

COURSE MODULES

LEVEL 1.1

Academic Writing and Presentation

This module focuses on critical thinking, academic writing as well as presentation and listening skills. The module aims to equip students with the skills necessary to carry out academic writing and presentation. Finding and evaluating academic sources, reading, note-taking, essay planning and writing and presentation skills will be developed in this module.

Business Management

This module helps students acquire an understanding of basic management principles and practices. They also learn how managers plan, lead, organise and control activities and resources in organisations, as well as how to leverage change management, innovation and creativity tools to enhance organisational performance.

Career & Professional Preparation I

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 to embark on their three-year course with the end in mind through guided reflection of their personal characteristics, producing 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.

Innovation & Entrepreneurship for Social Change 1

This module introduces the social and environmental issues faced by the local community. The module will also examine the different community needs, and analyse the different types of innovative social solutions that have been designed to meet those needs. Students will work closely with local social enterprises, non-profit organisations and voluntary welfare organisations to understand the different strategies used to meet community needs. Design thinking concepts will be applied to show how they can be used in real-world challenges.

IT Applications

This module gives students the opportunity to work on projects that require them to have hands-on experience in current business IT applications like word processing, spreadsheets, database management, publishing software and multimedia tools. The project involves students putting together a video and presentation on the learning outcomes from selected modules in the semester.

Microeconomics

This module explores how economic choices made by consumers, firms and the government affect the market for a particular good or service. Theories of demand and supply, and discussions on production costs, price determination and supply decisions for individual firms in different market structures will also be covered.

Sports & Wellness[^]

This module helps you to learn a sport as a recreational activity to keep you fit and healthy. Team building and collaboration skills are developed as you network with other students. There are a total of 19 sports electives to choose from: Aerobics, Badminton, Basketball, Cheerleading, Dance Movement, Dancesport, Flag Football, Hip Hop, Life Saving / Swimming, Netball, Orienteering, Street Soccer, Soccer, Softball, Tennis, Touch Rugby, Volleyball, Wellness Programme and Yoga. Outstanding students are awarded a Pass with Merit.

LEVEL 1.2

Business Communication

This module prepares students to communicate effectively in business settings. Students will learn both oral and written communication skills that demonstrate concepts of business communication principles, interpersonal skills

and intercultural skills. Topics such as proposal and report writing, elevator pitch and professional presentation will be covered.

Innovation & Entrepreneurship for Social Change 2

This module examines the social issues which the United Nations addresses via the Sustainable Development Goals (SDGs). The module will also introduce catalytic innovations such as microfinance, which have been designed to meet the targets set by the SDGs.

Introduction to Statistics & Research Methods

This module introduces students to basic statistics and methods used in business research. Students learn about the research process, quantitative research methodologies, designing of questionnaires and research writing skills.

Principles of Accounting

This module introduces the basic concepts and principles of accounting, and develops students' skills in analysing business transactions and financial statements. Topics include accounting equation, double-entry concept, analysis and recording of business transactions, preparation of financial statements for service and trading concerns, and accounting for cash and fixed assets.

Social Psychology

This module explores the way people think, feel, desire and behave in social situations. It involves understanding how people influence, and are influenced by others around them. Students cultivate the basic skills to analyse social situations and events that they encounter in their everyday lives. The module also requires students to apply their knowledge of statistics and research methods to work on a project to gather empirical findings of social psychology.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 1	
Level 1.1 (24 hours per week)	
Academic Writing & Presentation	4
Business Management	4
Career & Professional Preparation	2
Innovation & Entrepreneurship for Social Change 1	4
IT Applications	4
Microeconomics	4
Sports & Wellness ^	2
Level 1.2 (20 hours per week)	
Business Communication	4
Innovation & Entrepreneurship for Social Change 2	4
Introduction to Statistics & Research Methods	4
Principles of Accounting	4
Social Psychology	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

Career & Professional Preparation II

This module prepares students to write effective cover letters and resumes. Preparation and enhancement of portfolio to meet professional standards as well as development of presentation skills, and improvement of job-seeking techniques will also be covered in the module.

Introduction to Qualitative Research Methods

This module gives an overview and introduction to the major qualitative research methods used in social science studies. In this module, students will be taught to select the most appropriate qualitative format to address the research question, develop the skills required to conduct interviews, facilitate focus groups and undertake ethnographic research. Students will be assessed through the implementation of an integrated service-learning project.

Macroeconomics

This module enables students to acquire the basic set of tools used to analyse contemporary socio-economic issues and to relate them to fiscal and monetary policies. The module covers economic growth, unemployment, inflation, international trade, labour markets, poverty, income distribution and the roles of sovereign wealth funds.

Organisational Behaviour

This module provides students with a basic understanding of human behaviour at the workplace and opportunities to develop interpersonal and intrapersonal skills. This will help them function in their careers as social entrepreneurs, managers or executives who are able to effectively motivate, promote cooperation and teamwork, manage stress and resolve conflict among their beneficiaries and other team members. Students will also be introduced to cultural behaviour to develop their global mindset.

Project Management

This module teaches students the skills required for effective project management for social enterprise: planning, scheduling, monitoring, managing and evaluating. The Project Management Life Cycle will be introduced, and students will have to manage and implement a real project as part of the module. Project management software will also be introduced as useful tools for the module.

Interdisciplinary Studies[^]

Any one Interdisciplinary Studies (IS) elective.

LEVEL 2.2

Enterprise Creation & Development

This module teaches students to apply analytical and innovative thinking to integrate the different functional areas of a venture into a business plan. Students work in teams to appreciate the finer points of the business planning process in an experiential and stimulating classroom environment. Topics focus on the application of basic knowledge learned in the varied disciplines of finance, marketing and product/service creation and development.

Financial Management

This module discusses financial decision-making by social enterprises. These decisions involve questions such as what productive assets to acquire, how to manage the firm's working capital and what kinds of short-term financing to secure. The module also teaches topics including basic knowledge of financial and managerial accounting as well as the concept of value.

Human Resource Management

This module allows students to develop human resources (HR) management skills needed by supervisors and managers to ensure that their organisations attract and retain the right people to meet organisational goals. Students are also introduced to industrial relations and globalisation trends that are impacting the management of HR, with a focus on HR for social enterprises.

Law & Corporate Governance for Social Enterprises

Through this module, students will learn the legal aspects of social entrepreneurship, its salient features and the basic principles of fiscal law, focusing on contract of agency, contract of sales, loan contract and employment contract. Students will also explore the importance of corporate governance in organisations in creating an ethical, law-abiding culture. Students will learn about the role of internal controls in providing necessary checks and balances in organisations.

Marketing & Public Relations

This module examines basic concepts and principles of marketing of goods and services to enable students to better understand and evaluate the marketing system in which products and services are planned, priced, promoted and distributed. It will also provide a comprehensive overview of the principles of effective public relations, focusing on different writing approaches and styles required for specific situations, audiences communication objectives, message content and media. Students will have the opportunity to learn and apply marketing and public relations concepts through an integrated project.

Technology for Business

This module equips students with the knowledge and skills to become more proficient in using technology for developing and managing businesses. The module will cover topics such as crowdfunding, social media practices, online business platforms, and the usage of apps to generate business.

Interdisciplinary Studies[^]

Any one Interdisciplinary Studies (IS) elective.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 2	
Level 2.1 (20 hours per week)	
Career & Professional Preparation II	2
Introduction to Qualitative Research Methods	4
Macroeconomics	4
Organisational Behaviour	4
Project Management	4
Interdisciplinary Studies (IS) elective [^]	2
Level 2.2 (26 hours per week)	
Enterprise Creation & Development	4
Financial Management	4
Human Resource Management	4

Law & Governance for Social Enterprises	4
Marketing & Public Relations	4
Technology for Business	4
Interdisciplinary Studies (IS) elective ^	2

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COURSE MODULES

LEVEL 3.1

6-Month Internship

This module provides the opportunity for students to go on an industry internship attachment, with a range of private or public sector organisations, to understand the goals, structure and business operations of an organisation.

LEVEL 3.2

Career & Professional Preparation III

This module equips students with personal grooming skills required in a professional setting. Students will be taught grooming and social etiquette as well as appropriate dressing. Other topics include making small talk and handling difficult conversations.

Final-Year Project

This module requires students to work on a capstone project that allows them to integrate and apply what they have learnt in their three years of study. In small teams, they will either start their own social enterprises or undertake an industry-related project. The module will also include seminars, workshops and industry visits.

Interdisciplinary Studies^

Any one Interdisciplinary Studies (IS) elective.

World Issues: A Singapore Perspective^

This module develops a student's ability to think critically on world issues. Students will discuss a wide range of social, political and cultural issues from the Singapore perspective. It also looks at how the city-state of Singapore defied the odds and achieved more than half a century of rapid economic growth, political stability and social harmony.

COURSE CURRICULUM

Module Name	Credit Units
YEAR 3	
Level 3.1	

6-Month Internship	22
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Level 3.2 (22 hours per week)

Career & Professional Preparation III	2
Final-Year Project	16
Interdisciplinary Studies (IS) elective ^	2
World Issues: A Singapore Perspective ^	2

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