

YMCA EDUCATION CENTRE

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YMCA Higher Education

Diploma in Business Administration



YMCA Education Centre

Education service has always been an integral part of the YMCA movement worldwide. In each of the 1,700 YMCAs around the world, there are assorted education courses, enrichment programmes and professional workshops.

YMCA Education Centre began in 1913 as the YMCA Technical Education unit. Courses in Building Construction, Architecture, Mathematics, Theoretical Mechanics, Surveying, Electrical Engineering, Machine Construction and Drawing were arranged to train recruits for various government offices.

Currently, the centre operates a not-for-profit education service of the Young Men's Christian Association (YMCA) of Singapore, offering non-higher (YMCA School) and higher education (YMCA Higher Education) programmes.

Diploma in Business Administration

The Diploma in Business Administration offered by YMCA Education Centre (YEC) aims to provide students with a good grounding of business management knowledge and skills equivalent to the first year of an undergraduate degree programme. On successful completion of this Diploma programme, students may proceed to the higher academic level Advanced Diploma in Business Administration offered by YEC, and further progression to the 3rd year of Bachelor of Arts in International Business (Top-up) programme offered by University of the West of Scotland, at the YEC. Besides being a qualification on its own, the Diploma in Business Administration prepares students intending to enter the workforce, with confidence of their capability in basic understanding of business administration.

Course Objectives

The diploma course equips students with a broad introduction to business disciplines and programmes and an enhanced understanding of foundational issues and principles in the business environment.

- To provide students with the knowledge and skills that will enable them to progress to YMCA Advanced Diploma in Business Administration.
- To lay the foundations for future and continuing professional development.
- To develop students' competencies and values related to the social role of companies.
- To provide students with the necessary theoretical and practical knowledge of businesses at the foundation level.

Course Structure

Course consists of 8 modules:

1. Accounting I (BA1011)
This module is an introductory course into accounting theories and practices, covering concepts of business accounting and critical areas of accounting such as cash, cash flow, receivables, inventories and fixed assets. This course enables students to understand the basic matching accounting concepts, accounting entries or adjustments and analyse transactions in today's businesses.
2. Economics (BA1012)
Encompassing both Micro and Macro Economics and Elasticity, Supply and Demand within the market, this module focuses on the effects of activities on economics and how these are translated into business opportunities or threats. These concepts provide students with an understanding that economic activities are interrelated; how it affects our way of life and how economic factors are measured.
3. Marketing Management (BA1013)
This module enables students to critically examine the dynamics and complexities of marketing in the business environment and the impact on organisational strategies and structures. It allows students to assess and evaluate effectiveness of key strategies from different managerial perspectives.
4. Information Technology 1 (BA1014)
This module provides students with an extensive understanding of how information systems are used to help an organisation meet their goals; the different techniques and procedures that are used to produce information to solve problems. Students will learn about the capabilities and characteristics of hardware and operating systems.

5. Cross Cultural Management (BA1015)
 This module prepares the students to examine the cultural impact on management reflected by basic values, attitudes, beliefs and behaviour of the people, which can affect technology transfer, managerial attitudes and ideology and even government-business relationships.
6. Business Management (BA1016)
 This module develops students as managers to understand the major aspects of management that are needed to ensure the business is conducted in a manner that is progressive, profitable, effective, efficient and maintain competitive advantage in the dynamic global environment.
7. Contract Law (BA1017)
 This module provides students with a thorough understanding of the principles of contract law and the nature of a business contract. Emphasising on terms and clauses of contract drafting, students will learn about contract termination and resolutions to contractual disputes.
8. International Business (BA1018)
 Students are introduced to basic knowledge of international business and the implications of international business on organisations' strategies, structure and functions in this era of fast-paced globalisation. This module covers the different dimensions of international business, legislation and business theories.

Course Duration and Intake

Diploma in Business Administration	International Students	Singaporeans/ PRs Students	Intakes*
Full-Time	10 months	10 months	January, June, September
Part-Time	NA	12 months	March, August, November

*Intakes may be subject to changes. Kindly contact us for updated schedule.

Course Assessment

All modules will be assessed through the combination of the followings:

- Assignment/ Coursework
- Presentation
- Written examination

Student must attain a total assessment mark of 50%, and within the total marks, a minimum of 30% written examination to pass the module.

Award of Achievement

YMCA Education Centre awards the Diploma in Business Administration to students who have successfully passed the assessment requirements of all the course modules.

Academic Progression

Diploma in Business Administration (Full-Time: 10 months; Part-Time: 12 months) → Advanced Diploma in Business Administration (Full-Time: 10 months; Part-Time: 12 months) → Bachelor of Arts in International Business (Top-Up; Full-Time/ Part-Time: 12 months) → Master of Science in International Management (Full-Time/ Part-Time: 12 months)

Degrees are awarded by University of the West of Scotland. The Diploma courses are conducted at YMCA Education Centre, Singapore.

Entry Requirements

Singaporean/ PR Applicants	International Applicants
<ul style="list-style-type: none"> • Age 17 years old and above • 2 GCE 'A' Level passes or • YMCA Certificate in Business 	<ul style="list-style-type: none"> • Completed Year 12 of formal education or • YMCA Certificate in Business
Singaporean/ PR Matured Applicants: Minimum 30 years of age with 8 years' work experience and completed Secondary Education	

English Proficiency – IELTS 4.5 or C6 at GCE 'O' Level or pass YMCA English proficiency test if English is not the language of study.

Other qualifications from professional institutes may be considered on a case-by-case basis.

Fee Structure

Description	Full-Time (10 months) Amount (S\$)	Part-Time* (12 months) Amount (S\$)	Remarks
Application Fee	535.00	321.00	Non-refundable and non-transferrable
Course Fee	8,004.90	6,718.90	
Administrative Fee	374.50	374.50	
Fee Protection Scheme	85.60	85.60	
Total (Inclusive GST)	9,000.00	7,500.00	

*Only available to Singapore Citizens and Permanent Residents.

Miscellaneous Fees (Where applicable)

Description	Full Time (10 months) Amount (S\$)	Part Time* (12 months) Amount (S\$)	Remarks
International Students' Pass Application	90.00	NA	Payable to ICA
Medical Examination	50.00	NA	For application of Student Pass Card
Medical Insurance	85.60	NA	Optional for Singapore Citizens/ Permanent Residents
Renewal of Student Pass	120.00	NA	
Re-Examination Fee (Per module)	128.40	128.40	
Course Deferment Fee	374.50	374.50	
Re-Module Fee (Per module)	963.00	749.00	
Bank Charges for TT	20.00 to 30.00	20.00 to 30.00	Determined and deducted by bank

*Only available to Singapore Citizens and Permanent Residents.

All prices quoted are in Singapore dollars and inclusive of Goods and Services Tax (GST) of 7%.

Payment Mode

Course fees can be paid by:

Credit Card – VISA/ MasterCard | China Union Pay | NETS | Telegraphic Transfer (TT) | Cash | Bank draft | Cheque (made payable to **YMCA Education Centre Limited**).

To avoid disruption to your studies and forfeiture of your enrolment, kindly pay promptly according to our payment schedule. Please approach any YEC staff if you encounter any difficulties.

Enrolment

Singapore Citizens

1. Applicant submits all the required application documents to YMCA Education Centre (YEC) for review. If the application is approved, YEC will issue a Letter of Offer with a Letter of Acceptance.
2. Applicant submits the signed Letter of Acceptance and pays the Application Fee to YEC.
3. Applicant is required to report to YEC to sign the Advisory Note to Students (Form 12) and Standard PEI-Student Contract. Thereafter, applicant pays the full amount of course fees 1 to 14 days before the course commencement date.

Singapore Citizens – Enrolment Documents

1. Photocopy of student's Birth Certificate or NRIC;
2. Photocopy of the most recent transcript;
3. Photocopy of parents' NRIC or passport;

International Passport Holders

1. Applicant submits all the required application documents to YMCA Education Centre (YEC) for review. If the application is approved, YEC will issue a Letter of Offer with a Letter of Acceptance.
2. Applicant submits the signed Letter of Acceptance and pays the Application Fee to YEC. YEC will then apply for Student's Pass (STP) from immigration and Checkpoints Authority of Singapore ([ICA](#)).
3. After the STP is approved in-principle, applicant is required to report to YEC to sign the Advisory Note to Students (Form 12) and Standard PEI-Student Contract. Thereafter, applicant pays the full amount of course fees 1 to 14 days before the course commencement date.

International Passport Holders – Enrolment Documents

1. 2 recent passport-sized photographs (white background);
2. Photocopy of valid passport (bio-data page);
3. Photocopy of Applicant's Birth Certificate*;
4. Photocopy of highest education qualification or proof of recent study*;
5. Photocopy of the most recent transcript*;
6. Photocopy of parents' identity card or passport and household booklet;
7. Photocopy of bank statement (applicable to visa-required countries only);
8. Photocopy of parents' employment statement (applicable to visa-required countries only);
9. Forms to be completed by Applicant and parents:
 - a) Enrolment Form
 - b) Immigration & Checkpoints Authority (ICA) [Forms](#) (Form 16 & V36)
 - c) Letter of Undertaking
 - d) Rules and Regulations Undertaking
 - e) Advisory Note to Applicants (Form 12)
 - f) Standard PEI-Student Contract
 - g) Student Pre-Course Counselling Checklist

**Documents 3, 4 and 5 must be Certified/ Notarised True Copy and translated into English Language. Originals are required for verification upon arrival of Applicant.*

Contact Information

Address : 1 Orchard Road, Level 2, Singapore 238824
Hotline : (65) 6586 2222
Fax : (65) 6336 0064
Email : contactus@ymca.edu.sg
Website : <http://ymca.edu.sg/ymca/en/ymca-higher-education/>



YMCASchool



YMCASchool



YMCA Education Centre



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Operating Hours

Monday – Friday : 9am – 6pm
Saturday : 9am – 1pm
Closed on Sundays and Public Holidays.

The above information is correct at the time of printing and supersedes the content in previously printed brochures. YMCA Education Centre (YEC) reserves the right to make changes without further notice.