



DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

COURSE BROCHURE



DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

Objectives

To empower students with sound 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 progress higher in their career or for those who wish to learn more about business management skills. Graduates of this course can proceed to our Advanced Diploma in International Business Management course for more in-depth knowledge.

Duration

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

Lesson Time:

- 15 hours per week

Course Intake:

March, July and October of the year

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

Course Modules

There are 8 modules in total:

- DIBM 101 Business Law & Ethics
- DIBM 102 Business Statistics
- DIBM 103 International Economics
- DIBM 104 Organizational Behaviour & Culture
- DIBM 105 Principles of Accounting
- DIBM 106 Principles of Information Systems
- DIBM 107 Principles of Management
- DIBM 108 Principles of Marketing

DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

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 International Business Management** certificate by Spring College International.

Course Fee

ITEMS	CHARGES
Application Fee	\$500.00 (For those who need student's pass)
GST	\$35.00
Total Application Fee*	\$535.00*
Course Fee	\$10,800.00
Material Fee	\$400.00
Examination Fee	\$540.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$851.20
Sub Total	\$13,011.20
Total	\$13,546.20 (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 \$214

- **International Students Service Fee of \$535** 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 \$535 or \$214 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 who are 16 years and above, a Security Deposit of \$1000 - \$5000 will be required by ICA. For more information, please visit www.ica.gov.sg. Students can purchase bank insurance to act as the security deposit. The insurance charges are from S\$224.70 - S\$481.50.
6. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
7. 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.
8. The minimum age requirement to be registered as a private candidate is 15 years old as of 1st January of the examination year.
9. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.



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

Course Intake:

March, July and October of the year

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

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 *other institution's Diploma qualification, or at least 12 years of formal education

(*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 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 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	\$500.00 (For those who need student's pass)
GST	\$35.00
Total Application Fee*	\$535.00*
Course Fee	\$12,300.00
Material Fee	\$400.00
Examination Fee	\$540.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$956.20
Sub Total	\$14,616.20
Total	\$15,151.20 (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 \$214

- **International Students Service Fee of \$535** 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 "Etiqua 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 \$535 or \$214 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 who are 16 years and above, a Security Deposit of \$1000 - \$5000 will be required by ICA. For more information, please visit www.ica.gov.sg. Students can purchase bank insurance to act as the security deposit. The insurance charges are from S\$224.70 - S\$481.50.
6. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
7. 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.
8. The minimum age requirement to be registered as a private candidate is 15 years old as of 1st January of the examination year.
9. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.