MEMORANDUM

TO: Dr. Dickens

FROM: AUM's program committee

SUBJECT: TRAINING COURSES FOR STUDENTS GONG TO STUDY IN CHINA

Training courses for students going to Study in China

This memo is in response to your questions concerning the training courses for the students going to study in china. The memo will first explain the reasons for the course training and then discuss specific matters relating to the course. By knowing the details of the course, you can identify the course.

Why is this course offered?

As you know, American students don't know enough about Chinese culture, customs and language. Once they are in China, they can't adapt themselves well. So offering a training course can help AUM students prepare for their exchange programs.

Specific matters relating to the course

Arrangement are listed as follows. Initially, the course will start at 6 p.m. in the academic hall and finish at 9 p.m. Besides, The students will learn simple Chinese and Chinese culture.

They will also know which courses they are going to Study in China, as well as the contact information of their course teachers.

Course: Principles of E-commerce basic knowledge

Course No.1

Total period:32

Credit hour:2

Course typr:Elective

Semeter:Autumn

Course Unit:,College of Information Management & Statistics

Suited specailty: Information management and information system, Big data collection and management, Applied Statistics, etc.

If you have any questions, please feel free to contact me.