

Course Modules:

Procurement Management

Procurement describes the process of buying: learning of the need, locating and selecting a supplier, negotiating price and other pertinent terms, and following up to ensure delivery. In addition, it includes stores, traffic, receiving, incoming inspection, and salvage of goods.

Learning outcomes:

On successful completion of this module, students should

- Be able to appreciate the concept of purchasing and procurement
- Appreciate the role of procurement plays in an organization
- Understand why procurement is importance
- Apply procurement theories in workplace and create adding value to the organization

Syllabus

- The Challenge of Purchasing and Supply Management in an organization
- Objectives and Organization for effective Purchasing and Supply Management
- Procedures and Information Flows
- Quality Specification and Inspection
- Supplier Selection and Management
- Outsourcing, Supplier Relations, and Supply Chain Management
- Price Determination and Legal Aspects of Purchasing
- Global Supply Management

Lesson Plan

| Session | Subject |
|---------|----------------------------------------------------------------------------|
| 1 | The Challenge of Purchasing and Supply Management |
| 2 | Objectives and Organization for effective Purchasing and Supply Management |
| 3 | Procedures and Information Flows |
| 4 | Quality Specification and Inspection |
| 5 | Supplier Selection and Management |
| 6 | Outsourcing, Supplier Relations, and Supply Chain Management |
| 7 | Price Determination and Legal Aspects of Purchasing |
| 8 | Global Supply Management |
| 9 | Revision |
| 10 | Examination |

Recommended Textbook

'Cai Gou Yu Gong Ying Guan Li', Author: Mi Xue Er yu Ha Luo De, China Machine Press.

Principles of Logistics and Supply Chain Management

To understand Logistics and Supply Chain Management from their theoretical basis, on their definitions, operation pattern, their importance in business development, their business economic value creations, enhance business competitiveness through Supply Chain Management, the effect on global economic development by the Logistics Management, and the future development trends on Logistics and Supply Chain Management.

Outlines of Module:

- Introduction to Logistics Management:
- Basic Logistics Theory
- Logistics Activities
- Logistics System and Logistics Interface
- Corporate Logistics
- Supply chain management
- Logistics Corporation
- Logistics Organization

Lesson Plan

| Session | Subject |
|---------|----------------------------------------|
| 1 | Introduction to Logistics Management |
| 2 | Basic Logistics Theory |
| 3 | Logistics Activities (1) |
| 4 | Logistics Activities (2) |
| 5 | Corporate Logistics |
| 6 | Supply Chain Management |
| 7 | Logistics Corporation and Organization |
| 8 | Future Trends of LSCM |
| 9 | Revision |
| 10 | Examination |

Recommended textbook

'Fundamental of Contemporary Logistics', Author: Wei Jigang, Shi Zulin, Hai Tian Publisher.

Demand Management and Customer Service

The essence of Demand Management is to further the ability of the firm throughout the supply chain, from manufacturing to the customers, to collaborate on activities related to the flow of products, services, information and capital. The desired end result should be to create greater value for the end users or consumers. Customer service realize the meaning of customer service, and understand its importance to logistics and supply chain management, elements of customer service, performance measures for customer service and implementing customer service standards, expected cost of stock-outs.

Outlines of Module:

- Demand Management Defined
- Information use in Demand Management
- Forecasting
- Managing Demand
- Customer Service
- Measuring and Controlling Customer Service
- Meeting Customer Demands
- Overall Customer Service Policy

Lesson Plan

| Session | Subject |
|---------|--------------------------------------------|
| 1 | Demand Management Defined |
| 2 | Information use in Demand Management |
| 3 | Forecasting |
| 4 | Managing Demand |
| 5 | Customer Service |
| 6 | Measuring and Controlling Customer Service |
| 7 | Meeting Customer Demands |
| 8 | Overall Customer Service Policy |
| 9 | Revision |
| 10 | Examination |

Recommended textbook

'Business Logistics Management', Author: Wei Jigang, Wang Shengqi, Hai Tian Publisher.

Warehouse and Materials Handling System

The aim of this subject is to provide students a firm grasp of whole range of warehousing fundamentals – from the role of warehousing in the total logistics and supply chain process, the planning process and considerations to the efficient warehousing operations and management of a warehouse. Students will be taught the various storage and material handling systems, from manual methods to mechanized and computerized systems, used in managing the warehouse.

Outlines of Module:

- Introduction to Warehouse Management
- Warehouse Functionality & Planning
- Warehouse Layout.
- Warehouse Operations
- Materials Handling
- Storage Racking System
- Warehouse Management System (WMS)
- Administration: Security, Safety, Fire and Health, People Management in Distribution, World-class Warehouse
- Auditing Warehouse Performance

Lesson Plan

| Session | Subject |
|---------|-------------------------------------------------------------------------------------------------------------|
| 1 | Introduction to Warehouse Management |
| 2 | Warehouse Functionality & Planning |
| 3 | Warehouse Layout and Operations |
| 4 | Materials Handling |
| 5 | Storage Racking System |
| 6 | Warehouse Management System (WMS) |
| 7 | Administration: Security, Safety, Fire and Health, People Management in Distribution, World-class Warehouse |
| 8 | Auditing Warehouse Performance |
| 9 | Revision |
| 10 | Examination |

Recommended textbook

'Equipment and practical technology of Contemporary Logistics', Author: Ji Shouwen, Hai Tian Publisher.

Inventory Management

This subject will introduce to the students, what is inventory, their objective and functions, what are the inventory costs? Analysis and main important tools of inventory control: ABC analysis, EOQ (Economics Order Quantity), independent demand ordering system, MRP (Material Requirement Management) and JIT (Just-In-Time) and Physical inventory and warehouse management.

Outlines of Module:

- Introduction to Inventory Management
- Functions and Objectives of Inventory
- Different type of Inventory
- Inventory costs
- Financial Statements and Inventory
- ABC Inventory Control
- Economic-Order Quantity (EOQ)
- Independent Demand Ordering Systems
- Material Requirements Planning (MRP)
- Just-in-time System and Vendor-Managed Inventory (VMI)

Lesson Plan

| Session | Subject |
|---------|---------------------------------------------------------|
| 1 | Introduction to Inventory Management |
| 2 | Functions and Objectives of Inventory |
| 3 | Different Type of Inventory and Inventory Costs |
| 4 | Financial Statements and Inventory |
| 5 | ABC Inventory Control and Economic-Order Quantity (EOQ) |
| 6 | Independent Demand Ordering Systems |
| 7 | Material Requirements Planning (MRP) |
| 8 | Just-in-time (JIT) and Vendor-Managed Inventory (VMI) |
| 9 | Revision |
| 10 | Examination |

Recommended textbook

'Fundamental of Warehousing and Distribution Management', Author: Gao Benhe, Hai Tian Publisher.

Global Logistics and Incoterms 2010

The emergence of Globalization has a huge impact on International Trade and Practice. The development of International Business Theories also proved that International Trade does contribute to reducing the cost of products and services that d the world through trading among different countries. Development of Supply chain Management thus force organization view SCM as an integrated process to compete with others in a worldwide perspective.

Related Incoterms 2010 is also taught in this module.

Learning outcomes:

On successful completion of this module, students should

- Understand the emergence of Globalization
- The Impact of Globalization on Logistics
- Understand the the basic concept of International Trade
- Appreciate the main issue of International trade, such as: pricing of goods, contract, insurance, delivery of goods, Letter of Credit and etc.
- Incoterm 2010
- Describe and explain dispute, arbitration and claims
- To be familiar with different mode of International trade

Syllabus

- Emergence of Globalization
- The Impact of Globalization on Logistics
- The International Trade
- Pricing of goods
- Delivery of goods
- Transportation of goods
- Contract of International trade
- Incoterm 2010
- Insurance
- Letter of Credit
- Dispute, arbitration and claim
- Modes of International Trade

Lesson Plan

| Session | Subject |
|---------|--------------------------------------------------------------|
| 1 | The emergence of Globalization |
| 2 | The Impact of Globalization on Logistics |
| 3 | The International Trade and Pricing of goods |
| 4 | Global Logistics and Incoterm 2010 |
| 5 | Delivery and Transportation of goods |
| 6 | Contract of International trade |
| 7 | Insurance and Letter of Credit |
| 8 | Dispute, arbitration, claim and modes of International trade |
| 9 | Revision |
| 10 | Examination |

Recommended textbook
'International Trade Practice', Xu Jinglin, Dong Bei Cai Jing Da Xue Chu Ban She
Syllabus

Lecturers

| | Module | Lecturer |
|---|-----------------------------------------------------|-----------------------|
| 1 | Procurement Management | Victor Hoon Jong Khim |
| 2 | Principles of Logistics and Supply Chain Management | Victor Hoon Jong Khim |
| 3 | Demand Management and Customer Service | Ong Boon Hoe |
| 4 | Warehouse and Materials Handling System | Goh Mian |
| 5 | Inventory Management | Goh Mian |
| 6 | Global Logistics and Incoterms 2010 | Ong Boon Hoe |