



GEORGE S. HENRY ACADEMY COURSE OUTLINE

COURSE NAME



COURSE CODE	BOH4M1	GRADE	12
TEACHER(S)	M. Jovanov	CREDIT VALUE	1.0
DEPARTMENT	Business	PREREQUISITE	None

COURSE 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.

Additional information can be found at: <http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>

COMMUNICATION

Please direct all questions or concerns regarding student progress or program of study to the course teacher. Please call the main office to leave a message at 416-395-3240.

CONCRETE LEARNING RESOURCES

DIGITAL LEARNING RESOURCES

Textbook (\$80 Replacement Cost)	My School Day App - An app that allows you to stay up-to-date with in-class tasks and receive reminders about upcoming evaluations.
Real life situations and simulation	Edmodo – A website where course content will be posted
Guest Speakers	
Business related field trip	

GEORGE S. HENRY ACADEMY'S COURSE WORK POLICY

For each evaluation, the teacher will inform students of the **due date** and the **ultimate deadline**. The ultimate deadline is the last opportunity for students to submit an assignment for evaluation. Teachers may also use a variety of other methods for dealing with late and missed assignments at their discretion.

Strategies to assist students in meeting deadlines include:

- Peer tutoring
- Using the school app
- Using a personal agenda
- Seeking extra help from teachers
- Requesting for assistance with time management and organizational skills
- Getting help from parents/guardians
- Getting help from a caring adult in the school

ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT

Each course follows an achievement chart which enables teachers to make judgements about student work that are based on clear performance standards and on a body of evidence collected over time. Additional information can be found on the Ministry of Education website noted within the course description.

ACHIEVEMENT CHART CATEGORIES

Knowledge and Understanding (K & U): Subject-specific content acquired in each course (knowledge), and the comprehension of its meaning and significance (understanding)

Thinking (T): The use of critical and creative thinking skills and/or processes

Communication (C): The conveying of meaning through various forms

Application (A): The use of knowledge and skills to make connections within and between various contexts

COURSE WORK (70% of your overall grade)

Categories	%	Possible Assessments of Learning
K & U	35%	<p>Knowledge of content (facts, terms, procedural skills, use of tools) <i>Ex. (write example here)</i></p> <p>Understanding of content (Understanding of business concepts) <i>Ex. (write example here)</i></p>
T	30%	<p>Use of planning skills – understanding the problem (e.g., formulating and interpreting the problem, making conjectures) – making a plan for solving the problem <i>Ex. (write example here)</i></p> <p>Use of processing skills – carrying out a plan (e.g., collecting data, questioning, testing, revising, modelling, solving, inferring, forming conclusions) – looking back at the solution (e.g., evaluating reasonableness, making convincing arguments, reasoning, justifying, proving, reflecting) <i>Ex. (write example here)</i></p> <p>Use of critical/creative thinking processes (e.g., problem solving, inquiry) <i>Ex. (write example here)</i></p>
C	17.5%	<p>Expression and organization of ideas and information (e.g., clarity of expression, logical organization), using oral, visual, and written forms (e.g., pictorial, graphic, dynamic, numeric, algebraic forms; concrete materials) <i>Ex. (write example here)</i></p> <p>Communication for different audiences and purposes (e.g., peers, teachers) and purposes (e.g., to present data, justify a solution, express an argument) in oral, visual, and written forms <i>Ex. (write example here)</i></p> <p>Use of conventions (e.g., terms, symbols) in oral, visual, and written forms <i>Ex. (write example here)</i></p>
A	17.5%	<p>Application of knowledge and skills in familiar contexts <i>Ex. (write example here)</i></p> <p>Transfer of knowledge and skills to new contexts <i>Ex. (write example here)</i></p> <p>Making connections within and between various contexts (e.g., connections between concepts, representations, and forms within business; connections involving use of prior knowledge and experience; connections between business, other disciplines, and the real world) <i>Ex. (write example here)</i></p>

FINAL EVALUATION (30% of your overall grade)

Type	Description	%
Culminating Task(s)	Completed during the final week of classes	15%
Exam	Written exam during exam week	15%

UNITS OF STUDY/COURSE ROAD MAP (subject to change)**Week 1**

- How to Presentations
- Change Management
- Smart goals

Chapter 1 – The Dynamic New Workplace

- Working in the new economy
- Organizations, Managers and skills required

Chapter 2 – Management Past to Present

- Various types of management over the last 100 years

Chapter 3 – Ethical Behaviour and Social Responsibility

- Ethics and Ethical standards
- Case studies
- Corporate social responsibility

Chapter 8 – Planning and Controlling

- Planning process
- Types of plans
- Control process
- Types of control

Chapter 9 – Strategic Management

- Strategy, Missions, Values and Beliefs
- Levels of Strategy
- Competitive Advantages

Chapter 13 – Leading

- Leadership and Visions
- Leadership traits

Chapter 14 –Motivation

- Types of Motivation and rewards
- Content theory
- Process theory

Culminating Activity

- Performance task

GEORGE S. HENRY ACADEMY'S LATE & MISSED EVALUATION POLICY

It is the responsibility of the student to make arrangements with their teacher for any missed course material and/or assignments. Extenuating circumstances will be considered on a case-by-case basis.

GEORGE S. HENRY ACADEMY'S ACADEMIC DISHONESTY POLICY

Cheating and plagiarism will not be condoned. For more information, refer to the Academic Honesty Policy found in the Student Handbook. The Student Handbook can be found in the George S. Henry Academy app.

SPECIALIST HIGH SKILLS MAJOR (SHSM) REQUIREMENTS

GRADE 11 AND 12 CREDITS	ENVIRONMENT	HEALTH & WELLNESS	HOSPITALITY & TOURISM
Major Credits	4	4	4
English (<i>including a CLA*</i>)	2	1	1
Mathematics (<i>including a CLA</i>)	1	1	1
Science or Social Sciences and Humanities (<i>including a CLA</i>) (May be substituted with 1 coop credit)	-	1	-
Business Studies or Science (<i>including a CLA</i>) (May be substituted with 1 coop credit)			1
Cooperative Education	2	2	2
TOTAL	9	9	9

*Contextualized Learning Activity