

# The Hong Kong Polytechnic University

## Subject Description Form

<b>Subject Code</b>	LGT3537
<b>Subject Title</b>	Shipping Documents and Warehouse Management
<b>Credit Value</b>	3
<b>Level</b>	3
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	Nil
<b>Role and Purposes</b>	This subject provides students with full understanding of the concepts of international trade incorporating transport of goods by various transport modes; ability to generalise the comprehensive knowledge of shipping documents and operations in the warehouse, and skills to perform effective logistics operations in the logistics related industry.
<b>Subject Learning Outcomes</b>	<p>The aim of this subject is to meet local demand in shipping documentation and warehouse storage management in the supply chain scenario.</p> <p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. Contribute to the solution of business related problems in commercial, industrial, government and non-profit making organisations;</li> <li>b. Appreciate cargo storage and management in the transport and logistics discipline which provides a good academic and vocational foundation for a career in students' field;</li> <li>c. Present this discipline in an integrated form which reflects sound business practices;</li> <li>d. Use computer software related to shipping documentation and WMS as well as acquire a good understanding of information systems and their impacts on business;</li> <li>e. Integrate the inter-relationships among the various components of subject matters in international trade for effective problem solving.</li> </ol> <p>Studying this subject will help develop students' skills in critical and analytical thinking, team work and peer learning.</p>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p><b>Documentation:</b></p> <p>Introduction of Shipping Industry: International Trade and Shipping; Role of Shipping Line and NVOCC; Carrier Characteristics and Services; Selection of Carrier</p> <p>Shipping Documentation: Types and Functions of Documents Used in Freight Companies; Documents in International Shipping; Carrier Pricing and Rates; Rights and Responsibilities of Carriers</p>

	<p>Trade Documentation: Import/Export Procedures; Trade Description and Labeling; Common Payment Methods; Common Trade Terms and Abbreviations; Hong Kong Trade Policy</p> <p>e-Documentation: Concepts of e-booking, e-B/F, e-Manifest, WMS for warehouse management</p> <p><b>Warehousing:</b></p> <p>Materials handling systems and their objectives: cost reduction, increased productive capacity and better working conditions.</p> <p>Types of handling equipment in manufacturing and warehousing: conveyors, cranes, hoists, and trucks. Their advantages and limitations. Automatic guided vehicles (AGV), Automatic storage and retrieval systems (AS/RS);</p> <p>Critical analysis and measuring the efficiency of existing systems. The unit load concept. Selection of the most appropriate equipment in particular situations. Integration with warehousing systems. Economic analysis of different systems.</p> <p>Planning, layout and design of different types of warehouses. Automation and IT systems in warehouses and materials handling computer systems: Case studies. Inventory planning and control. Advanced EOQ models and safety stock. Fixed order quantity inventory control. Fixed order cycle inventory control. Just-in-time scheduling.</p>																																											
<b>Teaching/Learning Methodology</b>	A combination of lectures, tutorials and site visit will be included in this subject.																																											
<b>Assessment Methods in Alignment with Intended Learning Outcomes</b>	<table border="1" data-bbox="536 1111 1482 1518"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="5">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> <th rowspan="2"></th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> </tr> </thead> <tbody> <tr> <td>1. Coursework</td> <td>50%</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>2. Examination</td> <td>50%</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="5"></td> <td></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The recommended assessment method for measurement on the learning outcomes (b) and (c) requires students to attend a site visit to warehouse/distribution centre followed by presentation and report writing. Case study with presentation and report can serve the purpose of integrating different elements to reflect sound business practices. Hands-on tasks introducing use of appropriate software or website in tutorials can facilitate measurement of the learning outcome (d).</p> <p>Written examination can be designed to measure the learning outcomes (a), (b) and (e). The learning outcome (b) can be measured by using written examination, with the aim to complement presentation and report writing.</p> <p><i>To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Exam components.</i></p>							Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e	1. Coursework	50%		✓	✓	✓			2. Examination	50%	✓	✓			✓		Total	100 %						
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<b>Student Study Effort Expected</b>	Class contact:	
	▪ Lecture	26 Hrs.
	▪ Tutorial/Site visit	13 Hrs.
	Other student study effort:	
	▪ Self-study / research for self-learning tasks	41 to 59 Hrs.
	▪ Report writing for case study assignment / preparation for presentation and examination	27 to 35 Hrs.
	Total student study effort	107 to 133 Hrs.
<b>Reading List and References</b>	<p><b><u>References</u></b></p> <p>Johnson, T. E. and Bade, D. L. (2010), <i>Export/Import Procedures and Documentation</i>, 4<sup>th</sup> Edition, New York: American Management Association.</p> <p>Rama Gopal, C. (2008), <i>Export Import Procedures: Documentation and Logistics</i>, New Age International.</p> <p>Branch, A. (2007), <i>Elements of Shipping</i>, Routledge.</p> <p>Branch, A. (2006), <i>Export Practice and Management</i>, Thomson Learning.</p> <p><i>The International Freight Guide – The Handbook for Exporter, Importer and Forwarders</i> (latest edition), BIFA.</p> <p>Richards, G. (2011), <i>Warehouse Management: A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse</i>, London: Kogan Page.</p> <p>Murphy, P.R. and Wood, D.F. (2010), <i>Contemporary Logistics</i>, 10<sup>th</sup> Edition, Prentice Hall, Upper Saddle River, N.J.; Chapter 9: Distribution Center, Warehouse, and Plant Location, Chapter 10: Warehousing, Chapter 11: Packaging and Materials Handling.</p> <p>Coyle, J. J. and Langley, C. J. (2009), <i>Managing supply chains : a logistics approach with student CD</i>, 8<sup>th</sup> Edition, South-Western/Cengage Learning.</p> <p>Garcia-Diaz, A. and Smith J. M. (2008), <i>Facilities Planning and Design</i>, Prentice Hall</p> <p>Grant, D., Lambert, D., Stock, J. and Ellram, L. (2005), <i>Fundamentals of Logistics Management</i>, McGraw-Hill, London; Chapter 8: Warehousing, Chapter 9: Materials Handling.</p> <p><i>The WMS Handbook</i> (2006), Distribution Group, Alexander Communications Group.</p> <p><i>WMS 101 HANDBOOK - A Complete Guide For: Selecting, Implementing and Maintaining a Warehouse Management System</i> (2005), AHN Corporation.</p> <p>Frazelle, E.H. (latest edition), <i>World-Class Warehousing and Materials Handling</i>, McGraw Hill</p> <p><i>Guidelines for Safe Warehousing of Chemicals</i> (latest edition), Centre for Chemical Process Safety of the AICE, New York.</p>	