



## ADVANCED DIPLOMA IN BUSINESS STUDIES

**Awarded by** : Raffles College of Higher Education, Singapore  
**Intakes** : January, April, July and October  
**Duration** : 9 Months (Full-time)

### Modules

#### Management Essentials

The aim of this module is to explore the processes and functions of management in today's management practices.

Credit Points: 15

#### Organisational Behaviour

The module focuses on behavior in organisations and covers all the key concepts needed to understand, predict, and respond to the behavior of people in real world organisations.

Credit Points: 15

#### Business Information Technology

The aim of this module is to introduce students the knowledge of information technologies that are used to create and enhance both competitive positioning and effective management practices in the current business context.

Credit Points: 15



### **Introduction to Marketing**

The aim of this module to introduce the main marketing principles as applied in consumer, industrial and service organisations. It examines the manner, in which firms can gain competitive advantage by adopting a consumer orientation.

Credit Points: 15

### **Fundamentals of Finance**

To provide students with a basic overview of the different areas of finance: personal, governmental, banking, and corporate finance.

Credit Points: 15

### **Microeconomics**

This module is designed to provide students with an in-depth understanding of the importance of economics in the business environment.

Credit Points: 10

### **Human Resource Management**

The purpose of this module is to introduce students to the principles and practices of Human Resource Management as applied to an organization.

Credit Points: 15

### **Introduction to Business Law**

This module will enable students to develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognizing the need to seek further specialist legal information where necessary.

Credit Points: 15



### **Entrepreneurship and Small Business Operation**

This course aims to provide students with a solid foundation in the creation of competitive sustainability for small business operations in a dynamic business environment. Students will learn what need to be done before any business venture is started.

Credit Points: 15

### **Macroeconomics**

The aim of this module is to provide students with knowledge of how national and global economies function is important for assessing the prospects for companies and for financial portfolios. This module will develop the understanding of how decisions by consumers, firms and government are interlinked, and impact on interest rates, exchange rates and the overall level of economic activity.

Credit Points: 10

### **Financial Accounting**

This course aims at introducing students to the fundamentals of bookkeeping and principles of financial accounting. It explains the accounting equation, identifies steps to complete the accounting cycle and discusses the role of accounting records in an organization. It further explains the differences between cash and accrual accounting, the nature of general-purpose financial statements, the role of accounting information in making economic decisions and discusses the significance of accounting systems in providing relevant and reliable information. It also exposes students to financial statement analysis and interpretation of financial ratios.

Credit Points: 15

### **Business Portfolio**

This module provides both concept and practical knowledge to the students in order to produce a Business Portfolio that aims to demonstrate their value to their potential employers, highlight student's work readiness and eligibility for admission to an organization.

Credit Points: 15

### **Business Essentials**

The module is an introductory course on modern business organization, practices, and management. The module covers the significant aspects of business and provides a foundation backdrop on the dynamism of the business world and the paradigms and governance that embraces its existence, covering the general aspects in its most basic forms.

Credit Points: 15



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## **Business Computation**

The objective of this module is to develop the student's ability to reason with and apply simple mathematical concepts and formulae in a business environment.

Credit Points: 15