Fond du Lac Tribal and Community College
COURSE OUTLINE FORM

Updated 11/25/14

Please return this form to the college vice president of academic affairs and the chairperson of
the Academic Affairs and Standards Council (AASC)

1. Prepared by: 

2. Date submitted: 

3. Date approved: Date revised 04/22/15 

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 

10. Control Number (on site) 35 Control Number (online)

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): Accuplacer scores/ Other courses
Prerequisite(s):
Co-requisite:

13. Course Materials (Recommended course materials and resources. List all that apply, e.g.
textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

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, the student 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):_________