

SERIES 4 2008 – Monday 10 November – Friday 21 November 2008

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	
Mon	10 November	English for Business	Written English for Tourism	Cost Accounting	Customer Service	-----
Tue	11 November	-----	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting <i>Education Principles and Practice</i>	-----
Wed	12 November	-----	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-----
Thu	13 November	-----	Business Administration	Audio Transcription	Public Relations Business Practice	-----
Fri	14 November	-----	-----	Business Calculations	Business Administration Business Statistics	-----
Mon	17 November	-----	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue	18 November	-----	Commercial Calculations	Text Production English for Business	English for Business Advertising	-----
Wed	19 November	-----	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu	20 November	-----	-----	Book-keeping and Accounts	Principles and Practice of Management Text Production	-----
Fri	21 November	-----	-----	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-----

SERIES 2 2009 – Monday 30 March – Friday 03 April 2009

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon 30 March	English for Business	Book-keeping	Business Statistics	Advertising Management Accounting	-----
Tue 31 March	-----	Text Production	English for Business	Selling and Sales Management Business Statistics Marketing	-----
Wed 01 April	-----	Written English for Tourism	Text Production	Cost Accounting	-----
Thu 02 April	-----	English for Business Spoken English for Tourism	Written English for Tourism Business Calculations	Accounting Accounting (IAS) Text Production English for Business	English for Business
Fri 03 April	-----	-----	Book-keeping and Accounts Spoken English for Tourism	Advanced Business Calculations Public Relations Business and Industrial Administration	Financial Accounting Financial Accounting (IAS)

SERIES 3 2009 – Monday 01 June – Wednesday 10 June 2009

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon 01 June	-----	Book-keeping	Business Practice	Business Statistics	-----
Tue 02 June	-----	Audio Transcription	Book-keeping and Accounts	Business Practice Advanced Business Calculations	-----
Wed 03 June	-----	English for Business	Audio Transcription Customer Service	Accounting Accounting (IAS) Business Administration	-----
Thu 04 June	-----	Text Production	Marketing Cost Accounting English for Business	Audio Transcription Selling and Sales Management	English for Business
Fri 05 June	-----	Written English for Tourism	Business Administration	English for Business Cost Accounting Marketing	Audio Transcription
Mon 08 June	-----	Business Administration Spoken English for Tourism	Text Production	Advertising Management Accounting	-----
Tue 09 June	English for Business	Commercial Calculations	Written English for Tourism	Public Relations Principles and Practice of Management	-----
Wed 10 June	-----	-----	Spoken English for Tourism	Customer Service Text Production	-----

SERIES 4 2009 – Monday 02 November – Friday 13 November 2009

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	
Mon	02 November	English for Business	Written English for Tourism	Cost Accounting	Customer Service	-----
Tue	03 November	-----	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	-----
Wed	04 November	-----	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-----
Thu	05 November	-----	Business Administration	Audio Transcription	Public Relations Business Practice	-----
Fri	06 November	-----	-----	Business Calculations	Business Administration Business Statistics	-----
Mon	09 November	-----	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue	10 November	-----	Commercial Calculations	Text Production English for Business	English for Business Advertising	-----
Wed	11 November	-----	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu	12 November	-----	-----	Book-keeping and Accounts	Principles and Practice of Management Text Production	-----
Fri	13 November	-----	-----	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-----