



Program Handbook

Bachelor of Science in Project Management(BPM)

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TEXILA AMERICAN UNIVERSITY- ZAMBIA

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1. INTRODUCTION

Bachelor of Science in Project Management programme is aimed to incorporate various project management skills to the students in a more interactive manner. The program will equip the students to face the project environment with lot of confidence and also provides students with an educational experience that yields a responsible and responsive global leadership to positively impact employees, customers, owners, and other relevant communities.

The students will acquire the skills that a good business manager requires, including the ability to apply critical analysis to management issues, will have an awareness of the responsibilities of managers in an economic, social and other environmental context.

This Programme introduces various processes and techniques that could aid project managers and project teams to manage effectively and efficiently the projects' information system in a systematic way in order to achieve better project outcomes.

2. RATIONALE

Zambia is considered to be one the fastest growing economies in the world. Need for qualified professionals in the field of Business Administration is very high. We believe that professionals with strong business, marketing and strategic acumen are very much needed to drive this growth and ensure more sustainability.

This program provides an integrated set of learning opportunities for students interested in mastering the skills and knowledge necessary for effectively participating in and managing modern organizations in the field of project management.

The Bachelor of Science in Project management will enhance the knowledge of the student with the various basic concepts of management and administration. All the theories and philosophies of management can be understood in depth. The student will have the pace with the latest trends in management as well as administration and will gain confidence in facing various business scenarios

3. AIM OF THE PROGRAMME

The program aims to bring out the Project management skills and talents of the student.

The program will enrich the decision making skills and helps the student to take good decisions in different business environment. The program is designed in such a way that the gain of knowledge will be high regarding all the nuances of project management sector.

4. OBJECTIVES OF THE PROGRAMME

- B.Sc. in Project Management aims to provide optimum practical and theoretical knowledge related to **project management** that is sufficient to earn a living and contribute to the economic development of Zambia
- The Programme helps students to exhibit critical thinking skills to address diverse **project management** challenges and opportunities across SADC region.
- The Programme prepares students to demonstrate effective written and oral communication skills and help students to exhibit Ethical Behavior and Social Responsibility
- The programme helps students to recognize the importance of and possess the skills necessary for life-long learning and compete with the best in the field.
- The programme prepares them to function on teams on various multidisciplinary problems and to exhibit competence in the use of technology and information systems in modern organizational operations.
- The Programme prepares students for advanced level programs in management studies.

5. PROGRAMME LEARNING OUTCOMES

B.Sc in Project Management Programme will enable students to attain, by the time of graduation:

- Formulate an integrative business project through the application of multidisciplinary knowledge
- Describe the function of management, the project management process, consumer behaviour, and how marketing contributes to organizational growth and customer value.
- Familiar with current digital technologies and Information Technology (IT) management trends.
- Describe and apply best practices for effective Human Resource Management system
- Demonstrate awareness of Business Law, Business Environment contexts of global business practice
- Describe Project Management systems
- Employ Entrepreneurship and Mergers and Acquisitions models to select appropriate projects for a business enterprise
- Demonstrate firm growth through strategies such Security Analysis & Portfolio Management,
- Apply Material and Process Management Systems
- Implement Maintenance Quality Management
- Conduct Business Research using appropriate research methods and statistics

The outcomes of the programme will satisfy the demands of the labour market, where the BSc Project Management graduate will be able to practice his/her profession with adequate knowledge, skills and attitude required, contributing to the development of the country and the African Region as a whole.

6. LEVEL OF QUALIFICATION AND ARTICULATION IN THE ZAMBIA QUALIFICATIONS FRAMEWORK

ZQF level: 7

At this level, it is expected that the graduate shall:

- a) Gain knowledge and critical understanding of well-established principles of all the emerging issues in Management, and of the way in which those principles have developed.
- b) Develop the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of these principles in varied contexts.
- c) Gain knowledge of the main principles of Management and ability to critically evaluate the appropriateness of different approaches in solving problems.
- d) Apply a range of established management techniques to initiate and undertake critical analysis of information, and to propose solutions to problems in the field of Management.
- e) Effectively communicate information, arguments, and analysis, in a variety of forms, to various audiences.
- f) Present information, manage team, transfer knowledge, skills and values to others through delegation and practice.
- g) Develop existing managerial skills and acquire new competencies to enable assumption of significant responsibility within organizations.
- h) Exercise personal responsibility, initiative and decision-making in complex and unpredictable contexts.
 - i) Demonstrate some originality, innovativeness and creativity in formulating, evaluating and applying evidence-based solutions and arguments within the field of economics.

7. PROGRAM STRUCTURE- B.SC IN PROJECT MANAGEMENT

YEAR I		
COURSE CODE	COURSE TITLE	CREDIT POINTS
BSC1111	Organizational Behavior	19
BSC1112	Business Communications	19
BSC1118	Computer Fundamentals	19
BSC1114	Principles of Accounting	19
BSC1115	Principles of Marketing	19
BSC3152	Process Management	19
BSCP01	Capstone Project 1	5
		119
YEAR 2		
BSC2111	Business Law	19
BSC1116	Fundamentals of Business Environment	19
BSC2113	Entrepreneurship	19
BSC2114	Human Resource Management	19
BSC1113	Business Economics	19
BSC2112	Strategic Management	19
BSCP02	Capstone Project 2	5
		119
YEAR 3		
BSP3151	Material Management	19
BSP3152	Process Management	19
BSP3153	Maintenance Management	19
BSP4151	Quality Management	19
BSCP03	Capstone 3	5
BSC4510	Internship / Mini project /publication / Texila -conference	40
		121
YEAR 4		
BSP4152	Supply & Logistic Management	19
BSP4153	Lean Six Sigma	19
BSCP04	Capstone 4	5
BSP4154	Project management	19
BSP4311	Research Methods and Statistics	19
BSP4511	Dissertation	40
		121
		480

8. TEACHING AND LEARNING PLAN

Texila American University Zambia is providing quality education with its state-of-the-art infrastructure, best learning methodology and technology enabled academic services.

- Uniquely Designed Learning Methodology
- Outcome Based Academic Delivery
- Continuous Academic Support
- Enhanced Learning Management Systems
- Technology Enabled Services
- Capstone Project, promote integrated learning and understand the connections between various subjects

MODE: Trimester Based - Online

Total 16 weeks in the Trimester (2 courses per trimester)

1 week for Exam, Result Declaration - End of 5th Month of the Trimester.

CONTENT/MATERIAL :

4 Modules Per Course, 3 Units per Module & 6 (5-7) Chapters in each Unit = $(4 \times 3 \times 6) = 72$ Chapters

Instructional hours through University Campus: Per course 14 hrs (2hrs x 1days x 7 weeks)

Suggestive Lecture Duration: 1 Module in two Classes (2 hrs per class/ per week)

MODE: Block Based - Online

Total 8 weeks in the Block (1 course per Block)

1 week for Exam, Result Declaration – 12th week of the Block.

CONTENT/MATERIAL :

4 Modules Per Course, 3 Units per Module & 6 (5-7) Chapters in each Unit = $(4 \times 3 \times 6) = 72$ Chapters

Instructional hours: Per course 2 hours Webinar Session

Suggestive Lecture Duration: 4 Module discussion in 2 hours Webinar Session

9. ASSESSMENT AND EVALUATION POLICIES

A candidate has to pass both formative assessment and summative assessment. Candidate should secure at least 50 % of total marks in formative as well as summative assessment to clear each course.

Assessment per Course	Weightage
Formative Assessment	
4 MCQ Test	20%
Case Study	20%
Total	40%
Summative Assessment	
Final Exam (50 MCQ) Questions	60%
G.Total	100%

10. SCORING CRITERIA FOR FORMATIVE & SUMMATIVE ASSESSMENTS

Grade	% Mark	Descriptor
H	91-100	Honors. <i>Exceptional performance demonstrating broad understanding of the subject area and excellent knowledge of the relevant literature. Exemplary discussion and analysis of results, logical organisation and ability to critically analyse and evaluate discuss concepts coupled with insight and originality.</i>
A	81-90	Outstanding. <i>Very good performance demonstrating evidence of wide reading, with clear presentation and thorough analysis & evaluation and an ability to critically evaluate and discuss the subject. Clear indication of some insight and originality. A very competent and well-presented work overall but failing short of excellence in some aspects.</i>
B	71-80	Excellent. <i>Good performance which shows good understanding of the subject and knowledge of the relevant literature. Efficient derivation of information with only minor slips. Demonstrates some relevant interpretation and critical evaluation of the subject. Good general standard of analysis, synthesis & interpretation of data.</i>
C	61-70	Good. <i>Satisfactory performance with clear presentation of subject and simple analysis but less effective evaluation of literature or synthesis of information. Requires some level of supervision but shows little ability to try and solve some problems unaided.</i>
D	50-60	Fair. <i>An average performance which shows some understanding of the subject but limited knowledge and appreciation of the relevant literature. Presentation of, analysis and presentation of results at basic level and showing little or no originality or critical evaluation. Insufficient attention to organisation and presentation of work.</i>
F	0-49	Fail . <i>A bad performance containing many errors and faults. Virtually no real understanding or appreciation of the subject and relevant literature pertaining to it. Chaotic presentation of information and in some cases incompletely presented and virtually non-existent or inappropriate or plainly wrong analysis. Discussion and interpretation seriously confused or wholly erroneous revealing basic misapprehensions.</i>

11. FACILITIES FOR PROGRAMME DELIVERY

TAU has excellent facilities for the program delivery designed keeping in mind the needs of the student in all means.

Classroom:

All our classrooms are well equipped with Hi tech facilities like specially designed class room projector with computer with uninterrupted network connection. Our entire classrooms are centralized air-conditioned with good lighting. Comfortable seating arrangements are made for student's comfort. We have well equipped and designed computer laboratory with more than 60 computers and one dedicated Server connection for use. To strengthen our Information and Communication technology we have authorized CISCO networking systems.

Research policy: TAU-Zambia has a separate research policy to develop and maintain state of the art technology, resources (research grants/scholarships etc.), facilities and personnel to support educational and advanced research for both students and faculty.

Library

Our University has good number of relevant books for the students to refer and make use of the books for their academic growth. E- Library is a learning hub for students to satisfy their thirst for inquisitive knowledge and urge. Our huge database is filled with information which can easily help in your academic brilliance.

Learning Management System (LMS) :

Learning Management System is the Academic Delivery platform for student, through which lecture contents, video lectures, learning resources, assessment, project submission, grading, etc. A Learning Management System (LMS) is a web-based application through which learning content is delivered and managed. An LMS is tied to on-line and off-line training, administration, and performance management and includes functionality for course catalogs, launching courses, registering learners, tracking learner progress and assessments. An LMS combines a front-end for the learner with a back-end for administrators and instructors. This LMS seamlessly displays, in a browser interface, real-time information drawn from a database. It also allows for competency-driven assessment and course associations

ERP: Enterprise Resource Planning Portal is Campus Management System, It manages enrolled students database, exam results, faculty details, student's survey, calendar etc. All students are provided access

to this portal for viewing followings: • Enrollment Status, Profile of the Student, Exam Results, Calendars, Invoice and Payment Status.

E-Conference:

E-Conference is an innovative platform which provides an excellent international forum for sharing knowledge and results. The E-Conference was conducted on the OPEN FORUM, the first of its kind. It includes Open forum, all accepted articles will be placed for discussion. Every article to be reviewed by other Authors or Reviewers. The Reviewers or Authors can place in their comments and views on the article as part of the discussion forum. The highlight of the Open forum discussion is that there is no time or place constraint.

E-Journal:

E-INTERNATIONAL JOURNALS OF ACADEMIC & SCIENTIFIC RESEARCH: EIJASR

is an endeavor by the organization to overcome the barriers in the easy and fast access of research data? Our goal has been to go beyond borders in the field of academic research. There is an interactive platform where individuals can gain access to educational and scientific journals. Besides publishing journals related to various field of study, the EIJASR helps in indexing and calculation of impact factor of journals. This online journal website assists students in checking out the findings and scientific details of the latest technologies and diseases. It helps one to publish his or her findings and create awareness about it in the scientific and medical field. There is a great shortage of platforms where one can publish his thesis or findings and it has led to various discoveries and cures being shelved up.

12. ENTRANCE REQUIREMENTS, CURRICULA AND DEGREE REGULATIONS

B.Sc. Project Management - 4 Years Programme:

- * O level with minimum credits or above in 5 subjects
- Proficiency in English

Recognition of Prior Learning : B.Sc. Project Management - 2 Years Programme:

- level with minimum credits or above in 5 subjects

and

- 3 years Diploma in relevant specialty from recognized university
- (or)
- 2 years Diploma in relevant specialty from recognized university with 3 years of work experience
 - Certificate (6 months) + Diploma (1.5 Years) in relevant specialization from recognized university with 3 years of work experience in management sector (accepted case to case)
 - Proficiency in English

Non- English-Speaking Countries:

Additional requirements required as proof of English proficiency from

- TOEFL (Test of English as a Foreign Language)
- IELTS (International English Language Testing System) Score of 4.0 and above
- Cambridge/ The International Baccalaureate (IB)

13. EXAMINATIONS

- Formative assessment comprises of 40 % and Summative assessment comprises of 60% weightage.
- A candidate has to pass both formative assessment and summative assessment.
- Candidate should secure at least 50 % of total marks in formative as well as summative assessment to clear each course.

14. REFUND POLICY

- Non-refundable charges: Online application fee, Admission Processing charges, VISA Processing charges, Seat Deposit, Ancillary fees, Administrative Charges and all complementary benefits (if any) offered, are non-refundable.
- Fee paid towards the completed and current Trimester shall not be refunded.
- Student withdrawing before start of the program and have paid complete fees will be refunded after deduction of non-refundable charges.
- Student withdrawing after start of the program and before completion of current Trimester and have paid fees will be refunded after deduction of the non-refundable charges and current semester fee.

Student requesting for refund should submit formal request, which is subject to evaluation. Refund payable if any shall be processed as per refund policy

15. CAREER PROGRESSION:

Many opportunities exist in the expansive field of Project Management nationally and globally.

16. DEGREE REGULATIONS

On successful completion of the program, the candidate will be awarded with the “Bachelor of Science in Project Management” degree by Texila American University, Zambia.

