

**Semester 1 - Certificate in Information Technology (CIT1604)- Full Time (October 3, 2016 - December 16, 2016)**

	P1	P2	P3	P4	P5	P6	P7	P8	P9
	9:00 - 9:50	10:00 - 10:50	11:00 - 11:50	12:00 - 12:50	13:00 - 13:50	14:00 - 14:50	15:00 - 15:50	16:00 - 16:50	17:00 - 17:50
Monday		Business Information System[Lecture] / <b>Room B</b>							
Tuesday		Office Computing [Lecture] / <b>Room B</b>							
Wednesday		Office Computing [Lab] / <b>Room B</b>	BIS [P & R] / <b>Room B</b>						
Thursday		Business Information System[Lecture] / <b>Room B</b>							
Friday		Office Computing [Lecture] / <b>Room B</b>							

**Module Name**

Business Information System  
Office Computing

**Lecturer Name**

**Mr. Yeo Beng Wah**

**Student Vacation**

December 12-16, 2016

**Next Semester Class starts on:**

December 19, 2016

**Semester 2**

**First Formative Assessment**

Office Computing - November 1, 2016

Business Information System - November 4, 2016

**Second Formative Assessment**

Office Computing - November 29, 2016

Business Information System - December 2, 2016

**Final Examination & Revision**

Office Computing - December 8, 2016

Business Information System December 9, 2016

**Teacher's Revision**

December 5, 2016

**Self-Revision (Study at Home)**

December 6-7, 2016