

# Business Administration

Course Number: **BUAD 248**

Course Title:

**Professors**

*Course Captain*  
*Rob Crawford*

### Evaluation

|   |      |
|---|------|
| Weekly Chapter Quizzes (Individual)<br>14 chapters              | 10%  |
| Weekly Discussion Forums (Individual)<br>10 weeks, 2 marks each | 20%  |
| Class Participation (Individual)                                | 5%   |
| Team Consulting Project & Presentation (groups of 3)**          | 30%  |
| Final Exam*   | 35%  |
| Total***  | 100% |

### Notes

- \* Students must pass the final exam to earn a passing grade in the course.
- \*\* Team members can be "fired" for failure to perform their duties at a satisfactory level.
- \*\*\* Oral and written communication is a critical component of all assignments and exams and as such, is an important criteria in the evaluation of all course work.

### Required Texts/Resources

Kelloway, K., Francis, L., & Gatien, B. (2021). Management of occupational health and safety, 8th ed. Toronto, ON. Nelson Education Ltd

### Supplemental Textbook

Foster, J & Barnetson, B (2016). Health and safety in Canadian workplaces. Edmonton, AB. AU Press, Athabasca University <http://www.aupress.ca/index.php/books/120259>

**Course Schedule**

| <b>Date</b>      | <b>Topic</b>  | <b>Textbook Chapter</b> |
|------------------|---|-------------------------|
| 2020<br>Week of: | Wednesday, September 9 – First Day of Classes<br>Monday, October 12 – Statutory Holiday<br>Wednesday, November 11 – Statutory Holiday |                         |
| September 7      | Introduction  | 1                       |
| September 14     | Legislative Framework:<br>Healthy Workplace Models  | 2                       |
| September 21     | Worker's Compensation   | 3                       |
| September 28     | Pyschosocial Hazards,<br>Workplace Violence,<br>Aggression, and Harassment  | 7,8                     |
| October 5        | Hazard Recognition,   |                         |

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying