

OA234 Business Relations

3 Credits, 16 weeks, 3 hours

Business Relations is a human relations skills development course with a strong focus on the workplace. Course participants will have the opportunity to develop or further develop their interpersonal skills through the study of topics such as interpersonal style, effective listening, conflict resolution, leadership roles, supervision, motivation, stress management, and time management.

Prerequisite OA135

Instructor

Tami Kane
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Office Hours

Monday 12:00 p.m. – 2:00 p.m.
Tuesday 11:00 a.m.– 12:00 p.m.
Thursday 1:00 p.m. – 2:00 p.m.
Friday 11:00 a.m.– 12:00 p.m.

Hours of Instruction

Wednesday 9:00 a.m.– 11:50 a.m.

Required Resources

USB storage device, notebook and/or binder.

Course Outcomes

1. Effectively and objectively evaluate levels of accountability and responsibility as they pertain to personal and professional action, decisions and performance.
2. Define the concepts of initiative and motivation and apply the concepts to both prescribed work and self-improvement projects with a view to best practices.
3. Employ an analytical approach to resolve problems, including demonstration of the ability to pose vital questions, identify problems, and formulate solutions.
4. Apply teamwork skills to effectively work with others by collaborating on shared goals and building consensus.
5. Explain the value of work readiness skills and professionalism as they pertain to reputation, job success and career advancement.
6. Demonstrate effective communication skills by employing the behaviours learned as team leaders and team members.
7. Understand and specify the effective use of leadership with respect to guidance, instruction, direction, and motivation.

Evaluation

Meetings and Class Contributions 20%

Direct and Indirect Assessment 20%

Weekly Minutes 20%

Project Work 20%

Conference Day Evaluation 20%

Total 100%

Grading System

The minimum standard for progression is C- (60%); a minimum pass is D (50%).

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
Good	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
Satisfactory Progression	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
	C-	1.7	60 – 64.9
Poor	D+	1.3	55 – 59.9
Min Pass	D	1.0	50 – 54.9
Failure	F	0.0	< 50

Performance Requirements**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data

- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.