

# Business Administration

Course Number:



## Evaluation Procedure

Project	8%
Term Work	12%
Mid-term Exams	40%
Final Exam	40%
Total	100%

## Notes

## Project

Students will individually complete a project worth 8% of their total grade. The project will involve using Microsoft Excel to prepare an integrated master budget. This gives students an opportunity to apply the skills learned in Chapter 7 of the text, skills that embody a key concept in managerial accounting. Students who are unfamiliar with Microsoft Excel should advise their professor at the beginning of the course.

## Exams

Two mid-term exams are scheduled for this course. The first mid-term will cover chapters 1, 2, 3 & 8; the second will cover chapters 7, 8 & 11. The final exam will cover chapters 8, 9, 10 & 12.

Students are expected to write mid-term and final exams at the scheduled times and dates. Out-of-Time Exams will be given on a case-by-case basis for students who have a documented medical condition or other extenuating circumstances. Students must provide documentation for such cases to the professor at the beginning of the course.

Course Schedule

Week of:	Mon. Jan 4 Classes begin Family Day Feb 8 Reading Break Feb 9 to 12– no classes Good Fri. Mar 25 & Easter Mon. Mar 28 – no classes Tues. Apr 12 Last day of regularly scheduled classes	

## 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 the Di2,Y