



Week 1	Days and Time	Programme Coordinator
	Monday 19 th July 2010 (9:30 – 13:30, 14:00 – 17:30)	Mr. M. ZAIDI
	Tuesday 20 th July 2010 (9:30 – 13:30, 14:00 – 17:30)	
<p>Course Content: How the external and internal environment creates opportunities and threats for a business, marketing process in terms of identifying, targeting and satisfying customers, Objectives of Continuous Professional Development (CPD)</p>		

Week 2	Days and Time	Programme Coordinator
	Monday 26 th July 2010 (9:30 – 13:30, 14:00 – 17:30)	Mr. M. ZAIDI
	Tuesday 27 th July 2010 (9:30 – 13:30, 14:00 – 17:30)	
<p>Course Content: Exposure of Business Reach Methods and Techniques, Assignment Writing and Referencing, Group Project (Academic) Group Presentation</p>		

Week 3	Days and Time	Programme Coordinator
	Wednesday 4 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	Ms. VANDA ODOLSKAJA
	Thursday 5 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	
<p>Course Content: Orientation and Induction, Discussion on Business Activities and Companies profiles Essay Writing, Presentations, Exchanging information, Speaking practice, Report Writing, Social and Business conversations, going out</p>		

Week 4	Days and Time	Programme Coordinator
	Wednesday 11 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	Ms. VANDA ODOLSKAJA
	Thursday 12 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	
Course Content: Writing practice, Role play, organisational skills, Letter writing, Essay writing, analysing and comparing statistics,		

Week 5	Days and Time	Programme Coordinator
	Wednesday 18 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	Ms. VANDA ODOLSKAJA
	Thursday 19 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	
Course Content: Describe figures and graphs, Report writing on leading company (500 words), Discussion on recent work activities and creating a progress report. Presentation on Business News		

Week 6	Days and Time	Programme Coordinator
	Wednesday 25 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	Ms. VANDA ODOLSKAJA
	Thursday 26 th August 2010 (9:30 – 13:30, 14:00 – 17:30)	
Course Content: Discussion on business arrangements, tackling problems, brainstorming sessions. London outing session to be organised		