

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Database Applications

Course Code: 034352 CIP Code: 11.0103

### COURSE INTRODUCTION:

**Course Rationale:** This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

**Course Description:** This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Database Applications

Course Code: 034352 CIP Code: 11.0103

<b>UNIT DESCRIPTION:</b>  Students will use database application software to create professional business databases.		<b>SUGGESTED UNIT TIMELINE: Quarter (43 days)</b>  <b>CLASS PERIOD (min.): 50mins class periods</b>				
<b>ESSENTIAL QUESTIONS:</b> <ol style="list-style-type: none"> <li>1. What is a database?</li> <li>2. Why are databases necessary?</li> <li>3. What is a query and why are they important?</li> <li>4. How are databases summarized using a report?</li> </ol>						
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>						
	<b>CCSS LEARNING GOALS (Anchor Standards/Clusters)</b>	<b>CROSSWALK TO STANDARDS</b>				
		<b>GLEs/CLEs</b>	<b>PS</b>	<b>CCSS</b>	<b>NBEA</b>	<b>DOK</b>
1. Demonstrate correct use of database terminology				RI.11-12.4	IT.IX.1.2	<b>1</b>
2. Create and manipulate a database					IT.IX.3.7	<b>4</b>
3. Process material using database features (e.g., sort, filter, and merge)					IT.IX.2.3	<b>3</b>
4. Generate, format, and print reports					IT.IX.4.4	<b>2</b>
5. Distinguish between different field types (e.g., text, numeric)					IT.IX.2.4	<b>3</b>
6. Integrate database information with other applications					IT.V.3.5	<b>4</b>
7. Create table relationships					IT.IX.3.1	<b>4</b>
8. Modify database using queries (e.g., combine, calculate, update, duplicate)					IT.IX.3.4	<b>3, 4</b>
9. Design and use forms in database					IT.IX.3.2	<b>4</b>

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Database Applications

Course Code: 034352 CIP Code: 11.0103

10. Use import/export features (e.g., database, table)					IT.IX.4,5	<b>2, 3</b>
<p><b>ASSESSMENT DESCRIPTIONS*:</b> (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )</p> <p><b>Formative: Textbook Chapter Exercises, Chapter Survey Database (will e-mail), Billboard Top 50 Database</b></p> <p><b>Summative: Performance Test (Capstone)</b></p> <p><b>*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)</b></p>						
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES (research-based):</b> (Teacher Methods)					
1-10	1. Microsoft Access PowerPoint and Guided Notes					
1-10	2. Class Survey Database					
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES:</b> (What Students Do)					
1-10	1. Chapter Textbook Reinforcement Exercises					
1-10	2. Students create a class survey database					
<p><b>UNIT RESOURCES: (include internet addresses for linking)</b></p> <p><a href="http://lessonplans.btskinner.com/computer.html">http://lessonplans.btskinner.com/computer.html</a> - Tonya Skinnners Computer Application Resources</p> <p><a href="http://www.gcflearnfree.org/">www.gcflearnfree.org/</a> - Computer Applications Resources</p> <p><a href="http://www.functionx.com/access/">http://www.functionx.com/access/</a> - Access Tutorials and Lessons</p> <p><b>Resources@MCCE - BE 11.0101 A24, 61 Cooperative Learning Activities For Computer Classrooms:</b> Rachel Anderson, ME, J. WESTON WALCH PUBLISHER, 1996. Activities to teach computer technology, word processing, database management, spreadsheet usage.</p>						