



London College of Management Studies

Education made simple



Course: ASSOCIATION OF BUSINESS EXECUTIVES (ABE) CERTIFICATE IN BIS

Awarded by: ASSOCIATION OF BUSINESS EXECUTIVES (ABE)

Date of Commencement: 8th September 2008

Date of Examinations: 1-5th December 2008

We are pleased to advise that the schedule of classes during the week of this course is intended to be as shown below. On the day of your first class, please bring this letter to the reception desk at which time any outstanding balance in respect of your course fees should be paid (or alternatively arrangements agreed with the college).

Session: September-December 2008

Stream: Business Management

Day	Time	Unit Title	Unit Code	Unit Tutor(s)	Room	Type of session
Monday	10.00-13.00	IT Applications and Skills		Mr Biswas	3	Lecture
	14.00-17.00	Introduction to Accounting		Dr Joel Barima	8	Lecture
Tuesday	10.00-13.00	Introduction to the World of Computers		Ms Devoki	8	Lecture
	14.00-17.00	Introduction to Business		Dr Bonya	11	Lecture
Wednesday	10.00-17.00	Tutorial		Mrs Njoh	3	Tutorial

Please note that there will be a pre-semester meeting on: **MONDAY, 1st September 2008 at 11.00-14.00**

IMPORTANT NOTES:

1. Continued enrolment on a course is subject to compliance with the Rules & Regulations of LCMS
2. Attendance must be consistent and punctual in order to meet statutory requirements and also ensure that you derive the maximum benefit from your course
3. The College administration should be advised in the event of change of address or contact details
4. This time-table may be subject to change