

Contents

	Teacher's Introduction	iv
	To the learner	v
Unit 1	Introductory Unit	1
Unit 2	Business Software	14
Unit 3	Sales	21
Unit 4	Marketing	32
Unit 5	Computer Systems	40
Unit 6	Human Resources	50
Unit 7	Business Travel	59
Unit 8	Information Technology	67
Unit 9	Economics	74
Unit 10	Company Accounts	85
Unit 11	Financial Planning	93
Unit 12	Legal Contracts	101
	Answer Key	110