

## Diploma in Banking and Finance (DBF)

Developed and awarded by Singapore Institute of Management, Singapore

### Modules Outlines for DBF

#### **BUSINESS ACCOUNTING**

This module deals primarily with the study of the two main branches of business accounting which are financial accounting and management accounting. The first part of the course covers the basics of financial accounting. Topics included here are double entry book-keeping and the preparation of basic financial statements and financial analysis. The second part of the course covers management accounting techniques for planning, control and decision-making.

#### **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 MANAGEMENT AND COMMUNICATIONS**

This module introduces the main functional areas of organization and the principles of management that are applied in contemporary business organizations. Topics covered include: the management movement and the work of a manager, developing effective communication skills, critical thinking and decision-making skills, planning skills, proposals and report writing, organizing skills, motivating employees, leadership skills, conflict management, and controlling skills. This module will create opportunities for students to apply their communication skills in a clear, logical and dynamic manner, and appreciate the interplay of elements in different management situations.

#### **BUSINESS MATHEMATICS**

This module introduces essential mathematical concepts and techniques for a firm and 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 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.

#### **CREDIT RISK ANALYSIS & MANAGEMENT**

This module provides an overview of the lending practice in today's banking environment. It covers the lending process and credit risk management in the pre and post loan disbursement stages. Students will be introduced to principles of lending, key features of lending products for personal and corporate borrowers, credit assessment techniques using qualitative and quantitative models.

## **ECONOMICS FOR MANAGERS**

This module studies the problem of the scarcity of resources that is facing a person, a firm or a society. It assumes that rational people normally make choices to consume the scarce resources in terms of comparing marginal benefit and marginal cost. The contents of this module can be divided into two parts, principles of microeconomics (economics and choice at individual level) and principles of macroeconomics (economics and choice at aggregate level).

## **FINANCIAL MARKETS AND INSTITUTIONS**

This module introduces the key features and activities in the financial market place. It provides students with an understanding of the roles and operations of financial markets and other key market players. It also looks at the role of the central bank in regulating financial institutions. The module helps students to understand the nature, activities, products and services in the primary and secondary markets, money markets, capital markets as well as the derivative markets.

## **FINANCIAL TRADING**

This module focuses on the use of Technical Analysis in financial trading, entry and exit techniques, objective-setting techniques and time-frame techniques. It examines market cycles and Elliot Wave principles underlying financial trading. The module also provides an understanding of trading psychology and traders' performance along with rules for defining trader behavior.

## **INFORMATION SYSTEMS FOR BUSINESS**

This course provides students with an understanding of information systems from a management perspective. This module 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.

## **INVESTMENT**

This module introduces the basic concepts of investment in capital markets. It studies both fundamental analysis and technical analysis, and tests their results from an efficient market hypothesis. It also helps students to formulate and evaluate an investment, and to look beyond the domestic market. The module serves as a foundation for advanced courses in investment and finance.

## **MANAGING BUSINESS FINANCE**

This module introduces the framework of financial decision making and gives an account of capital investment decisions, financing decisions and mixed decisions. It considers investment appraisal methods, risk management, sources of short-term and long-term funds, cost of capital, working capital management, business valuations and aspects of international business finance.

## **MANAGING HUMAN RESOURCES**

This module introduces the essential elements of human resource 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 emphasize on the role of human resources to achieve organizational goals.

## **NEGOTIATIONS AND INTER-CULTURAL MANAGEMENT**

This module studies the basic modalities of negotiating in a cross-cultural world. These modalities relate to how negotiators may communicate and persuade effectively and how they may maximise their chances of success in negotiation. This module, as such, will assist participants to diagnose problems and work towards agreement and collaboration in individual, organisational and intercultural environments. It will introduce models and theories of business communication and negotiation and focus on the application of specific negotiating skills such as those involving the psychological aspects of bargaining, practice of ethics and trust and skills for managing disputes and impasses.

## **PRINCIPLES OF MARKETING**

This module provides an overview of the concepts and techniques of the marketing process in today's dynamic environment and its interrelationship 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.