



COURSE SYLLABUS

DIVISION: Workforce Services

CURRICULA IN WHICH COURSE IS TAUGHT: Non-Curricula

COURSE NUMBER AND TITLE: BUS 195 – Topics in Job Preparedness Training (5 credit)

CREDITS: 5

HOURS/WEEK LECTURE: 5

HOURS/WEEK LAB: 0

LECTURE/LAB COMBINATION: 5 (0)

I. CATALOG DESCRIPTION: Course provides workforce skill building through workplace assessments and group discussions. Students will be introduced to workforce topics such as teambuilding, communication, problem solving, business ethics, customer service and personal finances.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES IN WHICH IT IS TAUGHT: Non-Curricula Course

III. REQUIRED BACKGROUND: None

IV. COURSE CONTENT:
Introduction to Customer Service in the Workplace
Oral and Written Communication
Interpersonal Relationship Skills
Interviewing and Resume Writing
Financial Planning
Teambuilding and Problem Solving

V. LEARNER OUTCOMES:

VI: EVALUATION

<p>Upon completing this course, the students should have an understanding of Customer Service in the Workplace and Communicating Interpersonal Relationship Sills Be able to write a Resume Know Interviewing Skills Have an understanding of financial planning Know the concepts involved in teambuilding and problem solving</p>	<p>Combination of attendance, participation, quizzes, writing exercises, mock interviews, and role playing</p>
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The course supports the following objectives:

- Communications (oral and written)
- Critical Thinking
- Understanding Culture and Society
- Interpersonal Skills and Human Relations