

Palomar College ROP Access

Occupational Knowledge and Skills

- 1 OPERATING SYSTEM**
- A Multitasks in Windows environment.
 - B Manipulates Windows.
 - C Performs file and disk management.
 - D Applies file naming conventions.
- 2 BASIC DATABASE PROFICIENCIES**
- A Demonstrates understanding of principles of database management.
 - B Creates a database.
 - C Modifies a database.
 - D Adds and deletes records.
 - E Edits and sorts records.
 - F Queries a database.
 - G Extracts records from a database.
 - H Generates reports.
 - I Generates lists.
 - J Manages printing of reports, lists and queries.
- 3 ADVANCED DATABASE PROFICIENCIES**
- A Changes report properties.
 - B Removes, moves and resizes controls.
 - C Converts an Excel worksheet to an Access database.
 - D Creates, modifies and formats a form.
 - E Creates combo boxes.
 - F Enhances a form.
 - G Publishes a form to the Web.
 - H Adds date, memo, OLE and hyperlink fields to a form.
 - I Updates, modifies and saves date, memo, OLE and hyperlink fields in a report.
 - J Creates, modifies and resizes fields, labels and pictures in a subform.
 - K Creates and runs macros.
 - L Creates and modifies a switchboard.
 - M Links Excel worksheets to an Access database.

Workplace Skills and Behavior

- 1 WORK STATION OPERATION**
- A Follows established safe procedures to use terminal, processor and printer.
 - B Utilizes computer network, including the Internet.
- 2 STANDARDS OF PROFESSIONALISM**
- A Consistently arrives on time, ready to work.
 - B Participates in discussion and activities in a positive manner.
 - C Demonstrates professionalism in appearance and behavior.
 - D Prioritizes and organizes tasks to ensure timely and accurate completion.
 - E Takes initiative by working beyond minimum requirements.
 - F Understands and communicates the technical aspects and terminology of database applications.

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- G Demonstrates ability to work independently with minimum supervision.
- H Functions as a team member, working cooperatively and collaboratively with diverse populations.

Job Acquisition Skills/Lifelong Learning Opportunities

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- A Completes an appropriate resume and job application.
- B Models job interview techniques.
- C Attains awareness of advanced career and educational opportunities and the need for continuous education.