

**RED ROCKS COMMUNITY COLLEGE
COURSE SYLLABUS**

Course Information: Recordkeeping for Small Business, SBM106

Instructor: James J. Campbell
Phone: 303-514-9096
Office Location: Off-campus
Office Hours: By appointment
E-mail: james.campbell@rrcc.edu

Course Meetings: Friday, February 17, 2017, 5pm to 10pm

Saturday, February 18, 2017, 8am to 5pm

Instructor Absence: In the event of an instructor absence, class cancellation, or school closing, information will be posted on the NEWS section of the course on D2L.

Course Overview: The course emphasis includes the importance of accurate recordkeeping in a small business operation and the development of the basic skills necessary for simple bookkeeping procedures. We will focus on the accounting process, essential general records for a small business, financial statements including the analysis of financial statements, an understanding of business taxes, and the organization of business records.

Textbook: Text – *Keeping the Books* – Linda Pinson
Note: Purchase the book before the Friday night class as there is reading required before class.
Calculator
Pencils with erasers

Course Objectives:

- Basic accounting and bookkeeping concepts
- How to organize a small business
- Record keeping procedures and forms
- Preparation and analysis of financial statements
- Business taxes
- Expectations in the preparation and filing requirements of business taxes

Assignments/Grading:

The following is an outline of chapters and subjects to be covered. As this course is in an accelerated form, we will be advancing at a rapid pace. This outline indicates the chapters to read, the individual assignments, and final assessment/test.

In-Class discussions (10 points): Discussions are designed to support course content. There will be at least three discussion questions that you are asked to respond to individually and then to respond to your classmates feedback with comments and opinions. Discussion questions are part of in-class activities.

Individual assignments/test (90 points): The assignments in the course are designed to assess your knowledge and comprehension of the material.

Evening One - Friday

Required Reading

- Chapters 1 through 4 will be covered in the first class. Please read prior to class so you are prepared to work through exercises related to this material and the financial concepts discussed.

Assignment

- 1st assignment - submit by end of class – 20 points

Day Two - Saturday

Required Reading

- Chapters 5 through 8 will be covered in the second class. Please read prior to class so you are prepared to work through exercises related to this material and the financial concepts discussed.

Assignments

- 2nd assignment – submit in class – 20 points
- 3rd assignment – submit by the end of class – 20 points
- Final Project/Test – 30 points

Student/Instructor Expectations:

Please keep in mind that appropriate classroom behavior is expected in online courses as with in-classroom sessions. If your behavior is disrespectful or disruptive to me or to your fellow students, it will not be tolerated. Please do your best participate in the discussions timely, and be sure to check in over each two week discussion period for offering your feedback to fellow classmate postings.

Cheating, including plagiarism, will not be tolerated, and discipline will range from a 0 for the assignment to expulsion from this class, at my sole discretion. Any suspicion of cheating will be forwarded to the Vice President of Students. See the Student [Code of Conduct](#) in the [Student Handbook](#) for additional information on student conduct.

Diversity Statement: Red Rocks Community college is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, or sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Attention: Bill Dial, 13300 W. 6th Avenue, Lakewood, CO 80228-1255, 303-914-6298, bill.dial @rrcc.edu.

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733, 720-372-1591 (VP) or [Accessibility Services](#) access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at the [Accessibility Services website: www.rrcc.edu/accessibility-services](#). Revised January 2017

MANDATORY REPORTING STATEMENT: Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: D. **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven \(arnie.oudenhoven@rrcc.edu\)](#)

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or [RRCC Dispatch](#) (rrpd.dispatch@rrcc.edu) at 303-914-6394.

If you would like a confidential resource, please contact **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Administrator, 303-914-6224** or [Deborah Houser \(deborah.houser@rrcc.edu\)](#)

Further information may be found on the college [Human Resources website](#): <http://www.rrcc.edu/human-resources/sexual-misconduct>.

STUDENT HANDBOOK: The [RRCC Student Handbook](#) is your most current source of dates, resources, contacts, and policies: <http://www.rrcc.edu/student-life/handbook>.