

# COURSE CALENDAR

JULY - DEC 2009



## Our Mission

To make the NUS experience of excellence in higher education available to a wider community of interested learners and thus to strengthen our University's social impact and its relationships with different segments of society.



**NUS Extension**

*A Business Unit of NUS Enterprise*

# PROFESSIONAL & MANAGEMENT (CERTIFICATION COURSES)



Risk Analysis & Management	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
Enterprise Risk Manager (ERM) & Professional Diploma in Enterprise Risk Planning & Management: 6 CCM Modules + 3 CDM Modules & 4 EDM Modules	Marc Ronez, Dr Er Jwee Ping, Paul Clarke, JY Le Corre	16 days	\$7,885						
Certified Professional Risk Manager (CPRM) & Professional Certificate in Risk Management: 6 CCM Modules		9 days	\$5,765						
<b>Core Certificate Modules (CCM1): Essentials of Risk Management - Building Foundations for ERM</b>									
• CCM1 - Managing Uncertainty & Creating Value with Enterprise Risk Management	Marc Ronez & or Er Jwee Ping	2 days	\$1,275	20 & 21			5 & 6		
<b>Core Certificate Modules (CCM2 to 6): The Key Steps of the Risk Management Process</b>									
• CCM2 - Risk Mapping for Strategic, Financial & Operational Risk Decisions Planning	Marc Ronez	2 days	\$1,375	22 & 23			7 & 8		
• CCM3 - Build Resilient Risk Systems & Use Effective Solutions to Protect your Organisation against Risk	Dr Er Jwee Ping	1 day	\$835	24			9		
• CCM4 - How to Finance Risks Effectively Through Insurance, ART and other Techniques	Paul Clarke	1 day	\$835		17			9	
• CCM5 - Preventing & Surviving Crisis: The keys to Effective Crisis Management & Business Continuity	Marc Ronez & or Er Jwee Ping	2 days	\$1,375		18 & 19			10 & 11	
• CCM6 - Developing Effective KPIs & Risk Metrics for Winning Corporations	Marc Ronez	1 day	\$1,150		20			12	
<b>Core Diploma Modules (CDM1 to 3) : Risk, Organisations and Leadership</b>									
• CDM1 - Strengthening Corporate Governance & Leveraging Compliance with Risk Management	Marc Ronez	1 day	\$835			14			7
• CDM2 - Change Management: Leading Corporate Transformation through a World of Changes with Risk Management		1 day	\$835			15			8
• CDM3 - Build Trust with Stakeholders Through Strategic Reputational Risk Communication & Management		1 day	\$950			16			9
<b>Elective Module (EM): Grp I – Statistical, Quantitative &amp; Financial Approach to Managing Risk</b>									
• EDM1 - Manager's Toolbox of Risk Measurement & Forecasting Techniques for Data Analysis	Dr Er Jwee Ping	1 day	\$835			17			10
• EDM2 - Scenario Analysis & Risk Decision-Making Through Advanced Risk Modelling & Simulation with Excel	Marc Ronez	1 day	\$835			18			11
<b>Elective Modules (EM): Grp II – Key Areas of Practice for Risk Management</b>									
• EDM3 - Winning Projects Through Effective Project Risk Management	Marc Ronez	1 day	\$950	13			12		
• EDM4 - Improve Performance & Build Strong Teams with Human Capital Risk Management		1 day	\$835	14			13		
<b>Elective Modules (EM): Grp III – Key Areas of Practice for Risk Management</b>									
• EDM5 - Best Practices for Effective Risk-Based Internal Audit	JY Le Corre	1 day	\$835	15			14		
• EDM6 - Combating Fraud Through Strong Business Ethics & Effective Risk Management	Marc Ronez	1 day	\$950	16			15		
<b>Elective Modules (EM): Grp IV – Implementing Enterprise Risk Management</b>									
• EDM7 - Implementing ERM in Your Organisation Successfully – Risk Champions Masterclass	Marc Ronez	2 days	\$1,475	27 & 28			22 & 23		
<b>Elective Modules (EM): Grp V – Key Areas of Practice for Risk Management</b>									
• EDM8 - The ABCs of Risk Management for SMEs	Marc Ronez	1 day	\$835		21			13	
• EDM9 - The Risk Management Toolbox for Successful Start Ups		1 day	\$835	17			16		

# PROFESSIONAL & MANAGEMENT (CERTIFICATION COURSES)



Applied Psychology	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC	
Professional Diploma in Behaviour Psychology (10 Modules, 2 Exams plus 1 Project)*	Dr Victor Tai		\$7,300							
<b>Individual Core Modules can be taken separately as a single course:</b>										
a. Principles of Applied Behaviour Psychology (101)	Dr Victor Tai	14 hrs	\$700	6, 8, 11, 13						
b. Methods For Changing Behaviour (201)		14 hrs	\$700	15, 18, 20, 22						
c. Principles of Applied Behaviour Counselling Psychology (301)		14 hrs	\$700	25, 27, 29 Jul & 1 Aug						
d. Applied Behaviour Psychology in Clinical Settings (401)		14 hrs	\$700		3, 5, 8, 12 (Section A Exam 22 Aug)					
e. Applied Behaviour Psychology for Managing People (501)		14 hrs	\$700		24, 26, 29, 31					
f. Applied Behaviour Psychology for Positive Human Relations (503)		14 hrs	\$700			2, 5, 7, 9				
g. Managing Conflicts with Applied Behaviour Psychology (504)		14 hrs	\$700			12, 14, 16, 19				
h. Power Negotiation with Applied Behaviour Psychology (505)		14 hrs	\$700			23, 26, 28, 30				
i. Stress Management with Applied Behaviour Psychology (506)		14 hrs	\$700				3, 5, 7, 10			
j. Applied Behaviour Psychology for Assessment of Character or Personality (508)		14 hrs	\$700				12, 14, 17, 21 (Section B Exam 31 Oct)			
k. Applied Behaviour Counselling Project (611 to 615): Elective 1		60 hrs	\$1,000	60hrs Spread Over 3 months or 2 weeks from Sep to Dec 2009						
l. Applied Behaviour Interventions Project (711 to 715): Elective 2		60 hrs	\$1,000	60hrs Spread Over 3 months or 2 weeks from Sep to Dec 2009						
m. Behaviour Based Safety I - Foundations: Observation & Intervention for a Safer Workplace		24 hrs	\$630			22 - 24 Sep (Exam: 3 Oct, 1 hr)				
n. Behaviour Based Safety II - Implementation: How to Implement BS in Your Workplace		32 hrs	\$840				20 - 23 Oct (Exam: 31 Oct, 1 hr)			
o. Behaviour Based Safety III - Incident Investigation: Conducting an Investigation into Root Causes		18 hrs	\$420				2 - 3 Nov (Exam: 7 Nov, 1 hr)			
<b>Computing and Information Technology</b>										
Professional Diploma in .Net Development (4 Modules & 1 Final Project, totalling: 100 hours)	Januar Sugeng/Lim Thou Liang		\$2,720							
<b>Individual Core Modules can be taken separately as a single course:</b>										
a. Introduction to Visual Basic .Net Programming	Januar Sugeng/ Lim Thou Liang	3 days	\$680	1 - 3	3 - 5	7 - 9				
b. Programming WINDOWS Applications with VB .Net		3 days	\$680	20 - 22	17 - 19		19 - 21			
c. SQL & ADO .Net Database Programming		3 days	\$680			28 - 30		2 - 4		
d. Web Application Development with ASP .Net & XML Web Services		3 days	\$680				5 - 7	16 - 18		
<b>Office Applications Development: Financial Modelling &amp; Data Analysis</b>										
Professional Certificate in Financial Analysis Using EXCEL	Dr Lim Thou Tin	7 Sats	\$2,500	4 Jul - 15 Aug		5 Sep - 17 Oct		31 Oct - 12 Dec		
<b>Human Resource Management &amp; Development</b>										
Professional Diploma in Employment Relations (6th Intake)	OTC Instructors	180 hrs	\$3,675	Contact Ong Teng Cheong Labour Leadership Institute at 6213 8133						
<b>Sales and Marketing</b>										
Professional Diploma in Asia Pacific Marketing (PDM)#			\$3,948.30							
<b>Individual Core Modules can be taken separately as a single course:</b>										
a. Marketing Research	MIS Instructors	35 hrs	\$706.20				16 Oct - 7 Nov			
b. Marketing Communications		35 hrs	\$706.20			4 Sep - 7 Oct				
c. Marketing Strategy		35 hrs	\$706.20	24 Jul - 26 Aug						
d. Asia-Pacific Business		35 hrs	\$914.85					26 Nov - 30 Dec		
e. Asia-Pacific Marketing Management		35 hrs	\$914.85					8 Jan - 10 Feb 2010		

Class Timing:

\* Evenings 6.30pm - 10.00pm and Saturdays 1.30pm - 5.00pm

This programme does not certify or qualify one as a Psychologist.

# Fridays: 6.00pm - 10.00pm and Saturdays 2.00pm - 6.00pm (duration of 35 hrs includes 3 hr exam)

# PROFESSIONAL & MANAGEMENT (SHORT COURSES)



Office Applications Development: Financial Modelling & Data Analysis									
	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Excel Tools	Lim Thou Liang	2 days	\$700	6 - 7	3 - 4	7 - 8	5 - 6	9 - 10	7 - 8
Excel VBA Development		3 days	\$800	8 - 10	5 - 7	9 - 11	7 - 9	11 - 13	9 - 11
Advanced Excel VBA (New)		3 days	\$900		13 - 14		12 - 13		14 - 15
Excel Functions & Formulas	Paul Toh	1 day	\$500	20	24		26	30	
Financial Modelling in Excel	Dr Lim Thou Tin	2 days	\$800		11 - 12		8 - 9		1 - 2
Risk Modelling with R & Excel (New)		2 days	\$800	29 - 30		7 - 8		4 - 5	
Exploiting Databases in Excel Using SQL*XL		2 days	\$800		3 - 4		5 - 6		3 - 4
Data Mining & Analysis Using MS-Access & Access VBA		3 days	\$900	1 - 3		9 - 11		17 - 19	
Building Performance Dashboards & Analysis with Excel		2 days	\$800	6 - 7		22 - 23		2 - 3	
Database Applications & Programming									
Access Programming	Paul Toh	5 days	\$900		3 - 7				14 - 18
Database Systems: A Practical Approach to Design, Development & Management	Abel Choy	2 days	\$700	30 - 31	20 - 21	28 - 29			
Customer Service									
Winning Through Superior Service MicroSkills	Seow Bee Leng	2 days	\$700		3 - 4				14 - 15
Developing Teamwork for Superior Service		1 day	\$350			28			7
Service Values at Work		1 day	\$350	13			5		
Coaching for Service Excellence		1 day	\$350	6		7			
EQ Way of Customer Care		1 day	\$350		17				21
Service Clues - Creative Customer Service (New)		1 day	\$350		31				9
Business Law									
	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
Contract Law	Subramaniam T	2 days	\$700	16 - 17	20 - 21	24 - 25	29 - 30	19 - 20	3 - 4
e-Commerce Law		1 day	\$400		14			13	
Company Law		1 day	\$400	31		18		12	
Human Resource Management & Development									
Moving from an Operational Manager to a Strategic Thinker	Alfred Chan	2 days	\$1,850	30 - 31		10 - 11		5 - 6	
A Short Course in Human Resource Management Practices	Tan Thian Seng	2 days	\$700	23 - 24		24 - 25		26 - 27	
A Short Course in Strategic Compensation Benefits - A Strategic HRM Approach		2 days	\$700	16 - 17		17 - 18		19 - 20	
A 5-Day MBA Workshop	Alfred Chan, Lau Tat Chuan & Spencer Chan	5 days	\$3,450		24 - 28		19 - 23		7 - 11
Heart & Art of People Management (New)	Augustine Tan	3 days	\$900	19 - 21			14 - 16		
Sharpening Your People Skills with DISC (New)		2 days	\$700			17-18		12 - 13	
Cross-Functional Communication - Strategies at Workplace	Stephen Tan	3 days	\$1,850	15 - 17		9 - 11		9 - 11	
Making the Transition to Management	Jacob Sim	2 days	\$1,550	23 - 24				5 - 6	
Management Skills for New Managers		3 days	\$1,850			23 - 25			

# PROFESSIONAL & MANAGEMENT (SHORT COURSES)



Human Resource Management & Development	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
Performance Management System - Using the Balanced Scorecard Approach	Abel Choy	2 days	\$800	27 - 28	17 - 18		26 - 27		
Empowering Minds for Innovation and Organisational Success		2 days	\$800		24 - 25				
"The Empowered Supervisor" – Supervisory Development Programme	Michael Lum	2 days	\$700	23 - 24		22 - 23			
Raising Your Emotional Intelligence in Your Workplace		2 days	\$700		27 - 28		8 - 9		
Peak Performance for Executives Using Neuro-Linguistics Programming (NLP)		2 days	\$700		20 - 21		22 - 23		
Personality Profiling and Its Applications	Ong Tun Cheng	2 days	\$700	30 - 31			22 - 23		
Networking Professionally	Sandra Sandhu	2 days	\$700	30 - 31	27 - 28		15 - 16	12 - 13	
IV-Sigma	Rick Clements, Boyd Fuller, Ravindram, Roy Varghese	5 days	\$1,000					16 - 20	
<b>Innovation Process</b>									
Understanding Innovation to Assess Its Potential & Making It a Success	Lim Liat	1 day	\$450	2	5	3	1	5	
Methods to Unleash Your Innovative Power		1 day	\$450	7	6	4	2	6	
Knowing the Trends & Seeing Future Intentions		1 day	\$450		13	17	15	9	
Crossing the Chasm, Ride the Tornado, Trace the Life Cycle for Sustained Success		1 day	\$450		14	18	16	10	
Creating Your Differentiated Market Place Without Competition		1 day	\$450				22	19	
Develop the Innovation Process & Innovative Culture		1 day	\$450				23	20	
Successful Execution with Strategy Map Driven Balanced Scorecard		1 day	\$450					24	
<b>Sales and Marketing</b>									
Professional Selling Skills	Dr Bob Foo	2 days	\$650	20 - 21	31 Aug - 1 Sep	26 - 27	23 - 24		
System Selling & Key Account Management		2 days	\$700		24 - 25		9 - 10		
Negotiation Dynamics		2 days	\$750	27 - 28		28 - 29		2 - 3	7 - 8
Using Storytelling Techniques in Advertising (New)	Felix Cheong	12 hrs	\$700	22 Jul - 26 Aug (Wed, 7pm - 9pm)				11 Nov - 16 Dec (Wed, 7pm - 9pm)	
Fundamentals of Sales Management	Harris Jay Vertlieb	3 days	\$1,850	29 - 31		28-30			
<b>Security and Management</b>									
IT Security, Control & Audit	Lian Eng Huat	2 days	\$750	30 - 31		24 - 25	3 & 10	7 & 14	
IT Business Continuity Planning & Disaster Recovery		1 Sat	\$450		1 or 29	26		28	
Security Profiling (New)	Joe Hani/ Joshua Kwai/ Rauzi Bin Burherm	2 days	\$700					5 - 6	
Workplace Security Management (New)		2 days	\$700			3 - 4			3 - 4
Facility Security Management (New)		3 days	\$1,350				7 - 9		
<b>Operations Management</b>									
Technical Project Management	Bob Mittelsdorf	3 days	\$1,850			23 - 25			
Senior Project Management		3 days	\$1,850	15 - 17			7 - 9		
Best Practices for Multi-Project Management		3 days	\$1,850			26 - 28		4 - 6	
Mastering the Art of Globalisation	Alvin Ho	3 days	\$900		26 - 28		28 - 30		
Managing Your Supply Chain The Six Sigma Way		2 days	\$700			24 - 25		19 - 20	

## PROFESSIONAL & MANAGEMENT (SHORT COURSES)



Web Development & Programming	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
FrontPage Web Development	Paul Toh	2 days	\$500	2 - 3		3 - 4	8 - 9	19 - 20	3 - 4
<b>Finance Management</b>									
Fundamentals of Finance & Accounting for Non-Financial Managers	Alfred Chan	3 days	\$1,850	8 - 10		23 - 25		18 - 20	
Finance for Non-Financial Managers		2 days	\$1,550		24 - 25		19 - 20		7 - 8
Financial Analysis & Valuation (New)		3 days	\$1,850		12 - 14		28 - 30		2 - 4
Working Capital Management for All (New)	TG Koh	2 days	\$1,000	16 - 17	20 - 21	17 - 18	8 - 9	12 - 13	
Pricing Decisions & Profitability Analysis for All (New)		2 days	\$1,000	23 - 24	27 - 28		15 - 16		
The Budgeting Process and Responsibility Accounting for Non-Finance Professionals (New)		2 days	\$1,000		6 - 7		29 - 30	19 - 20	
Finance Management	Adel Seah	1 day	\$500	24			9 / 22		

## ENTERPRISE LEADERSHIP (SHORT COURSES)

Leadership & Influence	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
The Art of Leadership & Management	John Spears & Mike MacDannell	Available For Corporate Customisation							
PassionWorks! Leadership Workshop (New)	Germaine Teo	2 days	\$1,100		19 - 20		21 - 22	17 - 18	
Preparing for Leadership: What It Takes to Take the Lead	Stephen Tan	1 day	\$1,550		20 - 21		8 - 9		10 - 11
Change Management: Leading Corporate Transformation through a World of Changes with Risk Management	Marc Ronez	2 days	\$835			15			8
Understanding Your Leadership Style in Decision Making	Ong Tun Cheng	2 days	\$950		20 - 21			5 - 6	
Leadership Dynamics - A Social & Behavioural Approach	Lim How	2 days	\$1,050			17 - 18			
Essential Emotional Intelligence for Leaders		2 days	\$1,050				22 - 23		
<b>Strategic Management &amp; Planning</b>									
Strategic Planning: An Issues-Based Approach	Alfred Chan	3 days	\$1,850	22 - 24		16 - 18		11 - 13	
Strengthening Corporate Governance & Leveraging Compliance with Risk Management	Marc Ronez	1 day	\$835			14			7
Behavioural Decision Making	Lim How	2 days	\$1,050		3 - 4		1 - 2		
Critical-cum-Strategic Thinking (New)		2 days	\$1,050	13 - 14	20 - 21			5 - 6	
<b>Crisis Management For Leaders</b>									
Making Crisis Management Business-as-Usual	Dr Constance Chay	2 days	\$950	22 - 23				25 - 26	
Crisis Audit		Available For Corporate Customisation							
Build Trust with Stakeholders Through Strategic Reputational Risk Communication & Management	Marc Ronez	1 day	\$950			16			9

# ENTREPRENEURSHIP DEVELOPMENT (SHORT COURSES)



Entrepreneurship Development	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC
Creativity Ahoy!	Shalu Wasu	1 day	\$380	13		15		17	
Blogging and Internet Marketing for Entrepreneurs		1 day	\$320		13		12		7
Entrepreneurship through the Route of Franchising	Albert Kong	1 day	\$450	13					
Internationalisation of a Franchise	Alvin Chee	1 day	\$450		18				
Your Business: Discovering and Communicating Your Company's "Unique Value Proposition"	Kristav Childress	1 day	\$480	15					
Where are we? Where should we go? Doing Essential Market Research		1 day	\$480				8		3
"Cheap but Good" Marketing for Your Products, Services (and Company)		2 days	\$960	29 - 30					11 - 12
Blueprint for Breakthrough Entrepreneurial and Corporate Performance	Lim Liat	1 day	\$450	3				12	
The Innovation Route Map to Success		2 days	\$900		19 - 20		28 - 29		
Mergers and Acquisitions	Chris Gawan-Taylor	3 days	\$1,850		19 - 21		14 - 16		
New Venture Creation Workshop/Technology Ventures	Prof Wong Poh Kam	3 days	\$1,250			23 - 25			
Entrepreneurial Marketing	Prof Lau Geok Theng	3 days	\$1,200			22 - 24		17 - 19	
Corporate Entrepreneurship		Available for Corporate Customisation							
Creating & Marketing Innovation: From Concept to Commercialisation	Chow Yen-Lu	1 day	\$450	9		24			
New Venture Creation: From Idea to Investment		2 days	\$1,050		19 - 20		21 - 22	18 - 19	
Entrepreneurship: The Quest for the Next Big Thing		1 day	\$480	23		10			
Mentoring paradigms for Youth Entrepreneurship	Eunice Ang	1 day	\$400			4			
Risk Management Toolbox for Successful Entrepreneurs	Marc Ronez	1 day	\$835	17			16		
Effective Customer Relationship Management (CRM) for Start-ups and SMEs	Januar Sugeng/ Lim Thou Liang	2 days	\$500		31 Aug - 1 Sep		26 - 27		
Effective Enterprise Resource Planning (ERP) for SMEs		3 days	\$680			2 - 4	28 - 30		
Regulatory Strategies, Certification & Quality Management (New)	Neo Kok Beng	2 days	\$1,200	16 - 17					3 - 4
Finance for Engineers & Scientists (New)		2 days	\$950	23 - 24			1 - 2		
Writing Great Business Plan (New)		2 days	\$950			17 - 18			10 - 11
Technology Commercialisation for Entrepreneurs & Businesses: Opportunities, Market & Business Model (New)		2 days	\$1,070	30 - 31					
Technology Commercialisation for Entrepreneurs & Businesses: Licensing, Valuation & Term Sheets (New)		2 days	\$1,070		27 - 28				
Technology Negotiation for Entrepreneurs & Businesses (New)		2 days	\$1,070				8 - 9		
<b>Technology Commercialisation Development Program</b>									
Technology Management- Technology Assessment and Patent Protection	TBA	2 days	\$1,500		3 - 4				
Technology Management- Licensing and Negotiation of Technologies	TBA	2 days	\$1,500		5 - 6				
Technology Management- Marketing and Commercialisation	TBA	2 days	\$1,500		7 - 8				
Hi-Tech Company Formation	TBA	2 days	\$1,500					16 - 17	

# PERSONAL ENRICHMENT (CERTIFICATION COURSES)



## LANGUAGES (FULL-TIME)

English	Duration	Fees	Jul-09	Sep-09	Jan-10	Mar-10	Class Time	Registration
Elementary	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun	Mon - Fri: 8.45am - 1.15pm OR 1.30pm - 6.00pm (Depending on level)	Registration Fee: \$150 (Foreigners), \$50 (Singapore Citizen / PR)  *Excludes \$100 course materials fee
Pre-Intermediate	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun		
Intermediate I	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun		
Intermediate II	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun		
Academic English I	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun		
Academic English II	11 weeks	*\$3,400	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	29 Mar - 11 Jun		
Mandarin								
Elementary 1 (101)	11 weeks	*\$3,500	*6 Jul - 18 Sep	*28 Sep - 11 Dec	*4 Jan - 20 Mar	*29 Mar - 11 Jun	Mon - Fri: 9.00am - 1.00pm	Registration Fee: \$150 (Foreigners), \$50 (Singapore Citizen / PR)  *Excludes \$100 course materials fee
Elementary 2 (102)	11 weeks	*\$3,500	*6 Jul - 18 Sep	*28 Sep - 11 Dec	*4 Jan - 20 Mar	*29 Mar - 11 Jun		
Intermediate 1 (201)	11 weeks	*\$3,500	*6 Jul - 18 Sep	*28 Sep - 11 Dec	*4 Jan - 20 Mar	*29 Mar - 11 Jun		
Intermediate 2 (202)	11 weeks	*\$3,500	6 Jul - 18 Sep	*28 Sep - 11 Dec	*4 Jan - 20 Mar	*29 Mar - 11 Jun		
Advanced 1 (301)	11 weeks	*\$3,500	6 Jul - 18 Sep	28 Sep - 11 Dec	*4 Jan - 20 Mar	*29 Mar - 11 Jun		
Advanced 2 (302)	11 weeks	*\$3,500	6 Jul - 18 Sep	28 Sep - 11 Dec	4 Jan - 20 Mar	*29 Mar - 11 Jun		

## PERSONAL ENRICHMENT (SHORT COURSES) LANGUAGES (PART-TIME)

English	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC	Class Time
Learning Grammar By "Chasing Daylight"	Brenda Lee	25 hrs	\$450	13 Jul - 17 Aug Mon & Thu						Weekdays: 7.00pm - 9.30pm
Phonetics For Better Pronunciation	John Seen	30 hrs	\$480	1 Jul - 1 Aug Wed & Sat		1 Sep - 2 Oct Tue & Fri	7 Oct - 7 Nov Wed & Sat	3 Nov - 8 Dec Tue & Fri	7 - 18 Dec 9am-12 noon Mon-Fri	Weekdays: 7.00pm - 10.00pm, Saturdays: 9.00am - 12.00nn
Fluency for Better Speech		15 hrs	\$300		12 - 26 Aug Wed & Sat	14, 16, 18, 22, 24 Sep 9am-12 noon	13 - 27 Oct Tue & Fri			
Basic Feature Writing	Felix Cheong	16 hrs	\$400	4 Jul - 22 Aug Sat		5 Sep - 24 Oct Sat		7 Nov - 26 Dec Sat		Saturdays: 2.00pm - 4.00pm
Developing Effective Communicative Skills in Occupational English (New)	Dr Sng Bee Bee	30 hrs	\$480		11 Aug - 18 Sep Tue & Fri		7 Oct - 14 Nov Wed & Sat			Weekdays: 7.00pm - 9.30pm, Saturdays: 10.00am - 12.30pm
Mandarin										
Mandarin Level I	To Be Assigned	40 hrs	\$650	6 Jul - 31 Aug Mon & Thu	4 Aug - 25 Sep Tue & Fri	2 Sep - 24 Oct Wed & Sat	5 Oct - 30 Nov Mon & Thu	3 Nov - 5 Jan Tue & Fri	2 Dec - 23 Jan Wed & Sat	Weekdays: 7.00pm - 9.30pm Saturdays: 2.30pm - 5.00pm
Mandarin Level II		40 hrs	\$650	3 Jul - 25 Aug Tue & Fri		7 Sep - 2 Nov Mon & Thu		4 Nov - 30 Dec Wed & Sat		
Mandarin Level III		40 hrs	\$650	29 Jul - 19 Sep Wed & Sat		1 Sep - 23 Oct Tue & Fri		2 Nov - 28 Dec Mon & Thu		
Mandarin Level IV		40 hrs	\$650				30 Oct - 29 Dec Tue & Fri			
Mandarin Level V		40 hrs	\$650	7 Jul - 28 Aug Tue & Fri	5 Aug - 26 Sep Wed & Sat					
Mandarin Level VI		40 hrs	\$650			1 Sep - 23 Oct Tue & Fri	7 Oct - 28 Nov Wed & Sat			
Mandarin Intermediate I		80 hrs	\$1,300					24 Nov - 23 Mar Tue & Fri		
Mandarin Intermediate II		80 hrs	\$1,300		17 Aug - 3 Dec Mon & Thu					

# PERSONAL ENRICHMENT (SHORT COURSES)



## LANGUAGES (PART-TIME)

Mandarin	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC	Class Time	
Mandarin Advanced I	To Be Assigned	80 hrs	\$1,300				7 Oct - 30 Jan Wed & Sat			Weekdays: 7.00pm - 9.30pm Saturdays: 2.30pm - 5.00pm	
Mandarin Advanced II		80 hrs	\$1,300	6 Jul - 29 Oct Mon & Thu							
Applied Chinese Language and Translation		40 hrs	\$650	1 Jul - 22 Aug Wed & Sat		8 Sep - 30 Oct Tue & Fri					
Business Chinese for Banking and Finance		40 hrs	\$650		4 Aug - 24 Sep Tue & Thu		6 Oct - 26 Nov Tue & Thu				
<b>Japanese</b>											
Japanese Level I	To Be Assigned	40 hrs	\$650	1 Jul - 22 Aug Wed & Sat		1 Sep - 23 Oct Tue & Fri		2 Nov - 28 Dec Mon & Thu		Weekdays: 7.00pm - 9.30pm, Saturdays: 2.30pm - 5.00pm	
Japanese Level II		40 hrs	\$650		26 Aug - 17 Oct Wed & Sat		27 Oct - 22 Dec Tue & Fri				
Japanese Level III		40 hrs	\$650	On Demand							
Business Japanese		40 hrs	\$650	On Demand							
<b>Spanish</b>											
Spanish Level I	To Be Assigned	40 hrs	\$650	1 Jul - 22 Aug Wed & Sat		1 Sep - 23 Oct Tue & Fri		2 Nov - 28 Dec Mon & Thu		Weekdays: 7.00pm - 9.30pm, Saturdays: 2.30pm - 5.00pm	
Spanish Level II		40 hrs	\$650		26 Aug - 17 Oct Wed & Sat		27 Oct - 22 Dec Tue & Fri				
Spanish Level III		40 hrs	\$650	On Demand							
Preparation Workshop for Spanish Diploma		40 hrs	\$650	On Demand							
<b>Malay</b>											
Elementary Malay	To Be Assigned	40 hrs	\$650		4 Aug - 25 Sep Tue & Fri		7 Oct - 28 Nov Wed & Sat			Weekdays: 7.00pm - 9.30pm, Saturdays: 2.30pm - 5.00pm	
Intermediate Malay		40 hrs	\$650	On Demand							
<b>Indonesian</b>											
Indonesian Language I	To Be Assigned	40 hrs	\$650		4 Aug - 25 Sep Tue & Fri		7 Oct - 28 Nov Wed & Sat			Weekdays: 7.00pm - 9.30pm, Saturdays: 2.30pm - 5.00pm	
Indonesian Language II		40 hrs	\$650	On Demand							
<b>Myanmar</b>											
Basic Conversational Myanmar	To Be Assigned	40 hrs	\$650		4 Aug - 25 Sep Tue & Fri		7 Oct - 28 Nov Wed & Sat			Weekdays: 7.00pm - 9.30pm, Saturdays: 2.00pm - 4.30pm	
Intermediate Conversational Myanmar		40 hrs	\$650	On Demand							
<b>Arabic</b>											
Arabic Level 1 (New)	To Be Assigned	40 hrs	\$650		4 Aug - 25 Sep Tue & Fri		8 Oct - 28 Nov Thu & Sat			Weekdays: 7.00pm - 9.30pm, Saturdays: 2.00pm - 4.30pm	
Arabic Level 2 (New)		40 hrs	\$650	On Demand							
<b>Vietnamese</b>											
Vietnamese Level I	To Be Assigned	30 hrs	\$450	11 Jul - 12 Sep Sat			3 Oct - 5 Dec Sat			Saturdays: 2.00pm - 5.00pm	
Vietnamese Level II		30 hrs	\$450	On Demand							

# PERSONAL ENRICHMENT (SHORT COURSES)



## LANGUAGES (PART-TIME)

Thai	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC	Class Time	
Thai Level I	To Be Assigned	30 hrs	\$450	14 Jul - 22 Sep Tue		3 Sep - 19 Nov Thu	3 Oct - 19 Dec Sat		7 Dec - 22 Feb Mon	Weekdays: 7.00pm - 9.30pm, Saturdays: 10.30am - 1.00pm	
Thai Level II		30 hrs	\$450			29 Sep - 15 Dec Tue	26 Nov - 11 Feb Thu				
Thai Level III		30 hrs	\$450			On Demand					
<b>Korean</b>											
Navigating Korean I (Basic)	To Be Assigned	25hrs	\$400^^	13 Jul - 28 Sep Mon	6 Aug - 8 Oct Thu	2 Sep - 4 Nov Wed	20 Oct - 22 Dec Tue	13 Nov - 29 Jan Fri	7 Dec - 8 Feb	Weekdays: 7.00pm - 9.30pm, Saturdays: 10.30am - 1.00pm  *Returning students with textbook from previous level  ^^Excluding textbook fee of \$50	
Navigating Korean II (Basic)		25hrs	\$400*	4 Jul - 5 Sep Sat	19 Aug - 21 Oct Wed		19 Oct - 28 Dec Mon	25 Nov - 27 Jan Wed			
Navigating Korean III (Basic)		25 hrs	\$400*		28 Jul - 29 Sep Tue	28 Aug -30 Oct Fri		29 Oct - 7 Jan Thu			
Navigating Korean IV (Basic)		25 hrs	\$400^^			20 Aug - 22 Oct Thu	26 Sep - 28 Nov Sat	20 Oct - 22 Dec Tue	20 Nov - 12 Feb Fri		
Conversational Korean IV (Basic)		25 hrs	\$420 / \$400*		29 Jul - 30 Sep Wed				12 Nov - 21 Jan Thu		19 Dec - 27 Feb Sat
Conversational Korean V (Basic)		25 hrs	\$420 / \$400*		18 Jul - 19 Sep Sat		3 Sep - 5 Nov Thu	21 Oct - 23 Dec Wed			
Conversational Korean VI (Basic)		25 hrs	\$420 / \$400*			11 Aug - 13 Oct Tue		10 Oct - 12 Dec Sat	26 Nov - 28 Jan Thu		
Exploring Korean Level I (Intermediate)		40 hrs	\$650		16 Jul - 29 Oct Thu				3 Nov - 16 Feb Tue		
Exploring Korean Level II (Intermediate)		40 hrs	\$650/ \$630*			28 Aug - 18 Dec Fri			19 Nov - 11 Mar Thu		
Exploring Korean Level III (Intermediate)		40 hrs	\$650					3 Oct - 16 Jan Sat			
Exploring Korean Level IV (Intermediate)	40 hrs	\$650/ \$630*			17 Aug - 14 Dec Mon		6 Oct - 19 Jan Tue				
KLPT (Korean Language Proficiency Test) Preparation Workshop	24 hrs	\$400*			15 Aug - 3 Oct Sat					Saturdays: 2.00pm - 5.00pm (TEST DATE: 25 OCT 09) * Excluding course materials and examination fee	
<b>Skills Enrichment</b>											
Wake Up Your Ideas! - How to Think Creatively@Work	Michael Lum	2 days	\$650		6 - 7			5 - 6		Weekdays: 9.15am - 5.15pm	
Produce Better Results - Refine Your Logical Thinking Skills	Jeffrey Tan	2 days	\$650	16 - 17						Weekdays: 9.00am - 5.00pm	

# PERSONAL ENRICHMENT (SHORT COURSES)



## LANGUAGES (PART-TIME)

Skills Enrichment	Facilitator	Duration	Fees	JUL	AUG	SEP	OCT	NOV	DEC	Class Time
Get to the Point - How to Prepare and Deliver Effective Business and Technical Presentation	Eric Feng	2 days	\$650				5 - 6		3 - 4	Weekdays: 9.00am - 5.00pm
Being a Powerful Communicator: Mastering Your Mind, Listening & Presenting	Leonardo Talpo	3 days	\$900		12 - 14			4 - 6		
Creative and Visual Thinking Methods for Breakthrough Ideas	Lim Liat	2 days	\$700	22 - 23			8 - 9			
Speedreading - A Smarter Way to Comprehend More In Less Time	Raymond Lim	2 halfdays	\$480			18 - 19	14 - 15		10 - 11	Weekdays: 9.00am - 1.00pm
Presenting Is My Love; PowerPoint Is My Slave (New)	Shalu Wasu	2 days	\$650	16 - 17			10 - 11	19 - 20		Weekdays: 9.00am - 5.00pm
Communicate Effectively to Get What You Want! (New)	Germaine Teo	2 days	\$700				3 - 4	5 - 6		Weekdays: 9.00am - 5.00pm
<b>Self Development</b>										
I'm Okay; You're Okay - Becoming More Assertive in the Workplace	Michael Lum	2 days	\$650				10 - 11		12 - 13	Weekdays: 9.15am - 5.15pm
Saw Dust or Gold Nuggets? - Managing Information Explosion@Workplace		2 days	\$650				17 - 18		19 - 20	
Managing Your 'Self', Managing Others - Bringing Out the Best in "YOU"	Elisabetta Franzoso	2 days	\$650		20 - 21		15 - 16		10 - 11	Weekdays: 9.00am - 5.00pm
People Magnet- Mastering Skills For Connecting With Others & Dealing With Conflict	Leonardo Talpo	2 days	\$650	22 - 23		24 - 25		23 - 24		
Charm Your Audience - How to turn business networking contacts Into long term relationship	Eric Feng	1 day	\$350		20			2		
Unlock Your Natural Charisma - Learn how to become absolutely attractive to people		1 day	\$350	13			5			
What is your Career Story? Navigating your Mid-Career Crisis	Adrian Choo	2 halfdays	\$360			4 & 11		7 & 14	4 & 11	Weekdays: 10.00am - 12.00pm
<b>Culture &amp; The Arts</b>										
Singapore's Ancient History and Archaeology	Dr John Miksic	8 hrs	\$300		19 Aug - 9 Sep Wed					Weekdays: 7.00pm - 9.00pm
Author! Author! Basic Fiction Writing (New)	Felix Cheong	16 hrs	\$400	24 Jul - 11 Sep Fri			9 Oct - 4 Dec Fri			
Arts Criticism and Evaluation: Foundations and Principles	Dr Robert Liew	8 hrs	\$300			5 - 26 Sep Sat		7 - 28 Nov Sat		Saturdays: 2.00pm - 4.00pm
Appreciating Western Art (Part 1)	Dr Sian Jay	10 hrs	\$300	4 Jul - 1 Aug Sat			3 - 31 Oct Sat			
Appreciating Western Art (Part 2)		10 hrs	\$300		15 Aug - 12 Sep Sat			14 Nov - 12 Dec Sat		
Fashion Design & Pattern Drafting	Cindy Hales	15 hrs	\$480		1 - 29 Aug Sat		3 - 31 Oct Sat			Saturdays: 2.00pm - 5.00pm
<b>Health &amp; Wellness ^^</b>										
TCM - Nutrition	Singapore Institute of Chinese Medicine	21 hrs	\$420	4 July - 29 Aug Sat				14 Nov - 26 Dec Sat		Saturdays: 2.00pm - 5.00pm
TCM - Health		21 hrs	\$420			5 Sep - 24 Oct Sat				

^^ 20% discount for senior citizens who are 60 years and above (Health & Wellness)



## continuing education

NUS Extension, a business unit of NUS Enterprise, has provided quality learning opportunities since 1966 to our alumni and the community at large in professional and management, enterprise leadership, entrepreneurship development and personal enrichment. Our NUS heritage ensures that we have access to the best of all worlds: finest instructors, well-researched and time-tested training methods, as well as innovative learning resources. Leveraging on our University's pool of academia and network of leading industry practitioners to impart up-to-date knowledge and skills, we are dedicated to helping you meet the ever-changing trends of the knowledge economy and work climate.

## customised training programmes

In addition to courses for open enrolment, NUS Extension offers training programmes that are specially tailored to meet the unique needs of each individual organisation. Over the years, we have delivered customised courses to corporate clients beyond the shores of Singapore in regional countries such as Brunei, Indonesia, China, India, Korea and Japan. For more information, call or email us now!

## study abroad

NUS Extension provides opportunities for foreign students and delegates to undertake an exciting academic adventure in Singapore. Our study abroad programmes will not only stimulate your mind, but also offer you the chance to know another culture first-hand and make friends from around the globe.

### 1. **Thematic Summer Camps:**

Our thematic summer camps are designed for high school/junior college students to discover the intricacy of Science and Mathematics through fun-filled activities in a stimulating learning environment.

### 2. **Asian Perspective: Learn Mandarin and Uncover Southeast Asia in Six Weeks:**

Embark on a six-week journey to learn a foreign language and explore Southeast Asian history, culture and business environment in one of the region's leading nation-cities – Singapore. This is an ideal programme for undergraduates.

### 3. **Study Tours:**

Widen your horizon through our specially tailored management development programmes. Seize the opportunities to gain first-hand experience through interactions with officials from government agencies and commercial enterprises. This programme is suitable for graduate students and working professionals. Call or email us for more information.

### notes:

- Please note that all details are correct at the time of printing. For the latest updates on dates, fees and course outline, please refer to our website.
- All courses will be conducted at Park Mall (Level 12) unless otherwise stated.
- Closing date for registration is 5 working days prior to the scheduled commencement date.
- Registration is only complete upon full payment of course fees before the closing date of the course.
- NUS Extension reserves the right to postpone/cancel any courses or change instructors due to unforeseen circumstances.

### privileges:

- 20% off published fees for staff and matriculated students of NUS.
- 10% off the published fees for alumni members (Not applicable to company sponsored applicants).
- Our course fees are inclusive of GST (At prevailing GST rate).
- Please refer to our website for more details on administration and policies on refund, transfer and withdrawal.

### NUS Extension

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