



## BCIS 2210 Microsoft Access

<b>Course Number</b>	BCIS 2210
<b>Course Name</b>	Microsoft Access
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	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+0L)
<b>Course Student Learning Outcomes/Objectives /Competencies</b>	<p>Upon successful completion of this course, you will be able to:</p> <ul style="list-style-type: none"> <li>• Define what MS Access is and why it is useful.</li> <li>• Describe about databases and normalization.</li> <li>• Summarize database objects.</li> <li>• Demonstrate navigation</li> <li>• Demonstrate creating a database and adding tables.</li> <li>• Summarize object views.</li> <li>• Demonstrate creating simple forms.</li> </ul>
<b>College-Wide Student Learning Outcomes measured (General education courses only)</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li>3. Information Literacy</li> <li>4. Cultural Competence</li> </ol>
<b>Program Student Learning Outcomes measured</b>	