

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

DEPT. SBM

COURSE NO. SBMT2133

NUMBER OF CREDITS: 2

COURSE TITLE: SBM Accounts Receivable Management

CATALOG DESCRIPTION: In this course the business owner or manager will focus on compiling and managing the business's accounts receivable and its impact on cash flow. The student will build different accounts receivable reports and these will be used to determine business policy regarding receivables and cash management.

AUDIENCE: Small Business Owners & Managers

FULFILLS MN TRANSFER CURRICULUM AREA(S): *N/A*

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:

Every other year  fall  spring  summer  undetermined X

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

1) ACADEMIC CONTENT:

- a. Identify source documents for accounts receivable reporting
- b. Identify customer credit policies
- c. Identify credit and collections procedures
- d. Identify credit application policies

2) THINKING SKILLS:

- a. Develop credit policies
- b. Design credit application
- c. Establish credit lines
- d. Enter customer information
- e. Determine collection procedures
- f. Establish credit check procedures
- g. Develop data entry procedures
- h. Enter opening customer balances
- i. Develop aged accounts receivable reports
- j. Enter customer transactions

k. Verify customer balances

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

1) Organization and management of an accounts payable record keeping system

LIST OF EXPECTED COURSE OUTCOMES:

Creation of accounts payable record keeping and reporting system

LEARNING/TEACHING TECHNIQUES used in the course are:

- |  |   |
|--|---|
| <input type="checkbox"/> Collaborative Learning    | <input checked="" type="checkbox"/> Problem Solving     |
| <input type="checkbox"/> Student Presentations     | <input type="checkbox"/> Interactive Lectures           |
| <input type="checkbox"/> Creative Projects         | <input checked="" type="checkbox"/> Individual Coaching |
| <input type="checkbox"/> Lecture                   | <input type="checkbox"/> Films/Videos/Slides            |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below)         |
| <input type="checkbox"/> Lab                       |   |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Reading                | <input type="checkbox"/> Tests                 | <input checked="" type="checkbox"/> Individual Projects |
| <input type="checkbox"/> Oral Presentations     | <input checked="" type="checkbox"/> Worksheets | <input type="checkbox"/> Collaborative Projects         |
| <input type="checkbox"/> Textbook Problems      | <input type="checkbox"/> Papers                | <input type="checkbox"/> Portfolio                      |
| <input type="checkbox"/> Group Problems         | <input type="checkbox"/> Term Paper            |   |
| <input type="checkbox"/> Other (describe below) |  |   |

EXPECTED STUDENT LEARNING OUTCOMES: See above

**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 Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.**

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