



## ACE Real People | Real Results



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Bringing World-class Education Closer to you!

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ACE reserves the right of final interpretation@2022



**Paid Internship  
+  
Job Opportunities\***

## HOSPITALITY MANAGEMENT BUSINESS MANAGEMENT IT MANAGEMENT LOGISTICS AND SUPPLY CHAIN MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT

### Hospitality Management \*

- Certificate
- Diploma
- Advanced Diploma
- Higher Diploma
- Post-graduate Diploma

### Business Administration \*

- Diploma
- Advanced Diploma
- Higher Diploma
- Post-graduate Diploma

### IT Management \*

- Diploma
- Advanced Diploma
- Post-graduate Diploma

### Logistics and Supply Chain Management \*

- Diploma

### Accounting and Financial Management

- Diploma



## About AMERICAN CENTER FOR EDUCATION (ACE)

The American Center for Education (ACE) is registered with the Committee for Private Education (CPE), Singapore. CPE is the official governing organization for Private Education institutions (PEIs) in Singapore. ACE is a higher education provider in Singapore established in 2007 through collaboration with partners in the University of Wisconsin System, USA.

ACE offers promising higher education programs leading to both American education system and British education system. ACE helps students to acquire the knowledge, skills and confidence they need to succeed in today's challenging world market for talent.



### MISSION

To provide students with a world – class education and an open – minded, global perspective in an inclusive learning environment

### VISSION

The American enter for Education offers a model of excellence in higher education in Asia, producing students who are well prepared to succeed in their future endeavors.

### CORE VALUES

Integrity  
Academic Excellence  
Inclusiveness  
Continuous Improvement

## MESSAGE FROM THE CHAIRMAN OF EXAMINATION BOARD

Dear Students and Parents,

Welcome to American Center for Education (ACE).

At ACE we are committed to providing our students with access to a high-quality education based on the American system. The broad knowledge base and skills experience in the ACE curriculum prepares students to pursue further educational opportunities and to take place in the dynamic global society. The ongoing involvement of experienced American educational professionals assures that ACE academic programs will continue to meet the highest standards. Furthermore, all members of the staff at ACE are devoted to giving personal attention to every student.

Your success in achieving your educational goals is our number one priority. We at ACE will help you realize your highest aspirations and ambitions.



### Dr. Douglas Johnson ACE Chairman of Examination Board

Former Interim Associate Vice Chancellor  
for Academic Affairs and Director of Graduate  
Studies at the University of Wisconsin – River Falls, USA



# Academic Board & Examination Board



**Douglas Johnson, Ph.D. (Chairman of the Academic Board & the Examination Board)**  
Dr. Johnson is the International Liaison and Professor Emeritus from the University of Wisconsin - River Falls (UWRF), USA. He was the Interim Associate Vice Chancellor for Academic Affairs and Director of Graduate Studies of UWRF before retirement. Dr. Johnson has been with UWRF for more than 30 years. In recognition of his excellent performance, Dr. Johnson has been awarded the Outstanding Teaching Award for 1988 and 1999 in Biology. Dr. Johnson holds a B.S. from Ohio University and a Ph.D. from the University of Minnesota.

**Robert Baker, Ph.D. (Member of the Academic Board & the Examination Board)**  
Dr. Robert Baker is Professor Emeritus of Plant and Earth Science at the University of Wisconsin-River Falls (UWRF), and Academic Director of the Sustainable Management major. Dr. Baker received his Ph.D. from the University of Minnesota in 1977. He was Associate Dean of the College of Agriculture, Food, and Environmental Science, UWRF, from 2006 to 2007. From 1987 to 1995 and from 1998 to 2006 he was the Chairman of the UWRF Department of Plant and Earth Science. He was the Chair of the University of Wisconsin-River Falls Faculty Senate from 1998 to 2000.

**Lim Kee Chong, Chris (Member of the Academic Board & the Examination Board)**  
Chris graduated from Dartmouth College with double major in Chemistry and Economics. He spent ten years in the Singapore Public Service in a range of appointments spanning policy, planning and organisational development roles. This included postings with the Agency for Science, Technology and Research, Ministry of Trade and Industry, Public Service Division, and the Ministry of Education. While at MOE, he worked with the higher education sector in Singapore, including on funding, planning of student places, and the development of major collaborations with top global universities.

**Shanti Sekhar (Member of the Examination Board)**  
She has earned two Masters Qualifications, one in Masters in Business Administration from Newport University and another being Masters in Engineering from the National University of Singapore (NUS). She has over 35 years of working experience in the areas of Business Administration, Computing, and Engineering. This includes working as a member of Senior Management in a large Multinational Engineering firm, as well as working in the Training and Consultancy.

**Foo Cheng Fok, Ph.D. (Member of the Academic Board & the Examination Board)**  
Dr. Foo Chek Fok graduated at The University of Manchester in UK with BSc (Hons), MSc and PhD all in Electrical Engineering. He worked as electrical power engineer in the Singapore Power Utility Board and at the Nanyang Technology University Singapore as Associate Professor and Vice-President. He then held also various academic and administrative appointments in Malaysia and China

# 10 KEY ADVANTAGES OF ACE



**1.Course syllabus originally provided by USA Education Partners**  
The school curriculum introduces the original courses of the University of Wisconsin, university partners and colleges in Florida. Based on the syllabus and quality management system of the Wisconsin College of Arts and Sciences, it combines with the courses of Florida partners. A first-class American university curriculum structure to set up and maintain the consistency of the curriculum and teaching levels of US campuses. Students can apply to all US universities from Singapore.

**Supported by Century-old Universities**  
The American Center for Education, Singapore campus works closely with the Centennial University of Wisconsin in the United States. It is also recognized by the representative of the State University of New York, university partners and colleges in Florida.

**International Education Solutions**  
The American university credit system helps students to enter the top universities in the United States and receive the diploma from their ideal university. We provide students with free transfer opportunities in Singapore and United States, so that students can obtain different learning experiences, learning platforms and provide shortcuts for entering the world’ s top 50 famous universities in the future.

**Blended Learning and Interactive Teaching**  
Courses are contextualised to the needs, requirements, and competence of the students and to improve students’ knowledge level and gain further understanding in their subjects. Students will learn through interactive teaching to achieve satisfactory results and to have a solid grasp of the course content, laying the foundation for continuing study in the United States, Australia, United Kingdom, Canada, and other countries.

**15 years of international education experience in the Education Industry**  
ACE has a history of 15 years and has accumulated vast experience in teaching, providing students with industry-based lectures and discussions that will equip them as they step out into the international scene.

**Professional Faculty Team**  
ACE has registered professional faculty members to deliver various courses with relevant experience in the industry in which they are teaching.

**Quality Education**  
ACE is registered with Committee for Private Education (CPE) in Singapore. Module credits are recognized by many universities and colleges in the United States. Thus, ensuring that students get the quality of education they best deserve.

**English Preparation Courses**  
ACE provides English preparatory courses for students who are unable to meet the language requirements of the universities.

**Affordable Costs**  
The average tuition fees in Singapore are 20%-25% lower than US Universities considering the cost of living and safety of foreign students.

**Recognition of Higher Education Qualification**  
ACE’ s higher education qualifications are well recognized by the Ministry of Education in many countries including China and India.



# WHY STUDY IN SINGAPORE? ”

## ► A Multi-cultural Society

Singapore is a multi-cultural society where people are respectful of different religions, cultures, and races. There are four official languages in Singapore – English, Chinese, Malay and Tamil. Such diversity enables Singapore to attract international students across many countries around the world. International students in Singapore grow in this environment, experiencing a mix of multi-cultures and still being able to rely on English as the medium of communication.

## ► A Global Reputation for Academic Excellence

Singapore has a reputation for academic excellence across the world. The nation’s education system is considered world-class and boasts academic talent that is both highly advanced and competitive. To provide international students with a high level of professional teachers. Singapore government also gives more importance to invest in education.

## ► Safe and Secure Environment

The Economist Intelligence Unit (EIU) ranked Singapore as the second safest city in the world. Laws in Singapore are strictly enforced, which explains its very low crime rate and its reputation as one of the safest countries. Therefore, for many international students living away from home can cause no worries for both students and their families.

## ► A High-Quality Life

Singapore is considered as an efficient city planning, a developed economy, convenient transportation, a warm climate, and friendly society atmosphere. All this makes Singapore a study destination suitable for different people across the nation. Singapore also embraces a rich culture of art, history, food, natural scenery, and leisure activities attracting many travellers every year.

## ► Top Industry Connection and Ideal Employment

Singapore gained its independence in 1965 and since then has flourished and grown into an economic powerhouse. Today, it is a leading industrial centre for different industry such as information technology, tourism, engineering, and professional services. Many multinational companies have set up their headquarters in Singapore and its connectivity as well as influence in region for both eastern and western cultures are welcoming towards foreign investments.

## ► Living in Singapore as a Resident

According to the Singapore Immigration and Checkpoints Authority (ICA) in December 2017, international students studying in Singapore can directly apply for Permanent Residency (PR), provided they have met the 3 criteria: studying in Singapore, living in Singapore for more than 2 years, and passing a Singapore National Examination (PSLE) /N level/O level/A level, etc.). For detailed and accurate information, please refer to <https://www.ica.gov.sg>.

# OVERVIEW OF SINGAPORE’S INDUSTRIES

## Overview of the Hospitality Industries

Tourism and hotels are among Singapore’s most important economic development industries. As the most developed country in the world. Singapore’s tourist increases year by year. Apart from the world-class resorts where services include wine, shops, conference facilities, casinos, entertainment shows, theme parks, luxury retails, and fine dining. These resorts provide Singapore with more than 40,000 travel and hotel jobs. Therefore, students studying in the field of hospitality will have good employment opportunities after graduating in Singapore.

## Overview of the Business Industries

The Business service sector in Singapore contributes and takes hold of proportion of the economy and employs a large number of professionals and skilled workers. This is largely linked to wholesale & retail trades, manufacturing and financial services. The composition of this sector has changed over the last decade and permeated traditional segments such as real estate. This has helped to insulate companies when domestic market conditions have been soft.

## Overview of the IT Management Industries

Singapore is one of the most wired countries and technologically advanced information and Communications Technology (ICT) markets in the world. Singapore is a matured market and an early adopter of new technologies and solutions and offers world-class ICT infrastructure and vibrant ecosystem of technology partners. The Singapore Government plays an important role in driving demand and adoption of technology and communications. Smart Nation journey began in 2014, with the vision to create new opportunities and to better the lives of the people.

## Overview of the Logistics and Supply Chain Management Industries

Today, Singapore is a prime location for major logistics firms with the top global players conducting operations. Most of them, like UPS and FedEx, have set up their global HQ functions in Singapore. Major logistics and supply chain operations with specialized capabilities and conducting innovation to provide new supply chain solutions.

## Overview of the Accounting and Financial Management Industries

The financial services industry is a broad sector that addresses the financial needs for individuals and corporations which includes both traditional institutions with long histories, as well as companies providing banking, investing, and insurance. Due to the rapid proliferation of powerful technology (smartphones, mobile apps, risk decision analytics, and so on) over the past 15 years, the industry is undergoing massive change. Singapore has established itself as a leading global financial services centre. According to the Global Financial Centres Index (GFCI), Singapore was ranked the third most competitive financial centre in the world.





# INTRODUCTION TO HOSPITALITY MANAGEMENT “

Our Hospitality Management courses are created for students who aspire to start a career in the fields of hospitality, travel and tourism and would like to take a greater responsibility in the service industries but lack the necessary formal education and training.

The Hospitality programmes aim to provide relevant knowledge that can help students to achieve their dreams of future rewarding careers in the field of the hospitality industry. Students will learn unique combination of management skills as well as best industry practices and operations in the hospitality field. This will help aspiring students to be more creative, flexible, and competitive in the world of hospitality, travel, and tourism.

### Certificate in Hospitality Management

Certificate in Hospitality Management serves as an introductory course towards a fulfilling career in the Hospitality Industry. It opens the doorway towards a wide myriad of opportunities in hospitality travel and tourism. At the end of the course, students would gain an understanding of the Hospitality Industry and can decide if they would want to continue furthering their studies in the industry. They can start working in the entry level positions after graduation in restaurants, bars, and hotels.

### Diploma | Advanced Diploma in Hospitality Management

Diploma | Advanced Diploma in Hospitality Management allows students to have a detailed understanding about the nature of the hospitality industry so that students would be well-prepared to succeed in their future endeavours in the Hospitality Industry. A student can apply for enrolment in bachelor’s degree program to further their education in partner universities.

### The Post-graduate Diploma in Hospitality Management

The Past-graduate Diploma in Hospitality Management focuses on the latest developments in the hospitality and tourism industry, and it will help the students to identify and understand the techniques and theory implied in the hospitality and tourism environment. Furthermore, this program enables students from other disciplines the opportunity to make a change in their career and enter the vibrant hospitality and tourism industry. This course consists of 6 months of theory and 6 months of on-the-job training (OJT).

## CAREER OPPORTUNITIES IN HOSPITALITY MANAGEMENT

Graduates can engage in service-related fields such as in hotels, travels, exhibitions, restaurants, and gaming venues with jobs positions such as hotel executive/manager, restaurant executive/manager, casino ambassador, travel arrangement consultant, event planner, holiday arrangement consultant, etc.



# HOSPITALITY MANAGEMENT MODULES “

Module	Diploma	Advanced Diploma	Post-Graduate Diploma
Core Modules	1.SHSMA 1103 Introduction to Hospitality and Tourism 2.SHSMA 2173 Convention and Meeting Management 3.SHSMA 2144 Food/Beverage Management Cost Control 4.SHSMA 2172 Hospitality Sales and Marketing Management 5.SHSMA 1162 Hotel/Lodging Management 6.SHSMA 1143 Principles of Food Production and Sanitation 7.SHSMA 2174 Front Office Operations 8.SHSMA 2201 Tourism Management 9.SHSMA 2202 Human Resource Management in Hospitality 10.SHSMA 2203 Beverage Management  *DHM students must complete a total of 6 modules including at least 3 core modules and at most 3 elective modules. *ADHM students must complete a total of 12 modules including at least 6 core modules and at most 6 elective modules.		1. Consumer Experience and Behaviour 2. International Travel and Sales Distribution 3. Internet Marketing for Tourism Business 4. Managing project Teams 5. Methods and Research in Hospitality Management 6. Strategic Marketing and Customer Service  *PGDHM students must complete a total of 6 core modules.
Elective Modules	1.SEN 101 English Writing 1 2.SEN 102 English Writing 2 3.SACCT 231 Principles of Accounting 1 4.SENG 1103 Business English Writing 5.SENGL 101 Freshman English for International Students 6.SCOMM 1111 Interpersonal Communications 7.SCSTA 116 Business and Professional Communication 8.SECON 202 Principles of Macroeconomics 9.SECON 201 Principles of Microeconomics 10.SMGMT 250 Global Business Society 11.SPHIL 320M Business Ethics		12.SMIS 100M Fundamentals of Information Technology in Organizations 13.SCSIS 215 Information Systems for Business Management 14.SBIS 311 International Business 15.SMNGT 480M International Marketing 16.SECON 100 Modern Economics 17.SPSYC 101 General Psychology 18.SSOCI 100 Introduction to Sociology 19.Operations Management 20.Technology and Cyberspace: Ethics and Issues 21.Information Privacy, Security and Continuity 22.Essentials of E-Commerce  Applies to Certificate, Diploma and Advanced Diploma only
Internship Program	SHSMA 2096 Internship in Hospitality; Food and Beverage ACE has signed numerous agreements with hotels, town clubs, restaurants, and shops for students to gain work experience as part of their studies. This is known as Internship/Attachment or On-The-Job Training (OJT). ACE is a firm believer in providing holistic education to the students. As such, internship is a vital component of the hospitality courses. By passing the internship, students would, then, have demonstrated their understanding of the theories that they have acquired in the classrooms. As a result, they can be successful in their future endeavours.		

\*Please check the college website for the latest course details





# INTRODUCTION TO BUSINESS ADMINISTRATION “

Our Business Administration courses give students an all-rounded knowledge of business and management skills required to start a career and succeed in the competitive marketplace. Students who plan to establish their future careers in the business field will gain a good perspective on Business Management, Finance Management, HR Management, Marketing Management.

## Diploma | Advanced Diploma in Business Administration

The Business Administration programs are designed for students who wish to pursue a career in business. The programs provide a combined exposure to communication skills and social sciences with other science subjects while preparing the students for a wide range of careers in business, government, and non-profit organizations. Upon completion, the students will gain multi-disciplinary business acumen and real-world working knowledge to prepare them to meet the demands of their future profession.

## The Post-graduate Diploma in Business Administration

American Canter for Education offers the Post-Graduate Diploma in Business Administration to all local and international students to further enhance their knowledge and skills in the field of business administration. This forward-looking programme uniquely combines the students’ critical thinking and decision-making sills to equip them to be future-ready in the competitive business world. This program aims to broaden the perspectives of these young professionals who will be able to face the challenges of the working world with powerful new insights and creative ideas.

## CAREER OPPORTUNITIES IN BUSINESS ADMINISTRATION

Graduates can find business services related positions in a wide range of industries. Some positions include Administrative Manager Business Consultant, Business Development Assistant, Enterprise Management Assistant, Human Resources Consultant, Financial Analysis Consultant, Customer Service Consultant, etc.



# BUSINESS ADMINISTRATION MODULES “

Module	Diploma & Advanced Diploma	Higher Diploma	Post-Graduate Diploma
Core Modules	<div>1.SENGL 121M: Writing Intensive I</div> <div>2.SENGL 231 M: Writing Intensive II</div> <div>3.SCOMM 231M: Interpersonal Communication</div> <div>4.SENG 1103: Business English Writing</div> <div>5.SCSTA 116: Business and Professional Communication</div> <div>6.SECON 100: Modern Economics</div> <div>7.SPSYC 312M: Research Methods</div> <div>8.SMATH 115M: College Algebra</div> <div>9.SMATH 120M: Pre-Calculus</div> <div>10.SHIS 361M: History of Asian Americans</div> <div>11.SCOMM 233M: Introduction to Intercultural Communications</div> <div>12.SMIS 100M: Fundamentals of Information Technology in Organizations</div> <div>13.SSTAT 201M: Statistics I</div> <div>14.SECON 201M: Macroeconomics</div> <div>15.SECON 202M: Microeconomics</div> <div>16.SACCT 210M: Financial Accounting</div> <div>17.SSOCI 101M: Introduction to Sociology</div> <div>18.SREL 304M: Introduction to World Religions</div> <div>19.SMNGT 480M: International Marketing</div> <div>20.SPHIL 320M: Business Ethics</div> <div>21.SPSYC 100M: General Psychology</div> <div>22.SECON 311M: Economics of the Environment</div> <div>23.SMNGT 250: Global Business and Society</div> <div>24.Operations Management</div> <div>25.Technology and Cyberspace: Ethics and Issues</div> <div>26.Information Privacy, Security and Continuity</div> <div>27.Essentials of E-Commerce</div> <div>*DBA students shall complete a total of 8 core modules.</div> <div>*ADBA students shall complete a total of 16 core modules.</div>	<div>1.International Business</div> <div>2.The World of Ideas</div> <div>3.Writing in Your Major</div> <div>4.Marketing Principles</div> <div>5.Ethics Beyond Borders</div> <div>6.Strategic Management Accounting</div> <div>7.Management Principles and Practices</div> <div>8.Organizational Behaviour</div> <div>9.Introduction to Operations Management</div> <div>10.Case Studies in Strategic Management</div> <div>11.Principles of Management Information Systems</div> <div>12.Managerial Accounting</div> <div>13.Marketing Management</div> <div>14.Operations Management</div> <div>15.Intercultural Management</div> <div>16.International Business Environment</div> <div>17.People and Organisation</div> <div>18.International Marketing</div> <div>19.Managing people</div> <div>20.Technology and Cyberspace: Ethics and Issues</div> <div>21.Information Privacy, Security and Continuity</div> <div>22.Essentials of E-Commerce</div> <div>*Students shall complete a total of 8 core modules.</div>	<div>1.SEN 022: Academic English Skills level 2</div> <div>2.SEN 023: Academic English Skills level 3</div> <div>3.SACCT 231: Principles of Accounting I</div> <div>4.SECON 201: Principles of Microeconomics</div> <div>5.SMATH 226: Fundamentals of Statistics</div> <div>6.SFINC 345: Managerial Finance</div> <div>7.SMNGT 300: Management and Organizational Behaviour</div> <div>8.SMKTG 310: Principles of Marketing</div> <div>9.SMNGT 250: Global Business and Society</div> <div>10.International Business</div> <div>11.SMNGT 480M: International Marketing</div> <div>12.Operations Management</div> <div>13.Technology and Cyberspace: Ethics and Issues</div> <div>14.Information Privacy, Security and Continuity</div> <div>15.Essentials of E-Commerce</div> <div>*Students shall complete a total of 6 core modules.</div>
Internship Program	Internship for Diploma & Advanced Diploma in Business Administration	Internship Program <div>After studying through the theoretical course, students can choose either an internship to take part in or a thesis. Students on Internship/Attachment will receive actual work experience, which is highly valued within the industry, earn a salary, and future job opportunities.</div>	

\*Please check the college website for the latest course details



# INTRODUCTION TO IT MANAGEMENT

## Diploma and Advanced Diploma in IT Management

This program qualifies the students to follow a successful career in IT Management and allows them to gain the knowledge in the following fields.

- ▶ Business Intelligence Technologies and Solutions which the students will be exposed in various tools and techniques to discover, gather, and analyse digital data.
- ▶ Insights in fundamentals of E-Commerce Business.
- ▶ Security, information privacy
- ▶ Technology and Cyberspace: Ethics & issues will be discussed.
- ▶ Digital Infrastructures for Business.
- ▶ Innovating Digital Systems and Services – where students will adopt new, fresh, and unique method in digital system

## Post-graduate Diploma in IT Management

This program aims to provide the students with knowledge and skills related to the Management of Technology. The students will acquire knowledge such as:

- ▶ Types of Information Systems to help the students analyse and be organized on their data.
- ▶ Understanding the importance and use of:
  - a.Artificial Intelligence (AI)
  - b.Mobile Applications
  - c.Group Digital Architecture
- ▶ Ethics will be covered in the module Technology and Cyberspace: Ethics & issues.
- ▶ Process and Workflow Management – this will give the students some knowledge about new business models that can be used for E-Business.
- ▶ Information Security and Sustainability
- ▶ Enterprise resource planning and management

### Internship Program

After studying through the theoretical course, students can choose either an internship to take part in or a thesis. Intern students will receive actual work experience, which is highly valued within the industry, earn salary, and other job opportunities.

### CAREER OPPORTUNITIES IN IT MANAGEMENT

Graduates can find information Technology-related positions in a wide range of industries. Some positions include Corporate Data Analytic, Database Administrators, Information Security Administrator, IT Department Assistants/manager, Software Application Developer, Computer Systems Administrator, Computer Network Architecture Administrator, etc.



# IT MANAGEMENT MODULES

Course	Diploma	Advanced Diploma	Post-graduate Diploma
Core Modules	<div>1. Business Intelligence Technologies and Solutions.</div> <div>2. Essentials of E-Commerce</div> <div>3. Innovating Digital Systems and Services</div> <div>4. Digital Infrastructures for Business</div> <div>5. Fundamentals of Information Technology in Organizations</div> <div>6. Information Systems for Business Management</div> <div>7. Technology and Cyberspace: Ethics &amp; Issues</div> <div>8. Information privacy, Security and Continuity</div>		<div>1. Management and Innovation of E-Business</div> <div>2. Process and work-flow management</div> <div>3. Digital Infrastructures for Business</div> <div>4. Technology and Cyberspace: Ethics &amp; Issues</div> <div>5. Information Systems for Business Management</div> <div>6. Information privacy, Security and Continuity</div> <div>7. Fundamentals of Information Technology in Organizations</div> <div>8. Enterprise Resource Planning</div>
	<div>*DITM students must complete a total of 6 modules including at least 3 core modules and at most 3 elective modules.</div> <div>*ADITM students must complete a total of 12 modules including at least 6 core modules and at most 6 elective modules.</div>		<div>*PGITM students must complete a total of 6 modules including at least 3 core modules and at most 3 elective modules.</div>
Elective Module	<div>1. SCSTA 116: Business and Professional Communication</div> <div>2. SECON 100: Modern Economics</div> <div>3. SMGMT 250: Global Business Society</div> <div>4. SPHIL 320M: Business Ethics</div> <div>5. SPSYC 101: General Psychology</div> <div>6. SSOCI 100: Introduction to Sociology</div> <div>7. SECON 202: Macroeconomics</div> <div>8. SECON 201: Microeconomics</div> <div>9. SBIS 311: International Business</div> <div>10. SACCT 231: Principles of Accounting</div> <div>11. SMNGT 480M: International Marketing</div> <div>12. Operations Management</div>		
Internship Module	<div>IT Management Internship</div> <div>Advanced IT Management Internship</div>		

\*DITM students must complete a total of 6 modules including at least 3 core modules and at most 3 elective modules.

\*ADITM students must complete a total of 12 modules including at least 6 core modules and at most 6 elective modules.

\*Please check the college website for the latest course details

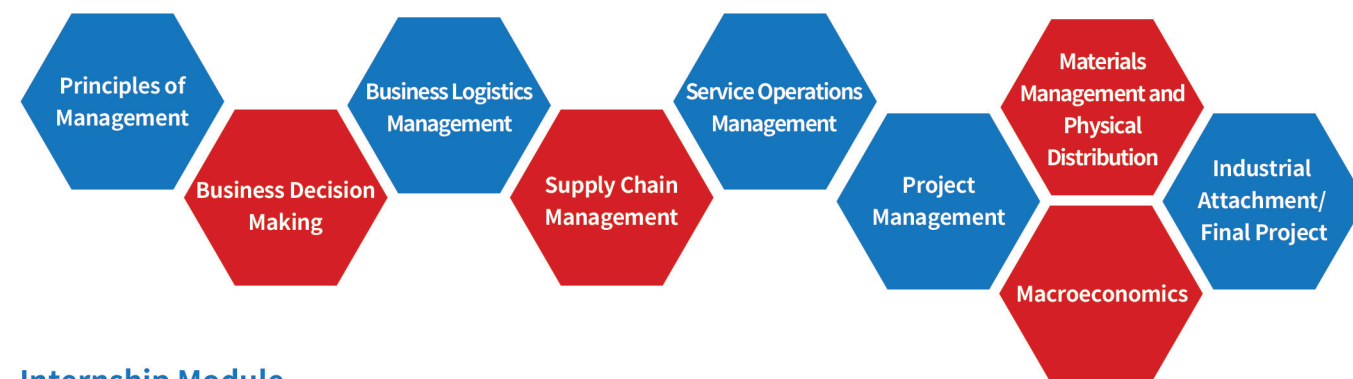




## INTRODUCTION TO LOGISTICS AND SUPPLY CHAIN MANAGEMENT

This course will enable students to demonstrate the current practices in the supply chain management workplace with competency at a supervisory level. Students will also gain a better understanding of the existing technology innovations and provides further enhancement towards productivity and minimize the risk of processing errors during workplace activities.

### LOGISTICS AND SUPPLY CHAIN MANAGEMENT MODULES



### Internship Module

Industrial Attachment (paid) grants students actual relevant industrial experience, which is highly valued within the industry, giving students the opportunity to network and kickstart their careers.

\*\*Students will be required to complete the Final Project if the Industrial Attachment approval is unsuccessful.\*\*

### CAREER OPPORTUNITIES IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Graduates can find logistics and supply chain related positions in a wide range of industries such as Supply Chain Solutions, Logistics Coordinators, Maritime Executives, Project Executives, Forwarding Customer Service Executives, etc.



## INTRODUCTION TO ACCOUNTING AND FINANCIAL MANAGEMENT

Diploma in Accounting and Finance Management aims to provide students with the key knowledge and understanding of accounting principles and concepts underlying all financial accounting. It includes preparation of accounting entries for non-current assets; advance bookkeeping; preparation of journals for correction of errors and year-end adjustments; preparation of extended trial balance to incorporate adjustments and the preparation of financial statements for businesses and incorporated companies.

### ACCOUNTING AND FINANCIAL MANAGEMENT MODULES

- 1. Introduction to Bookkeeping and Accounting:** Topics includes recording financial transactions, control accounts, correction of errors and journal. Students will also learn how to prepare financial statement and adjustments.
- 2. Introduction to Financial Accounting:** Students will understand the purpose of maintaining financial records and transactions. Balancing accounts and trial balance. Produce financial statements of a sole trader and partnership as well as introduction for interpretation of financial statements.
- 3. Fundamentals of Cost and Management Accounting:** This module will focus on inventory management, short-term and long-term decision making, accounting for overheads and budgetary planning and control.
- 4. Principles of Cost Accounting:** Topics will be introduction to cost accounting, accounting for materials, methods of costing, working capital management and decision making.
- 5. Business Statistics Part 1:** This module will talk about management information through external and internal business environment. Data collection and presentation. Forecasting for business decisions and risk management.
- 6. Business Statistics Part 2:** Descriptive statistics will be discussed in this module with business planning models. Probability, including the normal distribution of quality assurance and control.

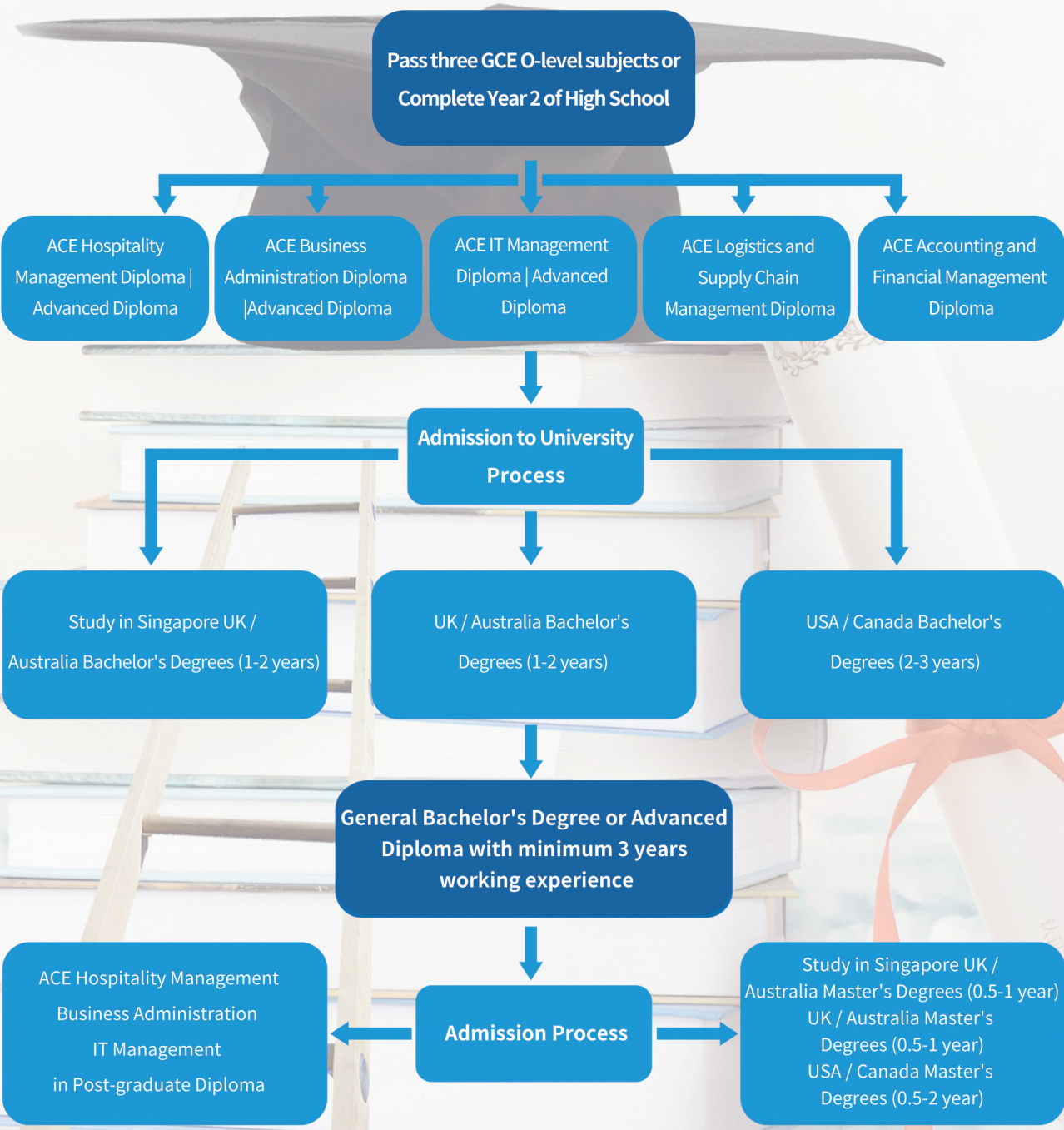
### CAREER OPPORTUNITIES IN ACCOUNTING AND FINANCIAL MANAGEMENT

Graduates can find accounting and financial management related positions in a wide range of industries such as Banking and Financial Services, Financial Analysts, Accountancy and Financial Management, Business Development and Consultancy, Business Operations, etc.





# Education Planner



# Course Management and Quality Control

- 1 The Academic Board and Examination Board are directed by Dr. Douglas who was the Interim Associate Vice Chancellor for Academic Affairs and Director of Graduate Studies of UWRF, USA.
- 2 ACE adopts the international standards of the courses and academic management.
- 3 The Academic board and Examination board are made up of education professionals who are responsible for upholding the high standard of the academic.
- 4 Each of the faculty members of ACE is approved by the Academic board and registered with the Committee for Private Education (CPE) of Singapore. This is to ensure that every student from ACE can acquire valuable knowledge and skills for the future.
- 5 To maintain the high standards of the course, the quality of the courses is strictly controlled by the professional and industry-based lecturers through various assessments.
- 6 Small class sizes ensure that every student receives the full guidance and attention of the teachers.
- 7 The syllabus is examined and approved by the academic board; ACE has the best courses from the U.S. universities, credit transfer system, teaching system, which maintains the systematism, professional and authority of the courses.
- 8 ACE conducts internship consultation with the students and assists in professional recruitment after graduation.





# Student Support Services



## Admission support

Assist students with the preparation of documents and visa application; assists students for admission to Universities in Singapore and other countries.



## Pre-progress support

Upon admission, the College will advise the student to plan as regards their preferred university taking into consideration their strengths and abilities.



## Pre-examination support

Before examinations, the College ensures that students attend their lessons as per the schedule and conducts academic consultations with them so that they are guided accordingly in their progression.



## University Specialization selection support

The College works closely with the universities and provides the students with professional guidance for specialization selection.



## Study abroad service

Upon admission into University, the college will maintain contact with students to provide them with various assistance for any difficulties they may encounter in universities.



## Graduation & Career service

Provide personalized consultation for each student which may help them land a fulfilling job upon graduation.

# APPLICATION DETAILS

## Entry Requirement Academic Requirements:

Score C6 or above in any three GCE O-level subjects, or Completed Year 2 of High School, or Equivalent or above  
Minimum age: 17

## English Requirements:

Scored C6 or above in GCE O-level English, or TOEFL IBT 54, or IELTS 5.0, or Its equivalent

Note: The above is for diploma level courses. Please refer to ACE website for the similar entry requirements for other courses / levels. Students not meeting the English requirements must sit for an English test and may need to take an English enhancement course.

## Admission Checklist

- Passport - valid for more than 6 months
- Passport - sized photo, scan copy is preferred
- Birth certificate and notarized documents in English language
- Highest education graduation certificate and notarized documents in English language
- Highest education transcript and notarized documents in English language
- Bank statement with notarization in English language - active bank statements for the past 3 months
- Parents' work & income statement in English language - standard format, sign, and seal from the company. If the applicant's parent is the company owner, please provide the copy of the business license for the company.
- Copies of family members' ID/Passport - include applicant, parents, and siblings' ID copies.
- If any, the scan copies of the English result (one from TOEFL, IELTS, GRE, GMAT, or IELTS)
- If any, the applicant's work & income statement in English language - standard format, sign, and seal from the company
- Applicant's past education achievement (if any) with translations in English language
- Applicant's current study certificate (if have) with signature and seal from the school, with translations in English language - need to include the current study school information, subject/course, attendance rate and relevant information about the academic result.

## Admission Months

Singapore: Mar/May/Jul/Sep/Oct

USA: Jan/Sep

## Admission Procedure

- Students decide to enrol after the pre-course counselling sessions with the recruitment agents or school's marketing staff.
- Students submit the application form and other relevant documents to ACE and pay the application fee.
- ACE evaluates that whether the students meet the academic requirements.
- Approved students will receive offer letters after which they will be notified with the following up stages such as applying for student's pass (for international students) and signing student contracts and paying courses fees.
- For international students, ACE submits the student's pass application to the Immigration & Checkpoints Authority (ICA) Singapore and assists them to come to Singapore to collect student's pass to live and study in Singapore.
- ACE provides the airport pick up service and assists students for accommodation arrangement.





# STUDENT EXPERIENCE AND TESTIMONIES “



My name is Ji Yeong Chue. I'm from South Korea. I think that the knowledge and skills that I got at the American Center for Education (ACE) will help me find a good job in Singapore. I have many good memories from when I stayed here.

JI YEONG CHUE

Hello everyone, my name is Quan, and I am from Vietnam, Ho Chi Minh. ACE provides a very high education experience based on the American system. ACE provides affordable fees, great academic and a high approval rate for international students VISA to US.



I am Alice Song from Korean. I came to Singapore in July 2011 and started to study for the Diploma in Hospitality Management at the American Center for Education. I would like to thank the very kind lecturers and especially Ms. Tina. I had good memories in ACE while studying. I made many Chinese friends at ACE. After 6 months, I found a great opportunity as a front office staff at the Orchid Hotel in Singapore with the help of Korean staff members. I have been working in the hotel since February 2012. I have been trying to do my best every day. Thanks again ACE!

Hi, my name is Yoon Kyung Bag from South Korea. I studied in Australia previously. My major is Casino & Hospitality Management in a Korean College, so I want to find a job in the Hospitality line because there are such good hotels in Singapore. When I came to the American Center for Education, I got used to studying with foreigners and getting along with them. Now I'm working at Goodwood Park Hotel. I miss being an ACE student and my GREAT lecturers. The ACE gave me great confidence and good memories. I will never forget ACE!



My name is Jasdeep Singh. I'm from India, Punjab. First and foremost, I would like to talk about knowledge and skills which I got from ACE College and with the help of it I can get S pass here. All the staff is very helpful and co-operative in educational as well. Lastly, I suggest to all students that study well and achieve your goals in future. Thanks, American Center for Education.



Hi, I am Murali Nayak I am from India (state Odisha) I was a student of American Center for Education (ACE) Provides good study, for me, the American Center for Education is God's gift. Because from this college time, I got S pass to work and live in Singapore, which I had never imagined. Right now, I work in a company as operations manager. All the staff of this school are very good all the teachers teach very well. And there is a person from the (ACE) college who has helped me a lot, I Salute them from the heart. His Name is Mr Azad sir.

I am Achana, I have completed my studies in American Center for Education (ACE) ACE is a good college in Singapore as they have quality education and dedicated teachers. The school has a friendly environment and supportive staff. Overall, it's the best



My Name is Amarjeet (ADHM 2019) I am Amarjeet. I completed my Advanced Diploma in Hospitality Management in 2019. All teacher and office staff are very good they help every student a lot of thanks to specially Mr Azad he helps every student a lot. Currently I am working on S pass as a Branch Manager. My overall experienced with ACE was very Good. After I completed my course also whenever I need any advice their staff help us a lot.





# Faculty Members



Ms. June Bay



Ms. Marina Chekunova



Ms. Shila Nishad Singh



Dr. Alexander Wollenberg



Mr. Leo Kee Chye



Ms. Sheila David



Ms. Chuah Kai Vern



Dr. Alvin Chan



Mr. Sahul Hameed



Mr. James Wong



Ms. Sufi Sayed



Ms. Marie Jose Jed



Dr. Jason Yao



Dr. Guzel Mansurova



Ms. Hao Lujing

# Exciting Moments (Student photos)



Student Life In The USA



Student Life In The USA



Student Life In The USA



International Metropolis- singapore



Urban Shopping Center in Singapore



Gourmet Foods From All Over The World



Student Life on ACE Campus



Student Life on ACE Campus



Student Life on ACE Campus



Mid-Autumn Festival at ACE



Mid-Autumn Festival at ACE



ACE Study Abroad Program and Extracurricular Activities



ACE Study Abroad Program and Extracurricular Activities



League of Legends Competition in Singapore