



**CERTIFICATE IN  
BUSINESS MANAGEMENT**  
Course Handbook

## Table of Contents

Course Objective .....	2
Course Outcome .....	2
Course Structure .....	2
Course Modules and Outline .....	3
Graduation Requirements .....	3
Admission Requirements .....	3
Required Documents .....	4
Course Fees .....	4
Course Assessment .....	5

## Course Objective

The Certificate in Business Management is particularly designed to provide learners a solid foundation in understanding the concepts in business management, marketing, project management and effective communication within a competitive global landscape.

## Course Outcome

The Certificate in Business Management prepares learners to be immediate contributors in the workforce. Learners who have successfully completed the course will be able understand the concepts in business management, marketing, project management and effective communication in a business environment.

The overall outcomes of Certificate in Business Management are as follows:

- To provide students with the knowledge and skills that will enable them to progress to Diploma in business management related studies
- To provide students with the necessary theoretical and practical knowledge of business management at the foundation level
- To lay the foundation for future professional development.

## Course Structure

- **Duration of Study and Contact Hours:**  
6 months (3 months institutional studies + 3 months Industrial Attachment) (Full-time)  
3 hours per day, 5 days a week  
Total Hours: 180 hours + 3 months industrial attachment
- **Modules:**  
**Four (4) Modules**
  - Fundamentals of Effective Communication
  - Principles of Marketing
  - Fundamentals of Project Management
  - Industrial Attachment
- **Mode of Teaching:**  
Face-to-Face Delivery via
  - Lecture Sessions
  - Tutorial Sessions
  - Class Discussion
  - Group Work & Pair Work
  - Practical Sessions  
and Industrial Attachment
- **Teacher to Student Ratio:**  
1:80
- **Medium of Instruction:**  
English

## Industrial Attachment

The Industrial Attachment provides students the opportunity to undergo 3 months internship in a business environment. Typical establishments range from business management companies, sales and marketing companies, hospitality and tourism enterprises as well as other related organisations. Students will be able to apply their academic learning via hands-on learning in real life scenarios.

The Industrial Attachment forms a critical part of the overall assessment. Students are expected to complete their work-based assessment in the form of the Industrial Attachment Logbook during the 3-month period.

A training work permit is required to undertake the Industrial Attachment. The application for training work permit is subject to approval by the Ministry of Manpower. Students who are unable to secure the training work pass will have to successfully complete and submit an assignment for the module under Industrial Attachment.

## Course Modules and Outline

### 1) Fundamentals of Effective Communication:

This module introduces the fundamentals of effective workplace communication, the barriers to communication, as well as essential skills in managing communication effectively. Learners will also learn to understand the different process of communication, and how to develop an engaging style that will lead to positive outcomes.

### 2) Principles of Marketing:

This module covers fundamental knowledge of marketing principles, its roles in strategic planning, the importance of marketing research in discovering the needs of consumers, relationship between segmentation and positioning as well as the determinants of success in effective marketing.

### 3) Fundamentals of Project Management:

This module will provide a fundamental understanding into the project management methodology, project phases, management tools, and relevant resources required in project management. Learners will be exposed to the process of the systems development life cycle, analysis, design implementation and evaluation stages in managing a project.

### 4) Industrial Attachment

Through a 3-month industrial attachment, this module aims to introduce learners to the various functional management areas in a business environment, which includes increasing the productivity and business efficiency of students in their areas of responsibilities.

## Graduation Requirements

Students will be awarded the Certificate in Business Management if they achieve at least a Pass grade in all 4 modules of the course and has a minimum of 90% of attendance rate for the whole duration of the course.

Students who successfully completed the Certificate in Business Management can progress onto the Diploma qualifications in business management related studies.

## Admission Requirements

### Age Requirement:

Minimum 17 years of age

### Language Requirements:

Minimum Grade 5 in English Language for GCE 'N' Level or regional equivalent

### Academic Requirements:

Minimum 2 GCE 'N' Level credits or regional equivalent

### Mature Candidates:

- Are 30 years and above at the time of registration; and
- Have at least 8 years of verifiable working experience; and
- Provide a detailed resume with contact details of past and present employers

All applicants are subjected to the School's assessment of eligibility for entry into the programme.

## Required Documents

1. Application Form
2. Passport Photocopy of Applicant
3. Certified Copy of Highest Qualification Certificates and Transcripts
4. 2 Passport Size Photograph
5. CV (For Mature Candidates)

## Course Fees

Course Fees	Price (SGD\$) (with GST, if any)
Tuition Fees	2,400
Examination Fees	150
Course Material Fees	350
School Administration Fee	100
Fee Protection Scheme	200
Student Pass Application and Issuance Fees	180
Medical Insurance	120
<b>Total Course Fees Payable</b>	<b>3,500</b>

Miscellaneous Fees	Price (SGD\$) (with GST, if any)
Student Pass Renewal Processing Fees	216
School Application Fees (Non-refundable)	324
Medical Check-Up	54
Re-Mark Examination Fee / Certificate Reprint	162
Re-Examination Fee / Late Entry Exam Fee (per module)	108
Late Payment Fee (per month)	54

## Course Assessment

- **Modes for Assessment:**

The students will be assessed through two (2) components:

- 1) Written Examination
- 2) Industrial Attachment Logbook / Assignment

Module Code	Module Title	Assessment Mode	Frequency	Weightage
FEC	Fundamentals of Effective Communication	Written Examination	1	100%
<b>Total</b>				<b>100%</b>

Module Code	Module Title	Assessment Mode	Frequency	Weightage
PM	Principles of Marketing	Written Examination	1	100%
<b>Total</b>				<b>100%</b>

Module Code	Module Title	Assessment Mode	Frequency	Weightage
FPM	Fundamentals of Project Management:	Written Examination	1	100%
<b>Total</b>				<b>100%</b>

Module Code	Module Title	Assessment Mode	Frequency	Weightage
IA	Industrial Attachment	Industrial Attachment Logbook / Assignment	1	100%
<b>Total</b>				<b>100%</b>

- **Overall Grade Structure for each module:**

High Distinction	Distinction	Merit	Pass	Fail
90 – 100%	80 – 89%	60 – 79%	50 – 59%	Below 50%

- **Assessment Schedule**

Duration	Assessment Schedule
Weeks 1 – 4	Week 4 – Written Examination
Weeks 5 - 8	Week 8 – Written Examination
Weeks 9 - 12	Week 12 – Written Examination
3 Months IA	Industrial Attachment Logbook / Assignment

**Note:**

Actual dates of the assessments may vary to better fit students' learning progress. Students will be informed by the class lecturer if there are changes.