

## **COURSE MODULES**

### **LEVEL 1.1**

#### **Business Communication 1**

This module introduces both written and spoken communication skills to students to build their confidence in delivering clear and logical messages to their audience. They will develop written communication skills through crafting business messages such as business letters, emails, and meeting minutes. In addition, students will work through presentations and simulated meetings to refine their spoken communication skills, discussion techniques and people skills.

#### **Business Statistics**

This module introduces basic concepts of statistics, focusing on basic statistical tools and models for decision-making in the business world. Students will learn how to organise, analyse and interpret data.

#### **Decision Support Applications**

This module equips students with a working knowledge of spreadsheets within a business environment. Students will learn to create, capture, organise and manipulate data in spreadsheet formats to help businesses solve problems, make decisions and improve operations and processes. Students will also learn to use spreadsheets for data analysis and business intelligence.

#### **Macroeconomics**

This module surveys the workings of a typical economy. Topics include economic growth, unemployment, inflation and the Keynesian model of the macro economy. Reference will be made to current case studies of global, regional and local issues.

#### **Management & Organisation**

This module provides students with an understanding of the four essential functions of management, namely, planning, organising, leading and controlling. It covers an overview of organisations and the role of managers in a global economy. It also prepares students to be effective managers to motivate, manage perception and group dynamics, and resolve conflict at the workplace.

### **LEVEL 1.2**

#### **Accounting & Finance**

This module aims to impart basic accounting and finance knowledge. Students will be taught how to interpret and use financial accounting information for decision-making. This module will also cover budgeting, financing strategies, working capital management as well as capital investment analysis.

#### **Banking Law**

This module equips students with the fundamentals of business and banking laws and their application in the business of banking. Topics include the Singapore legal system, contract, tort and agency laws, business ethics as well as the banking regulatory framework and the laws governing banking operations in Singapore.

#### **Career & Professional Preparation**

This module helps to give students a foundational introduction to their three-year diploma course curriculum and how it prepares them for industry. It will help them embark on their three-year course with the end in mind through guided reflection on their personal characteristics and development of an overall game plan for their future education and career goals. The module aims to deepen students' commitment to the sector that the course prepares them for.

#### **Digital Business Solutions**

This module aims to provide the students with an introduction to programming. It covers the basic tenets of algorithmic thinking to problem solving. It also covers the desired characteristics of programmes that are easy to read

and modify. To ensure relevance to the industry, business oriented programming problems and cases will be used for discussion and practice.

### **Financial Markets & Services**

This module examines the role of the financial markets, their players and instruments, and the status of Singapore as a financial centre. The module will also trace the relationships between the various markets and their participants, with emphasis on current events, trends and developments in the markets.

### **Information Design in Business**

The module provides students with practical insights into presentation design, information flow and underlying data design. It covers a wide spectrum of business and IT-related design competencies including business processes, eCommerce, user interface design, data visualisation, imagery and digital applications, as well as information security design.

### **Microeconomics**

Students will examine the economic choices made by consumers, firms and the government, and how these decisions affect the market for a particular good or service. The module incorporates a study of the theory of demand and supply and discusses production costs, price determination and supply decisions for individual firms in different market structures.

## **COURSE CURRICULUM**

<b>Module Name</b>	<b>Credit Units</b>
<b>YEAR 1</b>	
<b>Level 1.1 (26 hours per week)</b>	
Business Communication 1	4
Business Statistics	4
Decision Support Applications	4
Macroeconomics	4
Management & Organisation	4
Innovation Toolkit ^	4
Sports & Wellness ^	2
<b>Level 1.2 (26 hours per week)</b>	
Accounting & Finance	4
Banking Law	4
Career & Professional Preparation	2
Digital Business Solutions	4
Financial Markets & Services	4
Information Design in Business	4
Microeconomics	4

### **Notes:**

^ For more details on Interdisciplinary Studies (IS) electives, please log on to [www.np.edu.sg/is/](http://www.np.edu.sg/is/)

### **IS Modules**

The School of Interdisciplinary Studies (IS) delivers a broad-based curriculum, which nurtures a new generation of professionals with multidisciplinary skills and an innovative and entrepreneurial spirit to meet the challenges of a

knowledge economy. IS offers both prescribed modules and electives to challenge boundaries. Prescribed modules develop students' competencies in core areas such as Communication, Innovation and Enterprise, Culture and Communication, and Personal Mastery and Development, while elective modules provide insights into Arts and Humanities, Business, Design, and Science and Technology.

## **COURSE MODULES**

### **LEVEL 2.1**

#### **Consumer Banking**

This module provides an overview of consumer banking and the role it serves in the real economy. Students will be equipped with the knowledge and skills needed in general consumer banking operations. Concepts and operations, and processes of consumer banking will be covered with banking ethics infused through interactive discussions, individual oral presentations and group projects.

#### **Corporate Finance**

This module will give an overview of the local corporate advisory services and valuations in investment banking. Building upon financial management fundamentals, students will explore the use of appropriate approaches and valuation tools to assess and value projects, business segments and companies.

#### **Financial Analytics**

The module provides students with the fundamental concepts of business analytics for application in the banking and financial industry. Students will develop proficiency in the use of analytics tools and techniques, and gain an understanding in performing data analytics in the areas of Credit Risk, Fraud Detection, Customer Experience, and Advanced Predictive Analytics, in order to achieve risk mitigation and optimise performance.

#### **Finance of International Trade**

This module covers the basic framework of import/export finance in a business organisation. Students will acquire a working knowledge of import/export procedures, commonly used shipping terms, documents of trade, trade financing mechanisms, methods of payment, methods of international remittances and foreign exchange management. Students will be able to apply the principles of trade finance to international business transactions.

**OR**

#### **Financial Planning**

This module aims to provide a coherent understanding of personal financial planning in the midst of fast changes in the financial services industry and the blurring of product lines within the financial sector. The module will equip students with technical and conceptual financial planning knowledge to prepare them for a career in the financial services industry.

### **LEVEL 2.2**

#### **Business Communication 2**

This module builds on the foundation of Business Communication 1 and creates opportunities for students to strengthen their oral and written communication. Students will be required to enhance their presentation skills through impromptu speeches. Students will also learn how to prepare a formal business report. Job hunting and employment skills will be introduced to prepare students for a positive start to their careers. Students will be taught to write application letters and resumes. Additionally, students will learn job interview techniques through role-plays and simulations.

#### **Credit Management**

This module provides a framework for the understanding of the lending function in the context of a financial institution from the planning and execution to the maintenance of a loan portfolio. Students are taught the

conceptual knowledge of good lending practices. Financial tools and techniques essential for the credit risk assessment of a company will be covered.

### **Investments**

Students will learn the principles and practice of investments, how to analyse and discuss the characteristics of various investment products such as equity securities and fixed income securities, and how to use various valuation techniques to value these securities. Students will have an overview of international financial markets whilst gaining insights into the Singapore market, particularly the Singapore Exchange.

### **Service-Learning in Action**

This module engages and encourages students to be responsible for their own learning. It offers hands-on application that increases the relevance of academic knowledge and provides opportunities for deeper involvement in the community. Students are expected to use their acquired discipline skills and knowledge to contribute to community projects and reflect on their learning.

### **Treasury**

This module provides an overview of the background, development and mechanics of the treasury business covering money markets, foreign exchange, futures and options markets, and the instruments traded. The arithmetic and workings of these markets will be examined and explored with the aim of giving students an insight into the dynamics of these markets and their impact on and contributions to the financial industry.

## **COURSE CURRICULUM**

<b>Module Name</b>	<b>Credit Units</b>
<b>YEAR 2</b>	
<b>Level 2.1 (24 hours per week)</b>	
Consumer Banking	4
Corporate Finance	4
Finance of International Trade	4
Financial Planning	4
Financial Analytics	4
Cultural Quotient at Work ^	2
Interdisciplinary Studies (IS) elective ^	2
<b>Level 2.2 (22 hours per week)</b>	
Business Communication 2	4
Credit Management	4
Investments	4
Service-Learning in Action	2
Treasury	4
Exploring Contemporary Issues ^	2
Interdisciplinary Studies (IS) elective ^	2

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## **COURSE MODULES**

### **LEVEL 3.1**

#### **Business Communication 3**

This practical module aims to help students be persuasive in the business world. Students will learn listening and data gathering skills to better understand their target audience's needs and requirements and persuasive skills to convince the audience to accept a new policy/suggestion/product through role-playing a boardroom presentation. Students will also be taught business networking skills including conversation techniques, dining etiquette and personal branding through role-plays and simulations.

#### **Marketing of Financial Services**

This module provides an integrated approach to the marketing of financial services. It will enable students to gain an overview of financial services marketing and equips them with the knowledge and skills needed to market financial services. Marketing concepts and applications will be infused through interactive discussions, individual oral presentations and group projects.

#### **Risk & Compliance**

This module aims to create an awareness of an understanding of uncertainty and risk in organisations based on an integrated framework to risk management. Students will also consider the risk of legal or regulatory sanctions, material financial loss or loss to a bank's reputation with a focus on the operational aspects of compliance and its essential role to preserve the integrity and reputation of a financial institution, and the impact of Regulatory Technology on banking risk and regulatory compliance.

#### **Settlements & Operations Management**

This module provides an overview of the importance of compliance, risk management and control in the back office. Students will be equipped with the knowledge of the processing flow, various payment systems and confirmations for the settlement of trades in the money market, foreign exchange, fixed income and equity markets, and an understanding of strategic issues in operations such as straight-through processing, business continuity plans and outsourcing.

#### **Wealth Management**

This module provides students with an understanding of wealth management. This includes technical skills such as an overview of different investment products like derivative and structured products, real estate and real estate investment trusts (REITs), unit trusts & exchange-traded funds (ETFs) and soft skills such as client relationship management and effective selling and communication techniques. Students will be given an overview of the private banking business and taught concepts involved in wealth management such as investment strategies, portfolio performance measurement and management, and asset allocation.

### **LEVEL 3.2**

#### **6-Month Internship**

Students will acquire work experience through supervised work immersion and on-the-job training of six months with financial institutions, government-related agencies, multinationals and other corporations. Students learn beyond the

classroom boundaries with professional practitioners as their mentors. They will be provided with relevant training and equipped with knowledge and skills to enable them to perform effectively in their workplace attachments.

## COURSE CURRICULUM

Module Name	Credit Units
<b>YEAR 3</b>	
<b>Level 3.1 (24 hours per week)</b>	
Business Communication 3	4
Marketing of Financial Services	4
Risk & Compliance	4
Settlements & Operations Management	4
Wealth Management	4
World Issues: A Singapore Perspective ^	2
Interdisciplinary Studies (IS) elective ^	2
<b>Level 3.2</b>	
6-Month Internship	22

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