



DIPLOMA IN ACCOUNTANCY (FULL-TIME)

COURSE BROCHURE



DIPLOMA IN ACCOUNTANCY (FULL-TIME)

Objectives

This course aims to equip students with the theoretical and practical perspective of the accounting field to enable them to have a career in areas of accounting and a wide range of fields including business and finance. This course is also ideal to lay the foundation for future and continuing professional development.

Duration

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

Lesson Time:

- 15 hours per week

Course Intake:

January, April, July and October of the year

There will be no lessons conducted during public holidays and school holidays.

Course Modules

There are 9 modules in total:

Compulsory Modules:

- DIBM 101 Business Law & Ethics
- DIBM 103 International Economics
- DIBM 105 Principles of Accounting
- DIBM 106 Principles of Information System
- DIBM 107 Principles of Management
- DIBM 108 Principal of Marketing
- DIA 201 Pearson LCCI Level 2 Certificate in Bookkeeping
- DIA 202 Pearson LCCI Level 2 Certificate in Cost Accounting
- DIA 203 Pearson LCCI Level 2 Certificate in Business Statistics

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Pre-requisites

Age: 16 years old and above

Academic Level: At least 10 years of formal education or equivalent; or Pass in SCI's placement test; or have at least one year of relevant working experience.

Language Proficiency: English Language with IELTS 5.5 and above; or GCE O-Level grade C6 and better; or pass SCI's language proficiency test or equivalent.

Mode of Assessment

Internal Assessment: 50% of written assignments and 50% 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 9 modules, those who fulfilled the required attendance and pass all assessments will be awarded with a **Diploma in Accountancy** certificate by Spring College International.

Course Fee

ITEMS	CHARGES
Application Fee	\$500.00 (For those who need student's pass)
GST	\$40.00
Total Application Fee*	\$540.00*
Course Fee	\$7,500.00
Material Fee	\$400.00
Examination Fee	\$540.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$708.80
Sub Total	\$9568.80
Total	\$10,108.80 (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 \$216

- **International Students Service Fee of \$540** 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 "Etika Insurance Berhad" 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 notarized documents with English translation
(To be prepared first. After the approval of student's pass, relevant information will have to be provided according to ICA's requirements)
 - Notarized copy of the student's birth certificate
 - Notarized 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)
 - Notarized 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 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 \$540 or \$216 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 (Singaporean & PR) and international students who do not need to apply for a student's pass, and have already possessed own medical insurance, they have an option not to purchase medical insurance from the school, but are required to submit the purchased 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.