



## DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

### COURSE OUTLINE –WINTER 2021

#### BA2000 A3 & AS1: Contemporary Issues in Business – 3 (3-1-0) 60 Hours for 15 Weeks

**INSTRUCTOR:** Breianne Renyk                      **PHONE:** 780-539-2093  
**OFFICE:** C307    **E-MAIL:** brenyk@gprc.ab.ca  
**OFFICE HOURS:** By Zoom Appointment Only

#### CALENDAR DESCRIPTION:

Through a seminar approach, this course explores the many ethical dimensions of business and includes a major group project for which class time is allotted.

#### PREREQUISITE(S)/COREQUISITE:

Business Administration Certificate or consent of instructor

#### REQUIRED TEXT/RESOURCE MATERIALS:

Lawrence, A. & Weber, J. (2020). *Business and society: Stakeholders, ethics, public policy* (16th edition). McGraw-Hill Education. ISBN 9781260140453. Please note: this is an e-text, and also requires Connect access in order to fulfil the requirements of the course.

#### WINTER 2021 DELIVERY:

This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca) Note: GPRC reserves the right to change the course delivery.

#### COURSE OBJECTIVES:

- To enhance research/observation skills
- To develop critical/creative thinking skills
- To gain an appreciation of ethical implications of business policy
- To garner an appreciation of globalization processes
- To improve presentation and facilitation skills
- To serve as a capstone marketing experience integrating knowledge from other courses and disciplines
- To experience a major project involving “real life” risks and opportunities
- To enhance project management skills
- To enhance team skills

#### LEARNING OUTCOMES:

- Demonstrate competency in critical thinking by effectively researching, debating and presenting the complexities of a number of business issues from a variety of perspectives
- Make a substantial organizational and strategic contribution to the development of the Business Conference
- Demonstrate effective teamwork skills through the organization of the Business Conference
- Demonstrate good writing and presentation skills

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

Analysis Paper	10%
Business Conference Project	25%
Connect Activities	15%
Discussion Responses	10%
Final Exam	30%
Quizzes	10%
<b>Total</b>	<b>100%</b>

The Registrar's office will post the final exam schedule, slated to take place between April 14 and April 22, 2021. You must be available for this duration of time until notified of your final exam schedule.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Available for viewing in myClass.

## STUDENT RESPONSIBILITIES:

Students are expected to attend all scheduled classes, arrive on time, and remain for the class's entire duration. Arriving late or leaving early will be treated as an absence. Students with 6+ absences over may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.gprc.ab.ca/programs/grading-systems.html>.

## STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated, and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.

## Additional Information:

Late assignments: Assignments that are submitted after the deadline will have a 10% per-day late penalty applied to the assignment grade to a maximum of 3 days. If you believe that you have a legitimate reason for handing in an assignment, please contact the instructor beforehand. Exams and quizzes will be delivered and proctored electronically. Rewrites will be not be provided on missed quizzes or the final exam.

Electronics: Please keep in mind that the use of outside electronics during class time is unprofessional and distracting to the instructor and fellow students. Recording or taking photos in class at any time is prohibited unless explicit and advance permission is obtained in writing from the instructor.

Zoom etiquette: It is expected that you follow the instructor's request regarding your video and audio while in Zoom; you are required to keep your Zoom camera on for the full duration of your scheduled classes, with audio when necessary. This will require wearing class-appropriate attire, choosing an area with minimal noise and adequate lighting, with reliable technology and internet connection. Please do not use your cellular phones for accessing Zoom in case you are required to show your screen, follow along with course instruction, participate in online activities, or be an active contributor while in breakout groups. **It is prohibited to attend class while in a moving vehicle for safety reasons.**

Exam writing: The quizzes and final exam for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with [quizzes/examinations] through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, S. 39 (4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the GPRC Testing Centre are responsible for the \$30 sitting fee.