

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 : 09/ACT001/06
 Cohort : **CBA 6/09**
 Duration : 18 November 2009 – 30 September 2010
 Lesson Day/Time : Wednesday 7-10pm/Saturday 2-5pm
 Examination Time : **2.00 pm - 5.00 pm**
 Lesson & Exam Venue : **Psb Academy Campus @ Delta (Behind Tiong Bahru Plaza)**

Module No.	Topics	Start	Day	End	Main Exam date	Re-exam date
1	Business Communication & English	18 Nov 09	Wed/Sat	19 Dec 09	08 Jan 10	18 Mar 10
2.	Business Economics	20 Jan 10		20 Feb 10	11 Mar 10	14 May 10
3.	Elements of Marketing	24 Mar 10		24 Apr 10	04 May 10	05 Jul 10
4.	Fundamentals of Accounting	02 Jun 10		30 Jun 10	15 Jul 10	01 Sept 10
5.	Elements of Human Resource Management	28 Jul 10		25 Aug 10	16 Sept 10	11 Nov 10

- 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.
- All students must achieve a minimum of 75% attendance per module, failing which you will be barred from examinations.
- 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.
- **All students must achieve a minimum of 75% attendance per module, failing which you will be barred from examinations.**
- 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.
- Results will be released 6 weeks from the last day of exam block

Programme Executive Contact info

Becky Chen
 Centre for Foundation Studies

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Admission Office & Cashier Operating Hours

Weekdays : 9.00am – 8.00pm
 Saturday : 9.00am - 2.00pm
 Sunday & PH : Closed

Customers Service Executives:
 68851000 or 6517 2555 or 6517 2664