



COMMON BUSINESS PROGRAMME (T01)

Course Overview

Have you set your sights on a business course but need more time to explore the many possibilities it offers? The Common Business Programme (CBP), which offers the flexibility of seven diplomas to choose from, is designed to help you make that decision.

In your first semester, you will discover your interests and strengths through our Career Readiness module and be exposed to business foundation subjects before choosing your area of specialisation.

To further guide you in making your choice, you will get to attend workshops and hear from lecturers about each of the following seven diploma courses.

- Accountancy & Finance (T02)
- Business (T10)
- Culinary & Catering Management (T18)
- Hospitality & Tourism Management (T08)
- International Trade & Logistics (T07)
- Law & Management (T09)
- Marketing (T67)

You will rank your choices towards the end of your first semester in your first year, and thereafter get streamed into your diploma course in the second semester.



DIVERSE COURSES

One choice; many possibilities – Choose from seven future-ready business diplomas.



DISCOVER YOUR TALENTS

Discover your interests through Career and Personality profiling tools in our Career Readiness and Leadership modules.



EXPLORE YOUR PATH

Attend workshops and interact with faculty staff to know more about the various options and career possibilities before deciding on your diploma choice.

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
2022 Planned Intake	300
Net ELR2B2 aggregate range (2021 JAE)	6 - 15

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

Students opting to be streamed to the Diploma in Law & Management must fulfil the minimum entry requirement of grade 1 to 4 for O-level English Language.

*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

TPFUN






Build a good foundation in fundamental business subjects. The early exposure to TP Fundamental subjects and business subjects in the first semester will better guide you to the course you want to pursue.

Curriculum For Semester 1

Subject Code	Subject	Credit Units
BAF1010	Business Accounting 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.	4
BBS1001	Principles of Management 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.	4
BBT1010	Business Technology & Analytics 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.	4
BEC1007	Business Economics 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.	4

You will also undergo TP Fundamentals (TPFun) – a set of subjects that equips you with the crucial life skills you need to navigate the modern world as an agile and forward-thinking individual, and team player.

TP Fundamentals (TPFun) Subjects			
Subject Code	Subject	Credit Units	
GTP1301	<p>Current Issues & Critical Thinking</p> <p>This subject covers current issues, including diverse local and global concerns, that will impact lives and may have critical implications for Singapore. There will be opportunities to build competence through self-directed learning, communicate and collaborate in active discussions and objectively analyse issues using digital and information literacy skills and critical thinking scaffolds.</p> <p>This subject aims to provide students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • apply critical thinking tools to examine current issues. • effectively search for relevant information from a variety of sources. • evaluate research information. • cite sources to support their views. • articulate an informed opinion about current issues. 	3	^
BTX1001	<p>Effective Communication</p> <p>This subject introduces the fundamentals of effective communication. It also covers how to communicate with and convince an audience through writing and speaking tasks. The skills in this subject will include the application of strategies for communication, appropriate vocabulary, language features, visual aids, tone and style. The Message, Audience, Purpose and Strategy (MAPS) framework will also be applied when planning and engaging in written and verbal communication. There will be opportunities to communicate and collaborate through active learning activities, apply digital and information literacy skills and build competence through self-directed learning.</p> <p>This subject aims to equip students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • apply the factors that influence effective communication. • structure a compelling point of view through a writing task. • express their ideas convincingly to an audience in an oral presentation. 	3	^
BTX1002	<p>Professional Communication</p> <p>This subject covers professional communication skills for the workplace and employability skills in the areas of career preparation. It covers communication and interpersonal skills, including effective virtual communication etiquette, and conducting oneself professionally in the workplace. In addition, essential career preparation skills such as resume writing and interview skills, needed to seek and secure work would be included. The Message, Audience, Purpose and Strategy (MAPS) framework would also be applied when engaging in written and verbal communication. There will be opportunities to communicate and collaborate through active learning activities, apply digital and information literacy skills and build competence through self-directed learning.</p> <p>The subject aims to equip students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • communicate effectively in the workplace using principles of effective written communication and interpersonal skills. • apply effective job search and interview skills in their career preparation. 	3	^
GTP1101	<p>Leadership Fundamentals</p> <p>This subject focuses on self-leadership based on the values of integrity, respect, and responsibility. Increasing awareness of self and others will lay the foundations for personal and relationship effectiveness. Consequential thinking, clear articulation of personal values and visions, emphatic listening, and collaboration in serving others are some of the essential skills covered in this leadership journey. There will be opportunities to build and to apply the concepts of being a values-centred leader.</p> <p>The aim of this subject is to guide students to:</p> <ul style="list-style-type: none"> • design a personal growth plan based on strengths, values and purpose. • apply the attributes of logical and emotional intelligence to improve team effectiveness. • identify the key messages of respect in relationships. • apply the principles of effective personal financial management. 	2	^

	<p>This subject focuses on Service Learning as an experiential platform to apply the tenets of Self and Team Leadership. Service Learning will be the capstone project for this subject, which will require an analysis of the diverse needs of the community, collaboration with community partners and demonstration of learning, including key elements of empathy. There will be opportunities to build and to apply the concepts of being a values-centred leader.</p> <p>This subject aims to equip students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • plan and carry out a project to demonstrate empathy towards people in a diverse community. • apply diploma core knowledge and skills through the Service Learning platform to address community needs. • reflect on the Service Learning experience when working in teams and with community partners. 		
GTP1201	<p>Career Readiness CARE1</p> <p>This subject focuses on personal management skills. It develops an understanding of one's career interests, values, personality and skills for career success. It covers the necessary knowledge, skills and attitudes needed to succeed in the workplace and achieve professional goals. There will be exposure to apply digital and information literacy skills, build competence through self-directed learning methods and acquire the skills of being a lifelong learner.</p> <p>This subject aims to equip students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • analyse personal characteristics that can contribute positively to achieving personal, educational and career goals. • make career decisions that are aligned with their interests, skills and values. 	1	
GTP1202	<p>Career Readiness CARE2</p> <p>This subject focuses on career management skills. It covers the importance of workplace readiness skills to adapt and respond to the changing job market environment. Career ownership and continuous learning for lifelong employability will be emphasised. There will be exposure to apply digital and information literacy skills, build competence through self-directed learning, and acquire the skills of being a lifelong learner.</p> <p>This subject aims to equip students with the knowledge and skills to:</p> <ul style="list-style-type: none"> • identify their work profiles to help them in their career choices in a changing job market environment. • take career ownership for continuous learning and lifelong employability. 	1	
LSW1002	<p>Sports & Wellness</p> <p>The subject enables students to build a good foundation for healthy living. Students will have the opportunity to participate in hands-on practical sessions where they will experience and develop both physical and technical skills in their chosen sports or fitness activities. Through a structured curriculum that facilitates group participation, practice sessions and mini competitions, students will be able to build lifelong skills such as resilience, leadership, communication and teamwork. Physical activity sessions will also be supplemented by health-related topics that span the dimensions of health, such as diet, nutrition, stress and weight management, to provide students with a holistic approach to healthy living. This subject also prepares students to be self-directed and accountable for lifelong learning for good health.</p>	2	
BIN1001	<p>Innovation & Entrepreneurship</p> <p>The subject is designed for learners from all disciplines to embrace innovation in either their specialised field or beyond. Learners will be taught to apply the Design Thinking framework to develop problem statements, ideate and identify feasible solutions. Learners will be exposed to several tools for prototyping. In addition, commercial awareness will be imbued in learners through various innovation and entrepreneurship concepts or tools. This subject also prepares students to be self-directed lifelong learners who are digital and information literate. It nurtures communicative and collaborative citizens who can use objective analysis in problem-solving.</p>	2	
BGS1002	<p>Global Studies</p> <p>This subject provides essential skills and knowledge to prepare students for an overseas experience. They will examine the elements of culture and learn the key principles of cross-cultural communication. In addition, they will gain an appreciation and awareness of the political, economic, technological and social landscape to function effectively in a global environment. The subject prepares students to be responsible citizens and leaders who can contribute to the global community through effective communication and collaboration.</p>	3	

BGS1003	Managing Diversity at Work* 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. The subject prepares students to be responsible citizens and leaders who can contribute to the global community through effective communication and collaboration.	3	^
BGS1004	Global Citizenship & Community Development* 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. The subject prepares students to be responsible citizens and leaders who can contribute to the global community through effective communication and collaboration.	3	^
BGS1005	Expressions of Culture* 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. The subject prepares students to be responsible citizens and leaders who can contribute to the global community through effective communication and collaboration.	3	^
GTP1302	Guided Learning 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. Students will enhance their problem solving and digital literacy skills through this subject.	3	^

* Students must choose one of these three electives under the 'Global Studies 2' subject, or take 'Guided Learning'

Graduation Requirements

Please refer to the respective diploma websites:

- [Diploma in Accountancy & Finance \(T02\)](#)
- [Diploma in Business \(T10\)](#)
- [Diploma in Culinary & Catering Management \(T18\)](#)
- [Diploma in Hospitality & Tourism Management \(T08\)](#)
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