

SBM 106 – RECORDKEEPING FOR SMALL BUSINESS

Friday (February 19) 5:00 PM - 10:00 PM

Saturday (February 20) 8:00 AM – 5:00 PM

Instructor: Tom Quigley

Room: EA 2301

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Work e-mail: tquigley@hbmgmt.com

REQUIRED MATERIALS:

Text – *Keeping the Books* - (Pinson & Jinnett)

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 to recognize simple bookkeeping procedures. You will be shown examples of the accounting process, journalizing, posting to ledgers, balancing records, checkpoints for ensuring accuracy of records, deposit requirements, tax forms and basic financial statements.

LEARNING OBJECTIVES:

The learning objectives of this course include your being able to understand the following: basic accounting concepts, accounting terminology related to small business recordkeeping, the accounting equation, concepts of recording business transactions in a journal, the concept of posting a journal to the general ledger, reconciling bank statements, the concept of payroll accounting and related payroll tax items, the preparation of financial statements and the difference between cash and accrual accounting.

GRADING:

Your course grade shall be determined as follows:

Revenue and Expense Journal Problem	40%
Financial Statements Problem	50%
Class Participation	10%

The following scale applies for final class grades:

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
Below 60%	= F