HIGHER NITEC IN BUSINESS ADMINISTRATION (2 YEARS)

CERTIFICATION

Credits required for certification:

Core Modules	:	21
Specialisation Modules	:	26
Life Skills Modules	:	9
Cross Disciplinary Core Modules	:	6
Electives	:	6
Total	:	68

COURSE STRUCTURE

Module Title	Credits
CORE MODULES	
Fundamentals of Business Operations	3
Sales Techniques & Engagement	3
Business & Office Administration	3
Financial Products & Services	3
Payroll Administration	3
Principles of Insurance	3
Business Process Automation	3
SPECIALISATION MODULES (HUMAN RESOURCE)	
Compensation & Benefits	3
Talent Acquisition	3
HR Law & Policies	3
Employee Engagement	3
Learning & Talent Development	3
HR Analytics	3
Industry Attachment	8
SPECIALISATION MODULES (FINANCIAL SERVICES)	
Client On-Boarding & Compliance	3
Advance Insurance Principles	3
Investment Risk & Management	3
Personal Risks & Transfer Management	3
Business Assets & Operations Risk Management	3
Business Manpower & Financial Continuity	3
Industry Attachment	8
CROSS-DISCIPLINARY CORE MODULES	
Robotic Process Automation for Business	3
Design Thinking for Business	3
Food Sustainability	3
Basics of Supply Chain Management	3
Blockchain in Business Application	3

Last updated on 7 Dec 2023

Module Title	Credits
Basic Data Management & UX Design	3
Advanced Data Management & UX Design	3
Digital Design Principles	3
ELECTIVES (INTER-DISCIPLINARY)	
Financial Accounting ERP Application	2
Effective Business Networking	2
Customer Experience Design	2
ASEAN Business Basics	2
Introduction to Green & Sustainable Finance	2
Accounting Analytics	2
ELECTIVES (GENERAL) AND LIFE SKILLS MODULES	
For details, click here	

Note: The offer of electives is subject to the training schedule of respective ITE Colleges. Students are advised to check with their Class Advisors on the availability of the elective modules they intend to pursue.

MODULE OBJECTIVES

Core Modules

Fundamentals of Business Operations
On completion of this module, students should be able to support essential business operations by computing the accounting equation, record business transactions in source documents, compute employee payroll, handle monetary transactions and prepare documents to support international trade.

Sales Techniques & Engagement
On completion of this module, students will be able to apply sales techniques to sell to client needs and develop strong sales relationships.

Business & Office Administration
On completion of this module, students should be able to perform business administrative tasks related to records management handling office procurement and coordinating appointments and meetings.

Financial Products & Services
Upon completion of the module, students should be able to acquire knowledge on the business functions of consumer bank services providers and serving customers with a wide range of e-services on financial products and services.

Payroll Administration
On completion of this module, students should be able to support the payroll process and generate HR reports, identify the components of a payslip and process reimbursements.

Principles of Insurance
On completion of this module, students will be able to apply knowledge on insurance market functions and explain the principles of insurance and the claim process for general insurance.

Business Process Automation
On completion of this module, students should be able to perform simple automation on their internal business administrative tasks to bring about an improvement in productivity.

Specialisation – Human Resource Services

Compensation & Benefits
On completion of this module, students should be able to apply statutory and organisational policies to support the compensation and benefits function including calculating and dispensing salary, monetary and non-monetary claims and benefits.

Talent Acquisition
On completion of the module, students should be able to carry out talent acquisition processes such as identifying staffing needs, recruitment and selection of qualified candidates.

HR Law & Policies
On completion of this module, students should be able to apply the guiding principles of HR law and policies in local and regional context.

Employee Engagement
On completion of this module, students should be able to attend to employee feedback and coordinate a range of staff-related programmes linked to employee engagement. Students should also be able to handle a range of associated administrative tasks relating to onboarding, off-boarding and re-employment processes.

Learning & Talent Development
On completion of this module, students should be able to provide support in Learning and Development function to develop employees' capabilities, skills and knowledge to meet both business and personal goals.

HR Analytics
On completion of this module, students should be able to analyse multiple sources of Human Resource data to improve organisation's processes and achieve strategic objectives through data-driven decision-making concepts and theories.

Industry Attachment
On completion of the module, students should be able to apply the skills and knowledge acquired to take on a range of job scopes at the company.

Specialisation – Financial Services

Client On-boarding & Compliance
On completion of this module, students should be able to apply knowledge on client on-boarding processes and provide operational support in handling applications common service requests and identifying common suspicious transactions and frauds.

Advanced Insurance Principles
On completion of this module, students should be able to acquire knowledge on personal accident, travel, and liability insurance products to provide operational support in handling applications and processing claims.

Investment Risks & Management
On completion of this module, students should be able to acquire knowledge on types of investment instruments used in personal financial planning. In addition, they will be able to handle enquiry, provide back-room administrative support to facilitate investment and bancassurance transactions.

Personal Risk & Transfer Management
On completion of this module, students should be able to acquire knowledge on personal motor and property insurance products and provide operational support in handling applications and processing claims.

Business Assets & Operations Risk Management
On completion of this module, students should be able to acquire knowledge on commercial assets, marine, construction and engineering, business interruption and liability and insurance products to provide operational support in handling underwriting and claims process.

Business Manpower & Financial Continuity
On completion of this module, students should be able to acquire knowledge on commercial manpower, fidelity guarantee, money, credit and bonds insurance, provide operational support in handling underwriting and claims processes.

Industry Attachment
On completion of the module, students should be able to apply the skills and knowledge acquired to take on a range of job scopes at the company.

Cross-Disciplinary Core

Robotic Process Automation for Business
On completion of the module, students should be able to appreciate the applications of Robotic Process Automation (RPA) and be equipped with RPA skills to automate repetitive business processes and operations.

Design Thinking for Business Services
On completion of the module, students should be able to develop innovative solutions in a business environment via transdisciplinary thinking approach that meets stakeholders' needs.

Food Sustainability
On completion of the module, students should be able to gain an overview of food security system and the importance of sustainable food supply in Singapore. Students should also be able to understand the different types of sustainable farming and food production for plant, animal and aquaculture and the technologies applied.

Basics of Supply Chain Management
On completion of the module, students should be able to identify and explain the purpose and value of the different components of a supply chain, produce a supply chain map of an industry, identify the order fulfilment process and outline the emerging trends and technologies.

Blockchain in Business Application
On completion of the module, students should be able to gain an overview of blockchain, its importance and the development of blockchain technology in Singapore. Students will also identify blockchain opportunities in business and demonstrate the use of common blockchain applications.

Basic Data Management & UX Design
On completion of the module, students should be able to customise system settings to suit the needs of the business while controlling the access to data using point and click security tools, and be able to visualise key business metrics in real-time.

Advanced Data Management & UX Design
On completion of the module, students should be able to review the organisation's security design requirements, control user access to data and update the security design.

Digital Design Principles
On completion of the module, students should be able to apply design elements and principles onto digital designs.

ELECTIVES (INTER-DISCIPLINARY)

Financial Accounting ERP Application
On completion of the module, students should be able to interpret business transactions, analyse and review financial accounting records, and prepare financial statements within a computerised enterprise resource planning system.

Effective Business Networking
On completion of the module, students should be able to manage their professional image and build effective relationships with others.

Customer Experience Design

On completion of the module, students should be able to appreciate and understand how customers think, behave, share, and consume products/services from a customer journey perspective. This in turn will help students better understand how they can design better customer experiences to increase customer loyalty and generate more revenue.

ASEAN Business Basics

On completion of the module, students should be able to research and provide credible and relevant information on ASEAN country's business culture and business operations.

Introduction to Green & Sustainable Finance

On completion of the module, students should be able to explain sustainability and sustainable development goals. Students should also be able to identify approaches and suitable strategies to address Green House Gases (GHG) emissions as well as plan, implement and evaluate a sustainability project.

Accounting Analytics

On completion of the module, students should be able to use software tools and techniques to analyse financial and accounting data to uncover valuable insights to facilitate data-driven decision-making and improve financial performance.

Electives (General) and Life Skills Modules

For details, click here.