



INSTITUTE OF MARITIME & BUSINESS MANAGEMENT (IMBM)

Registered with Council for Private Education (CPE), Singapore
UEN. 200919536M

All courses are SkillsFuture Credit claimable for Singaporeans aged 25 years & above /

S'poreans & PRs who are under Company-sponsorship can apply for SDF grant

SHORT COURSES (2 DAYS PER COURSE)

- 1 Letter of Credit Operations (CRS-N- 0032693)
- 2 Logistics & Supply Chain Process (CRS-N-0033353)
- 3 Import & Export Procedures (CRS-N-0032762)
- 4 Accounting for Non-Accounting Personnel (CRS-N-0040008)
5. Essentials of Ship Chartering & Ship Broking (CRS-N-0032736)
6. Advanced Letter of Credit (CRS-N-0032493)
7. Bill of Lading (CRS-N-0032500)
8. Marine Insurance & Claim Processing (CRS-N-0040022)
9. Human Resource Management – A Practical Approach (CRS-N-0041961)
10. Financial Management (CRS-N-0041883)

Contact Details:

Tel No. (65) 6334 4095
Email: admin@imbm.edu.sg
Website: www.imbm.edu.sg

Address:

1 Sophia Road, #07-15, Peace Centre, Singapore 288149

PRs and foreigners are welcome to sign up for our courses as well!

Course Objective

The topics will be useful for industry people as well as entrants to the industry. Taught by experienced lecturers and industry practitioners, the course is aimed at increasing knowledge and appreciation of the sectors of the economy.

Target Audience

All working personnel, managers, professionals, executives, officers, new entrants and anyone who want to acquire new & proper knowledge and skills in the respective topics.

Duration & Certification

Each course is of 2 days' duration from 9.30 am to 5.30 pm (weekdays) or other timings to be advised by IMBM. Schedule will be advised to all applicants upon course confirmation. Upon successful completion of the course, all participants will be issued with a 'Certificate of Attendance' by the Institute.

Location

IMBM is conveniently located at the fringe of Orchard Road that is, off Selegie Road & Middle Road and within walking distance from Dhoby Ghaut, Bugis, Little India & Bras Basah MRT Stations. It is also well connected to major expressways and with numerous bus services plying by our office building as well.

Fees & Payment mode

The current course fees (per course/participant/exclude lunch/tea breaks) is of \$390/- with the exception of 'Logistics & Supply Chain Process' and 'Accounting for Non-Accounting Personnel' which are of \$360/- & \$320/- respectively. Payment mode is via Cash, Nets or Cheque - to be crossed and made payable to 'Institute of Maritime & Business Management Pte Ltd'. Please do not issue post dated cheque.

How To Enrol

Please submit registration form & fees to IMBM office and we will follow up from there. Course commencement is subject to minimum no. of participants.

Course Outline For IMBM Professional Full Day Short Courses (2 Days per course)

Each course is conducted and priced separately

② Letter of Credit Operations

- ✓ What is 'letter of Credit'?
- ✓ How is it transacted
- ✓ Process of getting an LOC
- ✓ Documents involved
- ✓ Banking Link
- ✓ International Trade & UCP
- ✓ Difficulties/common problems with an LOC
- ✓ Execution of LOC and time frame
- ✓ Detecting fraud in an LOC

② Advanced Letter of Credit

*(*Applicants are to possess prior knowledge in Letter of Credit)*

- ✓ Type of Risks Faced by Traders
- ✓ Why Documentary Credit
- ✓ The Autonomy of the Credit and the Doctrine of Documentary Compliance
- ✓ Letter of Credit Fraud
- ✓ Special Credits: Transferable Credit
- ✓ Back-to-Back Credit
- ✓ Standby Credit
- ✓ Red Clause Credit
- ✓ Green Clause Credit
- ✓ Revolving Credit

② Bill of Lading

- ✓ Description and clauses in BL
- ✓ User and uses of BL
- ✓ Types of BL
- ✓ Airway Bill
- ✓ Electronic Bill
- ✓ Shipping Fraud
- ✓ How to identify?
- ✓ Protection and Prevention
- ✓ Legal recourse

② Import & Export Procedures

- ✓ Organizations Facilitating
- ✓ International Trade
- ✓ Types of Trading Documents
- ✓ The International Commercial Terms (Incoterms 2010)
- ✓ International Methods of Payment
- ✓ Customs Practices
- ✓ The Singapore Trade Facilitation Journey – TradeNet Processing
- ✓ Export-Import Procedure

② Human Resource Management-A Practical Approach

- ✓ Basic functions of HR and its definition
- ✓ Recruitment and Retention
- ✓ Compensation and Benefits
- ✓ Group Insurance Coverage
- ✓ Exit Clearance & Exit Interview
- ✓ Employment Act Compliance
- ✓ Performance Reviews
- ✓ Training & Training Grants
- ✓ Mediation

② Marine Insurance/Claims Process

- ✓ Necessity of MI for International Trade
- ✓ Gen Principles of MI
- ✓ Hull Insurance
- ✓ Cargo Insurance
- ✓ P & I Club
- ✓ Reinsurance

② Logistics & Supply Chain Process

- ✓ Introduction to Logistics & Supply Chain
- ✓ Demand Management, Order Management & Customer packaging
- ✓ Customer Packaging and Material Handling
- ✓ Inventory Management
- ✓ Organisational & Managerial Issues in Logistics
- ✓ Logistics & Information Technology

② Essentials of Ship Chartering & Ship Brokering

- ✓ Introduction to Ship Chartering & Ship Brokering
- ✓ Charter Routines: Period of Investigation to follow up
- ✓ Voyage Chartering: Characteristics, procedures, features & time for performance of voyages, loading & discharging ports & places
- ✓ What is Time Charter
- ✓ Division of Responsibilities
- ✓ Time Charter Clauses

② Accounting for Non-Accounting Professionals

- ✓ Introduction & Role of Accounting
- ✓ Accounting Rules
- ✓ Book keeping & Accounting Cycle
- ✓ Trial Balance, Profit & Loss, Balance Sheet
- ✓ Closing of Accounts
- ✓ Cashflow Statements
- ✓ Presentation of Financial Statements
- ✓ Analysis of financial statements
- ✓ Breakeven analysis
- ✓ Budgeting for your business

② Financial Management

- ✓ The Role of Financial Management
- ✓ Time Value of Money
- ✓ Risk and Return
- ✓ Interest Rates and Bond Valuation
- ✓ Share Valuation
- ✓ Capital Budgeting Techniques
- ✓ Capital Budgeting and Risk
- ✓ Capital Investment Appraisal: Cost of Capital
- ✓ Taxation Effects and Dividend Policy
- ✓ Capital Structure: Leverage and Capital Structure

Note: IMBM reserves the right to amend/update the course curriculum, fees and information without prior notice.