

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Improve Your Personal Effectiveness	4 Improve Your Personal Effectiveness	5	6	7	8
9	10 End User Computing (Introduction to Computers) Written Business Communication	11 End User Computing (Email) Written Business Communication	12 End User Computing (Caring for Computers) Written Business Communication	13 End User Computing (Caring for Computers) Oral Business Communication	14 End User Computing (Caring for Computers) Communication Additional Language	15
16	17 Business Writing Skills Managing Reception (Key Skills)	18 Business Writing Skills Managing Reception (Key Skills)	19 Business Oral Skills Managing Administration (Key Skills)	20 Business Oral Skills Managing Administration (Key Skills)	21	22
23	24 New Venture Creation (Develop a Business Idea) Improve Your Personal Effectiveness (Key Skills)	25 New Venture Creation (Develop a Business Idea) Improve Your Personal Effectiveness (Key Skills)	26 New Venture Creation (Prepare to start a Business) Managing Reception (Key Skills)	27 New Venture Creation (Prepare to start a Business) Managing Reception (Key Skills)	28	29
30	31					