

**YORK REGION DISTRICT SCHOOL BOARD**  
**NEWMARKET HIGH SCHOOL - BUSINESS STUDIES DEPARTMENT**  
**Course Overview and Information - 2013 - 2014**  
**Business Leadership: Management Fundamentals**  
**Teacher: Mrs. Richardson**

**Course Description:** This course focuses on the development of leadership skills used in managing a successful business. Students will analyze 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.

*Source: Ministry of Education: The Ontario Curriculum Grades 11 -12 – Business Studies.*

**COURSE CODE: BOH 4M**                      **LEVEL: GRADE 12, UNIVERSITY/COLLEGE**                      **CREDIT VALUE: 1.0**  
**PREREQUISITE:** Any university, university/college, or college preparation course in business studies or Canadian and World Studies  
**TEXT:** "Management Fundamentals", John R. Schermerhorn, Jr. and Barry Wright, John Wiley & Sons, Inc, New York, 2007.

**COURSE CONTENT:**

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| <p>1. Foundations of Management</p> <ul style="list-style-type: none"><li>- Use of appropriate communication techniques</li><li>- Role of Management</li><li>- Ethics and Social Responsibility</li></ul> <p>3. Leading</p> <ul style="list-style-type: none"><li>- Human behaviour of individuals and groups</li><li>- Group dynamics</li><li>- Proper Leadership techniques</li></ul> <p>5. Organizing</p> <ul style="list-style-type: none"><li>- Organizational Structures</li><li>- Changing workplace</li><li>- Human Resources within an organization</li></ul> | <p>2. Management Challenges</p> <ul style="list-style-type: none"><li>- The communication process in the workplace</li><li>- Strategies to manage stress and conflict</li><li>- Motivation of individual and team work</li></ul> <p>4. Planning and Controlling</p> <ul style="list-style-type: none"><li>- Importance of planning</li><li>- Planning tools and techniques</li><li>- Internal and external pressure for change</li><li>- Strategic Management and Success of5. Organization</li><li>- Control Management</li></ul> |
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**Teaching Strategies:**

During this course students will be involved in a number of activities to aid in their learning. They will be expected to complete individual readings and exercises; participate in group activities; group and individual presentations; team building activities; group discussions and teacher lead instructions.

**Assessment and Evaluation:**

Students will be assessed and evaluated using a number of strategies from homework checks; projects (assignments) and presentations; tests and quizzes; case situations; read and response exercises; teacher assessment and peer and self assessment activities.

**Term Mark**

The term mark will count **70 %** of the mark and will be broken down based on the following categories and percentages.

Knowledge and Understanding	20%
Thinking	20%
Application	15%
Communication	15%

**Final Evaluation**

The final evaluation will count **30%** of the mark and will include a summative and final exam.

**Learning Skills**

Students will be assessed on an ongoing basis in the following areas and will be given a letter grade on the Report Card as follows: E = Excellent; G = Good; S = Satisfactory; and N = Needs Improvement. Assessment areas are: Responsibility; Organization; Independent Work; Collaboration; Initiative and Self-Regulation