Faculty members 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 Academic Affairs and Standards Council.

**DEPT. CRPT**  
**COURSE NUMBER:** 2270

**NUMBER OF CREDITS:** 2  
**Lecture:** 2  
**Lab:** 0

**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.

**FULFILLS MN TRANSFER CURRICULUM AREA(S)**

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

**Prerequisites or Necessary Entry Skills/Knowledge:**

None
### Topics to be Covered:
- Record books
- Tax charts
- Employee deduction charts
- Business license laws
- General business control

### Student Learning Outcomes
1) Discuss contract clauses, lien claims, sub-contracts, cost-plus contracts.
2) Explain contractor licensing and business ownership options.
3) Calculate cash flows, inventory, time sheets/payroll and similar small business bookkeeping functions.
4) Describe safe handling of hazardous materials and job site safety measures.
5) Evaluate workers’ compensation and business insurance coverages.

### Is this course part of a transfer pathway:
- Yes [ ]
- No [x]

Revised Date: May 2020