



Course Catalogue

AI & Digital Skills

AI for Everyone

10 WSQ-certified courses designed to help individuals and organisations harness the power of Artificial Intelligence, data, and digital tools - from absolute beginners to advancing professionals.



WSQ-Certified

Government Subsidies Available



4.9 / 5.0



Get in touch!

+65 6668 7222



80 Bendemeer Road #01-08, Singapore 339949



courses@infotech.edu.sg



infotech.edu.sg

ABOUT US



Info-Tech Academy is the training arm of Info-Tech Systems Ltd., a trusted HRMS and Accounting Software provider with over 18 years of experience, and 1M+ active HRMS users. Built on our expertise in digital transformation, we equip individuals with WSQ-accredited, hands-on courses in HR, Accounting, AI & Digital tools, and soft skills. Our goal is to support career growth and lifelong learning by delivering practical, industry-relevant training aligned with Singapore's upskilling agenda.



Learners Love Us

23,000+

Learners Enrolled

18+ Years

Presence

1,800+

Corporate Clients

WHY LEARN WITH US?

SUITABLE FOR

ALL SKILL LEVELS

Individuals new to the field will gain a head-start to their career, whereas professionals can upgrade their productivity through valuable software skills.

COURSES CRAFTED FROM

18+ YEARS OF EXPERIENCE

With over 18 years of experience in helping businesses digitalise, we understand the need for digital proficiency. Our courses are designed to equip you with vital digital skills and knowledge to enhance your career.

HANDS-ON TRAINING BY

CERTIFIED EXPERTS

Experienced ACTA and ACLP-certified trainers will guide you through practical sessions based on real-world challenges, ensuring that you're able to effectively apply the skills and knowledge you've acquired.

BE A PART OF OUR COMMUNITY

Learning doesn't stop in the classroom. Connect with fellow lifelong learners, stay updated on AI trends, and join free events for our community.



Scan this QR code to stay updated!

AI & Digital Courses

All 10 courses are WSQ-accredited, classroom-based, and eligible for SkillsFuture subsidies of up to 70%. Assessment via written test, case study, or practical performance.

AI / GENERATIVE AI COURSES

- 1 AI for Beginners**
TGS-2025055108 · Classroom · 8 hrs **1 Day**
- 2 Understand Generative AI using ChatGPT**
TGS-2025055557 · Classroom · 8 hrs **1 Day**
- 3 Effective Use of Generative AI Tools (ChatGPT, Gemini, Copilot) for Productivity Improvement**
TGS-2024048217 · Classroom · 16 hrs **2 Days**
- 4 Transform HR Management with Generative AI**
TGS-2025055006 · Classroom · 16 hrs **2 Days**
- 5 Generative AI for Efficient Business Management**
TGS-2025055558 · Classroom · 8 hrs **1 Day**
- 6 Unlocking Generative AI with Smart Prompting** **NEW**
TGS-2026062311 · Classroom · 16 hrs **2 Days**

DIGITAL TOOLS & DATA COURSES

- 7 Essential Office Skills with Digital Tools**
TGS-2024042318 · Classroom · 8 hrs **1 Day**
- 8 Fundamentals of Power BI for Data Analysis** **NEW**
TGS-2026062310 · Classroom · 8 hrs **1 Day**
- 9 Microsoft Power BI for Data Analytics: Dashboards, Reports & Insights** **NEW**
TGS-2026062429 · Classroom · 16 hrs **2 Days**
- 10 Empowering Work and Life with Smartphone** **NEW**
TGS-2026062300 · Classroom · 8 hrs **1 Day**

Pre-requisites (All Courses)

- Minimum 1 year of work experience in any sector
- WPL Level 5 (Average of Reading, Listening, Speaking & Writing Scores)
- Proficient in using computers and smartphones

MODE OF TRAINING

Classroom / Online

SCHEDULE

9:00 AM - 6:00 PM



+



Earn recognised certifications upon course completion.

AI / GENERATIVE AI COURSES

AI for Beginners



Level: Beginner

New to AI? This beginner-friendly course introduces the basics of Artificial Intelligence and shows you how to use today's most popular AI tools for everyday tasks, work, and personal productivity.



Understand Generative AI using ChatGPT

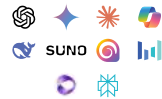


Level: Beginner

Get started with Generative AI and learn how to use ChatGPT confidently to make everyday work more efficient. Discover practical applications for writing, research, marketing, and operations—no technical background required.



Effective Use of Generative AI Tools (ChatGPT, Google Gemini, Microsoft Copilot) for Productivity Improvement



Level: Beginner-Intermediate

Learn how to use popular AI tools like ChatGPT, Google Gemini, Microsoft Copilot and DeepSeek to work smarter and boost productivity. Discover practical ways to create content, analyse data, automate everyday tasks, and write effective prompts for better AI results.



Generative AI for Efficient Business Management



Level: Intermediate

Unlock the potential of Generative AI to transform the way your business operates. Learn how to identify AI opportunities, optimise workflows, and develop practical implementation strategies for your organisation.



Unlocking Generative AI with Smart Prompting



Level: Intermediate

Take your AI skills to the next level by learning how to write smarter prompts that generate more accurate, relevant, and useful AI responses. Through practical exercises and real-world examples, you'll learn to communicate with AI tools more effectively for work and everyday productivity.



Transform HR Management with Generative AI



Level: Intermediate

Learn how to apply Generative AI across the HR lifecycle to streamline HR processes, improve decision-making, and prepare your organisation for the future of work.



IHRP-accredited course. Completers earn the IHRP Skills Badge in AI Fluency in HR (Basic).

DIGITAL TOOLS & DATA COURSES

Essential Office Skills with Digital Tools



Level: Beginner

Build confidence with essential digital tools like Microsoft Excel, ChatGPT, Zoom, and PowerPoint to work more efficiently. Develop practical office skills for email management, online research, presentations, basic data analysis, and everyday workplace productivity.



Fundamentals of Power BI for Data Analysis



Level: Beginner

Learn the fundamentals of Power BI to transform raw data into meaningful insights. Gain practical skills to import, clean, analyse, and visualise data, helping you make better decisions with confidence.



Empowering Work and Life with Smartphone



Level: Beginner

Unlock the full potential of your smartphone to improve both work and everyday life. Learn practical features, built-in AI tools, and digital safety skills to stay organised, productive, and connected with confidence.



Microsoft Power BI for Data Analytics: Dashboards, Reports & Insights



Level: Intermediate

Take your Power BI skills one step further by learning how to build interactive dashboards, transform data, and create compelling visual reports. Turn insights into impactful data stories that support confident business decision-making.



Course Fees & Subsidies

1-Day Courses (e.g. AI for Beginners, Smartphone, Fundamentals of Power BI)

Category	Full Fee	After Subsidy	Subsidy %	Nett Fee (w/ 9% GST)
Singapore Citizens 21-39 & SPR	S\$500	S\$250	50%	S\$295
Singapore Citizens 40 & above	S\$500	S\$150	70%	S\$195
Non-SME (Corporate)	S\$500	S\$250	50%	S\$295
SME (Corporate)	S\$500	S\$150	70%	S\$195

2-Day Courses (e.g. Effective Use of Gen AI, Smart Prompting, Power BI for Data Analytics)

Category	Full Fee	After Subsidy	Subsidy %	Nett Fee (w/ 9% GST)
Singapore Citizens 21-39 & SPR	S\$1,000	S\$500	50%	S\$590
Singapore Citizens 40 & above	S\$1,000	S\$300	70%	S\$390
Non-SME (Corporate)	S\$1,000	S\$500	50%	S\$590
SME (Corporate)	S\$1,000	S\$300	70%	S\$390

ADDITIONAL SUBSIDIES & SUPPORT SCHEMES

INDIVIDUAL

PSEA Support Singaporeans aged 30 & below can use Post-Secondary Education Account (PSEA) funds to cover remaining fees.
Individuals SkillsFuture Enterprise Credit (SFEC) + UTAP Singaporeans aged 25 & above can offset remaining fees using SkillsFuture Credits.
NTUC UTAP (up to 50%) NTUC UTAP reimbursement is capped at \$250 for members aged below 40 or \$500 for members aged 40 & above.

CORPORATE

Corporate SkillsFuture Enterprise Credit (SFEC) Eligible companies can offset up to 90% of remaining course fees.
Absentee Payroll Claimable at S\$4.50/hr per employee, capped at S\$100,000 per enterprise per calendar year.
Enterprise Innovation Scheme (EIS) 400% annual tax deduction OR convert 20% of course fees into cash payout.

Our Team Is Here To Help

Not sure which schemes apply to you? Our admin team will walk you through every claim, step by step.



Contact Us



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+65 8433 3290



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EXPLORE ALL
OUR COURSES

