



Entrepreneurship

LAP 16(Chapter 21) – Records and Accounting

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ♦PT1a Prepare to become entrepreneurs by drawing from their general understanding of all aspects of business
- ♦PT2a Engage in higher order thinking and will apply problem-solving strategies in purposeful ways, both in situations where the problem and desirable solutions are clearly evident and in situations requiring a creative approach to achieve an outcome
- ♦PT5d Manage and direct one's own learning

- Objectives**
- ♦Discuss the importance of record keeping
 - ♦Identify the basic records that need to be kept at start-up

Resource Entrepreneurship and Small Business Management
Workbook
The Best of Young Entrepreneurs – Activity 21

Time Frame 5 hours

Introduction You can lose everything you’ve gained—if you don’t keep records. (And read about an millionaire entrepreneur whose business is keeping records.)

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed.

Turn in completed activities as directed by instructor.

- _____ **Read** pp. 354-365
- _____ **Complete** p. 365 Reviewing Key Terms Questions 1 and 2
- _____ **Complete** Workbook pp. 282-283 Activity 2
- _____ **Read** pp. 366-369
- _____ **Complete** pp. 369 Reviewing Key Terms Questions 1, 2, 3
- _____ **Complete** Workbook pp. 284-285 Activity 3
- _____ **Complete** Paychex is a company started by Tom Golisano that does the recordkeeping for small businesses. Do a web search for Paychex Golisano and write a report on how the business started and what services it offers to small businesses.
- _____ **Complete** The Best of Young Entrepreneurs – Activity 19 – pp. 41-42

Self Assessment - “I/I can . . . “

- _____ Discuss the importance of record keeping
- _____ Identify the basic records that need to be kept at start-up