



# **ADVANCED DIPLOMA IN LOGISTICS & OPERATIONS MANAGEMENT (FULL-TIME)**

**COURSE BROCHURE**



## ADVANCED DIPLOMA IN LOGISTICS AND OPERATIONS MANAGEMENT (FULL-TIME)

### Objectives

To provide students with advanced knowledge and deeper understanding in the field of logistics and operations management. Students will learn how to apply the knowledge learnt in areas of transport management, operations management, international logistics and even effective problem solving skills in the ever-evolving arena of the logistics and operations management industry.

### 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 classes conducted during public holidays and school holidays.

### Course Modules

**There are 8 modules in total:**

#### Compulsory Modules:

- ADIBM 106 Operations Management
- ADILOM 101 E-Commerce with Logistics
- ADILOM 102 Human Resource and Cross Culture Management
- ADILOM 103 Project Management and Project Planning
- ADILOM 104 Supply Chain & Logistics Systems
- ADILOM 105 Transportation Management
- ADIBM 106 Operations Management
- ADIBM 107 Organisational Performance Management

## ADVANCED DIPLOMA IN LOGISTICS AND OPERATIONS 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 9 modules, those who fulfilled the required attendance and pass all assessments will be awarded with a **Advanced Diploma in Logistics and Operations Management** certificate by Spring College International.

## Course Fee

ITEMS	CHARGES
Application Fee	\$500.00 (For those who need student's pass)
GST	\$35.00
<b>Total Application Fee*</b>	<b>\$535.00*</b>
Course Fee	\$12300.00
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
<b>Sub Total</b>	<b>\$14,616.20</b>
<b>Total</b>	<b>\$15,151.20</b> (inclusive of GST, exclusive of International Students Service Fee)

\*Application fee is not refundable. For student 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](http://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.