



**ADVANCED DIPLOMA IN  
INTERNATIONAL  
BUSINESS MANAGEMENT  
(FULL-TIME)**

**COURSE BROCHURE**



## ADVANCED DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

### Objectives

To instil students with advanced knowledge and skills in the management of business operations to cope with the ever-changing business environment. Students will be exposed to a wide range of management skills that is useful to succeed in today's globalised world. This course is ideal for those who wish to obtain a senior level career or for those who wish to learn more about business management skills. Graduates of this course are equipped with the pre-requisites needed for the perusal of a formal undergraduate Degree education in Business Management.

### Duration

- **12 months (Full-time course)**

**Lesson Time:** 15 hours per week

No lessons conducted during public holidays and school holidays.

**Course Intake:**

January, March, May, July, September, November of the year

### Course Modules

**There are 8 modules in total:**

- ADIBM 101 Business Research Methodology
- ADIBM 102 Customer Relationship Management
- ADIBM 103 Global Business Management
- ADIBM 104 Management Accounting
- ADIBM 105 Management Information System
- ADIBM 106 Operations Management
- ADIBM 107 Organizational Performance Management
- ADIBM 108 Quantitative Methods for Business Management

## ADVANCED DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

### Pre-requisites

**Age:** 16 years old and above

**Academic Level:** Relevant SCI Diploma OR at least 12 years of formal education OR any equivalent qualification to the above

\*Other institution's diploma will be based on a case by case basis to the academic level requirement.

**Language Proficiency:** English Language with IELTS 5.5 & above; OR at least C6 in GCE 'O'-Level English; OR passed the language proficiency test of SCI or equivalent

### Mode of Assessment

**Internal Assessment:** 10% of class participation and 90% of written examinations

### Course Completion

- Local students (Singaporean & PR) and students with Dependent Pass - at least **75%** attendance and not absent from class for more than **7 days in a row**.
- International students (Student's Pass holders) - at least **90%** attendance and not absent from class for more than **7 days in a row**.
- Upon completion of the 8 modules, those who fulfilled the required attendance and pass all assessments will be awarded with a **Advanced Diploma in International Business Management** certificate by Spring College International.

### Course Fee

ITEMS	CHARGES
Application Fee	\$350.00 (For those who need student pass)
GST	\$31.50
<b>Total Application Fee*</b>	<b>\$381.50*</b>
Course Fee	\$6,500.00
Material Fee	\$100.00
Examination Fee	\$250.00
FPS Insurance Fee	\$300.00
Medical Insurance Fee	\$100.00
GST	\$652.50
<b>Sub Total</b>	<b>\$7,902.50</b>
<b>Total</b>	<b>\$8,284.00</b> (inclusive of GST, exclusive of International Students Service Fee)

**\*Application fee is not refundable. For students who do not require student's pass, the application fee is \$218**

- **Optional Add On:** International Students Service Fee of \$545 includes the following: Arrangement of accommodation, airport pick-up, sending to hostel, sending to school for the first time, sending for medical checkup (students who are 15 years old and above), collection of Student Pass at ICA, opening of bank account, purchasing of public transport card, familiarising Singapore's environment.

## Fee Protection Scheme (FPS)

To comply with the requirements of CPE Singapore, SCI has implemented a "FPS Insurance Account" with "Great Eastern General Insurance Limited" as assigned by CPE.

For more information on FPS, please visit:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

## Information to be provided by the applicant

1. One copy of the duly completed student enrolment application form
2. Photocopy of student's passport (first page)
3. Two passport-sized photographs of the student (white background)
4. Parents' passport photocopy (first page) / parents' NRIC photocopy
5. The following documents with English translation (To be prepared first. After the approval of student pass, relevant information must be provided in accordance with ICA's requirements)
  - Copy of the student's birth certificate
  - Copy of the student's highest educational certificates (students who are currently studying may request the school to produce a verification letter before the notarization)
  - Copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)

**\*Students holding China passport** are also required to submit a notarized copy of the student's or his/her parents' bank account savings (savings period must be longer than 3 months, and must have more than RMB150,000 in the account).

## Applicants should know

1. The application fee of \$218 or \$381.50 is non-refundable and non-transferable.
2. After paying the application fee, the school will verify if the student fulfils the admission requirements before issuing a Letter of Offer. Students are then required to pay the outstanding fees.
3. ICA will request for an Issuance Fee of \$60 - \$90 upon the approval of student pass.
4. Students might be required by ICA to go for medical check-up, at a fee of \$40 - \$60.
5. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
6. Local students (Singaporeans and PRs), as well as international students who do not need a student pass and already have their own medical insurance, may choose not to purchase the school's medical insurance. However, they are required to submit their existing insurance documents to the school.
7. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.