SkillsFuture for Digital Workplace 2.0 (Generic module)

Description

This course is suitable for learners who are new to the latest developments in technology for Industry 4.0. This course will introduce current technological tools and their applications in the workplace and home.

In addition, we will uncover emerging technologies that will impact how we work and interact, such as 3D printing, Generative AI, and digital apps.

Learners will understand and be able to apply analytics to gain business insights, use automation to enhance productivity, and understand security risks associated with using emerging technologies and how to mitigate those risks.

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.

- 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).

- Acquire Basic Concepts of Generative AI, its risk and the know-how of prompts

Course Duration
15 Hours

Course Reference No.
TGS-2023037503

Mode of Training
Classroom

Funding Validity
Till 31 Dec 2027

Full Fee $530
(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	90%	$67.31
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	70%	$173.31

Subsidies available: SFC, SFEC, UTAP

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Course Content

Learning Unit 1: Data Analytics
- Introduction to SFDW
- Digital Skills and Jobs Awareness in the current and future digital economy
- Importance of Data Analytics in the current and future digital economy
- Use data analytics and visualisation tools such as Excel PivotTable and Power BI to analyse business data

Learning Unit 2: Automation
- Introduction to Automation
- Programmable Automation (3D printing and additive manufacturing tools for fabrication of parts and customised items)
- Conversational Automation, such as Google Assistant, Chatbots in government and corporate websites
- Using Power Automate to improve work process productivity
- 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 organization
- How to mitigate cybersecurity risks? (physical, software, policy and regulatory)'

Learning Unit 4: In-demand Digital Tools
- Introduction to Industry 4.0
- Artificial Intelligence
- Generative Artificial Intelligence such as Gemini and Copilot in areas such as generating response to customer queries or complaints, create course outlines, etc.
- Basic concepts of Generative AI and its risks
- How to design prompt
- Nationally launched application
- Autonomous Robots and Internet of Things and their impact across sectors
- Explore upcoming digital technology and impact on how we work, live and interact
- Develop a learning plan to take ownership of own skills upgrading

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