

# Business Administration

**Professors**

<b>Roberta Sawatzky</b> <b>Course Captain</b>	<b>250-762-5445 x4296</b>	<b>K: H122B</b>	<b>rsawatzky@okanagan.bc.ca</b>
--	---------------------------	-----------------	---------------------------------

**Learning Outcomes**

Upon completion of this course students will be able to

examine how recruitment and selection contributes to effective HR management and organizational performance.

identify an organization's human resources needs and potential sources of qualified candidates.

implement processes for attracting qualified candidates.

analyze position requirements to establish selection criteria.

differentiate between employee screening and employee selection.

critique different assessment tools.

evaluate recruitment, screening, selection, and orientation processes and outcomes at the organizational level.

**Course Objectives**

This course will cover the following content:

Overview and foundations of recruitment and selection

Reliability and validity of contemporary recruitment and selection practices

Legal considerations in the re

dule

Tuesday Sept 5 College-wide Orientation Day Wednesday Sept 6 Classes Begin Monday Oct 9 Thanksgiving Day – <i>no classes</i> Monday Nov 13 Statutory Holiday for Remembrance Day – <i>no classes</i> Tuesday Dec 5 Last Day of Regularly-scheduled Classes
--

<b>CHAPTER</b>	<b>CLASSROOM DISCUSSION TOPICS</b>	<b>ASSIGNMENT</b>
Read and look over the text and course materials Read Chapter 1 Moodle quiz Journal entry	Why does recruitment and selection matter?	Teams assigned
Read Chapter 2 Moodle quiz Journal entry	Validity and Reliability	Determine organization to profile.



## **SKILLS ACROSS THE BUSINESS CURRICULUM**

---

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**

---

### **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 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.

### **What is Plagiarism?**

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 another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.