

Diploma in Management Studies - LC 200

1. Objectives

The overall aim of this programme is to equip students with the necessary skills, concepts and tools in management.

The specificities of this programme are as follows:

- ◆ It will be delivered on mixed mode basis, i.e., face to face tutorials after office hours, print-based distance education materials and online learning.
- ◆ Students will be granted exemption if ever they want to upgrade to a BSc (Hons) in Management programme.
- ◆ Since the programme targets working people, students will benefit from a learning environment which will be rich with their peer's experiences and knowledge.

2. Programme Requirements

Credits in five (5) subjects at 'O' Level including Mathematics **and** 2 GCE 'A' Level passes. Preference will be given to applicants with relevant experience and each case will be considered on its own merits.

3. Programme Duration

	Normal	Maximum (under flexible)
Diploma (Part-Time):	3 (Years) (6 Semesters)	7 (Years) (14 Semesters)

4. **Credits per Semester:** Minimum 6, Maximum 12 subject to regulation 1.3.

5. **Minimum Credits Required For the Award of Diploma:** 63

6. Assessment

All modules will carry 100 marks and will be assessed as follows:

Assessment will be based on a written examination of 2-hour or 3-hour duration as specified and continuous assessment carrying 20% to 30% of total marks, except for a module. Continuous assessment will be based on assignments but should include at least one class test.

For a student to pass a module, an overall total of 40% for Continuous Assessment and Written Examination components would be required without the minimum thresholds within the individual continuous assessment and written examination.

All modules carry equal weighting, i.e., of 3 credits.

7. List of Modules - Diploma in Management Studies - 63

Credits CORE MODULES

Code	Module	Hrs/Wk	Credits
MGT 1111	Organisation & Management	D.E.	3
ECON 1111	Microeconomics	D.E.	3
COMS 1010	Communication Skills	D.E.	3
CSE 1010e	Introduction to Information Technology	D.E.	3
ECON 1211	Macroeconomics	D.E.	3
MGT 1201	Organisational Behaviour	D.E.	3
QM 1101	Introduction to Quantitative Methods	D.E.	3
STAT 1010	Statistics	D.E.	3
ACF 1300	Introduction to Accounting	D.E.	3
MGT 1200	Introduction to Marketing	D.E.	3
CDL 2010	Entrepreneurship	D.E.	3
ACF 1302	Introductory Finance	D.E.	3
LAWS 1105	Introduction to Law and Legal Methods	D.E.	3
MGT 2101	Human Resource Management	D.E.	3
CDL 3010	Marketing Management	D.E.	3
CDL 3011	Small Business Management	D.E.	3
CDL 3012	Productivity Control and Management	D.E.	3
CDL 3013	Introduction to Strategic Management	D.E.	3
MGT 2222	Employee Relations	D.E.	3
-	2 from Optional/GEM List		2 x 3

Optional/GEM Modules

COMS 1202:	Principles of Public Relations
LAWS 3204:	Industrial Relations Law
ACF 2207:	Public Sector Budgeting
MGT 2102:	Ethics and Moral Philosophies
MGT 3107:	Total Quality Management
LAWS 1107:	Administrative Law
SOCI 1101	Understanding Society

Important Note:

Modules will be offered subject to availability of resources. If critical mass of students is not attained, some modules may not be offered.

CPDL reserves the right to change the order in which the modules are offered and to add to/or remove from the list of Optional/GEM modules.

As electives, students are strongly advised to take Administrative Law.

8. Programme Plan - Diploma in Management Studies

LEVEL 1							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
CORE				CORE			
MGT 1111	Organisation and Management	D.E.*	3	CSE 1010e	Introduction to Information Technology	D.E.	3
ECON 1111	Microeconomics	D.E.	3	ECON 1211	Macroeconomics	D.E.	3
COMS 1010	Communication Skills	D.E.	3	MGT 1201	Organisational Behaviour	D.E.	3
LEVEL 2							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
CORE				CORE			
QM 1101	Introduction to Quantitative Methods	D.E.	3	STAT 1010	Statistics	D.E.	3
ACF 1300	Introduction to Accounting	D.E.	3	CDL 2010	Entrepreneurship	D.E.	3
MGT 1200	Introduction to Marketing	D.E.	3	ACF 1302	Introductory Finance	D.E.	3
				LAWS 1105	Introduction to Law and Legal Methods	D.E.	3
LEVEL 3							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
CORE				CORE			
MGT 2101	Human Resource Management	D.E.	3	CDL 3012	Productivity Control and Management	D.E.	3
CDL 3010	Marketing Management	D.E.	3	CDL 3013	Introduction to Strategic Management	D.E.	3
CDL 3011	Small Business Management	D.E.	3	MGT 2222	Employee Relations	D.E.	3
ELECTIVES	Choose one from Optional/GEM list	-	3	ELECTIVES	Choose one from Optional/GEM list	-	3

* D.E. – One-hour weekly tutorial sessions.