



INTERNATIONAL MANAGEMENT SCHOOL

HIGHER DIPLOMA IN BUSINESS MANAGEMENT

Course Objectives:

The objective of the Higher Diploma in Business Management qualification is to provide learners with an excellent foundation for a career in a range of organisations. It is designed to ensure that each learner is 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.

The content of the qualification is focused on people management, managing projects, marketing, finance for managers, business law, business ethics, and social responsibility.

The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Higher Diploma in Business Management qualification will provide learners with the opportunity to progress to further study or employment.

Course Structure

	Module Title	Face to Face	Assignment
1	Academic Writing and Research Skills	16	184
2	Business Operations	16	184
3	Communication in Business	16	184
4	Finance and Accounting	16	184
5	Leading and Managing Teams	16	184
6	Operating in a Global ContextLevel	16	184
7	Principals and Concepts of Strategy	16	184
8	The Management of Human Resources	16	184
9	Marketing for Managers	16	184
10	Business Law for Managers	16	184
11	Management Accounting for Decision Making	16	184
12	Business Start-up; Conception to Market	16	184

Lesson Delivery Method

Face to face classroom lesson

Frequency of Assessment

Examination and Assignment Assessment is conducted upon completion of each module lesson each month.

Assessment & Grading:

Students will be assessed through a formal examination and assignment. 90% class attendance is required. Weightage - 50% Exam and 50% Assignment.

The qualification to be awarded upon course completion & passing of the required assessment is "**Higher Diploma in Business Management** awarded by International Management School (200816652R) which is a registered School with the Committee for Private Education.

Class venue:

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

Fees:

The full course fee is S\$3,600 (including local exam), payable by monthly instalments over 12 months. Registration fee is S\$50 (non-refundable), Material fee \$100

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Duration:

The Part Time Course duration is 12 months

Admission requirement:

The minimum entry requirement for the Higher Diploma in Business Management course is Diploma in Business Management from IMS or equivalent, with minimum o level English language passed.

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.