

Dear Student,

**Course: ASSOCIATION OF BUSINESS EXECUTIVES (ABE)  
CERTIFICATE IN BUSINESS ADMINISTRATION**

Date of Commencement: **5<sup>TH</sup> FEBRUARY 2007**

We are now pleased to advise that the schedule of classes during the week for 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 alternative arrangements agreed with the college).

Day	<b>Monday</b>	<b>Tuesday</b>	Wednesday	Thursday	Friday
Time	9.30-13.15	9.30 -13.15			
Subject	Introduction to Accounting <b>Room -4</b> Mr Alex	Intro. to Business Communication <b>Room -4</b> Ms Gladys			
Break	13.15 -13.45	13.15 -13.45	Break	Break	Break
Time	13.45 – 17.30	13.45 -17.30			
Subject	Introduction to Business <b>Room-3</b> Ms Gladys	Introduction to Quantitative methods <b>Room-1</b> Mr Bernard			

Please also note that there will be a pre-semester induction class on:

**MONDAY 29<sup>TH</sup> JANUARY 2007, 11.00 -13.00**

Which all students are required to attend as we will explain all the procedures and provide the course materials to ensure a successful new term.

***Important Notes:***

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