Topic Synopsis

1. **Certificate in Essential Skills to Enhance Employability**

    This certificate covers essential communication areas which include emotional intelligence (EQ), digital marketing and essential job search skills. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security.

    Topic 1: Emotional Intelligence (EQ) for Career Decision Making

    This 2 days' workshop is an enhanced training in which participants will acquire job-seeking related skills, capabilities and the ability to expand employment opportunities.

    Emotional Intelligence (EQ) facilitates career decision-making process and leads to decisions that can achieve greater satisfy career-related interests, values, and aspirations. Emotions experienced during this process have implications for the perception of risk related to specific career options, the kind of self-exploration individuals will engage in, and how information related to career choice will be processed.

    Through EQ, participants will be able to cope and learn to manage one's self-awareness which affect their overall well-being and decision making.

    Topic 2: Getting ready for Your Next Job
    This course equips participants with the essential job search skills, knowledge and tools that will allow them to present themselves positively on paper, in person and on professional networking sites.

    Participants will learn how to craft resumes that get the attention of prospective employers and recruiters and pivot their experiences to succeed and leave a good impression at job interviews (face-to-face or digital). This course also helps jobseekers to get started on using the popular professional networking site, LinkedIn, to create a professional brand for job search and networking.

    Topic 3: Digital Marketing with Personal Branding
    This course introduces students to tools for establishing a personal brand online and importance of establishing digital marketing strategy to promote their own personal brand.

    Topic 4: Visual Analytics using Power BI

    The course aims to equip the participant with the following:

    Knowledge and Understanding: An understanding of how a dashboard works; its advantages and disadvantages and how it will be useful at workplaces.

    Intellectual skills: How to apply the knowledge received during the course in developing the dashboard and using DAX functions, filters etc.

    Practical skills: Participants will be developing their own dashboard. This exercise will enable them to show their creativity, skills obtained from the course and a satisfaction from attending the Power BI course.

Transferable skills and personal qualities: The knowledge and skills acquired from this course can be used at workplaces especially for those involved in KPI reporting, dashboard development or someone who have regular management meetings.

By the end of the course, learners will be able to:

- Upload data & and create data models
- Use DAX functions to enhance dashboards
- Associate links between variables for visual and descriptive analytics
- Find hindsight and insights from dashboard

Topic 5: Cyber Security for Non-IT Professionals

The objectives of the course is to create awareness and understanding of common cyber threats, both at home and at work. Typical mitigation methods will be discussed to help participants make better use of the available cyber security tools to protect themselves against cyber adversaries.

Upon completion of this course participants will be able to:
- Relate what is Cyber Security what are at stake
- Examine common threats (e.g. Phishing, malware)
- Use common mitigation methods
- Use basic wireless and smartphone security
- Outline security related laws (e.g. PDPA, CMA)

2. **Certificate in Job Specialisation for Data Centre Management**

It covers the technology fundamentals of what builds a Cloud which includes virtualization, Computing Systems, and Data Centers to provide articulation for subsequent modular certificates.

Data Centre Management module aims to give learners a good working knowledge of the core components that make up a Data Centre (DC): Facilities Management, Network and Systems Management, Services Management.

System Virtualisation module aims to introduce learners to the concepts and techniques of implementing CPU and data storage virtualization in an effort to maximize the resource utilization and to conserve energy.

3. **Certificate in Job Specialisation for Cloud Computing & Architecting Specialist**

It covers the Concepts of Cloud Computing; Architect solution for operational excellence, security, reliability, performance efficiency, and cost optimization on the Cloud; Use cases of Cloud with IoT and Data Management.

Cloud Foundation module aims to provide a detailed overview of cloud concepts, Cloud Computing Service Provider core services, security, architecture, pricing, and support. Equip the learners with the necessary technical skills in the area of Cloud Computing, and preparation for industry certification such as AWS Certified Cloud Practitioner (ACCP).

Cloud Architecting module aims to provide the knowledge and how-to for IT infrastructure building blocks on Cloud Computing Service Provider. The module is designed to teach solutions architects associate how to optimize the use of the Cloud by understanding Cloud Computing services and how it fit into cloud-based solution. Equip the learners with the necessary technical

skills in the area of architecting solution on the Cloud, in the capacity of Solutions Architect Associate and preparation for industry certification such as AWS Certified Solutions Architect Associate (ACSAA).

Appreciation of IoT and Data Management module the objective of this is to equip Technical Staff with an appreciation on internet of things (IoT) and data management. Participants can apply the knowledge and skills to help them improve their operational tasks and increase work productivity.

Introduction to 5G Technology and Applications aims to provide learners with a general overview of the new 5G wireless technology, its requirements and applications, future development and impact on the industry. Learners will be able to understand the importance of 5G technology as an enabler of industrial transformation such as smart nation and autonomous transport solutions. They will also acquire basic knowledge to engage service provider to deploy 5G technology to enhance the efficiency, reliability and quality of their operations and services.

4. **Certificate in Network Fundamentals**

   It provides a general introduction to networking terminology, concepts, devices, functionality, applications and standards required for computer networking. Students will learn to build simple LANs, perform basic network and service configurations, and implement IP addressing schemes.