



FULL TIME & PART TIME

Diploma &  
Advanced Diploma in

# Logistics & Supply Chain Management

Your Life Chance  
[www.stei.edu.sg](http://www.stei.edu.sg)



Cert No. : EDU-2-2078  
Validity: 18/03/2016 - 17/03/2020

Enhanced Registration Framework  
Cert No.: 200901936C  
Validity : 20/05/2018 - 19/05/2022



## VISION

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To be the preferred Private Education Institution (PEI) of choice.

## MISSION

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STeI will offer high quality, cost-effective and relevant courses to meet the needs of our clients.

## OUR VALUES - ELITE

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### PURSUIT OF EXCELLENCE

To be the best in all we do, continually striving for the highest professional standards achievable.

### LOYALTY

Being committed to the organisation, to one another and to our customers, at all times. Striving for cohesiveness and caring for one another.

### INNOVATION

Creative, being open to embrace change. Encourage, nurture ideas and initiatives to better organisational and individual performance.

### TEAMWORK

Be responsible and take accountability seriously; be reliable and dependable to the Team.

### ETHICS AND INTEGRITY

Be a role model in character and conduct; uphold STeI's Ethical standards.

## OUR CULTURE - SEARCH

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**S**hared sense of purpose and values that is consistent across all members of STeI.

**E**mphasising importance of staff learning and focusing on continuous improvement in STeI.

**A**ccentuating sense of responsibility for students' learning.

**R**ecognition of staff members' excellent effort and celebrating their successes.

**C**ollegial and collaborative relationships among staff members.

**H**arnessing strengths through professional development, staff reflection, and sharing of best practices

# WELCOME MESSAGE



A very warm welcome to STEi Institute.

As a prospective student, you may face multi-faceted challenges. A key question that typically races through one's mind is, "Where can I secure relevant, reliable and professional educational qualification?"

We are fully conscious of the immense responsibilities placed on us and we will do our utmost to build on the rich legacy and solid reputation to provide quality services.

**CHRISTINE TAN**  
STEi Institute  
Principal/Managing Director

## WHO WE ARE

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We are a Private Education Institution that has established itself as a credible and astute service provider with sound governance and financial standing.

Our team of dedicated lecturers are subject matter experts in both industry practices and didactic approaches to meet your learning needs. Our school also include excellent facilities in a conducive learning environment that meet the standards set by the governing authorities.

## QUALITY POLICY

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We, at STEi Institute are fully committed to the provision of high quality, cost-effective and relevant education and training courses for our students and the industries.

At STEi, quality is everyone's responsibility. We take pride in our work and emphasise on problem prevention rather than correction. We are committed to comply with the requirements of our clients, and to continually improve our service quality based on feedback and established benchmarks.

STEi adopts a comprehensive Quality Management System (QMS). All STEi staff must comply with the QMS and strive to continuously improve our quality processes in the most competitive and effective manner.

## OUR CAMPUS

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STEi Institute occupies an area of more than 10,000 sq ft and is located in the city area which is accessible by various means of transportation. All our classrooms, workshops and resource room are wireless surf-zone, students can surf the internet through computer stations, own laptops or smart phones anywhere in the institute. The Resource Room/Library is equipped with computers & resource materials for students' research and self-development purposes. STEi workshops are mock-up of restaurant setup, cocktail bar and hotel room.

# LOGISTICS & SUPPLY CHAIN MANAGEMENT

Diploma in Logistics & Supply Chain Management aims to offer a broad program of core studies in all major business areas with the opportunity to study a professional specialisation of Logistics and Supply Chain Management. It offers a unique opportunity to understand Logistics and Supply Chain Management processes in relation to the rest of the enterprise in a competitive business environment.



## DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

### LSC 1001 BUSINESS COMMUNICATION

To demonstrate how business communication works in the real world, thus helping students to understand the concepts, behind effective communication while developing and refining their own abilities. Emphasis will be placed on the acquisition of practical skills, report writing and presentation skills.

### LSC 1002 ENTREPRENEURSHIP & THE ENVIRONMENT

This module gives students the know-how to setting up a business and running it. It provides students with the knowledge and tools necessary to successfully plan, design, organise and start up a new business and how to avoid most of the pitfalls of new ventures. Students will also be exposed to hiring people and the rights and duties of employees

### LSC 1003 MARKETING MANAGEMENT

To develop in students a knowledge and understanding of the key marketing and management theories, concepts and techniques of operating within business organisations. Students will also be exposed to Strategic Management knowledge to plan the business direction and achieving goals and targets.

### HM 1004 INTEGRATED BUSINESS LOGISTICS - INTERNATIONAL TRANSPORT

This module will prepare students to develop an understanding of the complexity of international goods movement, including shipping documentation for international transportation, from the time orders are processed and letters of credit are sent to the bank for negotiation, until the ultimate arrival of goods. It also aims to introduce the impact of regulation on international trade and transportation industries, particularly concerning the current changes in the transportation security arena.

### LSC 1005 MANAGERIAL ECONOMICS & INFORMATION

To provide students basic awareness and analytical ability in respect to the major theories and policy issues of microeconomics in a logistics and supply chain environment. This unit also examines the requirements for appropriate supply chain information through accounting information how the information is obtained, how it is used and the impact of this when making decisions affecting the logistics pipeline of business.

### LCS 1006 OPERATIONS MANAGEMENT FOR LOGISTICS

One of the key components of an integrated logistics system is the production function. Product development and the optimisation of all resources are vital to meeting customer demand while maintaining business profitability. This unit addresses the operational aspects of production processing in relation to the logistics system, and emphasises the link between production and the supply chain. This unit also examines some principles and issues in contract management.

### LSC 1007 INDUSTRIAL ATTACHMENT

The coverage of the Industrial Attachment allow students to equip them with an understanding of the nature of the Logistics and Supply Chain Industry in a Practical and Operational aspect. Students are expected to undergo Industrial Attachment for a period of 6 months.

Industrial Attachment is a compulsory and integral module of the Diploma in Logistics & Supply Chain Management Course. In the event that a student is unable to participate in the Industrial Attachment module due to circumstances beyond the control of STEi Institute; the student will be provided as a last resort, to successfully complete the Project Work to be considered for graduation from course and be awarded the Diploma in Logistics & Supply Chain Management.



# LOGISTICS & SUPPLY CHAIN MANAGEMENT

Advanced Diploma in Logistics and Supply Chain Management course aims to provide an in-depth understanding of Logistics and Supply Chain Management. The course is also designed for those who wish to further support their undergraduate and graduate degree programs in business; or change of career into Logistics and Supply Chain Industry.

Our graduates are able to join and excel in various supply chain related careers in any service of manufacturing field. It is a qualification that equips students with skills and knowledge in many areas such as purchasing and inventory control, freight and warehouse management and much more.



## ADVANCED DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

### LSC 2001 SUPPLY CHAIN MANAGEMENT

To understand the impact of supply chain management on the competitive success and profitability of the organisation; the influence of integrated supply chains on other major functional activities of the organisation; and the major challenges faced in implementing supply chain management strategy and approaches for meeting these challenges.

### LSC 2002 TRANSPORT MANAGEMENT

To understand the role and management of different forms of transportation in the supply chain and the economy. The unit focuses on the participant's ability to develop sound, comprehensive strategic plans and translate these into an operational plan that will produce the desired outcomes for both the transport contractor and the customer.

### LSC 2003 PURCHASING AND MATERIALS MANAGEMENT

To introduce the field of purchasing and materials management, its concepts, interfaces with other functional areas of business and the roles of purchasing and materials management in business.

### LSC 2004 WAREHOUSING AND DISTRIBUTION

The course aims to demonstrate and understand the relationships among warehousing, distribution and other elements in the supply chain, focusing on warehouse effectiveness, distribution and customer service commitments. To apply the knowledge of warehousing processes and systems to variety of warehouse situation and to redesign its operations to achieve a more cost effective process. The focus of this unit is to equip participants with knowledge of systems, operating procedures, basic costs and assessment techniques, so that they can contribute to the development of their own facilities and achieve competitive performance.

### LSC 2005 STRATEGIC MANAGEMENT

To develop an understanding of the environment in which organisations operate and an ability to identify the strategic implications of that environment. Students will also understand the needs for organisations to align their resources, values and strategies with the environment, and the methods which can be used to do this effectively.

### LSC 2006 INDUSTRIAL ATTACHMENT

The coverage of the Industrial Attachment allow students to equip them with an understanding of the nature of the Logistics and Supply Chain Industry in a Practical and Operational aspect. Students are expected to undergo Industrial Attachment for a period of 6 months.

Industrial Attachment is a compulsory and integral module of the Advanced Diploma in Logistics & Supply Chain Management Course. In the event that a student is unable to participate in the Industrial Attachment module due to circumstances beyond the control of STEi Institute; the student will be provided as a last resort, to successfully complete the Project Work to be considered for graduation from course and be awarded the Advanced Diploma in Logistics & Supply Chain Management.

# COURSE FEES

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## Local Students

FULL PAYMENT

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### Diploma in Logistics & Supply Chain Management

6-Months Study (Full Time) +  
6-Months Industrial Attachment (IA)

**S\$7,361.60**

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### Advanced Diploma in Logistics & Supply Chain Management

6-Months Study (Full Time) +  
6-Months Industrial Attachment (IA)

**S\$7,871.60**

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### Diploma in Logistics & Supply Chain Management

10-Months Study (Part Time) +  
6-Months Industrial Attachment (IA)

**S\$6,420.00**

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### Advanced Diploma in Logistics & Supply Chain Management

10-Months Study (Part Time) +  
9-Months Industrial Attachment (IA)

**S\$6,420.00**

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All fees stated are inclusive of 7% GST.

All fees are subject to change without prior notice.

Application Fee of S\$299.60 is payable to STEI Institute Pte Ltd. This fee is **non-refundable** under all circumstances. Students can make payment via TT, bank draft or cheque.

## International Students

FULL PAYMENT

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### Diploma in Logistics & Supply Chain Management

6-Months Study (Full Time) +  
6-Months Industrial Attachment (IA)

**S\$8,000.00**

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### Advanced Diploma in Logistics & Supply Chain Management

6-Months Study (Full Time) +  
6-Months Industrial Attachment (IA)

**S\$8,000.00**

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#### MEDICAL INSURANCE SCHEME

STEI hereby confirms and undertakes to students that it has in place a medical insurance scheme for all its students.

#### FEE PROTECTION SCHEME

STEI provides fee protection scheme for all students as required by CPE and is aligned with EduTrust requirement.

#### FOR ENQUIRIES

Please contact us at (65) 6559 2896 or  
admin@stei.edu.sg

# ENTRY & GRADUATION REQUIREMENT FOR THE PROGRAMS

## THE PRE-REQUISITES FOR DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

- 16 years old and above; and
- GCE "O" Level with a pass in English or equivalent; or

For International Students, they must complete Secondary or High School education or equivalent with a pass in English; and

Minimum 1 year working experience in related fields for Part-time Students

- Other qualifications will be considered on a case-by-case basis.

## THE PRE-REQUISITES FOR ADVANCED DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

- Students must have attained Diploma in Logistics & Supply Chain Management or equivalent; and
- Pass on English in GCE "O" level or equivalent; or

For International Students, they must pass in English in Secondary or High School education or equivalent; and

Minimum 1 year working experience in related fields for Part-time Students

- Other qualifications will be considered on case-by-case basis.

## GRADUATION REQUIREMENT FOR ALL LEVELS

In order to be conferred the course award, the student must achieve a pass for STEi Examination, and at least 75% of class attendance. Student's Pass Holders are required to maintain a class attendance of 90% and above.

## DURATION

Diploma in Logistics & Supply Chain Management is conducted over a period of **6 months** via Theory Lessons with **6 months** Industrial Attachment.

Advanced Diploma in Logistics & Supply Chain Management is conducted over a period of **6 months** via Theory Lessons with **6 months** Industrial Attachment.

## MODE & METHODS OF DELIVERY

Face to face delivery via:

- Lecture
- Discussion
- Group Work
- Practical

## TEACHER STUDENT RATIO

1:60

## EXAMINATION

Examination is conducted at the end of each module.

## COMMENCEMENT & END DATE

Please refer to our website at [www.stei.edu.sg](http://www.stei.edu.sg) for latest information.

## AWARDING & RECOGNITION BODY

- STEi Diploma in Logistics & Supply Chain Management
- STEi Advanced Diploma in Logistics & Supply Chain Management



# STeI Institute

135 Middle Road, Bylands Building, #03-03  
Singapore 188975



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(65) 6226 2896



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