



DIPLOMA IN BUSINESS (T10)

Course Overview

This course will enhance your competitiveness in today's ever-changing digitalised and interconnected world through a digitally transformative and broad-based holistic curriculum which is aligned with skills competencies and knowledge across various sectorial Skills Frameworks. You will attain a firm foundation in business, an international business outlook, cutting-edge digital skills and an entrepreneurial mind-set. Deepening of knowledge and skills will be acquired through the choice of one of four elective clusters: Banking & Finance, Digital Business Innovation, Human Resource Management with Psychology and International Business & Entrepreneurship. You will gain hands-on learning through real-life industry projects and internship during your course of study. Whether you choose to start your own business or join a corporation, our course equips you with multidisciplinary and transferable skillsets to succeed in these roles and facilitate your relevance and adaptability across multiple industry sectors.

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.

Subject	Grade
English Language (EL1)*	1-6
Mathematics (E or A)	1-6
Any three other subjects, excluding CCA	1-6
2021 Planned Intake	170
Net ELR2B2 aggregate range (2021 JAE)	5 - 14

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).

What You'll Learn













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.

TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units
 BCS1011	Communication & Information Literacy 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 M essage, A udience, P urpose and S trategy (MAPS) when writing and delivering oral presentations.	2 
 BCS1013	Persuasive Communication 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 M essage, A udience, P urpose and S trategy (MAPS) will also be applied when engaging in verbal and written communication.	2 
 BGS1002	Global Studies 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.	3 

^	BIN1001	Innovation & Entrepreneurship	2	^
<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>				
^	GCC1001	Current Issues & Critical Thinking	2	^
<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>				
^	LEA1011	Leadership: Essential Attributes & Practice 1	1	^
<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>				
^	LSW1002	Sports & Wellness	2	^
<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>				
^	MCR1001	Career Readiness 1	1	^
<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>				

Subject Code	Subject	Credit Units
 BAF1010	Business Accounting <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>	4 
 BBS1001	Principles of Management <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>	4 
 BBT1010	Business Technology & Analytics <p>This subject provides an overview of how digitalisation and business technology impact the future of work and businesses. It also encompasses the utilisation of digital information and applications to facilitate decision making and problem solving through data analysis and visualisation.</p>	4 
 BBT2008	E-Commerce & Digital Marketing <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>	4 
 BEC1007	Business Economics <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>	4 
 BLO1001	Business Statistics <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>	4 

^	BRM1005	Marketing Fundamentals	4	^
<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>				

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.

TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units	
^	<p>BCS1012</p> <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>	2	^
^	<p>BGS1003</p> <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</p>	3	^
^	<p>BGS1004</p> <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>	3	^
^	<p>BGS1005</p> <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>	3	^







^	LEA1012	Leadership: Essential Attributes & Practice 2	1	^
<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>				
^	LEA1013	Leadership: Essential Attributes & Practice 3	1	^
<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>				
^	MCR1002	Career Readiness 2	1	^
<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>				
^	TGL1001	Guided Learning	3	^
<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>				

** Students must choose to take either one of these three subjects or TGL1001 Guided Learning.*



Subject Code	Subject	Credit Units
 BAF2002	Business Finance <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>	4 
 BBS1007	Customer Experience Design <p>The subject introduces the concept of Human-Centered Design, and its practice to create interfaces that offer an enriching user experience (UX/UI). The topics covered include designing interfaces, need findings, sketching and prototyping for interactive experiences, and usability testing.</p>	4 
 BBS2018	People Management <p>The subject provides an insight into the key functions relating to management of employees performed by line supervisors. Various aspects of managing people including recruitment, selection, orientation, performance appraisal, people development, motivation, conflict management, team management, grievance handling, discipline and counselling will be covered.</p>	4 
 BBS2019	Business & Social Media Analytics <p>The subject covers methodologies such as data mining, predictive analytics, and statistical analysis in order to analyse and transform data into useful information to make smarter, data-driven business decisions. It focuses on how business analytics is used to measure the effectiveness of digital and social media marketing.</p>	4 
 BBT2004	Enterprise Resource Management <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>	4 
 BLM1007	Business Law <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>	4 

Diploma Subjects - Elective Subjects









Banking & Finance Elective Cluster

Subject Code	Subject	Credit Units
 BAF2006	Fundamentals of Investment <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>	4 
 BAF2007	International Finance <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>	4 
 BAF2024	Banking Products & Services <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>	4 

Digital Business Innovation Elective Cluster

Subject Code	Subject	Credit Units
 BBS2013	Startup Launchpad <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>	4 

<p>^ BBS2021</p>	<p>Digital Business Development & Strategies</p> <p>The subject covers business strategies and practices in marketing, pricing, sales, channel relationships and contract management for businesses dealing with technology products and services. It will examine current practices such as omni channel strategy that integrates with the partners. It also introduces steps to start up a new technology business from writing business proposal, identifying key personnel, funding to exit strategies.</p>	<p>4 ^</p>
<p>^ BBS2022</p>	<p>Business Transformation & Innovation</p> <p>The subject focuses on the application of emerging technologies in business systems to solve real-world business problems. It will cover artificial intelligence, i4.0, cloud computing, blockchain, cryptocurrency and technological innovations that transform business models</p>	<p>4 ^</p>
<p>Human Resource Management With Psychology Elective Cluster —</p>		
<p>Subject Code</p>	<p>Subject</p>	<p>Credit Units</p>
<p>^ BBS2010</p>	<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>	<p>4 ^</p>
<p>^ BBS2012</p>	<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>	<p>4 ^</p>
<p>^ BBS2016</p>	<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>	<p>4 ^</p>

Subject Code	Subject	Credit Units
 BAF2007	International Finance <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>	4 
 BBS2013	Startup Launchpad <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>	4 
 BBS2015	Business in Asia <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>	4 
 BBS2023	Product & Service Innovation <p>This subject provides an overview of new product and service development and innovation processes in organisations today. The subject addresses the methods to transform exciting ideas into new products and services to adapt to shorter industry life cycle models. 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>	4 

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

TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units
BSI3034	<p>Student Internship Programme</p> <p>This structured programme is designed to link your learning with the real work environment. You will be placed in organisation(s) with opportunities to apply the concepts and skills acquired in the course of your study. Besides reinforcing technical concepts and mastering of skills in areas that you have been trained, the practical training will enable you to build important skills such as problem-solving, communication, teamwork, and to cultivate good attitude and a strong work ethic.</p>	16
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

Core Subjects

Subject Code	Subject	Credit Units
BBS3014	<p>Innovation Project Synthesis</p> <p>This subject requires the application of knowledge and skills acquired in subjects taken to develop a viable solution to a given business problem. Effective teamwork will be required to produce feasible transdisciplinary solutions to problem statements. The tangible outcome will be a formal presentation of the project.</p>	4
BBS3015	<p>Business Agility & Change Management</p> <p>The subject introduces the concept of business agility with the application of modern business management techniques to make a business thrive and respond rapidly to changes in the internal and external environments. This competency-based approach incorporates agile principles and lean-thinking methods to implement a value stream network that focuses on optimising business processes to adapt the organisation to new opportunities.</p>	4

^	BBS3016	Stakeholder & Project Management	4	^
<p>The subject covers the stakeholder management strategies and project execution skills by managing stakeholder engagement, resources, budgets and problem resolution. Stakeholder management will include collaborating with the organisation's key stakeholders and strategic partners by identifying needs, setting service standards and resolving issues in accordance with organisational procedures. Application of appropriate project management methods will track and drive progress of projects to efficient and effective completion.</p>				

Diploma Subjects - Elective Subjects

Banking & Finance Elective Cluster

Subject Code	Subject	Credit Units		
^	BAF3016	Security Analysis & Portfolio Management	4	^
<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>				
^	BBT2013	Financial Technology	4	^
<p>This subject focuses on how FinTech seeks to transform the financial services industry. It covers an overview of the FinTech landscape and the ecosystem, and the impact of innovations on the financial services industry. It will also cover concepts and techniques of new technologies and FinTech business models, useful to build better businesses. Topics to be covered include Blockchain, Peer-to-Peer Lending, and Robo-Advisor.</p>				

Digital Business Innovation Elective Cluster

Subject Code	Subject	Credit Units		
^	BBS2020	E-Customer Relationship Management	4	^
<p>The subject covers how businesses use customer relationship management software to capture leads, nurture their sales pipelines and retain customers in one customisable platform. The software helps business build stronger, longer-lasting relationships and close more deals much faster.</p>				

^	BBT3005	Business Information Systems Security & Audit	4	^
<p>This subject focuses on the understanding of information security with respect to information systems. It highlights the main principles of information security, introduces the different aspects of information security management and provides a high level view of computer forensics analysis. It also draws attention to the current industry practices, government policies and future trends by looking at certification, audits and plans that businesses are working on.</p>				

Human Resource Management With Psychology

Subject Code	Subject	Credit Units		
^	BBS3018	Employment Laws	4	^
<p>The subject covers the rights and responsibilities of employers and employees as set out in the employment laws, and how human resource practices can be managed through applications of relevant employment laws in Singapore, such as Employment Act, Work Injury Compensation Act, the Retirement & Re-employment Act, CPF Act, and Industrial Relations and Trade Unions Act.</p>				
^	GBS2000	Counselling Psychology in the Workplace	4	^
<p>This subject provides an introduction to basic counselling principles and skills, and their application in the workplace. Students will learn about the fundamental skills used in counselling, and about the counselling process. They will also discuss some of the main perspectives and approaches in counselling, and explore issues that influence the counselling process, including ethics and working with diversity. Finally, students will also learn about how counselling principles, skills, and approaches may be applied in workplace contexts.</p>				

International Business & Entrepreneurship Elective Cluster

Subject Code	Subject	Credit Units		
^	BLO3015	Global Trade & Singapore Logistics	4	^
<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>				

GRADUATION REQUIREMENTS

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