



INTERNATIONAL MANAGEMENT SCHOOL

Certificate in Business Administration Course

The Certificate in Business Administration is suitable for aspiring Executives seeking theory, practice and techniques in Business Administration. Students will be awarded a Certificate in Business Administration developed by International Management School.

Course Modules:

1. Basic Accounting
2. Business English
3. Business Entrepreneurship

Duration:

The part time course duration is 2 months

Assessment & Grading:

Students will be assessed through a formal examination. 75% class attendance is required. The qualification to be awarded upon course completion & passing of the required examination is "Certificate in Business Administration" awarded by International Management School (200816652R) which is a registered School with the Council for Private Education. ERF start date 19 Oct 2015 to 18 Oct 2016.

Admission requirement:

Secondary level or equivalent

Class venue:

International Management School @ 101 Kitchener Road Jalan Besar Plaza unit 03-11 Singapore 208511

Fees:

The full course fee is S\$1,200 (including local exam), payable by monthly installments over 2 months. Registration fee is S\$100 (non refundable), Material fee S\$50 (non refundable).