MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty members 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 Academic Affairs and Standards Council.

DEPT. LWMP   **COURSE NUMBER:** 2952

NUMBER OF CREDITS: 2   **Lecture:** 0 **Lab:** 0 **OJT** All Management

Course Title:
Special Topics – Business Records and Planning

Catalog Description:
Special topics – business records and planning enables the study and application of concepts for planning and improving business record systems. Exact subject matter will vary depending on student need.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S)

Goal 1: Communication: _____ by meeting the following competencies:

Goal 2: Critical Thinking: _____ by meeting the following competencies:

Goal 3: Natural Sciences: _____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: _____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: _____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: _____ by meeting the following competencies:

Goal 7: Human Diversity: _____ by meeting the following competencies:

Goal 8: Global Perspective: _____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: _____ by meeting the following competencies:

Goal 10: People and the Environment: _____ by meeting the following competencies:

Topics to be Covered
• Application of concepts for planning and improving business record systems

Student Learning Outcomes
1. Implement revised plan.
2. Evaluate specific enterprise planning concerns.
3. Identify methods to address record concerns.
4. Identify methods to address planning concerns.
5. Compare solutions versus effectiveness of various methods.
6. Analyze business record system implications.
7. Identify appropriate business planning system
8. Identify appropriate business record system.
9. Analyze planning system implications.
10. Analyze business record system solutions.
11. Analyze planning system solutions.
12. Develop revised record system plan based on implications.
13. Develop revised planning system plan based on solutions.
14. Develop revised record system plan based on solutions.
15. Develop revised planning system plan based on implications.
16. Evaluate specific enterprise record concerns.

Is this course part of a transfer pathway: Yes ☐   No ☒

Revised Date: 7/2020