

# Common Business Programme

## OVERVIEW



Have you set your sights on a business course but need some time to explore the many possibilities it offers? Look no further! Our Common Business Programme (CBP) is specially designed to help you gain a good understanding of foundational business subjects.

What more—you'll get to study various core business subjects to discover your strengths, aptitudes, interests and career aspirations before you choose your preferred diploma towards the end of your first semester!

- Accountancy & Finance (T02)
- Business (T10)
- Culinary & Catering Management (T18)
- Hospitality & Tourism Management (T08)
- Law & Management (T09)
- Logistics & Operations Management (T07)
- Marketing (T67)

## Your Journey

# Year 1

Build a good foundation in fundamental business subjects. The early exposure to TP Fundamental subjects and business subjects in the first semester will better guide you to the course you want to pursue.

# ENTRY REQUIREMENTS

To be eligible for consideration for admission, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e. English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements of this course. CCA cannot be used to meet the minimum entry requirements.

## Minimum Entry Requirements

English Language (EL1)*	Grades 1-6
Mathematics (E or A)	Grades 1-6
Any three other subjects, excluding CCA	Grades 1-6

To be eligible for selection, you must also have sat for at least one of the following subjects: Art/Art & Design, Business Studies, Combined Humanities, Commerce, Commercial Studies, Economics, Geography, History, Higher Art, Higher Music, Introduction to Enterprise Development, Literature in English/ Chinese/Malay/Tamil, Media Studies (English/Chinese Language), Media Studies (Chinese Language), Music, Principles of Accounts.

Students opting to be streamed to the Diploma in Law & Management must fulfil the minimum entry requirement of grade 1 to 4 for O-level English Language.

\*Sijil Pelajaran Malaysia (SPM)/ Unified Examination Chinese (UEC) holders must have a minimum of grade 6 for the relevant English Language subject (e.g. Bahasa Inggeris).

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## COURSE STRUCTURE

### Curriculum for Semester 1

Subject code	Subject	Level	Credit Units
BAF1010	<p>Business Accounting</p> <p>This subject provides you with an understanding of the core accounting principles underlying accounting practice; from the preparation of accounting entries to the financial statements of businesses. It also focuses on how various businesses report the results of their activities in the financial statements.</p>	1	4
BBT1010	<p>Business Technology &amp; Analytics</p> <p>This subject covers fundamental computing and data analytics skills for businesses. A strong emphasis is placed in exposing students to office productivity tools which can aid in decision making as well as solving business problems through data manipulation, modelling and visualisation.</p>	1	4
MCR1001	<p>Career Readiness 1</p> <p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>	1	1
BCS1011	<p>Communication &amp; Information Literacy</p> <p>In this subject, you will learn how to conduct research for relevant information and validate information sources. You will also learn to recognise and avoid plagiarism, and follow standard citation and referencing guidelines when presenting information. In the course of learning, you will be required to plan, prepare and present information appropriately in written and oral form. You will also be taught to consider the <b>M</b>essage, <b>A</b>udience, <b>P</b>urpose and <b>S</b>trategy (MAPS) when writing and delivering oral presentations.</p>	1	2
LEA1011	<p>Leadership: Essential Attributes &amp; Practice 1</p> <p>LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.</p>	1	1

BEC1007	<p><b>Business Economics</b></p> <p>The subject covers the fundamental principles of economics for understanding how individuals and firms make decisions. It will focus on the various aspects of the product market: demand and supply, elasticity, market competition, product differentiation. The subject includes an overview of macroeconomic indicators, the government's macroeconomic objectives and policy tools.</p>	1	4
BBS1001	<p><b>Principles of Management</b></p> <p>This subject covers the key management functions of planning, organising, leading and controlling. It addresses the impact of environmental factors that affect business and the relevance of corporate social responsibility in an organisation. It emphasises the roles, responsibilities and challenges faced by supervisors/managers in an organisation.</p>	1	4
GCC1001	<p><b>Current Issues &amp; Critical Thinking</b></p> <p>This subject presents you with a panoramic view of current local and global issues, which may have long term implications for Singapore. You will learn to apply critical thinking tools to examine current issues, support your views with relevant research and up-to-date data, articulate an informed opinion and mature as civic-minded individuals.</p>	1	2

## Graduation Requirements

Please refer to the respective diploma websites:

- Diploma in Accountancy & Finance (T02)
- Diploma in Business (T10)
- Diploma in Culinary & Catering Management (T18)
- Diploma in Hospitality & Tourism Management (T08)
- Diploma in Law & Management (T09)
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