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Business Administration 2

Course Schedule

| Date | | Topic | Textbook |
|-----------------|-------|--|----------------|
| 2024 Week of | | Monday January 8th, First day of class Monday February 19 th , Statutory Holiday (no classes) February 20 th thru 23 rd , Reading Week Friday March 29 th and Monday April 1 st , Statutory Holiday (no classes) | |
| Jan | 12 | Introduction to Fraud Examination Non-Cash Assets | Ch 1 Ch 9 |
| | 19 | Skimming Cash Larceny | Ch 2 Ch 3 |
| | 26 | Cheque Tampering Register Disbursement Schemes | Ch 5 Ch 8 |
| Feb | 2 | Billing Schemes | Ch 4 |
| | 9 | Payroll Schemes | Ch 6 |
| | 16 | Mid-term Exam (Chapters 1-6, 8, 9) | |
| | 23 | READING BREAK – NO CLASS | |
| Mar | 1 | Expense Reimbursement Schemes | Ch 7 |
| | 8 | External Fraud Schemes Corruption | Ch 13 Ch 10 |
| | 15 | Accounting Principles and Fraud | Ch 11 |
| | 22 | Fraudulent Financial Statement Schemes | Ch 12 |
| | 29 | STAT HOLIDAY – NO CLASS | |
| Apr | 5 | Fraud Risk Assessment Interviewing Witnesses | Ch 14 Ch 16 |
| | 12 | Conducting Investigations and Writing Reports Occupational Fraud and Abuse: The Big Picture | Ch 15 Ch 17 |
| | 16-25 | Final Exam Period | |

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

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