



SCAN ME

# Higher Diploma in Business Management

## 商业管理高级大专文凭

### WHY CHOOSE IMSC?



#### High Employability / 就业率高

Prepare students to meet the needs  
of the future industry  
培养学生满足未来职场的需求



#### Industry Recognition / 市场认可

Received endorsements from  
industry-leading organisations  
得到了行业领先组织的认可



#### International Partners / 知名国际伙伴

Partnerships with industry-leading  
education institutions  
与顶尖教育机构有密切的合作伙伴关系



Cert No. : EDU-2-2149  
Validity : 11/04/2022 - 10/04/2026

RCB No. 200305869C | Exp: 13 July 2022 - 12 July 2026

### COURSE OVERVIEW / 课程概述

The Higher Diploma in Business Management aims to provide students with the theoretical knowledge and practical aspects to meet career opportunities in the commercial, manufacturing, financial and service sectors of the economy.

During this course, students will learn knowledge pertaining to various aspects of commercial enterprises through areas such as management operations, finance operations, human resource, and business functions.

高级文凭商业管理课程旨在为学生提供理论知识和实践技能，以满足商业、制造、金融和服务领域的职业机会。

在本课程中，学生将学习与商业企业各个方面相关的知识，涵盖管理运营、财务运营、人力资源和业务功能等领域

### JOB PROSPECTS

- Business Analyst
- Operations Coordinator
- Administrative Manager
- Project Coordinator
- Office Manager

Visit us at : [www.imsc.edu.sg/higherdip-biz-mgmt](http://www.imsc.edu.sg/higherdip-biz-mgmt)

Contact us at : +65 6423 0668 or [info@imsc.edu.sg](mailto:info@imsc.edu.sg).

## Entry Requirements

### Age / 年龄

- At least 17 years old / 至少年满17岁

### Academic Qualification 学历

- Singaporean / 本地学生
- At least 1 GCE 'A' Level Passes at E and above; or / 至少1科GCE 'A'水准考试成绩为E及以上
  - Diploma Graduate; or / 拥有大专学历
  - Grade 12 Certificate; or equivalent 获得12年级证书或同等学历

### 对于中国学生:

- 国内高中毕业证 (China High School Graduation Certification)
- 国内获得相当于本地理工学院的证书, 但是专业与报读的专业不相当 (Diploma or equivalent from Chinese Schools in a different discipline)

### Work Experience Qualification 工作经验

对于年龄较大的申请者 (>30岁), 至少有8年相关工作经验

### Chinese Language Proficiency

- GCE O Level Pass in Chinese at C6 and above  
GCE 'O'水准华文成绩不低于C6
- Other Chinese language assessment at equivalent level  
通过同等级其它国语测试

## Intake / 招生时期

Monthly intake. Please contact IMSC for specific intake dates.  
每季度招生。请联系IMSC获取具体招生日期

## Fees \*

Local Students	\$ 16,807.80
*Including application fees and Fee Protection Scheme fees; excluding medical insurance (optional) and miscellaneous fees (payable only if applicable)	
International Students	\$ 20,372.10
*Including application fees, Fee Protection Scheme fees and medical insurance (compulsory); excluding miscellaneous fees (payable only if applicable)	

## Duration

Full - Time 全日制	18 Months 18个月
Part-Time 兼职	24 Months 24个月

## Enrollment

 Contact IMSC at **6423 0668** or  
**info@imsc.edu.sg**.

## COMPULSORY CORE MODULES

No.	Module Title
1	<b>Introduction to Economics</b> 经济学原理课
2	<b>Business Communications</b> 商务通讯学
3	<b>Business Finance</b> 商业金融学
4	<b>Marketing &amp; Customer Service</b> 市场营销原理学
5	<b>Organisation Behaviour</b> 组织行为学
6	<b>Data and Decisions</b> 数据与决策学
7	<b>Strategic Management and Marketing</b> 战略管理和营销学
9	<b>Supply Chain Management</b> 物流管理学
8	<b>Human Resource Management</b> 人力资源管理学
10	<b>Operations Management</b> 运营管理学
11	<b>Leading Organisations</b> 领导机构学
12	<b>Introduction to E-commerce</b> 电子商务学
13	<b>Business Law</b> 商法
14	<b>Managing Teams and Project Management</b> 管理团队和项目管理学

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## MODULES DESCRIPTION

### INTRODUCTION TO ECONOMICS 经济学原理课

本课程提供了对经济学领域基本原理、理论和概念的全面理解。该模块旨在为学员提供必要的知识和分析工具，以理解经济现象，做出明智的决策，并评估经济政策的影响。通过对关键主题的探讨，学员将深入了解微观经济学、宏观经济学、市场力量以及个人和政府在经济中的角色。

### BUSINESS COMMUNICATIONS 商务通讯学

“商务沟通”课程旨在提高学员在职业环境中的沟通技巧。该模块探讨了商务沟通的各个方面，包括书面、口头和非语言沟通。学员将培养撰写清晰简洁信息、进行有影响力演讲、有效进行会议以及应对跨文化沟通挑战的能力。通过互动练习和实际案例，该模块旨在为学员提供在职业沟通方面取得成功所需的技能。

### BUSINESS FINANCE 商业金融学

该模块将为学习者提供全面的金融概念和工具，这些对于在商业决策中产生有效影响至关重要。分为四个章节，该模块涵盖了财务报表分析、资本预算、风险与回报以及融资选择等主题。通过该模块的学习，学员将获得分析财务数据、评估投资机会、评估风险以及做出明智的财务决策以推动业务成功所需的知识和技能。

### MARKETING & CUSTOMER SERVICE 商市场营销原理学

学员将会全面了解营销策略和客户服务技巧。通过四个章节涵盖关键内容。学会吸引/保留客户，培养关系，推动业务增长。非常适合专业人士、企业家和技能提升。通过实际知识和工具在营销和客户服务方面脱颖而出。

### ORGANISATION BEHAVIOUR 组织行为学

“组织行为学”课程模块探讨了组织内人类行为的动态以及对个人和组织结果的影响。分为四个章节，本模块涵盖个体行为、团队动态、领导和组织文化等主题。通过本模块，参与者将深刻理解职场中的人类行为，以及有效管理和领导个人和团队的能力。

### DATA AND DECISIONS 数据与决策学

“数据与决策”模块使学员能够分析数据并做出明智决策。涵盖数据分析、统计分析、预测分析和数据可视化，参与者将获得收集、解释和传达洞见的技能，以推动基于数据的决策。这使学员能够在数据丰富的商业环境中有效利用数据，增强决策能力。

### STRATEGIC MANAGEMENT AND MARKETING 战略管理和营销学

本单元的目标是培养学员对战略管理和营销组织的理解。学员将研究一系列组织，并应用理论来理解战略决策、技术应用和战略营销管理。

### SUPPLY CHAIN MANAGEMENT 物流管理学

本单元的目标是为学生提供供应链管理的广泛战略视野。该单元还探讨了供应链管理领域中使用的一些关键技术和方法，并审视了该领域的一些新发展。

## Enrollment



Contact IMSC at **6423 0668** or  
**info@imsc.edu.sg**.

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## MODULES DESCRIPTION

### **HUMAN RESOURCE MANAGEMENT** 人力资源原理学

本单元的目标是培养学员在一般行业中选择并应用适当的人力资源框架的能力。学员将在员工招聘和保留方面发展技能，以及培训和劳工关系的重要性。学员将了解在职场中识别和管理文化多样性的重要性。

### **OPERATIONS MANAGEMENT** 运营管理学

本模块探讨了流程设计、产能规划、供应链管理和质量控制等关键主题。参与者将发展必要的技能和知识，以优化资源、提高效率并为客户提供价值。通过理论概念与实际应用相结合，本模块旨在为参与者在运营管理角色中脱颖而出提供工具。

### **LEADING ORGANISATIONS** 领导机构学

本模块为学习者提供在当今充满活力的商业环境中有效领导所需的知识和技能。通过四个全面的章节，参与者将探讨领导理论、团队管理、变革管理、道德决策和战略思维。通过理解这些领导的基本要素，学习者将能够应对组织挑战，促进协作，推动创新，并做出有益于其组织成功的道德和战略决策。

### **INTRODUCTION TO E-COMMERCE** 电子商务学

电子商务导论"课程模块全面介绍了电子商务，涵盖了电子商务模式、平台、技术、法律和道德考虑因素以及营销策略等关键主题。着重于理解电子商务的基础知识以及其对企业和消费者的影响，学习者将获得在数字领域中导航和制定有效电子商务策略所需的知识和技能。

### **BUSINESS LAW** 商法

"新加坡商法导论"课程模块提供了对新加坡商法的全面理解。涵盖法律框架、合同法、公司法和知识产权法，学习者掌握关键的法律考虑因素、权利和义务。这使他们能够在职业生涯中应对法律挑战并做出明智决策。

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[info@imsc.edu.sg](mailto:info@imsc.edu.sg).

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Passion

Progress

Purpose



## Fees

LOCAL STUDENTS		
FEES BREAKDOWN / 费用明细		AMOUNT INCLUDING GST (SGD) 费用 (包括消费税) (新元)
Academic Fees / 学术费用		
<b>1</b>	Course Fees / 课程费用	\$ 16,350.00
<b>SUB - TOTAL :</b>		<b>\$ 16,350.00</b>
Others		
<b>2</b>	Fee Protection Scheme (FPS) - <i>compulsory</i> / 费用保障计划 (FPS) - 强制性	\$ 261.60
<b>3</b>	Application Fees - <i>non-refundable</i> / 报名费 - 不可退还	\$ 196.20
<b>GRAND - TOTAL :</b>		<b>\$ 16,807.80</b>
<b>4</b>	Medical Insurance - <i>optional</i> / 医疗保险 - 可选的	\$ 98.10
		<b>\$ 16,905.90</b>
Note :		
<ul style="list-style-type: none"> <li>• Application Fees have to be paid to begin the registration process.</li> <li>• Fee Protection Scheme is compulsory and payable before course commencement.</li> <li>• Instalment payment potentially available for local students.</li> <li>• Medical insurance is optional, depending on whether student has equivalent local insurance coverage.</li> </ul>		

MISCELLANEOUS FEES (PAYABLE ONLY IF APPLICABLE)		
PURPOSE OF FEES		AMOUNT INCLUDING GST (SGD)
<b>1</b>	Deferment Fees / 延期费用	\$ 239.80
<b>2</b>	Re-Assessment Fees (per unit) / 复核考试费 (每单元) <i>per unit</i>	\$ 163.50
<b>3</b>	Re-Module Fees (per module) / 重修模块费用 (每个模块)	\$ 436.00
<b>4</b>	Penalty for Late Payment (per week) / 逾期付款罚款 (每周)	\$ 10.90
<b>5</b>	ICA Online Issuance Fee (for Student's Pass) / ICA在线签发费 (学生通行证)	\$ 60.00 - \$ 90.00
<b>6</b>	Medical Insurance (if applicable) / 医疗保险费用 (如适用)	\$ 98.10
<b>7</b>	IMSC Uniform	\$ 32.70
<b>8</b>	Exam Appeal Fee / 考试申诉费	\$ 54.50
<b>9</b>	Renewal of Student's Pass (including ICA processing & issuance fee) / 学生通行证续签费 (包括ICA处理和签发费)	\$ 135.00
<b>10</b>	Printing Cost (per sheet) / 打印费用 (每张纸)	\$ 0.20 - \$ 0.40

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## Fees

INTERNATIONAL STUDENTS		
FEES BREAKDOWN / 费用明细		AMOUNT INCLUDING GST (SGD) 费用 (包括消费税) (新元)
Academic Fees / 学术费用		
<b>1</b>	Course Fees / 课程费用	\$ 19,620.00
<b>SUB - TOTAL :</b>		<b>\$ 19,620.00</b>
Others		
<b>2</b>	Fee Protection Scheme (FPS) - <i>compulsory</i> / 费用保障计划 (FPS) - 强制性	\$ 261.60
<b>3</b>	Medical Insurance - compulsory / 医疗保险 - 强制性	\$ 98.10
<b>4</b>	Application Fees - <i>non-refundable</i> / 报名费 - 不可退还	\$ 392.40
<b>GRAND - TOTAL :</b>		<b>\$ 20,372.10</b>
Note :		
<ul style="list-style-type: none"> <li>• Application Fees have to be paid to begin the registration process.</li> <li>• Fee Protection Scheme is compulsory and payable before course commencement.</li> <li>• Instalment payment potentially available for local students.</li> <li>• Medical insurance is optional, depending on whether student has equivalent local insurance coverage.</li> </ul>		

MISCELLANEOUS FEES (PAYABLE ONLY IF APPLICABLE)		
PURPOSE OF FEES		AMOUNT INCLUDING GST (SGD)
<b>1</b>	Deferment Fees / 延期费用	\$ 239.80
<b>2</b>	Re-Assessment Fees (per unit) / 复核考试费 (每单元) <i>per unit</i>	\$ 163.50
<b>3</b>	Re-Module Fees (per module) / 重修模块费用 (每个模块)	\$ 436.00
<b>4</b>	Penalty for Late Payment (per week) / 逾期付款罚款 (每周)	\$ 10.90
<b>5</b>	ICA Online Issuance Fee (for Student's Pass) / ICA在线签发费 (学生通行证)	\$ 60.00 - \$ 90.00
<b>6</b>	Medical Insurance (if applicable) / 医疗保险费用 (如适用)	\$ 98.10
<b>7</b>	IMSC Uniform 制服	\$ 32.70
<b>8</b>	Exam Appeal Fee / 考试申诉费	\$ 54.50
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<b>10</b>	Printing Cost (per sheet) / 打印费用 (每张纸)	\$ 0.20 - \$ 0.40

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## About IMSC

Founded in 2003, IMSC stands as one of Singapore's pioneering private educational institutions. It emerged following the privatization of the education division within the former Singapore Sports Council.

We deliver tailored education solutions that transform students into globally competitive professionals and visionary entrepreneurs. Our programs are meticulously designed to align with high-growth industries, ensuring graduates not only secure opportunities but thrive in them.

During its founding days, IMSC was appointed by the United States Sports Academy (USSA) as its sole partner in Singapore to provide quality academic sports certifications and diplomas. Thereafter, IMSC continued to grow from strength to strength, and has diversified into providing professional certifications and education in multiple industries such as business management, hospitality and tourism, sports and wellness, logistics, and many others.

IMSC has persistently emphasized building a formidable international presence. It has attracted students from over 15 countries and has established academic and industry partnerships with esteemed institutions in China, Malaysia, Vietnam, England, Australia, and India. Today, IMSC's programmes can also be found in countries like Malaysia and China.

### OUR MISSION

To provide a holistic education that equips individuals with the skillsets and competencies required for the industry.

### OUR VISION

To develop industry-ready individuals for the future economy.

### OUR CULTURE

Where success is not quantified by just the result, but rather by the calibre of the pursuit.

### OUR VALUES

Passion | Progress | Purpose

## Why choose IMSC?

- Industry Readiness – Special emphasis on teaching skills and knowledge necessary for the workforce.
- Access to Higher Education - Our pedagogy is grounded in a curriculum aligned with the latest frameworks adopted by leading universities, ensuring that students acquire relevant, forward-thinking knowledge and are well-prepared for advanced learning.
- Rigorous Curriculum - Provide students with a strong academic foundation that would allow them to pursue higher education.
- Experienced Educators - Our educators are industry practitioners, ensuring students learn workplace-relevant skills and knowledge.

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