



# INTERNATIONAL MANAGEMENT SCHOOL

## **Advanced Diploma in Care Giving Management Course**

The Advanced Diploma in Care Giving Management is suitable for aspiring executives seeking theory, practice and techniques in Care Giving Management. Students will be awarded an Advanced Diploma in Care Giving Management developed by International Management School.

### **Course Modules:**

1. Introduction to global health care industry
2. Business Management and Finance
3. Human Resource and Supervisory Skills
4. Compliance of Rules and Regulations
5. Consultancy and Customer Services
6. Managing Safety & Hygiene in Care giving Operations
7. Managing Elderly patient operations
8. Managing new Born and Infants operations.
9. Managing Nutrition Services
10. Managing Ambulance Operations
11. Managing Special Care Services
12. Project in Care Giving Business Development

### **Duration:**

The part time course duration is 12 months

### **Assessment & Grading:**

Students will be assessed through a formal examination. 75% class attendance is required. The qualification to be awarded upon course completion & passing of the required examination is "**Advanced Diploma in Care Giving Management**" awarded by International Management School (200816652R) which is a registered School with the Committee for Private Education. ERF expiry date is 18 Jan 2021.

### **Admission requirement:**

Academic Level: Diploma in Care Giving including minimum C6 in English at GCE O Level or an equivalent qualification of International Diploma related to care giving course, including a pass in English language.

Language proficiency: Minimum C6 in English Language at GCE O Level, or Grade 2.5 for Philippines & Bangladesh nationals and Grade C for India nationals

Working Experience: Mature candidates with more than 3 years of relevant working experience and 3 Secondary 4 level

### **Class venue:**

International Management School @ 101 Kitchener Road Jalan Besar Plaza unit 03-39 Singapore 208511

### **Fees:**

The full course fee is S\$2,400 (including local exam), payable by monthly installments over 12 months. Registration fee is S\$50 (non refundable).