



## TRAINING SCHEDULE FOR FUNCTIONAL ENGLISH COURSE – JAN 2010 INTAKE

They need you to complete the Picture

With Part-Time Education at ITE, the future looks picture perfect

Sign up **NOW** !

Course Title	Hrs	Fees	Training Day / Date	Time	Training Venue
1 Personal Introductions	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
2 Seeking & Providing Information	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
3 Asking for Help & Giving Advice	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
4 Preparing for a Job	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
5 Telephone Conversation	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
6 Making a Report	20	\$120	Tue 5 Jan 10 – 23 Feb 10 Sun 3 Jan 10 – 21 Feb 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 25 Feb 10	7pm--9.30pm	ITE College East (Simei)
7 Beginners' English (Level 1 )	25	\$200	Tue 5 Jan 10 – 9 Mar10 Sun 3 Jan 10 – 7 Mar 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 14 Mar10	7pm--9.30pm	ITE College East (Simei)
8 Beginners' English (Level 2 )	25	\$200	Tue 5 Jan 10 – 9 Mar10 Sun 3 Jan 10 – 7 Mar 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 14 Mar10	7pm--9.30pm	ITE College East (Simei)
9 Beginners' English (Level 3)	25	\$200	Tue 5 Jan 10 – 9 Mar10 Sun 3 Jan 10 – 7 Mar 10	7pm--9.30pm 9am-11.30am	ITE College Central (Bishan)
			Thu 7 Jan 10 – 14 Mar10	7pm--9.30pm	ITE College East (Simei)



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### **Registration (Mon 16 Nov 09 – Thu 26 Nov 09)**

You can register at the following Customer Service Centres:

- ITE Headquarters – 10 Dover Drive
- ITE College Central (MacPherson Campus) – 201 Circuit Road
- ITE College East – 10 Simei Avenue
- ITE College West (Ang Mo Kio Campus) – 4300 Ang Mo Kio Ave 5

Opening hours : Mon to Fri: 8.00am to 6:00pm. Closed on weekends and public holidays.  
Fees are payable upon registration. Cash, Cheque, Visa, Master Card or NETS is accepted

You can also download the application form from <http://www.ite.edu.sg/cet/sc/apply.htm> or apply online at <http://www.ite.edu.sg/cet/sc/online.htm> **Payment is required for confirmation of place.** Crossed cheques should be made payable to **ITE**. At the back of the cheque, please write your name, NRIC/FIN, course title, contact number and email address.

**Enrolment is on a first-come, first- served basis**  
**ITE reserves the right to cancel courses due to unforeseen circumstances.**

### **Withdrawal and Deferment**

Withdrawal or deferment notice must be made in writing

- 2 weeks or more before class start date - Full refund
- Less than 2 weeks before class a start date - 50% refund
- On or after class start date - No refund

### **Contact Information**

Institute of Technical Education: 10 Dover Drive Singapore 138683

Tel: 1800-CALL ITE(1800-2255-483) Fax: 65902418

Email: [cet@ite.edu.sg](mailto:cet@ite.edu.sg) Website: [www.ite.edu.sg/cet/](http://www.ite.edu.sg/cet/)