



INTERNATIONAL MANAGEMENT SCHOOL

Certificate in Business Administration COURSE

The Certificate in Business Administration is suitable for aspiring Executives seeking theory, practice and techniques in Business Administration. Students will be awarded a Certificate in Business Administration developed by International Management School.

Course Modules:

1. Basic Accounting
2. Business English
3. Business Entrepreneurship

Duration: The part-time course duration is 2 months (held on Sundays)

Mode of teaching – Face to Face

Course Commencement

We conduct monthly In-take. The course commencement starts on the beginning of the course, on the 1st month and end on the 2nd month of course. (For example, if student starts his course in the beginning Jan 2024, he will complete his course at the end of Feb 2024).

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 "Certificate in Business Administration" awarded by International Management School (200816652R) which is a registered School with the SSG.

Admission requirement:

Secondary level or equivalent

Class venue:

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

Fees:

The full course fee is S\$500 (including local exam), payable by monthly installments over 2 months. Registration fee is S\$50 (non refundable).