

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

<b>COURSE INTRODUCTION</b>		
<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>		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Students will use database application software to create professional business databases.	Quarter (43 days)	
	<b>CLASS PERIOD (min.)</b>	
	50mins class periods	
<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>NBEA STANDARD</b>	<b>DOK</b>
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
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1-10	1. Microsoft Access PowerPoint and Guided Notes	
1-10	2. Class Survey Database	

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OBJ. #	INSTRUCTIONAL ACTIVITIES
1-10	1. Chapter Textbook Reinforcement Exercises
1-10	2. Students create a class survey database