

Welcome to BOH4MX

Course Description

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.

Course Outline

Unit 1 –Foundations of Management

Students will define what a manager is by exploring and evaluating the roles, responsibilities, activities, skills, and competencies different levels of management are required to demonstrate. Students will also learn about, evaluate, and apply different management theories (classical, behavioural, quantitative, etc.) Students will examine a number of major ethical issues in business while considering the nature of corporate ethical and social responsibility and analyzing companies' commitment to it. Student will be responsible for using appropriate business communication techniques (using proper vocabulary, creating effective business documents, demonstrating effective use of communication and information technology, etc.)

Unit 2 – Organizing

Students will learn about and assess different organizational structures. They will also study the changing nature of work by comparing various work settings as well as analyzing the changing relationship of the individual to the workplace. Finally, students will examine the human resources of organizations by analyzing the relationship between organization's objectives and the human resource process and explaining the strategies for developing and retaining a quality workforce.

Unit 3– Planning and Controlling

Students will learn about the planning process, applying a variety of problem-solving strategies to management planning challenges. They will use a variety of management tools, such as SWOT analyses and Porter's five forces competitive model, to analyse organizational strategic plans. Students will describe the steps in the control process, explain the types of control systems used by companies, and explain the impact of internal and external control measures.

Unit 4 – Leading

Students will learn about the elements that shape people's personalities, theories of motivation, and the nature of group dynamics in order to better understand, compare, and apply different theories and styles of leadership. They will also analyse the characteristics of effective leaders. Students will be expected to continue demonstrating effective use of business vocabulary and writing skills.

Unit 5 – Management Challenges

Students explain the barriers and obstacles to effective communication within the workplace as well as learning about techniques that can improve it. They will also factors that contribute to stress in the workplace while learning about stress-reduction techniques and constructive conflict management styles.

Assessment and Evaluation

The mark breakdown for this course is as follows:

Knowledge/Understanding	25%	Course Work	70%	}
Thinking/Inquiry	25%	ISP	15%	
Application	25%	Final Exam	15%	
Communication	25%			

In addition to the aforementioned criteria, students will also be assessed on the Learning Skills and Work Habits (Responsibility, Organization, Independent Work, Collaboration, Initiative, Self-Regulation).

Participation is essential in class as it demonstrates your knowledge/understanding of course materials and your ability to communicate.

Students are expected to hand in assignments on time. If students need an extension, they must speak to the teacher at least one day prior to the due date.

Plagiarism is when you take someone else’s writing and/or ideas and say it is your own. Having someone else do your work and submitting it as your own is also considered plagiarism. It is a serious offence and any assignments found plagiarizing will automatically get a mark of 0.

ONLINE & OFFLINE COMPONENTS

The design of this course is intended to offer a rich balance between online and offline elements. The following is a summary of the course components and their delivery format. Please refer to the individual unit outlines for specific details. Course content & instruction: *online* Communication between teacher and students: *online & offline* Collaboration between students: *online* Assessment & evaluation: *online & offline* Practise exercises, textbook work, readings etc: *offline*

Student Contract

I, _____, have read the following course outline. I understand and agree to the terms laid out in this document.

Signature: _____

Date: _____

Teacher Signature: _____

Date: _____