MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. SBM COURSE NO. SBMT1281

NUMBER OF CREDITS: 2

COURSE TITLE: SBM Computerized General Ledger

CATALOG DESCRIPTION: This course will focus on setting up, implementing, and maintaining a computerized general ledger for students actively engaged in the ownership and/or management of a small business or business start-up. This course covers the process of computerizing business records using computerized accounting software.

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 sources documents
    b. Identify data transfer concepts
    c. Describe the general ledger
    d. Describe and develop data entry procedures
    e. Describe data security procedures
    f. Describe record keeping principles

2) THINKING SKILLS:
    a. Install and configure software
    b. Implement software application
    c. Produce application reports
    d. Perform correcting entries
    e. Perform period ending process
    f. Develop data verification process
    g. Develop chart of accounts
    h. Develop operating budget

i. Maintain audit trail
j. Develop beginning trial balance
k. Perform adjusting journal entries
l. Print accurate data base lists and documents

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

1) Computerized general ledger

LIST OF EXPECTED COURSE OUTCOMES:

1) The student will be able to produce financial statements using selected software package

LEARNING/TEACHING TECHNIQUES used in the course are:

☐ Collaborative Learning	X Problem Solving
X Student Presentations	☐ Interactive Lectures
☐ Creative Projects	X Individual Coaching
X Lecture	☐ Films/Videos/Slides
X Demonstrations	☐ Other (describe below)
☐ Lab	

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

X Reading	☐ Tests	X Individual Projects
☐ Oral Presentations	X Worksheets	☐ Collaborative Projects
☐ Textbook Problems	☐ Papers	☐ Portfolio
☐ Group Problems	☐ Term Paper	
☐ Other (describe below)		

EXPECTED STUDENT LEARNING OUTCOMES:

1) Demonstrate a working knowledge of the selected software
2) Develop a chart of accounts for their business

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.