

Module Synopses

MC1 – Certificate in Business Fundamentals

Module 1 - 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.

Module 2 - 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.

Module 3 - 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.

Module 4 - 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.

MC2 – Certificate in Business and Technology

Module 1 – Fundamentals of Accounting

This module provides 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

Module 2 – Essentials of Technology in 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.

Module 3 - Fundamentals of IT and Data Analysis for Business

This module provides students with the essential features of spreadsheet to support data analysis for business applications. Topics covered include spreadsheet applications, fundamental data analysis, professional presentations and proper documentation. This module 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. Equipped with these fundamentals, students will be able to apply these skills to construct business and financial models for today's fast changing business environment.

Module 4 – 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.

MC3 – Certificate in Business Management

Module 1 – Introduction to Business Law

This module provides students with an understanding of the basic features of the Singapore Legal System. This is followed by an introduction to the basic principles of contract law. There will be coverage of areas of law directly relevant to business such as the law of tort and agency. The legal aspects of business organisations will also be emphasised.

Module 2 – 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.

Module 3 – Essentials of Financial Management & Accounting

This module provides students with an understanding of financial accounting covering company and group accounts and cash flow statements. Students learn to prepare final accounts of companies and to read and understand published accounts. They will also learn to analyse and interpret financial statements using various tools of analysis. Budgeting, breakeven and incremental analysis will also be taught to assist in management planning and control functions.

Module 4 – 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.

MC4 – Certificate in Human Capital

Module 1 – Talent Sourcing & Acquisition

This module provides students with an understanding of the importance of recruitment and selection of staff in an organisation. Recruitment methods and selection techniques that are relevant and useful to the assessment of candidates' skills and competencies will be covered. Students will develop skills in recruitment and selection through simulation exercises.

Module 2 – HR Information System

This module introduces students to the importance of using a HR Information System (HRIS) to manage employee information and how an effective HRIS can meet the informational needs of Human Resources. There will be hands-on practices on a leading HRIS software.

Module 3 - Employee Engagement & Relation

This module provides students with an understanding of the current industrial relations climate, the tripartite system, employee engagement and involvement, industrial relations negotiation process, issues and problems encountered by management in dealing with their employees and/or unions.

MC5 – Certificate in Talent Management

Module 1 – Performance Management

This module provides students with an understanding of the importance of performance management in an organisation. It provides knowledge on the performance management process, methods for assessing and managing performance. Students will develop skills in conducting performance interviews and handling difficult situations in performance management.

Module 2 –Total Rewards Management

This module introduces students to compensation and its objectives, compensation design & pay structure, job evaluations, linking pay & performance, salary surveys, employee benefits & services and pay administration.

Module 3 – Learning & Talent Development

This module provides students with knowledge of training and development issues. Students will be exposed to the fundamentals of design, development, implementation and evaluation of training programmes. Topics such as training needs analysis, training design and its constraints, training methods and audio-visual aids, and the development of an effective training programme will be covered.