

PART-TIME

CERTIFICATE IN PRINCIPLES OF MANAGEMENT

Course Brochure



CERTIFICATE IN PRINCIPLES OF MANAGEMENT (PART-TIME)

Objectives

This course aims to practising or aspiring managers who supervise or manage a team, or project officer and shift manager to achieve clearly defined outcomes. This certificate will equip them with the skills to set and monitor goals and objectives by providing instructions, direction and guidance which are important in their day to day operational and project activities.

Duration

- Total 7 lessons (completion within one month)
- 3 hours per lesson, 2 lessons per week

Lessons Time:

- Monday & Wednesday 7.00 p.m. - 10.00 p.m. OR
- Tuesday & Thursday 7.00 p.m. - 10.00 p.m. OR
- Saturday 9.00 a.m. - 12.00 p.m. and 1.00 p.m. - 4.00 p.m.

**No lessons conducted during public holidays.*

Course Modules

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| • Introduction to Management | • Centralization and Decentralization |
| • Organization and Management | • School of Management Thought |
| • Introduction of Leadership | • Ethical Theories and Approaches |
| • Management Functions/ Processes | • Planning and Organizing |
| • Management Skills, Roles, and Theories | • Authority, Delegation, and Responsibility |

Pre-requisites

- **Age:** 16 years old & above
- **Academic level:** At least 10 years of formal education or equivalent or pass the placement test of SCI or one year and above relevant working experience
- **Language Proficiency:** English Language with IELTS 5.5 & above or GCE 'O' Level graded C6 or above or pass SCI language proficiency test or equivalent.

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Mode of Assessment

- Examination (5th and 7th Lesson) - **90%**
- Class participation - **10%**

Course Completion & Certification

Upon completion of the course, those who fulfill the required attendance and pass all the assessments will be awarded a Certificate in Principles of Management.

Course Fees

Course	Charges	
Certificate in Principles of Management	Course Fee	\$500.00
	Application Fee	waived
	Materials Fee	waived
	GST 9%	\$45.00
	Grand Total	\$545.00

