

## Business Etiquette

*Business Etiquette* introduces new employees to the four guiding principles of business etiquette. Students will learn to introduce themselves or others appropriately to reflect professional hierarchy, describe professional dress code and the effect of not following the code, explain how workplace behavior can affect others, and finally, understand how the rules of business etiquette apply to work situations out of the office.

<b>Price</b>	\$130 Nonmembers / \$95 Members
<b>Course Credits</b>	AIB: 0.25 ; ICB: 0
<b>Prerequisites</b>	None
<b>Required Software</b>	None
<b>Optional Software</b>	Adobe Acrobat Reader and RealPlayer

### Audience

Bank personnel in the branch and administrative office environments.

### Learning Objectives

After completing this course, students will be able to:

- Define the four guiding principles of business etiquette
- Introduce themselves or others appropriately to reflect professional hierarchy
- Describe professional dress code and the effect of not following the code
- Explain how workplace behavior can affect others
- Explain how the rules of business etiquette apply to work situations out of the office