

## HIGHER NITEC IN BUSINESS ADMINISTRATION (3 YEARS)

### CERTIFICATION

Credits required for certification:

Sector Foundation Modules	: 18
Cluster Core Modules	21
Specialisation Modules	18
Internship Programme Modules	: 12
LifeSkills Modules	10
Cross-Disciplinary Core Modules	9
Electives	: 8
Total	: 96

### COURSE STRUCTURE

Module Title	Credits
<b>SECTOR FOUNDATION MODULES</b>	
Principles of Business	3
Innovation & Entrepreneurship	3
Business Communication	3
Social Media Marketing	3
Basics of Data Analytics	3
Service Excellence	3
<b>CLUSTER CORE MODULES</b>	
Sales Techniques & Engagement	3
Fundamentals of Business Operations	3
Financial Products & Services	3
Business & Office Administration	3
Principles of Insurance	3
Payroll Administration	3
Business Process Automation	3
<b>SPECIALISATION MODULES (HUMAN RESOURCE)</b>	
Compensation & Benefits	3
Talent Acquisition	3
HR Law & Policies	3
Employee Engagement	3
Learning & Talent Development	3
HR Analytics	3
<b>SPECIALISATION MODULES (FINANCIAL SERVICES)</b>	
Client On-Boarding & Compliance	3
Advanced Insurance Principles	3

Module Title	Credits
Investment Risk & Management	3
Personal Risks & Transfer Management	3
Business Assets & Operations Risk Management	3
Business Manpower & Financial Continuity	3
<b>INTERNSHIP PROGRAMME MODULES</b>	
Internship Programme 1	4
Internship Programme 2	8
<b>CROSS-DISCIPLINARY CORE MODULES</b>	
Robotic Process Automation for Business	3
Design Thinking for Business	3
Food Sustainability	3
Basics of Supply Chain Management	3
Blockchain in Business Application	3
Basic Data Management & UX Design	3
Advanced Data Management & UX Design	3
Digital Design Principles	3
<b>ELECTIVES (INTER-DISCIPLINARY)</b>	
Financial Accounting ERP Application	2
Effective Business Networking	2
Customer Experience Design	2
ASEAN Business Basics	2
Introduction to Green & Sustainable Finance	2
Etiquette in the Digital World	2
Multimedia Content Creation	2
<b>ELECTIVES (GENERAL) AND LIFE SKILLS MODULES</b>	
For details, click <a href="#">here</a>	

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

## MODULE OBJECTIVES

### Sector Foundation Modules

#### Principles of Business

On completion of the module, students should be able to understand basic business concepts and relate the impact of political, economic, social and technological factors on business activities.

#### Innovation & Entrepreneurship

On completion of the module, students should be able to explore opportunities for value-creation with an innovative mind-set. Students should gain an overview of innovative strategies and be able to integrate Design Thinking and entrepreneurship concepts for a business venture.

### **Business Communication**

On completion of the module, students should be able to apply essential communication skills to prepare business documents and presentations.

### **Social Media Marketing**

On completion of the module, students should be able to develop social media content and apply online media tools to execute the organisation's social media marketing strategies

### **Basics of Data Analytics**

On completion of the module, students should be able to adopt spreadsheet and analytics software to visualise and analyse data and generate formatted reports to facilitate informed business decision.

### **Service Excellence**

On completion of the module, students should be able to understand the principles of service delivery, identify and respond to customers' needs, create and deliver value to build positive customer experience and increase organisational profitability.

## **Custer Core Modules**

### **Sales Techniques & Engagement**

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

### **Fundamentals of Business Operations**

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

### **Financial Products & Services**

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

### **Business & Office Administration**

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

### **Principles of Insurance**

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

### **Payroll Administration**

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

### **Business Process Automation**

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

## **Specialisation – Human Resource Services**

### **Compensation & Benefits**

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

### **Talent Acquisition**

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

### **HR Law & Policies**

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

### **Employee Engagement**

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

### **Learning & Talent Development**

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

### **HR Analytics**

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

## **Specialisation – Financial Services**

### **Client On-boarding & Compliance**

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

### **Advanced Insurance Principles**

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

### **Investment Risks & Management**

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

### **Personal Risk & Transfer Management**

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

### **Business Assets & Operations Risk Management**

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

### **Business Manpower & Financial Continuity**

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

## **Electives (General) and Life Skills Modules**

For details, click [here](#).