

Business 2000-60: Business Professionals in Training

Course Description

0 hrs. Focuses on the professional skills expected by employers; includes self-awareness of personal values/traits; assessment of communication, interpersonal, and thinking skills; career management; knowledge of business enterprise; business professionalism. Pass/no credit only. Prerequisite(s): BUSINESS 1000 or consent of Wilson College of Business advisor; pre- or declared business majors only. (Fall and Spring)

Course Learning Objectives

1. Develop greater self-awareness of personal strengths, values, communication styles, and professional behaviors that contribute to success.
2. Apply professional communication strategies in written, verbal, and virtual workplace settings.
3. Explore strategies for building professional relationships, networking, and collaborating effectively with others.
4. Recognize the importance of emotional intelligence, adaptability, and interpersonal skills in the business environment.
5. Utilize career development resources and strategies to support professional growth and career preparation.
6. Identify ethical considerations and workplace challenges that influence professional decision-making.

Course Overview

This course is asynchronous for online Business majors. There are no required in-person sessions. All instructions are posted in Blackboard (Bb). Your submission will ONLY be accepted through Blackboard. Paper or emailed submissions will not be accepted. It is your responsibility, as a business professional in training, to follow-up and ensure that your submissions are completed and recorded in your Bb gradebook. Submissions will be assessed for completeness within 10 business days.

Grading: Business 2000-60 is a P/NC (Pass/Not Complete) course. Students must complete ALL assignments (14 total points) to earn a P. A grade of NC (not complete) indicates you have not successfully completed this course and will need to repeat the course if you plan to graduate with a degree from the Wilson College of Business.

Assignments (14 points: each weekly lesson a point)

Week 01: Kickoff

Week 02: Resume

Week 03: Elevator Pitch

Week 04: Emotional Intelligence

Week 05: Networking

Week 06: Communicating with Confidence

Week 07: Strengths in Action

Week 08: Generational Differences

Week 09: Virtual Meeting Skills

Week 10: Negotiation

Week 11: Mock Interview

Week 12: Building a Time Management Mindset

Week 13: Unconscious Bias

Week 14: AI in Business/Ethics

Required Textbooks, Readings, Materials

No Textbook is required. Blackboard, LinkedIn, LinkedIn Learning, Handshake, Gallup Strengths Assessment Results, Zoom.

Assessments

- Weekly professional development activities and submissions
- LinkedIn Learning quizzes
- Professional reflection activities
- Career preparation exercises
- Application of professional skills through course activities