

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

COURSE OUTLINE

Course Outline: ACCOUNTING PRACTICES & PROCEDURES

Code No.: ACC 111

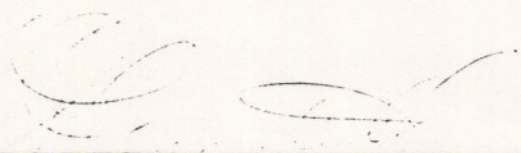
Program: OFFICE RETAIL

Semester: TWO

Date: JANUARY, 1986

Author: F. CASE

New: \_\_\_\_\_ Revision: X \_\_\_\_\_

APPROVED:  \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson



ACCOUNTING PRACTICES & PROCEDURES

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Course Name

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PHILOSOPHY/GOALS:

Each of the three practice sets in this course supplies its information from source documents; accordingly, the student will work in a relatively realistic work situation.

Also, each of the practice sets contains its own variation of records and procedures. Learning to adapt to these variations will prepare students to more easily adjust to various systems in the real business world.

METHOD OF ASSESSMENT:

Marks on the practice sets will be based on accuracy, neatness, attendance and completion of work on schedule.

Each practice set is worth 33 1/3% of the final grade.

"A" - 85% and over

"B" - 70% - 84%

"C" - 55% - 69%

"R" - under 55% or non-submission of one or more practice sets