

Southeastern School
Business Management and Administration Department
Business Administrative Services Program
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CTE Lab in Business Management & Administration

Course Description

CTE Lab in BMA 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.

Prerequisites: Two or more credits from the same pathway in the Business Management and Administration Career Cluster

Program/Instructional Delivery Plan

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

<p><u>Assessment Procedures</u></p> <p>Students will be assessed at the completion of each unit in one or more of the following ways:</p> <ul style="list-style-type: none"> • Teacher Observations • Performance Tasks • Objective Tests • Checklists • Rubrics • Online Activities • Scenarios/Case Studies • Oral Presentations • Research Reports/Projects • Portfolios • Certification Exams • Safety Tests • Simulations 	<p><u>Grading Scale</u></p> <p>A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below</p> <p><u>Grading Policy</u></p> <p>Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.</p>
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Required Reading

Students will complete a book study of *"The 7 Habits of Highly Effective Teens"* by Sean Covey to enhance course content and instruction.

Course Goals

Each foundational and content standard completes the stem “Students will ...”

Foundational Standards Unit

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

Occupational Expertise Unit

1. Demonstrate expertise in a specific occupation within the Business Management and Administration Cluster.

Research and Investigation Unit

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.
3. Demonstrate higher order critical thinking and reasoning skills appropriate for a career in business management and administration.

Leadership Unit

4. Apply enhanced leadership and professional career skills needed in a business management and administration career.

Career and Technical Student Organization Integration

Career and technical student organizations (CTSOs) are integral, cocurricular 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.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are included in the \$25 Computer Lab Fee for the school year.

Embedded Numeracy/Literacy/Science Anchor Assignment

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematic vocabulary, and science concepts and science vocabulary appropriate to the program area.

BMA Anchor Assignment – 200 points

Students will **research** 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to **compare and contrast** wages and employment trends. Students will prepare a formal **summary** of their research findings in an **MLA format essay** which includes **tables, charts, and graphs** to support their findings of the **median hourly wages** and **median annual wages**. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- **Numeracy** – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- **Literacy** – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- **Science** – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

Available Industry Recognized Credentials Offered

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program. MOS certification is offered for Word, Excel, PowerPoint, Access, and Outlook.