

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

COURSE OUTLINE

COURSE TITLE: ACCOUNTING AND PERSONNEL

CODE NO.: BUS235-2 SEMESTER: FOUR

PROGRAM: PULP AND PAPER ENGINEERING

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PREVIOUS OUTLINE
DATED: _____

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APPROVED: _____

Rose M. Lewis
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

95/01/01
DATE

ACCOUNTING AND PERSONNEL

BUS235-2

COURSE NAME

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TOTAL CREDIT HOURS: 30

PREREQUISITE(S): None

I. PHILOSOPHY/GOALS:

This course introduces the pulp and paper engineering technology student to financial and personnel management.

Traditional accounting courses introduce double entry accounting and then amalgamate the information in the form of a balance sheet and/or income statement. The approach in this course will be different. As a technologist, you may never perform journal entries and formulate the financial data BUT you do work with the data. Therefore, you must be able to interpret the financial information. The goal of the accounting section of the course is to explain, demonstrate, and have you work with the financial statements so that you will be able to interpret them. Although normally a separate department, its role is to support the activities of all managers. Thus, for all employees, an understanding and knowledge of good Human Resource Management is essential. As we move towards the challenges of the 90s and beyond, we as employees and leaders must be knowledgeable about Human Resource activities which will keep Canadians in satisfying and productive jobs. Lecture/discussion will be the primary method of delivery of the Human Resource section with some individual assignment and case study work. Personnel, or more recently Human Resources, is part of the overall organizational framework of all pulp and paper companies.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will be able to:

1. Explain the purpose and nature of the accounting function.
2. List the forms of business organizations.
3. Explain the main components of a Balance Sheet and Income Statement.
4. Interpret a consolidated balance sheet and income statement.
5. Explain how a company secures funds for operation.

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II. STUDENT PERFORMANCE OBJECTIVES: (cont'd)

6. Explain financial leverage and its impact on company operations.
7. Prepare a request for expenditure (RFE).
8. Describe the concept of depreciation and two accounting methods related to depreciation.
9. List the three main types of taxes.
10. Explain tax impact on the corporation.
11. Define human resource management and explain why organizations must consider job relatedness criteria when managing human relations.
12. Discuss the importance of good human relations.
13. Discuss the changing view of human relations in organizations.
14. Define leadership styles and the role of leadership in human relations.
15. Explain why workers unionize (historical) and the future of unionism in Canada.

III. TOPICS TO BE COVERED:

A. ACCOUNTING

Introduction to accounting and Engineering Economics
Balance Sheet and Income Statement
Financial Analysis - Use of Financial Ratios
Depreciation and Income Tax Considerations

B. MANAGING HUMAN RESOURCES

This section provides an overview of the relationship between managers and their employees including managers' attitudes, the activities of managers responsible for human resource management, the special relationship between management and labour unions, and the role of the government in labour management issues.

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IV. LEARNING ACTIVITIES:

REQUIRED RESOURCES:

A. ACCOUNTING

In addition to the assigned readings in the text, the student is responsible for all lecture notes, hand-outs and assigned exercises and projects.

Accounting: The Language of Business

The Purpose and Nature of Accounting
Two Primary Business Objectives

- a) Earn a Profit
- b) Stay Solvent

Accounting as the Basis for Business
Decisions

Forms of Business Organization

Introduction to Engineering Economics

Overview
Engineering decision Makers
Engineering and Economics
Problem Solving and Decision Making
The Engineering Economic Decision Maze
Creativity
A Plan for Engineering Economy Studies

TEXT - Chapter 1
p. 1
p. 2
p. 2-3
p. 6-12
p. 12-13
p. 17-19
p. 28-30

Financial Analysis

Overview
Past, Present, Future
Accounting and the Technologist
Balance Sheet
Income Statement
Sources of Funds
Financial Leverage
Decision-Making Practices for Industrial
Investments
Analysis of Financial Statements

TEXT - Chapter 9
p. 216-217
p. 217
p. 217-218
p. 218-220
p. 220-223
p. 223-226
p. 226-227

p. 239-244
p. 254-258

Depreciation & Income Tax Considerations

Overview
Depreciation
Depreciation Methods
Depreciation and Taxes
Tax Concepts
Corporate Income Taxes
After Tax Economic Comparisons
Noncorporate Taxes: What they are and Why

TEXT - Chapter 11
p. 299-300
p. 300-302
p. 302-304
p. 304-305
p. 306-308
p. 308-312
p. 312-319
p. 325-331

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IV. LEARNING ACTIVITIES: (cont'd)

B. MANAGING HUMAN RESOURCES

Since there is no formal textbook for this portion of the course, the student will be responsible for taking appropriate notes. References are provided in Section VI of this outline with the primary reference Business, 1st Canadian Edition, Griffin, Ebert and Starke, Prentice-Hall, Chapters 8, 9, and 10.

MAJOR AREAS OF RESPONSIBILITY

1. Foundations of Human Resource Management

Job Relatedness and Employee-Job Matching

2. Planning for Human Resources

Job Analysis
Forecasting

3. Staffing the Organization

Internal Staffing
Promotions

4. Developing the Work Force

Orientation
Training and Development
Performance Appraisal

5. Compensation, Benefits and Regulations

Wages, Salaries and Benefit Programs
Incentives
Pay Equity
Safety and Health
Miscellaneous Services

6. The Importance of Good Human Relations

Job Satisfaction and Employee Morale
 Job Satisfaction and Dissatisfaction Trends

7. Changing View of Human Resources and Leadership Strategies for Enhancing Job Satisfaction and Morale

The Classical Theory
 The Hawthorne Studies
 Maslow's Hierarchy of Needs
 Herzberg's Two Factor Theory
 Vroom's Expectancy Theory
 Leadership Styles and Strategies for Enhancing Job Satisfaction

8. Dealing with Organized Labour

Why Workers Unionize: An Historical Perspective
 The Legal Environment
 The Future of Unionism in Canada

V. **EVALUATION METHODS:**

Accounting: 60% of total grade

Evaluation will be comprised as follows:

Practical tests	70%
Case analysis	30%

Personnel: 40% of total grade

Evaluation will be comprised as follows:

Participation	30%
Test #1	30%
Test #2	<u>40%</u>
	100%

Grades will be assigned according to the accepted Sault College format:

A+ 90-100%, A 80-89%, B 70-79%, C 60-69%, R 59% or less.

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VI. REQUIRED STUDENT RESOURCES:

Text: Engineering Economics, First Canadian Edition, Riggs, Rentz, Kahl, and West. Available in College Book Store.

Note: This text will also be used in two other courses: Economics and Marketing, and Cost Control.

VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION:

Accounting: A Decision Approach, L. S. Rosen, Call No. HF 5635.R752 (1986).

Accountant's Handbook of Formulas and Tables, L. Lipken, I. Feinstein and L. Derrick, Call No. Ref. HF 5661.L53 (1963).

Financial Handbook, 5th edition, E. Altman, Call No. Ref. 5550.F52 (1981).

Personnel Management, G. Dessler and J. Duffy, Call No. HF 5549.D43792 (1984).

Personnel Management and Industrial Relations, 7th edition, D. Yoder and P. Staudohar, Call No. HF 5549.Y56 (1982).

Personnel Administration, 9th edition, P. Pigors and C. Myers, Call No. HF 5549.P468 (1981).

VIII. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.