

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE**

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. CSBM **COURSE NO.** 1232

NUMBER OF CREDITS: 3

COURSE TITLE ASSET MANAGEMENT FOR SMALL BUSINESS

CATALOG DESCRIPTION This course teaches the concepts of asset valuation, as it relates to actual and depreciated value. The student will learn how to use standard depreciation methods to determine the current months depreciation expense, and correct offsetting accumulated depreciation, for each class of fixed assets. The student will enter all company assets in the fixed asset module, when the balance sheet is setup, and enter each asset properly as it is purchased during the on going business cycle.

AUDIENCE Business Owners, Employees, Entrepreneurs

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)

Area : by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:

Every other year ☐ Fall ☒ Spring ☒ Summer ☒ Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

- 1) **ACADEMIC CONTENT:** Read manual..
- 2) **THINKING SKILLS:** Develop data entry procedures.
- 3) **COMMUNICATIONS SKILLS:** Describe record keeping principles.
- 4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to set-up, implement and maintain a computerized recordkeeping system.

LIST OF EXPECTED COURSE OUTCOMES:

Install and configure software.
Describe data security procedures.
Identify source documents.
Develop data entry procedures.
Produce application reports.
Develop data verification procedures.
Describe recordkeeping principles.
Identify data transfer concepts.
Maintain audit trail.
Perform correcting entries.
Implement software application.
Perform period ending process.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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