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Student Name

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High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION**

**Baker College**

Please check below each skill the student has mastered as described, with a minimum of 80 percent accuracy, or with an A or B grade. Software – Access 2000.

**INF114 File Management**

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Define at an introductory level the basic purposes and related elements of a relational database application program, including the following:		
a. Organizing raw data using tables, fields and records.		
b. Viewing data using sorts, filters, queries, forms, and reports.		
c. Joining tables and databases using unique identifiers and keys.		
d. Maintaining data using various database tools.		
Demonstrate the ability to work with a relational database application program application to perform the following tasks:		
a. Setting up and manipulating the workspace, menus, toolbars, views, and program options.		
b. Creating, naming, opening, and saving a new database.		
c. Navigating between tables, queries, forms, and reports in a relational database.		
d. Using help features related to database construction and maintenance.		
Demonstrate the ability to use a relational database application program to construct and manipulate table structure including the following tasks:		
a. Creating, naming, saving, and printing tables.		
b. Creating fields and field properties.		
c. Setting primary key fields.		
d. Differentiating and applying types of data.		
e. Entering and editing initial records.		

Task	Satisfactory	Unsatisfactory
Demonstrate the ability to use a relational database application program to work with introductory queries in a database including the following tasks:		
a. Creating, naming, saving, and printing a query.		
b. Displaying fields in a query.		
c. Entering single and compound criteria.		
d. Applying appropriate query syntax to data types in a query.		
e. Sorting data in a query.		
f. Joining tables in a query.		
g. Creating a simple calculated field.		
h. Using built-in statistical functions.		
i. Grouping records.		
Demonstrate the ability to use a relational database application program to work with introductory maintenance and updating features including the following tasks:		
a. Adding, changing, and deleting records in a table.		
b. Searching for records in a table.		
c. Editing records using different views.		
d. Applying simple filters to records.		
e. Adding, deleting, and changing properties of fields in a table.		
f. Editing data using update and delete queries.		
g. Creating and applying introductory validation rules in a table.		
h. Establishing relationships between tables.		
i. Establishing referential integrity of data in related tables.		
j. Viewing sub data sheets in tables.		
k. Ordering records in a table or query.		
l. Creating single and multiple field indexes for a table.		

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_