Continuing Education Memo

Date: 7/28/2006
To: Business instructors
From: Your Name
RE: Course schedule for fall 2007 semester

We are in the process of finalizing the business course schedule for the fall 2007 continuing education courses. If you are planning to teach a business course that is not on these lists, please see me immediately. Registration begins August 18 and ends on the first day of the fall semester, September 7. 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:

Access: A Basic Introduction
Advanced Accounting
Basic Web Page Design
Beginning Accounting
Business English
Intermediate Accounting
Intermediate Web Page Design
Introduction to Excel
Introduction to Marketing
Introduction to Microsoft Word
Introduction to PowerPoint

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

Basic Internet Skills: An Intensive Introduction
Demystifying Computers
How to Buy a Computer
Make your Own Web Page
Setting up a Home Office
Starting a Small Business
Tax Issues for Small Business Owners

I will be in working in the continuing education office (536 Wentworth Hall) from 10:30 to 1:30 every day this week. You can also leave a voice mail for me on extension 9734 or e-mail me at fhr@twu.edu.