

## Advanced Diploma in Business and Logistics Management (ADBLM)

### Program Objectives

The Advanced Diploma in Business and Logistics Management course addresses many of the important issues associated with business, trade and logistics guidelines for further development of effective global supply chain strategies. This course will help answer strategic questions about today's demanding global business arena by emphasizing the fact that logistics professionals have much more economic leverage than they realized.

### Who Should Attend

It is suitable for those who are interested in pursuing a qualification and a career in supply chain management or in logistics related areas like transportation, physical distribution, warehousing, materials and inventory management, purchasing, manufacturing, retailing and information linkages for industries.

### Entry Requirement

Applicants should possess a SIMM Diploma, Graduate Diploma or logistics and supply chain related equivalent course. Applicants with other qualifications deemed to be acceptable may be considered by the admission committee.

### Program Coverage

The program is of 10 months duration and consists of 14 modules, including examinations and assignments. Number of exemptions sought for the below modules is subjected to approval by SIMM Academic Director.

#### Modules:

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|--|--|
| 1) Principles of Logistics and Supply Chain Management | 8) Business Economics                              |
| 2) Physical Distribution Management                    | 9) Marketing                                       |
| 3) E-Commerce  | 10) Six Sigma                                      |
| 4) Management Principles                               | 11) Supply Chain Security and Warehouse Management |
| 5) Accounting & Finance                                | 12) International Strategic Supply Management      |
| 6) Business Law  | 13) International Procurement Management           |
| 7) Statistics for Business Studies                     | 14) Manufacturing Resource Planning (MRP II)       |

#### 1. Principles of Logistics and Supply Chain Management

- Evolution of logistics management
- The requirement of information flow
- Role of materials management in logistics strategy
- Demand & supply structure analysis
- ABC analysis / JIT systems
- Third-party logistics management

#### 2. Physical Distribution Management

- The distribution networking system
- Market demand and supply analysis
- Sitting supply points
- Deciding the best supply sites
- Use of agents, representative, and distributors
- Channel for consumer goods
- Channel for industrial goods

### 3. E-Commerce

- Fundamentals of electronic commerce
- EDI network in logistics management
- E-Logistics and E-fulfillment
- Online shipping systems
- Internet practical solutions
- Enterprise resource planning (ERP) / Logistics information system

### 4. Management Principles

- Introduces management concepts
- Examines the present status and future directions of this growing field of study.
- Development of management thought and practices are analyzed, along with organizational behavior concepts and issues.
- The future of management is considered in the light of social responsibility, international implementations, and new directions.
- Business environment, corporate strategy, and planning; organizing and time management.

### 5. Accounting & Finance

- Financial aspects on disposal of scrap and rejects.
- Introduction to managerial finance
- Financial planning & capital budgeting
- Profit determination
- Financial statement analysis
- Budgeting, planning & control

### 6. Business Law

- Introduction to business law
- Contract law and sales of good
- Consumer Protection and legal framework of business organizations
- The international business law pertaining to international procurement.
- The law of agency as it impacts
- international purchase
- Long-term contract
- Product Liability and purchasing
- International contractual claims/Disputes

### 7. Statistics for Business Studies

- Descriptive statistics including data representation and statistical measurement.
- Probability, including discrete and continuous distributions.
- Sampling methods and techniques. Inference using the normal, t, chi square, and F distributions.
- Simple linear and multiple regressions. Other topics in basic statistics.

### 8. Business Economics

- Principles of economics and introduction of economy concepts
- The market – Demand and Supply, elasticity
- Microeconomics- Utilities & demand, consumption, and investment
- Macroeconomics- government policies such as price controls and taxes, consumer and producer surplus, externalities, public goods and common resources,
- Costs of production, firms in competitive markets, monopoly & oligopoly.

### 9. Marketing

- Marketing Environment
- Marketing mix: 4 P's
- The promotional tools use of advertising and PR
- Market segmentation, targeting, positioning
- Consumer behavior; product, service, and branding

### 10. Six Sigma

- Foundation and principles of Six Sigma
- Six Sigma DMAIC Methodology
- Six Sigma project selection
- Process analysis and ANOVA
- Process improvement/lean production
- Six Sigma implementation revision

## 11. Supply Chain Security and Warehouse Management

- Warehouse operations
- Activities related to shipping, receiving & inspection
- Warehouse space and layout planning
- Warehouse and storage management
- Materials tracking and control
- Personnel planning
- “Branch / satellite” warehousing
- Benchmarking warehousing efficiency
- Warehouse cycle and SKU
- Scope of Freight Security Requirements
- Supplier Facility and Truck Security
- Supplier Security Organisation

## 12. International Strategic Supply Management

- The strategic management dimensions
- Characteristics of the strategic management framework
- Organization levels and strategic management
- The evolution of formal strategic management in organizations.

## 13. International Procurement Management

- Nature and scope of international purchasing management.
- Economic aspects of international procurement.
- Trends involving the purchasing function and process.
- Trends produced by organizational dynamics.
- Executing International procurement,
- Role of government in international procurement

## 14. Manufacturing Resource Planning (MRP II)

- Total manufacturing system module
- Production planning, priority & capacity
- Master Production Scheduling
- MRP input/output model
- Dependent demand vs. independent
- Time-phased allocations
- Production control planning

## Assessment and Examinations

The ADBLM programme examination is a continuous assessment through written assignments and written examinations. This ensures that actual application of concepts and knowledge coupled with professional experience will make learning more practical and relevant.

Participants must pass the final examination with a total score of 50 or higher.

A supplementary exam may be granted to participants who failed the main examination. Participants will be required to re-enroll for the subject if he/she failed the supplementary examination.

## Award of Advanced Diploma

Upon successful completion of the programme, participants will be awarded Advanced Diploma in Business and Logistics Management from SIMM.

## Registration Procedures

Application forms must be accompanied by:

- 1) An application-processing fee of S\$180.00/-.
- 2) Education qualifications, including transcripts of results, certificates, and GCE ‘O’ level.
- 3) A copy of NRIC or work permit.
- 4) One passport size photograph.

## Administrative Details

Commencing Date: Please refer to [SIMM Program Schedule](#).

Course Duration: 10 months, 168 contact hours.

Course Fee: S\$350/- (per module).

It is compulsory for all participants to enroll as members of SIMM throughout the period of the course.

Registration Deadline: 4 weeks before course commencement date, on the first-come-first-served basis. Training Venue: SIMM Training Room

## Payment of Fees

Payment must be made 2 weeks before course commencement date. Cheque must be crossed and made payable to "Singapore Institute of Materials Management" with the title of the course and name of the participant(s) indicated at the back of the cheque.

## Refund of Fees

Notice of withdrawal must be given in accordance with the terms stated in the Student Contract for enrolment.

## Cancellation

SIMM reserves the rights to cancel/postpone the course due to unforeseen circumstances.

## Inquiries

For more information, please do not hesitate to contact SIMM Secretariat at:-

Person in Charge: Morrie Hoon

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