

## HIGHER NITEC IN BUSINESS ADMINISTRATION (2 YEARS)

### CERTIFICATION

Credits required for certification:

Cluster Core Modules	: 21
Specialisation Modules	: 18
Internship Programme Modules	: 8
Life Skills Modules	: 9
Cross-Disciplinary Core Modules	: 6
Electives	: 6
<hr/> Total	<hr/> : 68

### COURSE STRUCTURE

Module Title	Credits
<b>CLUSTER CORE MODULES</b>	
Fundamentals of Business Operations	3
Sales Techniques & Engagement	3
Business & Office Administration	3
Financial Products & Services	3
Payroll Administration	3
Principles of Insurance	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
Advance Insurance Principles	3
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	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

Module Title	Credits
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
<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

### Cluster Core Modules

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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](#).