Student Name_____ Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Computer Information Systems

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS 153A
Introduction to Database Management (Access)
1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Create a blank new database and open an existing database		
Create a database from the database wizard		
Open database objects in multiple views (tables, queries, forms, reports)		
Rename, copy, and delete database objects		
Compact, repair, and convert a database file		
Move among records		
Create and modify tables including:		
Format datasheets (fonts, column widths, row heights)		
Edit table data (select, edit, undo)		
Create a table from the table wizard		
Create a table from design view		
Create a table in datasheet view		
Add, rename, move, and delete fields		
Modify field properties		
Setting a simple validation rule		
Setting a fields default value		
Use a predefined input mask on a field		
Create lookup fields		
Hide and unhide columns		
Set a primary key		
Define and remove an index		

Task	Satisfactory	Unsatisfactory
Freeze and unfreeze columns		
Change the column order		
Delete and add records		
Print a table's structure		
Print a datasheet and use page setup		
View and organize information including:		
Sorting records in a datasheet		
Perform a simple search		
Specify search patterns (use wildcards)		
Perform a find and replace		
Use spellcheck		
Filter for input		
Filter by selection		
Filter by form		
Use advanced filter/sort		
Perform basic queries including:		
Create and modify select queries		
Sort data in queries		
Create and modify forms including:		
Create and display forms using the AutoForm Wizard		
Modify form properties		
Create reports including:		
Create reports using the AutoReport Wizard		
Create and format reports		
Add calculated controls to reports		
Preview and print reports		
Create and print mailing labels using the Label Wizard		
Integrate Access with other applications including:		
Import data to Access		
Export data from Access		
Create a simple data access page		
Demonstrate the knowledge of a relationship database including:		
Understand and setup one-to-one relationships		

Task	Satisfactory	Unsatisfactory
Understand and setup a many-to-many relationship		

Instructor's Signature_____ **Date**_____