

Business Leadership: Management Fundamentals BOH4M1

<p>Course Description:</p> <p>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.</p>	Level:	Mixed (University/College)
	Credit Value:	1.0
	Pre-requisite:	Any U/M/C course in Business, English or Canadian & World Studies recommended.
	Department:	Business Studies & Coop
	Course Fees:	None

<p>Textbooks & Resources:</p> <ul style="list-style-type: none"> • Growing Success: Assessment, Evaluation and Reporting in Ontario Schools • The Ontario Curriculum, Grades 11 and 12: Business Studies, 2006, (revised) • Management Fundamentals

<p>Course Evaluation: Student Evaluation consists of three components...</p>							
<p>1) Learning Skills & Work Habits:</p> <p>Students are evaluated on 6 Learning Skills & Work Habits. They are:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Responsibility <li style="width: 50%;">• Collaboration <li style="width: 50%;">• Organization <li style="width: 50%;">• Initiative <li style="width: 50%;">• Independent Work <li style="width: 50%;">• Self-Regulation 	<p>These six attributes are evaluated on a scale of Excellent (E), Good (G), Satisfactory (S) & Needs Improvement (N) and reported on the report card. They are not included in the course mark, unless specified in the curriculum expectations</p>						
<p>2) Term Mark (Assessment of Learning):</p> <p>Student performance standards for knowledge and skills are described in the curriculum Achievement Chart. The curriculum is assessed in four categories:</p> <ul style="list-style-type: none"> • Knowledge and Understanding 20% • Thinking and Inquiry 15% • Communication 15% • Application 20% 	<p>Evaluation of these four categories generates the term mark. The term mark accounts for 70% of the final mark.</p> <p>It is the student's responsibility to submit evidence of Learning.</p>						
<p>3) Final Evaluation (Assessment of Learning):</p> <p>The final evaluation, administered at or towards the end of the course is based on the evidence shown to the right. The final evaluation accounts for 30% of the final mark.</p>	<p>The final evaluation consists of:</p> <table style="margin-left: 20px;"> <tr> <td>Independent Study</td> <td style="text-align: right;">10 %</td> </tr> <tr> <td>Unit</td> <td style="text-align: right;">20 %</td> </tr> <tr> <td>Exam</td> <td style="text-align: right;">20 %</td> </tr> </table>	Independent Study	10 %	Unit	20 %	Exam	20 %
Independent Study	10 %						
Unit	20 %						
Exam	20 %						
<p>Final Mark = 70% Term Mark + 30% Final Evaluation</p>							
<p>For a detailed description on Course Evaluation, see "How Did I Get That Mark!" at www.satec.on.ca</p>							

<p>Course Conduct Policies: See Student Agenda.</p>
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Please retain this page in the front of your notebook for future reference.



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Course Outline:

Unit	Description	Approximate Length	Major Unit Evaluation
Unit 1	Foundations of Management <ul style="list-style-type: none"> • assess the role of management within an organization; 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. 	3 weeks	<ul style="list-style-type: none"> • Chapter Tests • Case Study (SWOT Analysis)
Unit 2	Leading <ul style="list-style-type: none"> • 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 	4 weeks	<ul style="list-style-type: none"> • Chapter Tests • Group Seminar
Unit 3	Management Challenges <ul style="list-style-type: none"> • 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 	3 weeks	<ul style="list-style-type: none"> • Chapter Tests • Case Study (SWOT Analysis) • Apprentice Group Project
Unit 4	Planning and Controlling <ul style="list-style-type: none"> • 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 	4 weeks	<ul style="list-style-type: none"> • Chapter Tests • Group Seminar
Unit 5	Organizing <ul style="list-style-type: none"> • 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 	3 weeks	<ul style="list-style-type: none"> • Chapter Tests • Case Study • Independent Study Unit

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Note: The order the units are delivered may change due to student needs and resources available.

General Information:

- Extra Help can be obtained from the teacher upon request
- A Business Certificate is awarded if four (4) or more Business Courses are taken throughout the 4 years at SATEC.