

Diploma in Business Management AY2017 - July Intake Course Schedule - Full Time - Level 1

Term Start Date: 3 July 2017

| Term 3 | | | |
|--|---|--|-----------------|
| Term Date: 3 July 2017 - 30 September 2017 | | | |
| Week 1 - 10 | LESSONS 3.00pm to 6.00pm (unless otherwise stated) | | |
| | BUS102 Management Concepts | LCO102 Business Communication | |
| | Lecturer: Mr Gan Chin Yean | Lecturer: Mr Alden Teo | |
| | 4-Jul-17, Tue | 5-Jul-17, Wed | |
| | 11-Jul-17, Tue | 12-Jul-17, Wed | |
| | 18-Jul-17, Tue | 19-Jul-17, Wed | |
| | 25-Jul-17, Tue | 26-Jul-17, Wed | |
| | 27-Jul-17, Thu | 2-Aug-17, Wed | |
| | 1-Aug-17, Tue | 10-Aug-17, Thu | |
| | 8-Aug-17, Tue | 16-Aug-17, Wed | |
| | 15-Aug-17, Tue | 23-Aug-17, Wed | |
| | 22-Aug-17, Tue | 30-Aug-17, Wed | |
| | 29-Aug-17, Tue | 6-Sep-17, Wed | |
| | Tutorials | | |
| | BUS102 Management Concepts | LCO102 Business Communication | |
| | Lecturer: Mr Gan Chin Yean | Lecturer: Mr Alden Teo | |
| | 18-Jul-17, Tue (12.30pm to 2.30pm) | 19-Jul-17, Wed (12.30pm to 2.30pm) | |
| | 25-Jul-17, Tue (12.30pm to 2.30pm) | 26-Jul-17, Wed (12.30pm to 2.30pm) | |
| | 27-Jul-17, Thu (12.30pm to 2.30pm) | 2-Aug-17, Wed (12.30pm to 2.30pm) | |
| | 1-Aug-17, Tue (12.30pm to 2.30pm) | 10-Aug-17, Thu (12.30pm to 2.30pm) | |
| 8-Aug-17, Tue (12.30pm to 2.30pm) | 16-Aug-17, Wed (12.30pm to 2.30pm) | | |
| 15-Aug-17, Tue (12.30pm to 2.30pm) | 23-Aug-17, Wed (12.30pm to 2.30pm) | | |
| 22-Aug-17, Tue (12.30pm to 2.30pm) | 30-Aug-17, Wed (12.30pm to 2.30pm) | | |
| 29-Aug-17, Tue (12.30pm to 2.30pm) | 6-Sep-17, Wed (12.30pm to 2.30pm) | | |
| Assignment Due Date: 15 August 2017 | | Assignment Due Date: 6 September 2017 | |
| Week 11 | Examination Date (12 Sep 17) | - | 2.30pm - 5.40pm |
| TERM BREAK | | | |
| Term 1 | | | |
| Week 1 - 10 | Modules: <u>Marketing Concepts & Quantitative Methods for Business</u> Term Date : Oct 2017 - Dec 2017 (Lesson on Weekdays) | | |
| Week 11 | Examination (December 2017) | | |
| TERM BREAK | | | |
| Term 2 | | | |
| Week 1 - 10 | Modules: <u>Principles of Accounting & Business Economics</u> Term Date : Jan 2018 - Mar 2018 (Lesson on Weekdays) | | |
| Week 11 | Examination (March 2018) | | |

CLASS & EXAM VENUE: Somerset City Campus

LECTURER'S PROFILE

Gan Chin Yeap

BEng (NUS), MBA (NTU), MSc (Env Mgt) NUS

Educational Qualification

He graduated with a Bachelor of Engineering (Mechanical) from the National University of Singapore, a MBA from the Nanyang Technological University and recently completed a MSc. (Environmental Management) from the National University of Singapore.

Professional Experience

Gan Chin Yeap has 34 years of industry experience, with the last 16 years holding the position of Managing Director in an American multi-national company.

Lecturing Experience

He has been teaching management and business subjects at an undergraduate level and is currently the Associate Faculty (Course Chair) of the Management of Strategy module in a local University. He had also taught in Diploma programs in a local Polytechnic and is currently teaching business subjects in other educational institutions.

Alden Teo

BA (NUS), MA (NTU)

Educational Qualification

Mr Alden Teo graduated from the National University of Singapore with a Bachelor in Arts and Social Sciences in 1992, majoring in Sociology and Economics. In 2002, he was awarded the Master of Mass Communication from Nanyang Technological University.

Professional Experience

Mr Teo's previous work experience includes developing publicity materials and communication programmes in MINDEF Public Affairs and Manpower departments. As Video Producer with Nanyang Technological University, he was responsible for managing a team involved in conceptualising and producing in-house videos for the University.

Lecturing Experience

Since 2006, Mr Teo has served in the teaching profession, and has taught both local and foreign students in economics, mass communication and management subjects in undergraduate programmes offered by UK and Australian educational institutions like the University of London, the University of Murdoch and the University of Hertfordshire.