



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS265 MICROSOFT ACCESS
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	A Windows database course teaching basic through intermediate features: creating and editing databases by using step-by-step activities; formatting fields and entering calculated fields, as well as creating forms and using queries to extract information. (3, 3T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	Examine database concepts and explore the Microsoft Office Access environment. <ol style="list-style-type: none"> 1. Design a simple database. 2. Build a new database with related tables. 3. Manage the data in a table. 4. Query a database using different methods. 5. Design a form. 6. Generate a report. 7. Import and export data
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>