
Course Name

Code No.**I. COURSE DESCRIPTION:**

This course will introduce the student to the essential skills and resources needed for the performance of basic business skills required for the daily operation of a massage therapy practice. These skills will be in the area of business organization, bookkeeping, scheduling, taxes, and payroll. The course will also focus on the preparation and analysis of financial records both manually and computer-assisted.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify the alternatives in setting up a practice, in regards to advantages and disadvantages, both financially and otherwise. This learning objective will constitute 15% of the course's grade.

Potential Elements of the Performance:

- define business practice options,(home-based, store front, partners, contracting, full and part-time).
- list the advantages and disadvantages of each option.
- define the role of the Massage Therapist as employer or business associate for each option.

2. Demonstrate a good understanding of record-keeping methods for financial data. This learning outcome will constitute 35% of the course's grade

Potential Elements of the Performance:

- explain the difference between single-entry and double-entry methods of bookkeeping.
- define and explain the difference between business and personal finances.
- List and describe the source documents that reflect business activities and the source of this information.
- explain the difference between income and expenses.
- list and describe the books used to handle income.
- prepare entries for common client transactions (cash/credit card visits, charge visits, and gift certificates).

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- define and calculate total treatment income.
 - list and describe the books used to record expenses.
 - prepare entries for common practice expenses.
 - define expenses that are long-term in nature.
3. Identify the financial statements , be able to prepare the statements and discuss their usefulness. This learning outcome will constitute 25% of the course's grade

Potential Elements of the Performance:

- define the financial statements.
 - explain the purpose of the income statement and balance sheet.
 - prepare a balance sheet and income statement.
 - calculate and explain changes in the income statement.
 - define and calculate growth percentages.
4. Demonstrate a good understanding of the governmental impact on the Massage Therapist's business operation in regards to taxes and payroll This learning outcome will constitute 25% of the course's grade

Potential Elements of the Performance:

- define and explain GST
- calculate GST
- define and explain employee/employer payroll costs.
- calculate payroll costs.
- describe business taxes
- distinguish between personal and practice taxes.
- list and describe the types of insurance affecting the practice.

III. TOPICS:

1. Alternatives in setting up a business
2. Record-keeping methods

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3. Preparation and analysis of business reports

4. Taxes , payroll

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Accounting Made Easy (Basic Bookkeeping for the Massage Therapist), 3rd ed., M.A. LaBrash

V. EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

Tests: All students will be required to complete TWO tests during the

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course of the term. The total weighting of the TWO tests will represent 100% of the final term grade. The tests will be administered during the term as follows:

Test #1: Learning Outcomes 1 and 2. 40%

Test #2: Learning Outcomes 3 and 4. 40%

Assignments Two 20%

Supplementary Test: Administered at the end of the semester. A student who Fails a test or Missed writing a test during the regular semester qualifies to write the Supplementary Test. The grade received on the supplementary test will replace the lowest failed test or missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

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The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

- a) Attendance is critical to the participant's success in this course.
- b) Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.