

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

COURSE OUTLINE

Course Outline: ACCOUNTING & PERSONNEL  
Code No.: BUS 235-2  
Program: FORESTRY  
Semester: FOURTH  
Date: JANUARY, 1986  
Author: OTTO VOLPE

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

APPROVED:   
Chairperson

86-01-06  
Date

ACCOUNTING & PERSONNEL

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%
(week of February 17, 1986)	
- covering work taken to date	
- no rewrites	
<u>Final Test</u>	75%
(week of April 21, 1986)	
- covering work taken throughout the semester	
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	100%

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 attitude and participation of the student, the instructor may allow such student to write a supplemental test provided that student has attempted both semester tests and has given some indication of potential success or supplemental test. A final grade of "C" will be assigned to any student who completes the supplemental test.

TEXTBOOK(S)

Lecture notes only.



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.

## OBJECTIVES

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.

To recognize and explain the basic financial statements.

To prepare a cash flow forecast.

To recognize and use five common financial analysis ratios.

To list and distinguish between four sources of financing for a business.

To explain the following terms:

- secured loan
- unsecured loan
- demand loan
- personal loan
- fixed rate
- variable rate

To define and distinguish between a sole proprietorship, partnership and corporation including the advantages and disadvantages of each.

To explain the steps necessary to set up a small business.

Types of insurances available.

To complete a personal income tax form.

To complete an income tax form for a small business.

To describe the minimum standards required under the Employment Standards Act.

To list and explain the five basic requirements of a valid contract.

To understand the elements in preparing a bid for a contract.

Review

**NOTE:** The above schedule is subject to revision