



*Start at the Right Track!*

# CERTIFICATE IN BUSINESS MANAGEMENT

The Certificate in Business Management programme is aimed at helping learners who want to equip themselves with comprehensive introduction to business knowledge to deal effectively with the rapidly changing environment and organizational operations. It also helps to prepare learners in assuming higher levels of responsibility.

## Programme Structure



### Principles of Management

Principles of Management covers the Principles and Functions of Management where learners are taught the key elements in planning and decision-making and significance of different controls required in an organization.



### Microeconomics

Learners will be provided with a solid grounding in the analytical methods of microeconomic theory.



### Business Administration

Learners will have an understanding of internal organizational environment. How to plan, organize and support meetings and events and; understanding of how to lead and manage the work of a team.



### Statistics

Learners will be introduced techniques for visualizing relationships in data and systematic techniques for understanding the relationships using mathematics.



### Business English

Learners will be able to choose the appropriate method of written business communication to carry out complex tasks in a variety of situations. Learners will also be able learn how to write English using formats that are current and common in business communication.

## Mode of Delivery

All lessons are delivered through lectures and tutorials.

## Assessment Method

Students will be assessed for every module that they take in this programme. Assessment methods could comprise of one or more of the following forms:

Case Study

Project

Written tests or exams

Presentations

## Duration

The Certificate programme is offered on a full time basis.

- The course duration for a full time study mode is 3 months
- Classes take place Mondays to Fridays for 3 hours each day.

## Award

To ensure that you receive this award, you must:

- Complete and pass all assignments, tests, exams and/or practical assessments
- Students will need to achieve a 90% attendance for the entire programme.

You will receive the **Certificate in Business Management** awarded by OSAC International College.

## Entry Requirement

### Minimum Qualifications for Local Applicants

- At least 15 years old,
- GCE N-Level or equivalent with one credit pass in English

### Minimum Qualifications for International Applicants

- At least 15 years old
- 10 years qualification or equivalent, with one credit pass in English
- IELTS score of 5.0 or equivalent

## Admission Procedure

Online Application form is available at

<http://www.osac.edu.sg/apply-online>

Completed forms with complete set of certified copies of educational certificates and transcripts (translated into English for foreign certificates), and evidence of English Language proficiency (if required) must reach us at least 8 weeks before course commencement.

Application Fee payment can be made via ATM/ Telegraphic transfer - to **DBS Bank Current account no: 001-906070-2** or via cheque made payable to "**OSAC International College Ptd Ltd**".

Successful applicants will be notified in writing. Alternatively, please contact your local representative for assistance.

## Withdrawal, Transfer and Refund Policy

Under the guidelines of the Council for Private Education, Singapore, OSAC is required to disclose information on withdrawals, transfers and refunds. Please refer to our website for more details.

## OSAC INTERNATIONAL COLLEGE

CPE Registration No: 201007688N (12/03/2013 - 11/03/2017)

1A Short Street #01-07 CSL Selegie Singapore 188210

Tel: (65) 6732 5077 • Fax: (65) 6238 7307

Email: [marketing@osac.edu.sg](mailto:marketing@osac.edu.sg)

Website: [www.osac.edu.sg](http://www.osac.edu.sg)

Facebook: [www.facebook.com/osac.sg](http://www.facebook.com/osac.sg)