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**. 1150

NUMBER OF CREDITS: 3

COURSE TITLE   ACCOUNTS PAYABLE FOR SMALL BUSINESS

CATALOG DESCRIPTION   This course covers the process of computerizing business records using Payroll software. The student will be able to calculate payroll, print payroll checks, track tax liabilities and print reports using the selected software package.

AUDIENCE   Business Owners, Employees, Entrepreneurs

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area   : by meeting the following competencies:
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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:** Read user manual.
2) **THINKING SKILLS:** Identify source document.
3) **COMMUNICATIONS SKILLS:** Describe data securities procedures.
4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to set-up, implement and maintain a computerized Payroll system.

LIST OF EXPECTED COURSE OUTCOMES:
Install and configure software.
Describe data security procedures.
Identify source documents.

Develop data entry procedures.
Produce application reports.
Develop data verification procedures.
Describe recordkeeping principles.
Identify data transfer concepts.
Maintain audit trail.
Perform correcting entries.
Implement software application.
Describe Payroll cycle.
Enter employee information.
Establish beginning employee balances.
Define withholding tax table.
Describe government withholding requirements.
Describe employee deductions.
Perform period ending 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.

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