

Lean Management Specialty Cluster

Programs for International Academic Students Enrolled in 2022

I Specialty Title

Business Administration

II Admission Requirements

Graduates of General Senior High Schools, Secondary Vocational Schools or equivalent.

III Duration of Study

Three years (students can extend the study period to a maximum of six years according to the situation).

IV Program Objectives and Program Standards

(1) Program Objectives

The business administration specialty is committed to cultivating talents with the integration of informatization and industrialization. It aims to cultivate high-quality technicians and skilled workers who possess modern enterprise management concepts and management skills, as well as management software application, implementation, and maintenance capabilities.

(2) Program Standards

Graduates of the above specialty cluster should meet the following requirements in terms of quality, knowledge and capabilities.

1. Quality

1.1 Be familiar with the basic knowledge of Chinese national conditions and culture such as Chinese history, geography, society and economy, understand China's political system and foreign policy, the mainstream values of Chinese society and public moral concepts, and form the concept of the rule of law and moral awareness.

1.2 Possess certain cross-cultural competence, have certain international perspective of the major, be able to put professional knowledge and skills into practice among various countries, have the ability to basically communicate and cooperate in the global context.

1.3 Adapt to corporate culture, abide by corporate norms, and keep business secrets with the spirit of dedication and cooperation.

1.4 Have developed quality awareness, environmental awareness, safety awareness, information literacy, craftsmanship and creative power, be able to analyze, transform and solve practical problems, master learning methods and the integration and application of

knowledge, and possess certain ability to transfer knowledge to other areas.

1.5 Have the courage to struggle, be optimistic, have self-management ability, awareness of career planning, strong collective consciousness and teamwork spirit, demonstrate perseverance and the ability to endure setbacks, and have the ability to solve problems independently with self-learning skills.

1.6 Have a sound physical and psychological health, a wholesome personality, good behavior and habits, a positive attitude, and strong problem-solving and execution abilities.

2. Knowledge

2.1 Master the basic analysis methods of business etiquette, psychology, situation, policy, etc.; understand social science, professional culture, international and domestic situations, changes of business civilization, innovation and entrepreneurial approaches as well as relevant national policies.

2.2 Master the basic knowledge of financial accounting, management principles, ideas and principles of enterprise resource planning management, master the basic methods of enterprise management and the business process of enterprises, be familiar with the content and methods of sales management, procurement management, quality management, production management, human resources management, financial management, cost management, equipment management, material management, etc., and master the basic principles of accounting and basic bookkeeping methods, as well as the knowledge of the structure of accounting statements.

2.3 Master the core knowledge of planning management, logistics management, cost management, procurement management, production control, quality management, on-site management, etc., and be familiar with production planning, planning adjustment and optimization related to enterprise lean management, planning of production, warehousing and logistics, procurement planning, procurement control, production operation arrangement, on-site production scheduling, on-site process optimization, enterprise operation data analysis, quality data analysis, and other relevant methods and knowledge.

2.4 Master the core knowledge of enterprise management informatization (integration of informatization and industrialization) such as enterprise computer network, database, enterprise informatization, logistics management, collaborative management, production management, and project management, and be familiar with the knowledge related to enterprise informatization construction such as computer network construction and maintenance, database configuration and maintenance, master data warehouse, OA system module application and maintenance, MES system application and maintenance, application

and maintenance of various ERP system modules, enterprise information system integration and application, informatization project management and control, integration and standardization of informatization and industrialization, and ERP redevelopment methods.

2.5 Master the core knowledge of intelligent logistics such as production logistics management, procurement management, warehousing management, distribution management, logistics cost management, and logistics information technology in manufacturing enterprises, master production logistics optimization, intelligent warehousing planning, precision management and control of material, material distribution planning, procurement lean management related to intelligent logistics, master ERP, RFID, barcode, SCM, VMI and other logistics technologies, and master the knowledge of logistics cost management and logistics simulation optimization.

2.6 Master the core knowledge of accounting information management such as economic law, corporate accounting, tax payment, cost accounting, financial management, accounting computerization and the integration of finance and business, be familiar with the audit of accounting vouchers, balance sheets, income statements (profit statements), and the preparation of cash flow statements, master the audit of financial business, cost control, tax planning, tax declaration and ERP system financial modules, as well as master the analysis of financial statements, the collection, analysis and processing of financial business data, and the application and maintenance of financial software.

3. Capability

3.1 Be able to use Office software and tool software proficiently and use Word and PPT to write and present business reports; be able to promptly use the network to collect and search information according to required topics, and have certain information filtering, sorting, analysis and other information processing capacity.

3.2 Be able to establish appropriate mathematical models for data analysis, be able to read financial statements (balance sheets, income statements, cash flow statements) and carry out appropriate analysis, be able to analyze and optimize the business process of enterprises, and undertake simple sales management, procurement management, quality management, production management, human resource management, financial management, cost management, equipment management, material management, etc., and be able to operate and apply mainstream ERP software.

3.3 Master the skills of compiling master production plan and production operation plan according to market demands; be able to organize and coordinate production in a timely and effective manner, and manage logistics, procurement, quality, site, progress, team, process and

other areas to ensure normal and orderly production; be able to use ERP, MES and other management software proficiently; be able to propose lean management requirements in terms of plan, process, site, progress, quality, etc., and manage and promote lean management projects; be able to analyze enterprise operation data, including quality, progress, planning, delivery, etc.

3.4 Master the skills of computer network and security, database, business process optimization, demand analysis of enterprise informatization, enterprise informatization construction project management, etc., as well as be able to carry out enterprise business process and business operation planning, and optimize the corporate business process; be able to research enterprise informatization requirements, carry out enterprise informatization demand analysis and informatization construction planning; be able to use and maintain mainstream ERP, OA, MES and other system software, and implement and manage ERP, OA, MES and other projects; master program development and database fields, be able to carry out appropriate redevelopment (report development), and be able to analyze and process enterprise operating data.

3.5 Master the internal production logistics management of manufacturing enterprises, and be able to handle daily procurement management, warehousing management, distribution management, etc.; be able to analyze and optimize the production logistics of existing enterprises; have the ability to analyze enterprise logistics costs, and be able to optimize logistics costs; be able to carry out logistics informatization demand research, and maintain and use the logistics information system; have the ability for intelligent warehousing planning, precision management and control of material, material distribution and planning, etc., and be able to apply ERP, RFID, barcode, SCM, VMI and other intelligent logistics technologies.

3.6 Master the relationship between corporate financial management and daily operations, be able to perform daily accounting, current account settlement, cost accounting, financial decision-making, etc., be able to complete the calculation and declaration of taxes and fees, and be able to prepare balance sheets, income statements (profit statements), cash flow statements; skilled application of financial management system, be able to handle daily financial business based on financial software, be able to collect and process financial and business data, analyze financial statements and enterprise operating conditions, and be able to apply, maintain and implement ERP software (financial management module).

V Requirements for Graduation

1	Chinese requirements	International academic students enrolled in classes taught in Chinese should obtain HSK level 5 before graduation, and international academic students enrolled in classes taught in English should obtain HSK level 4 before graduation.
2	Course assessment requirements	Students are required to pass all course examinations before graduation.

VI Specialty Core Courses

Course type		Course name	Main teaching content	Credit hours	Credit	Term
4	Specialty core courses	Business Administration (Lean Management Direction)	Production and Operation Management	54	3	3

			plan, production operation control, production field management, quality management, equipment management, and the new mode of production operation management			
		Human Resource Management	responsibilities of human resources department; basic theories and methods of human resource planning, recruitment and selection, salary management, performance appraisal, and labor relations in manufacturing enterprises; employee training, staffing, care and development	54	3	3
		Cost Management and control	cost planning, cost assessment, cost analysis, cost prediction, cost decision-making, cost accounting, and	54	3	3

			cost control			
		Procurement Management and Lean Management	responsibilities of purchasing personnel, main content, technical methods and the purchasing process of purchasing management, and the purchasing methods and purchasing management system for equipment, raw materials, parts and commodities	54	3	3
		Product Management	precision analysis of customer behavior, customer screening and precise positioning, precision marketing strategy, management of the life cycle of products, and customer relationship management	54	3	3
		Practice of Enterprise Logistics Management	basics of logistics management, types of logistics for manufacturing enterprises, supply	54	3	4

			<p>chain management, logistics management of manufacturing enterprises, enterprise logistics cost management, material management of enterprises, production logistics management of manufacturing enterprises, material cost management and control of enterprises, material coding, material inventory management, material supply and supporting management, work in process management, and inventory control</p>			
		<p>Production Control and MES Application ★</p>	<p>production lean management requirements, demand prediction and master production planning, constraints on</p>	90	5	4

			production planning, production scheduling and production capacity, as well as implementation and control of production operation plans; data collection and control of the manufacturing execution plan (MES) and production process, and production performance management			
		Quality Management and Six Sigma	basic concepts and principles of quality management; the content of total quality management; common methods of quality management; quality control and 6σ; quality audit and quality certification; the quality management system; management of service quality; organization and implementation of	72	4	4

			quality inspection; economic management of quality; quality improvement			
		Field Management and 6S	the role, content, methods and inspection of field management, "6S" management, field management skills, advanced methods of field management, as well as the meaning and role of team management	54	3	4