

CTE Lab in BMA Course Syllabus 2025-2026



Prerequisite: Career Preparedness OR Business Software Applications I

Credential: Microsoft MOS Certification

CTSO: FBLA **Credit:** 1

Career Pathway: Business Information Technology

Dual Enrollment: N/A

Instructor Information

Teacher: **David Hicks**

Room #: B18

Contact: email **david.hicks@acboe.net** or call the school at 334-387-1910 to set up a conference

Also visit www.marburyhighschool.com and click on "Faculty & Staff" to view teacher bio, class schedule, lesson plans, course syllabus, and additional information.

CTE Lab in BMA 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. Foundational standards, shown in the table 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.

CTE Lab in BMA Course Goals

After completing the course, the student will:

- Demonstrate expertise in a specific occupation within the Business Management and Administration Cluster.
 - Meet benchmarks selected by the instructor from the appropriate curriculum frameworks, based upon the individual student's assessed needs.
- 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.
 - 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 that may include professionals and technical experts.
- Demonstrate higher order critical thinking and reasoning skills appropriate for a career in business management and administration.
 - Use mathematical and/or scientific skills to solve problems encountered in the chosen occupation.
 - Locate, evaluate, and interpret information related to the chosen occupation, in oral, written, and digital formats.
 - Analyze and apply data and/or measurements to solve problems and interpret documents.
- Apply enhanced leadership and professional career skills needed in a business management and administration 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, or by obtaining an industry-recognized credential of value.
 - Participate in leadership development opportunities available through DECA, FBLA-PBL, and/or professional organizations in the business management and administration field.
 - Demonstrate written and oral communication skills through presentations, public speaking, live or virtual interviews, and/or an employment portfolio.
 - The class will prepare students to take the Microsoft MOS Certification assessment.

Essential Questions *Student course work will answer these essential questions*

- What are the goals of an effective professional organizations?
- What characteristics identify a successful leader?
- What are the different types of leadership styles?
- What are the fundamentals of ethical leadership?
- What are real-world problems that can be identified and addressed through deliverable solutions?

Student Class Supplies

Black or Blue Pen, Personal Paper, ½" Binder to file graded work and study materials

Teacher Wish List (optional donations that would be greatly appreciated):

facial tissues, hand sanitizer, paper towels.

Fees and Textbooks

There is an **optional \$20 fee** to pay all local, state, and national membership dues for FBLA for the CTE Lab in BMA course. Checks should be made payable to Marbury High School. Students will not be issued a personal textbook.

FBLA Student Organization Integration

All Business students are expected to participate in FBLA (Future Business Leaders of America). FBLA gives students the opportunity to learn business leadership skills, engage in service activities, and compete in Area, State, and National competition. FBLA is an integral, cocurricular component of this course. For more information, see fbla-pbl.org. Students must have a C average or higher and be a paid member to participate in FBLA activities.

Computer and Equipment Usage

Your student is expected to abide by the Autauga County Schools internet usage agreement. Any student caught misusing the equipment and software will be referred to the administration, appropriate action will be taken. Your student will be responsible to pay for any financial loss incurred. *Students should only run software programs and visit websites that they have been given permission to use to complete class assignments.*

Violation of this expectation will be handled as a discipline matter.

Grading Policy and Assessments

Student grades will be updated on a regular basis through "PowerSchool" and will be available to parents who have guardian access. Averages are weighted following Autauga County Board of Education policy and all assessments are based on a 100 point system. The grading scale used is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. Grades of 0.5 or higher will round up.

- Tests and Projects – 65%
Tests could be standard specific, mid-chapter, or end of chapter and always graded for accuracy. Project include completed productions, portfolios, presentations or publications, and are graded for quality and accuracy based on provided rubrics.
- Classwork and Homework – 35 %
Could be reviewed anytime and graded for effort.

I will be glad to inform any student of their current average at any time if asked.

Extra credit will not be available, but there will be multiple opportunities for students to improve their average.

Final average is calculated as 1st quarter average=40%, 2nd quarter average=40%, final exam score=20%

A midterm exam counting 20% will be included in the 1st quarter average with no exemptions.

Final Exam exemption policy: *An "A" average in the class and not more than 5 absences or a "B" average in the class and not more than 3 absences. Any student with a "C" average or below will be required to take final exams.*

Make-Up Work

If a student is absent from class, they are responsible to stay caught up in the curriculum. Excused absences allow for a student to make up missed assignments (points will be deducted for assignments that are turned in late). Students have 3 days following an absence to turn in an excuse or that absence will be considered unexcused. Assessments that are missed due to unexcused absences will result in a zero according to administration policy.

Daily Schedule and Instructional Delivery Plan

Each day we will complete a short bellringer. This time is used to refine yesterday's material or to review a specific concept. New material will then be presented through instructional examples, video instruction and strategies followed by guided practice. Some days will consist of interactive activities, virtual groupwork, or peer tutoring to reinforce learning. On most days there will be some kind of summarizing activity or assessment at the end of class. At the end of the period, classwork may be reviewed as a grade for student participation.

Anchor Project

Students will complete all required tasks to earn the FBLA Business Achievement Award

Embedded Numeracy

- Students will analyze and calculate statistical data.
- Students will compare salary ranges and cost of living ranges.

Embedded Literacy

- Students will utilize reading strategies in order to interpret and comprehend material and lab instructions.
- Students will increase literacy and vocabulary skills by defining terms in each unit of the course.

Classroom Rules

1. Be on-time, on-task, and prepared to learn everyday
 2. Keep all electronics and distractions put away
 3. Be responsible for your own learning
 4. Respect the teacher, the classroom, and other students
- *Always be mindful of the school policies and expectations in the student handbook.

Four-Step Discipline Policy

When Class A behavior issues arise, the following system will be followed with documentation in order to address the issue:

- (1) Student-Teacher Conference
- (2) Parent Notification
- (3) Parent-Teacher-Administrator Conference
- (4) Referral to Office as Habitual Class A Offender

When Class B-E behavior violations occur, the student will be immediately referred to the Office.

*A tardy student must provide pass from front office before allowed to enter class. Tardies follow the same Class A four-step discipline policy. Excessive tardies and absences will result in disciplinary action at discretion of the administration.

**COMPLETE THIS PAGE AND SUBMIT TO TEACHER
NO LATER THAN MONDAY, AUGUST 25TH, 2025**

**ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COURSE SYLLABUS
GOVERNING CLASSROOM RULES, PROCEDURES, AND EXPECTATIONS**

I have read in detail the guidelines and expectations set forth for CTE Lab in BMA. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Printed Student Name: _____

Student Signature: _____

Dear Parent/Guardian:

Your child is enrolled in the CTE Lab in BMA class at MHS. I look forward to the opportunity to teach your student. Let me encourage you to take an active role in their education as we partner together to provide them the best experience possible. As such, if you have any questions at any time, please feel free to call me at the school or e-mail me at david.hicks@acboe.net. I will respond to all emails within 24 hours.

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Parent/Guardian 1 Contact Phone number _____

Parent/Guardian 2 Contact Phone number _____