

聚焦全球贸易与供应链管理方面的实务知识。
Specialized in international trade and logistics administration provide students with hands-on knowledge of global trade, supply chain management.



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精明产业行政 国际贸易与物流管理

SMART INDUSTRIAL ADMINISTRATION
 International Trading and Logistics (SIITL)

- » 80% 实践训练
80% Practical Skills
- » 20% 理论
20% Theory
- » 2+1 课程
2+1 Learning
- » 16岁以上即可报读, 无需入学资格
Entry Requirement: 16 Years Old & Above
- » 教学媒介语以中文为主, 英文为辅
Medium of Instruction: Chinese & Simple English

Accredited and Registered with:

Academic Partners:

Industry Partners:

2+1 年课程

Years Course

- 通过管理、材料、工程技术及产业组织相关的科目，提供该领域的业务和技术方面的知识。
To provide both the business and technical sides of this field through courses in management, materials, engineering technology and industrial organization.
- 为学生提供专业知识与技能以确保他们在物流及国际贸易方面具备竞争力。
To prepare graduates with a specialized knowledge and to gain competence in logistics and international trade of an organization.
- 传授人工智能(AI)及工业机器人等自动化技术以提高生产力。
To apply automation technologies such as Artificial Intelligence (AI) and Industrial Robotic to increase industrial productivity.

为期两年的精明产业行政(国际贸易与物流管理)课程聚焦全球贸易，特别是国际物流的环境及供应链管理方面的实务知识，同时为学生提供与国际贸易各领域相关的便捷且具发展前景的就业途径。此外，也让学生有机会掌握与实际工作相关的知识与技能，特别是学会使用旨在提高生产力的自动化技术如人工智能(AI)及工业机器人。本课程涵盖国际贸易、货运代理、海关操作规程及物流与供应链管理，为毕业生铺平在相关领域就业及谋求发展的道路。

The two-year Vocational Course in business industrial administration course which specialized in international trade and logistics administration provide students with hands-on knowledge of global trade, in particular the environment of international logistics and supply chain management. It will give students the opportunity to apply knowledge gained about the industry to real situations in the workplace, especially how to apply automation technologies such as Artificial Intelligence (AI) and Industrial Robotic to increase industrial productivity. This course provides students with accessibility and a developmental pathway to be employed for the full range of activities related to international trade, freight forwarding, customs compliance, logistics and supply chain management.

学生将学习 / Students will learn and be able to:

- 如何应用人工智能(AI)及工业机器人以提高生产力。
Learn how to apply Smart or automation technologies such as Artificial Intelligence (AI) and Industrial Robotic to increase industrial productivity.
- 管理技能包括工作任务分配、设置期限、维护办公设备、采购办公用品、员工培训、工作绩效评估及制定与实施公司政策。
Administrative skills include allocating work assignments, setting deadlines, maintaining office equipment, ordering office supplies, training employees, evaluating work performance and formulating and implementing company policies.
- 成为办公室管理人，掌握策划、财务管理、沟通与项目管理等技能。
Skills in areas such as planning, financial administration, communication and project management to equip you to work as an office administrator.
- 与物流相关的功能与活动。
Learn the functions and activities involved in logistics.
- 剖析物流问题与建议最佳解决方案。
Analyze logistics problems and suggest optimal solutions.
- 制定运输物品至国外目的地的物流计划。
Develop logistics plans for shipping of goods to international destinations.
- 制定涵盖法律、法规、保险、报关及运输/分发的“书面文档”。
Develop a "paper trail" involving legal, statutory, insurance, customs clearance and shipping/distribution documentation.
- 使用会计程序软件例如 (SQL Accounting, AutoCount 等)，以准确、专业及清晰的方式呈现账目。
Using computerized accounting software such as (SQL Accounting, AutoCount, etc.) to produce accurate, professional and well-presented accounting information employing an appropriate range of accounting procedures.

课程内容 / Course Outline

YEAR 1 第一学年

第一学期 / Semester 1

- 电脑会计学与簿记
Computerized Accounting & Book-Keeping
- 产业管理原理
Principles of Industrial Management
- 工业4.0概论
Introduction to Industry 4.0
- 国际贸易与物流概论
Introduction to International Trade & Logistics
- 实用ICT技能
Practical ICT Skills
- 职场英语(1)
Workplace English Communication (1)

第二学期 / Semester 2

- 电脑库存与结算
Computerized Inventory and Billing
- 行政技能: 存档系统与记录管理
Administrative Skills: Filing systems and records management
- 以智能机器人进行高素质客服管理
Manage Quality Customer Service with Robotics
- 电子商务概论
Introduction to E-Commerce
- 行政技能: 办公程序与操作
Administrative Skills: Office Procedures and Operations
- 财务规划
Financial Planning

第三学期 / Semester 3

- 电脑薪资计算
Computerized Payroll
- 行销概论
Introduction to Marketing
- 行政技能: 商业环境中的预算
Administrative Skills: Budgets in a business Environment
- 行政技能: 商业文件设计与开发
Administrative Skills: Business Document Design & Development
- 行政技能: 个人责任与形象
Administrative Skills: Personal responsibilities and Image
- 与工作相关的软技能
Work-Based Soft Skills

YEAR 2 第二学年

第四学期 / Semester 4

- 商业资讯管理
Managing Information Systems
- 系统分析与设计
Human Resource Management (HRM)
- 行政技能: 销售技能与管理
Administrative Skills: Sales Techniques and Management
- 销售与服务税(SST)
Sales and Services Tax (SST) Implementation
- 职场英语(2)
Workplace English communication (2)

第五学期 / Semester 5

- 全球供应链管理
Global Supply Chain Management
- 电子商务技能 - 国际采购
International Purchasing and Procurement
- 仓储与资材管理
Warehousing & Materials Management
- 国际商务
International Business

第六学期 / Semester 6

- 进出口流程作业与文件
Imports & Exports Procedures and Documentation
- 根据《国贸条例》及贸易收支管理货运流程
Managing Shipping Procedures with Incoterms and Trade Payment
- 国际行销
International Marketing
- 智能物流系统
Smart Logistic Systems
- 国际贸易与实务(毕业制作)
International Trade & Practices (Major Project)

* Please note that the modules listed are indicative and may be subject to change.

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OFQUAL 为英国政府资历及考试规例局，受英国议会监察。

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OFQUAL Recognition

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All learning materials are designed and written by expertise in the field and professional academic authors so that each interactive module is aligned against specific learning criteria specified by OFQUAL, the defining UK Government body for Academic Standards in UK Higher Education. These standards ensure those that learn with us receive a high quality education along with certification that is recognised universally by Universities and employers.



评估标准 / ASSESSMENT

100%作业及实践练习，本课程提供国际贸易与物流管理的理论20%与实践80%，聚焦于工作场所的实际应用。鼓励团队合作，让学生学会分组合作或单独工作以完成专题作业。

100% Assignment and Practical Exercises. The course offers both the theory (20%) and practice (80%) of International trade and logistics skills, with a focus on the practical application of these skills in the workplace. Teamwork is encouraged and students learn to work in groups to complete their projects.



考取资格 / QUALIFICATIONS

英国国立西苏格兰学院专业文凭和专业高级文凭
Diploma and Advanced Diploma awarded by West College Scotland, UK

台湾文凭(由台湾各大学颁发)
Diploma Qualification from Taiwan University

第五级专业文凭(资格获得OFQUAL英国政府学历及考试评审局承认)[选择性]
Level 5 Diploma (Regulated by OFQUAL - Office of Qualification & Examination Regulation) [Optional]



就业前景 / CAREER PATHWAYS

国际贸易执行员、物流管理执行员、供应链业务执行员、国际运输专员、货运管理执行员、进出口贸易执行员、仓储管理实务专员、海关事务执行员、物流规划与设计专员、商业行政人员等等。

International Trade Executive, Logistics Admin Executive, Supply Chain Executive, Import and Export Trade Executive, Warehouse Management Specialist, Shipping and Port Executive, Logistics Planner, Admin Executive, Business Executive and etc.