Fundamentals for Success in Business Course Syllabus

Fundamentals for Success in Business

Hello, and welcome!

What does "success in business" mean to you? A rewarding career? A collaborative team? A big paycheck? Success can mean different things to different people. In this course, you will learn about various factors that impact success, no matter what aspect is most important to you. These factors include professional communication, effective leadership, and organizational structure. They also include emotional intelligence and handling ethical business issues. By taking this course, you will have the opportunity to explore your passions and strengths. And you may discover how they can help you create your own version of success.

We invite you to take a minute to learn about the course by reviewing the information that follows. This way, you will be better able to understand the expectations of the course as a whole. Then you can determine how to manage your time and efforts as you navigate through it.

You are in the right place. You belong here. You can do this!

Course Description and Competencies

WHAT TO EXPECT

What skills will help you excel in the business world? They include leadership and emotional intelligence. They also include ethical considerations and effective communication. You will explore these and other concepts by taking this course. You will also have the opportunity to explore your own strengths and passions in relation to the professional world.

Your learning will be enhanced by case studies, practical scenarios, videos, and AI-supported activities. In addition, you will find Lightning Rounds and Practice Quizzes throughout. These will reinforce your learning.

This course covers the following competencies:

1. The learner identifies common ethical issues that individuals face within organizations.
2. The learner recognizes common organizational functions and values in order to collaborate within them.
3. The learner communicates ideas, opinions, and information suitable for a professional setting.
4. The learner recognizes the emotional reactions of self and others in a variety of professional situations.
5. The learner identifies leadership opportunities to enhance organizational performance.

Assessment

The assessment provides an opportunity to demonstrate your mastery of the competencies in this course. You may attempt the assessment two times before additional support is necessary. If you require further attempts, please contact your Course Instructor or Student Experience Specialist.

◆ **1** final exam   ◆ **3** competency units

Course Outline

Module	Upon completion of this module, you will be able to:
Common Ethical Issues	A. Distinguish between personal and organizational ethics. B. Identify how ethics impacts outcomes in organizations. C. Define corporate social responsibility (CSR) and its importance in the organization and the community. D. Compare corporate ethical commitments with the reality of how the commitments are executed.
Organizational Functions and Values	A. Describe the functions within different departments of an organization. B. Differentiate between leadership and management. C. Explain the competing values framework (CVF). D. Examine how personal values fit within various types of organizations.
Effective Communication	A. Communicate ideas, opinions, and information suitable for a professional setting. B. Explain the differences among various means of communication. C. Explain the differences among communication styles.
Emotional Intelligence	A. Define emotional intelligence and its principles. B. Explain the role of emotional intelligence in our lives. C. Discuss the concept of ethics as it pertains to emotional intelligence. D. Identify techniques for self-examination and enhancing emotional intelligence. E. Discuss methods to share emotional intelligence concepts with others.
Leadership and Influence	A. Identify leadership opportunities to enhance organizational performance. B. Characterize key attributes of leadership and their benefits. C. Identify the six bases of power. D. Describe the process of design thinking.

	E. Compare the effectiveness of leadership styles in different situations. F. Select appropriate strategies for interacting with different leadership styles.

Technology Requirements

We want you to have the tools to succeed! Since this course includes at least one proctored test, please be sure to have a working microphone, speakers, and an external webcam. Unfortunately, an internal webcam (built into many laptops) is not acceptable. (Note: The external webcam is required only for exams that have proctors. You do not need one for practice tests and other non-proctored assessments.)

If you haven't already, be sure to download the *Meazure Learning Guardian* browser, which you will need for the proctoring system.

For other details about the technology you'll need, review the Computer System and Technology Requirements. If you have questions about your setup, contact support@academy.wgu.edu.

You will need Adobe Acrobat Reader DC. If you haven't already, download this free software. You may encounter an interactive form that contains fields that you can select or fill in. Review how to fill in a PDF form.

Key Contacts

Course Connect	Check out this online community to take advantage of course resources, including videos and tips from your educators. You can ask and answer questions, provide feedback on your progress, and interact with fellow students. You will find this platform in the Student Resources section of the course. Log on and do some exploring!
Tutor.com	If you need academic support, don't hesitate to contact Tutor.com. There, you have access to thousands of tutors. And they are available 24/7 from any internet-ready device. You can also benefit from instructional videos, study tools, and other assistance.
Technical Support	If you encounter technical issues, be sure to contact the Help Desk. Just submit a Support Request for assistance.

| **Program Support** | Do you have questions about your account? Student Support has answers. They can help with billing, switching courses, and other requests. You can contact them at (888) 320-0540 or support@academy.wgu.edu. |

Accommodations

WGU provides compliant and accessible learning experiences. If you require accommodation, please contact us at the start of the course. You can email support@academy.wgu.edu or call (888) 320-0540. We are committed to ensuring that all students with disabilities have equal access to WGU's services and materials. We strive to use best practices for accessibility. Our goal is to conform to existing U.S. laws. These include the Americans with Disabilities Act and Section 504 and Section 508 of the Rehabilitation Act. Our learning management system (LMS) platform is Open edX. Open edX's commitment to accessible content is published on their Website Accessibility Policy.