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UNIVERSITY OF NAIROBI
COLLEGE OF HUMANITIES & SOCIAL SCIENCES
SCHOOL OF BUSINESS

INTERNAL MEMO

FROM: MS. FLORENCE MUINDI

DATE: 18th August, 2014

TO: As Below

REF: UON/CHSS/SOB/4/11

- 1. Prof. P. K'Obonyo - Deputy Principal, CHSS
- 2. Dr. J. Aduda - Dean, School of Business
- 3. Prof. E. Aosa - Associate Dean, GBS
- 4. Mr. Kariuki C. Ngugi - Associate Dean, UGS
- 5. Mr. H. Ondigo - Chairman, Dept. of Finance & Accounting
- 6. Dr. J. Munyoki - Chairman, Dept. of Business Administration
- 7. Dr. M. Njihia - Chairman, Dept. of Management Science
- 8. Dr. Musyoka - Coordinator, MSc. Marketing
- 9. Mr. J. Owino - Ass. Coordinator, MSc. Marketing
- 10. Mr. G. Omondi - Coordinator, B.Com Programme
- 11. Mrs. Nyamute - Coordinator, MBA Programme
- 12. Dr. P. Magutu - Chief Exams Officer, SOB
- 13. Dr. J. Yabs - Chief Exam Officer, DBA

SUBJECT: ORIENTATION FOR MSC. SEPTEMBER 2014 INTAKE

This is to inform you that the orientation for the Master of Science (MSc.) students in the Department of Business Administration will be held on **Tuesday, 26th August, 2014** in **Room ED 213 (Education Building)** at **5.30 p.m.**

Kindly arrange to attend.

MS. FLORENCE MUINDI
COORDINATOR, MSC. HRM AND ENTREPRENEURSHIP

- c.c. Representative, BPS
- Representative, UNES G3
- Librarian, LKC
- Hada Oketch, ICT
- Jane Muturi, MSc Office - Ambank
- Philip Mutunga, Admin. B.Com Office to reserve the venue.

FM/jk