

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**  
 Programme Schedule : **10/ACT001/02**  
 Cohort : **CBA 2/10**  
 Duration : 16 March 2010 – 31 January 2011  
 Lesson Day/Time : Tuesday & Thursday 7pm-10pm

**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	<b>Business Communication &amp; English</b>	16 Mar 2010	Tue/Thu	15 Apr 2010	07 May 2010	07 Jul 2010
2.	<b>Elements of Economics</b>	18 May 2010		15 Jun 2010	01 Jul 2010	13 Sep 2010
3.	<b>Elements of Marketing</b>	20 Jul 2010		17 Aug 2010	06 Sep 2010	02 Nov 2010
4.	<b>Fundamentals of Accounting</b>	28 Sep 2010		26 Oct 2010	15 Nov 2010	In 1 <sup>st</sup> 3 week of Jan 2011
5.	<b>Elements of Human Resource Management</b>	23 Nov 2010		21 Dec 2010	In 1 <sup>st</sup> 3 week of Jan 2011	In 1 <sup>st</sup> 3 week of Mar 2011

- 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