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American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
RTMG203
Commercial Safety
3 Credit Hours
8 Weeks
Prerequisite: N/A

Please see the Lessons area in the classroom for additional course specific information

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Course Description (Catalog)

Students will define the commercial safety environment and extrapolate various trends in commercial safety, to include strategies and characteristics of a safe work environment, and ways to mitigate potential safety risks. Students will review and analyze case studies and scenarios about employee safety policies and practices and examine the manager’s role to drive safety compliance in order to sustain brand image. In addition, they will examine team safety training and understand practices that emphasize the importance of individual compliance. Students will identify how to establish a corporate safety structure and define and explain the characteristics of an effective commercial safety training system. Finally an examination of best practices to protect employees and to drive continuous improvement in safety practices will be conducted by students.

Course Scope

This course will be carried out in a format of 8 weeks. Each week the course will focus on an aspect of commercial safety. Through this class the student will learn the use of commercial safety knowledge across a wide diversity of subjects, views, works, and authors, from which they will have a general academic foundation.

Course Materials
Required Course Textbook:

<table>
<thead>
<tr>
<th>Book Number</th>
<th>Authors</th>
<th>Book Title</th>
<th>Publication Info</th>
<th>ISBN</th>
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Textbook in APA format:

Validate your carts with EdMap and you will receive instructions on how to access the e-book. There is no link to provide in the classroom.

Required Readings
See Lessons area for additional reading requirements.

Additional Resources
See Lessons area for additional resources.

Course Objectives

Upon completion of this course, the student will be able to:

1. Define Commercial Safety and trends within the commercial safety field.
2. Identify characteristics of a safe work environment and various approaches to Commercial Safety strategies.
3. Explain how to mitigate potential safety risks, including employee safety policies.
4. Analyze the manager’s role in safety compliance and brand image.
5. Examine team safety training and practices that emphasize the importance of individual compliance.
6. Evaluate methods to establish a corporate safety structure and an effective commercial safety training system.
7. Describe best practices around safety to protect employees and methods for continuous improvement in safety practices.
8. Demonstrate various challenges that face retail leaders in both private and public sectors with safety issues and maintaining safe working environments

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by
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Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

### Course Outline

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<th>Topic(s)</th>
<th>Learning Objective(s)</th>
<th>Reading(s)</th>
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<td>1</td>
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<td>1</td>
<td>Chapter 1</td>
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<td></td>
<td></td>
<td></td>
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<td>-Week 1 Forum</td>
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<td>2</td>
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<td>Chapters 1-3</td>
<td>-Assignment 1: Paper Topic</td>
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<td>-Week 2 Forum</td>
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<td>-Quiz 1, Chapters 1-3</td>
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<td>3</td>
<td>Safety Risks</td>
<td>3</td>
<td>Chapters 8, 9, and 10</td>
<td>- Week 3 Forum - Topic 1: Safety Risks</td>
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<td>Topic 2: Safety Policies</td>
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<td>Managing Compliance</td>
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<td>Chapter 6</td>
<td>-Week 4 Forum</td>
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<td>-Assignment 2: Paper Outline</td>
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<td>-Quiz 2: Chapters 6 and 8-10</td>
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<td>5</td>
<td>Safety Training</td>
<td>5</td>
<td>Chapters 7 and 19</td>
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<td>6</td>
<td>Safety Structure</td>
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<td>Chapters 5</td>
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<td></td>
<td></td>
<td></td>
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<td>-Quiz 3: Chapters 5, 7, and 19</td>
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<td>7</td>
<td>Protecting Employees</td>
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<td>Skim Chapter 11 to 18</td>
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<td>8</td>
<td>Safe Work Environment for All</td>
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<td>Chapter 4</td>
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Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

Drop/Withdrawal Policy
Plagiarism Policy
Extension Process and Policy
Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University’s grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Netiquette
Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- Technology Limitations: While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- Humor Note: Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: :-) , :-}, 😊

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.
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Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.
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Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.