

# Certificate in Business Management



**COLLEGE OF  
ALLIED EDUCATORS**

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

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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.

# Introduction



The **Certificate in Business Management** will introduce you to economics so you understand the principles and concepts of the business world. You will be exposed to the fundamentals of business management, develop basic business skills and mathematics so you can develop the core competencies for the business and work environment.

The **Certificate in Business Management** will delve into your professional branding and help increase your employability by developing your teamwork and leadership skills. With these skills and more, you will be prepared for critical roles such as:

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

## OBJECTIVES

The objectives of this Certificate course are:

1. To provide essential knowledge required to understand the business environment, their organization structures and various key functions.
2. To expose students to the basics of business management and develop the skills to apply themselves in various business roles within the organisation.
3. To equip students with the skills, business and industry knowledge to prepare them for employment.

## MODULES

### 1. Fundamentals of Management

- Understand basic business terminology and concepts.
- Identify different types of business organizations and their structures.
- Explain the key functions within a business (e.g., marketing, finance, operations).
- Analyse the impact of external factors on business operations.

### 2. Academic Skills for Business

- Develop proficiency in academic research and writing.
- Enhance critical reading and analysis skills.
- Improve oral presentation and communication abilities.
- Foster critical thinking and argumentation skills.

### 3. Business Mathematics and Statistics

- Understand fundamental mathematical concepts used in business.
- Apply statistical techniques to analyse business data.
- Interpret statistical results and their implications for business decisions.
- Develop proficiency in using spreadsheets for data analysis.

### 4. Introduction to Economics

- Understand basic microeconomic concepts (supply and demand, market structures).
- Grasp fundamental macroeconomic principles (GDP, inflation, unemployment).
- Analyse the impact of economic policies on businesses.
- Apply economic thinking to business scenarios.

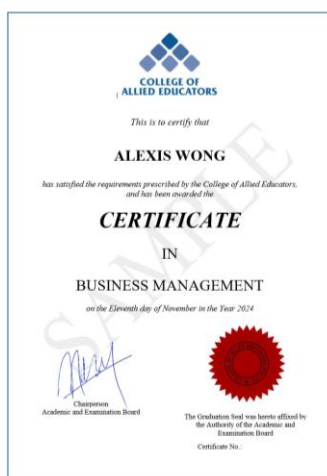
# Certificate in Business Management

## 5. Digital Business and Information Systems

- Understand the impact of digital technologies on business models.
- Explore e-commerce strategies and digital marketing techniques.
- Grasp basic concepts of data management and business intelligence.
- Evaluate the role of information systems in supporting business processes.

## 6. Professional Development and Employability

- Develop self-awareness and personal branding skills.
- Enhance CV writing and interview performance.
- Improve teamwork and leadership capabilities.
- Understand professional ethics and workplace expectations.



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 Certificate in Business Management programme:

- Minimum Age Requirement: 16 Years Old

Language:

- Minimum IELTS Band 4.5; OR
- Minimum of D7 in GCE "O" Level English or equivalent; OR
- A pass in year 10 High School English

Academic:

- Completion of Year 10 High School qualification or equivalent.

## 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: OCBCSGSG
- ❖ 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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