

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

COURSE OUTLINE

Course Outline: ACCOUNTING & PERSONNEL

Code No.: BUS 235-2


Program: FORESTRY/WATER RESOURCES/PULP AND PAPER

Semester: FOURTH

Date: JANUARY, 1990

Author: OTTO VOLPE

New: _____ Revision: X

APPROVED: 
Dean, School of Business and
Hospitality

Jan '90
Date

Course Name

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:

Attendance 15%

Mid-Term Test 25%
(March 26, 1990)

- covering work taken to date
- no rewrites

Final Test 60%
(May 7, 1990)

- covering work taken throughout the semester

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 professor 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+	90% - 100%
A	80% - 89%
B	70% - 79%
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, attended 75% of all classes, 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.

Subject to Change

OBJECTIVES: ~~to be able to~~ making an investment of time or money in a business.

3. 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 a corporation including the advantages and disadvantages of each.

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

Payroll

Income Tax

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