B U S I N E S S

Nicholas Tay
Diploma in
Business Administration

I PITCHED MY FIRST BUSINESS IDEA

Accountancy
Banking & Finance
Business Administration
Common Business Programme
Human Resource Management with Psychology
You can benefit from:

- A firm foundation in business competencies
- Immersion in the world of business
- The right attributes to succeed
- A wide selection of choice courses
- A track record and reputation built by our successful graduates

Passionate about business but unsure of which field to specialise in?

SB’s Common Business Programme (CBP) offers an opportunity to complete our common first year and identify your strengths or areas of interest.

You can then rank your preference among the six business specialisations:

- Accountancy
- Banking & Finance
- Digital Marketing & Branding
- Human Resource Management with Psychology
- Innovation & Entrepreneurship
- International Trade & Operations

SP School of Business (SB) courses are highly valued by employers and widely recognised by reputable universities and professional bodies. Choose from a selection of courses that meet your interests and aspirations.

You will have opportunities to enhance your leadership skills, entrepreneurial mindset and resilience, build valuable networks and gain real-life experiences with support from caring, dedicated and experienced lecturers.

At SB, you can become a Self-Made Achiever, ready to impact the world through business innovation!
Are you passionate about business but need more exposure and hands-on experience to decide which business discipline/field to specialise in? The Common Business Programme (DCBP) is the right place for you!

You will be exposed to the different sectors of business to see where your interests lie before deciding on a specialisation.

DCBP allows students to go through the same Year 1 curriculum as other SP School of Business (SB) students before they make their decision. Towards the end of Year 1, DCBP students will rank their preferences among the following six specialisations offered by SP School of Business:

- Accountancy
- Banking and Finance
- Digital Marketing and Branding
- Human Resource Management with Psychology
- Innovation and Entrepreneurship
- International Trade and Operations

DCBP Students will then continue with their Year 2 and 3 studies in one of the six specialisations in the School of Business.

Through your DCBP journey, you will gain invaluable exposure to the various branches in business studies, going on an experiential path to get a better understanding before deciding on your specialisation.

An education with the SP School of Business will provide you with the versatility to work in a wide variety of professions and industries such as accounting, banking & finance, human resources, marketing and international operations. Some of you may even venture out on your own to become an entrepreneur!

**ENTRY REQUIREMENTS**

Range of Net 2023 JAE ELR2B2: 5 to 13
Aggregate Type: ELR2B2-B

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- Humanities (Social Studies, Literature in Tamil)
- Introduction to Enterprise Development
- Literature in English/Chinese/Malay/Tamil
- Media Studies (Chinese)
- Media Studies (English)
- Music
- Principles of Accounts

**FURTHER STUDIES**

Depending on your specialisation, you can continue to pursue your respective business degree programme at a local or international university.
Starting AY2023, selected CBP students will read the module Business Essentials Through Action (BETA). BETA will take aspects of three modules taken by the rest of the business school students – Fundamentals of Marketing, Management and Human Resource Practices and Business Negotiation Skills. BETA will run as an integrated module over two semesters. Students will work in teams to develop, launch and manage an actual business funded by Singapore Polytechnic. Profits generated by the business activity will be used to support a charitable project that the students have chosen. Through the process of “learning by doing”, students will acquire and apply key entrepreneurship, marketing, business management and organisational behaviour theories. An opportunity to gain an understanding of their personal entrepreneurial leadership capabilities awaits as they learn how to work with and through others.

A special year-long programme has been designed to help DCBP students make an informed decision on which of the six specialisations to pursue in their second year.

Students will be exposed to the different industries not only through the Education and Career Guidance (ECG) sessions but also through the Option Exploration Programme where sessions will be organized for DCBP students to gain insights from alumni, seniors who are ex-DCBP students, and course teams from the six specialisations.

DCBP has given me a great opportunity to go through the business modules and therefore better understand the individual spheres in the world of business. This allowed me to determine which specialisation was most suited for me.

I am also grateful for the various opportunities to meet, converse and learn from our alumni, seniors and industry partners on the various specialisations and industries. With such valuable exchanges and the help of my dedicated lecturers, I was able to make an informed decision for my specialisation and possible career path.
Keen on being part of the next wave of highly proficient accounting and finance professionals? The Diploma in Accountancy (DAC) may just be the best choice for you!

With the government’s commitment to promote Singapore as a financial hub, accounting and finance professions are in high demand. Pursuing the DAC course can be the first step towards becoming an accounting professional or a Chartered Accountant (CA).

On your DAC journey, you will acquire key technical skills and essential soft skills such as communication, teamwork, problem-solving and life-long learning skills. You can choose from various electives to further broaden and deepen your knowledge and skills.

We work closely with the Institute of Chartered Accountants in England and Wales (ICAEW) to create an accelerated pathway for our graduates to pursue the Chartered Accountant qualification through the SP-ICAEW Professional Chartered Accountancy (PCA) programme.

You will embark on a 22-week internship in your third year with reputable local and overseas organisations. Our industry partners include the ‘Big Four’ international accounting firms as well as mid-tier accounting firms.

Be ready for a fulfilling career

As a DAC graduate, you will be sought-after in the fields of:

- Assurance
- Data Analytics
- Financial Accounting
- Financial Forensics
- Internal Audit
- Management Accounting
- Robotic Process Automation
- Taxation

You may be granted an exemption of up to one and a half years from a typical three-year related degree course by international universities.

You may also receive generous exemptions from professional accountancy bodies such as ACCA, CIMA and ICAEW, should you wish to further your studies with them.

Alternatively, you may wish to pursue SP’s part-time Specialist Diploma in Professional Accounting and Technology to deepen your knowledge and prepare yourself for the digital world. You may also consider the Advanced Diploma in Accountancy offered under the SkillsFuture’s Earn and Learn Programme (ELP) in order to progress to the Singapore CA Programme, and eventually to a Chartered Accountant (Singapore) designation.

**ENTRY REQUIREMENTS**

Range of Net 2023 JAE ELM2B: 4 to 12
Aggregate Type: ELM2B-B

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Any three other subjects | 1 – 6

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Scan to find out more information about the course
COURSE MODULES
The Diploma in Accountancy is a three-year full-time programme.

FIRST YEAR
- AI and its Impact
- Business Accounting
- Technology for Business
- Business Negotiation Skills
- Business Statistics
- Collaboration in the Digital Age
- Data Fluency
- Digital Communication for Impact
- Economics
- Effective Writing for the Workplace
- Elective 1
- Fundamentals of Marketing
- IT and Data Analysis for Business
- Management and Human Resource Practices
- Persuasive Communication with Data Storytelling
- Problem Solving with Creative and Computational Thinking
- Thinking Critically about the UN SDGs

SECOND YEAR
- Auditing
- Business Strategy and Sustainability
- Forensic Accounting and Assurance
- Advanced Financial Accounting
- Accounting Analytics
- Cost and Management Accounting
- Elective 2
- Financial Accounting
- Personal Branding and Career Agility
- Sustainable Innovation Project
- Taxation

THIRD YEAR
- Business and Company Law
- Client Project
- Elective 3
- Financial Management
- Predictive Analytics with AI
- 22-week internship programme

ELECTIVES
The SP elective framework offers students options to pursue their passion and/or meet different career needs, and is an integral part of the holistic education we seek to provide to our students. The learning experiences of this elective framework help students in their development as self-directed, versatile, lifelong learners, which are essential in today’s volatile and changing societal as well as occupational landscape.

Students who are interested to explore additional new skills and abilities will have the opportunity to take up to five electives. Certificates and minors will be awarded when students complete a suite of related elective modules. Please visit https://www.sp.edu.sg/sp/education/elective-modules for details of this elective scheme and the full list of electives.

All full-time diploma students are required to take two compulsory Education and Career Guidance Modules in SP. Students will take Education and Career Guidance 1 — Personal Development (30 hours) in their first year. In their second year, students will take Education and Career Guidance 2 — Career Development (15 hours).

All students are required to take one compulsory Sports for Life (SFL) module for one semester in their first year in SP. In their second and third year, students may sign up for SFL module as an optional module.

I spent three exhilarating years in SP Diploma in Accountancy (DAC). Aside from the dynamic curriculum ranging from business essentials to emerging technological skills, DAC allowed me to participate and even take the lead in several milestone activities.

SP DAC’s rigorous curriculum prepares you well for the workforce. I fully applied my knowledge of auditing learned in SP during my internship with PricewaterhouseCoopers — a most memorable hands-on experience. Now, I am clear about my future career pathway. Anyone looking to learn more than just accountancy coupled with practical experience should definitely join SP DAC!

Tan Hau Tong
DAC Gold Medalist
Class of 2021
Will be pursuing a Bachelor of Accountancy at SMU
The Diploma in Banking & Finance (DBKF) course will prove to be the right choice to develop yourself into a finance professional armed with theory and skill sets that are needed to navigate the evolving world of finance.

EMBARK ON YOUR DBKF JOURNEY

“Hands-on learning” is fundamental to the DBKF experience. You will have exposure to industry/data analytics projects, competitions, networking and job-shadowing in financial institutions.

In your final year, you will go on a 22-week internship. Depending on your career preference, you can experience an entrepreneurial journey in Finance and Technology by taking up internships in Financial Institutions such as HSBC, OCBC, UOB, with FinTech companies — or even at our central bank, the Monetary Authority of Singapore!

You will also be able to go on learning journeys and volunteer for overseas social innovation projects that allow you to make an impact on the community.

Candice Chua
Branch Manager, Hangout@UOB

TREASURE THE EXPERIENCE

Our three-year full-time DBKF programme comprises of robust, future-ready curriculum with strong industry support. The course is aligned with industry needs, having been designed in close consultation with banking and finance industry partners. It prepares you to:

» Build sought-after Digital & Analytical Skills.
   Earn a solid working knowledge of technology associated with our banking and finance industry — Automation, Artificial Intelligence, Fintech, Data Analytics and also Digital Marketing and User Experience skills.

» Attain valuable market Expertise & Insights.
   You will gain industry knowledge and insights on financial markets and products, as well as latest Fintech trends and developments that are disrupting the industry in areas such as:
   - Business Banking
   - Consumer Banking
   - Financial Markets
   - Risk & Compliance
   - SME Finance

» Develop strong Industry Relevance & Recognition.
   You will solve real-world problems through applied industry projects, leveraging on our close industry links with banks like UOB, OCBC, DBS, financial institutions like Prudential and Moolah Sense, and FinTech companies and SMEs like ecxx.com and Pundi X. As a SP graduate, you are well-recognised by local/foreign universities, professional bodies and the industry.

A DIVERSITY OF CAREERS

DBKF graduates can attain fulfilling careers in areas such as:

- Consumer and SME Banking
- Credit Operations
- Customer Experience and Wealth Advisory
- Financial Planning
- Fintech
- Fund Management
- Investment Research
- Private Banking
- Regulatory Compliance and Operations
- Risk Management
- SME Finance
- Trade Finance
- Treasury and Capital Markets

DBKF graduates can also work in the finance department of any company.

ENTRY REQUIREMENTS

Range of Net 2023 JAE ELR2B2: 3 to 11
Aggregate Type: ELR2B2-B

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- Principles of Accounts
One word captures my three-year academic journey with SP Diploma in Banking and Finance (DBKF): Fulfilling.

DBKF’s academic rigour coupled with the many exciting learning opportunities groomed me into a better person; not only intellectually but also by developing my character.

Truly inspiring were the lecturers with vast experience and deep industry connections, who are also caring and supportive. I will also like to give a shout-out to my ‘schoolmates-turned-best-friends’ who bolstered me through thick and thin. In DBKF, you will never walk alone.
Interested in being a business thought leader of the future? The Diploma in Business Administration (DBA) is the course for you! DBA is designed to provide you with the essential knowledge, skills and insights that enable you to effectively deal with the complexities of today’s global business environment. We develop thoughtful leaders, entrepreneurs and industry champions who create value for their organisations and their communities.

YOUR ENRICHING JOURNEY

We bring you beyond textbooks and classrooms to broaden your learning experiences through engaging pedagogies such as, act-learn-build, design thinking, flipped classroom and case-based methods. In your first year, you will build a strong foundation in business skills through running an actual business. You and your classmates will create, develop, launch and manage a real business funded by SP with profits donated to a charity chosen by students. This is done through the Business Essentials Through Action module.

At the end of your first year, you have the freedom to choose from a suite of interesting modules to develop skill-sets in 3 exciting domain areas: Innovation & Entrepreneurship, Digital Marketing & Branding, and International Trade & Operations. The modules you pick will determine if you graduate & Branding, and International Trade & Operations.

Your third year is when you thrive! You will work on an applied industry project with an actual company and embark on exciting internships with our industry partners.

Our industry partners such as Watson Singapore, Gongcha, OA Assurance, Exxon Asia, Jungheinrich Singapore, Keppel Logistics, Bolloré Logistics, Singapore Transport Association and many more have worked with DBA students as part of our curriculum. These client-based projects help students apply what they learn in class to real-world business issues. DBA also offers students opportunities such as external consultancy projects and cultural exchanges. Your third year is when you thrive! You will work on an applied industry project with an actual company and embark on exciting internships with our industry partners.

With the advantage of a broad-based curriculum, DBA prepares you for an extensive range of possible careers in the business world, stretching across any sector or industry. Jobs directly related to your diploma include:

- Brand Management
- Business Development
- Business Process Improvement
- Client Management
- Digital/Social Media Marketing
- Entrepreneurship/Start-Ups
- Humanitarian Logistics
- Marketing Communications
- Consumer Insights
- Manage Family Business
- Operations Management
- Procurement Management
- Service Operations
- Supply Chain Management

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PREPARE FOR FULFILLING CAREERS

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MAKE YOUR FIRST COUNT WITH DBA

Here in DBA, we give you the best first experiences, from setting up your first business in Year 1 to industry related projects.

We create multiple growth opportunities for you including an enriching internship placement offering practical work experience and exposure through projects and cultural exchanges.

This will develop your global perspectives necessary to address the challenges of our dynamic and interdependent world.

ENTRY REQUIREMENTS

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FURTHER STUDIES

Many of our DBA graduates have pursued business-related degrees and some have clinched prestigious scholarships in local and overseas universities.

Scan to find out more information about the course
### COURSE MODULES

The Diploma in Business Administration is a three-year full-time programme.

#### FIRST YEAR
- AI and Its Impact
- Business Accounting
- Business Statistics
- Collaboration in the Digital Age
- Data Fluency
- Digital Communication for Impact
- Economics
- Effective Writing for the Workplace
- Elective 1
- IT and Data Analysis for Business
- Persuasive Communication with Data Storytelling
- Problem Solving with Creative and Computational Thinking
- Technology for Business
- Thinking Critically about the UN SDGs
- Business Essentials Through Action 1
- Business Essentials Through Action 2

#### SECOND YEAR
- Business Analytics
- Developing Enterprise Learning Through Action 1
- Developing Enterprise Learning Through Action 2
- Sustainable Innovation Project
- Elective 2
- Financial Management
- Personal Branding and Career Agility

#### THIRD YEAR
- Applied Industry Project
- Business Law
- Elective 3
- Internship Programme/Entrepreneurship Practicum

#### ELECTIVES

The SP elective framework offers students options to pursue their passion and/or meet different career needs, and is an integral part of the holistic education we seek to provide to our students. The learning experiences of this elective framework help students in their development as self-directed, versatile, lifelong learners, which are essential in today’s volatile and changing societal as well as occupational landscape.

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My time spent in SP was filled with precious memories. It was a chapter of my life enriched with many different experiences that I benefited tremendously from.

My memorable and notable takeaways in DBA were the opportunities to take on real-life case studies and client projects, participate in competitions and my fulfilling stint as an intern in an SME, learning different aspects of business development. These have enhanced my personal development and deepened my interest in business. My interpersonal skills were also further sharpened through the many group projects and external programmes that I participated in.

DBA has expanded my thinking and prepared me well to make a difference to the community and others around me.
DIPLOMA IN HUMAN RESOURCE MANAGEMENT WITH PSYCHOLOGY (DHRMP - S48)

Would you like to make a tangible impact in your company by harnessing the power of human capital? How about using your knowledge of psychology to enhance the effectiveness of individuals and organisations? You might just be the perfect fit for the Diploma in Human Resource Management with Psychology (DHRMP).

SP is the first polytechnic to offer a full-time course in DHRMP. This comprehensive course is aligned with the national HR Skills Framework, equipping you with practical skills in human resource management, workplace psychology and emotional intelligence. It incorporates professional assessment from the Institute for HR Professionals (IHRP), offering you the opportunity to be an IHRP Certified Associate (IHRP-CA)! This provides you with a good head start in your IHRP certification journey when you pursue a career in HR and equips you with real-world experience to be successful HR professionals in the global business environment.

Singapore Polytechnic is the appointed HR Sector Lead among the polytechnics and the Institute of Technical Education (ITE). Leveraging on our strong relationships with the HR community and industry partners, collaborations such as the co-location of SP-PERSO KELLY Career Centre and selected HR Tech Partners on campus, industry talks and learning journeys provide students with authentic learning and first-hand experience of how high value HR teams function.

A PLETHORA OF CAREERS

The job prospects that await you in a wide spectrum of industries:

- Career Coaching
- Compensation & Benefits
- Employee Engagement
- HR Business Partnering
- HR Technology
- Learning and Development
- Talent Management
- Talent Sourcing & Acquisition

Our DHRMP graduates have gained admission into prestigious local and international universities in courses including Business (HRM), Economics, Law, Psychology, Sociology and Social Work programmes.

If you choose to start your HR career after graduation, you could further deepen your learning through on-the-job work experiences. For instance, SkillsFuture’s Work-Study Programme for HR, or SP’s Specialist Diploma in Enhanced HR Skills. The Specialist Diploma will enhance your competencies in HR innovation and positive psychology, value-adding to your HR career.

SP’s holistic approach to nurture HR professionals ensures that our students are work, life and world ready. Make a difference by developing people and helping organisations achieve their best!

A REWARDING PATH

Our innovative and unique Human Resource Learning Studio provides a conducive environment to acquire HR-related skills in communication, presentation, interviewing, counselling and negotiation. This highly engaging course offers hands-on training, school-wide leadership programmes and overseas immersions culminating in a final-year client-based project. It’s no wonder our students consistently win top awards in national HR competitions.

A BRIGHT FUTURE

In addition to acquiring key HR competencies in areas such as talent attraction, talent development and talent management, you will also gain business-centric skills in analytics, technology, problem-solving and design thinking throughout the programme.

You will gain corporate experience throughout the 22-week internship with industry partners and participate in HR events such as the HR Tech Festival Connect and HR Symposium. Keen to put your skills to the test? Challenge yourself in the SHRI HR Hackathon and be coached by industry mentors as they stretch your potential.

Prestigious DHRMP scholarships from leading organisations are also offered to students with academic excellence, CCA achievements and exemplary conduct.

ENTRY REQUIREMENTS

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<tr>
<td>English Language</td>
<td>1 – 6</td>
</tr>
<tr>
<td>Mathematics (Elementary/Additional)</td>
<td>1 – 6</td>
</tr>
<tr>
<td>Any three other subjects</td>
<td>1 – 6</td>
</tr>
</tbody>
</table>

Note: To be eligible for admission, you must also have sat for one of the following subjects:

- Art
- Business Studies
- Combined Humanities
- Economics
- Geography
- Higher Art
- Higher Music
- History
- Humanities (Social Studies, Geography)
- Humanities (Social Studies, History)
- Humanities (Social Studies, Literature in Chinese)
- Humanities (Social Studies, Literature in English)
- Humanities (Social Studies, Literature in Malay)
- Humanities (Social Studies, Literature in Tamil)
- Introduction to Enterprise Development
- Literature in English/Chinese/Malay/Tamil
- Media Studies (Chinese)
- Media Studies (English)
- Music
- Principles of Accounts

A BRIGHT FUTURE

In addition to acquiring key HR competencies in areas such as talent attraction, talent development and talent management, you will also gain business-centric skills in analytics, technology, problem-solving and design thinking throughout the programme.

You will gain corporate experience throughout the 22-week internship with industry partners and participate in HR events such as the HR Tech Festival Connect and HR Symposium. Keen to put your skills to the test? Challenge yourself in the SHRI HR Hackathon and be coached by industry mentors as they stretch your potential.

Prestigious DHRMP scholarships from leading organisations are also offered to students with academic excellence, CCA achievements and exemplary conduct.
## COURSE MODULES
The Diploma in Human Resource Management with Psychology is a three-year full-time programme.

### FIRST YEAR
- AI and its Impact
- Business Accounting
- Business Statistics
- Collaboration in the Digital Age
- Data Fluency
- Digital Communication for Impact
- Thinking Critically about the UN SDGs
- Economics
- Elective 1
- Effective Writing for the Workplace
- Emotional Intelligence
- Fundamentals of Marketing
- IT and Data Analysis for Business
- Management and Human Resource Practices
- Persuasive Communication with Data Storytelling
- Problem Solving with Creative and Computational Thinking
- Technology for Business

### SECOND YEAR
- Business Law
- Elective 2
- Employee Engagement and Relations
- Employment Law
- Financial Management
- HR Information System
- Learning and Talent Development
- Negotiation and Conflict Management
- Performance Management
- Personal Branding and Career Agility
- Psychology in Counselling
- Sustainable Innovation Project
- Talent Sourcing and Acquisition
- Total Rewards Management

### THIRD YEAR
- Elective 3
- Global HR Management
- HR Analytics
- Integrated HR Project
- Internship Programme
- Psychology in Work Behaviour

### ELECTIVES
The SP elective framework offers students options to pursue their passion and/or meet different career needs, and is an integral part of the holistic education we seek to provide to our students. The learning experiences of this elective framework help students in their development as self-directed, versatile, lifelong learners, which are essential in today’s volatile and changing societal as well as occupational landscape.

Students who are interested to explore additional new skills and abilities will have the opportunity to take up to five electives. Certificates and minors will be awarded when students complete a suite of related elective modules. Please visit [https://www.sp.edu.sg/sp/education/elective-modules](https://www.sp.edu.sg/sp/education/elective-modules) for details of this elective scheme and the full list of electives.

All full-time diploma students are required to take two compulsory Education and Career Guidance Modules in SP. Students will take Education and Career Guidance 1 — Personal Development (30 hours) in their first year. In their second year, students will take Education and Career Guidance 2 — Career Development (15 hours).

All students are required to take one compulsory Sports for Life (SFL) module for one semester in their first year in SP. In their second and third year, students may sign up for SFL module as an optional module.

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My time at SP’s Diploma in Human Resource Management with Psychology (DHRMP) was challenging, yet fulfilling. I chose DHRMP to improve my interpersonal skills – I didn’t know then that the next three years would be an unforgettable experience that far exceeded my expectations.

Not only did the warm and friendly HR lecturers take time to understand the learning needs of every student, I had countless opportunities to volunteer at HR conferences and participate in HR hackathons. Also, I saw the importance of inter-disciplinary collaboration when I worked with like-minded individuals from other diplomas on industry client projects at the SP Business Innovation Centre. I wouldn’t be who I am today without these three enriching years at DHRMP!

Cherize Zaidi
DHRMP and Chua Chor Teck Gold Medallist Class of 2021
Currently pursuing a Bachelor of Business Management at SMU
WITH DEDICATED LECTURERS AND RELEVANT MODULES, SP PROVIDES MANY OPPORTUNITIES TO DEVELOP MY SKILLS AS A HR STUDENT. FOR EXAMPLE, PARTICIPATING IN COMPETITIONS LIKE THE HR HACKATHON HAS PUSHED MY BOUNDARIES TO THINK OF PRACTICAL SOLUTIONS FOR REAL-LIFE SCENARIOS.