Module Synopsis
Diploma in Business Practice (Accounting)

MC 1:	Modular Certificate in Business Fundamentals	(180 hours)
1.	BA8600 Applied Marketing Fundamentals	(60 hours)

This module provides a foundational understanding of digital marketing, focusing on core concepts such as the digital marketing environment, and targeting techniques. Students will explore digital strategies for managing the marketing mix (Product, Price, Place, and Promotion) in a digital context. By the end of the module, students will be able to create a simple marketing plan for products or services.

2.	BA8601 Business Economics & Statistics	(60 hours)

This module introduces participants to foundational economic principles and key statistical techniques used in business analysis. Participants will explore core economic concepts such as supply and demand, market structures, and the influence of government policies on business environments.

In parallel, they will apply statistical tools, such as data summarisation, probability, basic distributions, sampling methods, and introductory hypothesis testing to interpret economic data and trends. By working with real-world scenarios, learners will see the direct relevance of these tools in deepening their economic understanding and supporting data-informed decisions in workplace contexts.

3.	LC9703 Life by Design (LYD): Purposeful Communication, Meaningful Careers	(60 hours)

This course empowers learners to take charge of their future by building essential skills for effective communication and intentional career planning. Learners will learn to write, speak, and listen with clarity and impact, while mastering the art of networking, both in person and online through platforms like LinkedIn.

Through the Design Your Life framework, learners will gain tools to explore their interests and values, prototype career possibilities, and receive personalised mentoring to move from reflection to action. They will also discover how to use AI tools to boost their productivity, enhance their communication, and support lifelong learning.

Whether they are seeking to be more effective at the workplace, preparing for job applications, or navigating career transitions, this course provides learners with the tools to communicate with impact and design a purposeful and future-ready career.

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MC 2:	Modular Certificate in Business Essentials	(225 hours)
1.	**BA8602 Fundamentals of Accounting & Finance**	**(60 hours)**
	This module introduces students to the fundamental principles of accounting and finance, focusing on the preparation of accounting records and financial statements for businesses. Students will learn to apply accounting principles and concepts in a simple company context to prepare financial statements. The module also covers the purpose of financial information, the role of finance functions in supporting business operations, and various sources and methods of financing for businesses. By the end of the module, students will be able to analyse financial data and apply accounting concepts to real-world business scenarios.	
2.	**MS1571 Fundamentals of Data Analysis & Automation for Business**	**(60 hours)**
	This module is designed to introduce the essential features in Spreadsheet to support data analysis and automation for business applications. Students can use these skills to construct business models and automation workflows for various industries. It will impart the necessary skills to analyse worksheet data and apply fundamental data analysis and automation techniques to improve productivity and streamline their day-to-day operational work. Equipped with these fundamentals, students will be able to apply these skills to construct business models and automation workflows for today's fast changing business environment	
3.	**BA8604 Human Capital Management**	**(60 hours)**
	This module provides students with an understanding of human resource management in an organisation. Key topics include human resource planning, recruitment and selection, training and development, performance appraisal, compensation, grievance procedures, and discipline approaches. Organisational management attributes include planning, organising, leading and controlling.	
4.	**BA8605 Introduction to Emotional Intelligence**	**(45 hours)**
	This module introduces participants to the fundamentals of emotional intelligence using Daniel Goleman's five-competences framework, which includes self-awareness, self-regulation, motivation, empathy, and social skills. Emphasising personal resilience and self-management, participants will learn to recognise and manage their emotions, respond constructively to stress, and build positive relationships in the workplace. By the end of the module, they will be able to apply emotional intelligence strategies to navigate challenges, support team dynamics, and foster personal and professional growth. This module will adopt a mostly on-line delivery mode to offer working adults greater flexibility and to support guided self-reflection through digital journaling, scenario-based activities, and interactive discussions paced to suit their work and learning needs.	

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MC 3:	Modular Certificate in Accounting & Analysis	(180 hours)
1.	**BA8608 Accounting Analytics & Gen AI Applications**	**(60 hours)**
	This module introduces students to basic data analysis and visualisation techniques using tools such as Power BI. Students will learn to generate and interpret charts and dashboards to support accounting tasks. The module also introduces simple applications of Generative AI in accounting contexts, such as drafting summaries or structuring reports. Emphasis is placed on applying these tools to support routine financial processes and enhance reporting clarity in support-level roles.	
2.	**BA8609 Business Accounting & Analysis**	**(60 hours)**
	This module equips students with foundational accounting knowledge and the ability to record business transactions, maintain financial records, and interpret basic financial statements. Students will also learn to analyse financial data using ratios to draw simple conclusions about a company's financial health. The focus is on applying accounting principles in practical contexts relevant to support functions in finance and audit teams.	
3.	**BA8610 Management Accounting**	**(60 hours)**
	This module covers the use of cost information for planning and decision-making. Students will learn about budgeting, basic cost-volume-profit analysis, and performance measurement using straightforward tools. Emphasis is on helping students understand how to prepare and interpret internal reports that support operational decisions. The content supports entry-level responsibilities in finance teams and reinforces core cost accounting knowledge.	

MC 4:	Modular Certificate in Business Sustainability	(180 hours)
1.	**BA8611 Auditing & ESG Assurance**	**(60 hours)**
	This module introduces students to the audit process, focusing on core concepts such as audit objectives, internal controls, and audit evidence. Students will also learn about the growing relevance of ESG (Environmental, Social, Governance) in assurance work. The module emphasises the application of auditing techniques at a basic level and aims to build awareness of how ESG factors are increasingly considered in the audit profession.	
2.	**BA8612 Foundations of Taxation & Carbon Tax Principles**	**(60 hours)**
	This module provides a practical introduction to the Singapore tax system. Students will learn to compute individual and corporate tax liabilities using current tax rules and understand the purpose of tax compliance. An overview of carbon tax principles is also	

included to raise awareness of emerging sustainability-related obligations. The module supports students preparing for entry-level roles in finance, tax support, or audit.

3.	**BA8613**	**Sustainable Business Strategy & Reporting**	**(60 hours)**

This module introduces students to sustainability concepts in business and the basic structure of ESG reports. Topics include understanding how sustainability goals affect business decisions and identifying simple ESG indicators for reporting. The focus is on building awareness of how sustainability intersects with business functions, not on strategic planning. This complements core accounting knowledge with relevant industry trends.

MC 5:		**Modular Certificate in Applied Accounting**	**(135 hours)**
1.	**BA8628**	**Integrated Accounting Project**	**(135 hours)**

This capstone module allows students to apply knowledge from across the course to complete a guided project that mirrors tasks typical of entry-level accounting or audit roles. Students will work in teams to analyse data, apply accounting principles, and prepare business and financial reports. A sustainability-related theme will be used to contextualise the project, reinforcing concepts such as ESG indicators, financial reporting, budgeting, and internal controls. The emphasis is on practical execution, not strategic design, aligning with the skills expected of Accounting Executives or Audit Assistants.