



St. Joseph Secondary School
Department of Business Studies and Co-operative Education

Course Code: BOH4M
Course Name: Business Leadership:
Management
Fundamentals
Level: Grade 12
University/College Preparation

Student's Name: _____
Textbook #: _____

Overall Course Expectations and/or Curriculum Strands:

Course Description:

The business leadership course allows students to explore how managers function in organizations and take on the challenges of generating solutions in order to solve problems. The course allows students to explore the roles, responsibilities, skills, and functions of management. Students will learn the factors that encourage effective leadership practices. Emphasis throughout the course will be placed on the importance of ethics and social responsibility in the corporate world. Students will learn how to communicate effectively for business purposes.

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. The course in business leadership will prepare the students to work effectively in organizations in positions of employment and management.

Ontario Catholic School Graduate Expectations (Vision of the Learner):

The graduate is expected to be:

1. A discerning believer
2. An effective communicator
3. A reflective, creative and holistic thinker
4. A self-directed, responsible, lifelong learner
5. A collaborative contributor
6. A caring family member
7. A responsible citizen

Efforts will be made to meet the individual learning needs of students to promote student success with respect to meeting the expectations of this course.

My signature below indicates that I have read the Course Handout, and I am in agreement with its contents.

Parent's/Guardian's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Units of Study:

- Unit 1: Foundations of Management
- Unit 2: Leading
- Unit 3: Management Challenges
- Unit 4: Planning and Controlling
- Unit 5: Organizing

Resources:

The course will use a variety of resources which will be distributed to students during the first week of the course. The text and all other resources assigned to each student are the responsibility of the student.

Resources for this course include:

**Textbook: Management Fundamentals:
Canadian Edition**

Handouts provided by the teacher

Any damage incurred will result in payment for replacement. Replacement cost is the price of purchasing a new textbook.

Evaluation Policies

1. Student marks will be determined by evaluating process & product according to 4 categories (see below) & 4 levels of the Achievement Chart as found in the Ministry Policy document for the Business Studies and Co-operative Education Department.

Evaluation Structure:

Knowledge/Understanding	30%
Application	25%
Communication	20%
Thinking	25%

Term Evaluations = 70% of the final mark and Summative Evaluation = 30% of the final mark. Final Evaluations will include: (itemize, e.g. final examination = 20% & Culminating Performance Task = 10%)

2. Feedback will also be provided for student **learning skills:** Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation are assessed apart from student achievement in the four categories outlined above and will conform to the coding:

E – Excellent G – Good S – Satisfactory N - Needs Improvement

3. **Assignments** submitted after the due date established by the teacher will receive a penalty **in accordance with our Board Assessment & Evaluation Policy Document** as outlined in the student agenda.
4. Should a student miss an evaluation due to a legitimate absence, **in accordance with our Board A&E Policy Document**, the student and teacher will make arrangements to address the missed evaluation in a timely manner. In the cases of **extended vacation** or **prolonged absence**, consultation with the appropriate administrator is required.
5. In the event that the student does not make up the missed evaluation(s), a zero may be assigned. If it is determined that the evaluation(s) has/have been missed as a result of a skip/truancy or has/have been plagiarized, a zero may be assigned.
6. For all other cases of absence and/or missed evaluations (including absence during the final examination period), please refer to our Board A&E Policy as outlined in the student agenda.

St. Joseph – Pray for Us and May God bless your efforts this semester!