

<b>Course Name</b>	<b>: Business Management and Small scale industries</b>
<b>Course Code</b>	<b>: APBSCH 601</b>
<b>Course Level</b>	<b>: Level 6</b>
<b>Credit Units</b>	<b>: 4 CU</b>
<b>Contact Hours</b>	<b>: 60 Hrs</b>

### **Course description**

The course involves a number of modules to help expose the students in the context of business management and small scale industries in the attempt to make them self reliant in the job creation phenomenon to do away with the traditional job seeking that results into unemployment. It compressively cover *Managing finance in small-scale agro-industries. – Managing people in small-scale agro-industries. – Managing equipment in small-scale agro-industries. – Managing exports in small-scale agro-industries.* And the – *Quality assurance and management in small-scale agro-industries.*

### **Course Objectives/ Learning out comes**

- To assess the importance of finance management techniques as tools that help us to know if the enterprise is really winning or how profitable a new business can be.
- To discover the real importance of modern managing staff techniques which perceive people as the most important resource of any business.
- To understand how buying the right equipment in terms of size, price, availability of spare parts, and plan its maintenance permit the processor to save money.
- To recognize that exporting is not an easy thing and that many issues have to be considered before initiating this process.
- To learn that quality assurance has begun to focus not only on safety, which is expected, but also to increasingly higher demands for consistently better quality.

### **Course Content**

#### **Introduction**

#### **Managing finance in small-scale agro-industries**

- Case study: Business Management –Situation of
- Cassava Starch and Panela Plants in North Cauca,
- Colombia
- Case study analysis
- Calculating costs
- Calculating the price for products
- Record keeping
- Financial statements
- Managing working capital

### **Managing people in small-scale agro-industries**

- Case study: An Asian food processing firm faces new challenges in Kenya
- Case study analysis
- Recruitment
- Training and staff motivation
- Staff management
- Health and safety
- Staff records

### **Managing equipment in small-scale agro-industries**

- Case study: From Dairy Farming to Manufacturing: The Osia Ice Cream Company, Denmark
- Case study analysis
- Choosing equipment
- Calculating the correct size of equipment
- Sources of equipment
- Equipment maintenance
- Depreciation for equipment

### **Managing exports in small-scale agro-industries**

- Case study: The Haarlem Honeybush Producer Group, South Africa
- Case study analysis
- Researching export markets
- Export options
- Finding partners and making legal agreements
- Pricing, delivery terms, and documentation
- Getting paid
- Export insurance

### **Quality assurance and management in smallscale agro-industries**

- Case study: Managing Quality in Food Retailing. Tesco, United Kingdom
- Case study analysis
- Total quality management
- Quality standards and assurance schemes
- Traceability and due diligence
- HACCP system
- Group exercise

**Mode of delivery** Face to face lectures and Group Exercises

- **Assessment**
- **Coursework** 40%

- **Exams** 60%
- **Total Mark** 100%

## **References**

**Codex Alimentarius Commission.** 1995a. *Recommended International Code of Practice*

– *General Principles of Food Hygiene* (CAC/RCP 1-1969, Rev. 2(1985). In Codex Alimentarius, Vol. 1 B, General requirements (food hygiene), p. 1–20. Rome, FAO/WHO.

**Codex Alimentarius Commission.** 1995a. *Guidelines for the Application of the Hazard*

*Analysis Critical Control Point (HACCP) System* (CAC/GL 18-1993). In Codex Alimentarius, Vol 1. B, General Requirements (food hygiene) p. 21–30. Rome, FAO/WHO.

**FAO.** 1997. *Guidelines for small scale fruit & vegetable processors*, by P.J. Fellows. FAO.

Agricultural Services Bulletin No. 127, Rome.

**FAO.** 2005. *Business management for small-scale agro-processors*. AGSF Working Document No. 7, Rome.

**Fellows, P.J. & Axtell, B.** 2001. *Opportunities in food processing – setting up and running*

*a small food business*. Wageningen, Netherlands, Technical Centre for Agricultural and Rural Co-operation.

**Fellows, P.J. & Axtell B.** 2004. *Opportunities in milling and baking*.

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