



WSQ: Essential Office Skills with Digital Tools

(TGS-2024042318)

UP TO
70%
COURSE
SUBSIDIES

SFC
ELIGIBLE

UTAP
SUPPORT

PSEA
SUPPORT

COURSE OVERVIEW

Learn popular digital office tools like Microsoft Excel, ChatGPT and Zoom to optimise your office skills, productivity and performance at work. Gain practical skills in online research, email management, presentation creation, basic data analysis, and meeting organisation.

LEARNING OUTCOMES

- **Work Smarter with AI:** Learn how to use AI tools like ChatGPT and Gemini to save time and get more done with less effort.
- **Create Clear & Professional Emails:** Master simple techniques to write emails that are professional and get the right message across.
- **Make Data Easy to Understand:** Use Microsoft Excel tools like Pivot Tables to organize, analyze, and present data in a clear, visual way.

TOOLS COVERED



ChatGPT

Gemini

zoom



Excel



PowerPoint

WHO IS THIS COURSE FOR?

- Individuals looking to upgrade their digital proficiency and employability.
- Professionals who want to boost efficiency through improved digital skills.



Enhance productivity in
daily tasks



Gain proficiency in
MS Office, ChatGPT, etc.



Learn through hands-on
training



SCAN ME



Duration

8 Hours (1 Day)
9:00 AM - 6:00 PM



Mode of Training

Classroom



Mode of Assessment

Written & Practical Performance Assessment

PREREQUISITES

- Min. 3 GCE 'O' Level Passes or WPL Level 5
- Basic computer skills
- Min. 1 year of work experience

Individual Subsidy

Corporate Subsidy

	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$500	S\$500	S\$500	S\$500
Course fees after SkillsFuture subsidy	S\$250 (50% subsidy)	S\$150 (70% subsidy)	S\$250 (50% subsidy)	S\$150 (70% subsidy)
Nett Course Fee (with 9% GST)	S\$295	S\$195	S\$295	S\$195
Additional subsidies (for covering remaining fees)	PSEA: Singaporeans 30 years old & below can cover remaining fees with Post-Secondary Education Account (PSEA). SkillsFuture Credits: Singaporeans 25 years old & above can cover remaining fees with SkillsFuture Credits. NTUC UTAP (up to 50%): NTUC UTAP members can receive up to 50% support after course subsidy.		SkillsFuture Enterprise Credit (SFEC): Can offset 90% of remaining fees. Absentee Payroll: Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year. Enterprise Innovation Scheme (EIS): - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.	

