MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. SBM COURSE NO. SBMT2684

NUMBER OF CREDITS: 2

COURSE TITLE: SBM Computerized Accounts Payable

CATALOG DESCRIPTION: This course covers the process of computerizing business records using accounts payable software or as part of a complete software package. The student will be able to track purchases, pay bills, manage cash flow, and print reports using selected software. The course will focus on setting up, implementing, and maintaining a computerized accounts payable system for students actively engaging in the ownership and/or management of a small business or new business start-up.

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 source documents
   b. Identify data transfer concepts
   c. Describe data security procedures
   d. Describe record keeping principles
   e. Describe accounts payable cycle
   f. Describe vendor payment process
   g. Describe the government payment process
   h. Describe government tax reporting requirements

2) THINKING SKILLS:
   a. Install, configure, and implement software application
b. Perform correcting entries as needed
c. Produce application reports
d. Enter vendor information
e. Develop beginning vendor balances
f. Maintain audit trail
g. Develop data entry, data verification, and security procedures
h. Perform period ending process

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

1) Accounts payable management

LIST OF EXPECTED COURSE OUTCOMES:

1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)
- Problem Solving
- Lecture
- Creative Projects
- Individual Coaching
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)
- Tests
- Worksheets
- Papers
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio

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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