

PSB Academy Pte Ltd (A member of TÜV SÜD Group)
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 Co. / GST Reg. No. 200704825E



OVERALL SCHEDULE

Programme Title : **CERTIFICATE IN BUSINESS ADMINISTRATION (Full Time)**
 Programme Schedule : **10/ACT002/01**
 Cohort : **CBA FT 1/10**
 Duration : 11 January 2010 – 31 May 2010
 Lesson Day/Time : Weekdays 9am-12pm or 2pm-5pm

Examination Time : 2.00pm – 5.00pm
Lesson and Exam Venue : PSB Academy Campus @ Delta (Behind Tiong Bahru Plaza)

Module/ Term No.	Topics	Start	Day	End	Main Exam Date	Re-exam Date
1	Business Communication & English	11 Jan 2010	Weekday	19 Feb 2010	18 Mar 2010	7 May 2010
2.	Elements of Economics	13 Jan 2010		19 Feb 2010	11 Mar 2010	14 May 2010
3.	Elements of Marketing	22 Mar 2010		16 Apr 2010	4 May 2010	5 Jul 2010
4.	Fundamentals of Accounting	23 Mar 2010		16 Apr 2010	18 May 2010	15 Jul 2010
5.	Elements of Human Resource Management	24 Mar 2010		16 Apr 2010	11 May 2010	9 Jul 2010

- Students are to report for classes on the start date of each module.
- **Students will receive a Term Timetable at the first session of each term.**
- Please refer to the Term Timetable for specific examination date for each module.
- No notification will be sent unless there is change in start date.
- Students need to achieve a minimum of 75% attendance and sit for all main examinations if they have applied and approved for any type of funding schemes, i.e. SDF/NTUC-SEP/CDAC.
- Exam room allocation will be made known on the date of the examination.
- Main exam dates are scheduled for first attempt.
- There will be no separate re-exam dates. Re-exam dates are also the main exam dates of the next exam block.
- PSB Academy reserves the right to change the schedule without prior notice.
- Non-CIE exam result release will be 6 weeks from last exam date.

Programme Executive Contact Info

Becky Chen
 Centre for Foundation Studies

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Admission Office & Cashier Operating Hours

Weekdays : 9.00am - 7.30pm
 Saturday : 9.00am - 2.00pm
 Sunday & PH : Closed

Customer Service Executives:
 6885 1000 / 6517 2555 / 6517 2664