

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: 2951

NUMBER OF CREDITS: 1 **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 |
| <ul style="list-style-type: none">• Application of concepts for planning and improving business record systems. |

| |
|---|
| Student Learning Outcomes |
| 1. Analyze business record system implications. |
| 2. Evaluate specific enterprise planning concerns. |
| 3. Identify methods to address record and planning concerns. |
| 4. Compare solutions versus effectiveness of various methods. |
| 5. Develop revised record/planning system plan based on implications and solutions. |
| 6. Implement revised plan. |

| |
|---|
| Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| |

Revised Date: 7/2020