

# Diploma in Business Management

## AY2017 - October Intake

### Course Schedule - Full Time - Level 1

Term Start Date: 2 October 2017

Term 1			
Term Date: 2 October 2017 - 31 December 2017			
Week 1 - 10	<b>LESSONS 3.00pm to 6.00pm (unless otherwise stated)</b>		
	<b>MKT101 Marketing Concepts</b>	<b>BUS101 Quantitative Methods for Business</b>	
	<b>Lecturer: Ms Edith Quek</b>	<b>Lecturer: Mr Gan Chin Yearn</b>	
	5-Oct-17, Thu	3-Oct-17, Tue	
	12-Oct-17, Thu	10-Oct-17, Tue	
	19-Oct-17, Thu	17-Oct-17, Tue	
	26-Oct-17, Thu	24-Oct-17, Tue	
	2-Nov-17, Thu	31-Oct-17, Tue	
	9-Nov-17, Thu	7-Nov-17, Tue	
	16-Nov-17, Thu	14-Nov-17, Tue	
	23-Nov-17, Thu	21-Nov-17, Tue	
	30-Nov-17, Thu	28-Nov-17, Tue	
	7-Dec-17, Thu	5-Dec-17, Tue	
	<b>Tutorials</b>		
	<b>MKT101 Marketing Concepts</b>	<b>BUS101 Quantitative Methods for Business</b>	
	<b>Lecturer: Ms Edith Quek</b>	<b>Lecturer: Mr Gan Chin Yearn</b>	
	13-Oct-17, Fri (9.30am to 11.30am)	17-Oct-17, Tue (12.45pm to 2.45pm)	
	20-Oct-17, Fri (9.30am to 11.30am)	24-Oct-17, Tue (12.45pm to 2.45pm)	
	27-Oct-17, Fri (9.30am to 11.30am)	31-Oct-17, Tue (12.45pm to 2.45pm)	
	3-Nov-17, Fri (9.30am to 11.30am)	7-Nov-17, Tue (12.45pm to 2.45pm)	
10-Nov-17, Fri (9.30am to 11.30am)	14-Nov-17, Tue (12.45pm to 2.45pm)		
17-Nov-17, Fri (9.30am to 11.30am)	21-Nov-17, Tue (12.45pm to 2.45pm)		
<b>22-Nov-17, Wed (4.00pm to 6.00pm)</b>	28-Nov-17, Tue (12.45pm to 2.45pm)		
7-Dec-17, Thu (9.30am to 11.30am)	5-Dec-17, Tue (12.45pm to 2.45pm)		
<b>Assignment Due Date: 23 November 2017</b>	<b>Test Date: 11 Nov 2017 (Sat) 10.00am to 11.30am</b>		
Week 11	Examination Date (14 Dec 17)	Examination Date (12 Dec 17)	2.30pm - 5.40pm
<b>TERM BREAK</b>			
Term 2			
Week 1 - 10	Modules: <u>Principles of Accounting &amp; Business Economics</u> Term Date : Jan 2018 - Mar 2018 (Lesson on Weekdays)		
Week 11	Examination (March 2018)		
<b>TERM BREAK</b>			
Term 3			
Week 1 - 10	Modules: <u>Management Concepts &amp; Business Communication</u> Term Date : Apr 2018 - Jun 2018 (Lesson on Weekdays)		
Week 11	Examination (June 2018)		

**CLASS & EXAM VENUE: Somerset City Campus**

# LECTURER'S PROFILE

## **Gan Chin Yean**

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 Yean 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.

## **Edith Quek**

MBA, BBA

### **Educational Qualification**

Ms Edith Quek graduated from NUS with a Bachelor's Degree in Business Administration. She also did her MBA with the University of Strathclyde, UK. Ms Quek has also a Diploma for Teachers and Trainers with Distinction with the University of Cambridge.

### **Lecturing Experience**

Ms Edith Quek has more than 25 years of teaching experience in accounting, management and marketing. She has an extensive working experience in administration, marketing and accounting in the education industry.