

# YMCA EDUCATION CENTRE

CPE Reg. No.: 201020152Z  
Reg. Period: 12 Oct 2014 – 11 Oct 2018

## YMCA Higher Education Certificate in Business



### 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.

### Certificate in Business

The Certificate in Business is designed to develop understanding and confidence in students entering the next phase of their education. Students acquire knowledge and competence of different basic business management facets to stay relevant in this fast-evolving industrial landscape. This programme is validated and conducted at the YMCA Education Centre, Singapore. Some classes will be conducted off-site to enhance experiential learning, bringing understanding of management to life.

### Course Objectives

- To prepare and develop students with the necessary theoretical and practical knowledge of businesses for future and continuing professional development.
- To provide students with the knowledge and skills that will enable them to progress to YMCA Diploma in Business Administration, and/ or further academic progression.

### Course Structure

This course consists of 4 modules:

1. Fundamentals of Marketing
  - This module aims to provide students with the basic understanding of the differences between marketing and sales and the interrelations of the individual elements of marketing in achieving marketing goals.
  - Covering the importance and achievement of customer satisfaction, this module introduces students to marketing strategies for this on-demand market.
2. Foundation in Business Communication
  - This module looks at different communication theories and skills in establishing and maintaining effective relationship.
  - How modern technologies are influencing and transforming communications, along with common barriers affecting communication.
3. Basic Essentials of Management
  - This module introduces the different levels of management; the respective responsibilities; and the common issues in managing organisations.
  - Basic principle of management; key aspects and different types of management styles will be covered here.
4. Introduction to Accounting
  - The module explains the principles, concepts and applications of financial accounting, Balance Sheet and Cash Flow Statement.
  - An understanding on the role of financial accounting information in managing a business, emphasising on financial statements analysis and preparation.

### Course Duration & Intake

Certificate in Business	International Students	Singaporeans/ PRs Students	Intakes *
Full-Time	6 months	6 months	February, April, August
Part-Time	NA	8 months	February, June, October

\*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 Certificate in Business to students who have successfully passed the assessment requirements of all the course modules.

### Academic Progression

Certificate in Business (Full-Time: 6 months; Part-Time: 8 months) → Diploma in Business Administration or Diploma in Tourism and Hospitality Management (Full-Time: 10 months; Part-Time: 12 months) → Advanced Diploma in Business Administration or Advanced Diploma in Tourism and Hospitality Management (Full-Time: 10 months; Part-Time: 12 months) → Bachelor of Arts in International Business or Bachelor of Arts in Tourism Management (Top-Up; Full-Time/ Part-Time: 12 months) → Master of Science in International Management (Full-Time/ Part-Time: 12 months)

### Entry Requirements

Singaporean/ PR Applicants	International
<ul style="list-style-type: none"> <li>• Age 16 years old</li> <li>• 2 GCE 'O' Level passes or</li> <li>• NITEC Certificate or</li> <li>• Higher NITEC</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Year 10 of formal education</li> </ul>
Singaporean/ PR Matured Applicants: Minimum 30 years of age with 8 years' work experience	

**English Proficiency** – IELTS 4.0 or C6 at GCE 'O' Level or Pass YEC English Proficiency test if English is not the language of study.

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

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### Fee Structure

Description	Full-Time (6 months) Amount (S\$)	Part-Time* (8 months) Amount (S\$)	Remarks
Application Fee	535.00	321.00	Non-refundable and non-transferrable
Course Fee	4,590.90	3,604.90	
Learning Journey Fee	214.00	214.00	Non-classroom learning journey
Administrative Fee	374.50	374.50	
Fee Protection Scheme	85.60	85.60	
<b>Total (Inclusive GST)</b>	<b>5,800.00</b>	<b>4,600.00</b>	

\*Only available to Singapore Citizens and Permanent Residents.

### Miscellaneous Fees (Where applicable)

Description	Full Time (6 months) Amount (S\$)	Part Time* (8 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)	1,177.00	963.00	
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.

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### 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 fee 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.*