# Business Processes – English Teaching Institute

Student pays for course prior attending

Student takes entry test and is placed in the appropriate level

Course consists of:

* 80 hours of English
* 20-40 classes
* 2 Tests (Mid and Final)

Student attends lessons at fixed times during the week taught by the same teacher

* Lessons 1 to 4 hours
* Can be 1 to 5 classes per week
* Teacher is given a course guide to work with

Student takes mid-level and final exam.

If the student passes he/she moves on to next level. If not exams are retaken

Student acquires certificate of competency in English

# Attendance Report – Name of Student

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Date | Time | Level | Teacher | Attended |
| B03 | 15/03/12 | 12:30 | S1 | Mr Jones | Yes |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | Yes |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |
| B03 | 16/03/12 | 12:30 | S1 | Mr Jones | No |

Total Classes Attended: 2

Total Absences: 10

# Course Information

Level: Way-stage 1

Notes go here

Start Date: 01/02/12

End Date: 15/04/12

Number of Students: 10

**Class List**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Start Time | End Time | Teacher |
| 15/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |
| 16/03/12 | 12:30 | 14:30 | Mr Jones |

# INVOICE

Company Info

Address 1

Address 2

Town

City

Name

Address1

Address2

Town

City

Postal Zip Code

Number: 1005

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Start Date | End Date | Amount | VAT |
| Some Course | Some Date | Some Date | Some Amount | Some VAT |
| Other Course | Other Date | Other Date | Other Amount | Other VAT |
|  |  |  |  |  |

Total £5000!!!

Terms and conditions

# Register

Course: 101012S1

Class date: 01/02/12

Level: W2

Teacher: Mr Jones

|  |  |
| --- | --- |
| Name | Attended |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |
| Joan Stevens | Yes |
| Steve Jones | Yes |
| Ian Smith | No |

# Schedule – Daily

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Class Room 1 | | Class Room 2 | | Class Room 3 | |
| 12:30 | R Jones | S1 |  |  |  |  |
| 13:30 | L Stevens | S2 | R Smith | W4 |  |  |
| 14:30 |  |  |  |  | I Jones | W7 |
| 15:30 | R Jones | | S1 | |  | |
| 16:30 | L Stevens | S2 | R Smith |  |  |  |
| 17:30 |  |  |  | W4 |  |  |
| 18:30 |  |  |  |  | I Jones | W7 |
| 18:30 | R Jones | | S1 | |  | |
| 18:30 | L Stevens | S2 | R Smith |  |  |  |
| 18:00 |  |  |  | W4 |  |  |
| 18:00 |  |  |  |  | I Jones | W7 |

# Student X



Address 1

Address 2

Town

City

Postal Zip Code

Telephone

Mobile

Email

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Title | Start Date | End Date | Mid-Exam Score | Final Exam Score |  |
| Vantage 1 | 18/10/11 | 15/01/12 | 79% | 75% |  |
| Vantage 2 | 01/02/12 | 15/04/12 | 58% | - |  |
| Way-stage 1 | 16/06/12 | 19/09/12 | - | - |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Student Summary In-Active

A

Arnold Palmer Postal Code Email Telephone Mobile Last Course

B

Bobby Moore Postal Code Email Telephone Mobile Last Course

Brian Moore Postal Code Email Telephone Mobile Last Course

D

Daniel Day Lewis Postal Code Email Telephone Mobile Last Course

E

Evans Dayglow Postal Code Email Telephone Mobile Last Course