

# English Business Communications

Ray T. Hartman

Semester Schedule		
1		Introduction to the course & Orientation
2		Unit 1 Brands
3		Unit 2 Travel
4		Unit 3 Change
5		Unit 4 Organization & Progress Quiz
6		Unit 5 Advertising
7		Presentation
8		Midterm
9		Unit 8 Human Resources
10		Unit 9 International Markets
11		Unit 10 Ethics & Progress Quiz
12		Unit 11 Leadership
13		Unit 12 Competition
14		Presentation Preparation
15		Presentation
16		Final Exam

(Given the amount of material and time constraints, I may make adjustments to the schedule any time during the semester.)