GENETIC Computer SCHOOL ™
EXCELLENCE : INTEGRITY

Simply Better **TRAINING**
www.genetic.edu.sg

UTAP
Union Training Assistance Programme

2 days – Presentation Essentials
(TGS-2023018661)

Course Duration	16.00 Hours	**Full Fee** $460	**Subsidy & Nett Fee** Please refer to page 2	**Mode of Training** Classroom

Certification   Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore.

Entry Requirement
- Minimum 1 year of working experience (able to use Word software to type)
- Speak, listen and read English at a proficiency level not lower than WPL Level 3, and manipulate numbers not lower than WPN Level 3

Course Objective

Aim to impart knowledge on the use of Powerpoint to deliver impactful message to wow your audience.

On completion of this module each candidate will be able to:

• Identify the target audience, target audience considerations
• Planning, Designing the storyboard
• Deliver the presentation in PowerPoint format
• Use PowerPoint functions and manage the graphical objects, text, images, videos
• Summarise key concepts at strategic points
• Collate feedback from audience

Course Outline

- Target Audience
- Storytelling mindset
- Considerations for audience
- Project objectives
- Research information

- Storyboarding – How to start
- Plan out Story Lines
- Slide message, communications and necessary info
- Text driven and Data driven slides
- Deliver presentation to teams
- Testing and Updating

• Working with PowerPoint
• New presentation, Save, Open, Close
• Master slide, Graphical object
• Apply theme, background colour, slide size
• Add footer, slide number, change orientation
• Slide layout, Duplicate, Copy and Paste
• Format painter, Formatting
• Bullets and Numbering

• Arrangement of objects
• Draw shapes, SmartArt
• Organisation Chart, Hierarchy chart
• Animations, Transition
• Designer – PowerPoint with AI
• Add video, audio, Cameo
• Print Layout, Slide Show, Slide Sorter, Views
• Report output, Handouts

• Summaries key points of presentation
• Collate feedback from audience
• Analyse one's presentation

Assessment
- Written Assessment
- Practical Assessment

Effective From: 30/04/2024

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

Adobe **AUTHORIZED** Training Center

edutrust SINGAPORE PROVISIONAL
Cert No.: EDU-I-3168
Validity: 30/04/2024 - 29/04/2025

Genetic Computer School Pte Ltd
CPE/UEN No: 198902296M
Registration Validity Period:
24 June 2023 – 23 June 2027

Call 63397588 or email contact@genetic.edu.sg

Subsidy

2 days – Presentation Essentials TGS-2023018661		
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged **40 years old and above**	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
FUNDING Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	$460.00	$460.00	$460.00
SkillsFuture Funding	$230.00	$322.00	$322.00
Total Nett Fee	$230.00	$138.00	$138.00
GST (9% x $460)	$41.40	$41.40	$41.40
Total Fee Payable to Genetic Computer School Pte Ltd	**$271.40**	**$179.40**	**$179.40**
Age Group	**SC 21-39 years old and PR**	**SC 40 years old and above**	**Small Medium Enterprise**

Eligible for Claim Period: 6 Feb 2023 – 5 Feb 2025

Please refer to the below link for the Refund Table for SkillsFuture Course:
https://www.genetic.edu.sg/refund-for-skillsfuture-courses/

Participant need to pass the test to get subsidy
SSG Advice:
Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their $500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 Years old (Please Call PSEA Hotline 62600777 to check your balance).
We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:
- **Using only own PSEA: http://go.gov.sg/psea-withdrawal-tp**
- **Using Sibling's PSEA: http://go.gov.sg/psea-withdrawal-tps**

NTUC members can enjoy 50% *unfunded course fees support for up to $250 each year when sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from $250 to $500.
***unfunded course fees refer to the balance course fee payable after applicable government subsidies**

To find out more on the UTAP funding, support validity period and submission for UTAP claim, please visit https://www.genetic.edu.sg/utap-funding/. T&C apply.

Note: Student must bring thumbdrive during the lesson.

The **Visual, Audio, Creative Content Professionals Association (Singapore)**, was formed in July 2021 to represent visual, audio, production, and creative content professionals and advance VICPA members' professional interests and work prospects. VICPA also provides guidance on fair standards and good practices as well as resources, work advisory, and business networking to safeguard and support the careers of freelance and self-employed creative professionals.
In supporting VICPA members with skills deepening programmes such as the courses offer by **Genetic Computer School**, VICPA members enjoy lower course fees through the Union Training Assistance Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to $250 per calendar year. Between 1 July 2020 to 31 December 2025, VICPA members aged 40 years and above will enjoy higher funding support up to $500 per calendar year, capped at 50% of unfunded course fee.
To be a VICPA member, simply sign up as at www.ntuc.co/VICPA
Please select 'VICPA' under the field for Company Name.

Visit www.vicpa.org.sg, www.instagram.com/vicpasg and www.facebook.com/vicpasingapore for more information.

Effective From: 30/04/2024