

DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)
 GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Database Applications

COURSE INTRODUCTION		
<p>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.</p> <p>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.</p>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will use database application software to create professional business databases.	Quarter (43 days)	
	CLASS PERIOD (min.)	
	50mins class periods	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What is a database? 2. Why are databases necessary? 3. What is a query and why are they important? 4. How are databases summarized using a report? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Demonstrate correct use of database terminology	IT.IX.1.2	1
2. Create and manipulate a database	IT.IX.3.7	4
3. Process material using database features (e.g., sort, filter, and merge)	IT.IX.2.3	3
4. Generate, format, and print reports	IT.IX.4.4	2
5. Distinguish between different field types (e.g., text, numeric)	IT.IX.2.4	3
6. Integrate database information with other applications	IT.V.3.5	4
7. Create table relationships	IT.IX.3.1	4
8. Modify database using queries (e.g., combine, calculate, update, duplicate)	IT.IX.3.4	3, 4
9. Design and use forms in database	IT.IX.3.2	4
10. Use import/export features (e.g., database, table)	IT.IX.4,5	2, 3
ASSESSMENT DESCRIPTIONS		
<ol style="list-style-type: none"> 1. Formative: Textbook Chapter Exercises, Chapter Survey Database (will e-mail), Billboard Top 50 Database 2. Summative: Performance Test (Capstone) 		

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OBJ. #		INSTRUCTIONAL STRATEGIES
1-10	1.	Microsoft Access PowerPoint and Guided Notes
1-10	2.	Class Survey Database
OBJ. #		INSTRUCTIONAL ACTIVITIES
1-10	1.	Chapter Textbook Reinforcement Exercises
1-10	2.	Students create a class survey database
UNIT RESOURCES		
1. http://lessonplans.btskinner.com/computer.html - Tonya Skinners Computer Application Resources		
2. www.gcflearnfree.org/ - Computer Applications Resources		
3. http://www.functionx.com/access/ - Access Tutorials and Lessons		