



Cameron Heights Collegiate Institute

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

Course Outline: BOH 4MI, Business Leadership: Management Fundamentals

Teacher:	Contact Information:	Google Classroom:

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.

TOPICS OF STUDY:

- A. Foundations of Management
 - B. Leading
 - C. Management Challenges
 - D. Planning and Controlling
 - E. Organizing
- (70% of Final Grade)
- Summative and Final Exam
(30% of Final Grade)

ASSESSMENT & EVALUATION:

Seventy Percent (70%) of the final mark will come from **Term Work** and **Thirty Percent (30%)** will come from **Final Exam and Summative Evaluations**. 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***

Any critical evidence of learning that is **missing** may result in **loss of a credit**.

Course Specifics:

A. Plagiarism and Cheating:

- Plagiarism is **severe academic theft!** Universities, colleges and the professional world will **NOT** tolerate plagiarism. Students suspected of plagiarism and cheating will be sent to their Vice Principal and addressed accordingly.

B. Resources:

- Google Classroom Site – see above
- Textbook
- Classroom Resources: Binder, Writing Utensils, USB Key, Highlighter, Ruler, Calculator, Paper, etc.
- Computer or chromebook (optional... yet beneficial)

C. Attendance & Late Policies:

- All absences must be validated in the Main Office within 2 school days of returning to the school
- A student is considered late if they are not in the classroom at the sound of the bell
- Any student with **5 lates** will be referred to their Vice Principal



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Essential Learning:

	Overall Expectations for BOH 4MI (Source – Ontario Ministry of Education)
A1	Assess the role of management within an organization
A2	Demonstrate the use of appropriate communication techniques related to business management
A3	Evaluate the impact of issues related to ethics and social responsibility on the management of organizations
B1	Apply an understanding of human behaviour to explain how individuals and groups function in the workplace
B2	Demonstrate an understanding of group dynamics
B3	Demonstrate an understanding of proper leadership techniques in a variety of situations
C1	Demonstrate an understanding of the communication process within the workplace
C2	Evaluate the strategies used by individuals and organizations to manage stress and conflict
C3	Compare theories of how to motivate individuals and teams in a productive work environment
D1	Analyse the importance of planning to the success of an organization
D2	Demonstrate an understanding of appropriate planning tools and techniques in a variety of situations
D3	Analyse the relationship between strategic planning and the success of an organization
D4	Analyse how companies respond to internal and external pressures for change
D5	Assess the importance of control in management
E1	Demonstrate an understanding of various organizational structures used to manage (and lead) the workforce effectively
E2	Assess the ways in which organizational structures have changed to adapt to the changing nature of work
E3	Evaluate the role of human resources within an organization