

# BIBB COUNTY CAREER ACADEMY – Course Syllabus

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**COURSE: CTE LAB IN  
BUSINESS MANAGEMENT AND ADMINISTRATION**

**COURSE DESCRIPTION**

CTE Lab in Business Management and Administration is designed to enhance the student's general understanding and mastery of the cluster. This course is designed as a learning laboratory to support students' individual interests and goals. This laboratory may take place in a traditional classroom, in an industry setting, or in a virtual learning environment.

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
- Certiport
- 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.

## **CTE LAB IN BUSINESS MANAGEMENT AND ADMINISTRATION**

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

#### **OCCUPATIONAL EXPERTISE**

1. Demonstrate expertise in a specific occupation within the Business Management and Administration Cluster.
  - a. Meet benchmarks selected by the instructor from the appropriate curriculum frameworks, based upon the individual student's assessed needs.

#### **RESEARCH AND INVESTIGATION**

2. Conduct investigative research on a selected topic related to business management and administration using approved research methodology; interpret findings; and prepare a presentation to defend results.
  - a. Select an investigative study based on research and knowledge.
  - b. Collect, organize, and analyze data accurately and precisely.
  - c. Design procedures to test the research.
  - d. Report, display, and defend the results of investigations to audiences that may include professionals and technical experts.
3. Demonstrate higher order critical thinking and reasoning skills appropriate for a career in business management and administration.
  - a. Use mathematical and/or scientific skills to solve problems encountered in the chosen occupation.
  - b. Locate, evaluate, and interpret information related to the chosen occupation, in oral, written, and digital formats.
  - c. Analyze and apply data and/or measurements to solve problems and interpret documents.

#### **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.

#### **LEADERSHIP**

4. Apply enhanced leadership and professional career skills needed in a business management and administration career.
  - a. Develop and present a professional presentation offering potential solutions to a current issue.
  - b. Practice leadership and career skills in job placement, job shadowing, entrepreneurship, or internship, or by obtaining an industry-recognized credential of value.
  - c. Participate in leadership development opportunities available through DECA, FBLA-PBL, and/or professional organizations in the business management and administration field.
  - d. Demonstrate written and oral communication skills through presentations, public speaking, live or virtual interviews, and/or an employment portfolio.

### **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**

#### **Business Company Research and Presentation (worth 200 points)**

*Students will read and gather research on a major US publicly stock traded company including: history, locations, products and services, organizational structure, history of stock, sales, and net income, charitable contributions, main competitors, advertising campaigns, biographies of two top executives, and success stories to place in presentation. Students will condense research into points. Students will use Excel to create column, bar, and line charts showing 10 years of mathematical data. Students must choose a different company to research than the one used in previous BMA classes. The presentation will be delivered orally in front of class using the Smartboard. The final product will then be placed in the student portfolio.*