



Articulation Agreement Course Competencies and Provisions

OFF183 Introduction to Microsoft Office: Access

1 Credit

Students will learn the basic functions of Microsoft Access

PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. All required Tech Prep forms must be sent to BBCC **within 30 days** of course completion.
4. Teachers must assign student grades and credits **within 30 days** of course completion.

COMPETENCIES

1. Start Access
2. Open a database
3. Identify the Access Window
4. Navigate records
5. Enter records
6. Edit records
7. Preview and print a database
8. Get Help and exit Access
9. Plan a database
10. Create a table
11. Modify a table
12. Format a datasheet
13. Sort records and find data
14. Filter records
15. Create a query
16. Modify a query
17. Plan and create a form
18. Move and resize controls
19. Modify labels
20. Modify text boxes
21. Modify tab order
22. Enter and edit records
23. Insert an image
24. Plan and create a report
25. Group records
26. Change the sort order
27. Add a calculation
28. Align controls
29. Format controls
30. Create mailing labels