a research project*
3. *Present findings of the research including the application of data handling techniques*
4. *Outline the implications of these findings for 'best practice'*

## Unit: Personal and Professional Development

Unit level (MQF): 5  
Credits : 6

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### Unit Description

This unit will give learners the opportunity to take responsibility of their own academic, personal and employment progression and development.

PDP will ensure Learners become an effective and confident individual who can identify what skills and qualities are required within education, life or employment. They will use methods to reflect on their own personal skills and abilities which employers seek in the workplace and which are increasingly recognised as underpinning success in their personal and academic life.

The unit will utilise the contexts of progression to employment and or from college to university. Learners will identify their individual skills, abilities and development needs and review these in relation to their own personal, academic and employability aims. Learners will devise a personal action plan setting achievable goals, then undertake and review the plan at regular stages. They will generate and showcase evidence of each stage of the plan in their portfolio of evidence.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Explain how independent learning can enrich personal development*
2. *Design and maintain PDP portfolio and action plan*
3. *Implement and review action plan*
4. *Demonstrate acquired and transferable skills*

## Unit: Organisations and Behaviour

Unit level (MQF): 5  
Credits : 6

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### Unit Description

This unit will give learners an insight into the behaviour of employees and teams of employees in an organisation. They will explore how the culture and also the structure of the organisation have a huge influence on the individuals employed.

They will look at different sizes of organisation, from large organisations employing thousands of people, how they operate and be able to explain how it differs from a small local business with less than 100 employees.

Learners should consider the way an organisation is structured, how this structure can develop over time and what influence this has on the culture of that organisation, namely how employees are affected. The culture of an organisation goes a long way in shaping the behaviour of employees. They will come to understand how difference in size of companies affect culture and behaviour.

Learners will become familiar with the affect that the structure and culture of an organisation has on motivating the workforce and will look at how this affects the whole organisation. They will examine the different motivational theories that are used in organisations.

Learners will look at examples of developing a culture of teamwork in an organisation and how structure and culture contribute to patterns of behaviour in the workplace.

The learner will develop an understanding of how people behave within in an organisation and how this behaviour is shaped by the structure and culture of the organisation.

## **Learning Outcomes**

**On completion of this unit the learner will be able to**

- 1. Develop an understanding of how organisational structure and culture*
- 2. Explain management and leadership methods*
- 3. Explain how motivational theories are used in organisations*
- 4. Explain methods to allow effective teamwork to develop in organisations.*