

# Diploma in Business Management

## AY2018 - July Intake

### Course Schedule - Full Time - Level 1

Term Start Date: 2 July 2018

Term 2				
Term Date: 2 July 2018- 30 September 2018				
<b>Week 1 - 10</b>	<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>		
	3-Jul-18, Tue	4-Jul-18, Wed (12.30pm to 3.30pm)		
	10-Jul-18, Tue	11-Jul-18, Wed (12.30pm to 3.30pm)		
	17-Jul-18, Tue	18-Jul-18, Wed (12.30pm to 3.30pm)		
	19-Jul-18, Thu	25-Jul-18, Wed (12.30pm to 3.30pm)		
	24-Jul-18, Tue	1-Aug-18, Wed (12.30pm to 3.30pm)		
	31-Jul-18, Tue	8-Aug-18, Wed (12.30pm to 3.30pm)		
	7-Aug-18, Tue	15-Aug-18, Wed (12.30pm to 3.30pm)		
	14-Aug-18, Tue	<b>23-Aug-18, Thu (12.30pm to 3.30pm)</b>		
	21-Aug-18, Tue	29-Aug-18, Wed (12.30pm to 3.30pm)		
	28-Aug-18, Tue	5-Sep-18, Wed (12.30pm to 3.30pm)		
	<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>		
	11-Jul-18, Wed (4.00pm to 6.00pm)	18-Jul-18, Wed (10.00am to 12.00pm)		
	18-Jul-18, Wed (4.00pm to 6.00pm)	25-Jul-18, Wed (10.00am to 12.00pm)		
	25-Jul-18, Wed (4.00pm to 6.00pm)	1-Aug-18, Wed (10.00am to 12.00pm)		
	1-Aug-18, Wed (4.00pm to 6.00pm)	8-Aug-18, Wed (10.00am to 12.00pm)		
	8-Aug-18, Wed (4.00pm to 6.00pm)	15-Aug-18, Wed (10.00am to 12.00pm)		
	15-Aug-18, Wed (4.00pm to 6.00pm)	<b>23-Aug-18, Thu (10.00am to 12.00pm)</b>		
	<b>30-Aug-18, Thu (11.30am to 3.30pm)</b>	29-Aug-18, Wed (10.00am to 12.00pm)		
	5-Sep-18, Wed (10.00am to 12.00pm)			
<b>Assignment Due Date:</b> <b>14 August 2018</b>	<b>Test Date: 11 Aug 2018 (Sat)</b> <b>10.00am to 11.30am</b>			
<b>Week 11</b>	Examination Date (13 Sep 18)	Examination Date (11 Sep 18)	2.30pm - 5.40pm	
<b>TERM BREAK</b>				
Term 3				
<b>Week 1 - 10</b>	Modules: <u>Principles of Accounting &amp; Business Economics</u> Term Date : Oct 2018 - Dec 2018 (Lesson on Weekdays)			
<b>Week 11</b>	Examination (Dec 2018)			
<b>TERM BREAK</b>				
Term 1				
<b>Week 1 - 10</b>	Modules: <u>Management Concepts &amp; Business Commincation</u> Term Date : Jan 2019 - Mar 2019 (Lesson on Weekdays)			
<b>Week 11</b>	Examination (Mar 2019)			

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.

## **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.