

# Business Administration

Course Number:

**BUAD 293**

**Professors**

<b>Lynn Sparling</b> <i>Course Captain</i>	<b>250-</b>
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Course Schedule

Week of:		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	
Sep	4	Course Overview Introduction to Entrepreneurship - Assessing Your Potential	Ch 1
	11	The Venture Idea - Identifying Opportunities	Ch 2, 3
	18	Marketing Research OC Library Presentation	Ch 4, 5
	25	Marketing Plan	Ch 6
Oct	2	Business Plan Overview	Ch 15
	9	The Management Team <i>No class Monday Oct 9<sup>th</sup></i>	Ch 12
	16	Operations/Location Home-based Businesses Securing Financing Elevator Pitches	Ch 7, 11
	23	Financial Plans	Ch 10
	30	Continuation of Financial Plan Venture Options: Start-ups vs. Buying an Existing Business vs. Franchising	Ch 10, 13, 14
Nov	6	Risk Management Legal Issues	Ch 9, 8
	13	Building a Socially Responsible, Sustainable and Ethical Enterprise <i>No class Monday Nov 13<sup>th</sup></i>	
	20	Business Plan & Presentation Consultations	
	27	Business Plan Presentations	
Dec	4	Final Class	
	7-18	Final Exam Period (No Final Exam)	

## 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?

examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study 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?

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

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?

permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

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.

because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act

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 work and ideas of  
rentheses 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.

*Plagiarism Avoided;*

*Taking Responsibility for your Work*". This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.