



About National Silver Academy (NSA)

The National Silver Academy (NSA) is a network of post-secondary education institutions (PSEIs) (i.e. ITE, polytechnics, universities and arts institutions) and voluntary welfare organisations (VWOs) that offer learning opportunities for seniors. Beginning June 2016, seniors aged 50 and above can look forward to attending:

SHORT COURSES

These courses are in areas which are more life-skills rather than work-skills oriented. These will be beyond the range of part-time courses currently provided by the PSEIs for purposes of work and upgrading. Eligible seniors aged 50 above will receive a subsidy of up to 50% off the course fee.

SENIOR PROGRAMME FOR EXAM-FREE MODULES

These modules are drawn from existing full-qualification programmes offered by ITE, polytechnics and the universities for a token fee. Seniors may attend these modules alongside regular CET students. Exam-free modules do not lead to credit or any qualification.

AD HOC LEARNING OPPORTUNITIES

These are programmes such as the intergenerational learning programme which pairs students with seniors to learn about selected topics. Other programmes include short talks offered by our PSEIs and VWOs targeted at seniors.

General FAQs

Institution-Specific FAQs



NATIONAL SILVER ACADEMY (NSA) COURSES



COURSE TITLE	SFC	NETT FEE PAYABLE BY SENIOR (Inclusive of GST and Materials)	TRAINING HOURS (SESSIONS)	SCHEDULE		
				INTAKE JUL – SEP 18	TIMING	VENUE
3D Printing – Model Building	✓	\$267.90	18 (3)	Sat 4 Aug to 18 Aug	9am-4pm	College Central
Adobe Illustrator - Fundamentals	✓	\$136.80	12 (4)	Fri 13 Jul to 3 Aug	6.45pm - 9.45pm	College Central
Adobe Photoshop - Digital Image Enhancement	✓	\$119.70	12 (4)	Tue & Thu 17 Jul to 26 Jul	6.45pm - 9.45pm	College Central
Air-Conditioner Maintenance	✓	\$279.30	20 (7)	Mon 9 Jul to 20 Aug	6.45pm - 9.45pm	College West
Air-Conditioning – Basic Maintenance for Home Split Unit	✓	\$290.70	24 (8)	Wed 11 Jul to 5 Sep	6.45pm - 9.45pm	College West
				Wed 11 Jul to 5 Sep	6:45pm – 9:45pm	College East
Air-Conditioning – Installation & Commission of City Multi Variable Refrigerant Flow (VRF) System	✓	\$228	9 (3)	Thu 12 Jul to 26 Jul	6.45pm - 9.45pm	College East
Android Programming – Cloud and Internet of Things Integration	✓	\$279.30	18 (6)	Tue & Thu 17 Jul to 2 Aug	6:45pm – 9:45pm	College West
Animation - Developed Marketing and Communication video using Powtoon	✓	\$131.10	7 (1)	Mon 17 Sep to 17 Sep	9:00am - 5:00pm	College West
Arc Welding	✓	\$336.30	15 (5)	Mon 9 Jul to 6 Aug	6.45pm - 9.45pm	College West
Audio Visual Systems – Automation and Programming Fundamentals	✓	\$267.90	21 (3)	Mon-Wed 17 Sep to 19 Sep	9:00am – 5:00pm	College Central
AutoCAD (Beginner)	✓	\$342.00	30 (10)	Tue & Thu 3 Apr to 8 May	6:45pm - 9:45pm	College Central
				Mon & Wed 2 Apr to 2 May		
AutoCAD (Intermediate)	✓	\$353.40	30 (10)	Mon, Wed & Fri 17 Aug to 12 Sep	6:45pm - 9:45pm	College Central
Basic Digital Photography	✓	\$119.70	12 (2)	Sat & Sun 18 Aug to 19 Aug	9am-4pm	College West
Basic Make-up and Hairstyling for Business	✓	\$102.60	7 (1)	Wed 19 Sep	9:00am – 5:00pm	College Central
Beginners' English - Level 1 Beginners' English - Level 2 Beginners' English - Level 3	✓	\$142.50 (per level)	25 (10)	Tue 21 Aug to 23 Oct	6:45 pm - 9:15 pm	College Central
				Thu 12 Jul to 20 Sep	6:45 pm - 9:15 pm	College East
				Fri 13 Jul to 14 Sep	6:45 pm - 9:15 pm	College West
Blender 3D – Modelling and Animation	✓	\$205.20	18 (6)	Mon-Wed 3 Sep to 14 Sep	9:00am – 12:00pm	College Central
Blogshop - Design Your Very Own	✓	\$136.80	10 (3)	Tue-Thu 14 Aug to 16 Aug	"6 - 9pm (first 2 days) 6 - 10pm (last day)	College Central
Bread and Rolls	✓	\$114.00	9 (2)	Tue & Wed 18 Sep to 19 Sep	1:00pm – 5:00pm (Day 1) 1:00pm – 6:00pm (Day 2)	College Central
CAD - Create Parts & Draw Assemblies using SolidWorks	✓	\$233.70	24 (8)	Wed 4 Jul to 22 Aug	6:45pm - 9:45pm	College East
Cityscape Photography	✓	\$57.00	5 (1)	Sat 28 Jul to 28 Jul	9am-3pm	College Central
Coffee Appreciation and Cupping Workshop	✓	\$108.30	7 (1)	Sat 22 Sep to 22 Sep	9 - 5pm	College West



NATIONAL SILVER ACADEMY (NSA) COURSES



Communicate at Work	✓	\$125.40	20 (8)	Tue 24 Jul to 11 Sep	6:45pm - 9:15pm	College Central
Communicate with Reports	✓	\$125.40	20 (8)	Tue 24 Jul to 11 Sep	6:45pm - 9:15pm	College Central
Computer Maintenance - Basic Diagnostic and Repair	✓	\$279.30	30	Mon & Thu 9 Jul to 13 Aug	6:45pm - 9:45pm	College Central
				Mon & Thu 16 Aug to 17 Sep	6:45pm - 9:45pm	
				Sat 14 Jul to 11 Aug	9-4pm	
				Sat 18 Aug to 15 Sep	9-4pm	
Create a Website using Content Management System (CMS)	✓	\$51.30	3 (1)	Fri 13 Jul to 13 Jul	6:45pm - 9:45pm	College Central
Create Your Own Augmented Reality (AR) Applications	✓	\$153.90	9 (3)	Fri 20 Jul to 3 Aug	2:00pm - 5:00pm	College Central
Cyber Security - Ethical Hacking Fundamentals	✓	\$171.00	12 (4)	Tue & Thu 17 Jul to 26 Jul	6:45pm - 9:45pm	College West
Cyber Security - Personal Best Practices	✓	\$148.20	9 (3)	Wed 15 Aug to 5 Sep	6:30pm - 9:30pm	College West
Cybersecurity - Wireless Hacking and Security	✓	\$108.30	8 (4)	Tue & Thu 17 Jul to 26 Jul	6:45pm to 8:45pm	College West
Digital Publishing	✓	\$108.30	8 (3)	Tue, Wed & Thu 14 Aug to 16 Aug	6:45pm - 9:45pm (first 2 days) 6:45pm - 8:45pm (last day)	College West
Display Panel System Calibrations and Servicing Skills	✓	\$148.20	14 (2)	Fri & Sat 17 Aug to 18 Aug	9:00am - 5:00pm	College East
Electrical – Home Maintenance	✓	\$262.20	20 (7)	Tue 10 Jul to 21 Aug	6:45pm - 9:45pm	College East
				Fri 13 Jul to 24 Aug		
Electrical – Motor Starters & Maintenance	✓	\$159.60	18 (6)	Mon 9 Jul to 13 Aug	6:45pm - 9:45pm	College East
Electrical Control – Air-Con Maintenance	✓	\$182.40	18 (6)	Tue 17 Jul to 28 Aug	6:45pm - 9:45pm	College West
Electrical Installation - CP5:1998 Code of Practice	✓	\$239.40	30 (10)	Mon 9 Jul to 10 Sep	6:45pm - 9:45pm	College East
Electrical Installation – Test & Inspect Residential & Commercial Properties	✓	\$188.10	15 (5)	Wed 11 Jul to 8 Aug	6:45pm - 9:45pm	College East
Electrical Maintenance (Beginners)	✓	\$199.50	18 (6)	Thu 12 Jul to 23 Aug	6:45pm - 9:45pm	College East
				Wed 15 Aug to 26 Sep		
Electrical Measurement & Errors	✓	\$114.00	7 (1)	Sat 1 Sep to 1 zsep	9 - 5pm	College Central
English for Everyday Communication	✓	\$125.40	20 (8)	Tue 24 Jul to 11 Sep	6:45 pm - 9:15 pm	College Central
Everyday Mandarin (Beginners)	✓	\$119.70	18 (6)	Tue 10 Jul to 14 Aug	6:45 pm - 9:45 pm	College Central
Excel 2010 – Visual Basic Programming	✓	\$421.80	32 (6)	Sat 4 Aug to 8 Sep	9am - 4pm	College West
Facebook & Instagram – Promote your Business	✓	\$136.80	9 (3)	Tue & Thu 10 Jul to 17 Jul	6:45 pm - 9:45 pm	College West
Finance – Introduction to Statement of Cash Flows and Financial Ratios	✓	\$114	7 (1)	Mon 17 Sep to 17 Sep	9:00am - 5:00pm	College Central
Fire Protection - Equipment Maintenance	✓	\$256.50	20 (7)	Tue 10 Jul to 21 Aug	6:45pm - 9:45pm	College West



Floral Design – Table Arrangements	✓	\$125.40	9 (3)	Wed 29 Aug to 12 Sep	6.45pm - 9.45pm	College West
Grammar Practice 1 Grammar Practice 2 Grammar Practice 3 Grammar Practice 4	✓	\$108.30	30 (10)	Sat 11 Aug – 13 Oct	1:00pm – 4:00pm	College Central
Grooming – Dressing & Colour Analysis	✓	\$102.60	7 (1)	Sat 21 Jul to 21 Jul	9:00am – 5:00pm	College East
Grooming - Enhance Natural Beauty with Makeup	✓	\$108.30	7(2)	Wed & Thu 4 Jul to 5 Jul	6.15pm - 9.45pm	College West
Health & Fitness - Fundamental Physical Conditioning	✓	\$119.70	8(4)	Mon & Wed 16 Jul to 25 Jul	6.45pm - 8.45pm	College West
Home Business - Legal and Operational Considerations	✓	\$108.30	12 (4)	Mon 13 Aug to 3 Sep	6.45pm - 9.45pm	College Central
Home Business - Selling Online	✓	\$119.70	12 (4)	Mon 9 Jul to 30 Jul	6.45pm - 9.45pm	College Central
Home Business - What Business to Start?	✓	\$108.30	12 (4)	Thu 10 Jul to 19 Jul	6.45pm - 9.45pm	College Central
Home Renovation- Preparation & Ideas	✓	\$79.80	7 (1)	Sat 28 Jul to 28 Jul	9am - 5pm	College Central
Home Security - Video Surveillance Made Easy	✓	\$159.60	12 (2)	Sat 1 Sep to 8 Sep	9am-4pm	College West
Hospitality- Housekeeping Fundamentals	✓	\$102.60	7 (1)	Fri 14 Sep to 14 Sep	9am - 5pm	College West
Hydraulics – Fundamental Principles	✓	\$307.80	27 (9)	Tue 3 Jul to 28 Aug	6.45pm - 9.45pm	College West
Hydraulics - Industry Applications & Troubleshooting	✓	\$302.10	24 (8)	Fri 13 Jul to 7 Sep	6.45pm - 9.45pm	College West
iBooks Author	✓	\$34.20	3 (1)	Fri 20 Jul to 20 Jul	6.45pm - 9.45pm	College West
iMovie for Mac –Create Movies & Trailers (Beginner)	✓	\$68.40	7 (1)	Sun 23 Sep to 23 Sep	9am - 5pm	College Central
Infographics - Design & Presentation	✓	\$96.90	7 (1)	Mon 24 Sep to 24 Sep	9am - 5 pm	College Central
Internet Marketing – Make Money Online	✓	\$165.30	15 (5)	Thu 12 Jul to 16 Aug	6:45 pm - 9:45 pm	College East
Internet of Things – Connect Devices Using Thinkbox	✓	\$171.00	12 (4)	Tue & Thu 28 Aug to 6 Sep	6:45 pm - 9:45 pm	College West
Introduction to Prezi	✓	\$51.30	3 (1)	Fri 13 Jul to 13 Jul	6.45pm - 9.45pm	College Central
IoT Applications – Node-Red on Raspberry Pi	✓	\$148.20	7 (1)	Thu 20 Sep to 20 Sep	9:00am – 5:00pm	College West
IP Networking - Configure LAN, WAN, Internet and Intranet for Physical Security Professionals	✓	\$159.60	12 (4)	Tue & Thu 14 Aug to 23 Aug	6.45pm - 9.45pm	College West
IT Literacy - Basic Powerpoint	✓	91.20	7 (1)	Sat 18 Aug to 18 Aug	9 - 5pm	College Central
IT Literacy -Basic Microsoft Word	✓	91.20	7 (1)	Sat 25 Aug to 25 Aug	9 - 5pm	College Central
IT Network - Set-up Home and Small Business (Wireless)	✓	\$125.40	12 (4)	Mon & Wed 16 Jul to 25 Jul	6:45pm - 9:45pm	College Central
Italian Cuisine – Hand-Made Pasta	✓	\$39.90	3 (1)	Fri 20 Jul to 20 Jul	6:45pm - 9:45pm	College West
Making Presentations with Confidence	✓	\$96.90	14 (4)	Tue & Thu 24 Jul to 2 Aug	6:00pm – 9:30pm	College East
Micro : bit – Build an Auto-Watering Plant System	✓	\$102.60	7 (1)	Sat 18 Aug to 18 Aug	9 - 5pm	College Central



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Microsoldering – Surface Mount Components / Devices (SMD) for Industry	✓	\$416.10	21 (3)	Mon – Wed 17 Sep to 19 Sep	9 - 5pm	College West
Mobile Phone – Essential Servicing Skills	✓	\$199.50	18 (3)	Sun 22 Jul to 5 Aug	9am to 5pm (first 2 days). Last day 9am to 1pm	College East
MYOB - For SMEs	✓	\$233.70	20 (3)	Mon – Wed 2 Jul to 4 Jul	9am to 5pm (first day). Last day 9am to 1pm	College East
Photography – Media Storage and Management Using Cloud	✓	\$131.10	7 (1)	Tue 18 Sep to 18 Sep	0900 to 1700hrs	College West
Photography & Photo Editing	✓	\$216.60	15(5)	Tue & Thu 17 Jul to 31 Jul	6:45pm - 9:45pm	College West
PLC Programming - Fundamentals	✓	\$336.30	30	Fri 13 Jul to 21 Sep	6:45pm - 9:45pm	College West
				Sat 21 Jul to 8 Sep	9am – 12pm	College East
PLC programming – Introduction to Alternative Languages (FB, ST & SFC)	✓	\$353.40	30 (10)	Sat 14 Jul to 15 Sep	09am - 12noon	College West
Plumbing Maintenance	✓	\$193.80	20 (7)	Thu 12 Jul to 30 Aug	6.45pm - 9.45pm	College East
Project Management – Essential Skills	✓	\$222.30	16 (2)	Sat 1 Sep to 8 Sep	9 - 6 pm	College West
Raspberry PI - Build a Computer	✓	\$228.00	15 (5)	Mon & Wed 16 Jul to 30 Jul	6:45pm - 9:45pm	College West
Sales – Marketing with Augmented Reality (AR)	✓	\$153.90	9 (3)	Fri 20 Jul to 3 Aug	2pm – 5pm (first day) 9am – 5pm (last 2 days)	College Central
Smart Phone – Develop Android Apps (Beginner)	✓	\$188.10	18 (6)	Thu 16 Jul to 20 Aug	6.45pm - 9.45pm	College West
Social Media - Facebook Marketing	✓	\$ 119.70	7(1)	Mon 4 Jul to 4 Jul	9am - 6pm	College West
Social Media Content Creation using Photoshop CC	✓	\$136.80	12 (4)	Mon & Tue 13 Aug to 21 Aug	6.45pm - 9.45pm	College West
Speak English with Confidence : Level 1	✓	\$85.50	7 (2)	Tue & Thu 10 Jul to 12 Jul	6:00pm – 9:30pm	College East
Speak English with Confidence : Level 2	✓	\$85.50	7 (2)	Tue & Thu 17 Jul to 19 Jul	6:00pm – 9:30pm	College East
Swimming Pool Maintenance & Operation	✓	\$290.70	30 (10)	Mon 9 Jul to 10 Sep	6.45pm - 9.45pm	College East
TIG Welding	✓	\$580.70	21 (7)	Wed 11 Jul to 29 Aug	6.45pm - 9.45pm	College Central
Ultimate 3-in-1 WordPress Boot Camp	✓	\$ 159.60	15 (5)	Thu 12 Jul to 16 Aug	6.45pm to 9.45pm	College East
Visual Merchandising - Create our Windows Display	✓	\$ 108.30	7 (2)	Wed & Thu 19 Sep to 20 Sep	6.15pm - 9.45pm	College West
Web Content Management System (WCMS) – Installation & Configuration	✓	\$119.70	7 (2)	Thu & Fri 26 Jul to 27 Jul	6:30pm to 10pm	College West
Web Server – Configure Web Server, Registration, Feedback and Admin Pages	✓	\$228.00	15 (5)	Tue &Thu 14 Aug to 28 Aug	6.45pm - 9.45pm	College West
Web Server – Set up Web Servers, Create Web Pages & Maintain Websites	✓	\$228.00	15 (5)	Mon & Wed 16 Jul to 30 Jul	6.45pm - 9.45pm	College West



NATIONAL SILVER ACADEMY (NSA) COURSES



				Mon & Wed 6 Aug to 20 Aug		
Western Cooking - Fundamentals	✓	\$96.90	9 (3)	Wed 4 Jul to 18 Jul	6:45pm - 9:45pm	College West
Wine Appreciation & Tasting Workshop	✓	\$ 102.60	7 (1)	Sat 29 Sep to 29 Sep	9 - 5pm	College West

**SENIOR PROGRAMME FOR EXAM-FREE MODULE**

Module Description	Campus	Lesson Days	Start Date	End Date	Time Start	Time End	Class Status
Senior Programme - Essential Communication and IT	CC-AM	Mon, Wed	1-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Accounting Fundamentals	CC-AM	Tue, Thu	2-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Intermediate Accounting	CC-AM	Tue, Thu	1-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Costing	CC-AM	Tue, Thu	2-Oct-18	1-Mar-19	06:45PM	09:45PM	Full
Senior Programme - Employee Relations and Communication	CC-AM	Tue	2-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Principles of Marketing	CC-AM	Mon	1-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Facilities and Venue Management	CC-AM	Wed.Fri	3-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Banking Operations	CC-AM	Tue, Thu	2-Oct-18	1-Mar-19	06:45PM	09:45PM	Open
Senior Programme - Freight Operations and Distribution Management	CE-SM	Tue, Thu	2-Oct-18	3-Mar-19	06:45PM	09:45PM	Open

3D Printing – Model Building

Participants will learn how to create 3D models using solid modeling freeware and produce the physical models with 3D printers.

Entry Requirements

Basic knowledge on using a PC is essential.

Course Outline

- Introduction to 3D Printing
 - Fundamentals of 3D Printing process
 - The different types of 3D Printing technologies
 - Advantages and applications of 3D Printing
- Introduction to 3D Printer
 - Capabilities and specification of the printers
 - Operating the printers to create physical models
 - Carry out cartridges change and settings of the printer
 - Available resources at websites
- Create simple design of a product using solid modelling Freeware
 - Software basics and the User Interface
 - Introduction to sketching
 - Basic part modelling
- Create physical models with 3D Printer
 - Using the printer interface program
 - Techniques on determine the orientation of models
 - Carry out the printing process
 - Post processing of the printed models

Course Details

Duration:

18 hours (3 sessions)
[Theory – 4 hours,
Practical – 14 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID:CRS-N-0028439)

 [Application Procedure](#)

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Trainer Profile

Serena Low has a Bachelor of Technology in Manufacturing Engineering from NUS. She teaches CAD, Engineering Development and Application, Prototyping and Mechanics in HNitec Mechanical Engineering. She is trained on the various types of 3D printers.

* The trainer is subject to change without prior notice.

Testimonials

"Excellent 3D Printer course for beginners"
"Well done!"



PROFESSIONAL & DEVELOPMENT PROGRAMME

ADOBE ILLUSTRATOR - FUNDAMENTALS

Objective

Participants will understand how the Adobe Illustrator works and use it to design an interesting poster for either commercial or school purposes. Participants will learn to design a basic page layout; select fonts, colours and basic graphic effects to enhance their poster design. Learners will enhance their design and skills knowledge.

Duration (hour): 12 [Theory - 4 , Practical - 8]

Who Should Attend

Marketing personnel, designers, entrepreneurs.

Entry Requirement

Basic Mac/PC knowledge

Content

- Understand Illustrator and its Basic tools (Colours, Fonts, Page rulers etc).
- Apply Design Elements, Blend Tools, Layers, Image Transparency and Pen Tool.
- Design Page Layout and Typography.
- Use the Save/Export/Import Format functions and do a presentation.

 [Application Procedure](#)

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ACCOUNTING - BUDGETING FUNDAMENTALS

Objective

To provide participants with the basic knowledge and skills to prepare cash budgets for business and personal use.

Duration (hour): 7 [Theory - 1 , Practical - 19]

Entry Requirement

Knowledge of Basic Excel

Content

- State the objectives and advantages of budgeting
- List the factors affecting the computation of:
 - budgeted purchases and payments
 - budgeting of sales and receipts
- Prepare cash budgets for business and personal use with Microsoft Excel software.

Profile of Trainer:

Ms Chan Hian Hwee holds a Bachelor of Accountancy from the National University of Singapore. Besides her work experience in accounting, audit and sales, Hian Hwee is a very experienced lecturer teaching accounting related subjects like financial accounting, costing and taxation. She also teaches at the ITE Academy for new and veteran lecturers.

* The trainer is subject to change without prior notice.

 [Application Procedure](#)

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Adobe Photoshop – Digital Image Enhancement

The training will focus on the process of creating an image which involves various photoshop elements, focusing on the general techniques that are used in digital painting.

Target Participants

Course Outline

- Introduction to Digital imaging
- Workspaces and photoshop tools
- Introduce tools for digital painting
- Using of brushes
- Photo retouching using the image editing tools
- Basic colour correction
- Introduction to layers and masks
- Applying retouching technique using the given images

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)
[Theory – 1 hour,
Practical – 11 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0024760)

 [Application Procedure](#)

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Air-Conditioner Maintenance

Participants will be provided with practical knowledge in maintaining and servicing window air-conditioning units. At the end of the course, participants will have a good understanding of the functions of the airconditioning components and inspect them for serviceability.

Target Participants

Technical personnel working in the air-conditioning industry

Course Outline

- Basic principle of operation of the various components in an airconditioning system
- Replacing copper tubing assembly involving the process of cutting, bending, flaring, swaging and brazing
- Performing leak test, vacuum and charge a refrigeration system of airconditioning unit
- Performing pump down of the refrigeration system of an airconditioning unit

Trainer Profile

College West

Lim Tau Kum has 15 years of teaching experience in air-conditioning and refrigeration field.

College East

Derrick Cheong Chak Wah has been with ITE as lecturer since 1998. Prior to joining teaching service, he has acquired vast experiences in the field of HVAC (Heating , Ventilation and Air Conditioning).

* The trainers are subject to change without prior notice.

Class Details

Duration:

20 hours (7 sessions)
[Theory – 6 hours,
Practical – 14 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019961)

 [Application Procedure](#)

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Air-Conditioning – Basic Maintenance for Home Split Unit

At the end of the module, participants would be able to perform routine maintenance and parts replacement, troubleshooting and repairs of residential air-conditioning (split type).

Target Participants

Air-conditioning mechanics, salesmen or maintenance personnel and those who are interested in maintaining their own residential airconditioning units (split type).

Course Outline

Theory

- Suggest suitable safety precautions to be observed when working with airconditioning and refrigeration equipment and using tools
- Describe the methods of joining copper tubes
- Explain the operations of a simple refrigeration system
- Explain the thermal process of a simple refrigeration system
- Interpret the temperature and pressures of the refrigerant from pressure gauges and refrigerant tables
- Explain the construction and operations of the refrigerants service valves and pressure gauges
- Describe the evacuating and charging processes and the safety precautions to be observed
- Explain the functions and operations of refrigeration control devices
- Explain the operations of multi-speed fan motors used in residential airconditioner (split type).
- Explain the operations and types of thermostat used in residential airconditioner (split type)
- Explain general maintenance to be carried out for a residential air-conditioner (split type)
- Explain the factors to be considered when installing residential air-conditioning units (split type)

Practical

- Interpret the wiring circuits of a split type air-conditioning unit
- Install the split type air-conditioning unit
- Test and replace faulty electrical and mechanical refrigeration components in a split type air-conditioning unit
- Maintain coil/filter through washing/chemical agents

Trainer Profile

Mr Lim Tau Kum has 15 years of teaching experience in air-conditioning and refrigeration field. * The trainer is subject to change without prior notice.

Class Details

Duration:

24 hours (8 sessions)
[Theory – 12 hours,
Practical – 12 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019959)

 [Application Procedure](#)

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Air-Conditioning – Installation & Commission of City Multi Variable Refrigerant Flow (VRF) System

This course is design for field engineers and technician who have a good basic knowledge of refrigerant cycle as applied to an airconditioning system and has a requirement to learn Mitsubishi Electric techniques and procedures which are applicable in the field when installing and commissioning a VRF system.

Target Participants

Air-conditioning maintenance technician, field engineers or energy conservation personnel.

Entry Requirements

Possess Nitec in Building Services Technology, Nitec in Facility Technology or its equivalent and relevant work experience in the HVAC industry

Course Outline

- Introduction to VRF technology
- Features and benefits fo the VRF system
- Application of VRF products to different designs and layout
- Detailed description of heat recovery system operation, including refrigerant flow diagrams
- Pipework and wiring specifications and installation procedures
- Basic commissioning, including system address, remote controller set up and refrigerant calculations
- System startup procedure and operation monitoring
- Basic system fault finding
- Introduction to City Multi design selection tool

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

9 hours (3 sessions)
[Theory – 9 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0024651)

 [Application Procedure](#)

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Arc Welding

This course aims to equip participants with skills and knowledge to performing basic arc welding joints. Participants will be updated on the various types of welding joints.

Target Participants

Welders, technicians and supervisors in engineering industries who wish to acquire skills and knowledge in welding.

Course Outline

- Safety in Arc welding
- Principle in Arc welding
- Strike an arc and maintain it
- Practice straight beading in down-hand position
- Lap joints in down-hand position
- T-joint in down-hand position
- Corner Joint in down-hand position
- Butt Joint in down-hand position

Note:

Participants will be required to wear long trousers and covered shoes during training for safety reason

Class Details

Duration:

15 hours (5 sessions)
[Theory – 3 hours,
Practical – 12 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019986)

 [Application Procedure](#)

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Trainer Profile

Roslee Baba has 30 years of teaching experience in welding and facility technology field.

* The trainer is subject to change without prior notice.

Art - Introduction to Chinese Painting (Xie Yi Style 寫意)

This Chinese Painting program introduces the Xie Yi (寫意) styles of Chinese painting.

Participants will learn to control their brushes and practice the art of painting skill diligently in a relaxed environment. The painting techniques and strokes order will be explained clearly along with other valuable tips to enable them to paint confidently.

Target Participants

For those with an interest in Chinese painting.

Course Outline

- Have a basic understanding of Chinese Painting.
- Use the brushes in the proper way.
- Apply the basic strokes of Chinese Painting.
- Use the basic strokes to Create a Painting.
- Create a life drawing through Xie Yi style

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Terrez Tam Lai Han is a lecturer in ITE College Central, School of Design in Visual Communications. She is passionate in Arts & Design and has started teaching Chinese Painting since 2005. Terrez also participates actively in the local arts exhibitions and activities.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

24 hour (8 session)
[Theory – 0.5 hour,
Practical – 23.5 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: COT 249)

 [Application Procedure](#)

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Art - Finger Painting (Beginner)

This course is designed to be a quick introduction to painting with your fingers on canvas. The technique to be introduced is inspired by Pointillism - a painting technique in which small, distinct dots of pure color will form an image.

Target Participants

General public learning art appreciation, art enthusiasts, arts and craft interest groups, early childhood instructors, persons involved with organizing group activities, individuals seeking art therapy.

Course Outline

- Learn about color mixing and general tips
- Learn how to prepare a canvas for painting
- Learn the two main finger techniques
- Hands on with guidance

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

3 hour (1 session)
[Theory – 0.5 hour,
Practical – 2.5 hour]

 [Application Procedure](#)

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AutoCAD (Beginner)

To provide participants with basic knowledge and skills through hands-on using computer-aided software to create two-dimensional engineering drawings with new features in AutoCAD.

Target Participants

Students, workers, company administrators, sales or technical professionals (technician, draftsmen, engineers and designers) who may need to draw or edit company engineering drawings. Also for those who wish to pick up the skills of AutoCAD.

Course Outline

- AutoCAD 2015 Overview
- Working with AutoCAD Interface
- Using Coordinate Systems
- Creating and Selecting Objects
- Working with Layers and Object properties
- Editing Objects
- Annotation Enhancements
- Working with Dimensions
- Creating Dynamic Blocks
- Editing and Extracting Block Attributes
- Managing Content with AutoCAD Design Centre
- Reference Manager
- DWF Enhancements
- Plotting with AutoCAD

This course is conducted by the Design Technology Centre, an authorised Autodesk Training Centre. An Autodesk Certificate and a ITE Certificate of Achievement will be awarded to participants who meet the course requirement. Participants will receive the Autodesk Certificate electronically by email.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Testimonials

"Very good."

"Course is better and my teacher very good too."

Class Details

Duration:

30 practical hours
(10 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0024066)

 [Application Procedure](#)

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AutoCAD (Intermediate)

To provide participants with the knowledge and skills in 3D modeling drawings (3D Wire-frame, 3D Surface and 3D Solids)

Target Participants

Participants should have completed the AutoCAD course at the Beginner level and have a good working knowledge of AutoCAD.

Course Outline

- Customized AutoCAD Setting with option dialog box
- Create isometric drawing with isometric snap/grid mode and dimensioning technique
- Workspaces
- 3D co-ordinate system and application
- Defining and manipulating the UCS in 3D space
- Creating 3D Wire-frame models
- Creating User Profile
- Customizing toolbars
- Creating 3D objects using surfaces
- Creating 3D solid modeling
- Sectioning of solids
- Shading and rendering 3D models
- 3D objects dimensioning
- Multiple Tiled View-ports Creation
- Creating and editing views in paper space
- Using In-Place Text Editing
- Raster images
- Plotting Enhancements
- Publishing a 3D DWF file

This course is conducted by the Design Technology Centre, an authorised Autodesk Training Centre. An Autodesk Certificate and a ITE Certificate of Achievement will be awarded to participants who meet the course requirement. Participants will receive the Autodesk Certificate electronically by email.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

30 practical hours
(10 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0031408)

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AutoCAD – Preparation for Professional Certification

Upon completion of the training, participants shall be equipped with skills and knowledge to undertake the AutoCAD 2015 Certification Professional examination. The achievement of AutoCAD 2015 Certification Professional provides the participants an industry-accepted credential that they can use to achieve academic success and advance their careers.

Entry Requirement

Must be AutoCAD users who have knowledge in basic drawing skills

Target Participants

Architects, Interior Designer, Contractors, M&E Designer, Drafters.

Course Outline

1. Apply skills and knowledge in the following to be ready for the AutoCAD Certification:

- Basic Drawing Skills
- Using Drawing Aids
- Editing Entities
- Controlling Object Visibility and Appearance
- Hatching and Gradients
- Working with Blocks and Xrefs
- Creating and Editing Text
- Dimensioning
- Working with Layouts and Annotative Objects
- Drawing organization and inquiry commands
- Printing and Plotting

2. Complete AutoCAD Certification Test

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Bernard Chan Hiang Cheng is an Autodesk Certified Trainer, and has been using Autodesk product for the last 26 years. He is well versed in AutoCAD All Version include 2D & 3D, Basic, Advance & 3D. Other software usage also includes Autodesk Revit Architecture, Autodesk Revit Structural & Autodesk Revit MEP. Currently teaching in BCA Academy & SCAL Academy.

* The trainer is subject to change without prior notice.

Class Details

Duration:

9 hours (3 sessions)
[Test – 6 hours,
Practical – 6 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CIT197)

 [Application Procedure](#)

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Autodesk 3D Max

This course will provide participants with the basic knowledge and skills for 3D modelling, animation and rendering which is essential in illustration, architecture design, information design and any 3D visualisation projects.

Target Participants

Interior and Exterior Designer, 3D Graphic Technician, Project Architect, Environment Artist and Event Planner.

Course Outline

- Describe the basics of 3D modelling
- Create 3D objects using various techniques
- Add maps and materials to 3D objects
- Add light and camera to the 3D scene
- Animate the 3D scene
- Render the 3D animation into video

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Martin Yong Bao Kwang is the module-coordinator for 3D Project module. He possesses experience in 3D Max modeling teaching. He was attached to G-element for skills deepening. He had made valuable and successful contributions to 3D security project with nucleus server.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

18 hour (3 session)
[Theory – 0 hour,
Practical – 18 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0031664)

 [Application Procedure](#)

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Blogshop – Design Your Very Own

This course provides participants with basic knowledge to start their own blogs and to use the blogs for online-selling. Participants will also be taught on online security, marketing, delivery logistics and follow-ups.

Entry Requirements

Secondary Education

Target Participants

Entrepreneurs, business owners and anyone who wants to make money through online-selling.

Course Outline

- Create a personal blog and explore the blog settings
- Use blogs for online selling
- Understand the concepts of online security and online marketing of products and services
- Understand the concepts of delivery logistics and aftersales follow-ups
- Create customer's testimonials

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

10 hours (3 sessions)

[Theory – 4 hours,
Practical – 6 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0024585)

 [Application Procedure](#)

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Building Information Modeling (BIM) – Design using Tekla Structure

Participants will ground their basics in Building Information Modeling (BIM) with Tekla Structures. They will be trained to produce 3D rc and steel structure models, generate 2D drawings and fabrication information, among other skills.

Target Participants

This course is suitable for beginners new to Tekla Structures or who are keen to enhance basic 3D BIM modeling skills. Structural engineers, steel detailers and fabricators, concrete detailers and manufacturers, applicants from construction companies with little or no experience in building and construction modeling, and current students or new graduates of technical institutes may also apply.

Course Outline

Focus will be placed on Basic Modeling and Basic Drawing, and will include topics such as modeling of basic structural elements and joint detailing with system components, etc.

Certification

Participants will be awarded a Certificate of Achievement by ITE upon attaining an attendance of at least 75%. Certificate of Achievement by Tekla. (Passed certification examination)

Class Details

Duration:

30 hours (10 sessions)
[Theory – 6 hours,
Practical – 24 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0026328)

 [Application Procedure](#)

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CAD – Create Parts & Draw Assemblies using SolidWorks

This course provide participants with the knowledge of using Solidworks CAD software to create parts drawing for mechanical components.

Target Participants

Student, worker, administrator, sales or technical staff who may need to draw and edit company engineering drawing or anyone who wish to pick up the skills of Solidworks.

Entry Requirements

Have basic knowledge in Solidworks.

Course Outline

- Explain the SolidWorks Basics and the User Interface
- Create sketching and basic part Modeling
- Create several types of drawing views
- Open a drawing template and editing a sheet format
- Inserting standard views of a part model
- Assembly Modeling

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Tan Keng Huat is a senior technologist at ITE College East with 20 years of experience in following fields: Process/Equipment design, Automation design, Machine design, Project consultant & Lecturing Inventor, Solidworks, Autocad, Microstation.

Lim Wenbin is a Certified Solidworks Associate and currently working as Lecturer - Technology Development Engineer in ITE College East. He graduated with a PhD in Mechanical Engineering and has more than 5 years experience in mechatronics, robotics and control.

Sam Chew Liang is a Certified Solidworks Associate (CSWA C-EPBRUAK2K8). He currently working as Lecturer - Technology Development Engineer in ITE College East with 12 years experience in the electronics, industry application, and lecturing AutoCAD 2013.

* The trainer is subject to change without prior notice.

Class Details

Duration:

24 hours (8 sessions)
[Practical – 24 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CCD52)

 [Application Procedure](#)

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Character Clay Sculpting

This workshop will focus on the process of creating a character using Air dry clay which involves various basic sculpting techniques suitable for everyone.

Target Participants

Course Outline

- Understanding clay and how to shape it to your will
- Building up shapes and forms
- Mixing of colours
- How to use reference images to your advantage
- Design modelling character (eg. Animals, cartoon characters)

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

5 hour (1 session)

[Theory – hour,

Practical – hour]

 [Application Procedure](#)

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Coffee Appreciation & Cupping Workshop

This course aims to provide audience a basic understanding of coffee culture, art of coffee making and appreciation, thus creating greater awareness for coffee lovers.

Target Participants

This workshop aims to provide participants with basic understanding on coffee culture, art of making and appreciating coffee.

Course Outline

- Demonstrate an understanding of the origins of coffee and its history.
- Identify the different coffee varieties and roasts and the importance of the blending process.
- Illustrate how coffee is produced.
- Explain terminologies used in the coffee industry.
- Prepare and present espresso based coffee drinks.
- Candidates Hands-on sessions
- Q & A

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

June Chin was an Assistant Training Manager with the Resort World Sentosa before joining ITE West as a F&B lecturer. She started her career in F&B industry as a server for a Japanese restaurant while studying in university. Amongst her other experiences, one of which was with the Intercontinental group of hotels, she acquired the skills and knowledge of being a coffee barista making the perfect brew of coffees for her customers although not an avid coffee drinker herself.

Vincent Lim joined ITE College West as an Associate Lecturer after spending 18 years in the F&B industry. His previous employment includes Hard Rock Café, and Delifrance Singapore where he acquired knowledge and skills on how to make a perfect cuppa! Prior to joining ITE, Vincent was already involved in training at Coffee Club Pte Ltd, McDonald's Restaurants Pte Ltd, The Coffee Bean and Tea Leaf (S) Pte Ltd, and St. James Holdings Ltd.

* The trainer is subject to change without prior notice.

Class Details

Duration:

7 hours (1 session)
[Theory – 2 hours,
Practical – 5 hours]

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Computer Maintenance – Basic Diagnostic and Repair

This course is useful as it equips participants with basic knowledge about personal computers. Participants will also learn about PC hardware and software, maintenance of PC systems and troubleshooting of common problems.

Target Participants

For students, workers or technical staff who has little or no basic skills and knowledge about PC hardware and software maintenance.

Course Outline

- Dismantling and assembly of personal computers
- Upgrading of personal computers
- Setting-up of Windows Operating Systems and Application Programs
- Understanding the architecture of computer systems
- Understanding the functions of peripheral devices in microcomputer systems
- Set up hard drive subsystem
- Testing peripheral devices of a personal computer system
- Maintenance of personal computers
- Create recovery disk
- Troubleshooting of common problems in personal computers
- Simple home-networking

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

30 hrs (10 sessions)
[Theory – 10 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019977)

 [Application Procedure](#)

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Create Your Own Fashion Accessories

The training will focus on the process of creating clay patterns using Polymer clay which involves various basic sculpting techniques applicable for fashion accessories.

Target Participants

Course Outline

- Understanding clay and how to shape it to your will
- Mixing of colours
- How to use reference images to your advantage
- Making polymer clay cane
- Design your own pattern for your cane
- Create a earring or a Pendant using polymer clay.

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Timothy Leong Kim Soon has being with ITE since 2004 and was formerly a Lecturer in Digital Media Design before he was appointed as Section Head for Visual Communication in School of Design and Media.

Timothy has being working in the graphic design industry as Senior Designer and Art Director for 5 years and was graduated from University of New South Wales (Australia) before joining ITE as a lecturer. He has great passion in Sculpting and was a module teacher for Clay sculpting for Nitec in Digital Animations teaching three classes.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

3 hour (1 session)

[Theory – hour,
Practical – 3 hour]

 [Application Procedure](#)

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ANDROID PROGRAMMING – CLOUD AND INTERNET OF THINGS INTEGRATION

Objective

Learn about the exciting world of Internet of Things (IOT) that is impacting our daily lives in a significant way. Deploy connected objects using a “Thingbox” (a free and open-source project designed to let casual coders create programs)

Duration (hour): 12 [Theory - 5 , Practical - 7]

Who Should Attend

Technical or lay people who want to understand and enter the emerging world of the Internet of Things. (IoT)

Entry Requirement

Basic Computer Knowledge. No programming experience is required

Content

- Explain the concept of the internet of things (IOT)
- Describe the technologies that make up IOT.
- Setup and connect an IOT device to the internet
- Describe the common peripherals used for IOT
- Access the programming UI for the IOT device
- Enable sensor functionality and record some data
- Process the data recorded in the cloud
- Display the collected data on an end-user device

 [Application Procedure](#)

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Discover Vegan Cuisine the Sous Vide Way

Bring traditional Italian cuisine into the local kitchen and incorporate it into preparing Vegan meals. Using Sous-Vide technique of cooking minimises nutrient loss and creates a brand new texture to excite vegan consumers

Target Participants

Anyone who is keen to prepare vegetarian dishes.

Course Outline

- Define vegan diet
- Explain the Sous-Vide cooking process
- Prepare a complete meal using Sous-Vide technique
- Final touch-up for presentation
- Analyse mistake and provide suggestion for improvement

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Graduated from SHATEC, Khairilzaly Yusoff has 4 years of cooking experience in renowned food establishments such as The French Kitchen and Balzac Brasserie.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

3 hour (1 session)
[Theory – 1 hour,
Practical – 2 hour]

 [Application Procedure](#)

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DIY Fashion - Sew a Skirt

Participants will learn the techniques and skills to make paper patterns and construct basic pencil skirt or basic A-line skirt according to their own size.

Target Participants

Sales staffs who work in the fashion retail scene or homemakers.

Course Outline

- Introduction on the topic and on tools and equipment needed for drafting and sewing
- Choosing suitable fabrics for making skirts
- Take body measurements
- Draft a basic skirt using own body measurements
- Create intermediate patterns for A-line skirt
- Create final patterns for A-line skirt and lining
- Lay out patterns on shell fabric according to grain line
- Cut out shell fabric according to the lay plan
- Lay out patterns on lining fabrics according to grain line
- Cut out lining fabric according to the lay plan
- Cut out interfacing for the waistband
- Fuse interfacing onto the waistband fabric
- Thread the industrial sewing machine
- Practice on sewing straight and curve lines with the sewing machine
- Thread the overlocking sewing machine
- Practice on the overlocking machine
- Sew front and back darts of shell and lining fabrics
- Attach zipper to lining fabric
- Attach zipper (with lining) to shell fabric
- Join sides seams of shell and lining fabrics
- Thread the industrial sewing machine
- Thread the overlocking sewing machine
- Overlock side seams of shell and lining fabrics
- Attach waistband to skirt
- Sew hem of shell and lining fabrics
- Attach hook and bar on waistband
- Conduct fit evaluation on body

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

16 hour (4 session)
[Theory – 1.2 hour,
Practical – 14.80 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0033430)

 [Application Procedure](#)

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Electrical – Home Maintenance

To provide participants with practical knowledge in using basic hand tools and measuring instruments in domestic electrical installation and repair of home electrical appliances.

Target Participants

Those with little or no electrical knowledge e.g. Electrical Assistant, Production Leader, Maintenance personnel, and General works personnel.

Course Outline

- Electrical safety.
- Selection and application of test pen, multimeter and polarity test plug.
- Electrical supply system in single phase and cable colour code.
- Consumer unit (electrical distribution board) connection.
- lightings control by 1 way on/off switch, and 2 way control switches and intermediate switches.
- 230V 13 amps switch socket outlet and plug top connection.
- Type of fluorescent light fittings.
- Fluorescent light fitting 18w circuitry connection, operation and faults repair.
- Type of home electrical water heater system and operation.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

20 Practical hours
(7 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0020003)

 [Application Procedure](#)

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Electrical – Motor Starters & Maintenance

To provide participants with knowledge and skills on operating principles of motor starters, techniques for troubleshooting and rectifying faults in motor control circuits and operation of three-phase induction motors.

Target Participants

For workers who are working with motor installations or motor maintenance and want to be familiar with the motor starter control circuits operation and trouble-shooting.

Course Outline

- Control elements used for motor starting
- Connect up and test a direct-on-line motor starting circuit
- Connect up a control circuit for the sequence control of multiple motors
- Connect up and test a forward-reverse motor starting circuit
- Connect up and test a for star/delta motor starting circuit
- Connect up and test an auto-transformer motor starting circuit
- Techniques for troubleshooting and rectifying faults in motor control circuits
- Checking and Testing a 3-phase Induction Motor

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Chua Lee Meng taught Nitec in Electrical Technology and equivalent modules for 25 years in ITE. He has an EMA LEW Electrical Technician's Licence since 1978.

He worked in GUTHRIE Switchboard Factory and TMC Consultants Pte Ltd -switchboard division in motor starters and switchboards manufacturing field for 10 years before joining ITE.

* The trainer is subject to change without prior notice.

Class Details

Duration:

18 hours (6 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0019973)

 [Application Procedure](#)

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Electrical – Switchboard Maintenance

To provide participants with knowledge of the functions and operations of circuit breakers and switchboards as well as maintenance of switchboards and their associated instruments and relays.

Target Participants

Graduates of Nitec in Electrical Technology or technical personnel in electrical field who wish to acquire the skills and knowledge on switchboard maintenance.

Course Outline

- Outline the power distribution system in Singapore
- Explain basic principle of operation, construction and connections of a distribution transformer
- Describe various types of switchboards used in industry
- Explain the principle of operation of LV circuit breakers
- State and connect types of current transformers for metering and protection
- State and connect types of measuring instruments used on switchboard
- Describe and operate types of Over current devices used in switchboards
- Identify and operate various protective relays
- Outline essential requirements on metering and consumer's switch room
- Conduct essential tests on low voltage (LV) switchboards

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Mr Lin Shiaw Ying holds a Diploma in Electrical Engineering from the Singapore Polytechnic. He is an EMA Licensed Electrical Technician with more than 33 years of experience. Mr Lin has been a Trainer with ITE for more than 15 years. He is currently running his own electrical project consultancy practice.

* The trainer is subject to change without prior notice.

Class Details

Duration:

30 hours (10 sessions)

This is a SkillsFuture Credit Approved Course.

(Course ID: CRS-N-0019969)

 [Application Procedure](#)

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Electrical Control – Air-Con Maintenance

To provide participants with theoretical and practical knowledge in the installation and maintenance of air-conditioning electrical systems.

Target Participants

Technical personnel working in the air-conditioning industries e.g. air-con technicians.

Entry Requirements

Basic knowledge in air-conditioning systems, preferably with a Nitec in Building Services Technology.

Course Outline

- Fundamentals of electro-technology for DC circuits
- Fundamentals of electro-technology for AC circuits
- Electrical Safety (CP5)
- Wiring Systems
- Electric Motors
- Electrical Control Systems
- Testing and Commissioning

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Mohd Khair Bin Kasmin has been a lecturer in ITE for the past 29 years teaching the Nitec and Higher Nitec Electrical Engineering courses. He is the module champion for Electrical Machines and Drives as he takes charge of the curriculum, assessment and the practical work documents for this module as well as oversee the training laboratory for this module.

* The trainer is subject to change without prior notice.

Class Details

Duration:

18 hours (6 sessions)
[Theory – 12 hours,
Practical – 6 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019962)

 [Application Procedure](#)

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Electrical Installation – CP5: 1998 Code of Practice

To enable participants to apply the guidelines of CP5: 1998 for wiring of electrical installations.

Target Participants

Electricians / Technicians who need to update their knowledge in the new electrical regulations.

Course Outline

- Recognise the need to comply with CP5:1998
- Know the background and Layout Plan of CP5:1998
- Appreciate the importance of Definitions as defined in CP5:1998
- Interpret CP5 requirements on Assessment of Installation
- Relate the Classification of External Influences
- Relate the Index of Protection
- Interpret CP5 requirements on Protection Against Electric Shock
- Interpret CP5 requirements on Equipotential Bonding
- Interpret CP5 requirements on Automatic Disconnection of Supply
- Calculate earth fault loop impedance and earth fault current
- Select the minimum size of protective conductor
- Interpret CP5 requirements on Protection Against Over current
- State the function of different types of protective devices
- Interpret CP5 requirements on Isolation and Switching
- Interpret CP5 requirements on Selection and Erection of Equipment
- Calculate cable sizes for single-phase installation
- Determine conduit and trunking sizes
- Interpret CP5 requirements on Special Installations or Locations
- Interpret CP5 requirements on Inspection and Testing

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

30 theory hours
(10 sessions)

This is a SkillsFuture
Credit Approved Course.
(Course ID: CRS-N-0019942)

 [Application Procedure](#)

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Trainer Profile

Foong Meng Kei is an EMA Licenced Electrical Technician and possesses Diploma in Electrical engineering. He has 37 Years of strong working experiences in providing supply, installation, troubleshooting and commissioning works for various electrical project works and is familiar with the many electrical violation and non-compliance.

* The trainer is subject to change without prior notice.



Electrical Installation – Test & Inspect Residential & Commercial Properties

At the end of this course, participants will be able to carry out basic electrical testing and inspection as expected of fixed installation in residential and commercial property in compliance with relevant code of practice.

Target Participants

Technicians and electricians in property management, M&E services and estate management.

Course Outline

- Explain purposes of common inspection and test methods require to check low voltage installation in compliance with safety requirement
- Carry out test procedures for
 - Continuity tests
 - Insulation tests
 - Polarity Test
 - Fault Loop Impedance Test
 - RCD test

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

15 practical hours
(5 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0019970)

 [Application Procedure](#)

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Trainer Profile

Mr Cheng Ah Sa is an ex-ITE Lecturer and he had taught Electrical Engineering Course in both NITEC and Higher NITEC modules for 39 years. He possesses a certificate in Group Training Course for Vocational Instructor (Electrical) from Institute of Vocational Training in Japan and a Certificate of Pedagogy in special In-service Course For Craft Teachers-In-Training from Singapore Teacher Training College. Mr Cheng is currently a Freelance Licensed Electrical Worker (LEW) and provides consultant services in electrical installation projects.

* The trainer is subject to change without prior notice.

Electrical Maintenance (Beginners)

Participants will be able to identify electrical risks and perform safe electrical practices, good housekeeping of electrical tools and equipments. They will also be able to carry out visual checks and basic maintenance in compliance with relevant codes of practice.

Target Participants

A beginner course for non-electrical personnel who wish to take the first step into a career in electrical technology.

Course Outline

By the end of the course, participants should be able to:

- Explain the basic electrical fundamentals
- Explain safe working procedures for electrical installation work and defined workplace safety and health policies
- Describe the various types of common electrical accessories
- Describe the requirements for power final circuits
- Describe the types of protective devices use for overcurrent and earth leakage protection
- Explain the use of safety mark under the Singapore Consumer Protection (Safety Requirements) Regulations
- Describe the change in cable color code for electrical installations as in amendment No.1 to CP5:1998
- Describe the application of various electrical testing instruments and its observance on safety precaution during use
- Describe the basic techniques of circuit connection and principles of identifying, tracing and troubleshooting faults
- Terminate and check a portable socket outlet extension to a 13A plug via a 3-core flexible cord and check loading of equipment and appliances

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Mr Cheng Ah Sa is an ex-ITE Lecturer and he had taught Electrical Engineering Course in both NITEC and Higher NITEC modules for 39 years. He possesses a certificate in Group Training Course for Vocational Instructor (Electrical) from Institute of Vocational Training in Japan and a Certificate of Pedagogy in special In-service Course For Craft Teachers-In-Training from Singapore Teacher Training College. Mr Cheng is currently a Freelance Licensed Electrical Worker (LEW) and provides consultant services in electrical installation projects.

* The trainer is subject to change without prior notice.

Class Details

Duration :
18 hours (6 Sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0029680)

 [Application Procedure](#)

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Cyber Security - Ethical Hacking Fundamentals

Participants will learn how to evaluate the internal and external security threats against a network. The lab sessions will cover ways to scan, test, hack and secure the system

Target Participants

Security Integrator, Network Technician and IT Technician.

Course Outline

- Describe common threats, vulnerability and attacks
- Describe Footprinting and learn to trace DNS and IP Address
- Describe Network Scanning and Identify active host on a network, open ports and Network Vulnerability
- Describe System Hacking, and learn to hide files and crack administrator passwords
- Describe Trojans and ways to Infect Systems using a Trojan
- Identify and Create Viruses and Worms

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Mr Jaime Masagca has been teaching over 10 years. He is a CISCO Certified Network Professional as well as a Lecturer at ITE College West in the Network Security Technology Department.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)

[Theory – 4 hour,

Practical – 8 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0030195)

 [Application Procedure](#)

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Fibre Optics – Essential Skills for Installer

To provide participants with an overview of the fibre optic cabling infrastructure and hands-on practice for outdoor and indoor fibre termination, fusion splicing and splice cabling management.

Target Participants

Technical personnel working in the industry and those planning for a career switch.

Course Outline

- Basics of Fibre Optic
- Fibre Optic Connectors, Splices & Tools
- Fibre Handling and Cleaning
- Fibre Installation Safety
- Fibre Optic Cable Pulling
- Fibre Optic Equipment and Testing
- Practical Hands-On
- End of Course Assessment

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Teo Hock Bee holds a professional certificate as Registered Communications Distribution Designer (RCDD) from BICSI. He has a Bachelor Degree in Electrical & Electronic Engineering from University of Aberdeen. Hock Bee also collaborated with Fluke Network Pte Ltd as their certified trainer.

* The trainer is subject to change without prior notice.

Class Details

Duration:

15 hours (2 sessions)
[Theory – 5 hours,
Practical - 10 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0024702)

 [Application Procedure](#)

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Fibre Optics – Test & Troubleshoot

To provide participants with the knowledge and skills in testing the performance of fibre optic cables based on industry standards and learn troubleshooting techniques.

Target Participants

Technical personnel working in the industry who require knowledge and skills in testing and troubleshooting fibre optic cabling infrastructure.

Entry Requirements

Applicants should have a basic knowledge in Fibre Cabling Installation

Course Outline

- Basics of Fibre Optic
- Fibre Testing Solutions
- Fibre Measurements
- Common Fibre Faults
- Fibre Diagnosis & Troubleshooting with an OTDR
- Practical Hands-On
- End of Course Assessment

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Teo Hock Bee holds a professional certificate as Registered Communications Distribution Designer (RCDD) from BICSI. He has a Bachelor Degree in Electrical & Electronic Engineering from University of Aberdeen. Hock Bee also collaborated with Fluke Network Pte Ltd as their certified trainer.

* The trainer is subject to change without prior notice.

Class Details

Duration:

8 hours (1 session)
[Theory – 5 hours,
Practical - 3 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0025924)

 [Application Procedure](#)

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Fire Protection – Equipment Maintenance

To provide participants with hands-on practice in operating, maintaining, inspecting and testing common building fire-fighting equipment so that they are maintained at operationally ready state at all times.

Target Participants

Building maintenance technicians and personnel involved in building maintenance work.

Course Outline

- Explain, operate, maintain and inspect the 'Conventional' fire alarm panel and its circuit.
- Explain, maintain and wire-up the full-time Supervised Detector and Sounder circuits.
- Explain and maintain the common sprinklers and standard sprinkler systems.
- Conduct Water Flow Alarm Switch Test and Water Proving Test.
- Explain, maintain and operate First Aid fire-fighting equipment: The hose-reel system and portable fire extinguishers.
- Explain, maintain and inspect the Dry and Wet Rising Main Systems.
- Explain the voice communication systems and emergency evacuation.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

College West

Abdul Roaf Salleh has 15 years of teaching experience in Electrical Engineering field. He is a qualified Fire Safety Manager and specialises in fire safety and protection system.

* The trainer is subject to change without prior notice.

Class Details

Duration:

20 hours (7 sessions)
[Theory – 6 hours,
Practical – 14 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019960)

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PROFESSIONAL & DEVELOPMENT PROGRAMME

FLORAL DESIGN – TABLE ARRANGEMENTS

Objective

Upon completion of the course, candidates should be able to prepare flowers for conditioning, condition fresh cut flowers and arrange flowers for table decoration.

Duration (hour): 9 [Theory - 2.5 , Practical - 6.5]

Who Should Attend

For the general public who are interested in floral arrangement. No prior experience required.

Content

- Describe the purpose, benefits and techniques of conditioning flowers
- Prepare flowers for conditioning
- Describe the types of table arrangements
- Arrange flowers for round arrangement
- Arrange flowers for triangle arrangement
- Arrange flowers for horizontal arrangement

Note:

Participants are requested to bring the following:

- scissors for cutting flowers
- apron (optional)
- bag to carry flowers home.

Profile of Trainer:

Phua Chiew Kheng holds a holds a Teacher Certificate from South Florida School of Floral Design and a Teacher Diploma from the British American Floral Art School, Hong Kong. She is also a PA trainer in floral arrangement.

* The trainer is subject to change without prior notice.

 [Application Procedure](#)

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Grooming- Dressing & Colour Analysis

This short course focuses on the concept of colours and the impact on skin tones, the different bodylines and shapes. Participants will also be taught methods of accessorising and planning a wardrobe.

Target Participants

The short course is for those who wants to impress their interviewers during their job interview or wanting to stand out from the crowd. Individuals who need to front the office and face the public daily.

Course Outline

- Understand Colour
- Describe the psychological effects of colours
- Identify which temperature they belong to:
 - Cool or Warm
- Recognise what colours are suitable for different skin types
- Describe what a colour wheel is, its usages and the application of colour theories:
 - Primary colours, Secondary Colours, Colour Triads, Analogous colours and Complementary colours
- Appreciate different bodylines/types
- Explain the terms "Proportion", "Balance" and "Scale"
- Explain the dressing guidelines according to body proportion
- Describe the concepts of colour intensity and texture to complement their body shapes
- Identify body flaws and how to overcome them:
 - Necks, Arms, Chest, Tummy, Waist, Hip, Legs and Ankles
- Explain the technique of accessorising and placements:
 - Jewellery, Belts, Scarves/ Neck ties, Shoes and Handbags
- Identify suitable necklines – Females / Males
- Identify the right hairstyles for different face shapes – male / female:
 - Round, Oval, Square or Long
- Planning a wardrobe - Identify the factors to consider in selecting clothes:
 - Personality, Proper fit, Colour match, Fabric and Cost
- Explain what a basic wardrobe chart is
- Organise a travel and business travel wardrobe
- Outline the rules to make an efficient wardrobe

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Kenneth Aw is a trained image consultant with 6 years experienced. He has conducted workshops for students and adults, helping them to discover their personal colour and body shape. He will share how to enhance one's look and also practical tips.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

7 hour (1 session)
[Theory – 4 hour,
Practical – 3 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CBS55)

 [Application Procedure](#)

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Health & Fitness - Fundamental Physical Conditioning

Join this workshop to learn about the fundamentals of health and fitness, and participate in group fitness exercises classes.

Target Participants

For those who are interested in learning the fundamentals of personal fitness.

Course Outline

- Describe the basic anatomy and common sports injuries.
- Describe motivation and general exercise guidelines.
- Design a diet plan.
- Design a fitness training plan.
- Participate in group fitness classes

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Choo Pui Shan holds a Bachelor degree in Exercise and Sports Science, and is a certified Clinical Fitness Professional. She is also an instructor under the Aerobic and Fitness Association of America (AFAA), and is passionate about teaching students and adult learners for the sports and fitness industry.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

8 hour (4 session)
[Theory – 2 hour,
Practical – 6 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CBS57)

 [Application Procedure](#)

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Home Renovation - Preparation & Ideas

Participants will learn about the common design concepts and styles, application of basic materials and finishes, colour and lighting considerations, and the principles of spatial compositions and planning to improve the quality of existing spaces. Lastly, they will be introduced to the basic construction implementation schedule on how an organized work plan schedule can contribute to a timely and successful project completion.

Target Participants

Home owners looking to plan and improving their existing home. Home renovation contractors and project coordinators.

Course Outline

DESIGN BRIEF

- Explain the importance of a design brief
- Outline the components of a design brief
- Formulate a design brief with details of user's requirements

DESIGN CONCEPT & STYLES

- Explain the purpose of design concept
- Illustrate the common types of design styles
- Prepare a mood board based on design concept and style(s)

MATERIALS & COLOURS

- Identify the types of colour schemes
- Explain the factors to consider when choosing an appropriate colour scheme for interior spaces
- Discuss the application of the common types of materials and finishes used in interior spaces

BASIC LIGHTING

- Explain the types of lighting fixtures
- Describe the common types of interior lightings
- Discuss the lighting requirement and basic considerations of interior spaces

SPACE PLANNING

- Identify the design principles for spatial arrangement and its composition
- Describe the planning considerations
- Prepare a layout plan

WORK SCHEDULE

- Identify the required work for renovation
- Outline the work process
- Explain the approximate time required for each work
- Prepare a work schedule for renovation

Class Details

Duration:

7 hour (1 session)
[Theory – 4 hour,
Practical – 3 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: COT250)

 [Application Procedure](#)

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Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.



PROFESSIONAL & DEVELOPMENT PROGRAMME

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Yeo Chee Tiong is a lecturer at ITE. He possesses Bachelor of Arts degree in Interior Architecture with honors from Curtin University of Technology.

** The trainers are subject to change without prior notice.*



Home Security - Video Surveillance Made Easy

Video Surveillance does not only cater for security applications, but also to provide care for elderly or young ones through remote monitoring. Participants will learn how to plan and setup a Home Video Surveillance Monitoring System.

Target Participants

- Homeowners interested to set up DIY home video surveillance system.
- Contractors interested to offer and deploy video surveillance solution.

Course Outline

- Understand the basic networking
- Setup and configure home router, wired and wireless network
- Setup and configure wired and wireless IP cameras
- Setup and configure network video recording system
- Design and setup 4 surveillance cameras in a 5 room HDB Flat
- Setup remote access to cloud storage using mobile devices

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Loh Kia Lok has been supporting the Security Technology Department for almost 10 years. He has been involved in a few CCTV project deployment and maintenance of training equipment. During the ITE Fiesta, he also conducted the CCTV training course and received overwhelming response.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (2 session)

[Theory – 2 hour,

Practical – 10 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0032807)

 [Application Procedure](#)

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HTML 5.0 Essential Skills

This course aims to equip participants with the skills and knowledge to create a HTML5 website with CSS, tables, audio/video and web forms.

Target Participants

Course Outline

- Understand basic HTML
- Create a basic webpage in HTML5
- Create tables and CSS in webpages
- Create a Web Form 2.0 html page
- Create a html page using HTML5 tags to display video and audio clips

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

8 hour (3 session)
[Theory – 2.5 hour,
Practical – 5.5 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0028890)

 [Application Procedure](#)

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Hydraulics – Fundamental Principles

To provide participants with basic knowledge and skills in hydraulics, a topic in applied science and engineering dealing with the mechanical properties of liquids. This course focuses on the engineering uses and applications of fluid properties.

Target Participants

Technical personnel dealing with hydraulic instruments/equipment with little or no basic knowledge.

Course Outline

- Explain the principles of hydraulics
- Describe the construction of a hydraulic fluid reservoir
- Outline the functions and properties of hydraulic fluid. Describe the use and applications of components to maintain it in a clean and cool condition.
- Describe the operations and applications of hydraulic pumps, accumulators and intensifiers
- Describe the operations and applications of hydraulic control valves and actuators
- Analyse basic hydraulic circuitry with ISO symbols
- Connect, troubleshoot and test basic hydraulic circuits on hydraulic trainers
 - o Pump characteristics
 - o Directional control of single and double acting cylinder
 - o Positioning and counter-balancing
 - o Speed control and regenerative circuits
 - o Hydraulic flow resistance

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

27 hours (9 sessions)
[Theory – 20 hours,
Practical – 7 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019979)

 [Application Procedure](#)

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iMovie for Mac - Create Movies & Trailers (Beginner)

This training focuses on the process of creating a movie using the template in iMovie in iPad which involves various editing techniques.

Note : Participants are required to bring their own Mac iPad device.

Target Participants

This course is recommended for individuals who are interested to learn more and create their own personal movies.

Course Outline

- Understand the key functions for photo-taking and Video recording on iPad
- Create a new project with iMovie on iPad
- Locate and Use the default template within iMovie for their new project
- Demonstrate the steps for importing videos or pictures into iMovie
- Insert text / title and other elements to the project
- Demonstrate the Use of transition browsers in iMovie
- design the flow of the Video using the outline and storyboard tool on iMovie
- Shoot and import Video clips based on the theme given by the instructor
- Export Video for various platform

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

* *The trainers are subject to change without prior notice.*

Class Details

Duration:

7 hour (1 session)

[Theory – 0 hour,

Practical – 7 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CIT 215)

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Instrumentation – Machine Condition Monitoring

This course aims to equip participant with basic machine condition monitoring capability in using vibration measuring instrument, infra-red thermometer, thermal imager and acoustic probe.

Target Participants

Maintenance supervisors, technicians, machine operators and maintenance personnel.

Course Outline

By the end of the course, participants should be able to :

- Explain maintenance strategies, plant reliability and safety
- Explain vibration fundamentals and vibration based condition monitoring, measuring instrument & machine vibration severity chart
- Describe thermograph, heat transfer and thermography in maintenance
- Describe ultrasound & safety during ultrasound scanning on machine and plant equipment
- Perform vibration measuring instrument setting & reading the recorded data for machine condition
- Perform temperature and thermal image capturing using infrared thermometer & thermal camera with setting for good thermal image.
- Perform leakage or fault sound scanning using ultrasonic probe on machine and plant equipment

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Ishak Abdul Rahman has over 25 years of teaching experience with ITE. He is a certified Level 1 vibration analyst and teaches Plant Equipment Maintenance.

* The trainer is subject to change without prior notice.

Class Details

Duration:

21 hours (7 sessions)
[Theory – 6 hours,
Practical – 15 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0028892)

 [Application Procedure](#)

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Internet Marketing – Making Money Online

This course is intended for individuals, web designers, webmasters, internet marketers and website owners who want to learn about website optimization and effective internet marketing for outstanding online results. It is also designed for part-timers and aspiring home-based entrepreneurs who want to start an online business or website to earn additional income streams. The main objective is to allow the participants to harness the power of the Internet to create successful online businesses.

Target Participants

Website owners, web designers, webmasters, (online) business owners, internet marketers or individuals who want to make money online.

Entry Requirements

Basic HTML and Internet knowledge

Course Outline

- Understand the basics and principles of e-business
- Identify and develop niche market for e-business
- Conduct proper keyword research and analysis to ensure website profitability
- Understand strategies to maximize online income
- Generate great content and power copywriting
- Refine site concept and finalise domain name
- Learn the basics of HTML
- Create professionally looking website at blazing speed
- Model successful website and case studies
- Optimize website for the search engines (SEO – Search Engine Optimization) to achieve top search engine ranking
- Build highly targeted traffic to the website
- Monitor and track traffic to measure website performance
- Understand search engine submission procedures
- Monitor and track traffic to measure website performance
- Understand linking and online partnership strategies
- Sourcing important website resources and tools
- Choose the right payment gateway
- Learn effective blogging strategies
- Exploit and use the insider techniques used by SEO and Internet Marketing professionals to increase hits and website ranking
- Understand and use proven methods to generate residual income on the Internet

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Testimonials

"Mr William Tan is a fantastic trainer. I've revamped my sites!"

"Mr William Tan has excellent knowledge & experience."

Class Details

Duration:

15 hours (5 sessions)
[Theory – 5.5 hours,
Practical – 9.5 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0024075)

 [Application Procedure](#)

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IP Networking- Configure LAN, WAN, Internet and Intranet for Physical Security Professionals

This course will provide students with a basic knowledge of computer networking. It will cover LAN, WAN, internet and intranet, IP addresses, port numbers and a brief introduction to routers and switches.

Target Participants

Technical people doing deployment and servicing of Physical Security Systems including IP based Video Surveillance Systems and access control systems.

Course Outline

- Describe OSI 7 layers architecture and the function of each layer.
- Differentiate between LAN, WAN, Internet, Intranet and the various types of network topologies
- Derive IPv4 addresses based on given constraints and configure the IPv4 addresses
- Describe the parts and workings of a switch and VLANs
- Describe the parts and workings of a router

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Philip Koon has 4 plus years of teaching Computer Networking and he is also a Cisco Certified Network Associate Instructor Trainer. Prior to his teaching career, he has many years of industry experiences, supporting and managing the IT department of multi-national companies.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)
[Theory – 10 hour,
Practical – 2 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CIT290)

 [Application Procedure](#)

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IP Networking - WiFi Wireless Networking & Remote Access for Physical Security Professionals

This course will introduce students to WiFi wireless networking, methods for remote access. It will provide a basic understanding of network security, the purpose and methods of network monitoring and address network troubleshooting.

Target Participants

Technical people doing deployment and servicing of Physical Security Systems including IP based Video Surveillance Systems and access control systems.

Course Outline

- Describe WiFi wireless networks and list the various standards available.
- Set up a wireless access point
- Describe the various methods for remote access
- Explain the need for network security and describe methods to secure networks
- Describe the purpose and methods of network monitoring
- Perform basic network troubleshooting

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Philip Koon has 4 plus years of teaching Computer Networking and he is also a Cisco Certified Network Associate Instructor Trainer. Prior to his teaching career, he has many years of industry experiences, supporting and managing the IT department of multi-national companies.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)
[Theory – 10 hour,
Practical – 2 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CIT201)

 [Application Procedure](#)

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IPv6 - Fundamentals

Participants will learn about the brief history of IPv6 as well as the importance and advantages of using it. There will also be hands-on sessions in the Windows and Linux systems.

Target Participants

System Integrator, Network Technician and IT Technician.

Course Outline

- State the brief history and importance of IPv6
- Describe the advantages and disadvantages of IPv6
- Describe the format of IPv6 Headers, network protocols and construct IPv6 addresses
- Describe the migration from IPv4 to IPv6
- Configure IPv6 on Windows Systems
- Configure IPv6 on Linux Systems

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Mr Philip Koon has vast experience in the IT industry for over 15 years. He is a CISCO certified trainer as well as a Lecturer in Network Security Technology at ITE College West.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)

[Theory – 4 hour,

Practical – 8 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0030179)

 [Application Procedure](#)

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IP Video - Advanced Surveillance System

This course provides participants the technology, concepts, operation, design and deployment considerations of a Digital Video Surveillance System.

Target Participants

Electronics security installers, technicians, security personnel or anyone who is interested to learn about Digital Video Surveillance Technology and Design.

Course Outline

- Design, setup and configure an IP Network
- Setup and configure an IP Camera
- Design, deploy setup and configure a Video Management System
- Troubleshooting of a Network Video Surveillance System

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

24 hour (8 session)

[Theory – 12 hour,

Practical – 12 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0027330)

 [Application Procedure](#)

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IT Network – Installation for Home and Small Business

Participants will learn how to plan and install a home or small business network and connect it to internet. At the end of the course, participants also learn to configure and troubleshoot IP services, share resources and internet applications.

Course Outline

- Identify and set up personal computers and hardware that are used in Home and Small business networking
- Install operating systems
- Connecting computers to the internet and Local Area Networks (LANs)
- Explain and setup Network Addressing and services
- Explain and setup Wireless Network
- Implement basic security
- Troubleshoot network
- Summary

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

T L Babu has vast experience in the setting up of network and installing Novell, Linux and Microsoft Operating Systems. As a CCNA Certified Engineer and Cisco Academy Instructor, he has teaching experience in the areas of system administration and computer networking. Babu has worked as a Network Engineer & System Administrator in Middle East and in India.

* The trainer is subject to change without prior notice.

Class Details

Duration:

30 hours (5 sessions)
[Theory – 12 hours,
Practical – 18 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0028867)

 [Application Procedure](#)

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Italian Cuisine - Hand-made Pasta

Upon completion of the course, participants should be able to prepare handmade pasta dough with various types of pasta noodles. They will prepare different pasta dishes during this program.

Target Participants

Anyone who is keen to learn how to make their own pasta for either employment or for their own interests.

Course Outline

- Identify the classification of pasta and their characteristics.
- Explain the guidelines for checking quality of prepared pasta.
- Prepare pasta for cooking:
Identify the various types of pasta dough and the ingredients used.
- Make and prepare a pasta dough.
- Cook farinaceous dishes according to standard recipes.
- Serve pasta with appropriate sauce.

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Chef Kevin Foo has more than 10 years of experiences working in F & B industry. Specialize in Italian Cuisine and Modern European cuisine.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

3 hour (1 session)
[Theory – 0.5 hour,
Practical – 2.5 hour]

 [Application Procedure](#)

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IT Literacy - Using a Computer

This course aims to equip course participants with the knowledge and skills of using a computer and its basic functions.

Target Participants

Individuals who are interested to learn the basic usage of computer

Course Outline

- Know the different parts and basic functions of computer
- Usage of mouse
- Create and Save Document
- Exploring Internet
- Using email

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

12 hour (4 session)

[Theory – 4 hour,
Practical – 8 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CIT 231)

 [Application Procedure](#)

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Linux Operating System - Set up & Manage using Ubuntu (Beginners)

This course provides participants with hands on, practical sessions on Ubuntu, covering tasks that are commonly needed in a home or office environment, such as connecting to a wired/wireless network, software installation, alternative office applications as well as interoperability with Windows software.

Target Participants

SME administrators, students, IT engineers, system support officer, power users and home users.

Course Outline

- Understand the concept of FOSS
- Free and Open Source Software
- Understanding the hardware requirements of a Linux Operating System
- Understanding the concept of software repository
- Install Linux software
- Setup networking and multimedia software for Linux
- Understand and configure alternative office productivity suites
- Understand application virtualization
- Setup and configure Windows Emulation software
- Maintain and update Linux system

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Vincent Poh holds a Msc in Business Information Systems. He is currently a Lecturer-Mentor in the Network Security Technology department, ITE CW, training students in the areas of IT Networking and Systems Administration

** The trainers are subject to change without prior notice.*

Class Details

Duration:

15 hour (5 session)
[Theory – 7 hour,
Practical – 8 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0024649)

 [Application Procedure](#)

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Micro Soldering- Surface Mounted Components/ Devices (SMD) for Industry

This 3-day course aims to provide key information and equip participants with soldering skills for lead-free surface-mounted components/devices (SMD) which are compatible to industry standards.

Target Participants

Technicians, Engineers and Rework Operators.

Course Outline

- Theory on soldering
- Identify the various types of surface-mount components
- Explain the mounting standards for surface-mount components
- Explain the common defects associated with solder joint for surface-mount components
- Apply the soldering techniques on surface-mount components
- Apply the soldering techniques on surface-mount components
- Perform desoldering of surface-mount components.
- Further practice for surface-mount components soldering

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Tham Wei Leng graduated from University of Surrey (UK) with a First Class Honours in BEng Degree in Electrical and Electronics Engineering. She had worked in the manufacturing industry for 10 years as a Technician and Product Engineer dealing with failure analysis.

At ITE, she has obtained Level 3 Soldering Qualification System and Level 4 Inspection Course, certified by the MOU partner, Hakko Corporation Japan.

** The trainers are subject to change without prior notice.*

Class Details

Duration:

21 hour (3 session)
[Theory – 7 hour,
Practical – 14 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CIT199)

 [Application Procedure](#)

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Mobile Phone – Essential Servicing Skills

Participants will be able to provide practical knowledge in proper fault findings, troubleshooting and repair of mobile phone device.

Target Participants

Technical Staff, Engineer, Technician, Students in Electronics course, Technical Supervisor, Entrepreneur and Hobbyist.

Entry Requirements

Able to read / write English, basic skills in electronics and soldering

Course Outline

- Safety working procedures / identifying tools & equipment / handling of repair procedures
- Safety handling when performing disassembly / assembly
- Perform software update and learn how to solder/desolder
- Troubleshoot and repair
- Read RF measurement using Radio Communication Tester

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

18 hours (6 sessions)
[Theory – 6 hours,
Practical – 12 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0024076)

 [Application Procedure](#)

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Trainer Profile

Arthur L Pedida has vast work experience in the mobile phone servicing industry. He has a total of 13 years in this industry and holds a portfolio ranging from a Technical Officer, Engineer, Senior Service Engineer and to a Manager. Arthur has achieved several skilled certificates from Sony Ericsson, Nokia and LG.

* The trainer is subject to change without prior notice.



INTRODUCTION TO PREZI

Objective

This course aims to equip course participants with the knowledge and skills to construct and deliver a visually stimulating linear/non-linear presentation using various multimedia elements of the Prezi Presentation Software.

Duration (hour): 3 [Practical - 3]

Who Should Attend

For members of the public who are interested to learn to conduct presentations in a new way via Prezi.

Entry Requirement

Content

- Register for the appropriate Prezi account
- Describe the Software Interface and use of common tools
- Insert and apply the use of multimedia elements (such as Text, Shapes, Images, Audio, Video)
- Use frames and edit paths
- Use templates
- Perform collaborative online editing
- Install and use Prezi on a mobile device (such as ipad)

[Application Procedure](#)

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MYOB for SMEs

This course takes a practical hands-on approach to provide you with the necessary skills and knowledge to utilize the MYOB accounting software functions and features effectively, in order to help SMEs manage their accounts more productively.

Target Participants

Course Outline

- Introduction to MYOB
- Create a new company data file
- Banking and cash management
- Recording journal entries
- Recording purchase related transactions
- Recording sales related transactions
- Managing inventory
- Preferences
- End-of-period procedures, Reports and Back-up

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

20 hour (3 session)

[Theory – 1 hour,

Practical – 19 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0020798)

 [Application Procedure](#)

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Pastry - Cookies, Tarts & Cakes for High Tea

A 9-hour Pastry Hi Tea class which focuses on the preparation of Basic High Tea products such as Cookies, Tarts and Cakes. Participants will start from the basics, with common techniques to produce high quality High Tea pieces. Content of the lesson is also extended to cover basic decorating and buffet presentations so that you and your friends can enjoy a High Tea of a hotel's standard in the comforts of your home. These interactive and fun learning sessions are definitely not to be missed!

Target Participants

For individuals with interest in baking.

Course Outline

- Understand and observe the basic food hygiene and kitchen safety.
- Plan a basic menu for afternoon Pastry Hi Tea
- Understand the basic tools and their usage
- Outline the types, characteristics and ingredients used for the different Pastry Hi Tea products (Cookies, Tarts and Cakes) and its fillings
- Outline the correct steps in preparing pastry Hi tea products (with and without fillings) for baking.
- Outline the correct baking steps for Pastry Hi Tea products (Cookies, Tarts and Cakes)
- Outline the methods of finishing and assembling pastry products.
- Outline different ways to decorate and display Pastry Hi Tea products (Cookies, Tarts and Cakes)
- Explain the different factors that will affect the production of Pastry Hi Tea products

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

9 hour (2 session)
[Theory – 1.5 hour,
Practical – 7.5 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: COT261)

 [Application Procedure](#)

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Photography & Photo Editing

This course provides participants with the knowledge on how to compose and take good photographs using a digital camera, Adobe Photoshop interface and basic features, editing and enhancing the photographs in Adobe Photoshop.

Target Participants

Photography enthusiasts, digital image editors, multimedia designers, graphic designers, media and advertising executive.

Entry Requirement

Familiarity with basic computer usage.

Course Outline

- Photography basics on lightings and composition
- Camera features and how to use a camera
- Outdoor photography
- Photograph critic and appreciation
- Indoor photography and photograph critic
- Understanding Adobe Photoshop features
- Enhancing photographs with Adobe Photoshop
- Create a photography website and upload photographs

Note:

Participants are expected to bring their own DSLR cameras.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.



Class Details

Duration:

15 hours (5 sessions)
[Theory – 8 hours,
Practical – 7 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID:CRS-N-0031663)

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Physical Security – Intrusion and Access Control System

This course provides participants with a basic understanding of Intrusion and Access Control technologies, concepts operation and approaches in Intrusion and Access Control System.

Target Participants

Electronic security installers, technicians, security personnel, or anyone interested to learn more about Intrusion and Access Control systems.

Course Outline

- Overview of Intrusion Detection
- Intrusion detector basics
- Controller basics
- Setup an intrusion detection system
- Overview of access control system
- Introduction to access point hardware
- Introduction to identification methods
- Introduction to locking system
- Environmental protection
- Set up basic functions of an access control system
- Installation basics

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

24 hours (8 sessions)
[Theory – 12 hours,
Practical –12 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0025928)

 [Application Procedure](#)

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Physical Security – Video Surveillance Technology and Design

This course provides participants with a good understanding of CCTV technologies, concepts, operations and approaches in video surveillance system.

Course Outline

- Overview of video surveillance
- Camera, Lens and Monitor
- Video processing devices and Recorder
- Video transmission and Lighting
- Migration from analog to IP system
- System design and deployment considerations

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

24 hours (8 sessions)
[Theory – 12 hours,
Practical –12 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0025927)

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Pipe Fitting

To equip workers with basic pipe fitting skills and knowledge.

Target Participants

Technicians and contract workers working in industries involving pipe fitting works.

Course Outline

- Industrial and workshop safety
- Different type of pipes, tubes and fitting e.g. steel, copper and UPVC.
- Cutting pipes and tubes
- Bending pipes and tubes
- Joining pipes and tubes
- Troubleshooting pipe and tubing failures
- Practical – Installation of pipe system
- Various pipe standards (JIS,DIN,ANSI)
- Pipe manufacturing methods
- Pipe materials other than steel, copper and plastic (PVC)
- Heavy industrial pipe fabrication and applications such as pipe welding, pipe machining, etc.

Note:

Participants will be required to wear safety shoes during lessons for safety reasons

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Lim Kok Hwee has 30 years of experience in teaching Mechanical Servicing that include Pipe Fitting and Mechanical maintenance. Kok Hwee holds Diploma In Manufacturing Engineering and Specialist Diploma in Environmental & Water Technology.

Class Details

Duration:

24 hours (4 sessions)
[Theory – 12 hours,
Practical – 12 hours]

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0019985)

 [Application Procedure](#)

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PLC Programming – Fundamentals

To provide participants with knowledge of the parts and functions of a programmable logic controller (PLC), its principles of operation and writing programmes for simple operations.

Target Participants

Graduates of Nitec in Electrical Technology or technical personnel in the electrical field who wish to acquire the skills and knowledge on PLC.

Course Outline

- Explain the terms, concepts and system configurations of a PLC
- Explain the steps and concepts involved in programming a PLC
- Apply programming instructions of a PLC to perform the function of electro-mechanical switching
- Apply programming instructions of a PLC to operate solenoids in pneumatic circuits
- Explain the functions and programming instructions on timers, counters and data shifting of a PLC
- Write programs for simple operations of the PLC in accordance with given instructions for the application

Note:

Hardware used in the course is OMRON CQMI while the software editor is CX PRORAMMER VER 5.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Foo Ming Toon retired after 30 plus years of service with ITE across Electrical Engineering and Mechatronics Engineering departments. He continues to teach CET classes after retired major in automation module and PLC programming for ABB, Omron and Festo PLC.

* The trainer is subject to change without prior notice.

Class Details

Duration:

30 hours (10 sessions)
[Theory – 9 hours,
Practical – 21 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019971)

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Plumbing Maintenance

To provide participants with practical knowledge in repairing and replacing domestic water supply pipes and sanitary appliances. At the end of the course, participants will be able to carry out simple plumbing repairs, locating and clearing chokes in water-disposed system.

Target Participants

Contractors who have little or no knowledge in plumbing maintenance and homeowners who wish to carry out their own repairs.

Course Outline

- Work with water supply pipes and fittings
- Construction and operation of flushing cisterns and flush valves
- Types and functions of sanitary traps
- Service the flushing cistern and flush valves
- Operate manual and power driven drain-clearing tools

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Lee Teck Hor worked in construction line which providing Plumbing, Sewerage, Water, Gas and Fire Protection services for 10 years. He was a PUB registered Licensed Water Service Plumber since 2001.

* The trainer is subject to change without prior notice.

Testimonials

"Excellent course with goods hands-on experience."

"The course was very good."

Class Details

Duration:

20 hours (7 sessions)
[Theory – 6 hours,
Practical – 14 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019967)

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Project Management – Essential Skills

Managing projects can be challenging in the face of tight timelines, limited resources and a multitude of risks. Learn how to use tools and techniques to deliver projects successfully.

Target Participants

- Executives and managers who manage projects in an organization.
- General public who are interested to upgrade their project management knowledge.

Course Outline

- Project Management Fundamentals – Understand the project Management life cycle and criteria for a successful project.
- Initiating a Project – Acquire an overview concept of project planning. Write up the project objectives, scope and benefits. Identify high level risk and constraints.
- Planning the Project – Create a work breakdown structure and develop the project schedule and budget. Identify the critical path and work with buffers. Identify and manage risks. Structure the project team and assign responsibilities.
- Project Execution and Control – Measure project schedule and budget adherence against developed project plan. Perform quality control on project deliverables. Manage changes in project.
- Manage Project Stakeholders – Identify project stakeholders and manage their expectations. Develop a structured plan to communicate effectively across different stakeholders.
- Project Closure – Prepare handover documents to customers. Review the project performance against planned baseline and document lessons learnt.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

16 Hours (2 Sessions)
[Theory – 3 hours,
Practical – 13 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-
0031670)

 [Application Procedure](#)

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Project Management – Essential Skills

Trainer Profile

Ryan Tay has managed over S\$50 million worth of projects across various industries. He was the Head of Project Development in SBS Transit where he led the roll-out of several large-scale CCTV and WLAN infrastructure projects across the organisation. Ryan was also the project lead, in-charge of the design and implementation of the security systems, for the Cluster B Changi Prison Complex project during his career in NCS. Ryan has also managed various consultancy and technology projects to improve the operations efficiencies of several healthcare institutions during his tenure in the Agency of Integrated Care.

Ryan is currently a lecturer with the Security Technology Department, Institute of Technical Education. He received his Master Degree in Applied Project Management from The University of Adelaide, and Degree in Electrical and Electronics Engineering from Nanyang Technological University. Ryan is also a certified project management professional (PMP).



Project Management - Preparation for PMP Certification

The purpose of this course is therefore to prepare professional executives to take PMI's certification examination. The course will attempt to explain the PMI certification process, offering exam-taking tips, provide guidance on key project management concepts and enable participants to test their knowledge with well-formulated, simulated exam questions.

Target Participants

Managers, Self-employed, Team Leaders, Supervisors, Projects Coordinator

Course Outline

- Project Management Framework – Learn the PMBOK, Learning Strategies, 10 Project Management Knowledge and 5 process groups namely Initiating, Planning, Executing, Monitoring & Controlling and Closing. Exam Preparation which covers Learning Strategies and Passing Strategies.
- Project Integration Management - Identify the processes and activities needed to define, combine, unify and coordinate the various processes and project management activities within the project management process groups. Sample Exam Questions.
- Project scope management – Ensure the project includes all the work required, and only the work required, to complete the project successfully. Sample Exam Questions.
- Project Time Management - Manage the timely completion of the project. Sample Exam Questions.
- Project Cost Management – Learn the processes involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget. Sample Exam Questions.
- Project Quality Management - Determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken. Sample Exam Questions.
- Project Human Resource Management - Learn the processes that organize, manage, and lead the project team. Sample Exam Questions.
- Project Communications Management - Ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information. Sample Exam Questions.
- Project Risk Management : Conduct risk management planning, identification, analysis, response planning, and controlling risk on a project. Sample Exam Questions.
- Project Procurement - Acquire products, services, or results needed from outside the project team. Sample Exam Questions.
- 11 Project Stakeholders Management: Identify all people or organizations impacted by the project, analyzing stakeholder expectations and impact on the project, and developing appropriate management strategies for effectively engaging stakeholders in project decisions and execution. Sample Exam Questions.

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

Class Details

Duration:

35 hour (12 session)
[Theory – 17 hour,
Practical – 18 hour]

This is a SkillsFuture Credit Approved Course.
(Course ID: CIT 232)

 [Application Procedure](#)

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Teh Tuan Ann

Mr Teh Tuan Ann graduated with BEng (Hons) in Electrical and Electronic Engineering from the University of Nottingham. Following university, he pursued his Master's in Electrical Engineering at the National University of Singapore and Graduate Diploma in Business Administration at Singapore Institute of Management. Mr Teh has more than 20 years of diverse working experience ranging from manufacturing, engineering, consultancy, education and IT industry and taking different portfolios as engineer, lecturer and HOD prior to joining a image processing company as VP, Engineering heading the company operations and product development strategies for both local and oversea branches. He has also managed several IT projects and was recognised for several Team, Productivity and Quality awards. He has written a book on "Project Management, How to Plan, Control and Manage Project". Mr Teh is a Certified Project Management Professional (PMP), Cisco Certified Academy Instructor (CCAI) and Chartered Electrical Engineer (CEng). His current portfolio is a Manager of Technology Development Centre at ITE College West where he manages a team of 7 staff in multi-disciple projects ranging from Mechanical Design, Software & Mobile Apps Development and Intelligent System

** The trainers are subject to change without prior notice.*



Raspberry Pi - Build a Computer

This course allows participants to learn how to build a simple yet usable PC and enables people of all ages to explore computing using Raspberry Pi- a low cost, credit-card sized computer.

Target Participants

Engineers, network technician, system support officers, PC specialists & students

Course Outline

- Set up a single board computer system
- Explain the basic function of an operating system
- Install an operating system into a Raspberry Pi
- Carry out basic configuration of the Raspberry Pi
- Troubleshoot the Raspberry Pi

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

15 hour (5 session)
[Theory – 6 hour,
Practical – 9 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0032801)

 [Application Procedure](#)

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IT LITERACY - BASIC POWERPOINT

Objective

This course covers topics in creating and saving presentations, formatting text, inserting and modifying graphical objects, working with tables and charts and preparing presentation delivery.

Duration (hour): 7 [Practical - 7]

Who Should Attend

Entry Requirement

Use of personal computer, mouse and keyboard. Preferably familiar with Windows environment.

Content

Creating a Basic Presentation

- Initiate a Presentation
- Enter Text
- Arrange Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides

- Apply Character Formats
- Format Paragraphs

Adding Graphical Objects to a Presentation

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to Text in a Presentation

Modifying Graphical Objects in Presentations

- Edit Graphical Objects on a Slide
 - Format Graphical Objects on a Slide
 - Group Graphical Objects on a Slide
 - Arrange Graphical Objects on a Slide
 - Apply an Animation Effect to a Graphical Object

Working with Tables

- Insert a Table in a Slide
- Format Tables
- Import Tables from Other Office Applications

Working with Charts

- Insert Charts in a Slide
- Modify a Chart
- Import Charts from Other Office Applications

Preparing to Deliver a Presentation

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation

 [Application Procedure](#)

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PLC PROGRAMMING – INTRODUCTION TO ALTERNATIVE LANGUAGES (FB, ST & SFC)

Objective

To expose participants to other languages like, Function Block (FB), Structure Text (ST) and Sequential Function Chart (SFC). The course is conducted with the OMRON PLC CJ2M and CX-Programmer software.

Duration (hour): 30 [Theory - 9 , Practical - 21]

Who Should Attend

Technical personnel dealing with automated process / equipment and PLC programming.

Entry Requirement

Familiar with PLC programming using ladder language.

Content

- Define 5 different types of programming language
- Apply Function Block (FB) from library together with the ladder language.
- Create customised Function Block (FB) for specific application.
- Apply Structure Text (ST) as part of the ladder program.
- Define the process of creating a Sequential Function Chart (SFC) program.
- Develop a SFC program for process control.
- Develop a PLC program utilising all four languages.

Profile of Trainer:

Mr Foo Min Toon is a retired staff after 30 plus years of service with ITE across Electrical Engineering and Mechatronics Engineering departments. He continue teaches CET classes after retired major in automation module and PLC programming for ABB, Omron and Festo PLC.

* The trainer is subject to change without prior notice.

IT LITERACY -BASIC MICROSOFT WORD

Objective

This course covers topics in creating and saving documents, formatting text, inserting graphics and special characters and organising data in tables.

Duration (hour: 7

Who Should Attend

Adult learners preparing for lower secondary level English courses.

Content

Enter Text in a document

Edit Text in a document

- ✓ Select text
- ✓ Modify text
- ✓ Find and replace text

Modifying the appearance of text in a document

- Apply character formatting
- Align text using tabs
- Display text as list items
- Modify the layout of a paragraph
- Apply styles
- Manage formatting
- Apply borders and shading

Inserting Special characters and graphical objects

- Insert symbols and special characters
- Add illustrations to a document

Organising data in tables

- ❖ Insert a table
- ❖ Modify a table
- ❖ Format a table
- ❖ Convert text to a table

 [Application Procedure](#)

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INFOGRAPHICS - DESIGN & PRESENTATION

Objective

Participants will learn how to convert information including facts, data and references into comprehensible and appealing visual infographic presentations using the provided data sets.

Duration (hour): 7 [Theory - 1 , Practical - 6

Who Should Attend

Suitable for print graphic artist / designers, marketing executives, Admin executives or Students

Content

- Gather and interpret relevant information
- Define and apply infographic design techniques
- Use design elements:
 - Layout, Typography, Colours, Icons, Illustrations & Imagery
- Create a simple infographic

Smart Phone- Develop Android Apps (Beginner)

This course provides an intensive focus on conceptual and practical aspects of designing, developing, debugging and deploying applications for Android Mobile System. It aims to familiarize participants using Android SDK, development tools and drivers to create complete Android-based Mobile Application from basic concepts to advance topics.

Target Participants

Individuals who have basic Java-based programming background and are keen to learn how to develop Android Applications.

Course Outline

- Android Fundamental
- Android Activities and Intents
- Explaining Android User Interface
- Performing UI Design using Views
- Describing Pictures and Menus with Views
- Performing Data Persistence
- Describe Content Providers
- Describe Android Messaging and Networking
- Explain Location Based Services
- Describe Android Services Development

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

Class Details

Duration:

18 hour (6 session)
[Theory – 6 hour,
Practical – 12 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0031279)

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Peter Low holds a Master Degree in Business Administration with Specialization in Information Technology and Computer Science from CrossField Asia Pacific [University of Laroche]. Peter is trained in both Microsoft Certified Application Developer MCAD.NET and Embedded Android Development.

** The trainers are subject to change without prior notice.*



Start Up A Small/Home Based Business

To provide participants with the knowledge for starting a small/home based business in Singapore.

Target Participants

For personnel who intend to start a small/home based business in Singapore.

Course Outline

- Types of business
- Forms of business
- Market research
- Naming your business
- Registering a business in Singapore
- Financing your business
- Start-up Costs
- Operational Issues
 - o Business premises
 - o Suppliers and logistics
 - o Business documentation and record-keeping
 - o Hiring workers
 - o Business insurance
 - o Sales and marketing
- Launching your business

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Course Details

Duration:

12 hours (4 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0031619)

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Swimming Pool Maintenance & Operation

This is a joint certification course between ITE and Singapore Environment Institute (SEI) to teach participants about Swimming Pool's legislation and code of practices stated in the Environmental Public Health Act (EPHA). The course will include hands-on maintenance, repair of pool equipment and showing the proper ways of disinfection, dosing and water balancing in pool water treatment.

Target Participants

Estate technicians and Facility technicians

Course Outline

- Legislation and Code of Practice on Swimming Pool
- Disinfection and its role in safeguarding public health
- Maintenance on the Mechanical Components of Filtration Systems & Recirculation
- Maintenance of Chemical Dosing System
- Maintenance on the Electrical Components
- Worker's Safety : Safe Handling of Chemicals
- Emergency & Evacuation Plan
- Water Conservation
- Pool Management

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Sek Soon Heng is a Lecturer of Facility Technology Section and has more than 19 years of working experience in Environmental Safety and Health (EHS) areas. Ms Sek is a safety officer by practice and a registered Fire Safety Manager.

* The trainer is subject to change without prior notice.

Class Details

Duration:

30 hours (10 sessions)
[Theory – 14 hours,
Practical – 16 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019968)

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Taiko Drumming Fundamentals

This course covers the history, evolution and benefits of Taiko Drumming. Participants will acquire and demonstrate the basic skills in Taiko Drumming, together with proper postures, stance and handling of the Bachi sticks.

Target Participants

Individuals who are interested in drumming.

Course Outline

- Identify, understand and appreciate Taiko history and the different types of drums and instruments
- Understand the benefits and values of Taiko Drumming
- Carry out crucial warm up exercises before Taiko drumming
- Display standard and basic stance, proper posture and handling of Bachi sticks
- Demonstrate basic skills and rhythms of drumming, and if possible, perform a simple basic song

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

3 hour (1 session)
[Theory – 0.5 hour,
Practical – 2.5 hour]

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Tig Welding

This course aims to equip participants to join sheetmetal and rebuild metal using TIG welding process. They are also trained to identify the common welding defects and how to avoid them.

Target Participants

Welders who need to perform TIG welding. This course will be suitable for those from the aerospace industry.

Course Outline

Practice work safety and good housekeeping

- Explain the safety precautions and procedures to be observed when performing welding in a hangar and aircraft maintenance workshop
 - State the safety precautions to be observed when performing TIG welding
 - Explain the hazards associated with TIG welding

Perform TIG welding on metal plates

- Describe the TIG welding process
 - Explain the types of equipment used in TIG welding
 - Describe the types of welding electrodes and shielding gas used in TIG welding
 - Outline the limitation of TIG welding
 - Identify welding defects and methods to avoid them
 - Explain the difficulties of welding in flat, horizontal and vertical position and the methods to overcome them
 - Rebuild metal on plate

Perform fillet weld in accordance with specifications

Select the appropriate equipment and accessories used in TIG welding and carry out pre-welding checks and procedures

Note:

Participants will be required to wear long trousers and covered shoes during training for safety reasons

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Lai Wai Leong holds a Bachelor (Hons) Degree in Mechatronics. He is a Lecturer in Aerospace Technology in ITE.

* The trainer is subject to change without prior notice.

Class Details

Duration:

21 hours (7 sessions)
[Theory – 3 hours,
Practical – 18 hours]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CRS-N-0019984)

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PROCESS CONTROL - TRANSMITTERS/TRANSDUCERS CALIBRATION

Objective

The course introduces the concepts of Process Control Transmitters Calibration. By the end of the course, participants will become more productive in performing the Transmitter Calibration.

Duration (hour): 7 [Theory - 4 , Practical - 3]

Who Should Attend

For those whose work involves process control and instrumentation, and chemical process industries.

Entry Requirement

Participants should have basic electronics background with an understanding of Pressure to Current Transmitter and Current to Pressure Transmitter.

Content

- State the importance of reading the specifications of Transmitter.
- State the calibration procedure
- Explain what is Hazardous Area Classification and Flameproof Instruments
- Perform calibration of a Pressure to Current Transmitter and a Current to Pressure Transmitter.

Profile of Trainer:

Neo Lian Chuan has 35 years teaching experience in ITE and is currently conducting courses in Process Measurements & Control Systems for full time and part time NITEC Course.

His area of specialization is in instrumentation especially process measurements and control systems.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

SMART NATION CAPABILITY DEVELOPMENT PROGRAM (SNCDP) - CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Objective

On completion of the module, participants will be able to configure and troubleshoot routers and switches and resolve common routing issues, configure and troubleshoot network devices and resolve common issues with WAN technologies and network services employed by converged applications in a complex network.

Duration (hour): 40 [Theory - 13.5 , Practical - 26.5]

Who Should Attend

IT professionals or any individuals who desire a practical, technical introduction to the field of networking and are interested in careers as Network Technicians, Associate Network Engineers and Network Engineers.

Entry Requirement

Completed CCENT module or equivalent, or Possess valid Cisco Certified Entry Networking Technician (CCENT) Certification.

Content

- Implement a Network Design
- Expand the Network
- Select appropriate Network Devices
- Explain Spanning Tree Concepts
- Configure Spanning Tree
- Explain the concept of First Hop Redundancy Protocols
- Explain the concepts of Link Aggregation
- Configure Link Aggregation
- Explain Wireless Networking
- Explain and configure Advanced Single-Area OSPF
- Explain and configure Multiarea OSPF Operation
- Explain the Characteristics of EIGRP and able to configure
- Manage IOS System Files
- Explain Hierarchical Network Design Overview
- Select a WAN Technology
- Explain Serial Point-to-Point Overview
- Explain HDLC Encapsulation
- Explain and configure PPP Operation
- Explain Frame Relay
- Explain the different types of NAT
- Explain the different Broadband Solutions
- Secure Site-to-Site Connectivity
- Monitor the Network using networking tools

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PROFESSIONAL & DEVELOPMENT PROGRAMME

WEB SERVER – CONFIGURE WEB SERVER, REGISTRATION, FEEDBACK & ADMIN PAGES

Objective

Learn to design and develop dynamic, database-driven web pages using PHP Programming with Dreamweaver. In addition, students also learn how to configure PHP and Apache Web Server.

Duration (hour): 15

Who Should Attend

Web developer or programmer.

Entry Requirement

Preferably completed the course “Web Server – Set-up Web Servers, Create Web Pages & Maintain Websites”

Content

- Differentiate static and dynamic websites. Configure PHP and Apache Web Server
- Create Registration, Feedback and Admin Form
- Create MYSQL database for Registration, Feedback and Admin pages
- Use Dreamweaver to connect to MYSQL database
- Set-up Form validations
- Implement projects

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WINDOWS SERVER 2012 – SET UP AND HARDENING

Objective

Learn about Windows Server 2012 and get hands-on instruction and practice installing and securely configuring Windows Server 2012.

Duration (hour): 7 hours [Theory – 3 hours, Practical – 4 hours]

Who Should Attend

IT Technicians or anyone interested in windows server.

Entry Requirements

Basic Computer Knowledge

Content

- Define Windows Server 2012
- Install Windows Server 2012
- Configure Windows Server 2012 (Post-Installation)
- Describe Windows Server 2012 Management
- Describe Windows Server Operating System Security
- Configure Security Settings
- Configure Windows Firewall

[Application Procedure](#)

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Web Content Management System (WCMS) - Installation & Configuration

Web Content Management System (WCMS) is a collection of web based tools to create, upload and manage online contents. Attendees will learn how to select the right WCMS to meet the specific requirements for Web hosting. They will also learn how to deploy and administer a .NET Open Source WCMS to host a content-centric Website.

Target Participants

Webmasters, System administrators, IT personals or Individuals who need to create & administer a Website with regular update of contents.

Course Outline

- Describe different types, features and the enabling technologies of WCMS
- Explain the criterion for selecting a WCMS
- Install & Configure WCMS
- Customize Website Layout
- Administer Web contents

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

Soong Si Young is a lecturer in ITE. He possesses a Master Degree in Communication & Network System (NTU) & Bachelor Degree in Electrical Engineering (NUS).

** The trainers are subject to change without prior notice.*

Class Details

Duration:

7 hour (2 session)
[Theory – 3 hour,
Practical – 5 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: CIT 212)

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Web Server – Set-up Web Servers, Create Web Pages and Maintain Websites

Participants are trained to install, configure and maintain web/media servers and browsers. They will also learn how to create HTML documents using authoring tools and design simple web pages. This course uses Macromedia Dreamweaver.

Target Participants

Web designers, and interested public members

Course Outline

Set up Web Browser

- Explain how the Internet works
 - o Internet client/server model
- Describe the process of installing, configuring and using a web browser.

Introduction to HTML

- Explain HTML and structure of a HTML file
- Introducing HTML tags

HTML Tags

- Use text formatting HTML tags
- Use images HTML tags
- Use web page linkage HTML tags
- Use table HTML tags
- Use frame HTML tags

Create Web Forms

- Identify and use form HTML tags
- Pass information via web forms
- Create a web site

Introduction to Web Server

- Define the roles of a web server
 - o Security Features
- Install and configure a web server

Managing Web Sites

- Describe the process of creating Websites
 - o Creating virtual directories

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration:

15 practical hours
(5 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: CRS-N-0019982)

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Western Cooking – Fundamentals

This course provides participants with the skills and knowledge to prepare Salads and dressings, Soups and Main Course dishes according to recipe specifications.

Session 1 : Salad & Dressing - Waldorf Salad & Nicoise Salad

Session 2 : Soup - Cream soup & Clear soup (Consommé)

Session 3 : Main Course - Oven Roasted Spring Chicken with glazed vegetables and mashed potatoes.

Target Participants

Home makers, interest groups and retirees

Course Outline

- Identify the different types of ingredients used in the dishes.
- Outline the steps and guidelines for preparing the dishes.
- Illustrate the sequences of assembling and presenting the dishes.

Application Procedure

Application can be made at the [Customer & Visitor Centre](#), by post or via online at www.ite.edu.sg/wps/portal/intake (click on 'Application for Short Courses'). Payment is required for confirmation of place.

ITE reserves the right to cancel a class when there are insufficient applicants. Full refunds will be made to affected applicants.

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Trainer Profile

** The trainers are subject to change without prior notice.*

Class Details

Duration:

9 hour (3 session)

[Theory – 3 hour,
Practical – 6 hour]

This is a SkillsFuture Credit
Approved Course.
(Course ID: COT260)

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Wine Appreciation & Tasting Workshop

The aim of this course is to help industry professionals gain an in depth knowledge of wine to equip them to be able to make the appropriate wine selection and recommendation. We also aim to equip them with the theoretical part of wine as well as introduce basic tasting techniques and the principal styles of wine

Target Participants

1. Service captains and Supervisors from Hotels & Restaurants
2. Individuals who like to deepen his/her understanding in wines for use during official and business entertainment
3. Individuals who like to expand their social circles in wines

Course Outline

1. Explain the history of wine production
2. State the difference between Old World and New World Wines
3. State the Wine Making Process
4. State the different types of wines
5. Read a wine label
6. State different storage requirements for wines
7. Identify the different types of glassware
8. Suggest appropriate wine with food
9. Describe the various wine tasting techniques
10. Describe the use of various wine evaluation term: Sight, Smell, Taste, Evaluation

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration :
7 hours (1 Session)

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ADOBE PREMIERE - FUNDAMENTALS OF VIDEO EDITING

Objective

The objective is to teach the students perform essential editing techniques with software i.e Adobe Premiere Pro. The class is designed for anyone looking to edit professional quality video using Adobe Premiere Pro, and to explore the software functionality.

Duration (hour): 18 [Theory - 5 , Practical - 13]

Who Should Attend

Video Editors, Videographers

Content

- 1 Define the essential needs for Video Editing
- 2 Perform Basic Video Editing
- 3 Perform Audio Editing
- 4 Create Titles
- 5 Explore Compositing Techniques
- 6 Perform Final Touches and Export Video

Profile of Trainer:

Ramanzo Ninsawi is a lecturer with ITE College West, Digital Audio and Video Production Department. He has worked on several projects covering the gamut of video production, motion graphics and visual effects. The trainer is also Adobe Certified Associate in Adobe Premiere.

* The trainer is subject to change without prior notice.

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CYBER SECURITY - PERSONAL BEST PRACTICES

Objective

This course aims to provide participants with awareness of the recent cyber-attacks and breaches. It covers several good practices at personal level in order to reduce the likelihood of losing personal data and passwords. Learn how to encrypt information when browsing the internet, using portable storage devices & memory cards, and lastly how to manage complex passwords for multiple websites and user accounts.

Duration (hour): 9 [Theory - 3 , Practical - 6]

Who Should Attend

Anyone who rely on IT and the Internet in their daily work routine.

Content

Candidates should be able to :

- List the recent Cyber Attacks, what has been compromised and how it happened.
- Differentiate encrypted and clear traffic on the Internet (http/https).
- Encrypt devices such as laptops & cellphones, as well as removable storage devices such as memory cards.
- Manage complex passwords for multiple websites and accounts.

Profile of Trainer:

1. Ong Chao Xiang, Degree(Hon) in Science and Technology
2. Rashmi Mohan Hedge, Master of Science in Communication Software & Networks (NTU)

* The trainer is subject to change without prior notice.

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GROOMING - MAKE-UP & POISE

Objective

Equip yourself with the grooming skills to enhance your outward appearance, personal style, self-confidence and personal branding. Improve your personal presentation by wearing the right colours, make-up and type of clothing to accentuate your best features. The course includes hands-on make-up application.

*note: Participants are requested to bring desk-top mirror (Make-up and applicators will be provided).

DISCLAIMER:

We are unable to take responsibility for allergies, illness or other reactions from any products used during this training. You may bring your own products if you have prior experience with the above symptoms.

Duration (hour): 7 [Theory - 4 , Practical - 3]

Who Should Attend

For those who are interested in personal grooming.

Content

- Describe the importance of personal hygiene and personal grooming
- Create a more confident and positive impression.
- Plan a wardrobe according to lifestyle, occupation and personal characteristics.
- Identify the types of cosmetics and tools used in the application of make-up.

Profile of Trainer:

Stephanie Low has more than ten years of customer service experience in the airline industry, IT and events management companies. Prior to joining ITE, she was a Lecturer with Shatec Institutes. She is passionate about preparing students and adult learners for the hospitality and tourism industry. Owing to her deep interest in grooming and etiquette, Stephanie has made her mark in grooming and etiquette trainings with companies and community that wanted to find out on how to improve personal presentation by wearing the right colours, type of clothing and also to carry one well.

* The trainer is subject to change without prior notice.

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GROOMING - MAKEUP FOR A NATURAL LOOK

Objective

This workshop consists of theory, demonstration and practical session. Discover how to put on a basic makeup to enhance features and bring out the natural beauty in you.

Duration (hour): 7 [Theory - 2.5 , Practical - 4.5]

Who Should Attend

For those in the make-up industry eg make-up or studio touch-up artist and anyone keen to acquire the relevant skills

Content

Candidates should be able to :

- Identify the types of cosmetics and tools used in the application of make-up
- Apply make-up (demo & hands-on):-
 - a) Pre-makeup basic skincare.
 - b) Techniques in applying face makeup.
 - c) Create natural eye makeup.
 - d) Enhance lip makeup and accentuate cheek makeup.

Profile of Trainer:

Pauliana has more than 10 years of experience in the Beauty Industry. She has worked with renowned beauty brands: NARS, Shiseido, Dior, Guerlain and MAC cosmetics. She trained Beauty Ambassadors in Southeast Asia region on skincare & makeup, and has worked backstage on fashion events.

She holds a Professional Make Up Diploma from The School of Make-Up. In addition, she is a certified Shiseido Makeup Instructor trained by Shiseido Beauty Solution Development Centre

* The trainer is subject to change without prior notice.

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EXCEL – DATA ANALYSIS & COLLECTION

Objective

This course introduces features in Excel for data analysis and develops programs to automate data collection. Learn to inspect, clean, transform and model data with the objective of discovering useful information, suggested conclusions and support decision-making.

Duration (hour): 7 [Practical - 7]

Who Should Attend

Marketing and sales department, logistic control and customer service executive.

Entry Requirement

Content

Candidates should be able to :

- Use the features in Excel file to analyse data.
- Define basic concepts of Visual Studio and C# programming.
- Develop C# application for data collection on Excel file.

Profile of Trainer:

Ong Chao Xiang, Degree(Hon) in Science and Technology

* The trainer is subject to change without prior notice

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ART - FINGER PAINTING (INTERMEDIATE)

Objective

This course is designed to be a second level course after the introductory course on painting with your fingers. It seeks to challenge participants to be more creative.

Participants will learn how to plan and conceptualise an artwork. There will be a design stage and actual execution on two different types of medium – white canvas and ceramic plate.

Duration (hour): 9 [Theory - 3 , Practical - 6]

Who Should Attend

For early childhood instructors, art therapists, and art enthusiasts.

Entry Requirement

Interest in art and basic finger painting skills.

Content

Candidates should be able to:

- Conceptualise and design their own artwork.
- Learn finger techniques beyond the dot-point and use finger strokes and palm techniques.
- Learn how to paint using stencils and masking.
- Learn to paint on house wares – the exercise will be on white ceramic plate. Sealing the artwork.
 - Hands on with guidance during workshop sessions.

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IBOOKS AUTHOR

Objective

Participants would be able to create interactive eBooks using iBooks Author.

Duration (hour): 3 [Theory - 0.5 , Practical - 2.5]

Who Should Attend

Teachers, students or anybody who has an interest in creating interactive eBooks.

Content

- Appreciate eBooks and iBooks Author.
- Create eBook using iBooks Author
- Preview and publish eBook

Profile of Trainer:

Jonathan Cheong is a lecturer in ITE. Besides teaching, he is also the Technology Evangelist in Education Technology for the school.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ASIAN COOKING – FUNDAMENTALS

Objective

This course aims to share the knowledge and techniques on a series of Asian dishes - Appetizer, Soup and Main Course.

Session 1 : Appetizer – Ngoh Hiang, Crab Cake, Chilli Sauce

Session 2 : Soup – Black Chicken Soup, Salted Vegetable Soup

Session 3 : Main Course – Ee Fu Noodles, Kung Pao Chicken

Duration (hour): 9 [Theory - 3 , Practical - 6]

Who Should Attend

Homemakers, interest groups and retirees.

Content

- Identify the ingredients/ techniques to use for preparing the dishes
- Describe the procedures of cooking the dishes
- Illustrate the sequences of assembling and presenting the dishes.

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Institute of Technical Education

Continuing Training Dept, 2 Ang Mo Kio Drive, Singapore 567720

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Website: <http://www.ite.edu.sg/wps/portal/pts.sc>



PROFESSIONAL & DEVELOPMENT PROGRAMME

IT LITERACY - DESIGN AN EMAILER

Objective

Participants will learn the skills in layout, design and simple HTML coding which help to personalize and package their emailer. At the end of the course, they will also be able to do a simple email blasting through their email and Facebook accounts.

Duration (hour): 7 [Theory - 2 , Practical - 5]

Who Should Attend

Print graphic artist / designer, Junior Web Designer, Project & Accounts Executives and Students.

Entry Requirement

Basic graphic design knowledge.

Content

- Understand and create emailer layout
- Design emailer with theme and incorporate colour scheme
- Manipulate images
- Create simple HTML page
- Upload files onto server
- Blast completed emailer via personal email and Facebook accounts

Profile of Trainer:

Siah Peih Wee has attained 8 years of industry experience as a flash games & interactive developer at NEOPETS, THE UPPER STOREY, BOONTY, Rainbow S.p.A and Lionstork Studios. He also has 3 years of teaching experience as an Adjunct Lecturer at Singapore Polytechnic and 3dsense Media School.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

MYOB - FOR SMES

Objective

This course takes a practical hands-on approach to provide you with the necessary skills and knowledge to utilize the MYOB accounting software functions and features effectively, in order to help SMEs manage their accounts more productively.

Duration (hour): 20 [Theory - 1 , Practical - 19]

Entry Requirement

Basic PC, Microsoft Word, Microsoft Excel experience is required and basic knowledge in book-keeping / accounting.

Content

- Introduction to MYOB
- Create a new company data file
- Banking and cash management
- Recording journal entries
- Recording purchase related transactions
- Recording sales related transactions
- Managing inventory
- Preferences
- End-of-period procedures, Reports and Back-up

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PROFESSIONAL & DEVELOPMENT PROGRAMME

NURSING - MONITOR BLOOD GLUCOSE & ADMINISTER SUBCUTANEOUS INSULIN

Objective

This course is designed to equip the participants with knowledge and skills on diabetes care:

- Monitor of blood glucose level and
- Administer of subcutaneous insulin.

Duration (hour): 7 [Theory - 2 , Practical - 5]

Who Should Attend

Caregivers (family members, relatives or domestic helpers) who has to take care of someone with diabetes.
Interested individual who would like to learn new skills.

Entry Requirement

Able to read, speak and understand simple English

Content

Candidates should be able to :

- State the purpose of blood glucose monitoring and identify the value of normal and abnormal blood glucose level.
- Demonstrate the ability to perform self-blood glucose monitoring.
- Identify the sites for subcutaneous injection and state the advantages for insulin injection.
- Demonstrate the ability to self-administer insulin via subcutaneous route/

Profile of Trainer:

Noorliza has been in the nursing line since 1996. Her working experience included working with diabetic patients in an orthopedic setting.

She was a Nurse Clinician before embarking on her career as an educator in ITE in 2006.

Noorliza holds a Bachelor Degree in Health Sciences and an Advanced Diploma in Nursing (Orthopedics)

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

NURSING - ORAL & NASOGASTRIC TUBE FEEDING

Objective

- This course is designed to improve caregivers' competencies on appropriate feeding care to recipients who may be individuals with special needs, the chronically ill or disabled. The course will be conducted by experienced registered nurses.

Duration (hour): 7 [Theory - 3 , Practical - 4]

Who Should Attend

Care givers
Family members
Foreign domestic workers

Entry Requirement

Able to read, speak and understand simple English

Content

Candidates should be able to :

- Identify basic nutritional requirements for an adult in terms of maintaining health.
- Identify elderly who needs assistance with oral/ tube feeding.
- Identify factors that may affect an elderly's appetite.
- Outline the considerations and observations when performing oral feeding/ tube feeding to individuals with chewing or swallowing difficulties.

Profile of Trainer:

Jessy Wong is specialized in her respective area of expertise, including but not limited to geriatric, general, specialized intensive care with acute or chronic patient.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

NURSING - WOUND CARE

Objective

Participants will be able to identify various types of wound and demonstrate the technique of wound dressing

Duration (hour): 7 [Theory - 3.5 , Practical - 3.5]

Who Should Attend

School teacher, Childcare teacher, housewife, kitchen operator, construction worker, factory worker

Content

Candidates should be able to :

- Define the anatomy and physiology of skin.
- Define wound and identify the different types of wound.
- State the factors affecting wound healing.
- Identify the different types of cleansing agents and dressing products.
- State and apply the principles of standard precaution.
- State and apply the principles of aseptic technique.

Profile of Trainer:

Chow Wai Har

- Chief Module Coordinator for the Workplace First Aid (WFA) module. I have reviewed the teaching materials, designed the learning activities and uploaded the contents to the eLearning platform - MyConnexion.
- Assisted in teaching the SSO module for the Higher Nitec in Paramedic Course.
- Teaching MOE Cat A module - Basic First Aid & Emergency Care (BFAEC). I have created the teaching materials and activities.
- Teacher Advisor for CCA (Red Cross Youth Chapter), assisted in the Blood Donation Drive and International Bazaar. Provided first aid coverage for Nation Day Parade in 2007, 2008 and 2009.
- Committee members of the Operating Room Nurses' Chapter and provided assistance in organizing seminars.

* The trainer is subject to change without prior notice.

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HAND-TIE BOUQUET (DIY)

Objective

Participants will learn to make round-shaped hand-tie bouquet using a variety of fresh flowers held together with ribbons and pins. At the end of the course, participants will bring back their unique bouquets to beautify their homes or give away as a present.

Duration (hour): 3 [Theory - 1 , Practical - 2]

Who Should Attend

For the general public who are interested in floral arrangement. No prior experience required.

Content

- learn the techniques to prepare fresh flowers for hand-tie
- receive tips and pointers on how to keep the flowers fresh
- create fresh hand-tie bouquets

Note:

Participants are requested to bring the following:

- scissors for cutting flowers
- apron (optional)
- bag to carry flowers home.

Profile of Trainer:

Phua Chiew Kheng holds a holds a Teacher Certificate from South Florida School of Floral Design and a Teacher Diploma from the British American Floral Art School, Hong Kong. She is also a PA trainer in floral arrangement.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

PHOTOGRAPHY – PICTURE STORAGE & MANAGEMENT USING CLOUD

Objective

Participants will learn to upload and download photos on the cloud server. They will also learn how to share cloud server links using emails.

Duration (hour): 7 [Practical - 7]

Content

- Use cloud servers to upload photos
- Use cloud servers to download photos
- Share photos using cloud servers using email.

Profile of Trainer:

Mr Ong Chao Xiang

Chao Xiang is currently a lecturer at ITE College West, and he has a Degree(Hon) in Science and Technology.

* The trainer is subject to change without prior notice.

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Animation - Developed Marketing and Communication video using Powtoon

Objective

The course provides basic skills for participants to create an interesting video presentation to engage their audience.

Duration (hour): 7 [Practical - 7]

Who Should Attend

Anyone who needs to do publicity or presentations at their workplace

Content

- Describe the setup of Powtoon video creation environments.
- Develop basic storyboard using guides from Powtoon
- Create a Powtoon animation project in your area of workplace

Profile of Trainer:

Mr Poh Kheng Guan

Mr Poh is currently a lecturer at ITE College West, and he has a Degree(Hon) in Electronics

* The trainer is subject to change without prior notice

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VISUAL MERCHANDISING - CREATE YOUR WINDOWS DISPLAY

Objective

On completing this course, learners are able to:

1. Apply the knowledge and skills on colour theory into their windows display.
2. Apply and use the appropriate application of colour theory relevant to a product.
3. Describe and advise on the application of colour theory to compliment products.
4. Create a window display showcase using colour matching.

At the end of the session, participants will bring back their unique miniature window showcase.

Duration (hour): 7

Who Should Attend

For staffs of ITE, retail executives or general public interested in creating a window display. No prior experience required

Entry Requirement

Unsuitable for people with colour vision deficiency

Content

Describe colour wheel & guidelines

Identify colour combination guidelines for window display

Create a miniature window display showcase

Profile of Trainer:

Prior to her teaching career in ITE, Iris started her creative career since 1996 as a multi-disciplinary designer.

In 2006, Iris begins to pursue a parallel career. She was invited to teach in RMIT University as an Associate lecturer while she continues her trade profession as a creative director.

A perfect hybrid of creative and business, Iris is enjoying her teaching in both School of Design & Media and School of Business for more than 2 years in ITE.

In addition, she holds a Diploma in Adult and Continuing Education (by WSQ) and Certificate in Pedagogy and Practice by National Institute of Education (NIE).

In her free time, Iris enjoys cooking, reading, painting, cycling or lazing by the beach with her family.

** The trainer is subject to change without prior notice*

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AUTOMATION - BUILD YOUR OWN AUTO-GUIDED VEHICLE

Objective

The course provides basic skills to build an Automatic Guided Vehicle using microchip and controller board.

Duration (hour): 7

Content

- Recognize electronics component symbols
- Assemble an Automatic Guided Vehicle through electronic component recognition, chassis, sensor mounting, soldering and wiring.
- Program microcontroller, test and troubleshoot an Automatic Guided Vehicle.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

ELECTRICAL MEASUREMENT & ERRORS

Objective

Participants will learn the concept of errors, measurement errors and selection of cables and connectors. Demonstrate the concepts in precision measurement theory.

Duration (hour): 7 [Theory – 4.5 , Practical – 2.5]

Who Should Attend

This class is intended for those in the precision electrical measurement and calibration.

Entry Requirement

Participants should have basic electronics background and understanding of calibration and measurement theory.

Content

- Participants will learn the concept of errors, measurement errors and selection of cables and connectors.
- Demonstrate the concepts in precision measurement theory.
- Explain the importance of selecting proper cables and connectors in measurement setups.
- State the concept of uncertainties.
- Explain the types of measurement errors.
- Perform electrical measurements and explain the sources of errors.

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ENGLISH FOR EVERYDAY COMMUNICATION

Objective

This course aims to provide interested participants with techniques to communicate effectively in English.

Duration (hour): 20

Who Should Attend

Individuals interested in improving their conversation and simple writing skills in the English Language.

Content

- Personal Introduction – Ask and provide personal information
- Talking about family relationships, daily routines and habits
- Important dates and occasions
- Describing activities, feelings and symptoms
- Giving advice for a health problem
- Responding to good and bad news
- Numbers and Measurements
 - Understanding parts of a sentence
- Express your likes and dislikes
- Using “could” and “would” to ask for help
- Making requests and asking questions
- Informing when you cannot understand
- Asking for help in social and work situations
- Apologising or responding to an apology
- Seeking or Giving Permission
- Declining Requests
- Interpreting Notices in public places
- Describing the location of facilities
- Reading maps
- Giving directions
- Talking about public transport
- Understanding bus, flight and ferry schedules
- Engage in simple telephone conversations
- Making reservations
- Completing Forms

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PROFESSIONAL & DEVELOPMENT PROGRAMME

EXCEL 2010 – VISUAL BASIC PROGRAMMING

Objective

The participants will introduce the fundamental concepts of Visual Basic for Excel 2010.

Duration (hour): 32 [Practical - 32]

Who Should Attend

Anyone who uses Microsoft Excel

Entry Requirement

Basic computer knowledge

Content

- Apply Data Validation Feature
- Navigate the Integrated Development Environment
- Add and Program a form, label, textbox and button manipulate ranges
- Transfer data between controls and use mathematical operators in programming
- Use the random function in programming and declare & apply integer variables in programming
- Declare and apply string variables and integer/string counters
- Apply the IF-ELSE statement, Boolean operators in programming and Select Case statement
- Add and manipulate the PictureBox
- Add and program tooltips
- Solve real-life problems using programming concepts

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FACEBOOK & INSTAGRAM – PROMOTE YOUR BUSINESS

Objective

Learn how to set up a Facebook and Instagram account exclusively for business use and build your page in a way that promotes your brand. You will also learn how to craft and post interesting content, and identify winning strategies for building and maintaining a thriving community of Facebook and Instagram fans.

Duration (hour): 9 [Theory – 4, Practical - 5]

Who Should Attend

Entrepreneurs, Managers, Sales Executives, Social Media Executive and Marketing Executives.

Content

- Develop a Business Strategy for Instagram and Facebook
- Add business information in their Facebook and Instagram accounts.
- Build an audience and Interacting with them.
- Promote your business on Facebook.
- Understand Facebook Insights.
- Manage Facebook Pages on the go.
- Use business appropriate filter and hashtags.
- Measure Success on Instagram and Facebook.
- Fine-Tune Content Posted to Instagram.
- Integrate **Instagram & Facebook with other platforms.**

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INDUSTRIAL AUTOMATION

Objective

This course aims to equip people with a basic knowledge of how an automated system works

Duration (hour): 21 hours [Theory – 6 hours, Practical – 15 hours]

Who Should Attend

For production supervisors, technicians and trainers working in relevant industries, who want to have a basic knowledge on how automated system works.

Content

- Explain how compressed air can be used to do work and its production and purification.
- Describe the construction and functions of the components in pneumatic control systems.
- Draw simple pneumatics circuits based on the requirements given and connect them physically.
- Describe the construction and functions of the components in electro-pneumatic control systems.
- Draw simple electro-pneumatic circuits based on the requirements given and connect them physically.
- Explain the structure and operation of PLC.
- Explain the hardware configuration of PLC.
- Develop their ability in program writing and programming of PLC.
- Identify the basic components of a typical industrial robot and some of its uses in the industries automation.
- Define SCADA (supervisory control and data acquisition) and its uses for monitoring and controlling of a plant or equipment in industries.

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HYDRAULICS - INDUSTRY APPLICATIONS & TROUBLESHOOTING

Objective

This course provides participants with knowledge and skills on hydraulic principles, components, circuit design and troubleshooting. The essential skills will enable the participants to deal with hydraulic problems systematically and effectively.

Duration (hour): 27

Entry Requirement

Participants must have at least 1-year of practical or hydraulic system design experience or completed the Hydraulic Fundamental course conducted by ITE.

Content

- Working safety, principles and terminology in hydraulics
- ISO symbol and operating principles, constructional features of Hydraulic Reservoir and Fluid, Pump, Cylinder, Valves, Seals, Gauges and Filter
- Common hydraulic faults and troubleshooting techniques
- Interpret hydraulics circuit diagrams and graphical symbols
- Size and compute of hydraulic cylinder and pressure.
- Design of circuit with computer simulation tool
- Assemble and troubleshoot hydraulic circuit designs
- Service hydraulic application system and components

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HOME BUSINESS - LEGAL AND OPERATIONAL CONSIDERATIONS

Objective

Participants will learn how to legally run a business from home and beware of key operational considerations.

Duration (hour): 12 [Theory – 11, Practical - 1]

Who Should Attend

Entrepreneurs, Managers, Sales Executives, Social Media Executive and Marketing Executives.

Content

- Explore the regulations governing home business.
- Explore the business registration process and intellectual property protection regulations.
- List the responsibilities of a self-employed and an employer.
- Explore import law and GST
- Explore law related to specific types of businesses and industries.
- Explore the Personal Data Protection Act, Do Not Call List and Spam Control Act
- Identify the growth potential of the home business through government assistance and other sources of funding.
- Identify the operational considerations: managing online presence; money; inventory; accounting; packing and shipping products.

Profile of Trainer

Ang Kee Thye is an ex-ITE Lecturer and entrepreneur with work experience as fund manager and start-up companies. He has conducted numerous CET programmes in ITE.

* The trainer is subject to change without prior notice.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

HOME BUSINESS - SELLING ONLINE

Objective

Participants will learn about the online sales cycle and online customer service strategies. Participants will explore the use of online platforms to sell their products.

Duration (hour): 12 [Theory – 5, Practical - 7]

Who Should Attend

Anyone who is interested in setting up online businesses.

Content

- Identify sales cycle and customer service strategies.
- Explore photo shoot, photo editing, writing product descriptions.
- Explore listing products for sale on Carousell.
- Create a free website to list products.
- Explore other online selling platforms like eBay, Gumtree, etc.

Profile of Trainer

Ang Kee Thye is an ex-ITE Lecturer and entrepreneur with work experience as fund manager and start-up companies. He has conducted numerous CET programmes in ITE.

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PROFESSIONAL & DEVELOPMENT PROGRAMME

HOME BUSINESS – WHAT BUSINESS TO START?

Objective

Participants learn about possible businesses to start from home. Different ways of looking at what business to start. By understanding one's skills, capabilities, network and the reasons behind starting a business, participants explore the different options that open up.

Duration (hour): 12 [Theory – 9, Practical - 3]

Who Should Attend

Anyone who is interested in setting up online businesses.

Content

- Identify possible home-based business within regulatory framework.
- Explore the different business models and methods of operations.
- Identify personal skills, capabilities, network and objective of starting a home-based business.
- Explore possible businesses.
- Explore the selling vs the marketing concept
- Explore market research and beyond.
- Explore alternative options to home-based business.

Profile of Trainer

Ang Kee Thye is an ex-ITE Lecturer and entrepreneur with work experience as fund manager and start-up companies. He has conducted numerous CET programmes in ITE.

* The trainer is subject to change without prior notice.

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ELECTRONICS - UNIVERSAL COUNTER APPLICATION

Objective

Participants will learn the applications of the Universal Counter and the reasons for their use.

Duration (hour): 7 [Theory - 3 , Practical - 4]

Who Should Attend

This class is intended for those in the Test & Measurement industry whose work involves using Test Instruments.

Entry Requirement

Basic electronics background and an understanding of Frequency Counter.

Content

Candidates should be able to :

- Explain the basic operation of a Universal Counter.
- Explain the measurement mode of a Universal Counter
- State the application of a Universal Counter.
- Perform the time interval measurement of a Universal Counter.

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WEB DEVELOPMENT – RESPONSIVE WEB DESIGN

Objective

This course aims to equip course participants with the skills and knowledge to build responsive web pages that provide seamless and optimal user experience across a wide range of devices from desktop monitors to mobile phones.

Duration (hour): 9 [Theory - 3 , Practical - 6]

Who Should Attend

Web designers/developers who need to design and implement responsive web pages that cater to a wide range of devices from desktop monitors to mobile phones.

Entry Requirement

Applicants are required to have basic knowledge and prior use of HTML and CSS.

Content

- Describe the roles of HTML5 and CSS3 in building responsive web pages.
- Build a responsive web page using HTML5 and CSS3.
- Describe the use of CSS frameworks for building responsive web pages.
- Build a responsive web page using a CSS framework.

Profile of Trainer:

Peter Leow possesses Master of Technology (Knowledge Engineering), NUS & Graduate Diploma in Systems Analysis, NUS. He has more than 15 years of teaching and software development experience. Most Valuable Professional (MVP) 2015 awarded by <http://www.codeproject.com/Members/peterleow>.

He is also the owner of www.peterleowblog.com.

* The trainer is subject to change without prior notice.

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HOSPITALITY- HOUSEKEEPING FUNDAMENTALS

Objective

This course provides participants with knowledge and skills on hotel housekeeping and specific ways to improve housekeeping in the workplace or home.

Duration (hour): 7 [Theory - 2 , Practical - 5]

Who Should Attend

- 1) Hotel Room Attendants/Supervisors
- 2) Individuals interested to learn specific skills to improve the cleanliness and presentation of their homes or workplaces.

Content

- Describe the different types of hotel bed and bed components.
- Observe safety precautions when performing housekeeping services.
- Perform hotel bed making techniques
- Perform hotel turn down service
- Create various towel origami folds
- Describe & apply the appropriate cleaning chemicals
- Apply the appropriate cleaning method on different flooring.
- Perform basic glass/mirror cleaning techniques
- Perform basic dust mopping
- Perform basic wet mopping

Profile of Trainer:

Deon was Housekeeping Manager for 10 years before joining ITE School of Hospitality as a Lecturer. She brought with her a wealth of knowledge and skills having managed hotels, hospitals and airport housekeeping operations. As an Executive Committee Member in the Association of Singapore Housekeepers, she constantly keeps abreast of the best Housekeeping innovations and best practices to share with her peers.

* The trainer is subject to change without prior notice.

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Beginners' English Level 1

This course aims to provide interested participants with simple communication skills in the English Language. Participants will have some exposure to listening and understanding simple English.

Target Participants

Anyone with minimal or no knowledge of the English Language. Learners will be able to use simple phrases in the English Language.

Course Outline

- Letters of the alphabet
- Numerals 0 – 1000 and the Singapore currency
- Basic functions of the Calculator
- Telling the time
- Days of the week; Months of the Year
- Simple greetings and Introductions
- Descriptions of routines and daily activities
- Key terminologies used in daily life

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration :

25 hours (10 sessions)

This is a SkillsFuture Credit Approved Course.

(Course ID: FELB1)

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Beginners' English Level 2

This course aims to equip participants with basic reading and communication in the English Language. Upon completion of the 2 levels, participants will acquire simple vocabulary and communicate in simple phrases.

Target Participants

Anyone with minimal knowledge of the English Language. Learners would be able to read and use simple phrases in the English Language.

Course Outline

- Personal Introductions
- Family Relationships
- Important days & events
- Terminologies and expressions used in the workplace
 - Equipment activities & salutations
- Reading & Following Instructions
- Places of Interest
- Directional signs and Location maps

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration :

25 hours (10 sessions)

This is a SkillsFuture Credit Approved Course.
(Course ID: FELB2)

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Beginners' English Level 3

This course aims to help participants acquire simple communication skills to listen, read, speak and write in the English Language. Upon completion in the 3 levels, participants will understand and speak in simple sentences.

Target Participants

Anyone with minimal knowledge of the English Language. Learners would be able to speak in simple sentences in the English Language.

Course Outline

- Asking for help and making request
- Giving directions
- Placing orders
- Terminologies in Banking & Postal Services
- Responding to Advertisements
- Healthcare Matters
- Telephone Techniques

Certification

Participants will be awarded a Certificate of Achievement upon attaining an attendance of at least 75%.

Class Details

Duration :

25 hours (10 sessions)

This is a SkillsFuture Credit Approved Course.

(Course ID: FELB3)

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COMMUNICATE AT WORK

Objective

This course aims to provide interested participants with techniques to communicate effectively in English.

Duration (hour): 20

Who Should Attend

Individuals interested in improving their conversation and simple writing skills in the English Language.

Content

- Introducing yourself and others in the workplace
- Conveying Messages and Instructions
- Telephone Techniques – Do's and Don'ts
- Making enquiries and appointments over the phone
- Taking telephone messages
- Enter appointments into a Diary/Appointment Book
- Reading and understanding advertisements for jobs
- Comparing the present with the past
- Completing a job application form
- Correctly apply 'for' and 'until' in the context of time
- Handling a job interview
- Describing yourself and your achievements
- Asking questions about a job
- Giving a job description
- Following Verbal Orders, Rules and Regulations
- Reading Notices and Safety Signs
- Indicating Failure to Understand Instructions
- Handling Problem Situations
- Offering Suggestions
- Letters, emails and memorandums
- Following Written Instructions
- Describing a job process
 - Explaining a sequence of actions in an activity

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EVERYDAY MANDARIN (BEGINNERS)

Objective

The Everyday Mandarin (Beginner's) course begins with general aspects of communication in social and work settings. Lessons will introduce vocabulary used in social and workplace settings.

Participants will learn progressively to use vocabulary and to construct sentences for use in everyday conversations.

By the end of the course, participants will be able to apply their learning to various social and workplace situations.

Duration (hour): 18

Content

- General conversational skills
- Use of appropriate language
- Self-introduction
- Request for, provide or explain directions
- To influence or persuade
- Ask and seek information (e.g. To identify, describe, Ask information, state needs, agree or disagree, Ask permission)
- Give or receive instructions, including commands and polite requests
- General work and social settings
- Understand information about daily activities - follow, explain, respond appropriately to instructions

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Senior Programme – Essential Communication and IT

On completion of the module, participants should be able to communicate effectively and handle communication required in a business/workplace environment as well as in social and cross cultural settings. In addition, they should be able to produce, format and organise business documents and spreadsheets using commonly used software packages.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Produce business documents
- Prepare worksheet, tables, charts and diagrams
- Interpret visuals with text
- Apply writing skills

Create forms of written communication

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: BS4007SAP

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Senior Programme – Accounting Fundamentals

On completion of the module, participants should be able to record business transactions, and prepare bank reconciliation statements, control accounts and Trading, Profit & Loss Account and Balance Sheet.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Ascertain and classify business entity into assets, capital and liabilities
- Prepare ledger accounts
- Maintain cash book
- Maintain petty cash book
- Prepare sales/purchases journal
- Prepare journal entries
- Prepare trial balance
- Prepare Debtors Control and Creditors Control accounts
- Prepare bank reconciliation statement and adjustment entries in the Cash Book
- Prepare Trading, Profit and Loss Account, and Balance Sheet for a sole trader

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: AC4003SAP

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Senior Programme – Intermediate Accounting

On completion of the module, students should be able to compute the depreciation of fixed assets, determine the value of stock using various methods of valuation, correct various types of errors through journal entries, and prepare adjusted final accounts for sole proprietorships and non-trading organisations.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Prepare trading, profit and loss accounts for a sole trader with accruals and prepayments
- Compute depreciation of fixed assets and acquisition of additional fixed assets
- Compute gain/loss on disposal of assets
- Record the impairment loss on receivables, allowance for impairment loss on receivables and impairment loss on receivables written back
- Compute the value of stock
- Correct errors through journalizing and postings
- Prepare final accounts for non-trading organizations

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
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Course ID: AC4004SAP

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Senior Programme Advanced Accounting

On completion of the module, participants should be able to prepare final accounts for partnerships and limited liability companies. In addition, participants will learn to prepare consolidated accounts, cash-flow statements, cash budgets, budgeted financial statements for business organisations, to analyse financial statements using accounting ratios, and to practise good internal control checks.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Describe the features and characteristics of a good accounting internal control
- Prepare the financial statements for a partnership
- Record transactions relating to issuance of shares and bonds
- Prepare the Final Accounts and Financial Statements for a limited company (for internal use)
- Compare the Final Accounts and Financial Statement for a limited company (for internal use) with Published accounts for a limited company
- Prepare Statement of Cash Flows
- Prepare cash budget
- Prepare GST return forms

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: AC5005SAP

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Senior Programme - Costing

On completion of the module, participants should be able to prepare final accounts for partnerships and limited liability companies. In addition, participants will learn to prepare consolidated accounts, cash-flow statements, cash budgets, budgeted financial statements for business organisations, to analyse financial statements using accounting ratios, and to practise good internal control checks.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Prepare cost statement of a manufacturing company
- Main appropriate stock level
- Compute labour cost
- Allocate/Appportion production overheads to production and service departments
- Re-apportion service departments' overheads to production departments
- Compute production overhead cost of a job and the over/under absorption of production overheads by departments
- Prepare Job Cost Statement
- Prepare cost statement for service industries
- Prepare Cost of Production Report

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: AC5006SAP

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Senior Programme – Banking Products and Services

On completion of the module, students should be able to identify the different banking and financial services by local and foreign banks and similar financial institutions. Students would also be able to apply skills and knowledge in various banking products and services offered to banks' clients.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Demonstrate knowledge on the functions of financial institution when handling customer enquiries
 - Handle enquiries on deposits services
 - Handle enquiries on remittance services
 - Handle enquiries on foreign exchange services
 - Handle enquiries on loan products
 - Handle enquiries on card products
 - Handle enquiries on investment products
 - Handle enquiries on insurance products
 - Handle enquiries on corporate banking services
 - Handle enquiries on electronic banking facilities
 - Apply knowledge on the legal and statutory requirements of banks and financial institutions
- Handle enquiries on preferred banking services

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: BK5006SAP

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Senior Programme – Personal Financial Planning

On completion of the module, students should be able to apply principles of finance to the monetary decisions of an individual, and manage ways in which one obtains, budgets, saves and spends monetary resources, taking into account the various financial risks for future life events.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Set financial goals
- Assess individual net worth
- Manage short term loan and credit extension
- Draw up savings plans
- Provide for personal taxation
- Create investment portfolio
- Make retirement plans
- Prepare estate plan

Class Details

Duration:

90 hours (30 sessions)
[Theory – 70 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: BK5007SAP

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Senior Programme – Banking Operations

On completion of the module, participants should be able to apply skills and knowledge in the bank operation and handle various banking transactions such as deposits, withdrawals, bill payments and other cash and non-cash financial instruments.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Set up work area
- Perform End-day Balancing
- Perform account opening and closing
- Handle deposits and withdrawals
- Handle customer's money transfer
- Handle bankers' guarantee / security bond
- Process customer's cheques
- Process bank card applications
- Handle suspicious transactions
- Execute contingency plans

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: BK5008SAP

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Senior Programme – Principles of Marketing

On completion of the module, participants should be able to understand the basic concepts of marketing mix and apply these concepts at the workplace.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Pending update

Class Details

Duration:

60 hours (20 sessions)
[Theory – 40 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: BS4006SAP

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Senior Programme – Event Planning and Management

On completion of the module, participants should be able to prepare an event concept, perform detailed planning, handle event set-up, manage onsite, control events and manage post-event activities.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Analyse event type
- Analyse impact of events
- Analyse event industry structure
- Analyse role of event professional
- Interpret event brief
- Assist in research for development of event concept
- Assist to draw up event blueprint
- Assist to prepare event budget
- Coordinate event programmes
- Prepare event materials
- Manage onsite logistics
- Work with crew and volunteers
- Manage post-event activities

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: EV5001SAP

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Senior Programme – Facilities and Venue Management

On completion of the module, participants should be able to prepare an event concept, perform detailed planning, handle event set-up, manage onsite, control events and manage post-event activities.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Select event venue
- Select venue technology
- Coordinate AV and lighting requirements
- Advise customer on stand construction
- Procure venue supplies
- Maintain venue/ inventory supplies
- Schedule loan of venue equipment/ facilities
- Perform stocktaking and inventory control
- Monitor facility utilisation
- Assist in safety management

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: EV5002SAP

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Senior Programme – Meetings, Incentives, Conventions and Exhibitions

On completion of the module, students should be able to prepare an event concept, perform detailed planning, handle event set-up, manage onsite, control events and manage post-event activities.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Analyse structure of MICE (Meetings, Incentives, conferences and Exhibitions) events
- Differentiate processes for MICE events
- Develop business opportunity
- Develop event content
- Market MICE programmes
- Manage event sponsorships
- Coordinate MICE logistics
- Coordinate event registration
- Assist in risk management
- Perform post-MICE event activities

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.

Course ID: EV5003SAP

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Senior Programme – Recruitment and Selection

On completion of the module, participants should be able to provide support in recruitment, selection, pre-boarding, on-boarding and off-boarding

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Develop Professional Practice
- Develop organisational knowledge
- Maintain job description
- Place recruitment advertisement
- Liaise with recruitment agency
- Receive job applications
- Schedule job interviews
- Verify job applicant's supporting documents
- Communicate job offer
- Perform pre-boarding associated tasks
- Coordinate on-boarding session
- Issue company equipment
- Schedule employee exit interview
- Process off-boarding forms
- Retrieve company property from exiting employee

Class Detail

Duration:

90 hours (30 sessions)
[Theory – 40 hours,
Practical – 50 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: HR5001SAP

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Senior Programme – Human Resource Information and Administration

On completion of the module, participants should be able to process and set up new hire's forms, process employee claims and payroll and update the Human Resource Information System (HRIS).

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Develop Professional Practice
- Develop organisational knowledge
- Maintain job description
- Place recruitment advertisement
- Liaise with recruitment agency
- Receive job applications
- Schedule job interviews
- Verify job applicant's supporting documents
- Communicate job offer
- Perform pre-boarding associated tasks
- Coordinate on-boarding session
- Issue company equipment
- Schedule employee exit interview
- Process off-boarding forms
- Retrieve company property from exiting employee

Class Details

Duration:

90 hours (30 sessions)
[Theory – 40 hours,
Practical – 50 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: HR5002SAP

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Senior Programme – Training Administration

On completion of the module, participants should be able to support the training administrative function in an organisation, providing logistics support, processing training claims and maintain training records and the training calendar.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Collate training nomination
- Schedule employee training
- Provide logistic support for on-site training
- Administer course registration
- Collate training feedback
- Process training claims reimbursement
- Maintain training records
- Maintain training calendar

Class Details

Duration:

60 hours (20 sessions)
[Theory – 40 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: HR5003SAP

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Senior Programme – Employee Relations and Communication

On completion of the module, participants should be able to attend to basic employee queries and coordinate a range of staff-related programmes such as employee recognition and employee well-being programmes as well as employee benefits. Participants should also be able to handle a range of associated administrative tasks.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Attend to enquiries
- Respond to employee policy clarification
- Coordinate staff-related programmes
- Coordinate employee recognition programmes
- Perform administrative tasks
- Develop communication skills for HR work

Class Details

Duration:

60 hours (20 sessions)
[Theory – 40 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: HR5004SAP

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Senior Programme – Logistics and Supply Chain Management

On completion of the module, participants should be able to explain the concepts of logistics, objectives and key activities of logistics, the various parties involved in providing logistics services and know the trends and challenges facing the logistics industry. In addition, participants will be trained on basic supply chain management concepts.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Explain the concept of logistics
- Identify the role of logistics in the organization and how logistics supports marketing
- Explain the key activities of logistics
- Explain why planning, performance measurement and control are important to logistics
- Explain the purpose of information
- Explain the importance of effective logistics organization and how team can improve logistics efficiency
- Explain the types of supply chain and how the concept of supply chain management is applied in the modern marketplace
- Explain the future challenges and trends in logistics
- Explain the term “Carbon Footprint” and its impact on Logistics operations.

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: LG4002SAP

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Senior Programme – Freight Operations and Distribution Management

On completion of the module, participants should be able to explain the freight process and the cost involved in effecting a shipment, to prepare the various shipping documents needed in the sea, air freight and multi-modal environment. Participants are trained to explain the documentation used and the procedure for local distribution, the local clearance at the sea and airport in Singapore which will cover both containerised and conventional transportation.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Explain the economic function of transport and the characteristics of different modes of transport
- Explain the importance of sea transport and transport geography
- Identify various types of containers and perform container load planning and stuffing
- Explain sea-freight calculations
- Explain the functions and types of B/L
- Define the role of air transport and its key players in the air industry
- Explain the functions of AWB & perform freight calculations
- Describe the impact of multi-modal transportation in the logistics industry
- Describe Physical Distribution Management (PDM) and the growing importance of PDM
- Describe the operations flow in local distribution & schedule shipment delivery
- Describe the sea/air export and operation procedures

Class Details

Duration:

120 hours (40 sessions)
[Theory – 90 hours,
Practical – 30 hours]

This is a SkillsFuture Credit
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Course ID: LG4001SAP

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Senior Programme – Warehousing and Inventory Management

On completion of the module, participants should be able to explain the various functions of a warehouse and to perform the various transactions and activities in a typical warehouse environment. In addition, participants will be trained to explain the other aspects of warehousing which will include inventory control and management, the measurements of warehouse performance and, safety and security issues in a warehouse.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Explain the nature and importance of warehousing
- Explain the roles and functions of warehousing
- Manoeuvre in a warehouse using MHE
- Explain the basic warehousing decisions on warehouse layout, design and location
- Explain the various warehousing activities
- Explain the importance of safety in a warehouse
- Explain inventory management and its importance to an organization
- Explain the importance of performance measurement for meeting overall organization objectives

Class Details

Duration:

120 hours (40 sessions)
[Theory – 80 hours,
Practical – 40 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: LG4003SAP

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Website: <http://www.ite.edu.sg/wps/portal/pts.sc.pd>



Senior Programme – Cargo Documentation and Practices

On completion of the module, participants should be able to explain the trade procedure, interpret international trading terms, identify customs documentation and procedures, handle dangerous goods shipment, insurance and security issues in exporting cargo to USA. In addition, participants will be trained to explain the trade procedure specific to Singapore and be able to declare permits using the TradeNet system.

Target Participants

Seniors who would like to pursue the module without having to take the examinations.

Course Outline

- Identify the importance and use of INCOTERMS
- Explain the objectives of documentary credit and key terms used
- Identify the dutiable goods and explain the customs documentation & procedures
- Declare permits via software TradeNet
- Identify the international conventions for dangerous goods
- Explain the importance of cargo insurance in the logistics industry & identify carrier's/forwarder's liability
- Describe the security issues & measures in exporting cargo to USA
- Discuss the trends affecting the logistics industry

Class Details

Duration:

90 hours (30 sessions)
[Theory – 70 hours,
Practical – 20 hours]

This is a SkillsFuture Credit
Approved Course.
Course ID: LG5001SAP

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I. ABOUT THE NSA

1. What is the National Silver Academy (NSA)?

It is a network of post-secondary education institutions (PSEIs) and voluntary welfare organisations (VWOs) offering a wide range of learning opportunities to seniors.

2. How many course providers are there under the NSA and who are they?

As at end Mar 2016, there are 17 NSA course providers and they are:

Post-Secondary Education Institutions (PSEIs)

- *Institute of Technical Education*
- *LASALLE College of the Arts*
- *Nanyang Academy of Fine Arts (NAFA)*
- *Nanyang Polytechnic*
- *Nanyang Technological University*
- *National University of Singapore*
- *Ngee Ann Polytechnic*
- *Republic Polytechnic*
- *SIM University (UniSIM)*
- *Singapore Management University*
- *Singapore Polytechnic*
- *Temasek Polytechnic*

Voluntary Welfare Organisations (VWOs)

- *Family Central*
- *RSVP Singapore -The Organisation of Senior Volunteers*
- *Singapore Association for Continuing Education (SACE)*
- *Society for WINGS*
- *YAH!*

3. What are the types of courses offered under the NSA?

The NSA offers three main types of programmes for seniors (defined as those aged 50 and above):

- **Short courses** in areas which are more life-skills-oriented;
- **Modules** that are drawn from existing full-qualification programmes such as certificate / diploma / degree programmes offered by ITE, the polytechnics, Autonomous Universities (AUs), UniSIM and the arts institutions that seniors can pursue without having to undertake course assessments. Seniors can attend selected

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modules alongside other students who take these modules for credit (i.e. with assessments); and

- **Ad-hoc learning opportunities** such as the Inter-generational Learning Programme which pairs students with senior learners to learn about various topics and helps promote inter-generational bonding. Other programmes include short talks and courses offered by VWOs which are targeted at seniors.

4. What subject areas do these courses cover?

The three types of programmes cover a wide range of topics such as Health & Wellness, Humanities, Media, Arts & Design, Ageing & Life Skills, Information Technology & Science, and Finance & Business.

The NSA courses were selected based on the relevance and interest to the seniors. The courses can be work-skills-oriented or life-skills-focused. The various categories are as follows:

- **Health & Wellness:**
This includes topics such as healthy ageing, counselling and self-management.
- **Humanities:**
This includes subjects like sociology, psychology and philosophy, amongst others.
- **Media, Arts & Design**
Examples include digital imaging, ceramic art and fashion design.
- **Ageing & Life Skills**
This includes topics which seniors might find useful to know for their everyday life or planning of their later years. Examples include interior design, plumbing, electrical maintenance, and appreciation of the ageing process.
- **IT & Science**
This includes technology-related courses such as using social media, smart phones, programming, database management and security technology.
- **Finance & Business**
Topics covered include those which enable seniors to start, manage or work towards supporting a business set up or function; examples include finance, organisational psychology, human resource, crisis communication and writing for the professional setting.

5. Are the courses meant only for seniors?

Some short courses are open to the public even as some are specially tailored for seniors.

II. ELIGIBILITY AND REGISTRATION

6. Who is eligible to apply for courses under the NSA?

The applicant must be aged 50 and above in the year of course commencement to be eligible for NSA courses. For example, for courses beginning in 2016, the senior must be born in 1966 or earlier.

Only Singaporeans aged 50 and above in the year of course commencement is eligible to take selected modules drawn from full-qualification programmes without having to sit for the course assessments.

7. Are there subsidies and if so, how much?

Short Courses:

Eligible seniors will receive subsidies of up to 50% of the course fees, excluding GST. The GST of the full course fees will be borne entirely by the senior.

For instance, if the full course fee for a short course is \$400 and the course subsidy is 50%, the net fee payable by the senior post-subsidy is (\$400 x 50%) [Course Fee Balance] + (\$400 x 7%) [7% GST] = \$228

Modules Drawn from Full Qualification Programmes:

These modules are open to seniors to participate without having to undertake course assessments. Singaporean seniors only need to pay a token fee to attend the modules. The token fee is charged by the institution to partially cover the cost of lesson materials and other administrative costs. As the token fee is deliberately kept affordable, there are no subsidies for these modules.

Ad-hoc Learning Opportunities:

Ad-hoc learning opportunities such as the courses under Intergenerational Learning Programme (ILP) and short talks are offered free to all seniors.

8. Who are eligible for the subsidies?

All Singaporeans aged 50 and above in the year of course commencement are eligible for subsidies for short courses offered under the NSA.

Singapore Permanent Residents aged 50 and above in the year of course commencement are eligible for subsidies for NSA courses operated by VWO partners.

Applicants should check with the respective course providers to find out whether one qualifies for the subsidy.

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9. Are there any minimum entry requirements for NSA courses?

The minimum entry requirements can vary across courses and course providers. Such requirements can range from having a basic level of proficiency in English to having basic technical knowledge in a specific topic. Applicants are advised to read the course details or check with the respective course providers for the exact requirements.

10. How can I register for a course?

A full list of courses is available at www.nsa.org.sg. For more details on the course registration process, applicants are advised to read the course details or check with the course providers.

11. Is there a limit to how many courses I can register for?

Short Courses:

There is no limit to the total number of short courses one can register for under the NSA. However, a senior is eligible to receive subsidies for no more than three short courses per institution per calendar year. This helps to ensure a more even distribution of opportunities for seniors to receive subsidies to participate in courses under the NSA.

Modules Drawn from Full Qualification Programmes:

There is no cap on the number of such modules each Singaporean senior can enrol for. These modules are open to seniors' participation without having to undertake course assessments.

Ad-hoc Learning Opportunities:

There is no cap on the number of ad-hoc learning opportunities one can enrol for.

12. Will I be eligible for a refund if I cancel my registration after having secured a place?

Different course providers have different cancellation and refund policies. Applicants are advised to approach the course providers for more details on these policies at point of registration.

13. What happens if the course provider cancels a course after I have registered for it?

Applicants are advised to approach the course providers for more details on these policies at point of registration.

III. COURSE DETAILS AND FEES

14. Where and when are the courses conducted?

They are typically conducted at the premises of the course provider. However, some courses may also be offered at community venues. Course timings vary. Please check the course details at www.nsa.org.sg for specific information on the course.

15. How can I pay for my course?

Applicants may contact the respective course providers to enquire about the mode of payment. Some of them accept online payment while others may require payment in the form of cash or cheque.

16. Can SkillsFuture Credit be used to offset the course fees including the GST?

SkillsFuture Credit can be used on top of existing government course subsidies to pay for approved skills-related courses under the NSA. SkillsFuture Credit can be used to cover both the course fees payable and GST imposed on the course fees.

17. If I am enrolled in a module that does not require me to undertake course assessments, can I switch to credit mode (i.e. take the assessment) midway through the course?

Applicants are advised to approach the respective course provider for more information on whether the option to switch to credit mode is available.

18. When can I start applying for courses under the NSA?

Registration for selected NSA courses will start from 3 May 2016.

19. When will the NSA courses start?

The NSA courses will start from 1 June 2016.

20. Are the courses only in English?

Selected courses will be offered in languages other than English.

21. What does it mean to participate in a module without having to undertake assessments? What should I expect?

Seniors can expect to participate in tutorials, seminars and/or lectures and have access to course materials alongside other students who are pursuing the course as part of their full qualification programme.

Depending on the nature of the course, seniors may also be involved in classroom discussions, or selected group projects. Seniors will be exempt from formal assessments and will not receive any certification for having taken the module.

IV. I NEED MORE HELP

22. I have further questions about the NSA, who can I contact?

You can email the Council for Third Age, C3A at nsa@c3a.org.sg or call the C3A hotline (6478-5029). The hotline is open from Mon-Fri, (except Public Holidays) 9am – 5pm.

Alternatively, you may contact the respective course providers for more information on the registration process and course availability of the course of your choice.

For more assistance, you may visit our **NSA helpdesk** every Tuesday and Saturday, 12pm - 5pm from 14 May - 6 August 2016 at the following libraries:

1. Woodlands Regional Library
2. Jurong Regional Library
3. Tampines Regional Library
4. Bedok Public Library
5. Ang Mo Kio Public Library
6. Toa Payoh Public Library
7. Bukit Merah Public Library

23. I need help with registering for the courses and claiming SkillsFuture Credit, who can I approach?

For course registration, you may contact the course providers directly. For the claiming of SkillsFuture Credit, you may contact the SkillsFuture Credit hotline at 6883 5885 or go to the website at www.skillsfuture.sg/credit.

COURSE ELIGIBILITY AND REGISTRATION

Can I register for more than one course at a time?

As a Singaporean senior (aged 50 years and above in the year the course starts), you may register for more than one short course at a time, subject to a maximum of **3** courses per calendar year, and enjoy 50% fee subsidy, subject to a maximum of \$500 per course. There will not be subsidies for the 4th short course and beyond in the same year.

Please ensure that:

- There is no conflict in course schedule,
- You can manage the course workload.

For exam-free modules, there is no cap on the number of modules you can apply for.

Are the courses meant only for seniors?

No, the courses are meant for both seniors and the public.

When does registration open and close?

There are 4 intakes for short courses in January, April, July and October yearly. The registration exercise is usually conducted one month before the intake. For example, registration will begin in Dec for the Jan intake.

Exam-free modules are offered in April and October yearly. Registration begins one month before the intake and ends when the class starts.

When will I be notified if I have secured a place?

For short courses, applicants will usually be notified about 2 weeks before the course start date. For exam-free modules, confirmation of class is at the point of registration.

Are places allocated on a first-come-first-serve basis?

Yes, allocation of places is on a first-come-first-serve basis subject to the maximum class size which varies for different courses.

Are there minimum entry requirements for your courses?

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Website: <http://www.ite.edu.sg/wps/portal/pts.sc.pd>

Some courses have minimum entry requirements which can range from having a basic level of English proficiency to having technical knowledge in specific subjects/topics. Please refer to the respective course outline for the respective entry requirement.

Will there be a wait list?

No. You may apply at the next intake if classes are full.

PAYMENT AND REFUNDS**How do I make payment?**

You may register at any of ITE's Customer & Visitor Centres (CVC) during the registration period. The CVC is open from Mon to Fri, 8.30am-6pm; they are closed on public holidays and weekends.

Please bring along your NRIC, the total fees (payable by cheque, VISA, Mastercard or NETS), and supporting documents where applicable.

Are there other fees payable on top of the course fee?

There is no other fee payable on top of the course fee for short courses. Applicants attending the exam-free modules may opt to purchase the course notes.

Will there be refunds if I withdraw from the course after payment?

The amount of refund depends on the withdrawal date. Please refer to ITE's refund policy as shown in the table below:

Date of Withdrawal	Refund	Payable Fees ¹
2 weeks or more before course start date	100%	0%
Less than 2 weeks before course start date	50%	50%
On or after course start date	0%	100%

¹Please note that payable fees arising from course withdrawal cannot be paid with SkillsFuture Credit



What if the learning provider cancels the course after I have registered?

A full refund will be given to applicants for courses cancelled due to insufficient enrolment numbers or unforeseen circumstances.

OTHER MATTERS

If I am enrolled in an exam-free module, can I switch to taking the course for credit such that I can accumulate the credits to eventually earn a certificate such as Diploma / Degree?

Applicants cannot switch to the credit mode mid-way through the course. However, upon completion of the exam-free module, you may register to take the same course for credits.

What can a senior expect from taking an exam-free module?

When taking an exam-free a module, seniors can expect to participate in tutorials, seminars and/or lectures and have access to course materials alongside other students who are pursuing the course for credit. Depending on the nature of the course, seniors may also be involved in classroom discussions, or participate in selected group projects. But seniors will be exempted from taking the exams and will not receive any certification for having taken the module.

Will there be a replacement lesson if I miss a lesson?

No. There will not be any replacement lesson.

Can I transfer to a different class / course?

No. The course fee may differ.

Will I get a certificate after taking the course?

A Certificate of Achievement will be awarded to participants who have attained an attendance of at least 75%.