

# **RECORDKEEPING - SMALL BUSINESS (SBM 106-601 (CRN30603))**

## **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](mailto:paul.weinrauch@rrcc.edu)

Students can contact me via D2L course email or [paul.weinrauch@rrcc.edu](mailto:paul.weinrauch@rrcc.edu). I will make my best effort to respond within 4-8 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 8, 2019
  - 5:00PM-10:00PM
  - East Building 2305
- February 9, 2019
  - 8:00AM-5:00PM
  - East Building 2305

**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](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)

40% - In-class exercises & group discussions

### **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 9, 2019 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.

## **READING**

### **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.

### **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.

## **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.