

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: SBMT 7815

Course Title: Accounting & Record Keeping in a Small Business

Course Description: Revenues, expenses, ledgers, and journals--these are the tools used in record keeping for small businesses. Learn proven methods to help you comply with reporting requirements of financial institutions and governmental agencies, such as the IRS. Class discussion will cover the selection of manual systems currently on the market

Suggested Course Prerequisite(s): N/A

Course Resources: N/A

Student Learning Outcomes:

1. Inform students on the recording requirements of a taxable business entity
2. Maintain appropriate records to substantiate federal tax return
3. Learn to complete loan applications from lending institutions
4. Prepare journals, general ledger transactions, bank reconciliation's, and prepare year end employment tax forms

Certification Notes: N/A

Next course recommendation: How to Sell and Earn an Income on Amazon

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introductions and syllabus. Student Data Forms.

General ledger, journals, balance sheet, financial & income statements.

Session 2: Sales and expense record keeping.

Session 3: Bank reconciliations, sales and use tax and franchise tax.

Taxation of sole proprietorship, S corporation, Partnership & C Corporation.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.