***Professionalism Real Skills for Workplace Success***

**COURSE SYLLABUS**

Teacher: Leah Johnson

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COURSE OBJECTIVES:

* Identify and demonstrate human relations principles needed in the work place including self-management, workplace basics, relationships, and career planning tools.
* Create and present an effective business presentation.
* Produce an effective resume and cover letter.
* Demonstrate effective interview skills in a professional interview.

COURSE REQUIREMENTS:

Textbook: *Professionalism Skills for Workplace Success 2ed.,* Anderson/Bolt, Pearson/Prentice Hall, 2011.

**COURSE DESCRIPTION:**

* This course will be primarily centered on lectures, reading assignments, and class discussions. Student reading and participation through assignments and discussion is essential and expected.
* **GRADING POLICY:**

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| --- | --- | --- | --- | --- |
| Weekly Participation | 10% |  |  |  |
| Homework | 30% |  |  |  |
| Project/Tests | 50% |  |  |  |
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| Final Exam | 20% |  |  |  |

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**Name Date**