
Student Name

High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION
Baker College**

Please check below each skill the student has mastered with a minimum of 80 percent accuracy or with an A or B grade.

INF 114A: INTRODUCTION TO DATABASE APPLICATIONS

The student will analyze and perform the following tasks using Microsoft Access Professional 2007 software:

Task	Satisfactory	Unsatisfactory
1. Setting up and customizing the database/software environment including:		
a. locating, opening, maximizing, minimizing, sizing, and closing the Access program.		
b. navigating between tables, queries, reports, and form views.		
c. finding, displaying, and manipulating buttons, views, tabs for views, panes, ribbons, and toolbars.		
d. printing, print previewing, and setting up print options.		
e. creating, naming, renaming, locating, saving, deleting, and backing up database files to storage media.		
2. Designing and building simple tables in a relational database including:		
a. creating tables.		
b. creating and formatting field and field properties.		
c. establishing primary keys.		
d. entering and editing records.		
e. editing table structure.		
f. establishing table relationships.		
3. Creating introductory queries including:		
a. creating queries using design view.		
b. using query syntax.		

Task	Satisfactory	Unsatisfactory
c. entering single and compound criteria.		
d. creating calculated fields.		
e. joining tables.		
f. using grouping functions.		
g. editing queries.		
4. Maintaining and updating databases including:		
a. searching for records.		
b. sorting and filtering data.		
c. add, delete, and edit records.		
d. maintaining referential integrity.		
e. edit field properties.		
5. Applying features such as the following at an introductory level:		
a. Form Wizard to create a simple input form.		
b. Report Wizard to create a simple report.		
c. Help feature.		
6. Combining and applying single tasks to modify and/or create real-life database applications.		

Teacher signature _____ Date _____