

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

DEPT. SBM                      COURSE NO. SBMT1511

NUMBER OF CREDITS: 3

COURSE TITLE: Introduction to Small Business

CATALOG DESCRIPTION: This course is designed to define small business and its importance in the free enterprise system. The basic elements of management and the responsibility of business owners and managers toward society are also examined. This course is intended to acquaint individuals, interesting in starting their own business or pursuing a career in small business management on the many facets of managing and operating a successful small business enterprise. Students will, through the use of business simulations, (case studies), develop a basic knowledge of small business management.

AUDIENCE: Potential Entrepreneurs, 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. Describe the use of computers in small business
- b. Describe sole proprietorships
- c. Describe management ownership functions
- d. Describe the types of business corporations
- e. Identify business assistance sources
- f. Describe the importance and the need for a business plan
- g. Describe franchises
- h. Describe the free enterprise systems

- i. Describe partnerships
- j. Describe social responsibilities of owners and managers
- k. Identify management skills
- l. Describe the free enterprise system

2) THINKING SKILLS

- a. Outline uses of accounting in business management
- b. List trends affecting business

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

- 1) See above

LIST OF EXPECTED COURSE OUTCOMES:

- 1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Collaborative Learning | <input checked="" type="checkbox"/> Problem Solving      |
| <input type="checkbox"/> Student Presentations             | <input checked="" 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 checked="" type="checkbox"/> Reading                      | <input type="checkbox"/> Tests                 | <input checked="" type="checkbox"/> Individual Projects    |
| <input type="checkbox"/> Oral Presentations                      | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems            | <input checked="" type="checkbox"/> Papers     | <input type="checkbox"/> Portfolio                         |
| <input type="checkbox"/> Group Problems                          | <input type="checkbox"/> Term Paper            |  |
| <input type="checkbox"/> Other (describe below)                  |  |  |
| <input checked="" type="checkbox"/> Online discussions and chats |  |  |

EXPECTED STUDENT LEARNING OUTCOMES: Basic knowledge of how a small business operates.

**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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