

# Business Administration

Course Number:

Course Title:

Credits: 3

Calendar Description: This course provides an in-depth study of occupational health and safety. Topics include legislation, the WCB, safety disability management, the recognition, assessment and control of workplace hazards, accident investigations, safety training and managing occupational health and safety, and wellness programs.

Semester and Year:

Prerequisite(s): BUAD 269

Corequisite(s): No

Prerequisite to: No

Final Exam: Yes

Hours per week: 3

Graduation Requirement: BBA, Human Resources Management Specialty - Required Diploma, Human Resources Management Option – Elective

Substitutable Courses: No

Transfer Credit: No

Special Notes: N/A

Originally Developed:



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

\* 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 criterion in the evaluation of all course work.

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

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>

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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.

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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.

"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 information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of a not