1. Prepared by: __________________________________________________
2. Date submitted: ________________________________________________
3. Date approved: ___________________ Date revised: 4/22/2015
4. Department/discipline: Business
5. Department(s) endorsement(s):____________________________________
   (Signatures of the person(s) providing the endorsement are required.)
6. Course Title: Database & Data Spreadsheets
   Abbreviated course title (25 characters or less):
7. Course Designator: BUS
8. Course Level: 1035
9. Number of Credits: Lecture: 3_ Lab: 0
10. Control Number (on site): 35
    Control Number (online): 0
11. Catalog/Course description:

   Provides hands-on computer experience to learn the commands, functions,
database capabilities, and use of macros (short program) of an electronic
software program. These spreadsheets are useful for business, accounting,
engineering, science, and personal-record keeping. Introduces the concept of a
computerized database management system and how this powerful management
tool can be used in various business applications, database concepts, and its
practical application to business problems.
12. Course prerequisite(s) or co-requisite(s):
   Prerequisite(s): None
   Co-requisite: None
13. Course Materials (Recommended course materials and resources. List all that
    apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest
    lecturers).
1. College level materials and text chosen at discretion of instructor.

14. **Course Content** (Provide an outline of major topics covered in course)

   1. Create database
   2. Edit and print database
   3. Search and sort
   4. Queries
   5. Reports
   6. Designing formulas and functions
   7. Charts

15. **Learning Goals, Outcomes, and Assessment**

   At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

   A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)

   B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

   C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

   D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one’s own traditions and culture, knowledge of others’ traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

   *Course learning outcomes will fulfill the identified competencies:*

   **Course Learning Outcomes:**

   Upon completion of this course, students will be able to:

   1. Design, present, and explain spreadsheet and database development. (A, B, C)
   2. Utilize information gleaned for spreadsheets to prioritize business decisions. (A, C)
   3. Synthesize and evaluate information using queries to extract, group, and analyze information from a variety of sources. (A, C)
   4. Develop financial spreadsheets in the business setting to analyze past, present, and future trends. (A, B, C)
16. **Minnesota Transfer Curriculum (MnTC):** If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See [www.mntransfer.org](http://www.mntransfer.org)

Goal Area(s): **N/A**

Goal and Outcomes:
- Goal: N/A
- Outcome:
Complete the following only if you are proposing a new course:

1. Planned pattern of offering:
2. Rationale for course: If this course is an ADDITION or replacement to current offerings, add a detailed explanation of the necessity for the change.
3. Does this course overlap with any course(s) offered at FDLTCC? If so, justify such duplication or indicate other adjustments to be made. Obtain signatures from affected departments.
4. What is the apparent or expressed student need for this course?
5. If this course includes a Native American or specifically Anishinaabe component list campus resource person/s—i.e., campus cultural/spiritual resource person/s and, if necessary, elder/s—consulted and include specific comments and written responses as appropriate.
6. Are there any additional licensing/certification requirements involved?
   a. Provide a copy of the required licensing/certification standards to the AASC chair and to the vice president of academic affairs.
   b. Attach the required documentation to show course meets required licensing/certification standards.
7. What types of tutoring will be made available through the CAA to students taking this course?
8. How will the course be evaluated?
9. Special resources—e.g. faculty, space, equipment, library, etc
10. Special course fees:
11. Relationship of course to the college mission statement and goals.
12. Relationship of course to the department’s mission statement and goals.
13. Relationship of course to colleges/university offerings (include tribal colleges).

<table>
<thead>
<tr>
<th>College or University</th>
<th>Course Number &amp; Title</th>
<th>Credits Awarded</th>
<th>General Education</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hibbing CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itasca CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mesabi CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake Superior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leech Lake</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCO CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bemidji State University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of St. Scholastica</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Minnesota - Duluth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Wisconsin - Superior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Tribal College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEsOther</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>