

Business 2000: 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 for Business majors.. 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 is a P/NC (Pass/Not Complete) course. Students must complete ALL assignments 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 session is a point)

- Week 01: Kickoff
- Week 02: Resume
- Week 03: interviews
- Week 04: Elevator Pitch
- Week 05: Career Fair
- Week 06: Difficult conversations and feedback
- Week 07: Business Ethics

Week 08: Unconscious Bias

Week 09: AI in Business

Week 10: Networking in a digital age

Week 11: Emotional Intelligence

Week 12: Generational Differences

Week 13: Negotiations

Week 14: Thanksgiving / No workshop / No point

Week 15: Strengths in Action

Week 16: No workshop / No point

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