



# DIPLOMA IN LAW & MANAGEMENT (T09)

## Course Overview

Law affects all areas of life, and studying it will give you the edge in meeting the challenges of the working world.

This course will teach you the theoretical and practical aspects of law, it will also equip you with a wide variety of skills, such as legal communications, legal research, opinion writing, preparing and drafting contracts and agreements.

You will not only be highly sought after by law firms, but also by government agencies and legal departments in private companies such as banks, insurance companies and real estate agencies.

## Entry Requirements

To be eligible for consideration for admission, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e. English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements of this course. CCA cannot be used to meet the minimum entry requirements.

Subject	Grade
English Language (EL1)*	1-4
Mathematics (E or A)	1-6
Any three other subjects, excluding CCA	1-6
<b>2021 Planned Intake</b>	<b>110</b>
<b>Net ELR2B2 aggregate range (2021 JAE)</b>	<b>3 - 11</b>

To be eligible for selection, you must also have sat for at least one of the following subjects: Art/Art & Design, Business Studies, Combined Humanities, Commerce, Commercial Studies, Economics, Geography, History, Higher Art, Higher Music, Introduction to Enterprise Development, Literature in English/ Chinese/Malay/Tamil, Media Studies (English/Chinese Language), Music, Principles of Accounts.

\* Sijil Pelajaran Malaysia (SPM)/ Unified Examination Chinese (UEC) holders must have a minimum of grade 4 for the relevant English Language subject (e.g. Bahasa Inggeris).







# What You'll Learn

## YEAR 1

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You will spend Semester 1 mastering foundational business subjects such as management, economics, accounting and communications while Semester 2 will equip you with basic legal knowledge and skills.

### TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units
 <b>BCS1011</b>	<b>Communication &amp; Information Literacy</b>  In this subject, you will learn how to conduct research for relevant information and validate information sources. You will also learn to recognise and avoid plagiarism, and follow standard citation and referencing guidelines when presenting information. In the course of learning, you will be required to plan, prepare and present information appropriately in written and oral form. You will also be taught to consider the <b>Message</b> , <b>Audience</b> , <b>Purpose</b> and <b>Strategy</b> (MAPS) when writing and delivering oral presentations.	<b>2</b> 
 <b>BCS1013</b>	<b>Persuasive Communication</b>  In this subject, you will be taught how to use persuasive language in written documents. You will be required to use information to your advantage to verbally communicate and convince an audience about your idea, product or service. Skills such as persuasive vocabulary, language features, graphical illustrations, tone and style would also be covered. The <b>Message</b> , <b>Audience</b> , <b>Purpose</b> and <b>Strategy</b> (MAPS) will also be applied when engaging in verbal and written communication.	<b>2</b> 
 <b>GCC1001</b>	<b>Current Issues &amp; Critical Thinking</b>  This subject presents you with a panoramic view of current local and global issues, which may have long term implications for Singapore. You will learn to apply critical thinking tools to examine current issues, support your views with relevant research and up-to-date data, articulate an informed opinion and mature as civic-minded individuals.	<b>2</b> 

^	<b>LEA1011</b>	<b>Leadership: Essential Attributes &amp; Practice 1</b>	<b>1</b>	^
		LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.		
^	<b>LEA1012</b>	<b>Leadership: Essential Attributes &amp; Practice 2</b>	<b>1</b>	^
		LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.		
^	<b>LSW1002</b>	<b>Sports &amp; Wellness</b>	<b>2</b>	^
		This subject will help you develop both the physical and technical skills in your chosen sports or fitness activities. Through a structured curriculum that facilitates group participation, practice sessions and mini competitions, you will learn to build lifelong skills such as resilience, leadership, communication and teamwork. Physical activity sessions will be supplemented by health-related topics to provide you with a holistic approach to healthy living.		
^	<b>MCR1001</b>	<b>Career Readiness 1</b>	<b>1</b>	^
		This Career Readiness programme comprises three core subjects - Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.		

### Core Subjects

	<b>Subject Code</b>	<b>Subject</b>	<b>Credit Units</b>	
^	<b>BAF1010</b>	<b>Business Accounting</b>	<b>4</b>	^
		This subject provides you with an understanding of the core accounting principles underlying accounting practice; from the preparation of accounting entries to the financial statements of businesses. It also focuses on how various businesses report the results of their activities in the financial statements.		
^	<b>BBS1001</b>	<b>Principles of Management</b>	<b>4</b>	^
		This subject covers the key management functions of planning, organising, leading and controlling. It addresses the impact of environmental factors that affect business and the relevance of corporate social responsibility in an organisation. It emphasises the roles, responsibilities and challenges faced by supervisors/managers in an organisation.		

^	<b>BBT1010</b>	<b>Business Technology &amp; Analytics</b>	<b>4</b>	^
<p>This subject provides an overview of how digitalisation and business technology impact the future of work and businesses. It also encompasses the utilisation of digital information and applications to facilitate decision making and problem solving through data analysis and visualisation.</p>				
^	<b>BEC1007</b>	<b>Business Economics</b>	<b>4</b>	^
<p>The subject covers the fundamental principles of economics for understanding how individuals and firms make decisions. It will focus on the various aspects of the product market: demand and supply, elasticity, market competition, product differentiation. The subject includes an overview of macroeconomic indicators, the government's macroeconomic objectives and policy tools.</p>				
^	<b>BEC1008</b>	<b>Economics in a Globalised World</b>	<b>4</b>	^
<p>This subject provides an understanding of the broad framework in which economies operate in a global and interconnected world. Concepts covered thematically include: Measuring economic performance using GDP, Inflation, Unemployment and the AD-AS model; International Trade and Foreign Exchange; the Role of Governments and fiscal &amp; monetary policies</p>				
^	<b>BLM1006</b>	<b>Legal Skills</b>	<b>4</b>	^
<p>The legal skills covered in this subject include statutory reading, legal case report reading, case summary writing, conducting client interviews, taking attendance notes, legal letter writing and drafting of legal opinions.</p>				
^	<b>BLM1008</b>	<b>Legal Systems</b>	<b>4</b>	^
<p>This subject introduces you to the concept of law and the legal system in Singapore. You will also learn about the respective roles and structures of the Executive, the Legislature and the Judiciary in Singapore.</p>				
^	<b>BLM1009</b>	<b>Legal Methods</b>	<b>4</b>	^
<p>This subject introduces you to important legal methodologies such as legal thinking, legal research, case reading and statutory interpretation.</p>				

Prepare to delve deeper into the study of law with key subjects like Contract, Tort, Criminal Law, Family Law, Conveyancing and Company Law. Also learn the Fundamentals of Marketing, an important skill in your career in the legal industry.

### TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units
BCS1012	<p><b>Workplace Communication</b></p> <p>In this subject, you will be taught how to conduct effective meetings while applying team communication strategies and the skills for documenting meeting notes. You will be required to write clear emails, using the appropriate format, language, tone and style for an audience. You will also be taught to communicate appropriately in and for an organisation when using various platforms. In all aspects, the principles of applying <b>M</b>essage, <b>A</b>udience, <b>P</b>urpose and <b>S</b>trategy (MAPS) will be covered.</p>	2
BGS1002	<p><b>Global Studies</b></p> <p>This subject provides essential skills and knowledge to prepare you for an overseas experience. You will examine the elements of culture and learn the key principles of cross-cultural communication. In addition, you will gain an appreciation and awareness of the political, economic, technological and social landscape to function effectively in a global environment.</p>	3
BGS1003	<p><b>Managing Diversity at Work*</b></p> <p>This subject explores the concepts of identity, diversity and inclusion at the workplace. It examines the relationship between identity and diversity, the benefits and challenges of diversity and the strategies that promote inclusion and inspire collaboration in a diverse workplace. Examples of the elements of diversity covered in this subject include nationality, generation, ethnicity and gender. A one week residential stay is mandatory for this subject.</p>	3
BGS1004	<p><b>Global Citizenship &amp; Community Development*</b></p> <p>Students will examine the meaning and responsibilities of being a Global Citizen, in order to contribute towards a more equitable and sustainable world. In addition, students will learn how sustainable solutions can support community development, and, execute and critique a community action plan that addresses the needs of a specific community/cause.</p>	3
BGS1005	<p><b>Expressions of Culture*</b></p> <p>This subject provides a platform for an understanding of culture and heritage through modes of expression. Students will be introduced to global and local cultures via everyday objects, places and human behaviour seen through time and space. Students will explore issues and challenges in culture and heritage sustainability in community, national and global contexts.</p>	3



^	<b>BIN1001</b>	<b>Innovation &amp; Entrepreneurship</b>	<b>2</b>	^
<p>The Innovation &amp; Entrepreneurship subject is designed for learners from all disciplines to embrace innovation in either their specialised fields or beyond. You will first learn the Design Thinking framework, where you will develop problem statements and ideate solutions. Next, you will discover the tools for prototyping and innovation, such as 3D printing and laser cutting, at TP's Makerspace+ facility. Finally, you will acquire commercial awareness through the LEAN Startup framework of idea crystallisation, prototype building, customer testing and validation, refinement of business model canvas, and crowdfunding or crowdsourcing avenues.</p>				
^	<b>LEA1013</b>	<b>Leadership: Essential Attributes &amp; Practice 3</b>	<b>1</b>	^
<p>LEAP 1, 2 and 3 are three fundamental subjects that seek to cultivate in you, the attitude, skills and knowledge for the development of your leadership competencies. This character-based leadership programme enables you to develop your life-skills through establishing personal core values, which will become the foundation for your leadership credibility and influence.</p>				
^	<b>MCR1002</b>	<b>Career Readiness 2</b>	<b>1</b>	^
<p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>				
^	<b>TGL1001</b>	<b>Guided Learning</b>	<b>3</b>	^
<p>The subject introduces students to the concepts and process of self-directed learning in a chosen area of inquiry. The process focusses on four stages: planning, performing, monitoring and reflecting. Students get to plan their individual learning project, refine and execute the learning plan, as well as monitor and reflect on their learning progress and project. The learning will be captured and showcased through a curated portfolio. The self-directed learning project will broaden and/or deepen a student's knowledge and skills.</p>				

\* Students must choose to take either one of these three subjects or TGL1001 Guided Learning.

## Core Subjects

Subject Code	Subject	Credit Units		
^	<b>BLM1001</b>	<b>Criminal Law</b>	<b>4</b>	^
<p>This subject covers the law relating to criminal offences and defences. The focus is on identifying and understanding the elements of major offences and defences in the Penal Code with reference to decided cases. Criminal offences in other key legislation such as the Misuse of Drugs Act and the Women's Charter will also be dealt with.</p>				

^	<b>BLM1002</b>	<b>Law of Tort</b>	<b>4</b>	^
<p>This subject covers the main areas of civil actions available to parties seeking civil redress. These include the laws relating to negligence, nuisance, defamation, assault and battery.</p>				
^	<b>BLM2003</b>	<b>Family Law</b>	<b>4</b>	^
<p>This subject introduces the law relating to the family in Singapore. Topics covered include marriage, divorce, the maintenance of wife and children, custody of children, family violence, division of matrimonial assets and the maintenance of parents. Close attention will be paid to the Women's Charter and relevant cases.</p>				
^	<b>BLM2004</b>	<b>Law of Contract</b>	<b>4</b>	^
<p>This subject provides an overview of the legal principles governing the formation of contracts, the rights and obligations created by certain types of clauses and the consequent remedies available to anyone who suffers a breach of contract. It also covers the major vitiating factors and the ways in which contracts can be terminated.</p>				
^	<b>BLM2009</b>	<b>Company Law</b>	<b>3</b>	^
<p>This subject provides a basic understanding of the law that governs and regulates companies. Topics include types of corporate entities, Memorandum and Articles of Association, directors' duties, rights of members, corporate finance, winding up and judicial management of companies.</p>				
^	<b>BLM2010</b>	<b>Conveyancing Law &amp; Procedure</b>	<b>4</b>	^
<p>This subject introduces the basic concepts relating to real property in Singapore and the procedural aspects connected with property transactions. You will learn topics connected with the ownership of land, registration systems, the law in relation to mortgages, landlords and tenants and strata titles. The procedures involved in the preparation of instruments for lodgement for such transactions will also be covered.</p>				
^	<b>BRM1005</b>	<b>Marketing Fundamentals</b>	<b>4</b>	^
<p>This subject provides an understanding of the basic concepts and practices of modern marketing. It focuses on the marketing role and the tools utilised by marketers in developing the appropriate marketing mix for target market segments.</p>				

Year 3 is when you will learn more advanced law subjects such as Civil Procedure, Intellectual Property, Trusts, Wills & Probate and Management of Law Office & Court Technology. The 16-week Student Internship Programme, will provide you with realistic preparation to join the legal workforce.

### TP Fundamentals (TPFun) Subjects

Subject Code	Subject	Credit Units
BSI3024	<p><b>Student Internship Programme</b></p> <p>This structured programme is designed to link your learning with the real work environment. You will be placed in organisation(s) with opportunities to apply the concepts and skills acquired in the course of your study. Besides reinforcing technical concepts and mastering of skills in areas that you have been trained, the practical training will enable you to build important skills such as problem-solving, communication, teamwork, and to cultivate good attitude and a strong work ethic.</p>	16
MCR1003	<p><b>Career Readiness 3</b></p> <p>This Career Readiness programme comprises three core subjects – Personal Management, Career Preparation and Career Management. It seeks to help you understand your career interests, values, personality and skills for career success. It also equips you with the necessary skills for seeking and securing jobs, and to develop professional work ethics.</p>	1

### Core Subjects

Subject Code	Subject	Credit Units
BAF3004	<p><b>Company &amp; Partnership Accounts</b></p> <p>This subject covers the accounting requirements with regard to partnerships and companies. You will also learn the procedures to account for the legal profession in the preparation of Solicitors' Accounts.</p>	3
BLM3006	<p><b>Corporate Governance &amp; Compliance</b></p> <p>This subject equips you with an understanding of basic principles for good corporate governance in private and listed companies, as well as the internal compliance adopted by companies to comply with applicable laws and policies. You will learn the law which governs and regulates companies in Singapore with particular emphasis on the practical and procedural aspects.</p>	3
BLM3008	<p><b>Intellectual Property</b></p> <p>This subject covers the substantive law relating to main types of Intellectual Property Rights (IPRs) and includes Law of Confidence, Law of Passing Off, Law of Copyright, Law of Trade Marks, Law of Patents and Law of Designs. You will receive a brief introduction to the registration processes for trademarks and patents and to civil and criminal enforcements. You will also be given an overview of the Law of Information Technology, with reference to the Computer Misuse Act.</p>	4



^	<b>BLM3013</b>	<b>Trusts, Wills &amp; Probate</b>	<b>3</b>	^
<p>This subject is a study of the law relating to trusts, wills, intestacy, probate and administration. Particular attention will be paid to drafting of wills and the procedures for obtaining grant of Letters of Administration and Probate.</p>				
^	<b>BLM3017</b>	<b>Criminal Procedure</b>	<b>4</b>	^
<p>This subject deals with the procedure in respect of criminal matters, from arrest to criminal litigation and appeal. It covers the entire process of administering criminal justice and criminal litigation as provided for in the Criminal Procedure Code and portions of the Evidence Act, and trains you to assist a criminal lawyer effectively.</p>				
^	<b>BLM3018</b>	<b>Management of Law Office &amp; Court Technology</b>	<b>4</b>	^
<p>This subject will cover most aspects of running and managing a law office including the management of human resources, the office environment, work flow management, office automation, record and document management, logistical support, electronic filing and litigation support systems.</p>				
^	<b>BLM3019</b>	<b>Civil Procedure</b>	<b>4</b>	^
<p>This subject introduces the litigation process from commencement of a writ action to enforcement of a judgement. It also covers the substantive legal principles underlying civil procedures and includes hands-on training in the drafting of court documents.</p>				

## GRADUATION REQUIREMENTS

Cumulative Grade Point Average	min 1.0
TP Fundamentals Subjects	36 credit units
Diploma Core Subjects	84 credit units
<b>Total Credit Units Completed</b>	min 120 credit units