

Southeastern School
Business Management and Administration Department
Business Administrative Services
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Foundations of Business Leadership

Course Description

Foundations of Business Leadership focuses on the exploration of leadership and management to determine the impact of management practices on business and industry, management of expectations regarding legal and ethical behavior, and investigation of how resources are managed to achieve company goals. Standards are designed to emphasize principles of sound business management and analysis of business practices to determine ethical and social responsibilities. No prerequisite is required for this course.

Program/Instructional Delivery Plan

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

<p><u>Assessment Procedures</u></p> <p>Students will be assessed at the completion of each unit in one or more of the following ways:</p> <ul style="list-style-type: none"> • Teacher Observations • Performance Tasks • Objective Tests • Checklists • Rubrics • Online Activities • Scenarios/Case Studies • Oral Presentations • Research Reports/Projects • Portfolios • Certification Exams • Safety Tests • Simulations 	<p><u>Grading Scale</u></p> <p>A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below</p> <p><u>Grading Policy</u></p> <p>Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.</p>
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Required Reading

Students will complete a book study of *“The 7 Habits of Highly Effective Teens”* by Sean Covey to enhance course content and instruction.

Course Goals

Each foundational and content standard completes the stem “Students will ...”

Foundational Standards Unit

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

Introduction to Leadership Unit

1. Describe characteristics and behaviors of a successful leader.
2. Compare and contrast various leadership styles, including their effects on colleagues and organizations.

Management Unit

3. Identify and describe the roles of individuals at various levels of management.
4. Explain how the functions of management, including planning, organizing, staffing, leading, and controlling, affect the work environment.
5. Explain the importance of having a clear vision, creating a mission statement, and establishing goals for an organization.
6. Explain the concept of time management and the importance of using effective time management techniques.
7. Explain the importance of diversity and inclusion within organizations.
8. Identify and discuss ways to overcome personal biases and stereotypes within an organization.
9. Apply conflict management strategies to resolve workplace disputes.
10. Analyze the ethical responsibility of stakeholders and leaders in an organization.
11. Demonstrate how to monitor projects and take corrective action.

Legal Issues Unit

12. Identify laws that business leaders should know and the areas to which the laws apply.

Employee Relations Unit

13. Describe the role of a labor union or worker organization.

Role of the Leader Unit

14. Demonstrate professional oral and written communication skills.
15. Demonstrate honesty and integrity.
16. Explain how leadership impacts employee engagement, performance, and the organizational culture.
17. Demonstrate appropriate professional etiquette.
18. Demonstrate emotional intelligence skills in dealing with others.
19. Demonstrate leadership and teamwork skills.

Career and Technical Student Organization Integration

Career and technical student organizations (CTSOs) are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are included in the \$25 Computer Lab Fee for the school year.

Embedded Numeracy/Literacy/Science Anchor Assignment

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematics vocabulary, and science concepts and science vocabulary appropriate to the program area.

BMA Anchor Assignment – 200 points

Students will **research** 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to **compare and contrast** wages and employment trends. Students will prepare a formal **summary** of their research findings in an **MLA format essay** which includes **tables, charts, and graphs** to support their findings of the **median hourly wages** and **median annual wages**. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- **Numeracy** – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- **Literacy** – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- **Science** – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

Available Industry Recognized Credentials Offered

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program.

MOS certification is offered for Word, Excel, PowerPoint, Access, and Outlook.