

ST. FRANCIS METHODIST SCHOOL

COURSE DETAILS – HND BTEC Year 1 or Year 2 - SCHEDULE 1

1) Course entry requirement(s)

- a. Five credit passes in Singapore-Cambridge GCE “O” level or IGCSE London or its equivalent including a pass in English or IELTS of 5.0;
- b. Foreign equivalent education level and subjected to passing Admission Test if required.
- c. Students who do not meet the course entry requirements will be required to attend English Immersion Programme (Foundation) for a minimum of 3 months.

2) Course learning outcome(s)

- a. Students will be provided with a broad base of learning in Business and business related subjects. The course prepares them for entry into a final year of a degree programme (subjected to obtaining at least 50% grades of credit or distinction) after two years of study leading to Higher Diploma in Business.
- b. Students will be prepared for business or commerce track to University education.

3) Module synopses

A 2 years programme. Students will have to take a minimum of 8 core subjects and 8 electives as follows:

Core Subjects

- | | |
|------------------------------------|----------------------------------------------|
| 1. <i>Marketing</i> | 5. <i>Business Environment 1</i> |
| 2. <i>Managing Financial</i> | 6. <i>Common Law 1</i> |
| 3. <i>Resources and Decisions</i> | 7. <i>Business Decision Making</i> |
| 4. <i>Organisational Behaviour</i> | 8. <i>Business Strategy Research Project</i> |

Elective Subjects

- | | |
|--------------------------------------------|------------------------------------------------------------------------------------------|
| 1. <i>Small Business Enterprise</i> | 5. <i>Management Accounting</i> |
| 2. <i>Managing Communications</i> | 6. <i>Financial Reporting</i> |
| 3. <i>Knowledge and Information</i> | 7. <i>Human Resources Management</i> |
| 4. <i>Working with and Learning people</i> | 8. <i>Sales Planning and Operations or Introduction to the Internet & E Business</i> |

Note: Subjects will be offered in modular so that we can enrol students on commencement of every term.

4) Course schedule with modules and/or subjects

Students are expected to enroll in a minimum of 16 compulsory subjects for the 2 years. Each semester, the students would have to complete 4 subjects. The school allocate at least 5 to 9 per periods per subject per week depending on the breadth and depth of the subjects.

GRADING

Distinction
Merit
Pass
Fail

 Students will be required to re-submit assignment.

5) Scheduled holidays (public and school) and/or semester/term break for course

School Holidays:

13 March – 21 March
12 June – 27 June
4 September – 12 September
4 November – 31 December

Other Holidays:

1 Jan New Year's Eve
14 – 17 Feb Chinese New Year Holiday
2 April Good Friday
1 May Labour Day
28 May Vesak Day
9 August National Day
10 September Hari Raya Puasa
5 November Deepavali
17 November Hari Raya Haji
25 December Christmas

6) Examination and/or other assessment period

Internal Assessments

Term 1 - 28 Jun to 3 Sep 2010 - Continual Assessment (Assignment and Test)
Term 2 - 13 Sep to 19 Nov 2010 - Continual Assessment (Assignment and Test)
Term 3 - 4 Jan to 11 Mar 2011- Continual Assessment (Assignment and Test)
Term 4 - 21 Mar to 10 Jun 2011 - Continual Assessment Assignment and Test)

Moderators from Exdecel International will moderate assessments and internal examinations (if applicable).

7) Expected examination results release date

Internal Assessments

2nd week of September;
4th week of November;
3rd week of March;
3rd week of June.