



DANA NÄYE VENTURES COURSE OUTLINE

GST & Small Business

INSTRUCTOR:		TELEPHONE:	(867) 668-6925 1-800-661-0448
LOCATION:	409 Black Street Whitehorse, Yukon Y1A 2N2	FAX:	(867) 668-3127
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FEE:	\$95.00 + GST		

COURSE INFORMATION

PREREQUISITES:

N/A

COURSE DESCRIPTION:

A workshop to help small business deal with the Goods and Services Tax.

COURSE GOALS:

Upon completion of this course the student will understand the following:

- Who should register?
- How to register
- How to setup your bookkeeping methods to handle GST
- Recording sales
- Recording expenses
- What is an ITC?
- Remittance periods and deadlines
- Completing the remittance form
- Claim a refund
- Submitting a payment
- Maintaining records

MAJOR COURSE OBJECTIVES:

The objective of this course is to provide small business with the tools to handle the Goods and Services Tax and determine if they should or should not register.

COURSE FORMAT:

Lecture, demonstration

COURSE REQUIREMENTS

ATTENDANCE AND PARTICIPATION

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class assignments only

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual is provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A