

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

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**Course Title:** Special Business Topics  
**Prefix and Course Number:** BUS 286

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**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