



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS155 INTRODUCTION TO MS ACCESS
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Introduction to the electronic database, specifically, how to use, design, and edit databases for use in a variety of personal and business applications. (1, 1T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 1. Define what MS Access is and why it is useful. 2. Describe about databases and normalization. 3. Summarize database objects. 4. Demonstrate navigatipm. 5. Demonstrate creating a database and adding tables. 6. Summarize object views. 7. Demonstrate creating simple forms.
College-Wide Student Learning Outcomes	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>