

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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学术伙伴 Academic Partners:



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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-DB)  
with Business Management Skills

- ▲ 80% 实践训练  
80% Practical Skills
- ▲ 20% 理论  
20% Theory
- ▲ 2年课程  
2 Years 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

认证与注册鉴定单位 Accredited and Registered by:





精明产业行政

国际贸易与物流管理

SMART INDUSTRIAL ADMINISTRATION

International Trading and Logistics (SIITL-DB)

2年课程

Years Course

本课程为因应资讯科技的迅猛发展及有以下意愿的学生而设：

This qualification was developed to keep pace with the fast changing information technology sector and for candidates who want :

- 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

- 电子商务与物流技术应用  
E-commerce and Logistics Technologies
- 商业营运、流程和规范  
Business Operations, Procedures and Standards
- 工业 4.0 概论  
Introduction to Industry 4.0
- 与工作相关的软技能  
Work-Based Soft Skills
- 商业环境沟通技能  
Communication in a Business Environment
- 零售与物流到数码转型服务  
Retail and Logistics to Digital Transformation Services
- 商业资讯与应用管理  
Business Information Systems and Applications
- 电脑会计、库存与薪资计算  
Computerized Accounting, Inventory and Payroll Processing
- 国际商务和市场营销概论  
Introduction to International Business and Marketing
- 以智能机器人进行高素质客服管理  
Manageme Quality Customer Service with Robotics
- 科技企业：市场概念  
Technopreneurship: Conception to Market
- 供应链管理原理与概念  
Principles and Concepts of Supply Chain Management
- 全球物流与供应链管理  
Global Logistics and Supply Chain Management
- 人力资源管理  
Human Resource Management
- 市场行销与销售技能  
Marketing and Sales Techniques
- 职场英语（1）  
Workplace English Communication (1)
- 职场英语（2）  
Workplace English Communication (2)
- 供应链风险评估与预测  
Supply Chain Risk Assessment and Forecasting
- 商业环境中的仓储和物料管理  
Warehousing and Material Management in Business Environment
- 电子商务与现代物流营销实践  
E-Commerce and Contemporary Marketing Practice in Logistic
- 进出口流程作业与概念  
Imports & Exports Procedures and Documentation
- 策划、管控与领导项目  
Planning, Controlling and Leading a Project
- 品牌策略管理  
Strategic Brand Management
- 精明物流与营运管理  
Smart Logistics and Operations Management
- 开拓与发展新业务  
Developing and Launching a New Business
- 危险品管理、冷链运输和零售管理  
Managing Dangerous Goods, Digital Cold Chain and Supply Chain
- 《国贸条款》与贸易收支管理货运流程  
Managing Shipping Procedures with Incoterms and Trade Payment
- 精益六西格玛供应链管理  
Six Sigma in Supply Chain Management
- 国际物流与跨境电子商务贸易  
International Logistics and Cross-Border E-Commerce Trade
- 活动与项目管理  
Campaign & Project Management
- 项目开发和实践（毕业制作）  
Project Development and Practices (Major Project)

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

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## 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 or individual to complete their projects.

## 考取资格 | QUALIFICATIONS

英国国立西苏格兰学院专业文凭和高级专业文凭  
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 Universities in Taiwan

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)  
Level 5 Diploma (Regulated by OFQUAL – Office of Qualification & Examination Regulation)

## 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.