

Course Name	BA 1131, Business Interpersonal Skills, section 52
CRN	90718
Description	Focuses on developing interpersonal skills appropriate for the business environment. Topics include: attitude/perception, diversity, ethics, communication skills, teamwork/teambuilding, business etiquette, group problem solving, conflict resolution, and presentation skills. Incorporates Teamwork Work Keys.
Prerequisites	RDG 099 or Accuplacer Reading score of 69 or equivalent and ENG 099 or Accuplacer Sentence Skills score of 69 or equivalent.
Start and End Dates	May 19 – August 10, 2008
Instructor Name	Cheryl L. Bernier
Phone	(505) 224-3900, extension 0417
Email	cbernier@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	none
Required Texts	"Interpersonal Skills in Organizations, “ 3 nd edition, DeJanasz, Dowd, Schneider, McGraw-Hill Irwin Publishers, 2009.

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Software Requirements: software student must purchase for this course.	none
Recommended connection speed (Dial up, DSL, or High speed)	Dial-up, DSL, or high speed
Additional requirements for this course	none
Online Information and time commitment	Students can access the course on the first day of the term by visiting http://www.cnm.edu , and then following the links for Distance Learning and Blackboard.
Additional instructions for registered students	IMPORTANT: Students must email the instructor at cbernier@cnm.edu immediately after registering, or by Wednesday, May 21, 2008. Students must also log into the Blackboard class site by this date. The instructor will not contact you! Students are responsible for making initial contact. Students who do not email the instructor and log onto the Blackboard class site by Wednesday, May 21, or immediately after registration, risk being dropped from the course. The Blackboard course site will open at 8:00 AM on Monday, May 19, 2008. At that time, students will be able to access the course by using the “self-registration” option.

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DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php