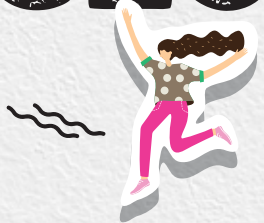




School of



BUSINESS & SERVICES



I can make a
difference!
#itecollegecentral



2 Ang Mo Kio Drive Singapore 567720
Tel : 1800 222 2111 / 6590 2211
www.ite.edu.sg/colleges/ite-college-central



ITE College Central



@itecollececentral



ABOUT SCHOOL OF BUSINESS & SERVICES

The **School of Business & Services** at ITE College Central offers you a range of programmes to equip you with the skills and knowledge for the highly mobile, high-tech businesses of the ever-changing global marketplace. Through well-designed practical training and industry exposure we will put you on a head start in your career path. If you are curious to discover the know-how of businesses, would like to master the art of providing good service to customers or keen to develop your entrepreneurial skills, come explore our **School of Business & Services** course offering. You might just find what you need for success!



Nitec in

BUSINESS SERVICES



I can make a
difference!

Nitec in Business Services

You could be working anywhere: corporate settings, government agencies, organisations, schools, hospitals, you name it!

You could play an important role in any organisation by taking up **Nitec in Business Services**. You will learn to handle front-desk services, sales engagements and organise business events. You will also be equipped with the relevant knowledge and skill sets to prepare you for a successful career in the rapidly changing digital landscape.

YOU WILL LEARN

- Business Communication
- Customer Relationship & System
- Business Essentials
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Customer Service
- Event Planning & Administration
- Sales Techniques & Engagement
- Personal Branding & Professional Image



ENTRY REQUIREMENTS

GCE 'O' Level grades in any 2 subjects:

Grade 1-8

OR

GCE 'N' Level passes in English Language and 2 other subjects:

Grade A-D or Grade 1-5

CAREER PROSPECTS

- Executive Assistant
- Sales Coordinator
- Receptionist
- Telesales Officer
- Customer Service Representative

PROGRESSION OPPORTUNITIES

Nitec in Business Services graduates with a Grade Point Average (GPA) of 3.5 and above may apply for progression to the first year of a related diploma course at the Polytechnics.

Nitec in Business Services graduates with a GPA of 2.8 and above may apply for progression to related *Higher Nitec* courses offered by ITE.

Nitec in FLORISTRY



Nitec in Floristry

Have you ever wondered how flowers can convey one's thoughts for any season? Have you ever thought of opening a floral shop or starting an online floral business?

Take up the **Nitec in Floristry** course and learn all about flowers and foliage. You will learn how to design and create floral arrangements, prepare gift baskets and hampers, set up floral art displays for events, promote merchandise on social media platforms and assist in the company's online business.

YOU WILL LEARN

- Business Communication
- Customer Relationship & System
- Business Essentials
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Hand-tied Bouquets
- Arrangements & Gift Hampers
- Floristry Shop Operations
- Floral Decorations for Events

CAREER PROSPECTS

- Assistant Florist
- Floral Assistant
- Florist Technician

PROGRESSION OPPORTUNITIES

Nitec in Floristry graduates with a Grade Point Average (GPA) of 3.5 and above may apply for progression to the first year of a related diploma course at the Polytechnics.

Nitec in Floristry graduates with a GPA of 2.8 and above may apply for progression to related *Higher Nitec* courses offered by ITE.



ENTRY REQUIREMENTS

GCE 'O' Level grades in any 2 subjects:

Grade 1-8

OR

GCE 'N' Level passes in English Language and 2 other subjects:

Grade A-D or Grade 1-5

Note:

Shortlisted applicants will have to attend an interview and aptitude test.

Nitec in

RETAIL
SERVICES



I can make a
difference!



Nitec in Retail Services

Would you like to “wow” customers with excellent service, engage and excite them with new retail technologies?

In **Nitec in Retail Services**, students are taught how to promote goods and services by assisting customers in their queries, arrange merchandise for display and perform a variety of retail shop operation functions. You will also learn how to integrate and make use of new retail technologies to create memorable customer experience.

YOU WILL LEARN

- Business Communication
- Business Essentials
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Retail & Online Selling
- Retail Operations
- Retail Promotion & e-Marketing
- Visual Merchandising



ENTRY REQUIREMENTS

Completed GCE ‘N’ Level
or GCE ‘O’ Level

CAREER PROSPECTS

- Retail Sales Associate
- Retail Assistant
- Cashier
- Customer Service Associate
- Sales Executive

PROGRESSION OPPORTUNITIES

Nitec in Retail Services graduates with a Grade Point Average (GPA) of 3.5 and above may apply for progression to the first year of a related diploma course at the Polytechnics.

Nitec in Retail Services graduates with a GPA of 2.8 and above may apply for progression to related *Higher Nitec* courses offered by ITE.

Higher Nitec in ACCOUNTING



I can make a
difference!

Higher Nitec in Accounting

Understand a business through numbers.

In **Higher Nitec in Accounting**, you will learn to prepare final accounts and cost accounts for various entities. You will also learn to use accounting software, apply accounting concepts to different business scenarios, and gain knowledge in data analytics and customer relationship management. Graduates are employed by organisations across all sectors.

YOU WILL LEARN

- Business Writing & Presentation
- Customer Relationship Management
- Accounting in Business
- Digital Commerce & Marketing
- Elementary Business Analytics & Cyber-security
- Accounting Fundamentals
- Intermediate Accounting
- Advanced Accounting
- Costing

CAREER PROSPECTS

- Accounts Assistant
- Finance Assistant
- Accounts Executive

PROGRESSION OPPORTUNITIES

Higher Nitec in Accounting graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/ Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

OR

GCE 'N(A)' Level passes in English Language, Mathematics and 3 other subjects:

Grade 1-3 in English Language

Grade 1-4 in Mathematics
Grade 1-5 in 3 other subjects;

and

A total of 19 points or less for English, Mathematics and three other subjects (ELMAB3)*

* Eligible, graduating GCE N(A) students enrolled during the January intake under the Direct Entry Scheme To Polytechnic Programme (DPP) will undergo 10 weeks of preparatory programme, followed by 2 years of *Higher Nitec* training.

Higher Nitec in Early Childhood Education

School of Business & Services

Higher Nitec in



EARLY

CHILDHOOD
Education



I can make a
difference!

Do you enjoy working and playing with young children?

In **Higher Nitec in Early Childhood Education**, you will understand the key theories of child development and apply them in the early childhood industry. You will also learn how to manage young children's basic health and their nutritional and safety needs. In your quest to become an early childhood practitioner, you will be equipped with the knowledge and skills to plan and implement activities in the kindergartens and childcare centres, and also assist young children in their daily routines.

YOU WILL LEARN

- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security
- Early Child Development
- Principles & Practices in Preschool Education
- Learning Environments
- The Communication Curriculum
- The Discovery Curriculum
- The Aesthetic Curriculum



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language and 2 other subjects:

Grade 1-6 in English Language

Grade 1-6 in two other subjects

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional)

CAREER PROSPECTS

- Educarer
- Assistant Kindergarten Teacher

PROGRESSION OPPORTUNITIES

Higher Nitec in Early Childhood Education with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.

Higher Nitec in EVENT MANAGEMENT



I can make a
difference!



Higher Nitec in Event Management

Aspire to plan memorable events that leave lasting impressions?

Competent and skilful event professionals are highly demanded in the ever-changing and dynamic events industry. The **Higher Nitec in Event Management** modules will equip you with knowledge and skills in organising and managing on-site operations, coordinating event logistics, writing and presenting compelling proposals and engaging effectively with stakeholders.

With the right skills and attitude, you will be part of this exciting industry creating memorable experiences for thousands!

YOU WILL LEARN

- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security
- Digital Commerce & Marketing
- Customer Relationship Management
- Event Business Environment
- Event Sales & Sponsorship
- Event Planning & Management
- Facilities & Venue Management
- Meetings, Incentives, Conventions & Exhibitions

CAREER PROSPECTS

- Events Coordinator/Executive
- Project Coordinator/Executive

PROGRESSION OPPORTUNITIES

Higher Nitec in Event Management graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/ Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

OR

GCE 'N(A)' Level passes in English Language, Mathematics and 3 other subjects:

Grade 1-3 in English Language

Grade 1-4 in Mathematics

Grade 1-5 in 3 other subjects;

and

A total of 19 points or less for English, Mathematics and three other subjects (ELMAB3)*

* Eligible, graduating GCE N(A) students enrolled during the January intake under the Direct Entry Scheme To Polytechnic Programme (DPP) will undergo 10 weeks of preparatory programme, followed by 2 years of *Higher Nitec* training.

Higher Nitec in FINANCIAL SERVICES



I can make a
difference!

Higher Nitec in Financial Services

Master the financial services industry.

Designed for future financial professionals who want to make an impact in the banking and insurance sectors, the **Higher Nitec in Financial Services** course gives you a head start and provides you with the skills and knowledge in financial services.

As Singapore continues to thrive as an international financial hub, there will be good employment opportunities for our graduates.

YOU WILL LEARN

- Digitalisation & Financial Services
- Financial Products & Services
- Investments & Risk Management
- Introduction to Insurance Principles
- Personal General Insurance
- Commercial General Insurance
- Digital Commerce & Marketing
- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security

CAREER PROSPECTS

- Bank Customer Service Executive
- Service Banker
- Underwriting and Claims Assistant

PROGRESSION OPPORTUNITIES

Higher Nitec in Financial Services with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/ Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

OR

GCE 'N(A)' Level passes in English Language, Mathematics and 3 other subjects:

Grade 1-3 in English Language

Grade 1-4 in Mathematics

Grade 1-5 in 3 other subjects;

and

A total of 19 points or less for English, Mathematics and three other subjects (ELMAB3)*

* Eligible, graduating GCE N(A) students enrolled during the January intake under the Direct Entry Scheme To Polytechnic Programme (DPP) will undergo 10 weeks of preparatory programme, followed by 2 years of *Higher Nitec* training.

School of Business & Services

Higher Nitec in HUMAN RESOURCE & ADMINISTRATION



I can make a
difference!

Flaunt your flair in communication and relationship building – discover the art and science of human resource management with us!

In the **Higher Nitec in Human Resource & Administration** course, you will learn the process of managing people in organisations in a structured and thorough manner. Graduates will be well-equipped to work closely with management in the different functions of human resource across different industries.

YOU WILL LEARN

- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security
- Digital Commerce & Marketing
- Customer Relationship Management
- Introduction to Human Resource Practices
- Personnel Psychology & Performance Management
- Talent Acquisition & Rewards
- Talent Development
- Employee Engagement & Retention

CAREER PROSPECTS

- Human Resource Administrative Assistant
- Payroll Assistant
- Human Resource Executive Assistant

PROGRESSION OPPORTUNITIES

Higher Nitec in Human Resource & Administration graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

Higher Nitec in MARITIME BUSINESS



I can make a
difference!



Higher Nitec in Maritime Business

Ever wonder how an item of the size of a truck, can be shipped across oceans from Europe to Singapore?

The **Higher Nitec in Maritime Business** course will teach you the skills and knowledge to coordinate vessel movements and operations, liaise with suppliers, agents and customers, and arrange for cargo transshipments. You will learn about port operations, shipping documentation, ship agency and operations, as well as data analytics to make informed decisions.

YOU WILL LEARN

- Business Writing & Presentation Skills
- Customer Relationship Management
- Digital Commerce & Marketing
- Elementary Business Analytics & Cyber-security
- Ship Accounting
- Introduction to Maritime Industry
- Shipping & Port Operations
- Shipping Documentation
- Ship Agency & Operations

CAREER PROSPECTS

- Documentation Officer
- Boarding Officer
- Crewing Officer
- Shipping Administration Coordinator
- Commercial Officer
- Maritime Services Assistant

PROGRESSION OPPORTUNITIES

Higher Nitec in Maritime Business graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

Higher Nitec in PASSENGER SERVICES



I can make a
difference!



Higher Nitec in Passenger Services

A gateway to an exciting career at the airport or cruise centre and a chance to meet people from all over the world.

In the **Higher Nitec in Passenger Services** course, you will get an opportunity to go behind-the-scenes and experience how a world-class airport handles over 85 million visitors per year. You will be equipped with skills and knowledge that will enable you to be an integral part of a highly-skilled workforce in the aviation and travel industry.

YOU WILL LEARN

- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security
- Digital Commerce & Marketing
- Customer Relationship Management
- Business Grooming and Etiquette
- Travel Industry and Geography
- Passenger Handling Operations
- Transport Services

CAREER PROSPECTS

- Customer Service Agent
- Passenger Services Agent
- Passenger Services Officer
- Operations Officer

PROGRESSION OPPORTUNITIES

Higher Nitec in Passenger Services graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics.



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language and 2 other subjects:

Grade 1-7 in English Language

Grade 1-7 in two other subjects

To be eligible for selection, you must have sat for Mathematics (Elementary/Additional)

Higher Nitec in



RETAIL

& ONLINE
BUSINESS



I can make a
difference!



Higher Nitec in Retail & Online Business

Enjoy shopping online? Ever wonder how parcels arrive at your doorsteps?

E-commerce is flourishing and online-offline shopping is the new omni-channel. **Higher Nitec in Retail & Online Business** will equip you with the skills and knowledge to support retail sales, implement retail practices on the shop floor, assist in buying process, liaise with suppliers, create and maintain digital contents for online business, enhance customer experience over e-platforms and perform consumer trends studies to generate commercial insights.

YOU WILL LEARN

- Business Writing & Presentation
- Customer Relationship Management
- Elementary Business Analytics & Cyber-security
- Retail Management
- Retail Merchandising
- Retail Promotion & Digital Marketing
- Digital Media
- Data Analytics

CAREER PROSPECTS

- Marketing Executive
- E-commerce Executive
- Retail Merchandiser
- Retail Sales Executive

PROGRESSION OPPORTUNITIES

Higher Nitec in Retail & Online Business graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/Principles of Accounts and 1 other subject:



Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).

Higher Nitec in SPORT MANAGEMENT



I can make a
difference!



Higher Nitec in Sport Management

Do you want to clinch that dream job in the vibrant sporting industry?

In **Higher Nitec in Sport Management**, you will acquire the knowledge and skills to research and develop optimal training plans for your target audience as well as designing and implementing creative sporting programmes for your customers.

The sports industry is adapting rapidly to an increasingly digital world, offering exciting career opportunities to our passionate and energetic graduates.

YOU WILL LEARN

- Business Writing & Presentation
- Elementary Business Analytics & Cyber-security
- Sports Science
- Fitness Testing & Design
- Sports Nutrition
- Sports & Leisure Facility Operations
- Sports Event Management & Marketing
- Digital Commerce & Marketing
- Sports Coaching
- Community Activity & Recreation Programme Development

CAREER PROSPECTS

- Sports and Recreational Assistant
- Fitness Assistant
- Sports Executive Assistant
- Sports Event Coordinator

PROGRESSION OPPORTUNITIES

Higher Nitec in Sport Management graduates with a Grade Point Average (GPA) of 2.0 and above may apply for progression to the first year of a related diploma course at the Polytechnics



ENTRY REQUIREMENTS

GCE 'O' Level grades in English Language, Mathematics/Principles of Accounts and 1 other subject:

Grade 1-7 in English Language

Grade 1-8 in Mathematics (Elementary/Additional) or Principles of Accounts*

Grade 1-7 in one other subject

* To be eligible for selection, you must have sat for Mathematics (Elementary/Additional).