

Business

OVERVIEW



Get ready to excel in the fast-paced and dynamic world of business! With our broad-based and holistic curriculum, you will acquire a firm foundation in business, an international business outlook and an entrepreneurial mindset.

Pick from one of the four elective clusters: Banking & Finance, Digital Business Innovation, Human Resource Management & Development and International Business & Entrepreneurship. Whether you choose to start your own business or join a corporation, we will equip you with the skills to transform business with technology and prepare you to take on executive positions in a wide variety of industries. The possibilities are endless!

Your Journey

Year 1

You will start by building a strong foundation in business. You will learn how to manage people and processes, adopt new technologies and measure business performance among other core business knowledge and skills.

Year 2

You will pursue your chosen elective cluster: Banking & Finance; Digital Business Innovation; Human Resource Management & Development or International Business & Entrepreneurship. Beyond classroom learning, you will be enriched with engaging experiences such as hands-on sessions at our Centres of Excellence, industry projects, industry talks and study trips.

Year 3

You will apply the acquired knowledge and skills during your internship (local or overseas). You will be well-positioned to work in a wide variety of industries upon graduation or you can deepen your skills through continuing education.

ENTRY REQUIREMENTS

To be eligible for consideration for admission, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e. English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements of this course. CCA cannot be used to meet the minimum entry requirements.

Minimum Entry Requirements

English Language (EL1)*	Grades 1-6
Mathematics (E or A)	Grades 1-6
Any three other subjects, excluding CCA	Grades 1-6

To be eligible for selection, you must also have sat for at least one of the following subjects: Art/Art & Design, Business Studies, Combined Humanities, Commerce, Commercial Studies, Economics, Geography, History, Higher Art, Higher Music, History, Introduction to Enterprise Development, Literature in English/ Chinese/Malay/Tamil, Media Studies (English Language), Media Studies (Chinese Language), Music, Principles of Accounts.

*Sijil Pelajaran Malaysia (SPM)/ Unified Examination Chinese (UEC) holders must have a minimum of grade 6 for the relevant English Language subject (e.g. Bahasa Inggeris).

Business

COURSE STRUCTURE

TP Fundamentals (TPFun) Subjects

Subject code	Subject	Level	Credit Units
BCS1011	<p>Communication & Information Literacy</p> <p>In this subject, you will learn how to conduct research for relevant information and validate information sources. You will also learn to recognise and avoid plagiarism, and follow standard citation and referencing guidelines when presenting information. In the course of learning, you will be required to plan, prepare and present information appropriately in written and oral form. You will also be taught to consider the Message, Audience, Purpose and Strategy (MAPS) when writing and delivering oral presentations.</p>	1	2
BCS1012	<p>Workplace Communication</p> <p>In this subject, you will be taught how to conduct effective meetings while applying team communication strategies and the skills for documenting meeting notes. You will be required to write clear emails, using the appropriate format, language, tone and style for an audience. You will also be taught to communicate appropriately in and for an organisation when using various platforms. In all aspects, the principles of applying Message, Audience, Purpose and Strategy (MAPS) will be covered.</p>	1	2
BCS1013	<p>Persuasive Communication</p> <p>In this subject, you will be taught how to use persuasive language in written documents. You will be required to use information to your advantage to verbally communicate and convince an audience about your idea, product or service. Skills such as persuasive vocabulary, language features, graphical illustrations, tone and style would also be covered. The Message, Audience, Purpose and Strategy (MAPS) will also be applied when engaging in verbal and written communication.</p>	1	2
GCC1001	<p>Current Issues & Critical Thinking</p> <p>This subject presents you with a panoramic view of current local and global issues, which may have long term implications for Singapore. You will learn to apply critical thinking tools to examine current issues, support your views with relevant research and up-to-date data, articulate an informed opinion and mature as civic-minded individuals.</p>	1	2

BIN1001	<p>Innovation & Entrepreneurship</p> <p>The Innovation & Entrepreneurship subject is designed for learners from all disciplines to embrace innovation in either their specialised fields or beyond. You will first learn the Design Thinking framework, where you will develop problem statements and ideate solutions. Next, you will discover the tools for prototyping and innovation, such as 3D printing and laser cutting, at TP's Makerspace+ facility. Finally, you will acquire commercial awareness through the LEAN Startup framework of idea crystallisation, prototype building, customer testing and validation, refinement of business model canvas, and crowdfunding or crowdsourcing avenues.</p>	1	2
LEA1011	<p>Leadership: Essential Attributes & Practice 1</p> <p>LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.</p>	1	1
LEA1012	<p>Leadership: Essential Attributes & Practice 2</p> <p>LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.</p>	1	1
LEA1013	<p>Leadership: Essential Attributes & Practice 3</p> <p>LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.</p>	1	1
LSW1002	<p>Sports & Wellness</p> <p>This subject will help you develop both the physical and technical skills in your chosen sports or fitness activities. Through a structured curriculum that facilitates group participation, practice sessions and mini competitions, you will learn to build lifelong skills such as resilience, leadership, communication and teamwork. Physical activity sessions will be supplemented by health-related topics to provide you with a holistic approach to healthy living.</p>	1	2
MCR1001	<p>Career Readiness 1</p> <p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>	1	1

MCR1002	<p>Career Readiness 2</p> <p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>	1	1
MCR1003	<p>Career Readiness 3</p> <p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>	1	1
BGS1002	<p>Global Studies</p> <p>This subject provides essential skills and knowledge to prepare you for an overseas experience. You will examine the elements of culture and learn the key principles of cross-cultural communication. In addition, you will gain an appreciation and awareness of the political, economic, technological and social landscape to function effectively in a global environment.</p>	1	3
BGS1003	<p>Managing Diversity at Work*</p> <p>This subject explores the concepts of identity, diversity and inclusion at the workplace. It examines the relationship between identity and diversity, the benefits and challenges of diversity and the strategies that promote inclusion and inspire collaboration in a diverse workplace. Examples of the elements of diversity covered in this subject include nationality, generation, ethnicity and gender.</p>	1	3
BGS1004	<p>Global Citizenship & Community Development*</p> <p>Students will examine the meaning and responsibilities of being a Global Citizen, in order to contribute towards a more equitable and sustainable world. In addition, students will learn how sustainable solutions can support community development, and, execute and critique a community action plan that addresses the needs of a specific community/cause.</p>	1	3
BGS1005	<p>Expressions of Culture*</p> <p>This subject provides a platform for an understanding of culture and heritage through modes of expression. Students will be introduced to global and local cultures via everyday objects, places and human behaviour seen through time and space. Students will explore issues and challenges in culture and heritage sustainability in community, national and global contexts.</p>	1	5
TGL1001	<p>Guided Learning</p> <p>The subject introduces students to the concepts and process of self-directed learning in a chosen area of inquiry. The process focusses on four stages: planning, performing, monitoring and reflecting. Students get to plan their individual learning project, refine and execute the learning plan, as well as monitor and reflect on their learning progress and project. The learning will be captured and showcased through a curated portfolio. The self-directed learning project will broaden and/or deepen a student's knowledge and skills.</p>	1	3

BSI3034	<p>Student Internship Programme</p> <p>This 20-week internship links your learning with the real world. You will be placed in relevant industrial/ commercial organisations so that you can relate what you have learnt in the classrooms with actual work situations. This practical training provides you with the opportunity to apply the concepts and skills acquired through specific jobs with emphasis on increased recognition and enhancement of student internship programme in alignment with the SkillsFuture initiative.</p>	3	16
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**Students must choose to take either one of these three subjects or TGL1001 Guided Learning.*

Core Subjects

Subject code	Subject	Level	Credit Units
BAF1010	<p>Business Accounting</p> <p>This subject provides you with an understanding of the core accounting principles underlying accounting practice; from the preparation of accounting entries to the financial statements of businesses. It also focuses on how various businesses report the results of their activities in the financial statements.</p>	1	4
BBS1001	<p>Principles of Management</p> <p>This subject covers the key management functions of planning, organising, leading and controlling. It addresses the impact of environmental factors that affect business and the relevance of corporate social responsibility in an organisation. It emphasises the roles, responsibilities and challenges faced by supervisors/managers in an organisation.</p>	1	4
BBS1002	<p>Organisational Behaviour</p> <p>This subject provides you with an introduction to the key determinants of human behaviour at the individual, group and organisational levels. The subject addresses the impact of personality perception, motivation and behavioural modification at the individual level. It emphasises the roles of conflict management, group dynamics, leadership, power and politics at the group level as well as the influence of organisational system variables at the organisational level.</p>	1	4
BBT1010	<p>Business Technology & Analytics</p> <p>This subject covers fundamental computing and data analytics skills for businesses. A strong emphasis is placed in exposing students to office productivity tools which can aid in decision making as well as solving business problems through data manipulation, modelling and visualisation.</p>	1	4
BEC1007	<p>Business Economics</p> <p>The subject covers the fundamental principles of economics for understanding how individuals and firms make decisions. It will focus on the various aspects of the product market: demand and supply, elasticity, market competition, product differentiation. The subject includes an overview of macroeconomic indicators, the government's macroeconomic objectives and policy tools.</p>	1	4

BEC1008	<p>Economics in a Globalised World</p> <p>This subject provides an understanding of the broad framework in which economies operate in a global and interconnected world. Concepts covered thematically include: Measuring economic performance using GDP, Inflation, Unemployment and the AD-AS model; International Trade and Foreign Exchange; the Role of Governments and fiscal & monetary policies</p>	1	4
BLM1007	<p>Business Law</p> <p>This subject provides you with a working knowledge of the general principles of law that are important to business. Topics covered include contract, negligence, sale of goods, intellectual property and e-commerce.</p>	1	4
BLO1001	<p>Business Statistics</p> <p>The subject provides an overview of descriptive and inferential statistics. It includes data description, basic concepts of probability, correlation and regression, probability distributions, estimation and hypothesis testing. The subject also covers the use of computer software application to perform statistical computation for data analysis and interpretation.</p>	1	4
BRM1005	<p>Marketing Fundamentals</p> <p>This subject provides an understanding of the basic concepts and practices of modern marketing. It focuses on the marketing role and the tools utilised by marketers in developing the appropriate marketing mix for target market segments.</p>	1	4
BAF2002	<p>Business Finance</p> <p>This subject provides you with a basic understanding of the sources and allocation of funds within a business enterprise and the tools and techniques used by the financial manager in the management of funds and other financial resources.</p>	2	4
BAF2008	<p>Management Accounting</p> <p>This subject introduces you to the use of accounting information as a management tool in planning and control, short term decision-making and divisional performance evaluation. Basic management accounting tools and techniques such as budgeting, breakeven analysis, relevant costing and performance measurement concepts will be covered.</p>	2	4
BBS2001	<p>Human Resource Management</p> <p>This subject covers the impact of human resources on organisational effectiveness as well as the human relations skills and knowledge required of line managers/supervisors in order to be effective in managing their subordinates. This subject will cover the human resource management (HRM) functions ranging from staffing, induction, training & development, performance appraisal, compensation & benefits, counselling, discipline to grievance handling.</p>	2	4
BBS2009	<p>Managing Small & Medium Enterprises</p> <p>This subject provides you with an overview of the challenges faced by SMEs in Singapore. The subject emphasises on effective marketing, financial, operations and Information & Communication Technology (ICT) management, as well as government assistance programmes that can impact and streamline SMEs for growth and overseas expansion.</p>	2	4

BBS3010	<p>Enterprise Business Plan</p> <p>This subject provides an overview of developing an enterprise business plan. It addresses the various business models that are useful for start-ups and organisations in general. It includes the process skills required for developing the key components of a business plan. The subject emphasises the significance of forecasts, financial data, financing requirements and business controls to the organisation.</p>	3	4
BMK3005	<p>International Business</p> <p>This subject focuses on the essentials of conducting business in the changing global economy, where the inter-dependent elements of international business and the national differences in the current global business environment are examined. Key aspects of doing business overseas including the strategic planning of international companies and their market entry strategies are analysed, highlighting international business strategy in action. The global functions of an international business are further evaluated in the context of globalisation.</p>	3	4

Diploma Subjects - Elective Subjects

Banking & Finance Elective Cluster

Subject code	Subject	Level	Credit Units
BAF2007	<p>International Finance</p> <p>The subject will cover trade documents and the role of banks in the trade system. This will include an examination of the incoterms (terms of delivery) and how the conduct of trade practices under each term can be used to define the responsibilities, ownership and the risk of importers and exporters. The subject will also cover how firms manage risk exposures to foreign exchange through the use of various financial instruments such as the foreign exchange spot and forward contracts, as well as options.</p>	2	4
BAF2024	<p>Banking Products & Services*</p> <p>The subject introduces the regulatory and operational demands associated with the delivery of banking products and services. In addition, the subject focuses on how such products are marketed in the Singapore context, covering issues such as pricing and promotional strategies in the marketing plan.</p>	2	4
BAF2006	<p>Fundamentals of Investment</p> <p>This subject provides a framework for understanding and analysing securities, and covers the key institutional features and theories of investment. Topics covered include the investment environment, return and risk in an investment setting, common stocks, fixed-income securities and alternative investments.</p>	2	4
BAF2021	<p>Personal Financial Planning</p> <p>This subject introduces you to personal financial planning. It covers the key aspects of financial planning, encompassing cash and credit management, investment planning, insurance planning, retirement planning, tax planning and estate planning.</p>	2	4

BAF3021	<p>Risk Management</p> <p>This subject introduces you to the major risk areas that businesses and financial institutions face. It will provide you with a framework for the identification and assessment of credit risk, market risk and operational risk; and outline the positive impact that good corporate governance and culture have on development of robust risk management practices.</p>	3	4
BAF3016	<p>Security Analysis & Portfolio Management</p> <p>This subject focuses on the application of financial tools and techniques to make decisions in selecting a portfolio of securities that meet a company's predetermined set of financial goals, especially in the investment of funds. Topics to be covered include security analysis and valuation, modern portfolio theory and formulation of investment policy.</p>	3	4

Digital Business Innovation Elective Cluster

Subject code	Subject	Level	Credit Units
BBT2004	<p>Enterprise Resource Management</p> <p>This subject covers how an enterprise automates and integrates core business processes such as taking customer orders, scheduling operations and keeping inventory records and financial data with the use of business software.</p>	2	4
BBT2006	<p>Customer and Social Media Analytics</p> <p>This subject covers the process and techniques of data mining to gain insights on customer behaviour. The findings will inform marketing strategies to maximise customer value. Students will learn analytics techniques to measure the effectiveness of digital and social media marketing.</p>	2	4
BBT2007	<p>Business Systems & Innovation</p> <p>This course is about understanding and managing innovations and technologies from a technical and a managerial point of view. Students will study the technologies behind innovations and their implications for business models. They will also learn about the strategic use of business systems and how they are developed and managed.</p>	2	4
BBT2008	<p>E-Commerce & Digital Marketing</p> <p>This subject will cover the trends and developments on both traditional and emerging e-commerce business models. Students will be equipped with the knowledge and skills on how to create a professional website, manage inventory and e-payments, as well as order fulfilment. They will also be taught how to integrate e-commerce implementation with the use of digital marketing, web analytics and the need for e-commerce security so that customer data is protected and secured in the e-commerce platform.</p>	2	4
BBT3011	<p>Business Development in IT</p> <p>This subject focuses on the practical skills of a technical business development executive. Student will be exposed to techniques used by business development teams in forming solutions out of an organization's suite of technology products and services, development of proof of concepts, pricing, generating and qualifying leads as well as go-to-market strategies for technology products and services.</p>	3	4

BBT3012	<p>Innovation Practicum</p> <p>This subject provides students the opportunity to consolidate and apply their knowledge and skills in business innovation. Students will work in teams to design and prototype a business innovation based on real cases identified by a business or a non-profit or public organisation.</p>	3	4
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Human Resource Management & Development Elective Cluster

Subject code	Subject	Level	Credit Units
BBS2010	<p>Talent Acquisition & Management</p> <p>This subject focuses on talent acquisition and management concepts and practices. It aims to provide students with practical knowledge of human resource planning, fair employment practices, different work passes for foreign employees, human resource information system and work-life integration. In addition, the subject covers the impact of talent acquisition and management on organisational productivity and business success.</p>	2	4
BBS2012	<p>Total Rewards Management</p> <p>This subject focuses on total rewards management concepts and practices. The subject covers components of an effective performance management system and key elements of total rewards management such as compensation management, pay-for performance and employee benefits. An understanding of these concepts will equip students with knowledge of how total rewards strategy can help organisations to attract, motivate and retain employees.</p>	2	4
BBS2016	<p>Learning & Talent Development</p> <p>This subject focuses on learning and talent development concepts and practices. The subject covers learning needs analysis, design, implementation and evaluation of a learning programme and career development. An understanding of these concepts will help students understand the importance of learning and talent development to improve individual and organisational performance.</p>	2	4
BBS2017	<p>Employment Laws</p> <p>This subject provides an overview of the major local employment laws and their impact on employee and industrial relations. The subject also covers various government initiatives, tripartite guidelines and dispute resolution to promote good employment relations practices.</p>	2	4
BBS3012	<p>Global Human Resource Management</p> <p>This subject covers the impact of human resources management in globalised organisations. It includes major aspects of an organisation's human resource functions and processes on a global scale. It equips students with the knowledge and skills to become an effective Human Resource practitioner.</p>	3	4

BBS3013	<p>Human Resource Management in Practice</p> <p>This integrated subject bridges the gap between theory and practice in the field of human resource. It aims to provide students with practical experience in identifying, analysing, and solving contemporary human resource issues. The subject builds essential skills in managing human resources in a diverse environment. Students develop their career-readiness by demonstrating their abilities to apply human resource knowledge and skills to manage human resource challenges faced by organisations.</p>	3	4
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International Business & Entrepreneurship Elective Cluster

Subject code	Subject	Level	Credit Units
BBS2013	<p>Startup Launchpad</p> <p>This subject focuses on the process to build a successful startup in today's fast changing business landscape that includes disruptive technologies and emergence of sharing economy. It will explore areas such as opportunity recognition, value proposition, customer validation and testing of startup idea.</p>	2	4
BBS2004	<p>Strategies in E-Business</p> <p>This subject focuses on the business management and strategic aspects of setting up and running of E-Businesses, covering areas such as technology, crowdfunding, internet marketing and competitive advantages associated with E-Business strategies and implementation.</p>	2	4
BAF2007	<p>International Finance</p> <p>The subject will cover trade documents and the role of banks in the trade system. This will include an examination of the incoterms (terms of delivery) and how the conduct of trade practices under each term can be used to define the responsibilities, ownership and the risk of importers and exporters. The subject will also cover how firms manage risk exposures to foreign exchange through the use of various financial instruments such as the foreign exchange spot and forward contracts, as well as options.</p>	2	4
BAF2015	<p>Business in Asia</p> <p>This subject examines business strategies used by companies to compete in Asia by providing an overview of the opportunities and challenges confronting businesses in the dynamic Asian business region. It stresses the strategic economic importance of the Asian region and highlights the different cultural and business practices in Asian economies.</p>	2	4
BBS3005	<p>Product Development & Innovation</p> <p>This subject provides an overview of new product development innovation and processes in organisations today. The subject addresses the methods to transform exciting ideas into new products and systems appropriate for successful innovation and new product development. It focuses on the key process skills for innovators to exploit change with the intention of practising the processes behind developing new products and services.</p>	3	4

BLO3015	<p>Global Trade & Singapore Logistics</p> <p>The subject provides an overview of the roles of global trade and logistics in supporting and effecting the economic development of Singapore. It covers the logistics sector in Singapore as an enabler for trade. It focuses on the significance of trade and freight transportation in the global setting. Topics related to international transportation modes, international commercial terms (INCOTERMS), free trade agreements (FTA), air and sea freight shipments will be covered to give a good understanding of the international freight practices in the global trade. Various shipping documentation, customs clearance procedures, insurance and liabilities in air and sea carriage will also be emphasised.</p>	3	4
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Diploma Elective Subject

Subject code	Subject	Level	Credit Units
BMK2017	<p>Consumer Insights</p> <p>This subject provides you with an understanding of customer buying behaviour. It focuses on the internal and external forces affecting customers' buying decisions in a variety of contexts. Students will learn to gather insights from understanding consumer decision making journey.</p>	2	4

Graduation Requirements

Cumulative Grade Point Average	min 1.0
TP Fundamentals Subjects	40 credit units
Diploma Subjects - Core Subjects - Elective Subjects	60 credit units min 24 credit units
Total Credit Units Completed	min 124 credit units