

**Fond du Lac Tribal and Community College
COURSE OUTLINE FORM**

03/19/19

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: 11/30/17 Date revised 05/11/2021

4. Department/discipline: Business

5. Department(s) endorsement(s): _____
(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Business Computers
Abbreviated course title for Transcripts (25 characters or less): _____

7. Course Designator: BUS 8. Course Level: 2001

9. Number of Credits: Lecture 3 Lab _____

10. Control Number (on site) 30 Control Number (online) _____

11. Catalog/Course description:

This course will introduce students to the role of computers in business. Students will explore various hardware platforms and devices currently used by all types of companies. The course will include Windows operating system and Apple. Students will gain experience using Microsoft Office and other products to create various documents, spreadsheets, databases, and presentations. Students will also explore the foundations of the Internet and its use for researching relevant information.

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 are chosen at the option of the instructor.

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

1. Computer, Internet, Web, and E-mail Basics
2. Computer Hardware
3. Computer Software
4. File Management - Virus Protection, and Backup
5. Internet and LAN Technology and digital media
6. Web Pages, Web Sites, and E-commerce
7. Word Processing for business applications
8. Spreadsheets for business problem solving

9. Computer aided business presentations
10. The Computer Industry
11. Information Systems Analysis and Design
12. Databases
13. Information Management and Systems Development

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.)

Upon completion of this course, the student will be able to:

Learning Outcomes	Competencies (CAC)	Cultural Standards
Understand the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment.	A, C	1
Apply efficient use of computer system and operating and application software.	C	
Apply the ability to organize files by creating folders and managing (copy, move, rename, and delete) files.	A	
Understand computer security and safety, ethics, and privacy concerns related to technology.	A	1, 3, 4
Understand how to access the Internet for relevant information.	A, C	1, 3, 5
Apply proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes.	B, C, D	4
Apply word processing, spreadsheet, database, and presentation software to solve business problems.	B, C	

Apply e-mail software for professional, effective communication.	B, D	4, 6
Apply the ability to create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards.	B	
Apply the ability to create, format, analyze, save, and print spreadsheets while following professional design standards.	B, C	1
Apply the ability to create, format, save, and print word processing documents while following professional design standards.	B	1
Apply the ability to create, format, save, and print presentations while following professional design standards.	B	1

WINHEC Cultural Standards:

1. **GIKENDAASOWIN – *Knowing knowledge*:** To develop human beings who value knowledge, learning, and critical thinking and are able to effectively use the language, knowledge, and skills central to an Ojibwe-Anishinaabe way of knowing.
2. **GWAYAKWAADIZIWIN – *Living a balanced way*:** To develop balanced human beings who are reflective, informed learners who understand the interrelatedness of human society and the natural environment, recognize the importance of living in harmony with creation, and are able to apply a systems approach to understanding and deciding on a course of action.
3. **ZOONGIDE'EWIN – *Strong hearted*:** To increase the students' capacity to live and walk with a strong heart, humble and open to new ideas and courageous enough to confront the accepted truths of history and society.
4. **AANGWAAMIZIWIN – *Diligence and caution*:** To develop students' capacity to proceed carefully, after identifying, discussing, and reflecting on the logical and ethical dimensions of political, social, and personal life.
5. **DEBWEWIN – *Honesty and integrity*:** To increase students' capacity to think and act with honesty and integrity as they understand and face the realities of increasingly interdependent nations and people.
6. **ZAAGI' IDIWIN – *Loving and Caring*:** To encourage students' acceptance of the diversity within their school, community, and environment by developing healthy, caring relationships built on respect for all.
7. **ZHAWENINDIWIN – *Compassion*:** To expand students' knowledge of the human condition and human cultures and the importance of compassion especially in relation to behavior, ideas, and values expressed in the works of human imagination and thought.

16. **Minnesota Transfer Curriculum (MnTC):** List which goal area(s) – up to two – this course fulfills.

See www.mntransfer.org

Goal Area(s): _____

Provide the specific learning outcomes as listed on the mntransfer.org website that pertain to this course.

17. Are there any additional licensing/certification requirements involved?

_____ Yes No

Provide the required documentation to show course meets required licensing/certification standards.

03/19/19