**Business Management and Administration Practicum Syllabus**

Welcome to the dynamic world of Business Management and Administration! You have been selected from many applicants to experience a fun and rewarding year. It is my intent for you to learn a great deal about the world of work as you learn about yourself.

This course consists of the following topics:

* Training Station Orientation
* The History of Office Management
* Career Pathways
* O\*Net/Career Exploration
* Word Processing
* Professional Demeanor
* Human Relations
* General Personal Management
* Risk Management
* Ethics
* Professional Communications
* Critical Thinking/Work Flow
* Advanced Technical Skills Project
* Management/Interpersonal
* General Project Management
* Banking/Financial Math
* Math in Business and Retail
* Leadership
* Advanced Leadership
* **Supplemental Lessons**
* Goin’ Global
* Scholarships
* Creating a Portfolio
* History of Business in Retail

As you can see, we will cover a lot of ground this year. Please take this suggestion seriously: ***READ THE TEXTBOOK!*** There will be a lot of information given and discussed in class that is notin the text; however, you are still accountable for reading assigned chapters. Students entered in Business Management and Administration competition are more successful due to reading the material in the text.