

Navigating You Through Media and Technology in Education

The Cyber Nautica

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PRODUCTIVITY



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Editor's *NOTE*

2015 is going to be a memorable year for ACP, as we are celebrating achievements for our 18th anniversary, in conjunction with our Singapore's 50th year of independence. It is evident that ACP has progressed over the years. At ACP, we adhere to the belief of the need to have continual progress with constant innovation. Innovation to progress is one of ACP's values.

Being a SME, it is not easy to recruit so many pairs of hands in such a competitive environment. It is of utmost importance to streamline business processes so as to improve productivity. We have leveraged on many technology solutions over at ACP, like learning management system to enable learning on the move; and content management system that acts as our sales agent. We do provide regular trainings to ensure our workforce is in line with the needs of the economy.

In this issue, we will share with you all about productivity. We are indeed fortunate to have a supportive government whom has availed many incentives to urge all of us to work towards being productive citizen or corporate.

Let us always remember that "Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort". So start the year with the motivation to do better and look forward to a brighter tomorrow!

Erwin

Email the editor!
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YOUR THOUGHT MATTERS



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ACP News

ACP participates in building a Smart Nation for Singapore



Smart Nation

In line with Singapore's vision to become a Smart Nation, iDA has recently launched a competency framework, to support student learners in various ICT domains. ACP is proud to be awarded the tender to offer 22 ICT courses that focus on Application Development, Cyber Security, Business Analytics, Robotics & Maker.

ACP has been recommended for ISO 22301:2012 certification



After months of preparation and the final assessment in November 2014, we have been recommended for ISO 22301:2012 certification. We have proven to have a sound operating system that will work in the event of crisis.

ACP Celebrating Achievements



ACP Celebrating Achievements

As Singapore honours her 50th year as a progressive nation, ACP is also celebrating our achievements for being the leading ICT solution provider for 18 strong years. We are inspired to continue to provide you with solutions that will address your needs.

ACP is preparing for our pioneer batch of MS Office Masters



ACP is preparing our selected trainers to be the first batch of MS Office Masters, who will be able to prove their proficiency and advance skills in using the newest standard of desktop computing applications. Their newly acquired skills will be definitely shared with their seconded schools.

Enhancing Productivity with ACP



Productivity promotes doing the right things and/or doing things right to achieve the maximum output efficiently. An individual, corporation and/or society would have a competitive advantage with productivity.

Singapore is a vibrant country with no natural resources. Coupled with our size and population, Singapore has to strive to achieve productivity to progress in this world; to constantly keep up with the new demands. Over in ACP, being a SME, it is similarly challenging to compete with the big players in the market. Thus, ACP believes in the need to innovate, to rethink, redesign and implement new processes at all time to achieve desirable values.

ACP advocates the use of technology wherever deems fit. Though, ACP has a training classroom to cater for retraining of our staff, we do promote e-learning as well. Retraining is essential to retain the staff as well as to allow them to keep up to the demands of the work environments. During the year, in addition to the usual classroom trainings; the Human Resources Department will also schedule the colleagues to log on to our own developed Learning Management System, CyberSphere, for online courses. Over at ACP, we do subscribe e-learning content from VADO, a provider for short learning videos that is easy to learn.

It is indeed crucial for a Company to have a productive workforce. However, with the different work schedules of each staff, it is also increasingly challenging to fit everyone in the class to be retrained. Thus, with the help of CyberSphere, employees will be trained through different courses via online access without compromising their work schedules. Employees enjoy the liberty to decide the starting time and locations of their courses, as long as they have network connection. This training solution is increasingly becoming popular among bigger organisations. We are proud to be serving the needs of organisations like iDA; with their learning portal.

Our learning management system is also being promoted to schools. The schools made use of our learning management system to allow learning out of the classroom. The teachers are empowered to upload rich educational resources and assignments into a single portal for the students to access. Learning is no longer restricted to textbooks. Collaborative learning is also widely promoted with learning management system as students can also exchange resources with teachers and peers easily.

With the increasing popularity of social media, it is commonplace for an organisation to be visible with a website. So does ACP! Website is like our sales agent who works 24 hours a day, 7 days a week. Nevertheless, it would be inefficient for a website that is not evident to the public. We offer SEO solutions to ensure your sales agents are prominent as compared to your competitors. Lastly, with the prevalence of online sales, ACP does offer content management systems, to have fully integrated e-commerce stores built into the websites.

ACP seeks to enhance our and your productivity. We do support the National Productivity Council in Singapore in the efforts to promote productivity. Productivity is about being able to think, plan and reassess workflow into a streamlined process. It is not simply a cost cutting exercise.

We have gone through the phase whereby technology is not widely acceptable and prominent till present days whereby technology is one of the key drivers to success. For more than 17 years, we are constantly innovating to promote productivity by enhancing system workflows and adding new tools that will help in achieving our and your goals easier. Let's continue to enhance productivity with ACP's strategic solutions!

Productivity Promote

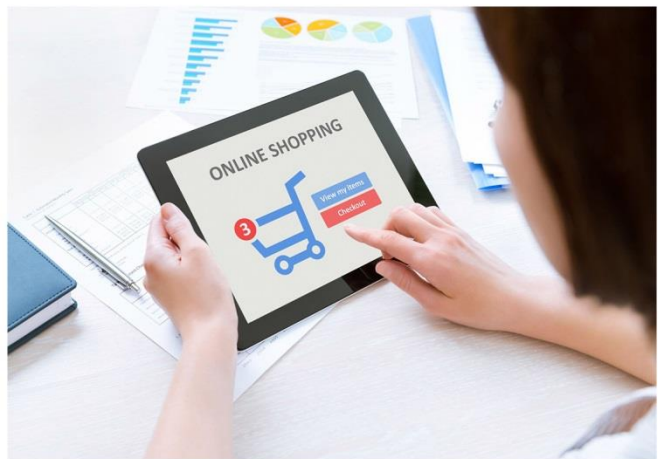


Singapore being a small red dot in the global map has to continuously boost her productivity to achieve progress in the nation. We have indeed come a long way and is proud to celebrate our 50th establishment in 2015. Singapore has made significant progress in financial, healthcare and education over the years.

In recent years, our government has imposed a number of restrictions in the inflow of foreign talents; as we seek to engage more local talents in our workforce. Our government has championed many initiatives to encourage productivity in all areas of disciplines. The National Productivity Council launched a national campaign - "Way To Go, Singapore" in January 2012 to rally all of us to embrace productivity to gain a sustainable progress and competitiveness.

Local workforce is strongly encouraged to go for retraining to keep up with the new demands. The Singapore Workforce Development Agency has an umbrella of courses for workers to seek upgrading. It is never advisable to have more pairs of hands to achieve greater output. Instead, we urge maximum output with the same or smaller pool of workers. The essential factor to build a productive workforce is to bring in new technologies. Currently, one would have seen many restaurants leveraging on to electronic ordering system. Instead of having to get more waiters and waitresses, customers can simply order via the menus stored in the electronic devices. Similarly, instead of having more sales people moving around the island to promote sales, many businesses moved on to their websites to close sales. The websites of many

companies are not purely static pages. The customers can order and pay online, doing away with the need to have a physical premise and sales staff. However, having a web presence is not sufficient; your site must be visible among your competitors, which brings one to the need to engage SEO expertise, to rank on top in the web.



There are many incentives and schemes readily available to our local companies; funded by our government. The goal is to support re-engineering and/or redesigning work processes to achieve maximum value, promoting progress. Productivity and Innovation Credit (PIC) Scheme by our Inland Revenue Authority Singapore and Innovation and Capability Voucher (ICV) by our Spring Singapore are highly recommended for companies to take up.

es Progress

According to Business Environment Risk Intelligence (BERI) Report 2014, Singapore has the highest ranking for labour force in terms of workers' productivity and general overall attitude.

On the other hand, our education landscape is ever evolving. The Ministry of Education Singapore is consistent in advocating new technologies that promote holistic approach to student's development and learning. Educators have been very active in promoting progress in our education system by boosting productivity, motivating the students to become active learners and to gain more information through a broad-based education system. Our education system has been able to keep up with the modernity of today's generation by integrating technologies in the learning methodologies. Through this integration, we have shown that Singapore's education system is considered to be world-class, and our model has been widely endorsed as one of the world's best-performing school systems.




Collaborative learning is widely emphasized. Students are urged to contribute to the learning process by sharing their ideas with the teachers and peers to achieve the learning outcomes productively. Schools in Singapore have subscribed to learning management systems to facilitate collaborative learning. In fact, we are moving towards adoption of smart classrooms. Some smart classrooms have in built interactive white boards in the front, whereby rich content can be featured and collaborative learning is strongly

demonstrated. The participation of the students has greatly increased. In addition, some smart classrooms do allow each student to handle a tablet him/herself to access mirror images of content shown on the interactive white boards. The classrooms which come with internet access, grant the class to search any information via online with proper guidance. Students are also introduced to mobile learning. Since they are handling a tablet, a mobile learning device, many teachers bring their students out of the usual classrooms to learn. The students can feel and see the actual items that are in discussion. The learning process is definitely more enjoyable and productive. The students are more opened in sharing and are willing to participate actively. Gone are the days that the teachers are just depending on textbooks as source of information.

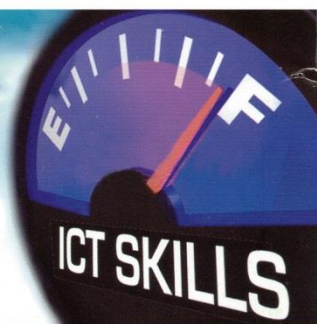
Our Prime Minister Lee officially launched Smart Nation Vision on 24 November 2014. There is a 10-year masterplan, which will focus on developing smart communities driven by intelligence, integration, and innovation. Schools are urged to expose students to IT and basic coding skills. Computer codes are not meant for geeks to understand anymore. In response to the national rally to building towards a Smart Nation, Inforcomm Development Authority of Singapore has launched a competency framework - ICT Learning Roadmap, to support student learners in various ICT domains. ACP is proud to be one of the authorised ICT learning providers for this latest initiative. We have in total 22 different courses that will cover the main domain areas - Application Development, Cyber Security, Business Analytics, Robotics & Maker.

ACP is active in enhancing productivity towards progress in our nation. We can help boost productivity in both schools and corporations with our expertise in Information Communication Technology (ICT) solutions. We have a whole suite of services including provision of learning management systems, content management systems, consultancy works, trainings, including provision of trained ICT manpower. We have also partnered with overseas partners to bring to you new smart classroom solutions, with the latest solution called Schoolbox. Do contact us for more information!

MEASURE your students' **ICT SKILLS**
using **INTERNATIONAL STANDARDS**

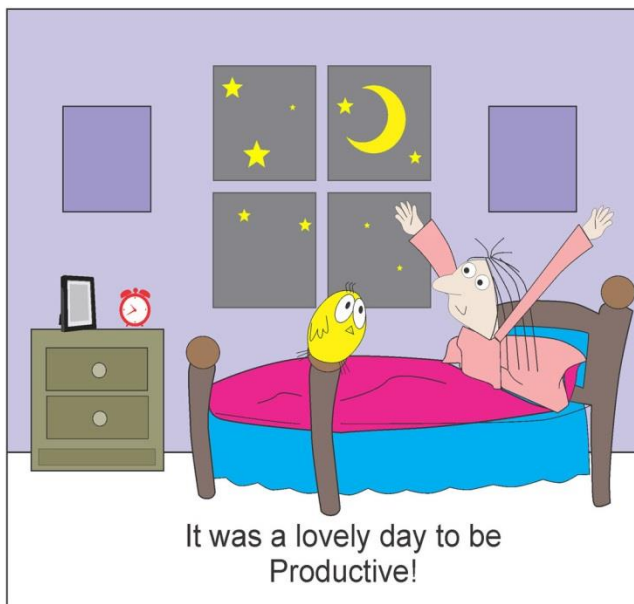
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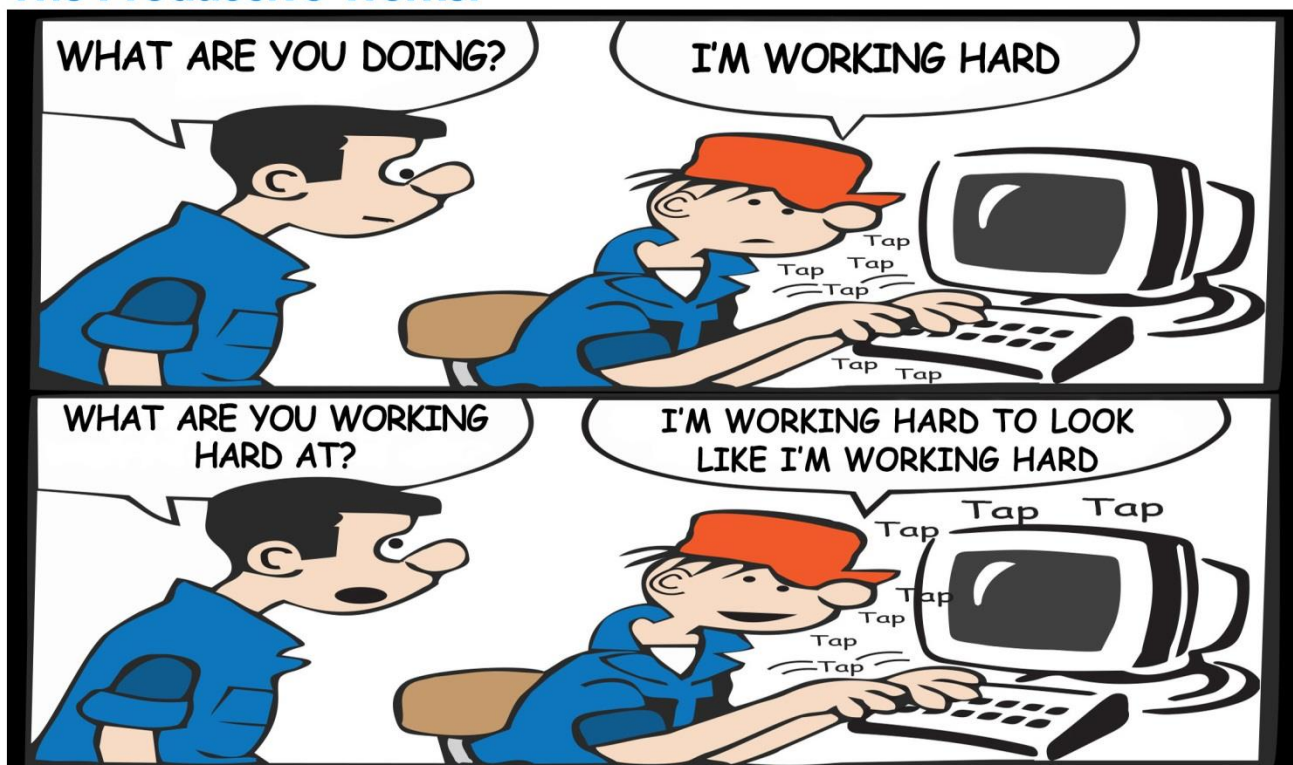
How many differences can you spot for only 60 seconds?



ANSWERS: SKY, PILLOW, BLANKET, WALL, HEADREST, BIRD, FRAME, CLOCK, PICTURE, FRAME, DRESS

Laugh It Out

The Productive Worker



Denny keeps it positive and happy at work

I have definitely learnt the importance of time management while working in a school environment. In addition to handling the ICT administrative matters, I do need to plan for my classes to ensure no conflicts. It is definitely not an easy task to manage the ICT needs of the fairly sizable number of students. Nevertheless, I do understand that planning is always beneficial to meet the different requirements of the school. In fact, I have always strived to stay productive at all times. It is fulfilling to keep a set of objectives and deadlines for every task I am assigned to facilitate myself in monitoring for the outputs.

My philosophy is to “Choose a job you love, and you will never have to work a day in your life.” Keep positive and stay happy, everything else will pretty much work itself out eventually. Productivity will also come with a positive mind set.

Lester is always motivated with challenges

Over in ACP, we do have talented people, great leadership, and a collaborative culture. It is indeed fulfilling to work with my colleagues. Nevertheless, as in other work environments, being in the technology field, we are constantly faced with new challenges; whereby tasks may not be completed as smoothly as planned. Being a System Administrator in the company, I am challenged to ensure reliable performance of our servers and other IT infrastructure. It can be pretty demanding on days whereby our infrastructure seems to call it a day even before we start operations.

We are constantly reminded to stay productive which I do strongly agree with. A productive workforce will definitely bring in success to a company. I do stay productive by taking short breaks in between the daunting tasks so as to be ready for the tasks ahead.

My philosophy in life is not to be afraid to say “I Don’t Know”. In fact, I am motivated with new challenges. With the support from ACP, I am encouraged to continue to contribute by being a responsible employee and sharing my knowledge to my colleagues.

Do you know which day of the week are employees at their highest productivity?**Quick Facts**

Power Tuesday!

According to a survey by Accountemps, it is noted that Tuesday is the most productive day of the week.

It is further highlighted that 10:00 am until noon on a Tuesday, following a vacation, is the most productive time and day for employees.

Source: <http://www.visualistan.com/2013/12/productivity-facts-every-employee-should-know-infographic.html>

Do you know that multitasking is a myth?

It's physically impossible to multitask as our brains are not capable of doing it. They process inputs in sequential order. People who are good at multitasking are actually really good at switching between tasks. Trying to do the impossible will only decrease your productivity level, slowing work down. So try to focus on one thing at a time and do your best!

Source: <http://www.asianefficiency.com/productivity/brain-facts-double-productivity>



Empower your students towards a SMART NATION!

Coherent with Singapore's push to become the world's first Smart Nation, ACP is proud to participate in IDA's competency framework – ICT Learning Roadmap in one of the technology-enabled sectors (ICT). We have a whole suite of 22 modules that are tailored towards meeting the needs of the learning roadmap, focusing in the ICT domains of Application Development; Cyber Security; Business Analytics; and Robotics & Maker.

We will be conducting a 2 hour course preview workshop on 3 different days at our ACP office to provide educators and ICT support members in schools to have a foretaste of what the 22 different courses entail:

Date: 27 Jan 2015

Time 2:30pm – 4:30pm

- **Web Developer**
Introducing Google Site, Dreamweaver and MS Access
- **Game Developer**
Introducing GameMaker and Scratch

Date: 3 Feb 2015

Time 2:30pm – 4:30pm

- **Mobile App Developer**
Introducing AppMakr and Buzz Touch
- **Ethical Hacker**
Introducing Process Explorer

Date: 10 Feb 2015

Time 2:30pm – 4:30pm

- **Roboticist Jr and Maker Jr**
Introducing Robolab

Come join us to build up and/or deepen the interest of our young generation in area of ICT. Writing programming codes will no longer be only associated with computer geeks!

Please call us at 6227 7996 or email us at info@acpcomputer.edu.sg to register your interest as seats are limited.

So what is NEXT?

ACP has been campaigning for NEXT –New Education Xperience by Touch since October 2014. We welcomed teachers from various schools to visit our showroom to experience the latest Touch Technology available, Schoolbox and Touch Play. Learning process has become more productive and intuitive as everyone will use his/her touch to move around the new systems available.



CELEBRATIONS at ACP!



next

touch technology solutions for schools
XPERIENCE it today

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Engaging the Future