

**NGEE ANN POLYTECHNIC
APPLICATION FOR THE CERTIFICATE IN BUSINESS (CIB)**

**Jointly offered by School of Business & Accountancy and School of Interdisciplinary Studies
[Deadline for submission to your school's Admin Office is Friday 27 Jan 2012]**

Eligibility Criteria

1. Cumulative GPA of 3 or higher, based on April 10 and Oct 10 results
2. Passed all Level 1 modules on first attempt

(A) To be completed by student

Name		Student No		Student's Tel/HP	
Course	Current Sub-Level (Please circle)	1.1 / 1.2	April 11 GPA	Advisor's name	
			Cum GPA		

(B) To be completed by student

FIVE CIB modules to complete	Schedule	Dates
Principles of Management (POM)	Apr 2012 Semester	Sub-term 1 or 2 (6 weeks X 4 hours)
Understanding Financial Statements (UFS)	April 2012 semester	Sub-term 1 or 2 (6 weeks X 4 hours)
IS in-curriculum 2 nd year elective – Choose either Starting a Business (SAB) or Entrepreneur and the Law (ENTLAW)	April or Oct 2012 semester	Sub-term 1 or 2 (6 weeks X 4 hours)
Business and the Economy (BAE)	Apr or Oct 2013 Semester	15 weeks X 2 hours
IS in-curriculum 3 rd year elective – Choose from Events Communication (EVENTS), Human Communication (HUMCOM), Art of War (AOW), Introduction to services Marketing (1MARKET) or Corporate Communication (CORCOM)	Apr or Oct 2013 Semester	15 weeks X 2 hours

I have noted the above schedule and is committed to attend these specially timetabled modules.

Signature of Student

Date

- Note – Payment of \$30 per certificate module is to be made at NP ePay kiosk upon acceptance of application.
- There will be no refund for withdrawals.

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(C) To be completed by Discipline School

Discipline school has checked student's details on page 1.

- Student's GPA (April 11) is correct. YES NO
- Student's current sub-level (above) is correct. YES NO

Application Supported?

Yes

No

Comments:

Name & Signature of School Director
Date

Please FAX to IS Office by Tuesday 03 Feb 2012.

(D) To be completed by School of IS

Application Supported?

Yes

No

Comments:

Name & Signature of Director/School of IS
Date

The School of IS will reply to the student by e-mail (in March 2011) and advise on payment if successful.