

Business Education Planned Course: Microsoft Access – Grades 9-12

- State Curriculum Standards:
- 1.1.11A Locate various texts, media and traditional resources for assigned and independent projects before reading.
 - 1.1.11C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing.
 - 1.1.11D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
 - 1.1.11E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
 - 1.1.11F Understand the meaning of and apply key vocabulary across the various subject areas.
 - 1.1.11H Demonstrate fluency and comprehension in reading.
 - 1.2.11A Read and understand essential content of informational texts and documents in all academic areas
 - 1.2.11B Use and understand a variety of media and evaluate the quality of material produced.
 - 1.4.11B Write complex informational pieces.
 - 1.1.11E Write a personal résumé.
 - 1.5.11F Edit writing using the conventions of language.
 - 2.2.11A Develop and use computation concepts, operations and procedures with real numbers in problem-solving situations.
 - 2.2.11F Demonstrate skills for using computer spreadsheets and scientific and graphing calculators.
 - 2.4.11E Demonstrate mathematical solutions to problems (e.g., in the physical sciences).
 - 2.5.11B Use symbols, mathematical terminology, standard notation, mathematical rules, graphing and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas and results.
 - 2.8.11D Formulate expressions, equations, inequalities, systems of equations, systems of inequalities and matrices to model routine and non-routine problem situations.
 - 2.8.11H Select and use an appropriate strategy to solve systems of equations and inequalities using graphing calculators, symbol manipulators, spreadsheets and other software.
 - 2.8.11Q Represent functional relationships in tables, charts and graphs.
 - 2.11.11B Interpret maximum and minimum values in problem situations.

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Unit: **Creating a Database using Design and Datasheet Views**

Content Standard: **Creating a table, form and report using a database.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Table <ul style="list-style-type: none">Defining fieldsSaving the fieldsAdding records	<ul style="list-style-type: none">Create a database with fields and records	<ul style="list-style-type: none"><u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)	<ul style="list-style-type: none">Oral quizTrue/false, multiple choice, short answer questions
B. Printing a Table	<ul style="list-style-type: none">Print a database	<ul style="list-style-type: none">IBM compatible computer	<ul style="list-style-type: none">Project
C. Creating Additional Tables	<ul style="list-style-type: none">Type more tables in a database	<ul style="list-style-type: none">Microsoft Windows XP and Office 2003 software	<ul style="list-style-type: none">Labs
D. Creating a Form <ul style="list-style-type: none">Open, close and saveUse a form	<ul style="list-style-type: none">Create a form	<ul style="list-style-type: none">Student computer data files	
E. Creating a Report <ul style="list-style-type: none">Select fieldsUse wizardPrint report	<ul style="list-style-type: none">Create a report using a wizard and then print the report		

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Unit: **Querying a Database Using the Select Query Window**

Content Standard: **Creating and entering criteria into a query using simple, compound and multiple tables in a database.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Query <ul style="list-style-type: none"> Select query window Fields in a design grid Run a query Clearing grid 	<ul style="list-style-type: none"> Apply a query to a table in a database 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) 	<ul style="list-style-type: none"> Oral quiz
B. Entering Criteria <ul style="list-style-type: none"> Text data Wildcard Criteria not included in results Number in a criterion Comparison operator 	<ul style="list-style-type: none"> Create a query with different criteria from a table in a database 	<ul style="list-style-type: none"> IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> True/false, multiple choice, short answer questions Project Labs
C. Compound Criteria <ul style="list-style-type: none"> And criterion Or criterion 	<ul style="list-style-type: none"> Create a query using compound criteria from a table 		
D. Sorting Query <ul style="list-style-type: none"> Run Multiple keys Omitting duplicates 	<ul style="list-style-type: none"> Type a query and sort that query 		
E. Joining Tables	<ul style="list-style-type: none"> Learn to join tables 		
F. Calculated Fields in a Query	<ul style="list-style-type: none"> Calculate fields in a query 		
G. Calculating Statistics <ul style="list-style-type: none"> Criteria Grouping 	<ul style="list-style-type: none"> Calculate statistics in a query 		

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Unit: **Maintaining a Database Using the Design and Update Features of Access**

Content Standard: **Modifying data to keep it up to date by adding, changing and deleting records.**

Course Content	Student Performance	Resources	Assessments
<p>A. Adding, Changing, and Deleting Records</p> <ul style="list-style-type: none"> Using a form to add Search a record Update contents Switch views Filter records Delete a record <p>B. Changing Structure</p> <ul style="list-style-type: none"> Change size Add field Update contents Resize column Update and delete query <p>C. Validation Rules</p> <ul style="list-style-type: none"> Specify a required field Specify a range Specify a default value Specify a collection of legal values Specify a format Save information <p>D. Referential Integrity</p> <p>E. Using Sub-Datasheets</p> <p>F. Ordering Records</p> <p>G. Creating/using indexes</p> <ul style="list-style-type: none"> Single/multiple-field 	<ul style="list-style-type: none"> Use a table to update records Change attributes of a table in a database Create validation rules for a table in a database Use referential integrity in a database Use sub-datasheets in a database Sort records in database Create indexes 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, short answer questions Project Labs Test-concepts Test-applications <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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Unit: **Reports, Forms and Combo Boxes**

Content Standard: **Create reports, forms, and additional fields within existing databases.**

Course Content	Student Performance	Resources	Assessments
<p>A. Report Creation</p> <ul style="list-style-type: none"> Creating queries Creating reports Changing properties <p>B. Grouping in a Report</p> <p>C. Reviewing Report Design</p> <ul style="list-style-type: none"> Modifying controls <p>D. Creating and Using Custom Forms</p> <ul style="list-style-type: none"> Combo boxes Modifying forms Design considerations 	<ul style="list-style-type: none"> Create a report that includes predetermined fields Create a second report with the records arranged within a specified order Modify a report to meet predetermined layout specifications Create an initial form and make modifications to match layout specifications 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, short answer questions Project Labs Access test <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Review and edit project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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Unit: **Enhancing Forms with OLE Fields, Hyperlinks, and Subforms**

Content Standard: **Enhance existing forms with advanced information and features.**

Course Content	Student Performance	Resources	Assessments
<p>A. Adding Fields to a Table</p> <ul style="list-style-type: none"> Date Memo Object Linking and Embedding (OLE) Hyperlinks 	<ul style="list-style-type: none"> Modify the design of the table to include new fields 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, short answer questions Project
<p>B. Updating New Fields</p> <ul style="list-style-type: none"> Memo Fields Convert Data to Pictures 	<ul style="list-style-type: none"> Enter data into the newly created fields 	<ul style="list-style-type: none"> Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Labs Access test
<p>C. Advanced Form Techniques</p> <ul style="list-style-type: none"> Subforms Modifying subforms Modifying form design Changing picture size mode Changing special effects 	<ul style="list-style-type: none"> Combine data from multiple tables to create a main form with a subform 		<p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Review and edit project Apply your knowledge
<p>D. Using Date and Memo Fields in a Query</p>	<ul style="list-style-type: none"> Conduct queries utilizing comparison operators on the date and memo fields 		
<p>E. Compacting a Database</p>	<ul style="list-style-type: none"> Remove wasted space from the database via compaction 		<p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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Unit: **Creating an Application System Using Macros, Wizards, and the Switchboard Manager**

Content Standard: **Create a multi-action switchboard system.**

Course Content	Student Performance	Resources	Assessments
<p>A. Lookup and Input Mask Wizards</p> <ul style="list-style-type: none"> Entering data Using a Lookup Wizard <p>B. Modifying a Report</p> <ul style="list-style-type: none"> Resize, move and add controls <p>C. Modifying the Form</p> <ul style="list-style-type: none"> Changing tab order <p>D. Creating and Using Macros</p> <ul style="list-style-type: none"> Adding actions Saving a macro Running a macro Modifying copied macros <p>E. Create and Modify a Switchboard</p>	<ul style="list-style-type: none"> Specify how data is entered and how it will be displayed Modify an existing report to include new controls Incorporate new fields into an existing form and alter the layout of the controls Create, associate and run macros to perform specified actions Create a main switchboard with buttons that lead to other functioning switchboards 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, short answer questions Project Labs Access test <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Review and edit project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places