

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Introduction to Database Management (Access)



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 153AW – 1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
<i>Structure a Database</i>		
Define data needs and types		
Define and print data relationships		
Add, set, change, or remove primary keys		
Split databases		
<i>Create and Format Database Elements</i>		
Create databases		
Create tables		
Modify tables		
Create fields and modify field properties		
Create Forms		
Create reports		
Modify the design of reports and forms		

Task	Satisfactory	Unsatisfactory
<i>Entering and Modifying Data</i>		
Enter, edit, and delete records		
Navigate among records		
Find and replace data		
Attach documents to and detach from records		
Import data		
<i>Create and Modify Queries</i>		
Create queries		
Modify queries		
<i>Present and Share Data</i>		
Sort data		
Filter data		
Create and modify charts		
Export data		
Save database objects as other file types		
Print database objects		
<i>Manage and Maintain Databases</i>		
Perform routine database operations		
Manage databases		

Instructor's Signature _____ **Date** _____