

PSB Academy Pte Ltd (A member of TÜV SÜD Group)
 355 Jalan Bukit Ho Swee
 Singapore 169567
 Tel (65) 6885 1000 Fax (65) 6276 3103
 Email contactus@psb-academy.edu.sg
www.psb-academy.edu.sg
 Co. / GST Reg. No. 200704825E



OVERALL SCHEDULE

Program Title : Diploma in Business Administration
Program Schedule : 09/DIP001/10
Cohort : DBA 9/09
Duration : 02 Dec 2009 – 31 Aug 2011
Lesson Time : Wednesday: 7.00pm – 10.00pm; Saturday: 2.00pm – 5.00pm
Examination Time : 2.00 pm - 5.00 pm
Lesson and Exam Venue: PSB Academy @ Delta Campus (Behind Tiong Bahru Plaza)

Mod d	Topics	Start	Day	End	Exam Date	Re-Exam Date
1.	English Skills (ES)	02 Dec 09	Wed	03 Mar 10	12 Apr 10	06 Aug 10
2.	Quantitative Skills (QS)	05 Dec 09	Sat	06 Mar 10	06 Apr 10	11 Aug 10
3.	Principles of Economics(POE)	05 May 10	Wed	07 Jul 10	03 Aug 10	13 Dec 10
4.	Financial Accounting 1 (FA1)	08 May 10	Sat	10 Jul 10	13 Aug 10	06 Dec 10
5.	Principles of Marketing (POM)	01 Sep 10	Wed	03 Nov 10	10 Dec 10	Apr 2011
6.	Principles of Human Resource Management (PHRM)	04 Sep 10	Sat	06 Nov 10	30 Nov 10	
7.	Basic Business Statistics (BBS)	15 Dec 10	Wed	16 Mar 11	Apr 2011	Aug 2011
8.	Introduction to Organisational Behaviour (IOB)	18 Dec 10	Sat	19 Mar 11		
9.	E-commerce Management (ECM)	04 May 11	Wed	13 Jul 11	Aug 2011	November/ December 2011
10.	Introduction to Business Policy and Strategy (IBPS)	07 May 11	Sat	16 Jul 11		

- 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 examinations if they have applied and approved for any type of funding schemes, i.e. SDF/NTUC-SEP/CDAC.
- Index no. and room allocation will be made known on the date of the examination.
- PSB Academy reserves the right to change the schedule without prior notice.

Due date for 2nd instalment payment: 01 Aug 2010

Programme Executive Contact info

Joanne Victoria Poon Shuk Yee
 Centre for Foundation Studies

Direct line : 6517 2665
 Fax : 6276 1757
 Email : joanne-victoria.poon@psb-academy.edu.sg

Admission Office & Cashier Operating Hours

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

Student Support Officers: 6517 2555 / 2664

NOTE: PLEASE TURN OVER FOR BOOKLIST