



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

No lessons conducted during public holidays and school holidays.

Course Intake:

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

Course Modules

There are 9 modules in total:

Compulsory Modules:

- | | |
|---|--------------------------------------|
| • DIBM 101 Business Law & Ethics | • DIBM 108 Principal of Marketing |
| • DIBM 103 International Economics | • DIA 201 Bookkeeping and Accounting |
| • DIBM 105 Principles of Accounting | • DIA 202 Cost Accounting |
| • DIBM 106 Principles of Information System | • DIA 203 Business Statistics |
| • DIBM 107 Principles of Management | |

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Pre-requisites

Age: 16 years old and above

Academic Level: Obtained at least a C6 pass at GCE 'O' level in any 3 subjects OR completed at least 10 years of formal education OR matured candidate who is at least 30 years old with at least 8 years of working experience.

Language Proficiency: English language with IELTS 5.5 & above OR GCE 'O'-Level grade C6 and better OR internal language proficiency test.

Mode of Assessment

Internal Assessment: 10% class participation and 90% 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	\$350.00 (For those who need student pass)
GST	\$31.50
Total Application Fee*	\$381.50*
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
Sub Total	\$7,902.50
Total	\$8,284.00 (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.