



**TRINITY VALLEY COMMUNITY COLLEGE
MASTER SYLLABUS**

Course Title:

Business and Office Practicum I & II

Course Prefix and Number:

BUSG 2366

Department – Division:

Business and Computer Science

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	1	20

Course Catalog Description

Under the supervision of the college and the employer, the student combines classroom learning with on-the-job experience in the field of business and office management occupations. Internship is open only to students enrolled in the Associate in Applied Science Degree programs.

Prerequisites/co requisites

Sophomore classification and consent of the instructor

Topical Outline

- Master the theory, concepts, and skills involved in the career choice
- Gain experience with the tools, materials, and equipment
- Identify pertinent procedures, regulations, and laws
- Interact within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry
- Demonstrate ethical behavior,
- Demonstrate and practice safety
- Demonstrate interpersonal and teamwork skills
- Communicate in the applicable technical language of the occupation and the business or industry

Course Learning Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate the cooperative relationship between work and the community college educational experience.
2. Develop a job-related project and complete it as planned. Write short- and long-term career goals following a given format.
3. Evaluate progress and compare with feedback from others.
4. Illustrate an understanding of the skills it takes to succeed on the job and in college.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component is considered.

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.

X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Copy of the current textbook from the Trinity Valley Community College Bookstore

Optional Text(s)

none

Material/Technology to be supplied by the student

- Easy access to reliable Internet connection
- Flash drive (removable USB disk as storage device)

Course Requirements/Grading System

METHODS OF INSTRUCTION:

Instruction will be by lecture/demonstration/discussion with emphasis on student teacher interaction and cognitive processes.

METHODS OF EVALUATION:

Students will be evaluated by written testing of facts, theories, principles, and their application.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date