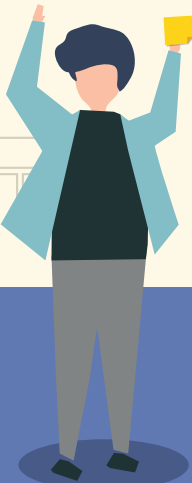


BUSINESS AND SERVICES



RIGHT CHOICE. RIGHT HERE.

ITE College Central
A College of Creativity & Innovation



The **School of Business and Services** at ITE College Central offers you a range of programmes for acquiring the necessary skills in order to be ready for the highly mobile, high-tech businesses of the 21st century.

Our courses are developed with inputs from industry veterans, who offer practical knowledge and experiences, to help you succeed in your chosen career path.

If you have a “Customer first” mind-set and looking for valued certification, or simply curious to discover the knowhow of business triumphs, explore our **School of Business and Services** course offering. You might just find what you need for success!



Nitec in BUSINESS ADMINISTRATION

Keen to kickstart a career in our current digital and dynamic business world?

Nitec in Business Administration will equip students with the necessary skills and business insights to thrive in the modern corporate world. You will be able to perform a range of functions to support digitalised business across all sectors and industries.

You Will Learn

- Business Communication
- Customer Relationship & Systems
- Business Essentials
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Business Accounting
- Finance Service Administration
- Human Resource Services
- International Business

Career Prospects

- Business Admin Executive
- Operations Executive
- Human Resource Assistant
- Accounts Assistant
- Customer Service Representative



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 kept abreast of the fast-changing digital landscape through modules like Data Analytics & Cyber-security, Social Media Marketing and Customer Relationship & Systems.

You Will Learn

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

Career Prospects

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



Nitec in FITNESS TRAINING

Interested in a fulfilling career in fitness training and aspire to empower people to lead healthy lifestyles?

As awareness and the need for healthy living gathers pace in the digital era, the dynamic health and fitness industry offers tremendous career fulfilment for passionate and energetic individuals. From *Nitec* in Fitness Training, you will acquire strong foundation to create meaningful customer experience in the health and fitness environment whilst achieving operational excellence.

You Will Learn

- Business Communication
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Basic Anatomy & Physiology
- Exercise Science
- Fitness & Leisure Club Operations
- Fitness Programme Design
- Health & Fitness Appraisal
- Sport, Health and Safety

Career Prospects

- Fitness Instructor
- Assistant Coach
- Group Exercise Leader
- Floor Trainer
- Aerobics Instructor
- Sports Event Coordinator
- Fitness Club Coordinator



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 & Systems
- Business Essentials
- Introduction to Data Analytics & Cyber-security
- Social Media Marketing
- Hand-tied Bouquets
- Floral and Gift Arrangements
- Floristry Shop Operations
- Floral Decorations for Events

Career Prospects

- Assistant Florist
- Floral Assistant
- Florist Technician



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

Career Prospects

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



Higher Nitec in ACCOUNTING

Understand a business through numbers.

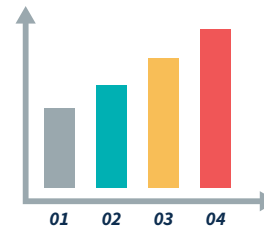
In *Higher Nitec* in Accounting, you will learn to prepare final accounts and cost accounts for various entities. You will also learn to use accounting software, apply accounting concepts to different business scenarios, and gain knowledge in data analytics and customer relationship management. Graduates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

You Will Learn

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

Career Prospects

- Accounts Assistant
- Finance Assistant
- Accounts Executive



Higher Nitec in EARLY CHILDHOOD EDUCATION

Do you enjoy working and playing with young children?

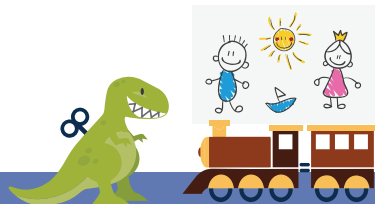
In *Higher Nitec* in Early Childhood Education, you will understand the key theories of child development and apply them in the early childhood industry. You will also learn how to manage young children's basic health and their nutritional and safety needs. In your quest to become an early childhood 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

Career Prospects

- Educarer
- Assistant Kindergarten Teacher



Higher Nitec in EVENT MANAGEMENT

Aspire to plan memorable events that leave lasting impressions?

Competent and skillful event professionals are highly demanded in the ever-changing and dynamic events industry. *Higher Nitec* in Event Management modules will equip you with knowledge to develop the organisational, proposal writing and presenting skills.

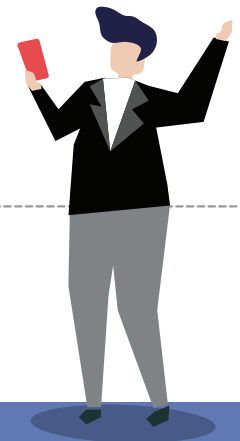
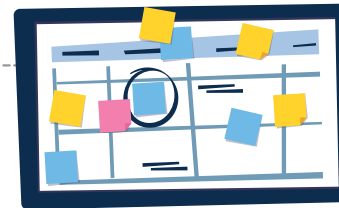
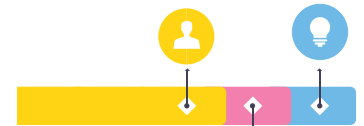
With the right skills and attitude, you will be part of this exciting industry creating memorable experiences for thousands!

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



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

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

Career Prospects

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



Higher Nitec in HUMAN RESOURCE & ADMINISTRATION

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

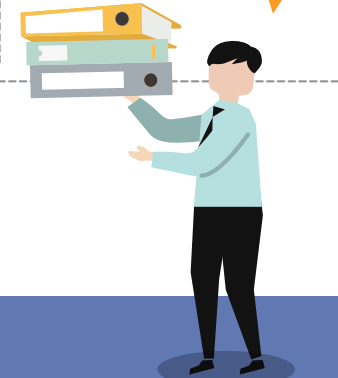
In the *Higher Nitec* in Human Resource & Administration course, you will learn the process of managing people in organisations in a structured and thorough manner. Graduates will be well-equipped to work closely with management in the different functions of human resource across different industries.

You Will Learn

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

Career Prospects

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



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?

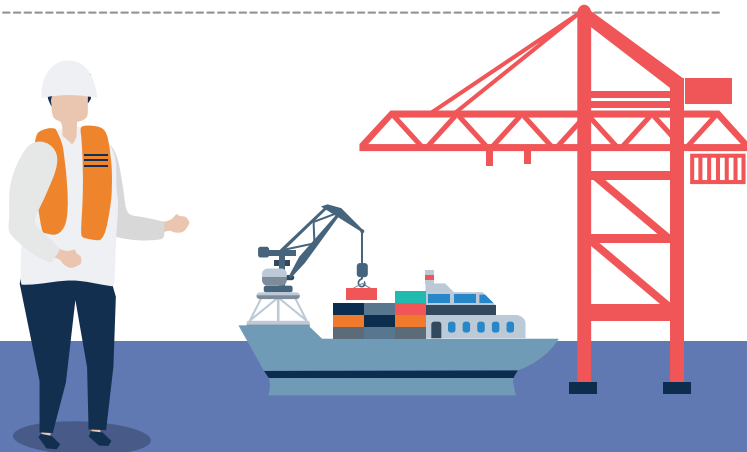
The *Higher Nitec* in Maritime Business course will teach you the skills and knowledge to coordinate vessel movements and operations, liaise with suppliers, agents and customers, and arrange for cargo transshipments. You will learn about port operations, shipping documentation, ship agency and operations,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

You Will Learn

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

Career Prospects

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



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.

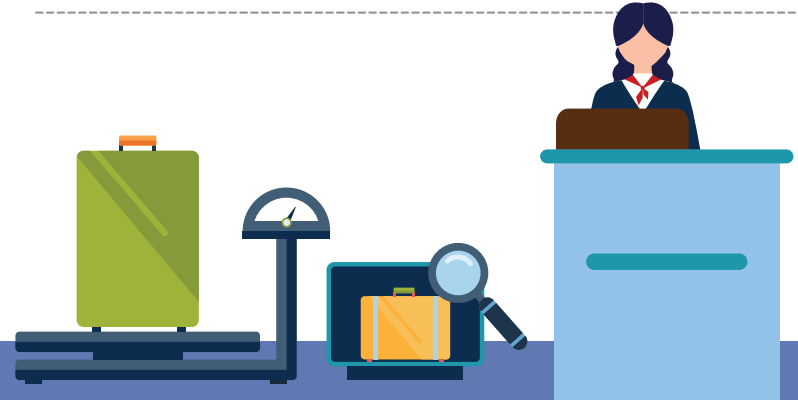
In the *Higher Nitec* in Passenger Services course, you will get an opportunity to go behind-the-scenes and experience how a world-class airport handles over 85 million visitors per year. You will be equipped with skills and knowledge that will enable you to be an integral part of a highly-skilled workforce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



Higher Nitec in RETAIL & ONLINE BUSINESS

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

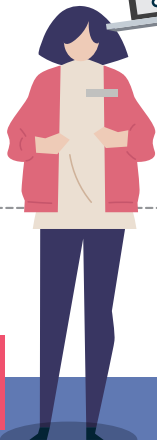
Higher Nitec in Retail & Online Business will equip you with the skills and knowledge to support retail sales, implement retail practices on the shop floor, assist in buying process, liaise with suppliers, create and maintain digital contents for online business, enhance customer experience over e-platforms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

You Will Learn

Career Prospects

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

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



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

Career Prospects

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

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



Minimum Entry Requirements

NITEC

Course	Requirements
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Business Administration
Business Services
Fitness Training ■ ■
Floristry

- 3 GCE 'N' level passes or**
- Grade A to D (1 - 5): English Language and two other subjects
- 2 GCE 'O' level grades**
- Grade 1 - 8 (any two subjects)

Retail Services

Completed GCE 'N' or GCE 'O' Level

For Nitec in Retail Services (3-year), GCE 'N' Technical students with zero or one 'N' Level pass.

Footnotes

¹ Applicants must also have sat for Mathematics (Elementary/Additional).

² GCE 'N(A)' school leavers who applied during the January intake under the Direct Entry Scheme, will undergo ten weeks of preparatory programme followed by two years of *Higher Nitec* training.

³ The *Higher Nitec* in Early Childhood Education certification will be awarded by the National Institute of Early Childhood Development (NIEC) in collaboration with the Institute of Technical Education.

■ Applicants are required to go for interviews and /or admission (drawing) tests

■ Applicants applying for this course must pass a pre-admission medical examination

Minimum Entry Requirements

HIGHER NITEC

Course	Requirements
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Accounting
Financial Services
Event Management

- 3 GCE 'O' level grades¹ or**
- Grade 1 - 7 in English Language
 - Grade 1 - 8 in Mathematics (Elementary/Additional) or Principles of Accounts
 - Grade 1 - 7 in one other subject

- 5 GCE 'N(A)' level passes**
- Grade 1 - 3 in English Language
 - Grade 1 - 4 in Mathematics
 - Grade 1 - 5 in three other subjects

A total of 19 points or less for English, Mathematics and three other subjects (ELMAB3)² in the GCE N(A) Level examinations.

Human Resource & Administration
Maritime Business
Retail & Online Business
Sport Management

- 3 GCE 'O' level grades¹**
- Grade 1 - 7 in English Language
 - Grade 1 - 8 in Mathematics (Elementary/Additional) or Principles of Accounts
 - Grade 1 - 7 in one other subject

Early Childhood Education³ ■

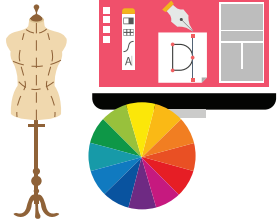
- 3 GCE 'O' level grades¹**
- Grade 1 - 6 in English Language and two other subjects

Passenger Services

- 3 GCE 'O' level grades¹**
- Grade 1 - 7 in English Language and two other subjects

WHAT ABOUT ME?

1. Scan the QR code and complete the RIASEC profiling
2. Discover the Schools and industry clusters you may be inclined to based on your RIASEC codes.



School of **DESIGN & MEDIA**

R - Realistic, A - Artistic, E - Enterprising

Creative Arts & Fashion Industry

Express your individuality in the various aspects of the creative industry. Knowing how to synthesise technology and ideology is as important as having good aesthetic sense in this industry.

School of

BUSINESS & SERVICES

A - Artistic, S - Social, E - Enterprising

Social & Personal Services

Love to connect with others and make an impact in their lives? This industry offers you many opportunities to do just that and add that personal touch and flair to your work.



School of

ELECTRONICS & INFO-COMM TECHNOLOGY

R - Realistic, I - Investigative, C - Conventional

Info-comm Technology

Knowledge of computers and coding will give you the fundamentals. It's really all about understanding people's problems and using technology to make everyday lives easier and better.



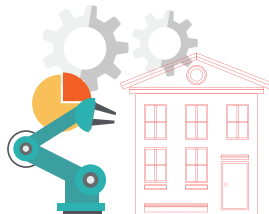
School of

ENGINEERING

R - Realistic, I - Investigative, C - Conventional

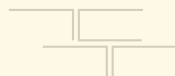
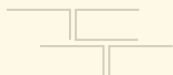
Engineering

For practical and logical individuals who love problem-solving. Those who like working with people can also gain satisfaction in finding solutions to real-world problems.





Institute of Technical Education



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