Course Title	Course Outline	Application
SKILLS-BASED MODULAR COURSES *Upon successful completion of the modular courses, students will be awarded a Statement of Result which can count towards the attainment of the corresponding Post-Diploma courses should the individual subsequently decide to enrol into relevant full-qualification courses.*		
Designing for Digital Devices & Ecosystems	Learn to design for our ever-changing digitally networked society. Learn how to engage users through different digital media and produce them using design tools.	Apply Now (Please select Course Code: **UDB** Commencement Date **Intake 1: 22 June 2020** **Intake 2: 20 July 2020**) *no supporting docs required*
Digital Content Management	Introduces participants to the different types of digital content, the creation and usage of these content in the context of a business. Participants will examine the challenges and issues in managing digital content in M-commerce, cross-channel fulfilment, in-store virtual technology, integration of digital media applications and omni-channel customer engagement.	Apply Now (Please select Course Code: **UBT** Commencement Date **Intake 1: 22 June 2020** **Intake 2: 20 July 2020**) *no supporting docs required*
Business Intelligence Fundamentals	Introduces participants to a basic understanding of statistics and the application of business data analysis tools and techniques to visualise, analyse and interpret the results from these data. Participants will learn essential descriptive data measures and data visualisation for describing data using tools such as Microsoft Excel and Power BI.	Apply Now (Please select Course Code: **UCB** Commencement Date **Intake 1: 22 June 2020** **Intake 2: 20 July 2020**) *no supporting docs required*
Customer Service Excellence	Focuses on essential knowledge, skills and techniques required to provide service excellence and management of customer service. These will apply to frontline, internal support centre and contact centre environment. Also highlights the importance of ownership and empowerment in customer service, as well as study how organizational customer service philosophy impacts the entire customer service cycle.	Apply Now (Please select Course Code: **UBQ** Commencement Date **Intake 1: 22 June 2020** **Intake 2: 20 July 2020**) *no supporting docs required*
Customer Engagement	Focuses on understanding consumer online behaviour and using the different digital marketing and social	Apply Now (Please select

	media tools to engage consumer so as to attract, retain, and create strong relationships. Participants will learn to map customer journey and the strategies company use to engage consumer on the various digital & social media platforms.	Course Code: **UBT** Commencement Date **Intake 1: 22 June 2020 Intake 2: 20 July 2020**) *no supporting docs required*
Project Management 100% e-learning	Focuses on implementing the project management framework including aspects of planning activities of a project, designing the work breakdown structure, allocating project resources, implementing and controlling the progress of the project until completion. Participants will also learn the use of project management software.	Apply Now (Please select Course Code: **UBQ** Commencement Date **Intake 1: 22 June 2020 Intake 2: 20 July 2020**) *no supporting docs required*
Fundamentals of Personal Data Protection Act	Equips 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.	Apply Now (Please select Course Code: **UPA** Commencement Date **Intake 1: 22 June 2020 Intake 2: 20 July 2020**) *no supporting docs required*
Financial Planning & Needs Analysis	Introduces participants to the process of performing needs analysis through the different phases of an individual's life cycle so as to identify gaps in the financial plan. The application of content and skills is consolidated in a case that requires participants to prepare personal financial statements for clients and project the outcomes of the financial plan into the future; including meeting retirement needs.	Apply Now (Please select Course Code: **UBR** Commencement Date **Intake 1: 22 June 2020 Intake 2: 20 July 2020**) *no supporting docs required*
Data Analytics for Investment & Marketing	Introduces students to the concepts and techniques of interrogating data to derive useful knowledge and patterns that can help financial institutions gain business insights for decision-making. Participants will be introduced to concepts and techniques of turning data from various sources into information useful to financial consultants for identifying emerging investment trends and client needs.	Apply Now (Please select Course Code: **UBR** Commencement Date **Intake 1: 22 June 2020 Intake 2: 20 July 2020**) *no supporting docs required*

SHORT COURSES
Short in duration but big on skills development!

Coding for All	**Course Outline** - Understand the fundamental constructs of coding - Develop simple programs using a coding language, such as Python - Apply coding best practices in developing solutions	Apply Now (Please select Course Code **YAA**)

Robotic Process Automation for Beginners (UiPath)	**Course Outline** • Introduction to Robotic Process Automation (RPA) • Applications of RPA • Learn to build basic RPA bots	Apply Now (Please select Course Code **YAB**)
Effective Digital & Social Media Marketing for Beginners	**Course Outline** **Introduction to Digital & Social Media Marketing** • Why Digital & Social Media Marketing? • Making sense of the Digital and Social Media Marketing landscape **Storytelling with Digital & Social Media Marketing** • Consumer Decision Making in the Digital Age • Introduction to Digital & Social Media Marketing Strategy • Communicating using basic Digital & Social Media Marketing tool **Continuous Learning in Digital & Social Media Marketing** • Leveraging Digital & Social Media Marketing resources • Developing a learning plan in Digital & Social Media Marketing • Consultation to strategizing using Digital & Social Media Marketing	Apply Now (Please select Course Code **YAC**)
Powerful Communication Skills for the Workplace	**Course Outline** • Understand the importance of building professional relationships with colleagues in the workplace environment • Apply professional, ethical and appropriate conduct in the workplace environment	Apply Now (Please select Course Code **YAD**)
Critical Thinking for the Workplace	**Course Outline** • Understand the critical thinking elements • Apply critical thinking elements in the workplace environment	Apply Now (Please select Course Code **YAE**)
Introduction to Behavioural Insights	**Course Outline** • Behavioural Insights: History and Case Studies • Process Frameworks in Behavioural Insights • Primer to Human Decision-Making Process • Problem Identification & Prioritization in Behavioural Insights • Defining a Behavioural Insights Problem Statement • Fact Finding in Behavioural Insights • Introduction to Behavioural Insights Solutions Framework • Evaluation of Behavioural Insights Solutions • Applying Behavioural Insights to Work Processes and Service Delivery	Apply Now (Please select Course Code **YAF**)
Design Thinking in Action - The SEE Cycle	**Course Outline** • Overview Of Design Thinking • Introduction To The SEE Cycle • Beginning With The Right Mind-set • Presenting The Design Challenge	Apply Now (Please select Course Code **YAG**)

	• 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	
Finance for Non-Financial Managers	**Course Outline** • Understanding financial jargon used by accountants • Grasping of key accounting principles and concepts that govern the preparation of financial statements • Understanding the importance of cash flow and the significance of the difference between profits and cash • Explaining the manager's role in preparing and monitoring budgets • Performing and interpreting the results of ratios analysis to assess the performance of a business in the key areas of profitability, liquidity, working capital management, gearing and investor returns • Making of business decisions that impact the financial health of the organisation	Apply Now (Please select Course Code **YAH**)

Post-Diploma Certificates offered in October 2020
Application Period: 4 May to 6 July 2020
Application Link: https://cetoas.tp.edu.sg/Account/Logon

Course Title	Duration	Course Fee for Singaporeans aged below 40	Course Fee for PRs	Course Fee for Others
Post-Diploma Certificate in Lab Instrumentation (offered under Specialist Diploma in Laboratory Management & Instrumentation)	6 months	$ 385.20 (incl GST)	$ 1,027.20 (incl GST)	$ 2,580.84 (incl GST)
Post-Diploma Certificate in Water Treatment Technology (offered under Specialist Diploma in Environment and Water Technology)	6 months	$ 385.20 (incl GST)	$ 1,027.20 (incl GST)	$ 2,580.84 (incl GST)
Post-Diploma Certificate in Financial Accounting & Analysis (offered under Specialist Diploma in Accounting & Finance)	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Events Management (offered under Specialist Diploma in MICE & Events Management)	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Digital Marketing & Communication (offered under Specialist Diploma in Digital Marketing & Communication Management)	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Technology Business Development (offered under Specialist Diploma in Business Development in Technology)	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Robotics (offered under Specialist Diploma in Robotics & Automation)	6 months	$ 359.52 (incl GST)	$ 975.84 (incl GST)	$ 2,439.60 (incl GST)

Post-Diploma Certificate in BIM Building Data & Asset Management (offered under [Specialist Diploma in Building Information Modeling (BIM) Construction & Asset Management](#))	6 months	$ 359.52 (incl GST)	$ 975.84 (incl GST)	$ 2,439.60 (incl GST)
Post-Diploma Certificate in Building Systems(offered under [Specialist Diploma in Energy Management & Sustainable Design](#))	6 months	$ 359.52 (incl GST)	$ 975.84 (iincl GST)	$ 2,439.60 (incl GST)
Post-Diploma Certificate in Person-Centred Approaches in Ageing (offered under [Specialist Diploma in Gerontology (Optimal Ageing Practice)](#))	6 months	$ 385.20 (incl GST)	$ 1,027.20 (incl GST)	$ 2,580.84 (incl GST)
Post-Diploma Certificate in Information Security (offered under [Specialist Diploma in Information Security & Forensics](#))	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Cloud Technology (offered under [Specialist Diploma in Cloud Data Centre Technology & Management](#))	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Big Data Systems Management (offered under [Specialist Diploma in Big Data Management](#))	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Business Intelligence (offered under [Specialist Diploma in Business Analytics](#))	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma in Machine Learning in AI (offered under [Specialist Diploma in AI Solutions Development](#))	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)

Post-Diploma Certificate in Business Intelligence (offered under Specialist Diploma in Financial Analytics)	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Cloud and Automation Technologies (offered under Specialist Diploma in Digital Service Automation)	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Augmented Analytics (offered under Specialist Diploma In Data Science For Business)	6 months	$ 423.72 (incl GST)	$ 1,142.76 (incl GST)	$ 2,863.32 (incl GST)
Post-Diploma Certificate in Light and Design (offered under Specialist Diploma in Lighting Design)	6 months	$ 410.88 (incl GST)	$ 1,104.24 (incl GST)	$ 2,747.76 (incl GST)
Post-Diploma Certificate In Security Management (offered under Specialist Diploma in Security Consultancy)	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Engineering Analytics (offered under Specialist Diploma in Industrial IOT	6 months	$ 539.28 (incl GST)	$ 1,463.76 (incl GST)	$ 3,659.40 (incl GST)
Post-Diploma Certificate in Investment Products & Data Analytics (offered under Specialist Diploma in Financial Advisory Services	6 months	$ 423.72 (incl GST)	$ 1,117.08 (incl GST)	$ 2,799.12 (incl GST)
Post-Diploma Certificate in Veterinary Wellness & Rehabilitation (offered under Specialist Diploma in Veterinary Wellness Care)	6 months	$ 385.20 (incl GST)	$ 1,027.20 (incl GST)	$ 2,580.84 (incl GST)