

# Advanced Diploma in Business Management



**COLLEGE OF ALLIED EDUCATORS**

[www.cae.edu.sg](http://www.cae.edu.sg)

COLLEGE OF ALLIED EDUCATORS PTE LTD | 11 Collyer Quay #18-01, The Arcade | Singapore 049317

Tel: +65 6533 0031

UEN/GST/PEI Reg. No.: 201013690M | Period: 28/06/2021 - 27/06/2025



Certificate No. EDU-2-2154  
Validity: 18/12/2022- 17/12/2026



CAE is a leading provider of allied health science courses. Our flagship programme, *Postgraduate Diploma in Counselling Psychology*, is recognised by IRCEP and Singapore Association for Counselling. CAE is also a proud member of International Association for Counselling.



The **Advanced Diploma in Business Management** is designed to build upon foundational business knowledge and develop advanced skills in key areas of business operations and strategy. This advanced diploma offers a comprehensive exploration of critical business functions, preparing students for middle management positions or further academic pursuits in business studies.

The **Advanced Diploma in Business Management** will prepare students for critical roles such as:

- Administrative Assistant
- Customer Service Representative
- Sales Associate
- Marketing Coordinator
- Human Resources Assistant
- Operations Coordinator
- Project Assistant
- Financial Assistant

This full-time Advanced Diploma will introduce students to business psychology, management decision making, financial management, projects and operations management, risk management, and supply chain management. Students will dive into e-commerce strategies as well as entrepreneurship and how to manage innovation.

## OBJECTIVES

The objectives of this Advanced Diploma course are:

1. To provide essential knowledge required to understand the business environment and how businesses and organisations are managed.
2. To expose students to the various parts of business management and develop the skills to apply themselves in various management roles within a business.
3. To equip students with the skills, business and industry management knowledge to prepare them for employment.

## MODULES

### 1. Organizational Behaviour and Business Psychology

- Analyse the factors influencing individual and group behavior in organizations
- Evaluate different leadership styles and their effectiveness in various organizational contexts
- Understand the processes of organizational change and development
- Apply psychological theories to solve workplace challenges and improve organizational performance

### 2. Strategic Management and Decision Making

- Understand the strategic management process and its importance in business success
- Apply strategic analysis tools to real-world business scenarios
- Develop skills in formulating and implementing business strategies
- Enhance decision-making abilities in uncertain and complex business environments

### 3. Financial Management for Business

- Develop proficiency in analysing and interpreting complex financial statements
- Understand advanced investment appraisal techniques and their application
- Evaluate different sources of finance and their implications for businesses
- Apply risk management techniques in financial decision-making

### 4. Project and Operations Management

- Understand the principles and methodologies of project management
- Develop skills in planning, executing, and controlling business projects
- Analyse and improve business processes for operational efficiency
- Apply quality management techniques in operations management

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## 5. Digital Business and E-Commerce Strategies

- Understand the key concepts and models of e-commerce and digital business
- Develop strategies for digital marketing and customer engagement
- Analyse the role of data analytics in driving business decisions
- Evaluate the impact of emerging technologies on business operations and strategy

## 6. Entrepreneurship and Innovation Management

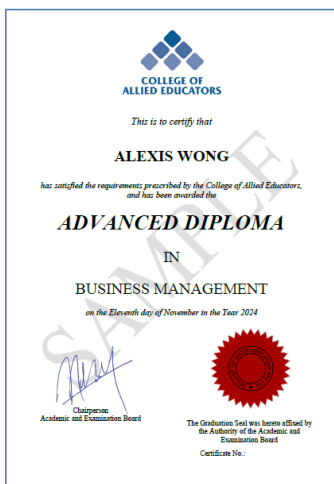
- Understand the entrepreneurial process and the challenges of new venture creation
- Develop skills in identifying and evaluating business opportunities
- Learn strategies for managing innovation in different organizational settings
- Understand the role of creativity and design thinking in business innovation

## 7. Risk Management and Business Continuity

- Understand different types of business risks and their potential impacts
- Apply risk assessment methodologies in business contexts
- Develop comprehensive risk management strategies
- Create effective business continuity plans
- Evaluate risk mitigation techniques and their effectiveness
- Understand regulatory compliance requirements related to risk management
- Analyze emerging risks in the business environment
- Apply crisis management principles and practices

## 8. Supply Chain Management and Logistics

- Understand supply chain management principles and strategies
- Analyse supply chain network design and optimization
- Evaluate procurement and supplier relationship management
- Master inventory management techniques and systems
- Understand transportation and distribution management
- Apply sustainable supply chain practices
- Analyse supply chain technology and digitalization
- Develop skills in supply chain performance measurement



CERTIFICATE SAMPLE

## INTAKES

Jan/May/Sep

## REGISTRATION DEADLINE

For local students, registration closes one month prior to intake dates. For international students, registration closes two months prior to intake dates.

## AVERAGE TEACHER-STUDENT RATIO

The average teacher-student ratio is 1:80

## COURSE DURATION

Duration: 8 months

## ASSESSMENT METHODS

Each module will be formally assessed through a combination of individual assignments, presentations, quizzes, and class participation. Students must achieve an overall attendance of 90% (International Student) and 75% (Local Student).

## ENTRY REQUIREMENTS

For admission to the Advanced Diploma in Business Management programme:

- Minimum Age Requirement: 18 Years Old

Language:

- Minimum of Band 5.5 IELTS or above; OR
- PTE Academic score of 46 or above; OR
- Duolingo score of 95 or above; OR
- TOEFL iBT score of 46 or above; OR
- Minimum of C6 in GCE "O" level English; or equivalent.

Academic:

- Diploma in Business Management awarded by College of Allied Educators; OR
- Diploma from a polytechnic in Singapore or the same discipline Diploma from other Private Education Institutes;
- Other foreign qualifications shall be assessed on a case-by-case basis.

## PERFORMANCE OUTCOMES OF STUDENTS AND GRADUATES

Student performance data is available upon request. Please contact [enquiry@icae.edu.sg](mailto:enquiry@icae.edu.sg)

## FEE STRUCTURE – LOCAL STUDENTS

COMPONENT:	COST:
Application Fee (Non-refundable)	SGD \$150
Course Fee	SGD \$8,000
Total payable before GST	SGD \$8,150
GST of 9%	SGD \$733.50
<b>TOTAL PAYABLE AFTER GST</b>	<b>SGD \$8,883.50</b>

## FEE STRUCTURE – INTERNATIONAL STUDENTS

COMPONENT:	COST:
Application Fee (Non-refundable)	SGD \$500
Course Fee	SGD \$10,000
Total payable before GST	SGD \$10,500
GST of 9%	SGD \$945
<b>TOTAL PAYABLE AFTER GST</b>	<b>SGD \$11,445.00</b>

## PAYMENT MODE

- ❖ Name of Bank: Oversea-Chinese Banking Corporation Limited
- ❖ Address of Bank: 65 Chulia Street, OCBC Centre, Singapore 049513
- ❖ Swift Code: OCBGSGSG
- ❖ Account Type: Current Account (for ATM/Online Transfer)
- ❖ Branch Code: 629
- ❖ Account Number: 629-436387-001

For Paynow, UEN Number: 201013690M

For the credit card instalment plan, the fees are payable by interest-free instalment for 6 or 12 months available for UOB & OCBC Credit Card Holders. Please note that an appointment is required as we will need you to head down to our office to use the terminal to split the instalment (Physical card required). Kindly arrange an appointment with the admission consultant.

# College of Allied Educators



Located in the heart of Singapore's financial district, the College of Allied Educators (CAE) is conveniently situated adjacent to Raffles Place MRT station and directly opposite the iconic Marina Bay Sands. As a 4-year EduTrust-accredited institution, CAE upholds the highest standards in student protection, academic quality, and professional excellence.

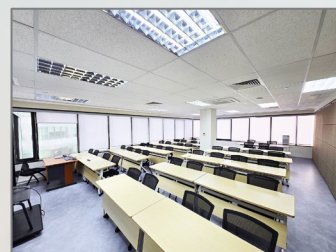
CAE partners with internationally renowned institutions such as Aston University and Leeds Beckett University in the UK, providing students with a truly global educational experience. In the field of psychology, CAE has established itself as a leading institution in Singapore, recognised for its rigorous academic training and practical learning approach. Our Postgraduate Diploma in Counselling Psychology is accredited by the Singapore Association for Counselling (SAC) and is among the few private institutions in Singapore that offer structured counselling practice opportunities. Through expert academic guidance and hands-on training, students gain the skills and experience needed to excel in their field.

Since its establishment, CAE has expanded beyond its roots in language and special education to offer a diverse range of programmes, including counselling, psychology, health sciences, business management, computer science, and financial technology. Our curriculum spans short courses, workshops, certificate programmes, tertiary and advanced tertiary qualifications, postgraduate diplomas, and joint postgraduate programmes with prestigious UK universities — empowering both individuals and professionals to advance their careers.

CAE is affiliated with CLPS Incorporation (NASDAQ: CLPS), a Nasdaq-listed company, reinforcing our dedication to expanding into information technology and business management education. By bridging education with industry needs, we cultivate graduates who are well prepared to contribute to our Group, its clients, and the broader industry. Driven by our philosophy of "Empowering Individuals Through Education," CAE combines theory and practice, with courses taught by senior lecturers who bring real-world industry expertise into the classroom. Our goal is to ensure that students not only acquire knowledge but also develop the practical skills required to thrive in today's competitive job market.

At CAE, we provide a golden pathway to international education and career success. Here, in the vibrant pulse of Singapore's financial hub, your vision will expand, your academic foundation will be strengthened by top UK institutions, and your practical training will shape you into a highly competitive professional.

Join us, and let's embark on this journey together — where the morning light over Marina Bay illuminates your path to success!



## ENQUIRIES

For more information and a free course preview, please call:

- Office: +65 6533-0031/+65 6533-2743
- WhatsApp: +65 9126 3448
- Email: ENQUIRY@ICAE.EDU.SG

## SINGAPORE:

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