

STUDENT HANDBOOK

1 Our Vision

To create resilient, skilled and agile professionals for global economy.

2 Our Mission

We are a registered education and training service provider under the Ministry of Education, Singapore that satisfies individual and business needs for today and tomorrow.

By our core values, ethical, responsive, profitable, learning and innovation, our company will provide a fulfilling work environment for our employees, excellence service for our customers, enhanced value for our shareholders, and a spirit of shared responsibility with our community.

By the year 2012, to be a full-extended campus of the University of Canberra outside Australia providing university preparation programmes undergraduate and postgraduate programmes, and accommodation services to international students.

3 Service Guarantee

We guarantee that our services and course delivery system is suitable, adequate and effective through continual improvement. We will conform to applicable statutory and regulatory requirements without exception. We will take immediate corrective action to control any nonconformity that may arise during the delivery of service.

4 Issue of Receipts

For every payment made by the Student to AM School of Business Studies (AM), AM issues a receipt to the Student stipulating the amount paid, the date of payment, and the purpose of such payment (with a proper breakdown of the payment amount, where applicable).

5 Refund Policies (For Full-Fee Paying International and Local Students only)

(Do not apply to students under the Emmanuel Scholarship Award or Emmanuel Bursaries Award)

5.1 Withdrawal for Cause

Subject to Clause 7, the Student shall be entitled to immediately withdraw from the Course by giving written notice to the AM of his/her intention to do so under the following circumstances:

- 5.1.1 AM fails, for any reason, to commence the Course on the Commencement Date;
- 5.1.2 AM fails, for any reason, to complete the Course by the Completion Date;
- 5.1.3 AM terminates the Course for any reason prior to the completion of the Course; or
- 5.1.4 AM is in material breach of its obligations under this Agreement.

5.2 Refunds for Withdrawal for Cause

The AM shall, as soon as practicable after receiving the Student's notice of withdrawal under Clause 5.1 (and in any event no more than fourteen (14) days after receiving such notice) refund to the Student:

- 5.2.1 the entire amount of the Tuition Fees and Deposit; and
- 5.2.2 the Non-Tuition Fees and Additional Fees.

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5.3 Withdrawal Without Cause and Refunds

Where the Student withdraws from the Course for any reason other than those set out in Clause 5.1, the AM shall, subject to Clause 3.3, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than fourteen (14) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable under Clause 3):

Percent (the aggregate amount of the Course Fees and Additional Fees paid under Clause 1.7 and 1.10)	If Student's Written Notice of Withdrawal is Received
100%	More than 30 days before the Commencement Date
80%	Before, but not more than 30 days before the Commencement Date
50%	After, but not more than 3 days after the Commencement Date
0%	More than 3 days after the Commencement Date

6.0 Transfer/Withdrawal Policy

6.1 Deemed Withdrawal

A Student who transfers from the Course to another course with the AM shall, for the purposes of Clause 5, be deemed to have withdrawn from the Course and the provisions of Clause 5.3 shall apply save as otherwise agreed between the AM and the Student.

6.2 Student's Pass Not Transferable

The Student's Pass issued by ICA is not transferable and will expire upon the Student ceasing to be a student of the AM. The AM is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at the AM, and the Student shall deliver to the AM, within three (3) days of the Student ceasing to be a student of the AM, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

6.3 Withdrawing from the AM

A Student who withdraws from the AM to enrol with another school shall be deemed to have withdrawn from the AM under Clause 6.2 and the provisions of Clause 6.2 shall apply.

7 Course deposit

AM does not practice collecting course deposit from its students.

8 Pre-requisites and requirements for various courses

The pre-requisites and requirements for courses are clearly defined in the Standard Student Contract and communication material.

9 Standard student contract

Prospective full fee paying international and local students will enter into the Standard Student Contract with AM.

10 Student Protection Scheme (Full Fee Paying International and Local Students only)

The AM hereby confirms and undertakes to the Student that it has in place a Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) (the "SPS") by way of a Student Tuition Fee Account (Escrow) pursuant to the terms and conditions of the CASE-PEO Agreement dated 15 July 2005 made between CASE and the AM. of the CASE-PEO Agreement dated 6 Jan 2005 made between CASE and the AM.

A copy of the master escrow agreement dated 9 September 2004 between CASE, DBS Bank Ltd and The HongKong and Shanghai Banking Corporation Limited (the "**Master Escrow Agreement**") and acceded to by AM on 20 November 2004 [is available at AM's website at www.am.edu.sg. The Master Escrow Agreement sets out, among other things, the details upon which AM shall establish an escrow account with HongKong and Shanghai Banking Corporation Limited (the "**Escrow Account**" with the "**Escrow Bank**") for the purposes of receiving payment of the Student's Tuition Fees and the circumstances in which the amounts in the Escrow Account shall be payable to AM and/or the Student.

[The Student acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement.]

AM and the Student agree that:

- a. The Student shall execute a student escrow confirmation in a form acceptable to the Escrow Bank (the "**Student Escrow Confirmation**") within 3 days of the date of the Standard Student Contract and deliver a copy of the same to the Escrow Bank within three (3) business days of it being so executed;
- b. AM shall issue payment vouchers, not less than thirty (30) days prior to the Commencement Date, to the Student in accordance with the terms of the Master Escrow Agreement and the Student shall submit such payment vouchers together with any payment made under Clause (c); and the Student shall pay the Tuition Fees directly into the Escrow Account on or before the dates specified in Schedule 2.1 of the Standard Student Contract.
- c. **No Double Claim:** For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from AM or the Escrow Bank, HongKong and Shanghai Banking Corporation Limited pursuant to a provision of this Agreement or the Master Escrow Agreement in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against AM or the Escrow Bank HongKong and Shanghai Banking Corporation Limited for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement.

11 Payment Method and Channels

a. Tuition fee

Payment of tuition fee is to escrow account by telegraphic transfer, cashier order or cheque in Singapore dollar. A receipt will be issued for the amount paid.

b. Non-tuition fees and additional fees

Payment of non-tuition fees and additional fees are to AM at the reception in the form of cash or cheque in Singapore dollar. A receipt will be issued for the amount paid.

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12 Over or Under-Charging

AM is committed to avoidance of over or undercharging.

Course fee schedule is clear and legible, reflecting the total amount payable and its breakdown.

The total amount of course fees payable and the breakdown are also clearly defined in the Standard Student Contract, fee schedule, payment vouchers and communication materials.

13 Non-Tuition Fees Incurred

AM clearly states non-tuition fees incurred.

The non-tuition fees and its breakdown are prominently displayed in the reception and clearly defined in the Standard Student Contract, payment schedules, payment vouchers and communication materials.

14 Confidentiality of Student Data

AM is committed to maintaining the confidentiality of the Student's personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student. Student's particulars are solely for the purposes of completing course submission.

Personnel are briefed on the confidentiality of student data and they understood by signing the letter of undertaking.

Your personal particulars are secured in locked office and student database is password protected. Only authorized personnel can access the file.

15 Modes of Communication

Student can get in touch with the School via the following ways:

Mailing Address:	20 Bideford Road #01-03 Wellington Building Singapore 239921
Telephone:	(65) 68380151 (5 Lines)
Fax:	(65) 68380153
Email:	amedu@singnet.com.sg
Website:	www.am.edu.sg

16 Self-Declaration by CEO

The CEO declares the important information:

- Student-teacher ratio: 40:1
 - Student redress policies: student complaint resolution procedure
 - Capacity: 500
 - Size and number of classrooms: 3 classroom of size 35 to 50
 - All types of fee payable in enrolment and course:
 - Tuition fee
 - Non-tuition fees:
 - Application fee
 - Course material / examination fee
 - Additional fees:
 - Re-module fee
 - Course material / examination fee
 - Late payment fee
- There is no collection of deposit
- Number of lecturers: 06



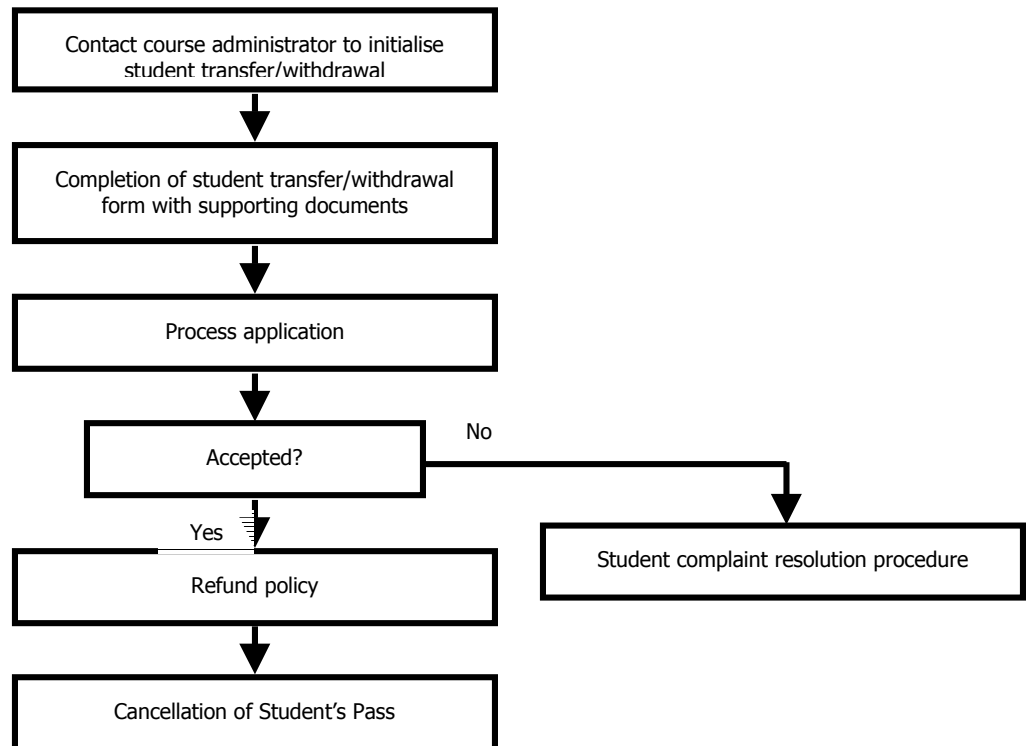
Dr Lim Boon Yeow, R.kt.J.
PhD (Queensland), MBA (Hull), MCIM, MMRSA, FAICD, FAPAs (Hon)

Chief Executive Officer
AM School of Business Studies

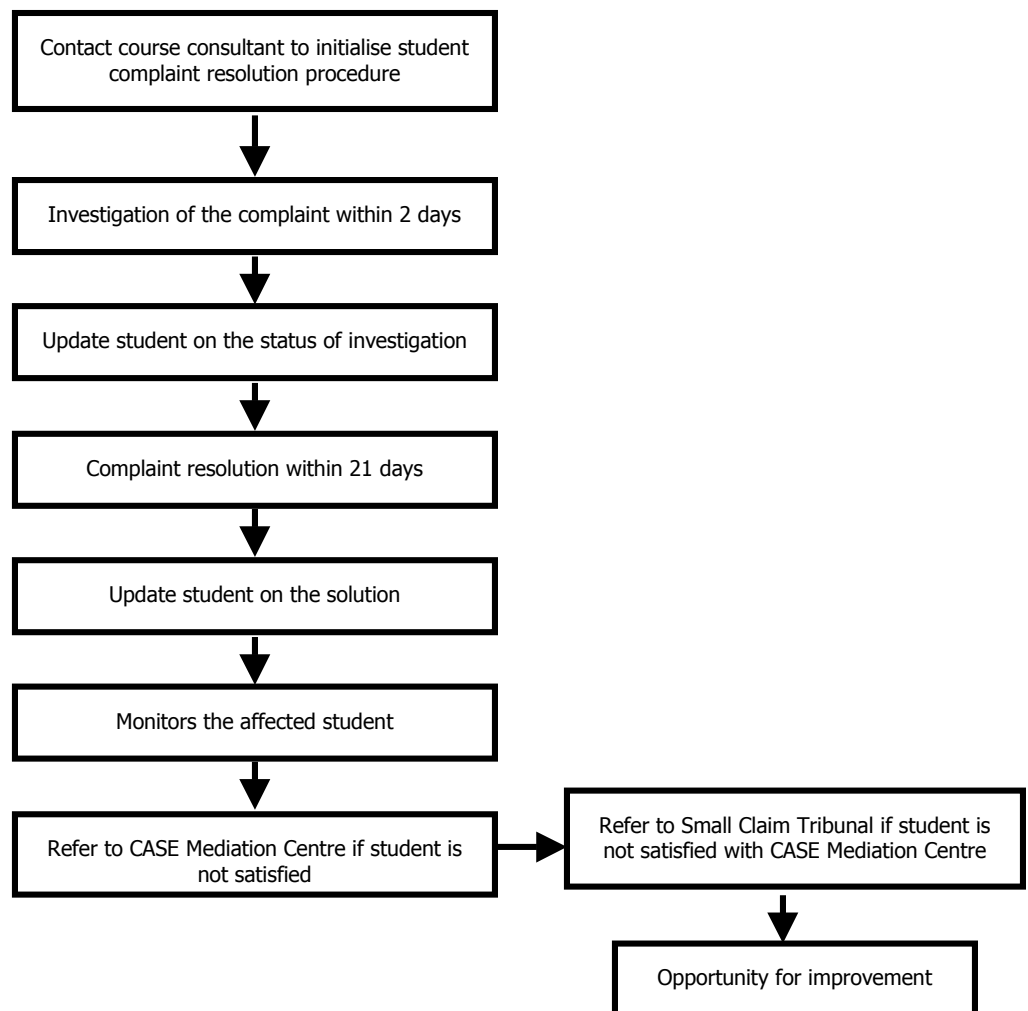
Adjunct Professor of Management
Faculty of Business and Government
University of Canberra
Australian Government Higher Education
Registered Provider CRICOS: #00212K

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17 Transfer/Withdrawal/Refund Application Procedure



18 Student Complaint Resolution Procedure



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19 Orientation Programme

The suggested orientation programme is conducted one week before the commencement of the course.

Time	Activities
2.00 pm	Welcome speech by CEO
2.05 pm	Introduce to the School and tour around the School
2.15 pm	Briefing on Student Handbook using the School's web site and course curriculum
2.30 pm	Briefing on Singapore using Singapore Tourist Promotion web site, www.singaporeedu.gov.sg
3.00 pm	Tea-break
3.15 pm	Academic writing skills workshop
5.30 pm	End

20 Assistance to Students

AM provides assistance to students facing difficulties adapting to the new environment. Please contact our course administrator if you need any assistance.

21 Accommodation

AM does not provide accommodation. However, information regarding accommodation can be found in Singapore Tourist Promotion Board web site: www.singaporeedu.gov.sg.

22 Post-graduation opportunities

AM provides advice on courses and post-graduation opportunities. Please contact our course administrator or trainer if you need any assistance.

23 Mode of notification of changes

In the event of any changes that affect the student, AM will inform the student in writing.

24 Punctuality

AM expects all students to be in class at least 10 minutes before the commencement of the lesson.

25 Attendance

Your attendance requirement is expected to be 100%. In the event that your attendance is less than 90%, your student pass will be cancelled. You have to apply leave to absent from class. The leave must be supported by relevant document. For sick leave, you have to support it with recognized medical leave certificate.

26 Attire and Grooming

AM expects all students to dress decently and groomed when in AM premises. Bermuda and slippers are not allowed.

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27 Inside the Classroom

AM expects students to be respectful to the teachers. If there is any grievance, our course administrators are available to listen to you. Food and drink are not allowed in class. Mobile Handphone has to be switched off in class. You are to be attentive to your teacher.

28 Outside the Classroom

You must not make any noise outside the classroom. No running around the training centre premises.

29 Unethical Sales Practices

AM do not condone unethical sales practices and its staff are trained and reminded the unethical sales practices are not acceptable. If you encounter any unethical sales practices, please do not hesitate to bring the matter personally to the Chief Executive.

30 Quality Assurance System

AM has a certified ISO 9001 quality management system in place since 2001 to enhance customer satisfaction and ensure consistent quality service level.

We assure you that there will be no disruption to the course programme except when there is a national emergency such as SARS or other outbreak of diseases, force majeure, strikes, war, riot and any other causes of such nature.

It is the school's policy to have a team of standby lecturers for all subjects since 1999. In the unlikely event that any lecturer is unable to make it to class, the standby lecturer for the affected subject will be activated. All lecturers are selected and qualified by Dr Lim, the Adjunct Professor of Management, the University of Canberra, and approved by the Ministry of Education.

31 Application Procedure

- Step 1: **Prospective student** makes enquiry by telephone or accessing this web site
- Step 2: **Prospective student** receives information on:
About AM School of Business Studies
Course details and pre-requisites
Student Protection Scheme
Application procedure
- Step 3: **Interested student** can make appointment to attend an interview
- Step 4: **Interested student** submits the application and attends a written English proficiency assessment
- Step 5: **Interested student:**
Submits Student Pass Application
Signs escrow confirmation letter
Makes payment for registration fee
- Step 6: **School** submits the escrow confirmation letter to HSBC bank
- Step 7: **HSBC Bank** acknowledges the escrow confirmation
- Step 8: **School** submits the escrow confirmation letter and student pass application to ICA
- Step 9: **Upon approval of student pass, the School issues:**
ICA approval letter
Escrow payment voucher
Letter of offer
Standard Student Contract
- Step 10: **Confirmed student:**
Signs Standard Student Contract
Make payment of tuition fee to escrow account
Make payment of non-tuition fee to the School
- Step 11: **Confirmed student** ready to commence study in Singapore

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32. University Preparation Programme (Diploma of Business Administration)

The University Preparation Programme - Diploma of Business Administration (DipBA) is designed for students who do not meet the normal university academic entry requirements and are concerned about coping in the normal university environment, then AM School of Business Studies offers students an alternative program.

On successful completion of the Diploma, students will be granted direct entry into the second year of the University of Canberra's Bachelor of Business Administration program. As such, the duration of study for both the Diploma and Degree will be 3 years only:

Year 1	University Preparation Programme (Diploma of Business Administration)
Year 2	University of Canberra, Bachelor of Business Administration
Year 3	University of Canberra, Bachelor of Business Administration

32.1 Programme Structure

The **Diploma of Business Administration** programme is an intensive coursework and assignment program. The Diploma of Business Administration programme consists of **8 core subjects** from the first year of the University of Canberra's Bachelor of Business Administration degree. The advantage of this approach is to allow you to combine the learning of specific skills needed for success at university level study with an introduction to the proposed university degree. The table below illustrates the typical subject selection for the diploma:

Core Subjects	
1.	Accounting for Managers
2.	Business Statistics
3.	Introduction to Information Systems
4.	Introduction to Management
5.	Introduction to International Business or Introduction to Marketing
6.	Introduction to Business Law
7.	Organisational Behaviour
8.	Introduction to Economics

Note: Allocation of the subjects is strictly by the sole discretion of the School and they might not be taken in sequence.

All foreign students are required to take the IELTS test conducted by the IDP Education Australia at the end of the Diploma of Business Administration and obtained a score of 6 and above to be eligible to study in Australia for the 2nd & 3rd year of the Bachelor of Business Administration from the University of Canberra.

32.2 Admission Requirements

General

- A levels - 2 x D's or better
- O levels - 3 x C's or better
- An aggregate score of 15 for the International Baccalaureate
- Mature age students (20 years of age and over at the commencement of the program) may be admitted without meeting the formal academic qualifications. Students must meet the relevant English requirements.

Academic requirements for students from the following countries:

Africa

- A levels - 2 x D's or better
- O levels - 3 x C's or better

Australia

- Year 12 UAI of 55 or more (Extended Diploma)
- Year 12 UAI of 59 or more

Bangladesh

- A levels - 2 x D's or better
- O levels - 3 x C's or better

Brazil

- Grade average of 6.0 in Secondary School Leaving Certificate

Brunei

- A levels - 2 x D's or better
- O levels - 3 x C's or better

China

- Senior Middle School Certificate with an average of 75% (ie average "B" or better)

Fiji

- Fiji 7th Form Certificate - aggregate of 200 in 4 subjects
- Fiji 6th Form Certificate - aggregate of 220 in 4 subjects

Hong Kong

- A levels - 2 x D's or better
- O levels - 3 x C's or better
- HKALE - 3 x E's or D & E
- HKCEE - 3 x C's or better

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India

- Secondary 10 + 2 qualifications 50% or better
- Secondary 11 with 60% or better in year 10

Indonesia

- SMA III Average of 6.5 in academic subjects

Japan

- Year 12 - successful completion of Kotogakko year 3 (80%)

Jordan

- Year 12 - General Secondary Education Certificate (Tawjiji) 45%
- A levels - 2 x D's or better
- O levels - 3 x C's or better

Kenya

- Kenyan Certificate of Secondary Education - C+ average over 8 subjects
- A levels - 2 x D's or better
- O levels - 3 x C's or better

Korea

- High School Leaving Certificate grade average of 3.0

Kuwait

- General Secondary Education Certificate 55%

Malaysia

- STPM 3 x E's or D & E or forecast equivalent
- SPM or GCE O Levels an overall average of 4B/5C
- Malaysian Independent Chinese Secondary Schools Unified Examination 70% aggregate score
- SA Matriculation aggregate of 59

Mexico

- Bachillerato Technico overall score of 80%

Pakistan

- Higher Secondary 10 + 2 qualifications 50% or better
- Higher Secondary 11 with 60% or better in year 10

Papua New Guinea

- Higher School Certificate C grade average in 3 subjects

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Philippines

- Satisfactory completion of the High School Diploma 65%
- National Secondary Aptitude Test 65%

Saudi Arabia

- Year 12 overall average of 55%
- Year 11 overall average of 65%

Singapore

- A levels - 2 x D's or better
- O levels - 3 x C's or better

South Africa

- Successful completion of year 11

Sri Lanka

- A levels - 2 x S's and 1 x C or better
- O levels - 3 x C's or better

Taiwan

- Senior Middle 3 (year 12) with C grades in 4 subjects
- Senior Middle 2 (year 11) with B grades or better in 4 subjects

Thailand

- Matayom 6 with GPA of 2.0 or 45%

Turkey

- Successful completion of the LISE Diploma with 5.25 aggregate

Vietnam

- Completion of high school with an average of grade 5

All students applying for the University Preparation Program: Diploma of Business Administration are required to sit for the pre-placement test.

32.3 Subject Outlines

Introduction to Management

The subject aims to introduce to students a broad range of management issues and experiences faced by managers in modern organizations. It relies strongly on a case study approach to learning to equip students with knowledge and skills that they can apply to fluid and often, ambiguous, work environments.

Learning outcomes: By the end of the subject students should be able to: understand the principal historical and current approaches to the study of management; apply the various theories of management to particular management situations; understand the tasks and competencies required in the practice of management; comprehend the range of complicating factors which prevent the study of management from ever becoming an exact science; and demonstrate basic competencies in the written and oral presentation of academic work.

Business Statistics

This is an introductory unit in statistics designed for students in commerce and management discipline areas. Emphasis is placed on the application of statistical techniques to those disciplines. Topics include populations and samples; the presentation and interpretation of data; measures of central tendency and variability; index numbers; simple linear regression and correlation; an introduction to time series; basic probability; the binomial, Poisson and normal distributions; and estimation and hypothesis testing. Analyses will be carried out using Microsoft Excel.

Learning outcomes: Upon completion of this unit, students will be expected to understand the nature and consequences of natural variability in data; express a problem in statistical terms; summarise data graphically and statistically, either manually or via a computer package; understand and interpret economic index numbers; understand the nature of a time series and how it is analysed; estimate and test parameters in simple situations; and understand basic statistical terminology in published material.

Accounting for Managers

Accounting for Managers provides non-accounting students with insights into the relevance of financial information for business planning and investment decisions. It consists of three interrelated parts: (i) examinations of the nature, meaning and purpose of financial information; (ii) discussion of management's corporate governance responsibilities with respect to the reliability of financial information; and (iii) case studies in business problem-solving, involving the use, where appropriate, of accounting and spreadsheet software.

Learning outcomes: Students will be able to: describe and critically evaluate the respective roles of the accountant, financial controller, treasurer and auditor in public and private enterprise; outline the concept of corporate governance as it relates to the reliability of financial information; interpret, analyse and use information contained in published financial reports for making informed investment decisions; interpret, analyse and use management accounting information for business planning and control; evaluate capital investments using the principles of discounted cash flow; and use accounting and spreadsheet software to support decision-making. In addition to having acquired subject specific knowledge, students should also have improved their generic skills, such as report writing; problem solving;

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the ability to act and think independently; the ability to collaborate with colleagues; and in the use of information technology.

Introduction to Economics

This unit is designed to equip students who have little or no knowledge of economics with a clear and up-to-date commentary of the economy. The topics covered will provide all the information necessary to enable discussion of government policy, international trade, the financial sector, and the economy's main industries (agriculture, manufacturing, mining and services).

Learning outcomes: At the end of this unit students should understand the basic principles of economics and the forces that have shaped the Australian economy; appreciate how social, economic and political forces have interacted to develop key economic institutions; and understand how economic policy is formulated. The unit will provide students with an appreciation of the relevance of economics to policy debate and issues.

Introduction to International Business

This unit will cover a range of topics relevant to both the environment and competitive strategy of international business. Topics will include globalisation, International Trade and Payments, geographical, cultural and institutional factors, regional blocs and markets, international dimensions of marketing, strategic management, human resource management, and e-business.

Learning outcomes: On completion of this unit students will be able to appreciate the major factors and issues affecting the development of international business; appreciate the international context in which businesses operate; recognize the impact of social, economic and cultural factors on the business environment; and understand how geographical and institutional forces shape international trade.

Information Systems in Organisations

Students will be introduced to the Informatics discipline as the study of the use of information technology, particularly as applied through information systems, in conducting the work of government, business and other organisations. Students will gain a conceptual framework for understanding the nature and purpose of Informatics by examining typical kinds of information systems, the data, information and knowledge they embody, the technologies they deploy and the management and social issues they raise.

Learning outcomes: On successful completion of this unit, students will be able to discuss the nature, kinds, components and impacts of information systems and their use as a fundamental part of organisational processes. They will be able to interpret the concepts of systems, information and technology, give examples of the methodologies used in building information systems and recognise the roles of the various stakeholders in the development and operation of systems. They will have developed written, oral and visual communication skills and be able to apply them.

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Introduction to Business Law

This course aims to provide students with a basic founding in law and legal processes in Australia, leading to an examination of the law of contract, agency, negligence, and consumer protection. The examination of basic law and legal processes concentrates on the structure of law, legal reasoning and the use of precedent. It also examines techniques for statutory interpretation, focusing on commercial law and legal issues. Critical aspects of the law of contract, the law of agency, the civil wrong of negligence, consumer protection and the sale of goods including application of the Trade practices Act will form the focus of the course.

Introduction to Marketing

The aim of this subject is to give students an understanding of and a feel for the role of the marketing manager through an introduction to the basic problems and practices in marketing management. This subject includes such topics as the marketing environment, analysing marketing opportunities, organising of marketing covering product price decisions, channel decisions, physical distribution decisions, communication-promotion, advertising decisions, sales force decisions, and controlling and evaluating marketing programs.

Learning outcomes: On completing this subject students should be able to be capable of: analysing marketing environments; design appropriate marketing strategies for specific market segments; evaluate strategies and their impact; prepare a basic but effective marketing plan for a small business enterprise/charity/or public sector service.

Organisational Behaviour

Prerequisite: Introduction to Management.

This subject is designed to assist students in developing their people skills so that they can become a state-of-the-art manager. This will be achieved by providing students with the concepts, theories, issues and insights into the behavioural aspects of individuals and work groups. The purpose of this subject is to study human behaviour in organisations at the individual and group level and to identify the effect of organisation structure and processes on behaviour.

Learning outcomes: Upon completion of this subject students will have developed or improved their skills in analysis and problem solving; academic competencies as they relate to written and oral presentations; application of basic and enduring principles developed from the study of organisational behaviour as they apply to the workplace; comprehension of the interactions between the various theoretical approaches in organisational behaviour.

32.4 Programme Assessment

Assessment for each subject in a student's programme is based on the student's performance in such written examinations, assignments, class work, practical or other work as prescribed for the subject by the School.

If students fail to make satisfactory academic progress in their course, they may be sent a "warning" or may be asked to "show cause" why they should not be excluded from their course. The criteria on which the School will decide whether or not a student's academic progress is satisfactory.


Notification of Results of Assessment

The grading system is as follows:

- HD** High Distinction.
- D** Distinction.
- CR** Credit.
- P** Pass.
- NX** Fail result based on failure to reach pass grade in a subject having completed all the subject assessment requirements.
- NC** Fail result based on failure to complete one or more of the assessment requirements for the subject.
- NN** Fail result based on non-participation in a subject.
- WH** Withheld result.

32.5 Awards

Students who have successfully completed the programme will be awarded the Diploma of Business Administration. They are eligible to apply for the Bachelor of Business Administration from the University of Canberra and complete the program within 24 months in Singapore. The degree of Bachelor of Business Administration is the same as that awarded to the on-campus students in Canberra. View credit transfer arrangement below:

UNIVERSITY OF CANBERRA 

Credit Transfer Arrangement

Institution: AsiaInstitute of Management
Arrangement Type: Credit Arrangement
UC Division: Business, Law & Information Sciences
UC Course: 761AA - Bachelor of Business Administration
External Course: DBA - Diploma of Business Administration
UC Contact Person: Dr Doug Davies
Location: 6 D30
Phone: (02) 6201 2894
Email: Doug.Davies@canberra.edu.au

External Inst. Person:
Credit Overview: 24 credit points advanced standing
Credit Detail: 24 credit points advanced standing as follows:
24 credit points for the units:
005617 Accounting for Managers (credit pts: 3, level: 1)
006355 Introduction to Economics (credit pts: 3, level: 1)
004207 Introduction to Management (credit pts: 3, level: 1)
006357 Introduction to Marketing (credit pts: 3, level: 1)
005423 Business Statistics (credit pts: 3, level: 1)
006348 Information Systems in Organisations (credit pts: 3, level: 1)
004877 Introduction to Business Law (credit pts: 3, level: 1)
*004818 Organisational Behaviour (credit pts: 3, level: 1)

[Reference]: [Typical UC Study Program](#)

* Unit is not available in Semester 2, 2008

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32.6 Application

Applicants should submit the completed application form, certified true copies of certificate/s and transcripts together with an application fee of **S\$200.00** payable before the closing date to: **AM School of Business Studies**

32.7 Suggested Teaching Model

There are 2 suggested teaching model that students can opt:

Model 1: Consists of **4 terms** (January to March, April to June, July to September and October to December). These 4 terms, provides a more gradual transition into the university study.

Based on 2 subjects per term (12 weeks cycle)

Week 1 to 10: Classes 2 or 3 times a week

Week 11: Examination preparation week

Week 12: Examination Week

Model 2: Consists of **2 semesters** (February to June and July to November). These 2 terms, provides a similar university study period in Australia.

Based on 4 subjects per semester (12 weeks cycle)

Week 1 to 10: Classes 4 or 6 times a week

Week 11: Examination preparation week

Week 12: Examination Week

32.8 Fee structure

No.	Description of payment	SGD
1	Tuition fee per subject is SGD 750 Total tuition fee = SGD 750 x 8 subjects	6,000
	Administrative fee (non-refundable): (one-time payment regardless of the duration of study with the school)	1,500
Total Tuition Fee Payable		7,500
2	Non-tuition fee (non-refundable): Application fee Course materials and examination fee for 8 subjects (S\$250 per subject)	200 2,000
Total Course Fee payable		9,700
3	Additional fees: Re-module tuition fee per subject Re-module course material and examination fee per subject Late payment fee per month	750 250 25

Notes: Except for non-tuition fee and administrative fee, all fees paid are subjected to clause 2 refund policies of the Standard Student Contract. For tuition fee, payment will be to Escrow Account by cheque or telegraphic transfer. For non-tuition fee, administrative fee and additional charges, payment will be to AM School of Business Studies by cheque or cash. There is no GST.

AM School of Business Studies reserves the right to vary the programme structure, content, and all terms and conditions relating to the Diploma of Business Administration programme at its sole discretion.

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33 Contact us

If enrolled students need consultation with regards to your assignments, theoretical concepts and or personal problems please do contact us on the following options, and we will arrange a consultation time to meet up with you.

Tel: (65) 6838 0151 (5 lines)

Fax: (65) 6838 0154

Address: 20 Bideford Road #01-03 Wellington Building Singapore 229921

Mailing Address: P.O. Box 337, Robinson Road, Singapore 900637.

- For enquiry about the course, please send us an email (amedu@singnet.com.sg).
- For current students, please send us your suggestion, compliment or complaint by email (amedu@singnet.com.sg).