



Cameron Heights Collegiate Institute

301 Charles Street E., Kitchener, Ontario N2G 2P8 (519)-578-8330 chc.wrdsb.ca

Course Outline: Grade 9 /10 BBI 1OI / 2OI – Introduction to Business

Teacher:

Teacher Contact Information:

Course/Teacher Website:

Course Description:

“This course introduces students to the world of business. Students will develop an understanding of the functions of business, including accounting, marketing, information and communication technology, human resources, production, and the importance of ethics and social responsibility. This course builds a foundation for further studies in business and helps students develop the business knowledge and skills they will need in their everyday lives” (Ontario Ministry of Education).

| Units of Study | Weighting | Essential Learning(s) |
|---|-----------|---|
| Entrepreneurship (Characteristics, Skills, Contribution, Inventions, Innovations) | 7% | Demonstrate an understanding of the importance of Entrepreneurship in business (Skills, Characteristics, Inventions, Innovations) |
| Business Fundamentals (Economic Basics, Types of Business, Business Ethics and Social Responsibility, International Business) | 26% | Demonstrate an understanding of Business Fundamentals (how businesses organize themselves, analyze how they respond to needs and wants, describe the impact social responsibility has on a business, and explain the benefits and challenges for Canada in the field of international business) |
| Functions of a Business (Production, Human Resources, Management, Marketing, Accounting, Information Technology) | 27% | Explain the role of Production, Human Resources, Management, Marketing, and Information/Communication Technology in business. Describe how Accounting procedures contribute to the success of a business and create simple balance sheets and income statements. |
| Finance (Income Management, Banking, Investing, Credit) | 10% | Demonstrate an understanding of Personal Finance (Income, Spending, Banking, Credit, Investments) |
| Summative Project | 30% | All Essential Learnings are covered |



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Assessment & Evaluation:

Seventy Percent (70%) of the **Final Mark** will come from term work (i.e. Exercises, Assignments, Tests, etc.) & **Thirty Percent (30%)** will come from the **Final Evaluation**. Student work will be evaluated using a balance of the Ministry's four achievement chart categories: Knowledge & Understanding, Thinking & Inquiry, Application and Communication.

****Please see school website for detailed School Assessment & Evaluation Policy****

Course Specifics:

Resources:

- Course Website: We will be using D2L throughout the Semester. Important resources will be posted here.
- Textbook: The World of Business 5th Edition – Nelson
- Classroom Resources: Binder, Pens, Pencils, Calculator, Highlighter etc.
- Computer Software: G-Suite, MS Office, GoVenture, Audacity, etc.

Attendance & Late Policies:

- Success in BBI 1OI/2OI is dependent upon good attendance.
- All absences must be validated in the main office within two school days.
- A student is considered late if they are not in the classroom at the sound of the bell.
- Any student who has been late to class on 5 or more occasions will be referred to their Vice Principal.

Missed Assignments & Tests:

- The student must contact the teacher of the class that he or she will miss at least a week prior to the absence to determine what assignments, homework, and tests will be missed. In some cases, special arrangements will be negotiated with the teacher prior to the absence.

Computer Lab/Chromebook Behaviour:

The computer lab is equipped with expensive equipment. It is expected that students treat the equipment as if it were their own. The following are the CHCI computer lab rules that all students must abide to:

- There is NO downloading permitted on any computer at CHCI.
- Food and drinks are NOT permitted in the computer labs.
- Check over your workstation at the beginning of class and report any damage to Mr. Randall immediately.
- Sharing or using other individuals' username/password is not permitted.
- Electronic devices are only to be used when appropriate.