COURSE SYLLABUS

**Practicum in**

**Business Management**

**Two Semester**

**DANIELLE WHITE, INSTRUCTOR**

**Danielle.white@redaokisd.org**

Practicum in Business Management is designed to give students supervised practical application of previously studied knowledge and skills. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.

**Employability Skills**

1. **Assess** personal marketability
2. **Practice** job-search strategies
3. **Demonstrate** proper interview techniques
4. **Evaluate** and compare employment options

**Professional Standards**

1. **Adhere** to policies and procedures
2. **Demonstrate** positive work behaviors and attitudes
3. Apply ethical reasoning to a variety of situations

**Leadership and Teamwork Skills**

1. **Analyze** leadership
2. **Demonstrate** teamwork skills
3. **Establish** and maintain effective working relationships

**Information Technology Tools**

1. **Demonstrate** advanced web search skills
2. **Demonstrate** advanced word-processing skills
3. **Apply** advanced presentation applications
4. **Demonstrate** advanced spreadsheet applications

**Critical Thinking and Problem Solving**

1. **Analyze** elements of a problem
2. **Critically** analyze information
3. **Conduct** technical research

# Required Supplies

Positive attitude, folder, paper, and writing utensil

# Grading System

Daily assignments will total 50%

Tests and major projects will total 50%

**\*\*Please note that any student caught cheating on an assignment (this includes plagiarism) will receive a zero for that assignment and their parent will be notified\*\***