

# Alpha Meridian College

Meridian House - Greenwich - London



**Course Title:** IMIS Foundation Diploma  
**Group:** A  
**Course Director:**

Day/Time	09.00hrs to 10.30hrs		11.00hrs to 12.30hrs		13.00hrs to 14.30hrs		15.00hrs to 16.30hrs		16.30hrs to 17.20hrs		17.40hrs to 18.30hrs
<b>Monday</b>											
<b>Tuesday</b>	Computer Awareness (F03) / Room 19 Teacher: Imran		Computer Awareness (F03) / Room 19 Teacher: Imran		Arithmetic (F02) / Room 7 Teacher: Geoff		Arithmetic (F02) / Room 7 Teacher: Geoff		Use of Packages (F04)/Room 7 Teacher: Imran		Use of Packages (F04)/Room 7 Teacher: Imran
<b>Wednesday</b>	Communication Skills (F01) / Room 20 Teacher: Isabella	Mid-Morning Break	Communication Skills (F01) / Room 20 Teacher: Isabella	Lunch		Early-afternoon Break		Mid-afternoon Break		Late-Afternoon Break	
<b>Thursday</b>	Office Practice (F06) / Room 20 Teacher: Isabella		Office Practice (F06) / Room 20 Teacher: Isabella		Book-Keeping (F05) / Room 15 Teacher: Biplav		Book-Keeping (F05) / Room 15 Teacher: Biplav				
<b>Friday</b>	English for Academic Purposes (EAP), Room 2 Resource Lab, Teacher: Isabella		English for Academic Purposes (EAP), Room 2 Resource Lab Teacher: Isabella								

As your UKBA Licensed Education Provider and Sponsor, both you and your college have a responsibility to comply with UKBA laws. All students must observe the college's academic rules and ensure they attended classes regularly on time, make satisfactory progress on their course of study and achieve successful pass rates in examinations.