

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: BUSINESS PRACTICES

Code No.: BUS 235-2

Program: FORESTRY

Semester: FOURTH

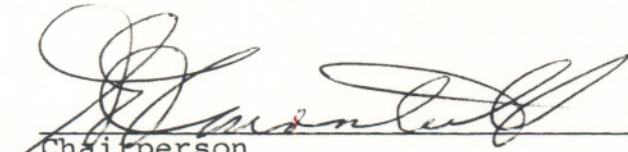
Date: JANUARY, 1985

Author: PHIL CUNNINGTON

New: \_\_\_\_\_

Revision: X

APPROVED:

  
Chairperson

85.01.11  
Date

BUSINESS PRACTICES

BUS 235-2

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Course Name

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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	
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	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 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:

Instruction will consist of lectures and classroom discussion.

WEEK

**OBJECTIVES**

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|-------|---|
| 1     | To state the attributes commonly associated with success in business and compare with personal attributes                                 |
|       | To list and explain the elements in a typical business plan of action, including market research and sources of information               |
| 2     | To recognize and explain the basic financial statements   |
| 3     | To prepare a cash flow forecast   |
| 4     | To recognize and use five common financial analysis ratios  |
| 5     | To list and distinguish between four sources of financing for a business  |
|       | To explain the following terms:<br><br>secured loan<br>unsecured loan<br>demand loan<br>personal loan<br>fixed rate<br>variable rate      |
| 6-7   | To define and distinguish between a sole proprietorship, partnership and a corporation including the advantages and disadvantages of each |
| 8     | To explain the steps necessary to set up a small business   |
| 9-10  | To complete a personal income tax form<br><br>To complete an income tax form for a small business   |
| 11-12 | To describe the minimum standards required under the Employment Standards Act   |
| 13-14 | To list and explain the five basic requirements of a valid contract   |
| 15    | To understand the elements in preparing a bid for a contract  |
| 16    | Review  |

NOTE: The above schedule is subject to revision