

YEAR (1)

Diploma of Management

Diploma in Management (Year 1)

Diploma in Management +Advanced Diploma in IT Management+ Bachelor of Business (E-Business & Management) Study Guide

http://www.filefactory.com/file/4joafi0fzpkv/n/Dip_Adv_Dip_B_Bus_Study_Guide_pdf

Then you will find the following files/ Link for the following units.

- Mgt 101 Management
- Mgt 102 Performance Management
- Mgt 104 Project Management
- Mgt 105 Quality Management
- Mgt 107 Industrial Risk & Safety
- Mgt 108 Computer Application in Management

Mgt 101 Management (ICT 107)

ICT 107 Business Information Systems

You need to open the folder, view the powerpoint shows, copy the notes, listen to English & Myanmar Explanations.

Then do the exercises as follows.

Study the slide Number from	Questions
1	What is organization?
2	What are the needs for organization?
3	What is the most important aspect of information?
4, 5	Write the check list for information quality.
6 to 9	What are the information requirement for small & large organizations?
10 to 13	What are the information requirement for trading sector?
14 to 16	What is Computer based Information System (CBIS)?
17 to 19	What is system?, Describe system components and explain two of them. Provide an example of system type and explain about it.
20, 21	Explain how the nature of open & close loop systems happen in a bookstore

22	What is cross functional co-ordination?
23, 24	Explain Components/Sub-Systems of CBIS
25	What are Data Processing Tasks?
26,27	Explain management information system with examples.
28 to 30	Explain data ware house, data mining, data mart.
31to 35	Explain expert system, knowledge intelligence system, marketing information system.
36 to 38	Explain marketing knowledge information system (MKIS)
39	What are the key tasks of Client Relationship Management (CRM)
40, 41	Explain organizational structure with examples in financial sector.
42 to 46	Explain Manufacturing Information System, Total Quality Management (TQM) and describe the Management Levels in Manufacturing Information Systems
46 to 48	Explain the Importance of Accounting & financial Information Systems in Strategic level, Knowledge Level, Management level and Operational Level
49 to 52	Describe the kinds of problems arisen & how to do decision making
53	Explain business planning

Then submit your answer by Word file or Scanned Digital Format attached to e-mail

& send it to kyawnaing225@yahoo.com & CC- iqytechnicalcollege@gmail.com

If sending e-mail is difficult, you can send hard copy by mail to

U Kyaw Naing

PO BOX 227,

MARRICKVILLE, NSW 1475

SYDNEY

AUSTRALIA

On receipt of the assignment, Transcript + Certificate of Subject Completion will be sent electronically.

Mgt 102 Performance Management

ICT 201A-OB Wk 2

View [oblecture2](#) Powerpoint

Then do the following exercises.

7	What are the individual differences in organization?
8	What are generational and age-based differences?
9	Explain the Triarchic Theory of Intelligence
10	What are multiple intelligences?
11	What are personality differences?
12	What is emotional intelligence?

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Mgt 104 Project Management

Open the folders EE309 Part 1, EE309 Part 2, EE309 Part 3, EE309 Part 4 and EE309 Part 5 ,View the slides, listen to audio files.

Then answer the followings

EE309 Part 1

Q1.What is cycle of project management?

Q2.What are the stages in project management?

Q3.Explain (a) Topology of project (b) strategy in project management.

Q4.What are the factors causing the success and failure of project?

Q5.What is the role of project manager?

Q6.What is quality?

Q7.Explain quality system documentation.

Q8.What is element of quality cost?

EE309 Part 2

Q9.Explain the modelling of project system

Q10.Explain the project control

Q11.Explain the project flow control procedure.

Q12.Explain (a) Pre-job planning (b) Purchasing

Q13.Explain systematic problem solving model.

EE309 Part 3

Q14.Explain the followings.

(a) Project structure (b) Project organization (c) Effective team work

Q15.Write the formulas

(a) Minimum cost schedule (b) Present value (c) Future value

Q16.Explainn (a) Analyzing cost plan (b) Pay back analysis

Q17.What are the risk analysis techniques?

Q18.Sketch (a) Project plan graphic form (b) Gantt Chart

EE309 Part 4

Q19.Write the procedure for preparing the quality plan.

Q20.Describe management leadership.

Q21.Whate are the roles of project manager?

EE309 Part 5

Q22.Explain (a) Job review (b) Time card

Q23.Explain (a) System of operation (b) Planning budget

Q24.Describe change control system

Q25.Describe the establishment of contract.

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Mgt 105 Quality Management

You need to open the folder, view the powerpoint shows, copy the notes, listen to English & Myanmar Explanations.

Then do the exercises as follows.

Study Mgt 505 and do the following exercises.

Q1.What Is Quality?

Q2.What Is Quality: Customer's Perspective?

Q3.What are Dimensions of Quality:Manufactured Products?

Q4.What are Dimensions of Quality: Services?

Q5.What Is Quality:Producer's Perspective?

Q6.Outline Deming's 14 Points.

- Q7.Sketch Deming Wheel: PDCA Cycle.
- Q8.What is Cause-and-Effect Diagram?
- Q9.Describe Pareto Analysis.
- Q10.Explain Control Chart.
- Q11.Explain Quality Management in the Supply Chain.
- Q12.Sketch Quality Circles.
- Q13.What are Quality Attributes in Services?
- Q14.Describe Design for Six Sigma (DFSS).
- Q15.Which costs are included in prevention?
- Q16.What are External Failure Costs?
- Q17.How do the quality costs measure and report?
- Q18How do quality and cost relate?
- Q19.Write the equation for Measuring Product Yield and Productivity.
- Q20.Write the equation for Quality–Productivity Ratio.
- Q21.What is ISO 9000 certification?

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Mgt 107 Industrial Risk & Safety

Open the folders EE119 Power Points

You need to open the folder, view the powerpoint shows, copy the notes, listen to English & Myanmar Explanations.

Then do the exercises as follows.

Q1.Explain (a)Hazards of electricity (b) Prevention (c) Electrical maintenance & safety (d)Risk analysis & risk reduction

Q2.Explain safety procedures & methods

Q3.Explain the procedure for one minute safety audit.

Q4.What are the human factors in safety audit?

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Mgt 108 Computer Application in Management

Open the folder “ Industrial Computer System”

Study the contents in the following files.

“IntroHardware.doc”

“Motherboard_.ppt”

“Presentation_on_the_System_Bus.ppt”

“hard-drive-controllers_1.ppt”

“THE_CPU_.ppt”

“Power_Supply_Surge_Protectors.ppt”

“good_one.ppt”

Then answer the followings questions & send the answer

Q1. Explain the followings (a) CPU (b) Interface Cards (c) RAM modules (d) Computer File Structures (e) Sharing a drive or device on a computer network (f) Mapping a network drive:

Q2. Write the operation function of computer mother board.

Q3. What is system bus?

Q4. What travel on the system bus?

Q5. Explain the function of address bus & memory .

Q6. What is controller?

Q7. Explain the types of controllers.

Q8. What is SCSI?

Q9. What is ATA?

Q10. Describe the operation function of Internal bus & external bus.

Q11. What is a computer network and using network drives?

Q12. What does CPU mean & do?

Q13. Explain the structure & function of DUO core CPU.

Q14. To utilize a particular type of CPU what aspects of compatibility to be considered?

Q15. Explain the function of uninterruptable power supply.

Q16. How do you understand the stand by UPS.

Q17. To use UPS, what compatibilities are required to be considered?

Q18. Explain Cache memory .

Q19. Describe SDRAM & DDR .

Q20. What is the function of heat sink & why it is important?

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