

BOH4M Course Outline
Canterbury High School
Ottawa-Carleton District School Board

Department: Business

Course Code: BOH4M

Course: Business Leadership: Management Fundamentals, Grade 12,
University/College Preparation

Credit Value: 1.0

Teacher: Ms. Taylor

Course Overview (110 hours):

This course focuses on the development of leadership skills used in managing a successful business. Students will analyse 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.

Strands and Overall Objectives:

Foundations of Management

Students will assess the role of management within an organization; demonstrate the use of appropriate communication techniques related to business management; and evaluate the impact of issues related to ethics and social responsibility on the management of organizations.

Leading

Student will apply an understanding of human behaviour to explain how individuals and groups function in the workplace; demonstrate an understanding of group dynamics; and demonstrate an understanding of proper leadership techniques in a variety of situations.

Management Challenges

Students will demonstrate an understanding of the communication process within the workplace; evaluate the strategies used by individuals and organizations to manage stress and conflict; and compare theories of how to motivate individuals and teams in a productive work environment.

Planning and Controlling

Students will analyse the importance of planning to the success of an organization; demonstrate an understanding of appropriate planning tools and techniques in a variety of situations; analyse the relationship between strategic planning and the success of an organization; analyse how

BOH4M Course Outline

companies respond to internal and external pressures for change; and assess the importance of control in management.

Organizing

Students will demonstrate an understanding of the various organizational structures used to manage the workforce effectively; assess the ways in which organizational structures have changed to adapt to the changing nature of work; and evaluate the role of human resources within an organization.

Assessment and Evaluation:

Student progress will be assessed through a variety of tests, quizzes, assignments, case studies, presentations, group work, articles, debates, journals, reports, discussions, projects, reports, among others, that are conducted throughout the course.

70% of the final grade will be based on the following term work:

Knowledge/Understanding	17.5%
Thinking/Inquiry	17.5%
Communication	17.5%
Application	17.5%

30% of the final grade will be based on a final evaluation that will be administered at or towards the end of the course. This summative evaluation will take the form of an examination (10%) and a rich performance task summative assignment (20%).

Learning Skills

The report card provides a record of the learning skills demonstrated by students in every course, in the following five categories: **Works independently, Teamwork, Organization, Work Habits, and Initiative**. The separate evaluation and reporting of learning skills in these five areas reflects their critical role in student achievement of the curriculum expectations.

Resources:

Students are required to bring the following to class:

- 1) Three-ringed binder
- 2) Paper to take notes (sheets that can be removed)
- 3) Pens, pencils, highlighter, and other coloured writing materials
- 4) Calculator
- 5) Agenda

Textbook/Website:

Schermerhorn's *Management*
Wiley.com/Canada/highschool/schermerhorn

References:

<http://www.edu.gov.on.ca/eng/curriculum/secondary/business1112currb.pdf>