

# Diploma in Business Management

## AY2018 - October Intake

### Course Schedule - Full Time - Level 1

Term Start Date: 1 October 2018

| Term 1  |   |   |                 |  |
|---|---|---|-----------------|--|
| Term Date: 1 October 2018 - 31 December 2018                    |   |   |                 |  |
| <b>Week 1 - 10</b>  | <b>LESSONS 3.00pm to 6.00pm (unless otherwise stated)</b>   |   |                 |  |
|   | <b>ACC101 Principles of Accounting</b>  | <b>ECO101 Business Economics</b>          |                 |  |
|   | <b>Lecturer: Mr Kevin Lee</b>   | <b>Lecturer: Mr Andy Lee</b>              |                 |  |
|   | 3-Oct-18, Wed   | 1-Oct-18, Mon                             |                 |  |
|   | 10-Oct-18, Wed  | 8-Oct-18, Mon                             |                 |  |
|   | 17-Oct-18, Wed  | 15-Oct-18, Mon                            |                 |  |
|   | 24-Oct-18, Wed  | 22-Oct-18, Mon                            |                 |  |
|   | 31-Oct-18, Wed  | 29-Oct-18, Mon                            |                 |  |
|   | 7-Nov-18, Wed   | 5-Nov-18, Mon                             |                 |  |
|   | 14-Nov-18, Wed  | 12-Nov-18, Mon                            |                 |  |
|   | 21-Nov-18, Wed  | 19-Nov-18, Mon                            |                 |  |
|   | 28-Nov-18, Wed  | 26-Nov-18, Mon                            |                 |  |
|   | <b>30-Nov-18, Fri</b>   | 3-Dec-18, Mon                             |                 |  |
|   | <b>Tutorials</b>  |   |                 |  |
|   | <b>ACC101 Principles of Accounting</b>  | <b>ECO101 Business Economics</b>          |                 |  |
|   | <b>Lecturer: Mr Kevin Lee</b>   | <b>Lecturer: Mr Andy Lee</b>              |                 |  |
|   | 17-Oct-18, Wed <b>(12.45pm to 2.45pm)</b>   | 15-Oct-18, Mon <b>(12.30pm to 2.30pm)</b> |                 |  |
|   | 24-Oct-18, Wed <b>(12.45pm to 2.45pm)</b>   | 22-Oct-18, Mon <b>(12.30pm to 2.30pm)</b> |                 |  |
|   | 31-Oct-18, Wed <b>(12.45pm to 2.45pm)</b>   | 29-Oct-18, Mon <b>(12.30pm to 2.30pm)</b> |                 |  |
| 7-Nov-18, Wed <b>(12.45pm to 2.45pm)</b>                        | 5-Nov-18, Mon <b>(12.30pm to 2.30pm)</b>  |   |                 |  |
| 14-Nov-18, Wed <b>(12.45pm to 2.45pm)</b>                       | 12-Nov-18, Mon <b>(12.30pm to 2.30pm)</b>   |   |                 |  |
| 21-Nov-18, Wed <b>(11.45am to 2.45pm)</b>                       | 19-Nov-18, Mon <b>(12.30pm to 2.30pm)</b>   |   |                 |  |
| 28-Nov-18, Wed <b>(11.45am to 2.45pm)</b>                       | 26-Nov-18, Mon <b>(12.30pm to 2.30pm)</b>   |   |                 |  |
|   | 3-Dec-18, Mon <b>(12.30pm to 2.30pm)</b>  |   |                 |  |
| <b>Test Date: 24 Nov 2018 (Sat)</b><br><b>9.30am to 11.00am</b> | <b>Assignment Due Date: 26 Nov 2018</b>   |   |                 |  |
| <b>Week 11</b>  | Examination Date (11 Dec 2018)  | Examination Date (13 Dec 2018)            | 2.30pm - 5.40pm |  |
| <b>TERM BREAK</b>   |   |   |                 |  |
| Term 2  |   |   |                 |  |
| <b>Week 1 - 10</b>  | Modules: <u>Management Concepts &amp; Business Communication</u><br>Term Date : Jan 2019 - Mar 2019<br>(Lesson on Weekdays)           |   |                 |  |
| <b>Week 11</b>  | Examination (Mar 2019)  |   |                 |  |
| <b>TERM BREAK</b>   |   |   |                 |  |
| Term 3  |   |   |                 |  |
| <b>Week 1 - 10</b>  | Modules: <u>Marketing Concepts &amp; Quantitative Methods for Business</u><br>Term Date : Apr 2019 - Jun 2019<br>(Lesson on Weekdays) |   |                 |  |
| <b>Week 11</b>  | Examination (Jun 2019)  |   |                 |  |

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

# LECTURER'S PROFILE

## **Kevin Lee**

MTax, ACCA, CA Singapore, ATA (GST)

### **Educational Qualification**

Kevin is a full member of the Association of Chartered Certified Accountants (ACCA), Institute of Singapore Chartered Accountants (ISCA), CPA (British Columbia), CGA (Canada) and Singapore Institute of Accredited Tax Professionals (SIATP). He holds an MTax from Singapore University of Social Sciences. He also graduated from the London School of Economics and Political Science (LSE), University of London with BSc (Hons) in Economics and Management and an executive diploma in directorship from the Singapore Management University (SMU).

### **Professional Experience**

Kevin Lee is an associate practicing management consultant (A-PMC) registered with the Singapore Business Advisors and Consultants Council (SBACC). He was the Group Financial Controller with a foreign company for many years and he has more than 10 years of experience in financial reporting, audit, tax, treasury and corporate advisory in various industries, including internationally well-known hotel chain, marine (including oil and gas) and supply chain management, logistics and transportation and heavy machinery industries that cover South East Asia and Australia. His forte is designing defensible and sound economics-based tax strategies (including GST) that are from the compliance, finance, risk governance and accounting perspectives, i.e. enterprise tax risk management.

### **Lecturing Experience**

Kevin has substantial experience in corporate trainings and public seminars, where he specializes in corporate tax, goods and services tax, International tax and director leadership program.

## **Andy Lee**

BSc (Hons) & MSc Economics

### **Educational Qualification**

Mr Lee holds a Masters degree in Economics from The University of Warwick and an honours degree in Economics and Management from University of London. His research interest lies in labour economics, in particular, estimating the economic return to education and overcoming the ability bias using natural experiments.

### **Professional Experience**

Prior to lecturing, Mr Lee held a management post in a marketing firm and gained valuable experience in the marketing industry.

### **Lecturing Experience**

Mr Lee has taught Economics, Mathematics and Statistics for the University of London International Programmes since 2011. Many students have found him to be very approachable because he is always keen to explain seemingly tough economic concepts in a clear and intuitive way to his students. He has also taught Managerial Economics at the degree level to working adults and many of his students have since passed the module with excellent results.