MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. SBM   COURSE NO. SBMT2687

NUMBER OF CREDITS: 2

COURSE TITLE: SBM Computerized Sales Entry

CATALOG DESCRIPTION: This course covers the sales entry process in computerizing business records using sales tracking software or as part of a complete software package. The course will focus on setting up, implementing, and maintaining a computerized sales entry and record keeping 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

2) THINKING SKILLS:
    a. Install, configure, and implement software application
    b. Perform correcting entries as needed
    c. Produce application reports
    d. Enter inventory information
    e. Develop beginning inventory 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) Sales records management

LIST OF EXPECTED COURSE OUTCOMES:

1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

X	Reading	☐ Tests	X	Individual Projects
☐	Oral Presentations	X Worksheets	☐	Collaborative Projects
☐	Textbook Problems	☐ Papers	☐	Portfolio
☐	Group Problems	☐ Term Paper		
☐	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.