



**KINGSTON**  
International College

**ADVANCED DIPLOMA IN  
INTERNATIONAL BUSINESS**

Course Handbook



## Table of Contents

Course Objective.....	2
Course Outcome .....	2
Course Structure .....	2
Course Modules and Outline .....	3
Graduation Requirements .....	3
Admission Requirements.....	5
Required Documents .....	5
Course Fees .....	5
Course Assessment .....	6

## Course Objective

The Advanced Diploma in International Business is particularly designed to equip students with the current and emerging theories, techniques, concepts, and practices of business management in the global arena. It is offered with the main objective of providing the students with the holistic perspective on issues of business and management at a managerial level. It covers skills development through practical applications and a much deeper analysis and evaluation of the theoretical foundations of business management.

## Course Outcome

The Advanced Diploma in International Business is structured to prepare students for professional posts in both public and private sectors to handle ever-changing contexts with real-world complexities and demands.

- The overall outcomes of Advanced Diploma in International Business are as follows:
- To provide students with the knowledge and skills that will enable them to progress to other business management related studies;
- To provide students with the necessary theoretical and practical knowledge of business at the management level;
- To lay the foundation for future professional development.

## Course Structure

- **Duration of Study and Contact Hours:**  
12 months (Full-time)  
15 hours per week, Total Contact Hours: 720 hours
- **Modules:**

No.	Module Title
1	English for Academic Purpose
2	Business Research Methods
3	Statistics for Business
4	Business Law
5	Economics
6	Marketing and Branding in a Digital Economy
7	Talent and Resource Management
8	Strategy in Action
9	Strategic Negotiation and Communication
10	Financial Accounting
11	Organisational Behaviour
12	Sustainable Operations Management

- **Mode of Teaching:**
  - Face-to-Face Delivery via
  - Lecture Sessions
  - Tutorial Sessions
  - Class Discussion
  - Group Work & Pair Work
  - Practical Sessions
  
- **Teacher to Student Ratio:**  
1:90
  
- **Medium of Instruction:**  
English

## Course Modules and Outline

S/N	Module Title	Learning objectives
1	Sustainable Operations Management	This module aims to provide students an overview of the practice and important issues involved in production and operations management: value-driven operations management, supply chain management, inventory management, quality management, lean manufacturing, and sustainability management.
2	Business Research Methods	This module aims to provide students with skills to investigate a specific problem encountered in the work setting that needs a solution. It comprises a series of steps that are designed and executed with the goal of finding answers to the issues that are of concern to the manager in the work environment. Students will learn how to conduct research, the research process must be carried out systematically, critically and objectively.
3	Statistics for Business	This module introduces students to basic concepts in probability and statistics of relevance to managerial decision-making. Topics include basic data analysis, random variables and probability distributions, sampling distributions, hypothesis testing and regression. The focus will be on familiarising students with statistic methods as well as demonstrating the importance of mathematics and statistics to business activities of planning, control, and management.
4	Business Law	This module is designed to provide students with a general overview of the nature and sources of law and important institutions and practices that form part of the legal system. Interactions between firms and individuals are increasing in number, and changes in society have equally become reflected in the way we conduct business in a globalising era. In addition, students will be introduced to the fundamental principles of law and legal environmental constraints, which apply to the business obligations by considering the rules of contract and tort.
5	Economics	This module aims to provide students with a basic understanding of the economic theory and analytical tools that can be used in decision-making and problem solving. The emphasis in this module will be on



		demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty, covering both Micro and Macro perspectives in the study of economy and its efficiency level through various economic models.
6	Marketing and Branding in a Digital Economy	This module aims to introduce students to the complexity of social media, e-commerce, and network intelligence have on impacting the business world. In addition, this module provides students the understanding on specific knowledge areas of marketing and branding in populist social media networked intelligence to delineate the means of creating and fulfilling these wants and needs.
7	Talent and Resource Management	This module facilitates the development of better understanding of human resources issues as they relate the human capital as talent to apply to other managerial functions, organisational behaviour, and the ability of managers and the organisation to achieve prescribed goals. It also aims to enhance the students' ability to apply theoretical concepts and alternative approaches for dealing with common issues concerning the human side of the enterprise.
8	Strategy in Action	This module aims to provide a comprehensive framework for analysing the structure of an industry and competitors. Every organisation competing in an industry needs a competitive strategy. Significant benefits can be gained through an explicit process of formulating strategy, to ensure that the policies and the actions of all members of the organisation are coordinated and directed at a common set of goals.
9	Strategic Negotiation and Communication	The aim of this module is to study the essential topics on negotiation and conflict management illustrated with scenarios from business and day-to-day life. It is also designed to better understand the nature of conflict and its resolution through persuasion, collaboration, and negotiation. Students will learn theories and practices to becoming an effective negotiator, and how to develop negotiation skills and examines the psychological and sociological factors natural to any negotiation process.
10	Financial Accounting	This module emphasises on procedures, practices and theory. The use of ledgers, journals, and financial statements is thoroughly explained. Current-, fixed-, and other assets, together with inventory methods and end-of-year adjustments are treated in detail. In addition, the module covers accounting for partnerships and corporations, transactions affecting stockholders' equity and liabilities.
11	Organisational Behaviour	This module aims to provide students with tools to effectively manage and lead people in organisations. Students will be exposed to a variety of tools, structures, and cultures for successful leadership. Students will analyse factors that have the greatest impact on organisational behaviour; from managing individuals and understanding group dynamics to managing conflict and initiating change
12	English for Academic Purpose	This module aims to help students to develop English vocabulary and grammatical structures so that they can successfully communicate at an Advanced level. Students will learn to write complex sentences, questions using correct punctuation, focus on listening to spoken English in classroom context and learning language (grammar, vocabulary, and expressions) necessary for advancing their Academic studies in Business.

## Graduation Requirements

Students will be awarded the Advanced Diploma in International Business if they achieve at least a Pass grade in all modules of the course and has a minimum of 90% of attendance rate for the whole duration of the course. Students who successfully completed the Advanced Diploma in International Business can progress onto the relevant qualification at degree level.

## Admission Requirements

### Age Requirement:

Minimum 18 years of age

### Language Requirements:

- Minimum C6 in English Language for GCE 'O' Level or regional equivalent
- International English Language Testing System (IELTS) score of 5.5, or
- Kingston International College's English Placement Test, or
- Other English Language Proficiency Tests (TOEFL etc) – will be considered on a case-by-case basis

### Academic Requirements:

Minimum 2 GCE A Level passes or Minimum Diploma or regional equivalent

### Mature Candidates:

- Are 30 years and above at the time of registration; and
- Have at least 8 years of verifiable working experience; and
- Provide a detailed resume with contact details of past and present employers

All applicants are subjected to the College's assessment of eligibility for entry into the programme.

## Required Documents

1. Application Form
2. Passport Photocopy of Applicant
3. Certified Copy of Highest Qualification Certificates and Transcripts
4. 2 Passport Size Photograph
5. CV (For Mature Candidates)

## Course Fees

Course Fees	Price (SGD\$) (With GST, if any)
Tuition Fees	7,800
Course Material Fee	700
College Administration Fee	100
Examination Fee	700
Fee Protection Scheme	400
Medical Insurance	120
Student Pass Application and Issuance Fee	180
Subtotal	10,000
GST 9%	900
<b>Total Course Fees Payable</b>	<b>10,900</b>

Miscellaneous Fees	Price (SGD\$) (With GST, if any)
Student Pass Renewal Processing Fees	275
College Application Fees (Non-refundable)	350
Medical Check-Up	55
Re-Mark Examination Fee / Certificate Reprint	164
Re-Examination Fee / Late Entry Exam Fee (per module)	109
Re-Module (per credit)	115
Additional Fee Protection Scheme (for Re-module or Extension of Course Duration)	115
Graduation Fee (Local)	Up to 540
Late Payment Fee (per month)	109
Request for Hard Copy of e-Transcript / e-Certificate	55
Certificate Courier Fee (Certificate + Transcript)	71
College Uniform	21.80

## Course Assessment

- **Modes for Assessment:**

The students will be assessed through five (5) components:

- 1) Written Examination
- 2) Assignment
- 3) Research Project
- 4) Quiz
- 5) Presentation

Module Code	Module Title	Assessment Mode	Weightage
SOM	Sustainable Operations Management	60% Assignment (2000 words) 40% Written Examination	100%
BRM	Business Research Methods	60% Research Project (2000 words) 40% Written Examination	100%
SB	Statistics for Business	60% Assignment (2000 words) 40% Written Examination	100%
BL	Business Law	60% Assignment (2000 words) 40% Written Examination	100%
EC	Economics	60% Assignment (2000 words) 40% Written Examination	100%
MBDE	Marketing and Branding in a Digital Economy	60% Assignment (2000 words) 40% Written Examination	100%
TRM	Talent and Resource Management	60% Assignment (2000 words) 40% Written Examination	100%
SA	Strategy in Action	60% Assignment (2000 words) 40% Written Examination	100%
SNC	Strategic Negotiation and Communication	60% Assignment (2000 words) 40% Written Examination	100%

FA	Financial Accounting	60% Assignment (2000 words) 40% Written Examination	100%
OB	Organisational Behaviour	60% Assignment (2000 words) 40% Written Examination	100%
EAP	English for Academic Purpose	30% Quiz 30% Presentation (15minutes) 40% Written Examination	100%

- **Overall Grade Structure for each module:**

High Distinction	Distinction	Merit	Pass	Fail
90 – 100%	80 – 89%	60 – 79%	50 – 59%	Below 50%

- **Assessment Schedule**

Module	Duration	Assessment Schedule
Sustainable Operations Management	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Business Research Methods	Weeks 1 – 4	Week 4 – Project Submission Week 4 - Examination
Statistics for Business	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Business Law	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Economics	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Marketing and Branding in a Digital Economy	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Talent and Resource Management	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Strategy in Action	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Strategic Negotiation and Communication	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Financial Accounting	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
Organisational Behaviour	Weeks 1 – 4	Week 3 – Assignment Submission Week 4 - Examination
English for Academic Purpose	Weeks 1 – 4	Week 4 – Quiz and Presentation Week 4 - Examination

**Note:**

Actual dates of the assessments may vary to better fit students' learning progress. Students will be informed by the class lecturer if there are changes.