



DIPLOMA IN BUSINESS (T10)

Course Overview

In a highly competitive, digitalised and interconnected world, professionals that can make an impact to how businesses can succeed are in demand. This course will give you a strong foundation in business and an international outlook, equip you with cutting-edge digital skills and help you develop an entrepreneurial mindset.

You will deepen your knowledge and skills by choosing one of four elective clusters to specialise in: Banking & Finance, Digital Business Innovation, Human Resource Management with Psychology and International Business & Entrepreneurship. You will also gain hands-on learning through real-world industry projects and internship programmes during your course of study.

Whether you choose to further your studies, start your own business or join a corporation, our course equips you with multidisciplinary and transferable skill sets to remain agile and relevant across multiple industry sectors.



CERTIFIED FOR THE INDUSTRY

Obtain widely-recognised certifications from partners such as the Institute for Human Resource Professionals.



PRACTICE-ORIENTED LEARNING

Gain hands-on and relevant training through structured internship arrangements with Enterprise Singapore and SGTech, as well as the in-house PERSOLKELLY Career Centre.



DEVELOP AN ENTREPRENEURIAL MINDSET

Hone your innovative and entrepreneurial skills through the Spirit of Enterprise-TP Student Chapter.

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	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

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TPFUN

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.

Core Subjects		
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

BBT2008	E-Commerce & Digital Marketing 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.	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	
BLO1001	Business Statistics 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.	4	
BRM1005	Marketing Fundamentals 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.	4	

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TPFUN

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.

Core Subjects			
Subject Code	Subject	Credit Units	
BAF2002	Business Finance 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.	4	
BBS2018	People Management 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.	4	
BBS2019	Business & Social Media Analytics 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.	4	
BBS2024	Customer Experience Design 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.	4	

BBT2004	Enterprise Resource Management 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.	4	
BLM1007	Business Law 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.	4	

Diploma Subjects - Elective Subjects

Banking & Finance Elective Cluster

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

Digital Business Innovation Elective Cluster

Subject Code	Subject	Credit Units	
BBS2013	Startup Launchpad 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.	4	
BBS2021	Digital Business Development & Strategies 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.	4	
BBS2022	Business Transformation & Innovation 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	4	

Human Resource Management With Psychology Elective Cluster

Subject Code	Subject	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>	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>	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>	4

International Business & Entrepreneurship Elective Cluster

Subject Code	Subject	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>	4
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>	4
BBS2015	<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>	4

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TPFUN

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.

Core Subjects

Subject Code	Subject	Credit Units
BBS3014	Innovation Project Synthesis <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	Business Agility & Change Management <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 <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>	4

Diploma Subjects - Elective Subjects

Banking & Finance Elective Cluster

Subject Code	Subject	Credit Units
BAF3016	Security Analysis & Portfolio Management <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>	4
BBT2013	Financial Technology <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>	4

Digital Business Innovation Elective Cluster

Subject Code	Subject	Credit Units
BBS2020	E-Customer Relationship Management <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>	4

BBT3005**Business Information Systems Security & Audit****4**

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.

Human Resource Management With Psychology**Subject Code****Subject****Credit Units****BBS3018****Employment Laws****4**

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.

GBS2000**Counselling Psychology in the Workplace****4**

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.

International Business & Entrepreneurship Elective Cluster**Subject Code****Subject****Credit Units****BLO3015****Global Trade & Singapore Logistics****4**

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.

BBS2023**Product & Service Innovation****4**

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.

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TPFUN

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.

Subject Code	Subject	Credit Units	
GTP1301	Current Issues & Critical Thinking <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	Effective Communication <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	Professional Communication <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	Leadership Fundamentals <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>GTP1102</p>	<p>Leadership in Action</p> <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. 	<p>1</p> <p>^</p>
<p>GTP1201</p>	<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. 	<p>1</p> <p>^</p>
<p>GTP1202</p>	<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. 	<p>1</p> <p>^</p>
<p>LSW1002</p>	<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>	<p>2</p> <p>^</p>
<p>BIN1001</p>	<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>	<p>2</p> <p>^</p>
<p>BGS1002</p>	<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>	<p>3</p> <p>^</p>

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	
BSI3039	Student Internship Programme 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.	16	

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

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