

# Business Leadership: Management Fundamentals • BOH4M

---

## University/College Preparation

*The Ontario Curriculum Grades 11 and 12 Business Studies 2006*

**Business Studies • Malvern C.I. • Toronto District School Board**

**Assistant Curriculum Leader:** Mr. Vik Rao

**Course developed by:** Mr. F. McCulloch • **Revised:** September 2023

**Credit Value:** 1

### Course Content

---

**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.*

---

**Prerequisite** None

---

**Resource Materials** • *Management Fundamentals, Canadian Edition, Schermerhorn and Wright*

---

**Overall Goals** By the end of this course, students will:

- assess the role of management within an organization.
- demonstrate the use of appropriate communication techniques related to business management.
- evaluate the impact of issues related to ethics and social responsibility on the management of organizations.
- apply an understanding of human behaviour to explain how individuals and groups function in the workplace.
- demonstrate an understanding of group dynamics.
- demonstrate an understanding of proper leadership techniques in a variety of situations.
- demonstrate an understanding of the communication process within the workplace.
- evaluate the strategies used by individuals and organizations to manage stress and conflict.
- compare theories of how to motivate individuals and teams in a productive work environment.
- analyse the importance of planning to the success of an organization.
- demonstrate an understanding of appropriate planning tools and techniques in a variety of situations.
- analyse the relationship between strategic planning and the success of an organization.
- analyse how companies respond to internal and external pressures for change.
- assess the importance of control in management.
- demonstrate an understanding of the various organizational structures used to manage the workforce effectively.
- assess the ways in which organizational structures have changed to adapt to the changing nature of work.
- evaluate the role of human resources within an organization.

---

<b>Major Units</b>	<ul style="list-style-type: none"> <li>• Management Fundamentals</li> <li>• Planning and controlling</li> <li>• Organizing and Human Resources</li> <li>• Leading, Motivating, Groups and Communication</li> <li>• Stress and Conflict Management, Ethics and Social Responsibility</li> </ul>
--------------------	--

---

Assessment, Evaluation and Reporting

---

<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Students will be evaluated on content and skills throughout the year</li> <li>• Students will be formatively assessed before engaging in unit culminating activities and will be given due notice of timelines of specific expectations and method of evaluation.</li> <li>• Tests, written assignments, case studies, group work, projects and an examination will be used.</li> <li>• Please note that mark deductions may be used after a significant number of strategies to encourage timely submission have been employed.</li> </ul>
-------------------	--

**Achievement Category**

<b>Weightings</b>	Knowledge and Understanding	25%
	Thinking	25%
	Communication	25%
	Application	25%

<b>Term Grades throughout the Year</b>	<ul style="list-style-type: none"> <li>• The grade for each reporting period is based on evaluations that have been conducted to that point in the course and will be preliminary and tentative. They will be based on the most consistent level of achievement to that point in time, but some of the overall expectations, strands, and units will not have been addressed. The student's grades will most likely change when his/her entire work is evaluated at the end of the course.</li> </ul>
--	---

<b>Course Work 70%</b>	<ul style="list-style-type: none"> <li>• Components of Evaluations:             <ol style="list-style-type: none"> <li>1. Tests/Quizzes</li> <li>2. Assignments/Projects</li> <li>3. Case Studies</li> </ol> </li> <li>• Students need to demonstrate achievement of overall course expectations</li> <li>• Missed or incomplete assignments will have an impact on the final grade when a significant number of curriculum expectations have not been evaluated.</li> </ul>
------------------------	--

<b>Course-Culminating Activities 30%</b>	<ul style="list-style-type: none"> <li>• Culminating Activities (30%)</li> </ul>
--	--

<b>Learning Skills</b>	<ul style="list-style-type: none"> <li>• Learning skills play a critical role in the achievement of curriculum expectations and student success.</li> <li>• Students are expected to be academically honest by submitting their own original work. The marks they receive are intended to reflect their own academic achievement.</li> </ul>
------------------------	--

---

---

**COURSE  
REQUIREMENTS/POLICIES**

Regular attendance is essential for optimal learning. It is the student's responsibility to inform the teacher beforehand, of any future known absences including field trips, sports events, and medical appointments. Any other absences must be discussed with your teacher on the morning of your return to school and documented by a note from a parent/guardian. Any students not providing a note will be documents as a "skip". In the case of a legitimate absence, it is the students' responsibility to obtain any missed work or assignments from the teacher.

Being late for class is not only disturbing for your teacher but also for your classmates. Please get to class on time. Detentions, phone calls home, and meetings with the principal will take place if attendance and punctuality become an issue.

**HOMEWORK/SUBMISSION OF COURSE WORK**

Homework and assignments are due **at the beginning of class** on the due date. Homework will be audited periodically, without advance notice, to ensure that students are keeping up with their daily work.

Students are responsible for any work they miss while absent. Absences or missed assignments will only be excused with a doctor's note. Students are expected to assume responsibility for their own success.

As part of ***Growing Success***, the below strategies will be/may be used to help prevent and/or address Late or Missing Assignments

- asking the student to clarify the reason for not completing the assignment.
- helping students develop better time-management skills.
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute.
- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists.
- in secondary schools, referring the student to the Student Success team or teacher.
- taking into consideration legitimate reasons for missed deadlines.
- setting up a student contract.
- using counselling or peer tutoring to try to deal positively with problems.
- holding teacher-student conferences.
- reviewing the need for extra support for English language learners.
- reviewing whether students require special education services.
- requiring the student to work with a school team to complete the assignment.
- providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so.

Missing or late evaluations are recorded as 'incomplete' until such time as the teacher determines that the final due date has passed and the expectation cannot be met, at which time a zero (0) may be assigned as the grade for that assignment which is in the spirit of Growing Success document.

**MISSED TESTS/SUMMATIVES: It is the student's responsibility to make arrangements, ahead of time, for any summative evaluations that will be missed.**

If a student misses an evaluation for an unforeseen reason such as illness or family emergency, the student must bring a note signed by a parent or guardian and be prepared to write/make-up the evaluation immediately upon return to school. Students who "skip" a test or quiz will receive a mark of zero.

**ACADEMIC HONETY:**

Honesty is essential for the academic integrity of our school. Evaluations must be fair to all students as a measure of their success. Academic dishonesty includes, but is not limited to, the following behavior:

- Submitting any part or copy of someone else's work.
- Failing to cite sources for your work.
- Bringing any written or electronic information into an examination or test that is not allowed.
- Submitting the same work to different teachers or programs without the prior consent from all teachers involved.
- Passing on, in any form (including oral, written, & electronic), the contents of a test or examination to other students.

The consequences for academic dishonesty will include disciplinary action and an academic penalty of zero on the *entire assignment, test or examination*, with no opportunity for making up the lost mark.

**PLAGIARISM:**

- Students will be considered to have plagiarized if they are responsible for any of the following:
- Material quoted word for word
- Any material in any medium, not of the student's own creation
- Material summarized or paraphrased, which is presented as the student's own work
- Ideas, opinion, and interpretations not their own, which are presented as the student's own work
- Not providing sources for statements, facts, and figures
- Giving material to another student who submits it as their own

A student caught plagiarizing will receive a mark of zero on the evaluation and a referral to the vice principal. Further action may be taken because of subject department policy and school behavior code. Teachers will clearly define and discuss consequences of plagiarism with students at the beginning of the school year.

---

**Communication**

---

**Consultation** Students are encouraged to ask questions and ask for help at any time. If they are having difficulties or need to talk about the course work, they are encouraged to stop by the office. Students may also arrange time outside of class for personal help. Talk to the teacher to arrange a mutually convenient time.

- Parents or guardians may contact the teacher at any time to discuss student work.

---

**Your Teacher's Office**

- Mr. McCulloch is in the Business Office (Room 103) or Room 213.
-