

SECTION HEADING

PDF STYLES TEST

CSBM 1232: Asset Management for Small Business

Description

Asset Management for Small Business covers the concept of asset valuation as it relates to actual and depreciated value. The student will learn how to use standard depreciation methods to determine the current months depreciation expense, and correct offsetting accumulated depreciation for each class of fixed assets. The student will enter all company assets in the fixed asset module, when the balance sheet is setup and enter each asset properly as it is purchased during the ongoing business cycle.

Management Credits

3

Prerequisite

Student is a business owner, employee or entrepreneur or by special permission of the instructor.

Topics to be Covered

1. Set-up, implement and maintain a computerized recordkeeping system for asset management

Learning Outcomes

1. Install and configure an asset computerized software system
2. Develop procedures for entry of assets into the software system
3. Create fixed asset accounts in the software system chart of account
4. Enter assets in the software system
5. Prepare reports on the software system to verify asset values
6. Prepare year end depreciation adjusting entries

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CSBM 1234: Financial Statement Analysis for Small Business

Description

Financial Statement Analysis for Small Business teaches the generally accepted business ratios that apply to performance when compared to generally accepted industry standards. The student will learn which ratios apply, how to compute the ratios, and the importance of each ratio. The student will use company data that comes from very accurate accrual financial statement. After computing these ratios, the student will display knowledge of the importance of these trends, as they relate to the success of the business.

Management Credits

3

Prerequisite

Student is a business owner, employee or entrepreneur or by special permission of the instructor.

Topics to be Covered

1. Prepare business financial reports and use the data to compute financial ratios for business decision making

Learning Outcomes

1. Research business financial industry performance ratios
2. Develop procedures for financial analysis
3. Prepare business financial reports for analysis
4. Compute established ratios
5. Perform business performance analysis from ratios
6. Make informed business decisions based on performance analysis

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ADC 2200: Drug and Alcohol Practicum II

Description

Drug and Alcohol Practicum II provides supervised work experience for students in the LADC certificate in two or more levels of care (Levels of care cannot be the same as practicum I). Students and supervisors design the experiences to meet students' educational and career goals. Students must be supervised by a currently licensed LADC for 440 hours.

Credits

3

Prerequisite

Students must have an overall GPA of 2.00 ("C") in certificate courses; complete a formal application process; and be approved following recommendations from the LADC course instructors. Students must have an overall GPA of 2.00 ("C") in certificate courses; complete a formal application process; and be approved following recommendations from the LADC course instructors.

Corequisite

None

Topics to be Covered

1. Assessment and evaluation tools and techniques to identify substance use disorders and co-occurring disorders.
2. Ethical practices of documentation, informed consent, statutes 245F and 245G, and professional boundaries in addiction.
3. Fundamental issues (understanding addiction, treatment knowledge, application to practice, professional readiness) encountered in the field of substance use, abuse, and dependency to include the effectiveness of multidisciplinary team staffing, and Insurance Utilization Reviews.
4. Dimensions of the 12 core functions of alcohol and drug counseling, including culturally competent and professional ethical practice.
5. Professional practice issues (internship, ethics, professionalism, record keeping, cultural diversity, counseling theories and practice, diagnostic criteria) in the field of substance use, abuse, and dependency.
6. Evidence-based treatment plans and Treatment Plan Reviews
7. Develop Psycho-educational Groups for future facilitation
8. Work in Medical Services and Admissions to gain a grasp of the Comprehensive Assessment Process
9. Cross Training understanding of Outpatient Services, and Residential gambling Services
10. Understanding of Case Management and Continuum of Care
11. Ongoing Clinical Supervision through cohort group and on an individual basis

Learning Outcomes

1. Understanding of the biological, psychological, and social aspects of addiction and how it impacts individuals, families, and communities through the development of a comprehensive assessment and biopsychosocial evaluation.
2. Conduct thorough assessments of clients utilizing appropriate tools and techniques to identify substance use disorders and co-occurring disorders
3. Develop, implement, and evaluate individualized treatment plans that reflect clients' needs and incorporate evidence-based practices.
4. Apply various therapeutic interventions and counseling techniques suited for working with substance use disorders and potentially co-occurring disorders.
5. Apply cultural competence, sensitivity, and the socio-economic factors influencing addiction treatment and recovery processes.
6. Adhere to the ethical practices of documentation, informed consent, statutes 245F and 245G, and professional boundaries in addiction.
7. Demonstrate a basic understanding of data and analytics as they relate to the field of addiction.
8. Demonstrate an understanding of case management, continuum of care, client advocacy, and effective collaboration and communication with clients, families, and the multidisciplinary team supporting the recovery process.
9. Gain an appreciation of the needs for professional development, through documented attendance of continuing training, or the identification of further training needs by the student.

Credit Details

Lecture: 0

Lab: 0

OJT: 3

MnTC Goal Area(s): None