

Randolph-Roanoke Career Technology Center

CTE Lab in Business Management and Administration

Units of Credit: One Semester (Elective)

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

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 industrial setting, or in a virtual learning environment

Instructional philosophy:

Students will be expected to meet the entire course goals listed below and be able to demonstrate their understanding. Students will be expected to work independently and as a team on tasks.

Course Goals: Students will learn to:

- Follow safety procedures appropriate for the work environment
- Perform quality work
- Demonstrate quality behavior
- Demonstrate knowledge of Business Essentials Education Standards with a 70 accuracy or higher
- Develop skills needed to be a contributing and productive member of society for future careers
- Maintain proper attendance (daily attendance is of the utmost importance, if not ill)

Course Outline Topics:

- **Occupational Expertise**
 - Demonstrate expertise in a specific occupation within the Business Management and Administration
- **Research and Investigation**
 - Conduct investigative research on a selected topic related to business management and administration
 - Prepare a presentation to defend the results
 - Select an investigative study based on research and knowledge
 - Collect, organize, and analyze data accurately and precisely
 - Design procedures to test the research
 - Report, display, and defend the results of investigations to audiences
- **Business Concepts**
 - Conflict management strategies
 - Advantages/disadvantages of configuration of businesses
 - Classify
 - Business Plan
- **Leadership**
 - Apply enhanced leadership and professional career skills needed in a career
 - Develop and present a professional presentation offering potential solutions to a current issue
 - Practice leadership and career skills in job placement, job shadowing, entrepreneurship, or internship
 - Participate in leadership development opportunities available through DECA, FBLA-PBL
 - Demonstrate written and oral communication skills through presentations, public speaking, live or virtual interviews, and/or an employment portfolio

Assessment Procedures:

Student evaluation will be based on individual classroom work, written and typed, practical tests, projects, portfolios, and participation. Each will have an equal value of 100 points, if necessary; students will have more than one opportunity to complete assignments to meet course standards. Students will complete all course requirements at a minimum of 70% level.

Clubs:

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a component of the Business Essentials program. This organization enhances classroom instruction, develop leadership skills, and provide opportunities for professional growth and service. All students are encouraged to join FBLA. Club fee is 20.00 per year.

Grading:

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

Attendance: Attendance each day is of the utmost importance as they will be missing 2 class periods. Students should request to make up work missed within **three (3) days** of being absent. It is the student's responsibility to heck with a peer student or teacher to see what you have missed. If not, your grade for that assignment will become a **zero (0)**.

Student/Parents (Guardians):

Please verify that you have read and understand this syllabus by signing this form and returning it as soon as possible.

_____ Date _____
STUDENT Printed Name

_____ Date _____
STUDENT Signature

_____ Date _____
PARENT/GUARDIAN Signature

Parent/Guardian Email: _____

Parent/Guardian 1 contact phone number: _____

Parent/Guardian 1 contact phone number: _____

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