

Work Attachment and Internships Series

Courses may not be offered every semester. Please check curriculum plan in student portal, e-services on the presentation of the courses.

Course Code/Title	Credit Unit (CU)	Course Synopsis	Category	Available for Part-time /Full-time students
<u>CDO151 My Profile and Brand</u>	2.5	<p>The course aims to empower participants with the knowledge and skills to build a professional profile and brand. In addition to gaining awareness of the key features and values of the future workplace, they will learn to leverage career planning resources to map out the development of their career, discover their strengths and weaknesses, critically analyse, reflect on and create individual career objectives, develop a customised toolkit for personal branding, and be confident in presenting and articulating their professional profile. The knowledge and skills acquired in the course will enable them to successfully market themselves and secure desired internships, work attachment opportunities and graduate employment.</p> <p>The learning objectives are achieved through a combination of the e-learning, self-directed learning and experiential learning modes.</p> <p>Assessment will be in the form of written reflections, class presentations and three TMAs. During the course, students will discover their career interests and job matches as well as personal strengths and weaknesses through personal profile assessments using established assessment tools. They will define their career goals, identify personal development gaps and options available to close these gaps, and present plans for further action. They will develop a personal branding toolkit and apply it to their branding statements and digital profiles.</p>	SUSS Core Unrestricted Elective	Full-Time

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		<p>At the end of the course, students will be able to articulate a career plan and goals, produce a professional digital profile, and confidently communicate their professional profile in professional and social interactions.</p>		
<u>CDO152 Job Search Skills</u>	2.5	<p>The objective of the course is to help students develop the relevant Attitude, Skills and Knowledge (ASK) for internship, work attachment and graduate employment. In addition to gaining knowledge of industry and job-specific ASK as well as awareness of job market trends and disruptions, students will acquire skills in presenting themselves positively in cover letters, resumes, and interviews, and learn to access the 'hidden' job market through professional and social networks.</p> <p>The above competencies would be achieved through a combination of the e-learning, self-directed learning and experiential learning modes. Assessment will be in the form of three TMAs and a practical component. The practical component assesses students' ability to secure an internship of at least 8 weeks or a work attachment of at least 24 weeks.</p> <p>During the course, students will have the opportunity to brainstorm, analyse and role play as they learn to write a cover letter and résumé, and to conduct themselves professionally in a formal job interview. Real-life case studies will be used as the contexts for these exercises. At the end of the course, students will be able to prepare a job-specific Cover Letter and competitive Resume, and perform competently and confidently at job interviews for internship, work attachment and graduate employment.</p>	SUSS Core Unrestricted Elective	Full-Time

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<u>CDO251 Managing Self for Work</u>	2.5	<p>The objective of the course is to develop students' behaviours, actions and responses that will enable them to cope successfully at work. Students will learn to manage their time, professional interactions and relationships, and personal limitations as well as develop coping behaviours for disappointments, mistakes and stress.</p> <p>The course learning outcomes would be achieved through a combination of face to face seminars, and self-directed and experiential learning, during which students will make use of established frameworks and tools to reflect on their personality and character traits, work values, and situation-driven emotional and behavioural tendencies and responses. They will develop strategies for professional and social interactions, and ways to manage expectations and failure in the workplace. Assessment will be in the form of reflection journals and a personal portfolio.</p>	SUSS Core Unrestricted Elective	Full-time

<u>CDO252 Multidisciplinary Teamwork</u>	2.5	<p>In the workplace, one's performance is often evaluated based on skills and competencies – job-specific behaviours defined by an observable set of actions and activities and measured by the application of knowledge, skills, and abilities. CDO252 Multidisciplinary Teamwork aims to empower students with the essential skills and competencies required for effective teamwork and the confidence to apply them, taking into consideration multidisciplinary work contexts, team roles, and influences like culture and personality.</p> <p>Designed with the experiential learning cycle in mind (concrete experience, reflective observation, abstract conceptualisation, and active experimentation), the course would involve students in case studies, self-reflection, role-play, providing and receiving peer critique, as well as in active experimentation as they engage in full-cycle learning. Through the various learning activities, students will have opportunities to experience, think about and use the relevant skills and competencies required for effective multidisciplinary teamwork. Assessment will be in the form of a quiz, class participation, an individual assignment and a group-based assignment.</p> <p>At the end of the course, students will be able to analyse and apply the skills and competencies for effective participation in multidisciplinary teamwork.</p>	SUSS Core Unrestricted Elective	Full-time
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<u>CDO261 AI in Daily Life</u>	2.5	The focus of the course is on enhancing students' awareness of AI and sensitivity to its applications in ordinary daily routines and activities such as online shopping, banking and transportation. The course covers the impact of AI on our daily lives and how we might use and leverage on AI and enabling technologies to develop solutions to community and social issues, alleviate some daily inconvenience or benefit society in one way or another. In addition, the ways in which AI can be used to enhance business offerings in various domains will be highlighted. The myriad AI-related ethical issues will be raised and discussed to enable students to appreciate the utility of AI and the challenges it poses, as well as to consider how they might make a difference through responsible engagement with AI.	SUSS Core Unrestricted Elective	Full-time
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<u>CDO351 Business Acumen</u>	2.5	<p>The objective of the course is to hone students' business acumen, i.e., the ability to turn strategies into positive outcomes for the organisations they work in. This requires thinking skills and agility of mind in business situations that allow them to assess risks and opportunities in different business strategies and options. In the course of cultivating these competencies, students will develop established business sense and savvy, and take into consideration stakeholders' engagement, empowerment, time management, conflict management, innovation and operational mastery. They will also be exposed to the importance of the Triple Bottom Line: (a) People - social bottom line, (b) Planet - environmental bottom line, and (c) Profit - economic bottom line.</p> <p>The above learning outcomes would be achieved through a combination of e-learning, self-directed learning and experiential learning, during which students will analyse real-world business decisions, critical success factors and the reasons businesses succeed or fail. In addition, students will learn about, use and respond to a range of commercial tactics, and eventually be able to draw on their enhanced business acumen to make better business decisions. Students will analyse case studies on business red flags, business management and mis-management in good and adverse times, borderline ethics, motivation behind frauds, market euphoria, business disruptions and other commercial tactics. They will prepare and defend a case study on emotional versus unemotional decision-making. In addition, students will analyse case studies where companies negotiate to win, negotiate to lose and when negotiation powers are different. They will prepare bargaining chips to negotiate an open market deal based on live</p>	SUSS Core Unrestricted Elective	Full-time

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		<p>market prices/values and prevailing market conditions. The recommended reference books for students cover ethics in business practices, business theft and fraud, trust and betrayal, Sun Tze's strategies in business, game theory and negotiation strategies.</p> <p>Assessment will be in the form of discussion forums (online), class participation (in face-to-face sessions) and a video-based assignment. This course will be presented both locally and overseas. When the course is presented overseas, the course materials will be customised to the specific context, taking into account the social, cultural, legal, economic and political environments.</p>		
<u>CDO352 Financial Decisions</u>	2.5	<p>The objective of the course is to hone students' ability to protect stakeholders' interests and enhance shareholders' value in the organisations they work in. Students will develop financial sense and savvy, and be more competent in using information based on business principles, trends and economics to achieve positive outcomes for their organisations. They will learn to incorporate financial considerations into decision-making processes and be able to estimate financial outcomes based on business conditions and strategies, and deliver value to stakeholders and investors.</p> <p>The above learning objectives would be achieved through a combination of e-learning, self-directed learning and experiential learning modes, during which students will have the opportunity to analyse the impact of financial decisions on revenue structure, cost structure and capital structure.</p> <p>At the end of the course, students will be more financially astute and be better equipped to improve Business and Total Shareholders</p>	SUSS Core Unrestricted Elective	Full-time

<u>CDO353 Decision Making for Sustainability</u>	2.5	<p>The course aims to empower students with the relevant competencies and mindset required for contributing to strategic, meaningful, responsible and sustainable decision making in the organisations they work in. Students would be exposed to the framing of sustainability issues that entail interdisciplinary domain applications and apply themselves to the development of specific sustainable proposals and recommendations, taking into consideration resource constraints as well as the United Nations' SDGs. Students would also learn about the different roles that stakeholders play in the attainment of sustainability goals and ways to engage with them to arrive at win-win outcomes.</p> <p>The course learning outcomes would be achieved through a combination of face-to-face seminars and self-directed learning modes. Students will analyze current sustainability issues and risks, and contextualize them against corporate objectives, trends and constraints; critically scrutinize a business in relation to the attainment of SDGs and formulate sustainability programmes; and adopt a structured and informed approach in making strategic and sustainable business recommendations.</p> <p>At the end of the course, students will be able to articulate challenges presently faced by communities and stakeholders in relation to goal attainments; strategically overlay SDGs on corporate decisions and initiatives; engage and influence peers, managers, subordinates, business partners and other stakeholders in relation to the SDGs and Singapore Green Plan 2030; and formulate effective sustainability programmes and reporting to enhance corporate decision making.</p>	SUSS Core Unrestricted Elective	Full-time
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<u>CDO354 Business Experiments</u>	2.5	<p>The aim of CDO354 Business Experiments is to hone students' business understanding and develop their sense-making and decision-making skills to prepare them for real-world business situations and opportunities. During the course, students will analyse business challenges and opportunities, and design, set up, launch, monitor and analyse the results of their business experiments.</p> <p>Drawing on the experiential learning cycle (concrete experience, reflective observation, abstract conceptualisation, and active experimentation), the course guides students to initiate, ideate and innovate game-changing solutions using business experiments tested in real business situations, with real employers/employees and real customers. Themes for business experiments in the evaluation of impact on business reputation, revenue and cost include sustainability (e.g., eco-friendly packaging), healthy living (e.g., fitness challenge for consumers), digitalisation and phygitalisation, and diversity and inclusiveness (e.g., multicultural service teams). Learning activities will involve case studies, guided observation, brainstorming, critical reflection and analysis, fieldwork and experimentation. Assessment will be in the form of a quiz, class participation, an individual assignment and a group-based assignment.</p> <p>At the end of the course, students will be able to analyse multi-faceted business issues, develop viable business ideas, conduct pilot implementation and appraise the effectiveness of their proposed solutions in improving business reputation, revenue and cost-savings.</p>	SUSS Core Unrestricted Elective	Full-time
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Industry-based Study Programme (IBSP) Current Themes: <ul style="list-style-type: none"> • eCommerce • Blockchain • Cyber Security • Machine Learning and Data Science 	5	<p>Industry-based Study Programmes (IBSPs) offer students the opportunity to acquire, practise and apply new knowledge and skills through an immersive experience of the subject matter within the specific industry. Students will take university-level equivalent courses. They will learn from industry thought leaders and practitioners, and through observations during company/industry visits. They will apply their new knowledge and skills to real-world cases and serve as catalysts for knowledge transfer across geographical borders, for example, e-commerce knowhow from a leading Chinese e-commerce company to a local one. IBSPs are jointly offered by SUSS and partner organisations that have a collaborative agreement with the university.</p>	Credit recognition available for specific courses/General Electives, depending on IBSP theme	Both