

2009 Certificate in Business English Level 3 Schedule

NB/ Schedule is subject to change; we will endeavour to inform you should any change occur

Subject	TERM1	TERM2	TERM3	TERM4
Week 1 Company Types and Profiles	12/01/2009	6/04/2009	6/07/2009	28/09/2009
Week 2 Business Communication	19/01/2009	14/04/2009	13/07/2009	5/10/2009
Week 3 Entertaining Clients and Networking	26/01/2009	20/04/2009	20/07/2009	12/10/2009
Week 4 Innovative Ideas for Business	2/02/2009	27/04/2009	27/07/2009	19/10/2009
Week 5 Marketing and Brand Launch (Exams)	9/02/2009	4/05/2009	3/08/2009	27/10/2009
Week 6 Product Knowledge & Presentation Skills	16/02/2009	11/05/2009	10/08/2009	2/11/2009
Week 7 E-Commerce & Advertising	23/02/2009	18/05/2009	17/08/2009	9/11/2009
Week 8 Company Cultures	2/03/2009	25/05/2009	24/08/2009	16/11/2009
Week 9 Planning & Market Knowledge	9/03/2009	2/06/2009	31/08/2009	23/11/2009
Week 10 Conflict Management	16/03/2009	8/06/2009	7/09/2009	30/11/2009
Week 11 Negotiation Skills for Business (Exams)	23/03/2009	15/06/2009	14/09/2009	7/12/2009
Week 12 Business Careers – Employment Skills for Business	30/03/2009	22/06/2009	21/09/2009	14/12/2009

New Zealand Holidays 2009	
Waitangi Day	06/02/2009
Good Friday	10/04/2009
Easter Monday	13/04/2009
ANZAC Day	25/04/2009
Queen's Birthday	01/06/2009
Labour Day	26/10/2009
Christmas Day	25/12/2009
Boxing Day	26/12/2009