Diploma in Employability Skills

Introduction

While there will always be job-specific skills that an employer is looking for, most employers will also expect you to have some general skills. These general job skills are sometimes called "employability skills". Having employability skills can help you get a job. They can also help you stay in a job and work your way to the top. Some of them are not even in your textbook or not part of your course that you studied.

This course is designed to equip students with essential employability skills.

Learning Outcomes

At the end of the course, the students should be able to:

- Communicate effectively in English
- Understand work ethics and etiquette
- Prepare a persuasive CV and ready for job interviews
- Understand network devices and aware of security issues in an office environment
- Understand sales and marketing processes
- Plan and implement digital marketing

Modules

- DES01 English for Workplace
- DES02 Business Communication
- DES03 Workplace Skills
- DES04 ICT Skills
- DES05 Digital Marketing

Admission Requirements

- Diploma in any discipline
- English Requirements
  - Pass in English at "O" level or equivalent

Completion Criteria

- Minimum 80% attendance for Local/ PR & Non-Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

Course Type

- Full Time

Course Duration

- 6 Months

Intake

- Please visit our website for the intake dates

Certification

- Upon completion of this course, students will be awarded with Genetic Computer School Diploma in Employability Skills.

Teacher-Student Ratio

- The average Teacher-Student Ratio for the school is 1:25 and this ensures that the learning experiences of the students are its optimum level.

Modes of Payment

- The modes of payment available are cash, cheque, cashier's order, Telegraphic Transfer or Bank Transfer, PSEA.

Fee Protection Scheme

- GCS adopts Insurance Scheme for all its students and engages the service of the LONPAC Insurance BHD in compliance with the fee protection scheme of EduTrust. For more information on FPS please refer to our website at www.genetic.edu.sg

Course Fee

- The course fees are due and is payable in 1 time payment
- All fees are subject to prevailing GST of 7%

Application Fee – (Non-Refundable)
Local students – SGD 50
International students – SGD 150

Miscellaneous Fee

For the detailed information on the miscellaneous fees please refer to our website.

Note: Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad hoc basis by the GCS when the need arises.

Diploma in Employability Skills	Local Student (For Foreigner/PR/Employment Pass and other passes)	International Student (Require Student Pass)
	Amount SGD	Amount SGD
Course Fee	5, 000	5, 000
Administrative Fee	1, 650	1, 650
FPS Processing Fee	150	150
Total	6, 800	6, 800

Payment Schedule

Diploma in Employability Skills	Local Student (For Foreigner/PR/Employment Pass and other passes)	International Student (Require Student Pass)
Application Fee (Upon Registration)	50	150
1 Time Payment for 6 Months	6, 800	6, 800
Total	6, 850	6, 950

How to Apply?

Applicants can apply through our website (www.genetic.edu.sg) or call our programme consultant for more information of the course.

You can also e-mail us at info@genetic.edu.sg

Notes:

- Minimum number of students that is required before a class commences: 5
- Waiting period (from the time a student signs up until the time a decision is made by the PEI whether the class would commence): 2 weeks before the course commencement date