

Print Date: 8/9/17
Course Objectives/Course Outline
Spokane Community College

Course Title: Special Business Topics
Prefix and Course Number: BUS 285

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Define a project
- Determine project objectives and scope
- Create a project plan and schedule
- Manage and allocate project resources and costs
- Communicate with others inside and outside their team/organization to ensure project success

Course Outline:

Course topics will vary depending upon demand; other topics of interest may be included.
Subject matter depth will vary depending upon credits.

- I. Special Topics
 - A. Employment Strategies
 - B. Resumes on-line
 - C. Business Etiquette
 - D. Customer Service
 - E. Relationship Management
 - F. Team Dynamics