

# COMPETENCY PROFILE

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## MICROSOFT ACCESS

**BTC: CAP 146 – MS Access (90 hrs/5 credits)**

**WCC: BIS 161 – Database Management I (3 credits)**



Course is an introduction to basic database management program. Students will demonstrate efficient use of a database program by creating tables, forms, queries, macros and reports.

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### Keyboarding Proficiency

- Key 30-35 wpm on a 3 minute timing with maximum 3 errors (1 error per minute) include alpha and symbols in timed text

### File Management

- Copying, moving, deleting files/folders

### Creating and Using Databases

- Create Access databases
- Open database objects in multiple views
- Move among records
- Format datasheets

### Creating and Modifying Tables

- Create and modify tables
- Add a predefined input mask to a field
- Create Lookup fields
- Modify field properties

### Creating and Modifying Queries

- Create and modify Select queries
- Add calculated fields to Select queries
- Create & run parameter, action & total queries

### Creating and Modifying Forms

- Create & display forms from multiple tables
- Modify form properties
- Create a main form with a sub form
- Create a switchboard & set startup options

### Viewing and Organizing Information

- Enter, edit & delete records
- Sort records
- Filter records

### Defining Relationships

- Create one-to-many relationships
- Enforce referential integrity

### Producing Reports

- Create & format reports
- Add calculated controls to reports
- Preview & print reports
- Sort & group data in reports

### Integrating with Other Applications

- Import data to Access
- Export data from Access
- Create a simple data access page
- Link data to Excel
- Merge data to a word data

### Assessment

- Simulated MOS test to demonstrate proficient MOS core skills with B or better accuracy
- Develop a relational database which includes the advanced competencies listed above
- Include printouts of reports, forms, queries and relationships in student portfolio

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### College Textbooks:

 Microsoft Access 2002 – Benchmark Series by Flynn & Rutkosky

 Microsoft Access version 2002 Step by Step, by Microsoft Press