SG JOBS & SKILLS

Temasek POLYTECHNIC

SGUNITED SKILLS PROGRAMME

Modern Services

Up-Skill in Business Management

Course code: GBO

Course Overview

This course aims to equip you with a holistic education in business administration covering management, business environment, communication, and analysis.

Career Opportunities

Upon completion of the course, graduates can look forward to career opportunities in roles such as:

- Administrators
- Executives

Minimum Entry Requirement

- Singapore Citizens and Singapore Permanent Residents, aged 21 & above
- 3 Relevant 'O' Level passes and 3 years of relevant working experience
- Higher Nitec and 1 year of relevant work experience
- Nitec GPA ≥3.5 and 2 years of relevant working experience
- Higher Nitec in Technology/Services and 1 year of relevant working experience
- Nitec in Technology/Services of GPA ≥3.5 with 2 years of relevant working experience
- Relevant WSQ Qualification with 3 years of relevant working experience and WSQ Workplace Literacy Statement of Attainment (SOA)(Level 6) and Workplace Numeracy Statement of Attainment (SOA)(Level 6) WSQ Qualification

Applicants who do not meet the entry requirements may be considered for admission to the course based on evidence of at least 5 years of relevant working experience or supporting evidence of competency readiness. Suitable applicants who are shortlisted may have to go through an interview and/or entrance test. The Polytechnic reserves the right to shortlist and admit applicants.

Important information for you

With the new support scheme, you can now earn up to $1,200 per month by attending courses and equipping yourself with industry-relevant skills and knowledge.

View courses
Find all courses at:
www.tp.edu.sg/sgus

Application Period
09 November 2020 - 04 January 2021
APPLY HERE

Training Allowance
$1200 per month
- Min. 75% attendance requirement

Nett Course fee
6-month course - $500
12-month course - $1000
Use your SkillsFuture Credits!

Click here for FAQ.

Reach out to us!

sgus@tp.edu.sg 6788 1212

UP-SKILL IN BUSINESS MANAGEMENT | 08 MARCH 2021 INTAKE	
Course fee: **$1000.00** Course Duration: **12 months | Full day training** Course commencement date: **08 March 2021** Application period: **09 November 2020 – 04 January 2021**	**APPLY NOW** **COURSE CODE: GBO**
Full Course fee before subsidy: $28,143.00 *Please take note of the following requirements in order to be eligible for the subsidy:* *1. Trainees must fulfil minimum attendance requirements and pass assessments to qualify for course fee subsidies. Trainees who are unable to meet these requirements may be asked to return the course fee subsidies that they have received.* *2. The programme allows trainees to exit without penalty if they are successfully placed into a job or have secured a job on their own accord while undergoing training. However, trainees who exit the programme without a valid reason may be asked to return the course fee subsidy that they have received.*	
Diploma in Business Practice (Business Administration)	Course Outline
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Social Media Strategy	Course Outline
Graphic Design Basics – Create Impactful Marketing Collateral in 1 Day	Course Outline
Learning Basic Sales Techniques	Course Outline
Industry Project/Industry Attachment	Course Outline

COURSE OUTLINE

Diploma in Business Practice (Business Administration)

The Diploma in Business Practice (Business Administration) is designed to equip participants with a holistic education in business administration covering management, business environment, communication, and analysis.

What you will learn

Certificate in Communication & IT Skills

- Reports & Business Communication
- Oral Presentations & Meeting Skills
- Business IT & Applications

Certificate in Business Environment & Marketing

- Business Economics
- Business Environment
- Marketing Principles

Certificate in Business Analysis

- Business Accounting
- Business Statistics
- Problem-Solving Skills in Business

Certificate in Business Management

- Principles of Management
- Operations Management
- Management Accounting & Finance

Certificate in People Management

- Organisational Behaviour
- Human Resource Management
- Customer Service Management

BACK

Fundamentals of the Personal Data Protection Act

The course will train participants to identify key legislative and regulatory requirements under the PDPA and will look at the role of the Data Protection Officer and how to manage data breaches.

What you will learn

- Identify key legislative and regulatory requirements under the PDPA including the 9 key obligations under the PDPA, the provisions relating to "Do Not Call
- Manage data breaches through case study.

Participant Pre- requisites

Participants are assumed to be able to:

- Understand relevant organisational strategies, objectives, culture, policies, processes and products / services;
- Have information gathering skills to gather and collate necessary data;
- Have analytical skills to assess policies and procedures;
- Have business writing skills to prepare management report;
- Have interpersonal and communication skills to interact with relevant stakeholders;
- Have facilitation skills to ask the right questions to elicit necessary information; and
- Be aware of compliance requirements of organisation.

BACK

Coding for All

This workshop uses a project-based approach to introduce participants to coding fundamentals using an appropriate coding language (i.e. Python). Participants will learn how to develop simple applications from scratch. No prior programming experience is needed.

What you will learn

- Basic concepts and techniques of coding in a language, such as Python
- Hands on activity will be performed using IDLE and/or Pycharm

BACK

Career Readiness

This module focuses on one's personal and career management, as well as employability skills. It develops the understanding of one's career profile and skills needed for career success, and provides one with the qualities to remain relevant in a changing job market environment. It emphasizes career ownership and continuous learning for lifelong employability. In addition, participants will learn how to prepare career documents such as a résumé, cover letter and be better prepared for interviews.

BACK

SkillsFuture for Digital Workplace

This workshop that will walk participants through the latest tools of the digital world. Through hands-on training and group activities, participants will learn how to harness these digital tools to build digital confidence.

What you will learn

- Learn how to hunt for the best deals online, in Singapore and overseas so that you do not miss the next sale. Split bills among friends without exchanging physical money, and while doing so, ensure that your passwords, credit card numbers and accounts are never compromised.
- Run a virtual garage sale and earn some money in the process. Learn the techniques of digital and social media marketing to make sure that your sale is well advertised.
- Collaborate virtually with colleagues on your next project. Manage task lists, documents and communications securely while your team works together in separate locations, even time zones.

BACK

Design Thinking in Action - The SEE Cycle

This course will help non-designers sift through the jargon and gain insight into the cyclical and highly iterative creative thinking process. Participants will be encouraged to adopt an open and expansive mindset that will embrace productive failure, risk-taking and deep inquiry.

What you will learn

- Overview Of Design Thinking
- Introduction To The SEE Cycle
- Beginning With The Right Mind-set
- Presenting The Design Challenge
- The Power Of Empathy
- Identifying the Issue
- Deconstruction and Reconstruction
- Presentation and Critique
- Generating New Ideas
- Discovering the Impossible
- Distilling the Best
- Validating Viable Options
- Presentation and Critique
- Summary and Conclusion

BACK

Basic Business Analytics @ Work

This workshop is a quick jumpstart to do basic business analytics. Participants will get to understand of the importance of Analytics, to get hands-on experience to handle data, as well as to create interactive dashboards. This workshop will also show case the potential and possibilities of doing more with advance business analytics.

What you will learn

- Introduction to Analytics
- Business Analytics Life Cycle
- Text Mining

BACK

Data Visualisation

This course focuses on the skills to analyse, visualise and present analysed data. It will cover the knowledge and best practices of data visualisation with commercial visualisation software.

What you will learn

- What is data visualisation?
- The different types of data visualisation
- Overview of the applications of data visualization
- Applying data management
- Understanding data attributes, data quality dimensions
- Analysing the nature of raw data
- Preparing for data cleansing
- Handling data cleansing, data visualisation techniques
- Understanding the various visualisation techniques
- Applying appropriate techniques to display data
- Building a basic dashboard using appropriate reporting components
- Validating the selection of graphical representations

BACK

Data Storytelling
In this workshop, participants will learn to communicate data findings, tailored to a target audience, by connecting the dots using compelling narratives and visuals such as storyboarding and visual aesthetics.

What you will learn

- Be equipped with concepts and techniques to transform data into stories
- Learn various attributes that can alter the impact on your audience
- Gain a new perspective to communicate your data differently

BACK

Social Media Strategy
Learn different aspects of social media from content strategies to viral videos. Understand best practices for each social media and learn how to build relationship between brands and consumers.

What you will learn

- 1. Differentiate types of social media platforms for marketing
- 2. Develop a strategic social media plan
- 3. Create content for social media engagement
- 4. Apply best practices for publishing social media content
- 5. Evaluate social media campaigns

BACK

Graphic Design Basics – Create Impactful Marketing Collateral in 1 Day
This course will help non-designers learn usage of good typography and layout principles in composition to create visually exciting marketing and promotion materials. In a future world where multi-disciplinary competencies will be valued, learn how to create visual content, and also know how to make the content visually attractive and conceptual.

What you will learn

- Typography
- Layout
- Mood board
- Design Principles
- Creation of EDM

BACK

Learning Basic Sales Techniques
This workshop covers an overview of basic sales techniques and participants will learn and understand the fundamentals of personal selling.

What you will learn

- Develop sales mindset and attitudes that drive commitment to sales target
- Create positive first impression and sales conversation
  Overcome sales objections with sales closing techniques

BACK

Industry Project/Industry Attachment

This programme involves project-based learning, where you are required to be either attached to companies or work on real-life projects for companies or centres, related to your course of study. You are expected to undertake various activities discussed with and assigned by the supervisors or participating host organisations. The programme enables you to apply knowledge and skills acquired in the course of your study to address practical problems in the real workplace.

BACK

The information in this brochure is accurate at the time of updating (28 Sep 2020).

Temasek
POLYTECHNIC

Temasek Skillsfuture Academy

21 Tampines Avenue 1, East Wing 1A
Level 3, Unit 81, Singapore 529757

www.tp.edu.sg/tsa

6788 1212

tsa@tp.edu.sg

@temasekpoly

tsa.tp