



## PROGRAM OVERVIEW

The focus of the Business - Accounting program is to prepare you for the important role of a successful and in-demand operational management accountant. The Sault College Accounting program is part of the well-established School of Business and provides in-depth application of traditional and computerized accounting concepts that are continually called upon in any industry or organization. Well-respected faculty with both accounting designations and years of experience in the accounting profession, deliver engaging lectures that have been highly rated by students and graduates of the program, sharing the knowledge you need to learn in ways that make sense to you. The program is continually changing to be responsive to industry needs and to meet the demands of the students seeking career opportunities and advancement in a business environment, while adhering to the well-regarded Ministry of Training, Colleges and Universities standards for Accounting. If you graduate from our 2-year Business - Accounting diploma program, you can seek to pursue further study at local and regional Universities including Algoma University, Laurentian University and Lake Superior State University (Sault Ste. Marie, Michigan).

If you are a Canadian citizen or permanent resident and currently unemployed, you may qualify for second career funding for this program! To learn more about your options and how to get started, contact us at [studentrecruitment@saultcollege.ca](mailto:studentrecruitment@saultcollege.ca).

## PROGRAM OUTCOMES

***A graduate of Business Accounting Program at Sault College will reliably demonstrate the ability to:***

1. record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.
2. prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.
3. contribute to recurring decision-making by applying fundamental management accounting concepts.
4. prepare individuals income tax returns and basic tax planning in compliance with relevant legislation and regulations.
5. analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.
6. analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organizations operations.
7. outline the elements of an organizations internal control system and risk management.
8. contribute to recurring decision-making by applying fundamental financial management concepts.

## Reference

Ministry of Training, Colleges and Universities, Business Accounting Program Standards (MTCU 50100, September 2009)

## ADMISSIONS

### MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status.

### CAREER PATHS

Graduates of the Accounting program will be equipped for the role in operational management accounting.

The graduate will be in the position to pursue further qualifications in the Accounting and Business environment.

We have working agreements with several of the professional business and accounting organizations which allow students to transfer their diplomas towards credits in the professional certification.

Another opportunity is to continue their academics through university to gain a degree in business. This will allow them to pursue a professional accounting designation.

Recent graduates employed in: • Lottery and Gaming Corporation • Chartered Accounting firms • Canada Custom Revenue Agency • Banking • Government Agencies • Small and Medium Business

### MANDATORY FEES

| Domestic   |           | International |            |
|------------|-----------|---------------|------------|
| Tuition    | Ancillary | Tuition       | Ancillary  |
| \$2,648.20 | \$885.00  | \$14,838.60   | \$1,345.00 |

These fees are for the 2020-2021 academic year (year 1 of study) and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

### EDUCATIONAL PATHS

Graduates of the Business, Business Management or Business – Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor’s Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

### OTHER INFORMATION

September and January intakes are available for this program. Please contact the Registrar’s Office for further information.

For more information contact Program Coordinator John Cavaliere at 705.759.2554 ext 2764 or email [john.cavaliere@saultcollege.ca](mailto:john.cavaliere@saultcollege.ca)

## PROGRAM OF STUDY

### SEMESTER 1

BCA101-4 Introduction to Financial Accounting  
BCG101-3 Introduction to Business Concepts  
BCH101-3 Introduction to Human Resources  
BCM101-3 Introduction to Marketing  
BCO101-4 Business Math  
BCO118-3 Computer Applications for Business I  
CMM115-3 Communications I

### SEMESTER 2

BCA102-4 Financial Accounting 2  
BCM102-3 Marketing 2  
BCO105-4 Business Math 2  
BCO106-3 Microeconomics  
BCO119-3 Computer Applications for Business II  
CMM215-3 Business Communication  
GEN100-3 Global Citizenship

### SEMESTER 3

BCA204-4 Management Accounting I  
BCA205-5 Intermediate Accounting I  
BCH102-3 Organizational Behaviour  
BCO207-3 Macroeconomics  
BCO208-4 Statistics  
BUS228-3 Small Business Management

### SEMESTER 4

BCA206-4 Tax 1 Personal  
BCA207-5 Intermediate Accounting II  
BCA208-3 Accounting Information Systems  
BCG202-4 Finance I  
BCG204-3 Business Law

#### ***Select one of the following:***

*GEN110: Student Selected General Education*

**Note:** \*This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

## Course Descriptions

### Semester 1

#### **Introduction to Financial Accounting (BCA101) (4 credits)**

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

### **Introduction to Business Concepts (BCG101) (3 credits)**

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

### **Introduction to Human Resources (BCH101) (3 credits)**

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

### **Introduction to Marketing (BCM101) (3 credits)**

This course is an informative introduction into marketing. Students will become acquainted with current Canadian marketing concepts, terminology and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's profitability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

### **Business Math (BCO101) (4 credits)**

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

### **Computer Applications for Business I (BCO118) (3 credits)**

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2010 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis.

### **Communications I (CMM115) (3 credits)**

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposefully research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

## **Semester 2**

### **Financial Accounting 2 (BCA102) (4 credits)**

In this course, students will examine, in more depth, selected assets and liabilities found on the balance sheet as well as learn to account for equity transactions involving partnerships and corporations. Assets examined include cash, accounts receivable, notes receivable, investments, plant, property, and equipment and intangibles. Liabilities studied will include short and long term bonds, notes payable, warranty liabilities and income tax liabilities.

### **Marketing 2 (BCM102) (3 credits)**

This course builds on the foundation of BCM101 Introduction to Marketing. Students will continue to examine current Canadian material on marketing and determine strategies for developing new products and services that are consistent with evolving marketing needs and principles of sustainability. Students will apply their knowledge in producing a marketing plan where they will set marketing objectives, develop a marketing mix, along with developing marketing strategies. Budgetary considerations will be taken into account, and evaluation criteria identified. Students will also contribute to the development of pricing strategies and participate in conducting market research to provide information needed to make marketing decisions. The development of analytical marketing skills will be emphasized through the use of problems and case studies.

### **Business Math 2 (BCO105) (4 credits)**

In this course, students will develop their skills and understanding of business mathematics involving interest calculations, compound interest, annuities, loan financing, bonds and investment decision making.

### **Microeconomics (BCO106) (3 credits)**

In this course, students will discuss small-scale economic phenomena. Students will examine the behaviours of individuals, households, firms, industries, and resource owners. Further, they will review the explanations for such things as prices and output of firms, and the choices of consumers in buying goods and services. Finally, they will examine technological change, costs, competitions and adjustments of markets to new conditions.

### **Computer Applications for Business II (BCO119) (3 credits)**

This course introduces students to Computerized Financial Management applications used by managers, supervisors and employees in the daily operational decision-making process. Students will gain practical hands-on experience recording business transactions in the General Ledger, Receivables, Payables, Payroll, Inventory and Banking modules. Students will also calculate and account for sales taxes.

### **Business Communication (CMM215) (3 credits)**

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

### **Global Citizenship (GEN100) (3 credits)**

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

## **Semester 3**

### **Management Accounting I (BCA204) (4 credits)**

In this course, students will be introduced to management accounting, a form of accounting used by managers to plan, control, and make decisions regarding operations. Topics include; Analysis of different types of costs, cost behaviour, cost-volume-profit analysis, job-order costing, activity based costing, variable and absorption costing, budgeting, variance analysis, and relevant costs in decision making for Add/drop, Make/buy, and joint product cost decisions.

### **Intermediate Accounting I (BCA205) (5 credits)**

In this course, students will acquire a comprehensive overview of topics and concepts in financial accounting at an intermediate level of complexity. They will learn about the accounting standards and conceptual framework for private and publicly accountable enterprises by completing, identifying and applying the proper presentation and disclosure requirements for all financial statements under ASPE and IFRS. Students will focus on the asset section of the balance sheet and examine such topics as cash and receivables, inventory, investments, property, plant and equipment, intangible assets and goodwill.

### **Organizational Behaviour (BCH102) (3 credits)**

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

### **Macroeconomics (BCO207) (3 credits)**

In this course, students will discuss large-scale economic phenomena. Students will examine the behaviours of individual nations in a global economics context. Further, they will review the explanations for such things as prices and output in aggregate for an entire economy. Finally, they will examine technological change, global trade and the effect of tariffs.

### **Statistics (BCO208) (4 credits)**

In this course, students will develop the necessary mathematical skills for conducting descriptive and inferential statistical analyses with business applications. Topics will include data description and presentation, probability, probability distributions, sampling distributions, estimation, hypothesis testing, regression and correlation.

### **Small Business Management (BUS228) (3 credits)**

This course introduces the student to the study of contemporary management skills required to manage small businesses. Students will examine the role of management, identify effective management, and explore techniques aimed at improving management skills in an ever-changing business environment.

## **Semester 4**

### **Tax 1 Personal (BCA206) (4 credits)**

In this course, students will acquire a basic working knowledge of the Canadian Income Tax System. The students will become familiar with theoretical concepts and technical rules in the Income Tax Act, specifically those applicable to individual taxpayers, and learn to apply them to the determination of net and taxable income and to the calculation of income taxes payable. Students will use the knowledge acquired to prepare a personal income tax return using tax software.

### **Intermediate Accounting II (BCA207) (5 credits)**

In this course, students will be introduced to the concepts and procedures required to account for shareholders' equity, earnings per share, leases and pensions. An intermediate level examination of current and long term liabilities, complex financial instruments, income taxes, accounting changes, and other measurement and disclosure issues will be examined. The students will be required to identify and apply the proper disclosure requirements for all required financial statements under ASPE (Accounting Standards for Private Enterprises) and under IFRS (International Financial Reporting Standards).

### **Accounting Information Systems (BCA208) (3 credits)**

This course introduces the student to the use of computer-based information systems in management. Topics surveyed include hardware and software of computer systems, file and database organization, networks and telecommunications, the systems development process, designing information systems solutions, systems security and controls, and the management of information systems. Computer software is used to provide illustration and practice in database concepts.

The course content may be presented through a blend of instructional methods, including lecture, Internet, discussion, independent study, audio/video conferencing and videotape.

### **Finance I (BCG202) (4 credits)**

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

### **Business Law (BCG204) (3 credits)**

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

### **Student Selected General Education (GEN110) (3 credits)**

For Transfer Credit Purposes only.