

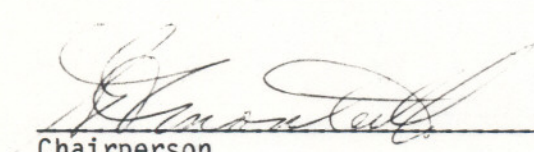
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: BUSINESS PRACTICES
Code No.: BUS 235-2
Program: FORESTRY
Semester: FOURTH
Date: DECEMBER, 1983
Author: PHIL CUNNINGTON

New: _____ Revision: X

APPROVED:


Chairperson

83-12-20
Date

BUSINESS PRACTICES
Course Name

BUS 235-2
Course Number

PHILOSOPHY/GOALS:

This course is designed to acquaint students with problems and considerations involved in business management.

METHOD OF ASSESSMENT:

Students will be evaluated on the following basis:

<u>Mid-Term Test</u>	25%
- covering work taken to date	
- no rewrites	
<u>Final Test</u>	75%
- covering work taken throughout the semester	
	100%

The dates on which the tests will be held will be announced approximately one week in advance.

If a student is not able to write a test because of illness or a legitimate emergency, that student must submit a medical certificate or contact the instructor prior to the holding of the test and provide an acceptable explanation for the absences. In all other cases, the student will receive a mark of zero for that test.

FINAL GRADES:

A	85% - 100%
B	70% - 84%
C	55% - 69%
R	54% or less

For students who are not successful in the above evaluation, there is provision for a supplemental test at the end of the semester. Based on the attitude and participation of the student, the instructor may allow such a student to write a supplemental test provided that student has attempted both semester tests and has given some indication of potential success on a supplemental test. A final grade of "C" will be assigned to any student who successfully completes the supplemental test.

TEXTBOOK(S):

Lecture notes only.

OBJECTIVES:

To provide the student with an introductory understanding of:

1. The basic requirements for starting and operating a business.
2. What to do before making an investment of time or money in a business.
3. Personal income tax.
4. The minimum legislative employment standards.

INSTRUCTIONAL METHOD:

Instructor will consist of lectures and classroom discussion.

<u>WEEK</u>	<u>SUBJECT</u>
1	Introduction
2	An Approach to Business
3	Financing
4	Financing
5	Financing
6	Sole Proprietorship Partnership
7	Corporation
8	Personal Income Tax
9	Personal Income Tax
10	Personal Income Tax
11	Employment Standards
12	Employment Standards
13	Contracts
14	Contracts
15	Review