



BOH4M1 | Course Outline | September 2022 - January 2023

Contact Information

Course Code:	BOH4M1 (Period B) Semester 1
Course Name:	Grade 12 Business Leadership: Management Fundamentals
Course Instructor:	Mrs. Tabitha MacNeil
Contact Email:	tabitha.macneil@tdsb.on.ca
Room:	108 (<i>office hours lunch time 11:40-12:30pm</i>)

Course Description

This course focuses on the development of leadership skills used in managing a successful business. Students will analyse the role of a leader in business with a focus on decision making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. Effective business communication skills, ethics, and social responsibility will be emphasized throughout the course.

Assessment and Evaluations

To promote student success, ongoing formative assessment and feedback will be given to students. As required by the Ministry of Education, students will be assessed in the four areas of the achievement chart. The chart below provides percentages for each category. All evaluations are expected on the **due date**, however, they will be also accepted up and until the **ultimate due date**. Submission after the ultimate due date results in a mark of **zero**.

Academic Honesty

Students are expected to be academically honest and submit their own work, so that the mark received reflects their own academic achievement.

[TSDB Academic Honesty Policy](#)

Online Code of Conduct

Students are expected to comply with TDSB's Online Code of Conduct found on our TDSB e-Learning website:

[TDSB's Online Code of Conduct Policy](#)

Classroom/School Expectations

- It is *expected that you log in each morning for the GOOGLE CLASSROOM* and to check the daily announcements as new material will be posted on a daily basis. I will be taking the attendance daily

(Monday – Friday).

- Students are *to attend the daily lessons* in order to have a better understanding of the course material. If you can't attend, recordings of lessons will be shared with you via online classroom.
- *Exhibit a respectful and courteous manner* in the online classroom
- *Refrain from any inappropriate language or behaviour*, in particular that which is disruptive, profane, harassing, or intimidating
- *Follow board policy regarding plagiarism and accrediting sources*. All assignments are to be handed in on time. You must use the assignment dropbox when handing in assignments
- *Do not email me your assignments* as I cannot accept them. If the dropbox is closed I am not accepting assignments, as the ultimate due date has passed.

Students' Responsibilities with Respect to Evidence for Evaluation:

Students are responsible for providing evidence of their learning within established timelines. There are consequences for not completing work, and submitting work late. A number of strategies may be used to help prevent and/or address late and missed assignments including involving parents/guardians. Ultimately, marks may be deducted for late/missed assignments, up to and including the full value of the assignment.

Accommodation(s)

Students with IEPs are allowed accommodations (such as extra time for example) on quizzes, projects and the exam as per Ministry Policy. Students are asked to kindly remind the teacher in-advance of evaluations so accommodations can be programmed.

Assessment and Evaluations

To promote student success, ongoing formative assessment and feedback will be given to students. As required by the Ministry of Education, students will be assessed in the four areas of the achievement chart. The chart below provides percentages for each category.

Assessment Category	Percentage
Knowledge and Understanding	25%
Thinking	25%
Communication	25%
Application	25%

The final grade will be determined as follows (in accordance with Ministry of Education standards):

Term Work: Based on evaluations throughout the course	70%
Final Exam in June:	30%

Unit Breakdown & Dates:

Due to the nature of the course, you should expect and plan to work on assigned work daily and 12-15 hours of work per week

Unit # and Title	Type of Assessments	Tasks for Evaluation (Placed in the Assignments Folder)			
Introduction (Learning Styles, You've Got Personality, Motivation)	Assignment	Learning Styles			
	Assignment	Personality Collage			
Unit 1 - Communication (The Communication Process, Communication Techniques and Best Practises)	Assignment	Four Strategies			
	Assignment	Types of Communication & Creating an Infographic (One of the identified topics)			
Unit 2 - Leading (The Role of Management, Leadership Theories and Styles)	Assignment	Management Infographic			
	Assignment	Canadian Leaders			
Unit 3 - Organizing (Organizational Structures, Human Resources)	Assignment	Case Study - Coca Cola and Mobiltec Case Studies			
Unit 4 - Planning (The Planning Process, Planning Tools and Techniques, Strategic Planning)	Assignment	Creating a Plan			
	Assignment	Scenario Planning Task			
	Assignment	SWOT Analysis			
Unit 5 - Teams and Collaboration (Group Dynamics, Stress and Conflict Management)	Assignment	Teams Activity - Lost at Sea			
	Assignment	Conflict and Stress Strategies			
Unit 6 - Social Responsibility (Social Responsibility)	Assignment	Presentation CSR - Corporate Social Responsibility			