

# BIBB COUNTY CAREER ACADEMY – Course Syllabus

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## **COURSE: CAREER PATHWAY PROJECT IN BUSINESS MANAGEMENT AND ADMINISTRATION**

### **COURSE DESCRIPTION**

**Career Pathway Project (CPP) in Business Management and Administration** is a capstone course designed for students who have earned two or more career and technical education credits from the same pathway in the Business Management and Administration Career Cluster. This course allows students to utilize their secondary coursework through an experience that showcases their learning. It provides an opportunity for a student to choose an area of interest and explore it in depth while demonstrating problem-solving, decision-making, and independent-learning skills. The CPP contributes to an educational plan of challenging courses and practical experiences that prepares students for the workplace or for pursuing further education.

During the CPP, the student works with his or her coordinating teacher, academic teachers, and a product or process mentor who has expertise in the student's field of study. At the conclusion of the CPP, the student presents or demonstrates the knowledge gained to an audience consisting of the coordinating teacher, academic teachers, the mentor, peers, and community and business representatives.

The prerequisites for this course include two or more credits from the same pathway in the Business Management and Administration Career Cluster.

### **PROGRAM GOAL OF THE BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT**

The goal of the Business Management and Administration Department is to prepare students to be competent in the Business Information Technology area by functioning in a technological society. Students who complete sequenced courses will be able to obtain entry-level positions in areas of business such as administrative support, human resources, operations, management, business information, office technology, and more.

**COURSE FEE**  
\$25.00

### **SUPPLIES**

Required:

- Paper
- Pens/Pencils (Blue/Black Ink)

Optional Needed:

- Flash Drive
- Facial tissue (Kleenex)
- Paper Towels

### **RESOURCES**

- Google including Classroom
- Certipoint
- Gmetrix
- Microsoft Office 2019/365

### **STUDENT EVALUATION**

The use of various procedures ensures that students of all abilities can be successful. Any student who is having difficulty should notify the instructor immediately. Students and parents may access PowerSchool to see students grades at any time.

Evaluation Criteria	Method of Evaluation	% of Grade
Assessments/ Daily Activities	Weekly assignments including notes, classwork, Tests, projects, etc.	40%
Workplace/ Employability Skills	Work ethic in the classroom, clocking in for class, bell ringers, etc.	40%

The grading system above calculates to be 80% of the student's grade. The Final Exam is weighted to be the remaining 20% of the student's grade.

### **GRADING SCALE**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 or below

### **ATTENDANCE**

*The attendance policy is outlined in the Bibb County Schools Student Policies Handbook.*

*Students with excused absences must contact the instructor for any missed work. Make-up work for excused absences must be completed and returned within 3 days of the student's return to class.*



### **MICROSOFT OFFICE SPECIALIST CERTIFICATIONS**



*Students will have the opportunity to receive multiple certifications in the Microsoft Office Specialist program. Two certifications will qualify for an Industry credential. Certifications offered include:*



### **CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)**

Career and technical student organizations (CTSO) are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace readiness skills, and broaden opportunities for personal and professional growth.



### **MISSION STATEMENT**

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

## **CAREER PATHWAY PROJECT IN BUSINESS MANAGEMENT AND ADMINISTRATION**

### **COURSE OF STUDY CONTENT STANDARDS**

#### **PROJECT PROPOSAL**

1. Create a formal, narrative proposal that communicates a specific concept, creates a process, or develops a product proposal related to Business Management and Administration.

#### **RESEARCH**

2. Conduct independent research related to the selected Business Management and Administration project.

#### **PROJECT REPORT**

3. Write a detailed report on the chosen Business Management and Administration pathway project, following established conventions for format, grammar, and usage.

#### **PRESENTATION**

4. Produce an original multimedia presentation based upon Business Management and Administration pathway project research and results.

#### **PORTFOLIO**

5. Design and create a project portfolio that documents all components of the Business Management and Administration pathway project and demonstrates the validity of the process.

### **FOUNDATIONAL STANDARDS**

Foundational standards, shown below, are an important part of every course. Through these standards, students learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities and take advantage of the opportunities afforded by Career and Technical Student Organizations (CTSOs), and learn and practice essential digital literacy skills. The foundational standards are to be incorporated throughout the course.

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

### **EMBEDDED NUMERACY & LITERACY ANCHOR ASSIGNMENTS**

#### **Career Research - Presentation (worth 200 points)**

*Students will read and gather research on their chosen career. Students will use Google Slides to create a presentation to include: job duties, job outlook, skills needed, other related jobs, video showing the career, job postings, and resources. Students will use Excel or to create charts comparing five states of job data in their chosen career. The presentation will be delivered orally in front of class using the Smartboard and a copy will be placed in their Digital portfolio.*