

MICROSOFT OFFICE ACCESS CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of an appropriate high school course/s or equivalent to the following competencies:

□ **MANAGING THE ACCESS ENVIRONMENT**

- Create and manage a database
- Configure the Navigation Pane
- Apply Application Parts

BUILDING TABLES

- Create tables
- Create and modify fields
- Sort and filter records
- Set relationships
- Import data from a single data file

BUILDING FORMS

- Create forms
- Apply Form Design Tab options
- Apply Form Arrange Tab options
- Apply Form Format Tab options

CREATING AND MANAGING QUERIES

- Construct queries
- Manage source tables and relationships
- Manipulate fields
- Calculate totals
- Generate calculated fields

DESIGNING REPORTS

- Create reports
- Apply Report Design Tab options
- Apply Report Arrange Tab options
- Apply Report Format Tab options
- Apply Report Page Setup Tab options
- Sort and filter records for reporting

A student earning a "C" grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 205	3
Clover Park Technical College	CAS 151	3

Full Content Revision: 6/2014

Revised: 7/2019