

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 importantin 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

- Introduction to Management
- Organization and Management
- Introduction of Leadership
- Management Functions/ Processes

• Centralization and Decentralization

- School of Management Thought
- Ethical Theories and Approaches
- 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.

Vision: Promoter of Creative Education Mission: Focus on the growth of students and staff Values: Innovation and Service



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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 Application Fee Materials Fee GST 9% Grand Total	\$500.00 waived waived \$45.00 \$545.00

Spring College International

PEI Registration Number : 201001911N Registration Validity : 23 July 2024 - 22 July 2028 EduTrust Certification Validity: 19 Jan 2022 - 18 Jan 2026

Website: <u>www.spring.edu.sg</u>

Course Enquiries: courseinfo@spring.edu.sg



Address (Jurong East Main Campus):

BLK 135 Jurong Gateway Road #03-327 Singapore 600135 Tel : +65 6896 0880

Address (Bishan Campus):

BLK 512 Bishan Street 13 #03-526 Singapore

570512 Tel : +65 6358 1068

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