

# Business Manners

Syllabus Number

CAE-312

Elective

2 credit

## 1. Course Description

We will learn about basic thinking and proceeding skills required for a businessperson.

Business cannot be done alone. There are always other people involved. Therefore, whether you belong to any company, organization, or even if you decide to operate a sole proprietorship, as a businessperson you will need communication skills. In the second half of the class, we will focus on how to effectively convey information to others. Also, in order to cultivate presentation skills, we will practice speech and giving feedback.