



DIPLOMA IN BUSINESS & AI MANAGEMENT (FULL-TIME)

COURSE BROCHURE



DIPLOMA IN BUSINESS & AI MANAGEMENT (FULL-TIME)

Objectives

The Diploma in Business & AI Management is designed to develop business management competencies with applied artificial intelligence literacy. The programme equips students with the knowledge and practical skills to function effectively as AI-enabled managers and business executives in modern organisational environments.

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:

- DIBM 101 Business Law & Ethics
- DIBM 102 Business Statistics
- DIBM 104 Organizational Behaviour & Culture
- DIBM 106 Principles of Information Systems
- DIBM 107 Principles of Management
- DIBAM 101 AI Tools for Business
- DIBAM 102 AI in Business Operations
- DIBAM 103 Automating Business Workflows

DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT (FULL-TIME)

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 equivalent; OR Mature candidate (minimum 30 years old with at least 8 years of relevant working experience).

Language Proficiency: IELTS 5.5 and above; OR C6 in GCE 'O' Level English; OR CEFR B2 equivalent; OR Pass SCI's language proficiency test.

Mode of Assessment

Internal Assessment: 10% of class participation, 40% written examinations, 50% individual assignments.

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, Students who fulfilled the required attendance, attain at least a marginal pass in each module, earn full module credits, and maintain a minimum cumulative GPA of 2.00 will be awarded the **Diploma in Business & AI Management** 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 SWDA Singapore, SCI has implemented a "FPS Insurance Account" with "Great Eastern General Insurance Limited" as assigned by SWDA.

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) 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.