

RICHVIEW COLLEGIATE INSTITUTE

PROGRAM AREA: Business	COURSE NAME: Business Leadership: Management Fundamentals
COURSE CODE: BOH 4M	GRADE/LEVEL: Grade 12 College/University Preparation
RECOMMENDED PREREQUISITE: Any University/ College course in Business Studies or Canadian/ World Studies	CREDIT VALUE: 1.0

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Textbook: J. Schermerhorn, B. Wright, *Management Fundamentals, Canadian Edition*, John Wiley & Sons, 2009

Cost of Textbook: \$95 (if lost or damaged) **Additional Course Costs:** N/A

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 are also emphasized.

Prerequisite: **None**

CURRICULUM STRANDS (UNITS) and OVERALL EXPECTATIONS:

Unit 1 - Foundations of Management

- Assess the role of management within an organization;
- Demonstrate the use of appropriate communication techniques related to business management; and
- Evaluate the impact of issues related to ethics and social responsibility on the management of organizations.

Unit 2 - Leading

- Apply an understanding of human behavior to explain how individuals and groups function in the workplace;
- Demonstrate an understanding of group dynamics; and
- Demonstrate an understanding of proper leadership techniques in a variety of situations.

Unit 3 - Management Challenges

- Demonstrate an understanding of the communication process within the workplace;
- Evaluate the strategies used by individuals and organizations to manage stress and conflict; and
- Compare theories of how to motivate individuals and teams in a productive work environment.

Unit 4 - Planning and Controlling

- Analyze the importance of planning to the success of an organization;
- Demonstrate an understanding of appropriate planning tools and techniques in a variety of situations;
- Analyze the relationship between strategic planning and the success of an organization;
- Analyze how companies respond to internal and external pressures for change; and
- Assess the importance of control in management.

Unit 5 - Organizing

- 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; and
- Evaluate the role of human resources within an organization.

Assessment and Evaluation

Assessment and Evaluation are based on the expectations and levels of achievement outlined in the provincial curriculum document for each subject. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways. This information provides the basis for reporting student grades on the Provincial Report Card.

A final mark will be calculated using the following categories or strands.

70% of the final mark will be based on evaluations conducted throughout the course

All four achievement categories/strands do not need to be evaluated in each evaluation task.

Communication (25%)	Knowledge/Understanding (25%)	Thinking and Inquiry (25%)	Application/Making Connections (25%)
<i>Business Practices In Class Work Presentations</i>	<i>Tests/Quizzes Assignments</i>	<i>Tests/Quizzes Assignments</i>	<i>Assignments Case Studies Summative Application Exam</i>

****30% of the final mark will be based on a final evaluation in the form of culminating activities**

Components of Summative Evaluation: 1. Business Leadership Portfolio 30%

***** A detailed explanation of the culminating activity will be distributed to students in the class.***

Learning Skills: The report card provides a record of the learning skills, demonstrated by the student in every course in the following six categories: **Responsibility, Independent Work, Initiative, Organization, Collaboration, Self-Regulation.** The learning skills are evaluated using a four-point scale (E-Excellent, G-Good, S-Satisfactory, N-Needs Improvement).

Please refer to the Student Agenda Planner for details regarding the Achievement Chart and Learning Skills.

It is Imperative that all students adhere to “Richview’s Evaluation Policy” regarding their 70% Term Work and 30% Culminating Activities.