

# YMCA EDUCATION CENTRE

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**YMCA Higher Education**

## Advanced 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.

### Advanced Diploma in Business Administration

The Advanced 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 2<sup>nd</sup> year of an undergraduate degree programme. Besides being a qualification on its own, the Advanced Diploma in Business Administration provides opportunities for students to obtain professional diploma qualification as well as to progress to Bachelor of Arts in International Business offered by the University of the West of Scotland, at the YEC. This course also prepares students, planning to enter the workforce, with confidence of their capability in the understanding of business administration and operation.

### Course Objectives

The Advanced Diploma course equips students with a broad introduction to business disciplines and programmes in the business environment.

- To provide students with the requisite business and management knowledge and skills that will enable them to progress to the 3<sup>rd</sup> year of an undergraduate degree programme.
- 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 II (BA2011)  
The module promotes analysis and interpretation of transactions relating to managerial concepts (including product-costing systems) and financial statements. Emphasis is on managerial accounting concepts for external and internal analysis, summarizing, reporting, interpreting financial information and decision-making.
2. International Marketing (BA2012)  
Presenting an overview of the unique aspects and techniques of marketing in the international business environment, this module identifies the necessary knowledge and tools to develop marketing strategies for a variety of markets in diverse cultural, political and economic situations. Focuses are on decision-making process in the areas of foreign market analysis, product planning, promotion and channels of distribution.
3. Finance Management (BA2013)  
This module equips students with the understanding of financial management concepts in an operating environment and how working capital policies are established. It will help any future manager to understand how the finances of a company work, how they will be interfacing with accounting and finance and how firms meet their financial objectives utilizing financial decision-making.
4. Information Technology II (BA2014)  
This module aims to introduce students to the large spectrum of information system characteristics and the information technology infrastructure. Covering the topics of IT infrastructure, telecommunications and E-commerce students learn how business utilise IT to stay relevant in the economic systems.
5. Statistics for Business (BA2015)  
Data and information are integral to the initiation, operation, planning and growth of all businesses. This module introduces major concepts and tools for collecting, analysing and drawing conclusions from data, and the application of statistical methodology to answer business related questions.

6. Operation Management (BA2016)  
This module introduces various production processes and service systems; analysing problems arising from management of operations. Analytical techniques will be applied to aid students in enhancing their analytical skills and the understanding of the various roles operations management plays in business processes.
7. Organisational Behaviour (BA2017)  
The module covers organizational behaviours and implications with key topics on values and attitudes; perception and individual and group decision-making; conflict and conflict resolution; leadership and leadership styles; organizational structures and design; organizational culture; and organizational change.
8. Human Resource Management (BA2018)  
This module provides students with a framework for understanding employment relations and management of human resources in diverse organisations, and in competitive business environment. Topics include job analysis and job design; planning, recruiting, selection and orientation; compensation, incentives and benefits; and evaluating employee performance.

### Course Duration and Intake

Advanced 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 Advanced Diploma in Business Administration to students who have successfully passed and achieved the assessment requirements of all the course modules.

### Academic Progression

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. All courses mentioned, are conducted at YMCA Education Centre, Singapore.

### Entry Requirements

Singaporean/ PR Applicants	International Applicants
<ul style="list-style-type: none"> <li>• Age 18 years old and above</li> <li>• YMCA Diploma in Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>• YMCA Diploma in Business Administration</li> </ul>
Singaporean/ PR Matured Applicants: Minimum 30 years of age with 8 years' work experience and completed Secondary Education	

**English Proficiency** – IELTS 5.0 or C5 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	9,404.90	7,618.90	
Administrative Fee	374.50	374.50	
Fee Protection Scheme	85.60	85.60	
<b>Total (Inclusive GST)</b>	<b>10,400.00</b>	<b>8,400.00</b>	

\*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)	1,070.00	856.00	
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](mailto: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.*