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**Notes**

To qualify for a BBA (Hons.) degree, students must complete BUAD 492 with a minimum grade of 76 percent and the BBA program with a minimum Graduating Grade Average (GGA) of 76%.
<b>Final Presentation</b> To receive the BBA (Hons.) degree, students must participate in this final presentation examination component, on the date and time scheduled.
<b>Codebook (5% of grade)</b> For this assignment you will prepare a formal research codebook. This codebook will provide the bridge between the survey instrument that you developed in BuAd 491 and the SPSS statistical analysis program or other software that you will use in this course. You must complete your codebook before starting your data entry. The format for the codebook is found in the Assignment details posted in Moodle.
<b>Methodology Chapter 3 (10% of grade)</b> This assignment focuses on the research methodology you have selected to solve your problem. Once you have determined your plans, you are to write chapter three of your report as if you had completed the project - use the present and past tenses. Follow the format outlined in the Writing Your Business Research Report handout. As well, a grading sheet will be posted in Moodle to assist with the format. You are expected to document all in-text references and to attach your list of References, using the American Psychological Association (APA) style.
<b>Findings Chapter 4 (15% of grade)</b> This assignment is the submission of the chapter that presents the finding of your primary research. In this chapter you will communicate, in a logical order, the findings that were produced for each of your research objectives. Follow the format outlined in the Writing Your Business Research Report handout. As well, a grading sheet will be posted in Moodle to assist with the format.
<b>Final Research Report (including Chapter 5) (25% of grade)</b> The research report will be graded and returned to you so you will have time to prepare a final version for presentation to your client on the Presentation Day. The format of the research report is to follow the Writing Your Business Research Report handout, but your text also provides useful background material.
<b>SPSS Exercises (15% of grade)</b> Four SPSS exercises will be assigned in weeks 1 through 4. These exercises will be due the following week.

## Course Schedule

Date		Topic	Textbook
2023 Fridays		Monday January 9 <sup>th</sup> , First day of class Monday February 20 <sup>th</sup> , Statutory Holiday (no classes) February 21 <sup>st</sup> thru 24 <sup>th</sup> , Mid-semester study break (no classes) Friday April 7 <sup>th</sup> and Monday April 10 <sup>th</sup> , Statutory Holidays (no classes) Friday April 14 <sup>th</sup> , Last day of class	
Jan	13	Introduction and Course Expectations OC-REB Feedback Basic Data Analysis SPSS Exercise 1 Primary Instrument Review & Update	Ch 20 SPSS Ch 1 - 7
	20	Univariate Statistical Analysis SPSS Exercise 2 Survey input and Analysis <b>Assignment Code Book Due</b>	Ch 21 SPSS Ch 8 - 9

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