

## RICHVIEW COLLEGIATE INSTITUTE

**PROGRAM AREA:** Business    **COURSE NAME:** Business Leadership:  
Management Fundamentals

**COURSE CODE:** BOH4M    **GRADE/LEVEL:** Grade 12 College/University Preparation

**PREREQUISITE:** none    **CREDIT VALUE:** 1.0

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

**Cost of Textbook:** \$95 (if lost or damaged)

### **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.

### **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</i>

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

***Components of Summative Evaluation:*** 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.**