

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 equipped with the essential skills to motivate, manage perception and team 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.

Business Law

This module equips students with a basic knowledge of the fundamentals of business law and its application in a business environment. Topics include the Singapore legal system, law of contract, agency law, law of tort, law of business organisations, introduction to company law, intellectual property law and business ethics.

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.

International Business Environment

Students will learn how the social, cultural and legal environments of a foreign country affect its business environment. It also helps students understand the role and impact of international trade agreements.

Introduction to Trade & Logistics

This module is designed to provide students the fundamental understanding of international trade and how the different functions of logistics and supply chain support cross-border trade. This module introduces the inter-relationship between the different elements involved to make trade possible, and the technology trends in trade and logistics. This forms the foundation for in-depth coverage in subsequent modules in the course.

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.

Warehousing & Materials Management

This module aims to provide students with an understanding on the supporting roles of warehouse storage and inventory management in supply chain. The students will be introduced to warehousing operations and application of technologies in functional areas, as well as the use of various storage methods and systems, and material handling equipment for different cargo types, such as commodity and fast moving consumer goods. Topics on inventory management will include fundamental concepts on inventory systems, the applications of inventory forecasting and the use of Material Requirements Planning (MRP) to balance order demand and inventory levels.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 1	
Level 1.1 (26 hours per week)	
Business Communication 1	4
Business Statistics	4
Decision Support Applications	4
Macroeconomics	4
Management & Organisation	4
Innovation Toolkit ^	4
Sports & Wellness ^	2
Level 1.2 (26 hours per week)	
Accounting & Finance	4
Business Law	4
Career & Professional Preparation	2
International Business Environment	4
Introduction to Trade & Logistics	4
Microeconomics	4
Warehousing & Materials Management	4

Notes:

^ For more details on Interdisciplinary Studies (IS) electives, please log on to 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

Aviation Management

This module gives students a holistic picture of the air transport industry. Topics include management and organisation of airlines, marketing and pricing strategies, fleet planning, scheduling, and management, cargo handling and terminal management. Students will learn the policies and regulations of air transport industry, and the importance of management in air freight forwarding for improving organisational profitability, efficiency and responsiveness.

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.

International Trade & Practices

This module surveys the basic theories and concepts underlying international trade policies and practices, including Free Trade Agreements. Students will also acquire a working knowledge of import/ export procedures, commonly used shipping terms, documents of trade, trade financing mechanisms, methods of payment, international remittances and foreign exchange mechanisms. There will also be hands-on sessions in the use of commonly used software for import and export transactions.

Maritime Management

This module provides in-depth coverage of a wide range of topics such as the role of carriers, types of vessels, containers and cargo gears, preparation of sea waybills and bills of lading, maritime security and law, international sea transport conventions, including the Hague-Visby Rules and major ports of call around the world.

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.

LEVEL 2.2

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.

International Marketing

This module examines basic concepts and principles of the marketing of goods and services across national borders to enable students to better understand and evaluate the international marketing system in which products and services are planned, priced, promoted and distributed. It also helps students to appreciate the interaction of marketing variables in the international dimension and their impact on marketing decisions.

International Purchasing

Students will learn how to select, engage and manage suppliers around the world. They will learn how to prioritise requisitions, conduct financial and operational analysis of suppliers, determine the appropriate ordering method, learn techniques to ensure supplier compliance and perform the role of a purchasing manager.

Risk Management

The module will equip students with the basic concepts of risk management, principles and strategies of managing risks in corporate business and supply chain. The role of technology as both a source and alleviator of risk will be explored. The students would gain sufficient knowledge of risk management principles, strategies and tools to effectively manage and reduce or mitigate the impact of any disruption to the normal functioning of any business and supply chain.

Specialised Logistics

This module introduces students to specialised or niche areas of logistics involving handling and transportation of time-sensitive cargo; hazardous materials; and temperature-sensitive cargo, such as pharmaceuticals, perishables food and wine. Other specialty logistics, like project and emergency logistics are also covered. Students will be introduced to the principles, management of risks and regulations, and technology trends involved in handling these special cargoes.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 2	
Level 2.1 (22 hours per week)	
Aviation Management	4
Business Communication 2	4
International Trade & Practices	4
Maritime Management	4
Service-Learning in Action	2
Cultural Quotient at Work ^	2
Interdisciplinary Studies (IS) elective ^	2
Level 2.2 (24 hours per week)	
Digital Business Solutions	4
International Marketing	4
International Purchasing	4
Risk Management	4
Specialised Logistics	4
Exploring Contemporary Issues ^	2
Interdisciplinary Studies (IS) elective ^	2

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COURSE MODULES

LEVEL 3.1

Analytics & Supply Chain Performance

This module covers the basic concepts in performance management that underpin productivity and continuous improvement within a business organisation. This module will equip students with a working knowledge of productivity tools and techniques, business analytics, project management and performance management framework. This module imparts students, a practical and structured approach on how to define, measure, analyse, improve and control the organization's supply chain performance to achieve its strategic business goals and objectives.

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.

Capstone Project

This module will encapsulate, build on and apply knowledge and skills from earlier modules to provide a holistic overview of international business and supply chain management. Through industry-relevant projects, the students will explore the opportunities and challenges of synergising technology and innovation, social responsibilities, operations, marketing and human resource to support corporate strategy and governance which are the foundation for organisational competitiveness in today's global economy.

Global Supply Chain Management

This module aims to provide students with an understanding of the supply chain decisions involved in a company's supply and distribution network. The students will learn about the key factors to be considered when designing the supply chain of a company and understand the impact of supply chain's strategy, design and solution on the success of a company through case study approach. Supply chain technologies are introduced as a means of company's innovation, as well as a disruption to supply chain norms. The application of bench-marking, performance metrics and best practices will be introduced as part of supply chain management.

International Economics & Finance

Students will acquire a basic understanding of the tools used to analyse contemporary international economics issues. The module covers current trade barriers and the role played by international institutions in promoting global trade. Students also study the principles of international finance.

LEVEL 3.2

6-Month Internship

The internship module provides a real-world, holistic, practice-oriented and self-driven learning environment where students learn by putting into practice the knowledge and skills acquired throughout the course. The students will be attached to international/logistics/supply chain organisations (commercial or public organisation) for 22 weeks in

relevant areas such as international trade, marketing, entrepreneurship, supply chain management, logistics operations, international trade, etc. They will be coached by a mentor in the company throughout the period of attachment.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 3	
Level 3.1 (24 hours per week)	
Analytics and Supply Chain Performance	4
Business Communication 3	4
Capstone Project	4
Global Supply Chain Management	4
International Economics & Finance	4
Interdisciplinary Studies (IS) elective ^	2
World Issues: A Singapore Perspective ^	2
Level 3.2 (22 hours per week)	
6-Month Internship	22

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