

## NITEC IN LOGISTICS SERVICES

### CERTIFICATION

Credits required for certification:

|                     |             |
|---------------------|-------------|
| Core Modules        | : 51        |
| Life Skills Modules | : 9         |
| Elective Modules    | : 6         |
| <u>Total</u>        | <u>: 66</u> |

### COURSE STRUCTURE

| Module Title                                       | Credits |
|--|---------|
| <b>CORE MODULES</b>                                |         |
| Business Communication                             | 5       |
| Customer Relationship & System                     | 5       |
| Introduction to Data Analytics & Cyber-security    | 4       |
| Social Media Marketing                             | 4       |
| Logistics Operations                               | 6       |
| Event Logistics                                    | 5       |
| Warehousing Services                               | 5       |
| Material Moving Equipment                          | 4       |
| Air, Land and Sea Logistics                        | 5       |
| Industry Attachment                                | 8       |
| <b>ELECTIVES (INTER-DISCIPLINARY)</b>              |         |
| Entrepreneurship Essentials                        | 3       |
| Multimedia & Desktop Publishing                    | 3       |
| Digital Storytelling                               | 3       |
| <b>ELECTIVES (GENERAL) AND LIFE SKILLS MODULES</b> |         |
| For details, click <a href="#">here</a>            |         |

*Note: The offer of electives is subject to the training schedule of respective ITE Colleges. Students are advised to check with their Class Advisors on the availability of the elective modules they intend to pursue.*

### MODULE OBJECTIVES

#### Core Modules

##### Business Communication

On completion of the module, students should be able to apply essential communication skills to build professional relationships, and prepare business documents as well as presentations.

##### Customer Relationship & System

On completion of the module, students should be able to understand the concept of Customer Relationship Management (CRM), identify customer needs through data patterns, suggest timely products and/or services to build customer loyalty and increase organisational profitability.

##### Introduction to Data Analytics & Cyber-security

On completion of the module, students should be able to adopt spreadsheet and analytics software to visualise and analyse data, and generate formatted reports to facilitate informed business decision. Students will also gain awareness on the importance of data confidentiality and data security.

##### Social Media Marketing

On completion of the module, students should be able to apply online media tools to execute the organisation's social media marketing strategies.

### Logistics Operations

On completion of the module, students should be able to provide support in the movement of goods from supplier to customer.

### Event Logistics

On completion of the module, students should be able to load and move items, set-up and tear down, coordinate materials, resources and equipment, store and retrieve items.

### Warehousing Services

On completion of the module, students should be able to pull, pack and ship orders, load and unload freight as well as provide direct customer service.

### Material Moving Equipment

On completion of the module, students should be able to explain functional features and capability of a forklift truck. They should be able to perform checks on reach trucks and forklifts. They would also be able to safely operate the forklift truck in a work environment. The course also prepares the trainees for the Singapore Workforce Skills Qualification (WSQ) assessment in the Operate Forklift competency unit. Upon passing this assessment, the graduates will be able to legally operate a forklift truck.

### Air, Land and Sea Logistics

On completion of the module, students should be able to prepare necessary documentation, handle customs declarations and TradeNet operations, liaise and follow-up with internal office, agents and clients.

### Industry Attachment

Students will be placed on a 6-month industry attachment; they will have the opportunity to apply concepts and skills acquired during institutional training in real work environment, gain hands-on practical training pertaining to the Supply Chain and Logistics Industry.

## Electives (Inter-disciplinary)

### Entrepreneurship Essentials

On completion of the module, students should be able to source new information from multiple sources, brainstorm ideas to find novel approaches to draft out a business plan through identifying business opportunities and applying marketing mix strategies with sound financial analysis.

### Multimedia & Desktop Publishing

On completion of the module, students should be able to use the features of common Graphic Authoring Tools and presentation software to produce captivating and creative publications, showcasing an integrated display of animation.

### Digital Storytelling

On completion of the module, students should be able to create various Electronic Direct Mailers (EDMs) to sell a product or service with an associated story tagline.

## Electives (General) and Life Skills Modules

For details, click [here](#).