

# Skillsfuture

## For Digital Workplace 2.0 with CoPilot



COURSE DURATION

15 Hrs



COURSE REFERENCE NO.

TGS-2023037496



MODE OF TRAINING

Classroom



FUNDING VALIDITY

Till 30 June 2025

This comprehensive programme is tailored to equip you with advanced digital skills that go beyond the basics, delving into key areas such as automation, data analytics, cybersecurity risks and the practical application of tools such as ChatGPT, CoPilot, 3D printing and more.

### Course Objectives

By the end of this course, learners will be able to:

- State the jobs and digital skills required in the current and future digital economy
- Describe the work requirements in a technology-rich environment and know the associated cybersecurity risks
- Identify various digital applications and tools in work applications, including widely applicable national and sectoral platforms
- Explore essential features of CoPilot
- Create an Image with CoPilot and edit images with Designer
- Understand the structure of effective prompting
- Suggest how data and information can be used
- Perform functional outcomes such as the use of digital tools and software to access various learning paths and content
- Develop a post-course action plan to continue learning (i.e., to identify courses that would allow participants to further deepen their skills in the four key areas).

FULL FEE

**\$500**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$63.50**

SME OR Singaporean age  
40 and above (incl. GST)

**\$163.50**

Non-SME OR Singaporean  
age 21 to 39 OR Singapore  
PR  
(incl. GST)

NETT FEE AFTER FUNDING

SkillsFuture Credit  
UTAP



Visit on  
Website

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## For Digital Workplace 2.0 with CoPilot

### Target Audience

- Working adults and individuals looking to upgrade your digital skills
- Businesses wanting to leverage digital technologies effectively

### Training Methodology

- Interactive lecture
- Group discussion
- Hands-on activity
- Tech-enabled learning through chatbots and online quiz

### Course Content

#### Learning Unit 1: Data Analytics

- Introduction
- Importance of Data Analytics in the current and future digital economy
- Ensuring data is stored anonymously
- Digital Skills and Jobs Awareness in the current and future digital economy

#### Learning Unit 2: Automation

- Introduction to Automation
- Programmable Automation
- Artificial Intelligence
- Generative Artificial Intelligence such as ChatGPT & CoPilot
- Conversational Automation
- Future trends for automation in the workplace

#### Learning Unit 3: Cybersecurity Risk

- Introduction to Cybersecurity Risk
- Areas of cybersecurity risk and its implication and effect to the individual and organisation
- How to mitigate cybersecurity risks? (Physical, software, policy and regulatory)

#### Learning Unit 4: In Demand Digital Tools

- Introduction to Industry 4.0
- Nationally launched applications
- Additive Manufacturing and its application across industry
- Autonomous Robots and its impact across sectors
- Introduction to Digital Banks
- Explore upcoming digital technology and impact on how we work, live and interact

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