

## **SBM 106 – RECORDKEEPING FOR SMALL BUSINESS**

Friday, February 17, 2012 5:00 PM - 10:00 PM

Saturday, February 18, 2012 8:00 AM – 5:00 PM

Instructor: Roseanne Masters  
roseanne.masters@rrcc.edu

### **REQUIRED MATERIALS:**

Text – *Keeping the Books* – Linda Pinson

**Note: Purchase the book before the Friday night class**

Calculator

Pencils with erasers

### **COURSE DESCRIPTION:**

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.

### **COURSE OBJECTIVES:**

The learning objectives of this course include understanding the following:

- 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