

# Diploma in Business Management

## AY2018 - July Intake

### Course Schedule - Part Time - Level 1

Term Start Date: 2 July 2018

Term 1			
Term Date: 2 July 2018- 30 September 2018			
<b>Week 1 - 10</b>	<b>LESSONS (6.45pm - 10.00pm)</b>		
	<b>MKT101 Marketing Concepts</b>	<b>BUS101 Quantitative Methods for Business</b>	
	<b>Lecturer: Ms Edith Quek</b>	<b>Lecturer: Mr Fredrick Cabanes</b>	
	3-Jul-18, Tue	5-Jul-18, Thu	
	10-Jul-18, Tue	12-Jul-18, Thu	
	17-Jul-18, Tue	16-Jul-18, Mon	
	19-Jul-18, Thu	26-Jul-18, Thu	
	24-Jul-18, Tue	2-Aug-18, Thu	
	31-Jul-18, Tue	10-Aug-18, Fri	
	7-Aug-18, Tue	16-Aug-18, Thu	
	14-Aug-18, Tue	23-Aug-18, Thu	
	21-Aug-18, Tue	30-Aug-18, Thu	
	28-Aug-18, Tue	5-Sep-18, Wed	
	<b>Assignment Due Date: 21 August 2018</b>	<b>Test Date: 11 Aug 2018 (Sat) 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 2			
<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 3			
<b>Week 1 - 10</b>	Modules: <u>Management Concepts &amp; Business Communication</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

## **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.

## **Fredrick Cabanes**

BA (CSU), CPA (USA)

### **Educational Qualification**

He graduated from California State University in Fullerton, USA with Bachelor of Arts in Business Administration and he is also a Certified Public Accountant in California, USA since 1998.

### **Professional Experience**

Fredrick is an experienced financial professional for over 21 years. He owned his own accounting firm for a few years, until his life-long dream of living in Asia drove him to relocate to Singapore and run banking projects in ASEAN.

### **Lecturing Experience**

In 2008 he was offered a teaching contract and has been teaching ever since. He loves teaching because of the positive interactions that exist between the teacher and the student.