

RECORDKEEPING - SMALL BUSINESS (SBM 106-601 (CRN30667))

Spring 2018 – Syllabus

CONTACT INFORMATION

Instructor: Paul D. Weinrauch

Office: N/A

Office Hours: Appointment only

Phone: 303.909.1059

Email: paul.weinrauch@rrcc.edu

Students can contact me via D2L course email or paul.weinrauch@rrcc.edu. I will make my best effort to respond within 8 hours.

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.

REQUIRED TEXTBOOK/COURSE MATERIALS

- **Keeping the Books: Basic Recordkeeping and Accounting for Small Business (Eighth edition)**
 - ISBN-10: 0944205577
 - ISBN-13: 978-0944205570

Purchase the book before the Friday night class as there is reading required before class.

- Supplies
 - Notebook, Calculator, Pencils with erasers

IMPORTANT DATES

COURSE DATES / CLASS HOURS / NO CLASS

- February 16, 2018
 - 5:00PM-10:00PM
 - East Building 2307
- February 17, 2018
 - 8:00AM-5:00PM
 - East Building 2307

STUDENTS: PLEASE VERIFY THE SPECIFIC DROP AND WITHDRAW DATES FOR THIS COURSE IN YOUR “[Detailed Student Schedule \(with Drop-Withdrawal Dates\)](#)” LINK IN THE ROCK, UNDER THE STUDENT TAB (https://erpdnssb.cccs.edu/PRODRRCC/wt_student_sched.P_DisplayStudentSched)

DROP/CENSUS DATE (LAST DAY TO DROP WITH A REFUND)

This is the last day you can remove yourself from this class without having to pay for the class and without the class showing on your permanent student record. If you are on financial aid, you should consult a financial aid advisor before dropping a class. All students are encouraged to see an academic advisor about how dropping may affect their goals.

WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A “W”)

This is the last day you can remove yourself from this class and receive a “W” for the class instead of a grade. You are responsible for payment. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class. All students are encouraged to see an academic advisor about how withdrawing may affect their goals.

COURSE DESCRIPTION:

Provides an overview of recordkeeping for a small business. Students learn basic bookkeeping skills and key recordkeeping requirements for a small business. Course engages students in interactive activities that practically apply the principles of entrepreneurship.

Credit hours: 1

COURSE PREREQUISITE/CO-REQUISITES

No Prerequisite

STANDARD COMPETENCIES

- A. Explain key accounting and bookkeeping concepts and terms. (I)
- B. Demonstrate an understanding of basic bookkeeping and various forms and records that may be involved in an adequate recordkeeping system. (II)
- C. Prepare simple financial statements for a small business. (III)
- D. Analyze the financial position of a business through basic financial statement analysis. (IV)
- E. Demonstrate a basic understanding of the various IRS rules, forms and deadlines that may affect small businesses. (V)

TOPICAL OUTLINE

- I. Basic accounting booking concepts and terms
 - a. Revenue
 - b. Expenses, deductible and depreciable
 - c. Cash vs. accrual accounting
- II. Recordkeeping Procedures
 - a. Electronic options
 - b. Chart of accounts
 - c. Debit/credit basics
 - d. Other recordkeeping, like petty cash, trial balance
- III. Financial Statements
 - a. Cash flow
 - b. Balance sheet
 - c. Income statement
 - d. Breakeven analysis
 - e. Pro forma and projections
 - f. Other (inventory, payables, fixed assets, receivables, ratios)
- IV. Basic income tax information
 - a. Schedules
 - b. Relevant tax forms
 - c. Estimated tax

- d. Calendar of due dates
- e. Financial risk management

COURSE REQUIREMENTS / EXPECTATIONS

LEARNING OUTCOMES:

1. Explain key accounting and bookkeeping concepts and terms.
2. Apply basic concepts of bookkeeping for a small business and various forms of records that may be involved in an adequate recordkeeping system.
3. Produce simplified financial statements for the small business concept to demonstrate understanding of their impact on the business.
4. Discuss the various IRS rules, forms and deadlines that may affect a small business.
5. Describe appropriate risk management strategies for the financial aspect of a small business.

GRADING POLICY

METHODS OF EVALUATION / GRADING / ASSESSMENT

60% - Attendance (minimum of 11.5 hours for full credit)

30% - In-class exercises & group discussions

30% - Individual final assignment/presentation

GRADING SCALE

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: 0-59%

COURSE POLICIES

ATTENDANCE POLICY

Because of the condensed format and in-class exercises, full student attendance is key and a significant portion of your final grade. If for some reason you cannot make a portion of the class, please call the instructor.

MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

The instructor reserves the right to substitute assignments based on the class progress and understanding of material. Assignments and tests (when applicable) are expected to be completed by the designated due date to achieve full credit.

Students can submit late work by February 18th at 11:59PM

The best way to achieve full credit for your assignments is to have them completed on time and turned in on the due date.

ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate

reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures.

CLASSROOM CONDUCT

Use of cellular device is prohibited during class, please turn to silent, vibrate or off. Please quietly excuse yourself if necessary. Disruption in class could affect your grade and possible expulsion.

ASSIGNMENTS

DAY 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 – 10 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 – 10 points
- 3rd assignment – submit by the end of class – 10 points

Final test/presentation/assignment

- Summary of information from text/class, including recordkeeping methods, financial statements, analysis, relevant tax forms and information

RRCC SYLLABUS INSERT – REQUIRED AND ADDITIONAL INFORMATION

All students are required to be familiar with the information contained in the RRCC Syllabus Insert document. In addition to your instructor reviewing the required content in class, the RRCC SYLLABUS INSERT can be found as an announcement on all D2L landing pages (where you have access to all of your courses) and in the “Student Resources” pull-down menu.

RRCC SYLLABUS INSERT – REQUIRED INFORMATION

Notice of Non-discrimination

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, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Executive Director of Human Resources, Red Rocks Community College, Office of Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228, 303-914-6298. Incidents of bias or discrimination may also be reported via the electronic [Report a Concern form](https://cm.maxient.com/reportingform.php?RedRocksCC) (<https://cm.maxient.com/reportingform.php?RedRocksCC>).

Report a Concern

RRCC cares about the safety, health, and well-being of its students, faculty, staff, and community. You should refer individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or those that cause a significant disruption to the RRCC community by completing the [electronic form](https://cm.maxient.com/reportingform.php?RedRocksCC) to report a concern (<https://cm.maxient.com/reportingform.php?RedRocksCC>). Please see the [Behavioral Intervention Team website](http://www.rrcc.edu/behavioral-intervention-team) for more information (<http://www.rrcc.edu/behavioral-intervention-team>). **NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911 or RRCC Campus Police at 303-914-6394.**

RRCC Syllabus Disability Statement

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 Accessibility staff by telephone or email to make an intake appointment at 303-914-6733, 720-336-3893 (VP) or by emailing [Accessibility Services](mailto:access@rrcc.edu) (access@rrcc.edu). Accessibility Services is located in Suite 1182 at the Lakewood campus and services are also available at the Arvada campus. More information is available at the [Accessibility Services website](http://www.rrcc.edu/accessibility-services) (www.rrcc.edu/accessibility-services).

Mandatory Reporting

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, Executive Director of Human Resources at 303-914-6298. Further information may be found on the college [Human Resources website](http://www.rrcc.edu/human-resources/sexual-misconduct) (<http://www.rrcc.edu/human-resources/sexual-misconduct>).

RRCC SYLLABUS INSERT – ADDITIONAL INFORMATION

Academic Calendar

The [current RRCC Academic Calendar](http://www.rrcc.edu/academic-calendar) is your most accurate source of academic events and deadlines (<http://www.rrcc.edu/academic-calendar>).

Academic Misconduct

Academic misconduct consists of plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences (as determined by the instructor) and to disciplinary action (as outlined in the RRCC disciplinary procedures), according to the current [Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>).

Activate and use your student email account

RRCC communicates with students via email only through their college-issued student email address. For access information and instructions for setting up your account, please see the [student email website](http://www.rrcc.edu/admissions/student-email) (<http://www.rrcc.edu/admissions/student-email>).

Campus Closure Information

Did you know RRCC is exempt from the State Inclement Weather Policy and may remain open while other state government offices close? When either of the RRCC campuses are required to close due to bad weather or emergency conditions, you can learn about it via local news media, the [RRCC website](http://www.rrcc.edu), or by calling the campus closure line at 303-914-6600.

Campus Maps

Campus maps for both the [Lakewood campus](http://www.rrcc.edu/campus-maps/lakewood-interior) and the [Arvada campus](http://www.rrcc.edu/campus-maps/arvada) are available to help locate your classrooms and other campus services (<http://www.rrcc.edu/campus-maps/lakewood-interior> and <http://www.rrcc.edu/campus-maps/arvada>).

Lost and Found

Lost and found is located with the Campus Police department at the Lakewood campus (303-914-6394) and with the Welcome Desk at the Arvada Campus (303-914-6010).

RRCC Catalog

For additional college policies, please see the current [RRCC Catalog](http://www.rrcc.edu/catalogs/17-18/) (<http://www.rrcc.edu/catalogs/17-18/>).

Student Handbook

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

What to do in an emergency – Standard Response Protocols

RRCC follows the [standard response protocols](#) visible in each in classroom and around both campuses. The RRCC Emergency Management Plan and additional useful information are available via the RRCC Police Department [homepage](#). **To report an emergency, contact 911.**