



TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS

Course Title:

Management Practicum/Seminar

Course Prefix and Number:

BMGT 2368

Department – Division:

Business and Computer Science Division

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

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Under the supervision of the college and the employer, the student will engage in a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. The Management practicum can only be taken in conjunction with the enrollment of a three-hour management lecture course. Lab Fee: \$20.00

Prerequisites/co requisites

Sophomore Standing and consent of the instructor.
Students may receive credit for only one Management Practicum Seminar.

Topical Outline

- 1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures associated with the occupation and the business/industry.**
- 2. Legal and ethical behavior**
- 3. Safety practices in the work environment**
- 4. Interpersonal and teamwork skills**
- 5. Utilize appropriate written and verbal communication skills using the terminology of the occupation and the business/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.**
- 3. Write short- and long-term career goals following a given format.**
- 4. Evaluate progress and compare with feedback from others.**
- 5. 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. (Select all that apply.)

Mark with an "X"	General Education Outcome
	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.
	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	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)

There is no required textbook. However, *The One Minute Manager*, by Ken Blanchard and Spencer Johnson, and *Who Moved My Cheese*, by Spencer Johnson are required reading. It is available to check out in the TVCC Learning Resource Center.

Optional Text(s)

none

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: Instruction will be by lecture/computer application/demonstration/discussion, with emphasis on student- teacher interaction.

METHODS OF EVALUATION: The grading standards may be changed by individual instructors. Points assessed as follows:

Student Information	20	(Practicum Application and Job Overview)
Semester Project	30	
Reading Report	20	
Career Goals	10	
<u>Employer Evaluation</u>	<u>20</u>	
Total	100	

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