



# Business of Me Syllabus

## **COURSE IDENTIFICATION**

Title: Young Entrepreneur Girls Program  
Course Hours: 32.0 hours Class hours and 32.0 hours Work Study  
Class Location: Virtual

## **CONTACT INFORMATION**

Instructor Name: BC Clark  
Email Address: bc.clark@mowbcf.org  
Website: MOWBCF.org

## **COURSE INFORMATION**

### **COURSE OBJECTIVE**

This course is designed to prepare students to enter into any professional field with the skills to build careers and be successful. This course was created to build confidence and encourage entrepreneurship, as well as career development.

### **COURSE DESCRIPTION:**

This is an introductory course for students to entrepreneurship and business. Students will be exposed to business ethics, professional communication, time management, leadership skills, decision making, business plan development, financial management, budgeting, professional dress code, service learning, and business industries.

### **COURSE PREREQUISITES:**

Must be able to do the following:  
Use a web browser and internet search engines.  
Complete YEG intake and assessment.  
Live and attend school in the city of Omaha, NE.

### **COURSE TOPICS:**

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

Demonstrate

- Compassion for Self & Others
- Coping Skills
- Time Management
- Leadership Style
- Self Care
- Assertiveness
- Money Management
- Goal Setting
- Identify Strengths & Weakness
- Identify life and Career Passion



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## **COMPUTER REQUIREMENTS:**

Ability to get on to the internet.  
Gmail account

Zoom account

## **CLASS STRUCTURE:**

- Classes will meet every Saturday for 8 weeks
- Every first and third Saturday of the month for a total of 16 weeks.
- Class will be held from 9am until 11am unless otherwise noted.
- Each in person class will have a light breakfast followed by presentation and activity.
- Following each class will be short homework assignment and an online discussion each student is expected to participate in.

## **RESPONSE TIME:**

Faculty will respond within 48 hours, Monday through Friday, to student emails concerning course content, learning activities, and private matters appropriate for discussion within the teacher-student relationship. Posting of feedback and discussion board will be available on FaceBook group and Google hang out.

## **ASSESSMENT OF STUDENT WORK**

Each student will correspond with the instructor via email (submitting assignments in the course assignments link ).

In addition, each student will be responsible for participating in class and online discussion posting.

## **INSTRUCTOR'S EXPECTATIONS OF STUDENTS**

### **COMMUNICATION EXPECTATIONS:**

When you communicate with others in this course, you must be respectful, responsible and demonstrate cooperative behavior. Please think critically, ask questions, and challenge ideas, but also show respect for the opinions of others, respond to them politely, and maintain the confidentiality of thoughts expressed in the class.

### **STUDENT WITHDRAWAL:**

If you cannot participate in and complete this course, you should officially withdraw by calling or emailing the instructor. Failure to officially withdraw will result in the inability to attend future classes with the YEG program.

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## **STUDENT EXPECTATIONS:**

Students are expected to complete all assignments, quizzes, work study hours and discussion questions with replies to fellow students before the due dates.

In the discussion area, remember to:

- Avoid remarks in class that other students might view as offensive, such as those reflecting ageism, racism, and sexism, etc.
- Be mindful of your word choices. Proof read everything including the discussion posts before sending. Make sure the post is not a verbal attack.
- Cyber aggression is not allowed! **NEITHER IS YELLING.**
- The topics for discussion often elicit thoughts and emotions within each person. Each individual is encouraged to demonstrate respect for others point-of-view. Provide appropriate feedback when answering posts.
- Each student is required to complete a total 32 hours of work study. Four hours per month are to be completed at designated work sites. Hours will be signed off by the site supervisor. Performance review will be completed at completion of 16 and 32 hours.

## **ASSESSMENT OF STUDENT LEARNING PROGRAM:**

MOWBC is committed to continuous improvement of teaching and learning. You may be asked to help us to accomplish this objective. For example, you may be asked to respond to surveys or questionnaires. In other cases, tests or assignments you are required to do for this course may be shared with faculty and used for assessment purposes.

## **USE OF STUDENT WORK:**

By enrolling in classes offered by MOWBC, the student gives the organization the license to mark on, modify, and retain the work as may be required by the process of instruction, or the promotion of YEG program as described in the course syllabus. The organization shall not have the right to use the work in any other manner without the written consent of the student(s),

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** If you have a disability that may substantially limit your ability to participate in this class, please notify instructor prior during orientation. However, it is the student's responsibility to request accommodations.

## **COURSE SCHEDULE INFORMATION:**

All activity, quiz, and other important dates are also listed in the YEG Calendar.

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## Course Outline

### Module 1 Defining Me

Session	Title	Video/Presentation	Worksheet	Discussion Topics
	Who are WE	Program Information	Getting to Know Me	Hobbies & Interest
1	Our Secrets	No More Secrets	Honesty of Me	Sharing Secrets
2	Loving & Accepting Me	How I Love	Unconditional Love	The uniqueness of me
3	Letter To Me	Encouraging Myself	Letter to Me	What makes me Smile
4	Self Care	My Cup Over Flow	Self Care 101	Pampering Me
5	Beyond Words	Power of Words	Beyond the Words	Kind Words to share
6	Handling it All	Stressed out? Not me!	Handling it All	How to deal
7	Celebrating Me	Celebrating Me	This I'm proud of	A Party for me
8	My Passion	Things that make me smile	The joys of my life	What I do when no one is looking

### Service Learning Project 1 (Holiday Break)

This project is for the participants to use their leadership skills in service of others. The project will be 2 hours of volunteering at a homeless shelter, retirement home, community center, daycare, or hospital. The group must complete this project together.

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## **Module 2 Leadership in Me**

<b>Session</b>	<b>Title</b>	<b>Video/Presentation</b>	<b>Worksheet</b>	<b>Journal Prompt</b>
1	Strengths & Weakness	Strengths Earned and Learned	My Strength is	I'm good at
2	Vision/Objectives	Take me to the Future	The Road Map	Mission Possible
3	Time Management	Procrastination Killed	Time on My Side	How I spend my free time
4	Service to Others	Service to Others	Follow to Lead	Help wanted
5	Leadership Style	Leadership in Me	Defining Leadership	What is Leadership
6	Financing My Future	Keys to Financial Success	Budget & Paying Me	Sacrifice or Splurge
7	Business In a Flash	Business 101	Create Your Business	My Dream Business
8	Social Media	Professional in Digital Lens	The Social Me	Lessons in Media

## **Week of Exploration - Career Expo- Career Tour (Spring Break)**

This is a week of the student exploring their career options. Students will visit different businesses and interview them. Students will also receive a professional makeover. At the end of the week students will attend a Career Expo where business can come and provide information on their businesses and a panel discussion.