

**SEWARD COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**I. TITLE OF COURSE:** BA1283- Business Practice Firm

**II. COURSE DESCRIPTION: 3 credit hours  
3 credit hours of lecture and 0 credit hours of lab per week.**

Using an international business model, the students work as team members in a simulated business firm in a state-of-the-art facility. The students have the opportunity to perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies both in the U.S. and in other countries. Students are involved in decision-making, critical thinking, and team activities. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

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Pre-requisite: NA

**III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:**

Prepare students to obtain a job in mid-management or marketing position, possessing the skills to make them successful employees and employers.

**IV. TEXTBOOK AND MATERIALS:**

No textbook required.

Classroom Library\*/Instructor Developed Projects

A classroom library will be provided for the students. This material will serve as a resource for theory and application related to specific functions within the firm. These materials will also provide the basis for team projects and research. In addition, the students will have projects developed by the instructor.

**V. SCCC OUTCOMES**

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

- 1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
- 2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- 3: Communicate their ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- 4: Demonstrate mathematical skills using a variety of techniques and technologies.
- 5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information
- 6: Exhibit skills in information and technological literacy
  
- 8: Show the ability to contribute to political, civic, and community responsibilities as an informed member of society
- 9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

## **VI. COURSE OUTCOMES:**

Develop and prepare effective business documents  
Model basic business functions  
Demonstrate effective oral communication skills  
Demonstrate effective and efficient use of current technology  
Evaluate business strategies and procedures  
Apply knowledge of domestic and global business practices  
Model effective teamwork in conducting business  
Demonstrate critical thinking and problem solving skills in business planning and procedures

## **VII. COURSE OUTLINE:**

1. Business Plan and Documents
2. Basic Business Functions
3. Oral Communication Skills in Business
4. Technology in the Workplace
5. Business Analysis
6. Domestic and Global Business Practices
7. Effective Teamwork
8. Critical Thinking in Business

## **VIII. INSTRUCTIONAL METHODS:**

Group discussion  
Case problems  
Projects in assigned topic areas

## **IX. INSTRUCTIONAL AND RESOURCE MATERIALS:**

Teacher and publisher prepared handouts  
Overhead projector  
Laptops with Internet  
Business Periodicals

## **X. METHODS OF ASSESSMENT:**

SCCC/ATS Outcomes #1, #2, #3, #5, #6, #7, & #9 will be assessed by:  
Employee appraisal form  
Business Practice Firm performance portfolio  
Attendance  
Peer Evaluation  
Summative Analysis  
Individual or Team Presentation

## **XI. ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobble Academic building, room 149 A.

Syllabus Reviewed: 11/08/2018 16:02:02