Continuing Education Memo

Date: 10/13/2016
To: Business Instructors
From: Your Name
RE: Course schedule for spring 2017 semester

We are in the process of finalizing the business course schedule for the spring 2017 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our Web site at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business
Business Leadership
Financial Accounting
Human Resources and Work Readiness
Human Resources Management
International Marketing
Introduction to International Business
Introduction to Microsoft Access
Marketing Fundamentals
Microsoft Excel for Business
Microsoft PowerPoint Basics
Microsoft Word for Business
Professional Leadership Development

In addition, we will offer the following one-day seminars:

Business Ethics
Creating an Ergonomic Workspace
Demystifying Computers
Green Business Practices
How to Buy a Computer
Make your Own Web Page
Professional Image Building
Public Speaking

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day this week. You can also leave a voice mail for me on extension 7736 or e-mail me.