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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 <sup>th</sup> , Statutory Holiday (no classes) February 20 <sup>th</sup> thru 23 <sup>rd</sup> , Reading Week Friday March 29 <sup>th</sup> and Monday April 1 <sup>st</sup> , 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	<b>READING BREAK – NO CLASS</b>	
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	<b>STAT HOLIDAY – NO CLASS</b>	
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**

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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**

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### **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