KINGSTON
International College

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

Course Handbook

KINGSTON
International College

Table of Contents

Course Objective 2
Course Outcome 2
Course Structure 2
Course Modules and Outline 3
Graduation Requirements 3
Admission Requirements 4
Required Documents 4
Course Fees 5
Course Assessment 5

Course Objective

The Advanced Diploma in Business Management is particularly designed to equip students with the current and emerging theories, techniques and practices of business management. It is offered with the main objective of providing the students with the perspective on issues of business management at a managerial level. Learners are required to demonstrate interpersonal, self-study and research and presentation skills throughout the qualification.

Course Outcome

The overall outcomes of Advanced Diploma in Business Management 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: 360 hours
- **Modules:**

No.	Module Title
1	Sustainable Operations Management
2	Economics
3	Marketing and Branding in a Digital Economy
4	Strategy in Action
5	Strategic Negotiation and Communication
6	Organisational Behaviour

- **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	Module Outline
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	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.
3	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.
4	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.
5	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.
6	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

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	5,400
Course Material Fees	500
College Administration fee	100
Examination Fee	500
Fee Protection Scheme	300
Medical Insurance	120
Student Pass Application and Issuance Fee	180
Subtotal	**7,100**
GST 9%	**639**
Total Course Fees Payable	**7,739**

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
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:**

Module Code	Module Title	Assessment Mode	Weightage
SOM	Sustainable Operations Management	Closed Book Written Examination	100%
EC	Economics	Closed Book Written Examination	100%
MBDE	Marketing and Branding in a Digital Economy	Closed Book Written Examination	100%
SA	Strategy in Action	Closed Book Written Examination	100%
SNC	Strategic Negotiation and Communication	Closed Book Written Examination	100%
OB	Organisational Behaviour	Closed Book 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 – 5	Week 6 – Closed Book Written Examination
Economics	Weeks 1 – 5	Week 6 – Closed Book Written Examination
Marketing and Branding in a Digital Economy	Weeks 1 – 5	Week 6 – Closed Book Written Examination
Strategy in Action	Weeks 1 – 5	Week 6 – Closed Book Written Examination
Strategic Negotiation and Communication	Weeks 1 – 5	Week 6 – Closed Book Written Examination
Organisational Behaviour	Weeks 1 – 5	Week 6 – Closed Book Written 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.