

- What do students have to bring to class? A willingness to learn at least 3 new recordkeeping/ accounting concepts that they can incorporate into their small business recordkeeping processes. Please bring an “old school” writing implement and paper or a “new school” laptop/tablet for taking notes. This is a traditional classroom environment, with an instructor, and table seating. Make sure both your mental and nickel-cadmium batteries are fully charged.
- I hate computers and do my accounting the “old fashioned way.” Why should I take this class? In this workshop you will discover simple ways to keep track of the financial impact of your small business. The benefit/comparison of one-write vs double entry bookkeeping systems are covered; easy retention of receipts and documents; and keeping track of invoices/bills.
- You are not going to make me learn “debits and credit” aka double entry bookkeeping are you? This is a recordkeeping and bookkeeping concept course focusing on process, systems, vocabulary, generally accepted accounting practices, and better management of your business by the money. Yes, double entry bookkeeping will be explained and examples provided. Know your options, and then decide what is best for your business now and plan for the future.
- I just want to make completion of my IRS and FTB tax preparation and filing easier. Why take this course? Our friends at the IRS require that taxpayers keep good records to support tax reporting. More importantly, this class will assist you in knowing your tax situation before April 15<sup>th</sup> and allow you to plan for paying only your fair share.
- I do everything online and rely on my bank online statements to maintain my accounting. Why take this course? Online banking is a wonderful thing but you will never know how well your business is doing by staring at the daily bank balance. Incorporate your online banking information into financial statements that truly allow you to know your profit/loss, plan cash flow, allow vacations, and provide for savings.
- I am planning to use Quicken or QuickBooks to do my accounting. Why should I take this class? Accounting software is not as intuitive as word processing for resume creation. A little knowledge of basic recordkeeping and accounting concepts will make your use of Quicken, QuickBooks, Peachtree, Great Plains, or other accounting software a lot easier for beginner and intermediate users alike. Minimize your errors or correct your errors by knowing some basic accounting concepts. This course is a perfect prerequisite for Cabrillo Community education and SBDC Quicken/QuickBooks courses or personalized SBDC consulting.
- What “Take aways” will the student receive at the conclusion of this class? You will have an overall appreciation of basic accounting concepts, how recordkeeping/bookkeeping will help you grow your business, and basic organizational/system tips to maintain good books of account allowing you to focus on your business and not “saddled with the books.”

- I use a traditional paper Franklin Planner/DayRunner/TimeManager to keep notes, calendar, to-dos, and addresses. Plus, I stick "Post It" notes all over my desk and computer screen. Is there any software that works like my paper organizer? Yes, the closest thing I have found to my own, treasured TimeSystem.us organizer and 3-ring binder is *Anytime Organizer Deluxe 14*, \$39.99. It syncs with a smart phone, too. [http://www.individualsoftware.com/software/personal\\_organizer/anytime\\_organizer\\_deluxe](http://www.individualsoftware.com/software/personal_organizer/anytime_organizer_deluxe).

