

**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

Goal Area(s): _____