INTERNATIONAL MANAGEMENT & SPORTS COLLEGE

223 Mountbatten Road #03-15/16/17/18 Singapore 398008

SCAN ME

Diploma in Business and Retail Management

WHY CHOOSE IMSC?

High Employability
Prepare students to meet the needs of the future industry

Industry Relevance
Industry experts to help keep our programmes relevant

Industry Recognition
Received endorsements from industry-leading organisations

International Partners
Established partnerships and worked with industry-leading education institutions

edutrust SINGAPORE

Certificate No. EDU-2-2149
Validity: 11 April 2026 to 10 April 2030

RCB No. 200305869C | Exp: 13 July 2026 - 12 July 2028

COURSE OVERVIEW

The Diploma in Business and Retail Management is designed for an individuals intending to pursue a career in retail management. It is specially designed to equip students with the knowledge and practical skills required to succeed in the retail industry. During this course, the students will be kept abreast of the latest developments and trends in the industry, with topics that cover introduction to the management and operations of the retail business, customer service, introduction to understanding financial statements, marketing and branding, and sales and personal selling.

JOB PROSPECTS

- Retail Operations Executive
- Sales Executive
- Sales Promoter

@ IMSC
@ int.mgmt.and.sports.college

Visit us at : www.imsc.edu.sg/imscdip-biz-retail-mgmt
Contact us at : +65 6423 0668 or info@imsc.edu.sg.

INTERNATIONAL MANAGEMENT & SPORTS COLLEGE

Diploma in Business and Retail Management
www.imsc.edu.sg

Entry Requirements

Age	• Minimum 16 years old
Academic Qualification	• 3 GCE 'O' Level Passes at C6 and above; or • NITEC or Higher NITEC; or • Formal education equivalent to 'O' Levels; • Mature candidates (≥ 30 years old with 8 years' work experience); or candidates with other qualifications will be considered on a case-by-case basis
English Language Proficiency	• GCE 'O' Level Pass in English at C6 and above; or • IELTS 5.0 and above; or • TOEFL 49 and above; or • Pearson Test of English (PTEA) 42 and above; or • Duolingo English Test Score (DET) score of 75 and above; or • Pass in IMSC Language Literacy and Numeracy (LLN) Test

Intake

Monthly intake. Please contact IMSC for specific intake dates.

Fees *

Local Students $ 6,867.00
*Including application fees and Fee Protection Scheme fees; excluding medical insurance (optional) and miscellaneous fees (payable only if applicable)

International Students $ 7,815.30
*Including application fees, Fee Protection Scheme fees and medical insurance (compulsory); excluding miscellaneous fees (payable only if applicable)

Duration

Full - Time	6 Months	(3 - 4 hours x 5 days a week)
Part - Time	12 Months	(3 hours x 2 days a week)
Industrial Attachment ***(compulsory)***	Up to 6 Months	

COMPULSORY CORE MODULES

No.	Module Title
1	Retail Business
2	Management and Operations
3	Marketing and Customer Service
4	Business Finance
5	Introduction to Economics
6	Business Communications and Writing

Enrollment

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

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UOW MALAYSIA KDU
PART OF THE UNIVERSITY OF WOLLONGONG AUSTRALIA GLOBAL NETWORK
NSCA GLOBAL CHAPTER SINGAPORE
NSCA NATIONAL STRENGTH AND CONDITIONING ASSOCIATION
UNIVERSITY OF PORTSMOUTH

Passion | Progress | Purpose

MODULES DESCRIPTION

RETAIL BUSINESS

In this module, the learner will gain an understanding of the ways in which retailing has developed. The learner will learn about the structure and organization of the retail sector and current trends in the industry. The learner will also learn about available job roles in retail operations and explore progression routes for these jobs. Lastly, the learner will gain an understanding of the links between retailing and the wider political and economic environment and investigate important issues that affect the retail sector.

MANAGEMENT AND OPERATIONS

In this module, the learner will understand the differences between the functional manager and the role of a leader. The learner will consider characteristics, behaviors and traits which support effective management and leadership. In addition, this module will introduce the concept of operations as both function and a process which all organizations must adopt to conduct business. Learners will be introduced to contemporary and historical theories and concepts which will support their learning for this module

MARKETING AND CUSTOMER SERVICE

This module explores the fundamental concepts that underpin successful marketing strategies and effective customer service. This module aims to enhance customer-centric skills, and provide a solid foundation for customer satisfaction.

BUSINESS FINANCE

This module will explore the types of costs that businesses incur, from the initial start-up costs involved in setting up a business to the ongoing daily costs of running the business. Learners will explore the ways which sale of products and services generates revenue, in order to understand profit. Learners will examine how businesses plan for success and learn about techniques used to assist the planning process. This module will also enable learners to use budgets and cashflow forecasts. This module also explores ways in which business measure success and identify areas for improvement.

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MODULES DESCRIPTION

INTRODUCTION TO ECONOMICS

The Introduction to Economics module covers essential topics such as scarcity, microeconomics, macroeconomics, and international economics. Through interactive lectures, case studies, and discussions, participants gain a foundational understanding, for those seeking practical economic insights for personal or professional growth

BUSINESS COMMUNICATIONS AND WRITING

This module explores various aspects of business communication, including written, verbal, and nonverbal communication. Participants will develop the ability to craft clear and concise messages, deliver impactful presentations, conduct effective meetings, and navigate cross-cultural communication challenges. Through interactive exercises and practical examples, this module aims to equip participants with the necessary skills to excel in their professional communication endeavors.

INDUSTRIAL ATTACHMENT

Upon completion of all academic modules, students are required to undertake an industrial attachment of up to 6 months with an organization of their choice. The industrial attachment gives students first-hand practical experience and the chance to see what a variety of different jobs are really like, including some the student may not have considered. Students will learn more about the expectations of different roles and develop key competencies needed for employment. Students will be required to submit reports and evaluations during the attachment.

Fees

LOCAL STUDENTS		
FEES BREAKDOWN		**AMOUNT INCLUDING GST (SGD)**
Academic Fees		
1	Course Fees	$ 6,540.00
	SUB - TOTAL :	**$ 6,540.00**
Others		
2	Application Fees - ***non-refundable***	$ 196.20
3	Fee Protection Scheme (FPS) - ***compulsory***	$ 130.80
	GRAND - TOTAL :	**$ 6,867.00**
4	Medical Insurance - ***optional***	$ 98.10
		$ 6,965.10

Note :

- *Application Fees have to be paid to begin the registration process.*
- *Fee Protection Scheme is compulsory and payable before course commencement.*
- *Instalment payment potentially available for local students.*
- *Medical insurance is optional, depending on whether student has equivalent local insurance coverage.*

MISCELLANEOUS FEES (PAYABLE ONLY IF APPLICABLE)		
PURPOSE OF FEES		**AMOUNT INCLUDING GST (SGD)**
1	Deferment Fees	$ 239.80
2	Re-AssessmentFees ***(per unit)***	$ 163.50
3	Re-Module Fees ***(per module)***	$ 436.00
4	Penalty for Late Payment ***(per week)***	$ 10.90
5	ICA Online Issuance Fee ***(for Student's Pass)***	$ 60.00 - $ 90.00
6	Medical Insurance ***(if applicable)***	$ 98.10
7	IMSC Uniform	$ 32.70
8	Exam Appeal Fee	$ 54.50
9	Renewal of Student's Pass ***(including ICA processing & issuance fee)***	$ 135.00
10	Printing Cost ***(per sheet)***	$ 0.20 - $ 0.40

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Fees

INTERNATIONAL STUDENTS		
FEES BREAKDOWN		**AMOUNT INCLUDING GST (SGD)**
Academic Fees		
1	Course Fees	$ 7,194.00
	SUB - TOTAL :	**$ 7,194.00**
Others		
2	Application Fees - ***non-refundable***	$ 392.40
3	Fee Protection Scheme (FPS) - ***compulsory***	$ 130.80
4	Medical Insurance - ***compulsory***	$ 98.10
	GRAND - TOTAL :	**$ 7,815.30**

Note :

- *Application Fees have to be paid to begin the registration process.*
- *All items except Application Fees must be paid in a single instalment before course commencement.*

MISCELLANEOUS FEES (PAYABLE ONLY IF APPLICABLE)		
PURPOSE OF FEES		**AMOUNT INCLUDING GST (SGD)**
1	Deferment Fees	$ 239.80
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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

We are committed to becoming Asia's premier education innovator, empowering students with industry-aligned skills that transcend borders.

OUR VISION

To Lead Asia in Building Sustainable, Global Careers.

OUR CULTURE

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

OUR VALUES

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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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