

## **Module Synopsis**

### **Business Statistics**

This module provides students with an understanding of basic statistics concepts and their relevance to the business environment. Topics covered include descriptive statistics, simple probability, normal distribution, sampling, estimation, hypothesis testing, and linear regression and correlation.

### **Basic Economics**

This module enables students to understand basic Microeconomics and Macroeconomics concepts, and relate the concepts taught to real world situations. Concepts will include demand and supply, the determination of prices, different market structures, the role of governments, economic indicators and international trade.

### **Marketing Fundamentals**

This module introduces students to basic marketing principles and concepts. The topics that will be covered include an overview of the marketing process, an appreciation of the marketing environment, an understanding of consumer behaviour, target market selection, as well as the management of the marketing mix elements that include the 4P's namely: Product, Price, Place and Promotion. At the end of the module, students will be to design a simple marketing plan to launch a new product/service.

### **Interpersonal Skills and Proposal Writing**

The module aims to develop students' understanding of the fundamental principles of communication and provide them with the foundational skills for effective written and oral communication. At the end of the module, students will be able to speak, write and listen effectively to enhance personal communication. They will be able to write short business reports that meet a specific purpose and address the needs of the audience and present these reports orally in a clear, logical, and coherent manner.

### **Fundamentals of Accounting**

To provide students with an understanding of the fundamental accounting principles underlying accounting practice, from the preparation of accounting records to financial statements of a sole-trader.

### **Effective Business Communication Skills**

This module, Effective Business Communication Skills (EBCS), covers Employment Communication, Networking Skills and Business Correspondence. It focuses on the communication skills required for work in the corporate world. To secure a position and then to succeed at a job, we need not only the technical or core skills to do the job, but more importantly, the skills to communicate effectively.

### **Essentials of Technology for Business**

Technology can transform business and therefore businesses must understand the technology available to them. This module provides students with a foundational understanding of common technologies used in businesses today. At the end of this module, students will be able to code for a basic program in Python and write a simple automation script in UI path.

### **Fundamentals of IT and Data Analysis for Business**

This module is designed to introduce the essential features in spreadsheet to support data analysis for business applications. Students can use these skills to construct business and financial models for various industries. It will impart the necessary skills to analyse worksheet data, apply fundamental data analysis techniques to improve productivity and streamline their day-to-day operational work.

### **Organisational Management**

The module provides students with an overview of management and challenges a manager faces in the dynamic environment. Students will be taught the basic knowledge of management principles in planning, organising, leading and controlling. Students will understand the roles that managers play in managing change and shaping organisational culture.

### **Human Resource Management**

This module provides students with an understanding of human resource management in an organisation. Key topics include human resource planning, recruitment and selection, training and development, performance appraisal, compensation, grievance procedures, and discipline approaches.

### **Financial Management**

This module provides students with an understanding of basic accounting and financial concepts. In addition, students will be exposed to basic time value of money concepts and financial techniques used to analyse and evaluate capital investment projects.

### **Supply Chain Management**

This module provides students with the basic concepts and global perspective of supply chain management (SCM) and its importance to businesses. It covers the theoretical principles underlying key supply chain processes, including distribution, sourcing, transportation, demand management, inventory management, reverse logistics and supply chain outsourcing. In addition, the impact and role of information technology and Ebusiness on SCM are discussed.

### **Principles of Taxation**

This module aims to develop students' understanding of the general scope, objectives, principles and practice of Singapore taxation system. In this regard, they will be able to calculate Singapore income tax for corporation, sole proprietorship and individuals as well as computing the Goods and Services Tax. They will also be able to describe the statutory requirements and obligations of tax payers and the implications of non-compliance.

### **Accounting**

This module provides the students a sound understanding of the techniques of double entry accounting and can apply its principles in recording transactions, adjusting financial records and preparing non-complex financial statements.

### **Business & Finance**

This modules aims to provide students with an understanding of how business operate and how accounting and finance functions help businesses to achieve their objectives

**Business & Company Law**

This module provides the students with an understanding of the basic principles of Contract, Agency, Negligence and Company Law relating to the companies' corporate personalities, its powers and restrictions; the relationship between a company and management such as the company and its directors and members; the company's operational financing through equity and debt; the security arrangements between the company and its directors; insolvency and winding up.

**Audit & Assurance**

This module aims to develop the skills for students to explain the demand for audit, the responsibilities of auditors under the different types of audits as well as statutory and non-statutory audits. The students will be able to describe the audit process including auditing in an information technology environment, types and documentation of audit evidence and audit objectives. The student will gain knowledge to apply audit procedures used for the main processes within the organisation. The students will be able to discuss threats to independence relating to professional ethics as an accountant.

**Cost & Management Accounting**

This module aims to provide students with an understanding and application of important financial information for the management of a business. At the end of this module, students will be able to understand the basic mechanics of a cost accounting system and how to account for the costs of production for the setting of prices. The student will be able to understand the different types of budgeting methods and to prepare the budgets. The student will be able to explain the key features of effective performance management systems, establish suitable performance evaluations and compute the differences between actual performance and standards in terms of price and volume effects. The students will gain knowledge to understand and apply relevant costing information used in management decision-making.