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. Carpentry COURSE NO. CRPT 2270

COURSE TITLE Construction Business Management

CATALOG DESCRIPTION This course covers the basic principles of construction business accounting, organization of business structure, employee management, business licensing requirements, and trade knowledge, for the purpose of starting your own small business.

AUDIENCE Carpentry II graduating students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area: by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Carpentry I graduate students, persons skilled in carpentry basics, and general accounting skills

LENGTH OF COURSE 2 lecture credits

THIS COURSE IS USUALLY OFFERED:

Every other year [ ] fall [ ] spring [x] summer [ ] undetermined [ ]

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

1) ACADEMIC CONTENT: The student will attain knowledge in setting up a basic set of accounting books, study contract management, employee records and tax laws, and licensing requirements.

2) THINKING SKILLS: The student will be asked to set up a fictitious company’s books with daily ledgers, employee records, and tax records. Also mock tests will be given for business license exams.
3) COMMUNICATIONS SKILLS: The student must be able to work with others in the process in achieving a good understandable set of business records. He/She must be able to communicate this information to tax consultants and others.

4) HUMAN DIVERSITY: The student should be aware of such situations as would be a problem with handicap accessibility

TOPICS TO BE COVERED: Record books, tax charts, employee deduction charts, business license laws, general business control

LIST OF EXPECTED COURSE OUTCOMES:

01 Understanding contract clauses
02 Understanding lien claims
03 Understanding contractor licensing
04 Understanding sub-contracts
05 Understanding cash flow
06 Understanding cost plus contracts
07 Study business ownership types
08 Understand Marketing
09 Analyze inventory control
10 Analyze handling of hazardous materials
11 Determine job site safety
12 Determine business insurance needs
13 Develop quality control
14 Understanding daily time sheets
15 Understand book keeping basics
16 Understand human rights laws
17 Understand workers comp laws
18 Bidding strategies

LEARNING/TEACHING TECHNIQUES used in the course are:

x Collaborative Learning  x Problem Solving

□ Student Presentations  x Interactive Lectures
x Creative Projects  x Individual Coaching
x Lecture  □ Films/Videos/Slides
x Demonstrations  □
□ Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

x Reading  x Tests  x Individual Projects
x Oral Presentations  □ Worksheets  x Collaborative Projects
□ Textbook Problems  □ Papers  □ Portfolio
x Group Problems  □ Term Paper
□ Other (describe below)
EXPECTED STUDENT LEARNING OUTCOMES: The student should be able to accomplish installation of doors, jambs and hardware, construct a staircase including rails and balusters and install various types of trim.

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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The information in this course outline is subject to revision.