

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

D. Kinderwater

CA 2100 - BUSINESS SKILLS

TEXT: Your Attitude Is Showing; 6th Edition; Chapman

COURSE DESCRIPTION: Prepares students to become more aware and self-confident in order to enhance their chances of a successful career through their understanding of human relations. Includes time and stress management strategies, personality types, business ethics and self-image.

COURSE OBJECTIVES: The student will become aware of the importance of a positive attitude and self-image to a rewarding career. The student will develop the skills necessary to attain desirable work habits and personality traits.

GRADING:	EXAM 1	(Ch. 1-6)	25%
	EXAM 2	(Ch. 7-12)	25%
	EXAM 3	(Ch. 13-18)	25%
	FINAL		25%

SCHEDULE: This one-credit module is designed to meet every day for approximately 25 days.