

Final Assessment that Demonstrates:				
Course Elements	0*	Emerging 1	Competent 2-3	Exemplary 4
Intermediate Database Design		Student demonstrates knowledge of and ability to design a complex database to solve organization problems using 3-4 of the following: complex queries, complex filters, forms, reports, controls (forms and reports), and action queries.	Student demonstrates knowledge of and ability to design a complex database to solve organization problems using 5 of the following: complex queries, complex filters, forms, reports, controls (forms and reports), and action queries.	Student demonstrates knowledge of and ability to design a complex database to solve organization problems using all of the following: complex queries, complex filters, forms, reports, controls (forms and reports), and action queries.
Database Arrangement		Student demonstrates knowledge of and ability to arrange a database including 10-11 all of the following: manage data (sort, query, retrieve, store), manage data records (plan, create, update, add, edit, delete), use search strategies, file structures (sequential, direct, and indexed), maintain applications software, and diagnose and solve applications software problems.	Student demonstrates knowledge of and ability to arrange a database including 12-14 all of the following: manage data (sort, query, retrieve, store), manage data records (plan, create, update, add, edit, delete), use search strategies, file structures (sequential, direct, and indexed), maintain applications software, and diagnose and solve applications software problems.	Student demonstrates knowledge of and ability to arrange a database including 15-16 of the following: manage data (sort, query, retrieve, store), manage data records (plan, create, update, add, edit, delete), use search strategies, file structures (sequential, direct, and indexed), maintain applications software, and diagnose and solve applications software problems.
Integration		Student demonstrates knowledge of and ability to integrate databases with different software applications including 1 of the following: MS Word form letters with tables and queries, MS Word mail labels with tables and queries, database integration with other software applications, and file name extensions.	Student demonstrates knowledge of and ability to integrate databases with different software applications including 2-3 of the following: MS Word form letters with tables and queries, MS Word mail labels with tables and queries, database integration with other software applications, and file name extensions.	Student demonstrates knowledge of and ability to integrate databases with different software applications including all of the following: MS Word form letters with tables and queries, MS Word mail labels with tables and queries, database integration with other software applications, and file name extensions.
Communication Skills		Student demonstrates knowledge of and ability to communicate in a business format including 5 of the following: vocabulary, grammar, reading, listening, punctuation, composition (plan, draft, edit, reuse), edit business documents, interpret information from manuals, computer printouts, and electronic sources.	Student demonstrates knowledge of and ability to communicate in a business format including 6-7 of the following: vocabulary, grammar, reading, listening, punctuation, composition (plan, draft, edit, reuse), edit business documents, interpret information from manuals, computer printouts, and electronic sources.	Student demonstrates knowledge of and ability to communicate in a business format including all of the following: vocabulary, grammar, reading, listening, punctuation, composition (plan, draft, edit, reuse), edit business documents, interpret information from manuals, computer printouts, and electronic sources.

Final Assessment that Demonstrates:

Course Elements	0*	Emerging 1	Competent 2-3	Exemplary 4
Interpersonal Skills		Student demonstrates knowledge of and the ability to use proper interpersonal skills including 6 of the following: organization, human relations, diversity sensitivity, group dynamics, peer relations, stress management, conflict resolution, respect for veteran workers, give/receive constructive criticism, and team skills.	Student demonstrates knowledge of and the ability to use proper interpersonal skills including 7-8 of the following: organization, human relations, diversity sensitivity, group dynamics, peer relations, stress management, conflict resolution, respect for veteran workers, give/receive constructive criticism, and team skills.	Student demonstrates knowledge of and the ability to use proper interpersonal skills including 9-10 of the following: organization, human relations, diversity sensitivity, group dynamics, peer relations, stress management, conflict resolution, respect for veteran workers, give/receive constructive criticism, and team skills.

*Non-performing – Does not attend, work not completed, and/or assignment not submitted.