Department: **Business**

Name of Course: **Business Essentials**

General Description of Course

This course is essential preparation for succeeding in college and the workforce. Students will practice and improve formal and informal communications, learn to speak persuasively, manage conflict, and give and receive feedback. A focus on mastery of Microsoft Office Software such as Excel, Word and PowerPoint will give students a thorough understanding of what is required of them when they intern during their college years, and when they graduate into working society.

Major Topics Covered:

- Resume Writing
- Powerful Cover Letters
- Properly Written E-mails
- Proofreading Techniques
- Developing Business Reports
- Creating Proposals
- Ethical Workplace Behavior
- Diversity Training

Textbook:

Soft Skills at Work – Amer, Beverly – Cengage Learning, 2008

Requirements:

- Good Attendance

- Participation and Cooperation

Grading Policies:

Students will be graded on their in-class assignments, homework, projects and presentations.