# Diploma in Business Management

**AY2016 - July Intake**

## Course Schedule - Part Time - Level 1

**Term Start Date:** 1 July 2016

### Term 1

<table>
<thead>
<tr>
<th>Lessons (6.45pm to 10pm)</th>
<th>ACC101 Principles of Accounting</th>
<th>ECO101 Business Economics</th>
<th>Learning Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecturer:</strong> Mr Kevin Lee</td>
<td><strong>Lecturer:</strong> Mr Andy Lee</td>
<td><strong>Lecturer:</strong> Mr Alden Teo</td>
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<tr>
<td>9-Jul-16, Sat (11.45am to 2.45pm)</td>
<td>1-Jul-16, Fri</td>
<td>7-Jul-16, Thu</td>
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<tr>
<td>16-Jul-16, Sat (11.45am to 2.45pm)</td>
<td>8-Jul-16, Fri</td>
<td>14-Jul-16, Thu</td>
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<tr>
<td>23-Jul-16, Sat (11.45am to 2.45pm)</td>
<td>15-Jul-16, Fri</td>
<td>21-Jul-16, Thu</td>
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<tr>
<td>30-Jul-16, Sat (11.45am to 2.45pm)</td>
<td>22-Jul-16, Fri</td>
<td>28-Jul-16, Thu</td>
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<tr>
<td>6-Aug-16, Sat (11.45am to 2.45pm)</td>
<td>29-Jul-16, Fri</td>
<td>4-Aug-16, Thu</td>
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<tr>
<td>13-Aug-16, Sat (11.45am to 2.45pm)</td>
<td>5-Aug-16, Fri</td>
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<tr>
<td>20-Aug-16, Sat (11.45am to 2.45pm)</td>
<td>12-Aug-16, Fri</td>
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<tr>
<td>27-Aug-16, Sat (11.45am to 2.45pm)</td>
<td>19-Aug-16, Fri</td>
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<tr>
<td>3-Sep-16, Sat (11.45am to 2.45pm)</td>
<td>26-Aug-16, Fri</td>
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<tr>
<td>3-Sep-16, Sat (3pm to 6pm)</td>
<td>2-Sep-16, Fri</td>
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</tbody>
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**Test Date:** 20 Aug 2016 (Sat), 9.30am to 11.00am

(FT class will join PT class for this test)

**Assignment Due Date:** 26 Aug 2016

### Term 2

**Week 1 - 10**

Modules: **Management Concepts & Business Communication**

Term Date: Oct 2016 - Dec 2016

(Lesson on Weekdays)

**Week 11**

Examination (Dec 2016) 2.30pm - 5.40pm

**TERM BREAK**

### Term 3

**Week 1 - 10**

Modules: **Quantitative Methods for Business & Marketing Concepts**

Term Date: Jan 2017 - Mar 2017

(Lesson on Weekdays)

**Week 11**

Examination (Mar 2017) 2.30pm - 5.40pm

**TERM BREAK**

### Class & Exam Venue

Somerset City Campus

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Correct as of 26/4/2016
LECTURER'S PROFILE

**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.

**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.

**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), Singapore Institute of Accredited Tax Professionals (SIATP), Singapore Institute of Directors (SID) and fellow member of Malaysian Institute of Management (MIM). He holds an MTax from SIM University, Singapore. 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. During the past 5 years, he has built a substantive practice-focus in tax compliance and devising strategies, structure and restructuring of organization.

**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.