

BUSINESS MANAGEMENT

CROCUS PLAINS REGIONAL SECONDARY SCHOOL



with

Mrs. Kasprick

→ 2025-2026

Contact Information

Mrs. Jennifer Kasprick



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Room 220



2:30 p.m. – 3:35 p.m.



This course focuses on developing skills in planning, leading, organizing, controlling, and staffing. Students will study various management styles and participate in activities related to human resources, inventory, finance, and project management. This course is designed for students interested in furthering their knowledge of management strategies used in various settings and furthering their knowledge of business ownership.

Technical Skills:

- Management
- Microsoft Excel

Transferrable Skills:

- Numeracy
- Organization
- Critical Thinking
- Reading Text
- Writing
- Document Use

Course Evaluation Structure

This class will follow the following grading:

40%	35%	20%	5%
Assignments/ Case Studies	Tests	Final Exam/Project	Employability Skills

Academic Achievement

The final mark for term work, within the respective categories, (tests, assignments, labs, and projects) will be cumulative. Grades will be calculated on summative assessment information only. The final calculation will be a fair reflection of a student's achievement of the learning outcomes.

Online Resources

Microsoft Teams
Class Notebook

Assessment Guidelines

There are various purposes for assessment:

- *Assessment for learning (formative assessment)*: where assessment helps teachers gain insight into what students understand in order to plan and guide instruction, and provide helpful feedback to students.
- *Assessment as learning (formative assessment)*: is characterized by students reflecting on their own learning and making adjustments so that they achieve deeper understanding.
- *Assessment of learning (summative assessment)*: where assessment informs students, teachers and parents, as well as the broader educational community, of achievement at a certain point in time in order to celebrate success, plan interventions and support continued progress.

General Learning Outcomes

Students will:

- Demonstrate critical, creative and innovative thinking.
- Employ current and emerging technologies used in business and industry.
- Demonstrate an awareness of a digital footprint.
- Demonstrate business communication skills.
- Demonstrate an understanding of ethical and legal standards.
- Identify the historical influences and emerging trends of innovative sources for business.
- Identify the historical influences as innovative sources for business.
- Analyze emerging trends in business.
- Demonstrate an awareness of sustainability in business.
- Demonstrate an understanding of the impact culture and diversity has on business.
- Describe and demonstrate employability skills.
- Explore education and career opportunities.
- Analyze the role of business in society.
- Demonstrate an understanding of management.



COURSE UNITS

1. Introduction to Management

- Explain the role of management in business
- Compare and contrast various levels of management,
- Differentiate between the various organizational structures.
- Identify management skills
- Identify the primary functions of management

2. Planning

- Identify the purpose of the planning function.
- Differentiate between an objective, a strategy, and a tactic.
- Compare and contrast operational plans and strategic plans.
- Use business plans and planning models to guide the planning process
- Analyze the value of an opportunity for feasibility and growth.
- Evaluate and assess the industry's current and future outlook.

3. Organizing

- Identify the purpose of the organizing function.
- Explain the purpose for delegating authority and responsibility.
- Compare and contrast organizational structures
- Evaluate factors affecting organizational structures
- Evaluate business decisions and their affect on the organizational structure

4. Leading

- Identify the purpose of the leading function.
- Identify leadership characteristics and skills of effective managers.
- Assess the place of leadership roles
- Differentiate between various leadership styles
- Implement a leadership style that fosters a productive and healthy work environment.

5. Staffing

- Identify the purpose of the human resource function.
- Develop and implement policies for managing human resources
- Establish policies that adhere to legal considerations related to the workplace
- Evaluate motivation theories used by managers to motivate employees

6. Controlling

- Identify the purpose of the controlling function.
- Evaluate the various management controls
- Evaluate various methods of operation controls
- Implement the five-stage controlling process