

# Diploma in Management Studies (DMS)

Developed and awarded by Singapore Institute of Management, Singapore

## Module Outline for DMS

### **BUSINESS COMMUNICATION**

This module aims to equip students with effective writing and oral communication skills to meet the challenges of working in a competitive environment. Students learn to master important business communication tools like reports, letters, minutes, memorandums and electronic mail communication. They will also acquire presentation and public speaking skills as well as listening and meeting skills essential for success in the new economy.

### **BUSINESS FINANCE**

This module provides students with an understanding of the acquisition and allocation of funds within a business organisation. It deals with financing decisions including various sources of short-term and long-term financing and investment decisions including management of working capital, current asset and fixed asset investments. The emphasis is placed on making sound decisions in the value creation activities of the business organisation.

### **BUSINESS LAW**

This module equips business managers and executives with key concepts and principles in Business Law in Singapore. A firm grounding in the laws affecting business is an important ingredient for success in today's rapidly changing commercial landscape. With a sound understanding of Business Law essentials, managers and executives are able to appreciate the legal implications of various common business transactions and make better management decisions regarding them. Topics covered include: the Singapore Legal System, Contract Law, Sale of Goods, Agency Law, Company Law, Law of Torts and Intellectual Property.

### **BUSINESS MATHEMATICS**

This module introduces essential mathematical concepts and techniques for a firm understanding of foundation mathematics required for business-related studies. This consists of core concepts such as algebra, the mathematics of finance, the derivative and its application, and the integration. These concepts represent important approaches and techniques of mathematics related to business studies, upon which further concepts and techniques are built. The importance of the core concepts and techniques are illustrated and developed into a generic mature approach to mathematics and creative problem solving.

### **BUSINESS STATISTICS**

This module develops an understanding of statistical methods at the basic level and an awareness of their applications in business environment. This module gives an overview of the descriptive and inferential statistics that may be used by managers. Topics covered include: numerical measures, sampling methodologies, basic concepts of probability and hypotheses testing, analysis of variance, correlation and regression and chi-square applications.

### **ENGLISH FOR BUSINESS**

This module focuses on developing the key skills of reading and writing, along with a good understanding of the conventions of grammar and usage. Students will read different types of texts and learn how to infer, summarise and interpret the information presented. They will also learn about different writing formats and styles, and more importantly, how to write clearly and persuasively.

## **FINANCIAL ACCOUNTING**

This module is designed to provide students with an understanding of the concepts and principles of accounting, the accounting equation and double-entry concepts. Emphasis is placed on analysing business transactions and understanding financial statements to support decision-making. Students will be taught how to prepare the balance sheet, income statement and cash flow statement.

## **INFORMATION SYSTEMS FOR BUSINESS**

This module provides students with an understanding of information systems from a management perspective. It will cover the foundation concepts of the Information Systems; Computer Hardware and Software; Telecommunications and Network; e-Business/e-Commerce applications; Data Resource Management; and Security, Ethical and Societal Challenges. In addition, the practical components of this course offers students hands-on learning in the application of web-site and social media; use of database for data management; and spreadsheets for decision making.

## **MACROECONOMICS**

This module examines the working of a typical economy. It looks at how the overall performance of an economy is assessed by measures such as the Gross National Product, unemployment, inflation rate and the economic growth rate. It also looks at the role of the government through the implementation of fiscal and monetary policies. The effects of a fiscal and the monetary policy mix on the economy are examined using the IS-LM analysis.

## **MANAGERIAL ACCOUNTING**

This module is designed to help students to analyse and process accounting information for management decisions. Students will acquire managerial accounting techniques to enable them to plan, control and to make sound decisions. Coverage in this module includes cost terminology and behaviour, relevant costs, break-even analysis, budgetary control, standard costing and variance analysis, and performance evaluation and pricing.

## **MANAGING HUMAN RESOURCES**

This module introduces the essential elements of human resources and employment relations as well as a clear understanding of how these elements link with business strategies. Topics covered include human resource planning, recruitment, selection, training, talent management, performance management, compensation and benefits, safe and healthy workplace, employee rights, industrial relations and employment legislation. This module will emphasise on the role of human resources to achieve organisational goals.

## **MANAGING PEOPLE AND ORGANISATIONS**

This module equips students with the key principles of management, organisational behaviour to help them become effective and efficient managers and supervisors. Topics include the roles, skills and functions of managers and how they can effectively deal with a rapidly changing and highly competitive environment in the knowledge-based economy. Other important areas include personal and team effectiveness in a global organisation and interpersonal skills.

## **MICROECONOMICS**

This module examines the problem of scarcity and the choices of individual consumers, firms and the government. It considers consumer choice and demand using utility and indifference curve analysis. It also looks at a firm's economic objective and how it tries to attain this objective given different market characteristics. The firm's production function, cost curves, pricing and supply decisions are discussed.

## **OPERATIONS MANAGEMENT**

This module deals with the use of operations strategy to build value chains and competitive advantage. It provides participants with frameworks to address both the design and the management of operations. The designing framework covers forecasting, the design of goods and services, managing quality, process strategy, capacity planning, and location and layout. The managing operations framework covers supply-chain management, inventory management, materials requirements planning and ERP, project management, JIT and lean systems, and maintenance reliability.

## **PRINCIPLES OF MARKETING**

This module provides an overview of the concepts and techniques of the marketing process in today's dynamic environment and its inter-relationship with other business functions. It also studies the execution of the marketing function and the use of the marketing mix to help businesses successfully reach their customers and sustain competitive advantage.