MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty 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 Collegewide Curriculum Committee.

DEPT.   CSBM   **COURSE NO**. 1226

NUMBER OF CREDITS: 1

COURSE TITLE   SOFTWARE ANALYSIS FOR SMALL BUSINESS

CATALOG DESCRIPTION   This course covers the process required to evaluate software products. The student will develop a software selection model, review appropriate software products and implement a decision process.

AUDIENCE Business Owners, Employees, Entrepreneurs

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area   : by meeting the following competencies:
Area   : by meeting the following competencies:
Area   : by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ Fall ☒   Spring ☒   Summer ☒   Undetermined ☐

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

1) **ACADEMIC CONTENT:** Research installed software.
2) **THINKING SKILLS:** Develop selection criteria
3) **COMMUNICATIONS SKILLS:** Request system documentation.
4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to evaluate and select appropriate software and software upgrades for their business.

LIST OF EXPECTED COURSE OUTCOMES:
Identify student needs.
Develop a deficiency checklist
Review trade sources.

Request system documentation.
Analyze system changes.
Identify new hardware requirement.
Identify new operations system.
Evaluate conversion procedures.
Develop archive procedures.
Implement decision process.

LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

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

EXPECTED STUDENT LEARNING OUTCOMES:
See expected course outcomes.

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 via your preferred Telecommunications Relay Service.

A Member of the Minnesota State Colleges and Universities System
An Affirmative Action Equal Opportunity Educator/Employer