# Course Title: Financial Reporting and Management in Transport and Logistics

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>C</th>
<th>C</th>
<th>T</th>
<th>P</th>
<th>4</th>
<th>0</th>
<th>0</th>
<th>4</th>
</tr>
</thead>
</table>

## Aims and Objective

The course aims to train students on fundamental financial management knowledge, hence they understand better about the company’s competitive position in the market, especially on the financial aspects. Through the interpretation of major financial reports, the students can have more insights in identifying improvement opportunities in the operation.

## Intended Learning Outcomes of the Course

On completion of the course, students should be able to

- ILO1. explain the conceptual and regulatory framework of accounting, and general nature of accounting systems; differentiate the main principles used in managerial accounting and financial accounting;
- ILO2. explain the basic concepts in time value of money;
- ILO3. identify different forms of business organizations and analyze the pros and cons in different undertaking;
- ILO4. identify the importance of capital budgeting and explain the steps in capital budgeting;
- ILO5. apply capital budgeting skills on project cost and benefit analysis;
- ILO6. apply and integrate the above concepts and techniques in reading standard financial reports

## Syllabus

### Financial Statements and Reports
- Objectives of financial reporting
- Definition of revenue, expenses, assets and liabilities
- Key financial statements and their purposes
- Analysis and interpretation of financial statements

### Time Value of Money
- Concept of interest rate, Opportunity Cost, Discount Rate
- Calculation of Present Value, Future Value of Annuities
- Calculation of Nominal Rate, Effective rate of return

### Risk and Return
- Means of minimizing risk in commercial context
- Types of financial risks
- Risk and Return trade-off

### Capital Budgeting
- Types of Capital budgeting projects
- Capital budgeting tools

### Cash and Profit budgeting
- Motives for keeping level of Cash
- Cash management
- Process in profit proforma
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Type of Assessment (Weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Continuous Assessment (40%)</td>
<td>Class Participation (10%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm test (15%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individual Assignment (15%)</td>
</tr>
<tr>
<td></td>
<td>Examination (60%)</td>
<td>Written Examination (60%)</td>
</tr>
</tbody>
</table>

**Pre-requisite(s)**

Nil

**Required and Recommended Reading**

**Required Reading:**


**Reference Book:**


19.06.2018
Course Title: Transport Management Practices – Surface Transport

| Course Code: | C 4 0 8 |

**Aims and Objective**

This course aims to enable students to understand the principal characteristics and organization of passenger and freight transport with insights into the industry, including the advantages and disadvantages of different transport modes and government regulatory control on the industry. It also examines the major traffic problems in Hong Kong in order to guide students how to tackle the problems effectively.

**Intended Learning Outcomes of the Course**

On completion of the course, students should be able to:

ILO1. define the principal characteristics and organization of road and rail transport;
ILO2. identify preventive measures to ensure safe operations on roads;
ILO3. examine the current management and operating practices for both passenger and freight rail transport;
ILO4. describe government regulatory control on road and rail transport;
ILO5. analyze the recent and future developments in road and rail transport.

**Syllabus**

**Road Transport**

1. Principle Characteristics and Organization of Public Transport
   - Various Types of Public Road Transport in Hong Kong
   - IT Applications in Public Road Transport
2. Principle Characteristics and Organization of Freight Transport
   - Types of Goods Vehicles
   - Operation and Key Issues of Road Haulage
   - Intermodal Transport (Road-Rail, Road-Water, Road-Air)
   - IT Applications in Road Haulage
3. Road Transport Safety and Security
   - Definitions of Safety and Causes of Accident
   - Cargo Security in Road Transport
   - Regulatory Control and Preventive Measures
4. Traffic Problems and Solutions
   - Background of Traffic Congestion
   - Possible Solutions to Traffic Congestion
5. Major Recent and Future Road Development
   - Road Infrastructure Development and the role of Hong Kong in Belt and Road Initiative
   - Major Types of Infrastructure Ownership Adopted in Hong Kong
   - Technological Development in Road Vehicle

**Rail Transport**

1. Organization and Principal Characteristics of Rail Transport
   - Historical development of railway
   - Characteristics of railway
   - Types of railway company
1. Managing Railway organizations
2. Principles of Railway Operations
3. Railway development in Hong Kong

2. Regulatory Control of Passenger Rail and Freight Rail
   - Government’s railway strategy – Railway Development Strategy (RDS) in Hong Kong
   - Safety and Security in Railway operations
   - Future trends in railway industry: high speed trains both Passenger and Freight Trains
   - Rail Freight Concession and regulations in some countries

3. Train (Passenger and Freight) operations
   - Rolling Stock, Tracks, Signaling, Power Supply and other engineering aspects.
   - Technical trends of railway infrastructure.

4. Passenger Station operations
   - Station Layout, Automatic Fare Collections, Station commercial facilities, and crowd control.
   - Customer Services for rail passengers
   - Passenger Information and signage

5. Freight Terminal operations
   - Provision of marshal yards for shunting and composition of freight trains
   - 4 major functions: Bulk, Roll on/roll off, Break bulk, and Intermodal.
   - Cargo security

6. Marketing and Commercial Policy in Passenger Rail Transport

7. The demise of rail freight business in Hong Kong

8. The role and development of railway in “One Belt One Road”.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment (40%)</td>
<td>Class Participation (10%)</td>
</tr>
<tr>
<td></td>
<td>Group Project (20%)</td>
</tr>
<tr>
<td></td>
<td>Mid-term test (10%)</td>
</tr>
<tr>
<td>Examination (60%)</td>
<td>Written Examination (60%)</td>
</tr>
</tbody>
</table>

Pre-requisite(s)

Nil

Required and Recommended Reading

References:

Course Title: Warehouse and Inventory Management

Aims and Objective

The course objective is to equip students to develop their skills in managing an international warehouse or logistics center. They can learn the management principles and systems as well as the whole warehouse process of world-class warehousing. The principles cover the areas such as maintaining inventory accuracy and inventory valuation. On the other side, students can learn the mathematical models in calculating the optimal inventory level, which is useful in the logistics planning.

Intended Learning Outcomes of the Course

On completion of the course, students should be able to

ILO1. identify the cost structure in running a warehouse operation, including both fixed costs and variable costs, and analyze costs in a dynamic logistics environment and lean operation;
ILO2. explain the warehouse basic operation and identify the important steps in the order fulfillment process leading to good customer service;
ILO3. analyze the main causes leading to inaccurate inventory inside a typical warehouse and identify appropriate approaches to rectify the phenomenon;
ILO4. apply the key performance indicators in measuring the effectiveness of a warehouse.

Syllabus

Warehouse management
- Purposes of a warehouse within a supply chain
- Current challenges facing a warehouse manager
- Evolution of an operational warehouse to a strategic warehouse

Warehouse Operation
- Warehouse Operations - Receiving and Putaway, Storage Systems, Order Picking, Unitizing and Shipping
- Material Handling Equipment and Packaging
- Enabling Technology for warehouse

Inventory Management
- ABC analysis, inventory optimization
- Just-in-time (JIT) and Kanban operation
- Vendor Managed Inventory (VMI)
- Key Performance Indicators

Assessment

<table>
<thead>
<tr>
<th>Type of Assessment (Weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment (40%)</td>
<td>Individual assignment (7.5%)</td>
</tr>
<tr>
<td></td>
<td>Midterm test (10%)</td>
</tr>
</tbody>
</table>
Group Project (15%)

Class participation (7.5%)

Examination (60%)

Written Examination (60%)

Pre-requisite(s)

Nil

Required and Recommended Reading

Required Textbook:


References:


19.06.2018
Course Title: Logistics and Physical Distribution

Course Code: C C T P 4 0 0 6

Aims and Objective

This course aims to enable students to recognize the role of physical distribution function in the total logistics process. It emphasizes how the physical distribution process contributes to customer service and how to minimize the total cost with the total logistics concept.

Intended Learning Outcomes of the Course

On completion of the course, students should be able to

ILO1. explain the role of physical distribution function in the total logistics process;
ILO2. outline the physical distribution process emphasizing on contribution to customer service and the minimization of cost;
ILO3. analyze the types, functions and the development of the logistics process in wholesale and retailing.

Syllabus

(1) Introduction to Logistics and Distribution
   • Scope and Definition of Distribution, Logistics and Supply Chain
   • Integrated Supply Chain
   • Dimensions of Logistics

(2) Supply Chain Collaboration & Distribution Planning
   • Bullwhip Effect
   • Vendor Managed Inventory (VMI)
   • Crossdocking (CD)
   • Just in Time (JIT)

(3) Market Entry & Distribution Channel
   • Market Entry
   • Distribution Channel

(4) Supply Chain Segmentation, Network Design & Facility Location
   • An Effective Process for Logistics Network Design
   • Modeling Approaches

(5) Process Analysis
   • Systematic Approach to Process Analysis
   • Process Documentation
   • Process Performance Evaluation

(6) Demand Management & Customer Services
   • Demand Management
   • Customer Service and Logistics
(7) Transportation in Physical Distribution
   • Transport Selection Decision
   • Basic Modes of Transportation
   • Legal Classifications of Carriers
   • Intermodal Transportation

(8) Transportation Management
   • Transportation Problem
   • Vehicle Scheduling Problem

Assessment

<table>
<thead>
<tr>
<th>Type of Assessment (Weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment (40%)</td>
<td>Class Participation (10%)</td>
</tr>
<tr>
<td></td>
<td>Group Project (20%)</td>
</tr>
<tr>
<td></td>
<td>Midterm test (10%)</td>
</tr>
<tr>
<td>Examination (60%)</td>
<td>Written Examination (60%)</td>
</tr>
</tbody>
</table>

Pre-requisite(s)

Nil

Required and Recommended Reading

References:


19.06.2018
Course Title: Theories and Practice of Management

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>C</th>
<th>C</th>
<th>T</th>
<th>P</th>
<th>4</th>
<th>0</th>
<th>0</th>
<th>7</th>
</tr>
</thead>
</table>

**Aims and Objective**

Nil

**Intended Learning Outcomes of the Course**

On completion of the course, students should be able to

ILO1. explain the fundamentals of general management concepts and practices;
ILO2. define the nature, dimensions and impacts of management;
ILO3. apply and evaluate management techniques in the contemporary business environment;
ILO4. recognize and organize management information needed for making rational decisions;
ILO5. identify alternatives and formulate management strategies.

**Syllabus**

**Basic principles of management**

- Organization and Management
- Design of Facilities and Job
- Current Business Environment
- Planning and strategies

**Effective Management techniques**

- Decision Making Process
- Employee motivation
- Different forms of Leadership models
- Effective measures in controlling Operations
- Boost Employee Productivity

**Assessment**

<table>
<thead>
<tr>
<th>Type of Assessment (Weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment (40%)</td>
<td>Class Participation (10%)</td>
</tr>
<tr>
<td></td>
<td>Quiz / test (10%)</td>
</tr>
<tr>
<td></td>
<td>Group Project (20%)</td>
</tr>
<tr>
<td>Examination (60%)</td>
<td>Written Examination (60%)</td>
</tr>
</tbody>
</table>

**Pre-requisite(s)**

Nil
<table>
<thead>
<tr>
<th>Required and Recommended Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Textbook:</strong></td>
</tr>
<tr>
<td><strong>References:</strong></td>
</tr>
</tbody>
</table>

19.06.2018
THE UNIVERSITY OF HONG KONG
HKU SPACE Community College

Higher Diploma Programmes 2018-19
Course Document

Course Title: Transport Management Practices – Maritime Transport

Course Code: C C T P 4 0 1 9

Aims and Objective

This course aims to enable students to understand the principal characteristics and organization of maritime transport, including the operational system and practices, competition and competitiveness in shipping organizations, government regulatory control and the corresponding policies implemented in the industry. Students will be able acquire a basic understanding in international legal framework in relation to marine pollution, maritime safety and security.

Students can also keep abreast of the latest and future developments in maritime transport within the region.

Intended Learning Outcomes of the Course

On completion of the course, students should be able to

ILO1. define the principal characteristics and organization of maritime transport;
ILO2. examine the current management and operational practices;
ILO3. identify the regulatory control of carriers’ co-operations in global maritime transport industry;
ILO4. examine the recent and future developments in maritime transport industry;
ILO5. evaluate the various operational functions of a container terminal.

Syllabus

- Maritime Transport Industry in Hong Kong, recent developments, organization and characteristics
- Management and Operational Practice for Maritime Transport (coverage of major tradelanes)
- Carriers’ Co-operations – Discussion Agreements; Alliances and Vessel Sharing Agreements
- Government Regulatory Controls: Anti-competition Laws, Environmental Protection and Safety
- Container Operations
- Management and Operational Practices for Freight Forwarding Industry
- Container Terminal Operational Practice
- Hong Kong and Shenzhen Terminal Industry Development (co-operation and integration: Great Bay Area concept)
- Fleet Management and Ship Management
- Ship Surveys and Dry-dock
- International Legal Framework in relation to Marine Pollution, Maritime Safety and Security
- Port State Control

Assessment

<table>
<thead>
<tr>
<th>Type of Assessment (Weighting)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment (40%)</td>
<td>Individual Assignment (20%)</td>
</tr>
<tr>
<td></td>
<td>Mid-term test (20%)</td>
</tr>
<tr>
<td>Examination (60%)</td>
<td>Written Examination (60%)</td>
</tr>
</tbody>
</table>
Pre-requisite(s)

Nil

Required and Recommended Reading

References:

19.06.2018