

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

DEPT. SBM

COURSE NO. SBMT2700

NUMBER OF CREDITS: 3

COURSE TITLE: SBM Going into Business-Fast Track Option

CATALOG DESCRIPTION: This class is designed to develop the skills necessary to establish, run and maintain a computerized human resources record system. It will concentrate on selection and configuration of software, information selection and location, data entry, records and reports, and data verification and protection.

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 business image
- b. Identify business location
- c. Identify debt and equity financing opportunities
- d. Identify state and federal business start-up requirements
- e. Identify insurance and risk management options
- f. Identify products and/or services sold
- g. Identify record keeping needs
- h. Explain purchasing procedures

2) THINKING SKILLS:

- a. Design market plan
- b. Choose business organization type
- c. Use decision making techniques
- d. Create business plan outline
- e. Create financial plan
- f. Create an operational budget
- g. Calculate pro-forma balance sheet, profit and loss statement, and cash flow statements
- h. Prepare break-even analysis

- i. Prepare business location site
- j. Determine staffing needs if any
- k. Prepare personal financial statement
- l. Prepare business loan application

3) COMMUNICATIONS SKILLS:

- a. Discuss business plan with lender

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

- 1) Business exploration and planning
- 2) Financing
- 3) Start-up and operations

LIST OF EXPECTED COURSE OUTCOMES:

- 1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

- |   |   |
|---|---|
| <input type="checkbox"/> Collaborative Learning           | <input checked="" type="checkbox"/> Problem Solving     |
| <input checked="" type="checkbox"/> Student Presentations | <input type="checkbox"/> Interactive Lectures           |
| <input type="checkbox"/> Creative Projects                | <input checked="" type="checkbox"/> Individual Coaching |
| <input checked="" 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 type="checkbox"/> Collaborative Projects         |
| <input type="checkbox"/> Textbook Problems      | <input type="checkbox"/> Papers                | <input type="checkbox"/> Portfolio                      |
| <input type="checkbox"/> Group Problems         | <input type="checkbox"/> Term Paper            |   |
| <input type="checkbox"/> Other (describe below) |  |   |

EXPECTED STUDENT LEARNING OUTCOMES: See above

**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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