

RECORDKEEPING – SMALL BUSINESS SBM106 SECTION 601 (CRN 20665)

Fall 2019 Syllabus

CONTACT INFORMATION

Instructor: Beth Flambures

Phone: 303-594-8224

Email: beth.flambures@rrcc.edu

Other: I will make every attempt to respond to emails within 8 hours.

Please use my email address or the messaging through D2L. When corresponding with me, please include as much information about your question or concern so that I can provide an effective response.

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 MEETING DATES AND TIMES

Start and End Dates: 9/20/2019-9/21/2019

Meeting Days: Friday and Saturday

Start and End Times: Friday 5:00pm – 10:00pm and Saturday 8:00am – 5:00pm

Location: East Building 2305

REQUIRED TEXTBOOK/COURSE MATERIALS

Text: **Keeping the Books: Basic Recordkeeping and Accounting for Small Business (Eight Edition)**

ISBN-10: 0944205577

ISBN-13: 978-0944205570

PLEASE PURCHASE THE BOOK BEFORE THE FRIDAY NIGHT CLASS. THERE IS REQUIRED READING PRIOR TO CLASS.

Supplies: Notebook
Calculator
Pencils

COURSE DESCRIPTION:

This course 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 hours

COURSE PREREQUISITES/CO-REQUISITES

None.

COURSE LEARNING OUTCOMES

REQUIRED COURSE 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. Create simplified financial statements for the small business concept to demonstrate understanding of their impact on the business.
4. Distinguish the various Internal Revenue Service rules, forms, and deadlines that may affect a small business.
5. Describe appropriate risk management strategies for the financial aspect of a small business.

TOPICAL OUTLINE:

Course topics are included in the textbook and the publisher's resource materials. During this course, you should become competent in the following areas of concentration:

- Basic accounting bookkeeping concepts and terms
 - Revenue
 - Expenses, deductible, and depreciable
 - Cash vs. accrual accounting
- Recordkeeping procedures
 - Electronic options
 - Chart of accounts
 - Debit/credit basics
 - Other recordkeeping, e.g., petty cash and trial balance
- Financial statements
 - Cash flow
 - Balance sheet
 - Income statement
 - Breakeven analysis
 - Pro forma and projections
 - Other financial statements (inventory, payables, fixed assets, receivables, ratios)
- Basic income tax information
 - Schedules
 - Relevant tax forms
 - Estimated tax
 - Calendar of due dates
 - Financial risk management

COURSE REQUIREMENTS/EXPECTATIONS

To be successful in this condensed class format, you must be in attendance at all times. Class participation and coursework completion will be mandatory.

GRADING POLICY

METHODS OF EVALUATION/GRADING/ASSESSMENT

Grades will be based on 100 total possible points:

- | | |
|--|------------------|
| ▪ Attendance (minimum of 11.5 hours for full credit) | 50 points |
| ▪ In-class exercises | 40 points |
| ▪ In-class discussion | <u>10 points</u> |
| | 100 points |

GRADING SCALE:

The grading scale is based upon total points possible.

- A = 90 – 100% or greater than 90 points
- B = 80 – 89% or greater than 80 points
- C = 70 – 79% or greater than 70 points
- D = 60 – 69% or greater than 60 points
- F = 0 – 59% or less than 60 points

IMPORTANT DATES

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

MAKE-UP/LATE WORK POLICIES/EXTRA CREDIT

Late assignments will not be accepted unless advance arrangements have been made with the instructor.

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, according to the current Student Handbook (<http://www.rccc.edu/student-life/handbook>). All academic integrity incidents shall be sent to the Vice President of Student Success, Dr. Lisa Fowler.

CLASSROOM CONDUCT

Respect your classmates. If you have a cell phone, please turn it on vibrate. If you need to take a call, quietly excuse yourself from the classroom.

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 Help” pull-down menu.

TENTATIVE COURSE SCHEDULE

The instructor reserves the right to alter the schedule above and related grading policy to assure attainment of course objectives. Adjustments to the course syllabus or schedule or grading methods may be done verbally or in writing.

DAY 1: SEPTEMBER 20

- Chapters 1-4
- Read prior to class so that you are prepared to work through in-class exercises related to this material and the financial concepts discussed.

DAY 2: SEPTEMBER 21

- Chapters 5-8
 - Read prior to class so that you are prepared to work through in-class exercises related to this material and the financial concepts discussed.
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