

CAP 1 Introduction to Databases Curriculum  
P. Coombs, McGraw High School Business Education

<p><b>Course:</b>  CAPS 131 – MS Office Access</p>	<p>Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors: Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.</p>
<p><b>Performance Indicators</b>  - LWDAT</p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze Office .</li> <li>▪ Explain and demonstrate the proper procedures for creating and editing documents using Office .</li> <li>▪ Demonstrate how to use the new features of Access</li> <li>▪ Create Access database documents to modify forms and queries for business and personal use</li> <li>▪ Analyze the new options of Access</li> <li>▪ Create a new database to maintain data for a club or organization</li> <li>▪ Demonstrate finding, filtering and sorting of data and evaluate how it can be used for Good 4U</li> </ul>	<p><b>Essential Questions</b></p> <p>Unit 1  What are the basic skills needed to format in MS Office Access ?</p>
<p><b>Essential Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>▪ Access New Features: User Interface</li> <li>MS Office Button</li> <li>MS Office “Ribbon”</li> <li>QuickAccess Toolbar</li> <li>Navigation Pane</li> <li>MS Office Window Frame</li> <li>Working with the Ribbon</li> <li>Contextual Tabs</li> <li>Enhancements</li> <li>▪ Getting Started with a Database</li> <li>Identifying basic database structure, identifying components of Access, navigating recordsets, modifying appearance, printing, saving and modifying</li> <li>▪ Viewing and Modifying Records: Modifying recordsets, using Office editing tools, modifying with forms and queries, managing attachments, and printing the data using a report</li> <li>▪ Finding, Filtering, Sorting and Summarizing Data: Finding and replacing data, using wildcards, sorting records, adding and modifying the total of rows in datasheets, using filters, and using the Database Documenter</li> <li>▪ Creating New Databases and Tables: Creating databases and tables, controlling fields, controlling integrity, and managing external data</li> </ul>	<p><b>Classroom Ideas</b></p> <p>New Features Overview with “Mini-Documents Lessons” to apply to each new feature</p> <p>Skills Review Exercises 1</p> <p>Skills Review Exercises 2</p> <p>Skills Review Exercises 3</p> <p>Skills Review Exercises 4</p> <p>Critical Thinking Questions</p> <p>Navigation buttons vs. scroll bars</p> <p>Creating and using multiple tables at once</p> <p>Book Inventory with modifications</p> <p>Music Inventory with modifications</p> <p>What is integrity with Access?</p> <p>Simple address books with queries</p> <p>Attach files to records</p> <p>Create a situation where a business might need to import data into a database</p>
<p><b>Assessment Ideas</b></p> <p>Good 4U Case Study – applications as per unit</p> <p>Lesson Applications 1</p> <p>Lesson Applications 2</p> <p>Lesson Applications 3</p> <p>Lesson Applications 4</p> <p>FBIA membership database</p> <p>Using a database to track trip expenses and total costs</p> <p>Import important business data to a database for Good 4U</p> <p>Analyze the use of databases in our school system</p> <p>Create a database to use for school</p> <p>Unit (1) Applications per text</p>	

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<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Work collaboratively with other students to problem solve and analyze documents</li> <li>Evaluate database relationships</li> <li>Design simple queries</li> <li>Analyze forms and reports</li> <li>Demonstrate ability to create a relational database</li> <li>Create databases to make your own labels and badges using Publisher and Access</li> <li>Make critical decisions to enhance and modify documents</li> <li>Communicate thoughts and ideas creatively through document completion</li> </ul>	<p><b>Unit 2</b></p> <p>How can I design and manage database objects?</p>	<ul style="list-style-type: none"> <li><b>Managing Data Integrity:</b> Creating relationships between tables, working with referential integrity, subdatasheets and Analyzing tools, tracking object dependency, and working with the Lookup Wizard</li> <li><b>Designing Queries:</b> Creating and modifying queries, adding operators, adding calculations, utilizing the Wizards, and applying PivotChart/PivotTable views</li> <li><b>Adding and Modifying Forms:</b> Generating forms, modifying controls, adding calculated controls, and printing/saving forms</li> <li><b>Adding and Modifying Reports:</b> Generating reports, working with sections and controls, using Format Painter and Conditional Formatting, and creating a multicolored report and labels</li> </ul>	<p>Skills Review Exercises 5</p> <p>Skills Review Exercises 6</p> <p>Skills Review Exercises 7</p> <p>Skills Review Exercises 8</p> <p>Critical Thinking Questions</p> <p>Utilize the Good 4U document files for editing and formatting</p> <p>What are relationships between databases?</p> <p>Create a mind map of a simple database relationship</p> <p>Map a relationship of five databases – when would it be necessary and how can it be used?</p> <p>Analyze dependency of data</p> <p>Apply simple queries to previous database files</p> <p>Analyze function and Wizard options</p> <p>Key words in criteria – form a sheet</p> <p>Why use a form? How can you set criteria for the entry fields?</p> <p>Analyze ways to use Format Painter and Conditional Formatting</p> <p>Apply the new controls to Good 4U database files</p>	<p>Lesson Applications 5</p> <p>Lesson Applications 6</p> <p>Lesson Applications 7</p> <p>Lesson Applications 8</p> <p>Analyze a relational database file</p> <p>Evaluate the use of relational database with Good 4 U</p> <p>Create a file for a company inventory with four relationships</p> <p>Create queries in an inventory file</p> <p>Create a series of databases for use in a club or organization with applications</p> <p>Create a form for student entry in a club or organization</p> <p>Compare contrast your form to a “form” at a college website</p> <p>Create an hourly wages database to modify</p> <p>Create your own mailing labels</p> <p>Create name badges in Publisher and merge it with your database</p> <p>Unit (2) Applications</p>

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<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Demonstrate the use of building relationships</li> <li>▪ Evaluate and design advanced queries</li> <li>▪ Create subforms and calculated controls</li> <li>▪ Make critical decisions to enhance and modify documents with the new styles and templates</li> <li>▪ Design an advanced database to set conditional formatting</li> </ul>	<p><b>Essential Questions</b></p> <p>Unit 3                      How can we integrate database objects while building queries, forms and reports?</p>	<ul style="list-style-type: none"> <li>▪ <b>Building Links, Relationships, and Indexes:</b> Linking external objects, creating and editing joins, using integrity and cascade options, and modifying indexes</li> <li>▪ <b>Designing Advanced Queries:</b> Creating and selecting queries, creating a parameter query, and creating and using action queries</li> <li>▪ <b>Building Advanced Forms:</b> Creating a form in design view, adding command buttons, working with image controls, creating subforms, and creating calculated controls</li> <li>▪ <b>Building Advanced Reports:</b> Creating a report using a wizard, adding expressions, and working with image controls</li> </ul>	<p>Skills Review Exercises 9</p> <p>Skills Review Exercises 10</p> <p>Skills Review Exercises 11</p> <p>Skills Review Exercises 12</p> <p>Critical Thinking Questions</p> <p>Evaluate and build a many-to-many relationship</p> <p>Edit linked tables</p> <p>Create a mind map to use referential integrity</p> <p>Build an advanced query</p> <p>Analyze action queries</p> <p>Create a form in design view</p> <p>What are image controls? Create one.</p> <p>Set and copy conditional formatting</p> <p>Format controls for an employee phone list</p> <p>Add custom colors to a database</p>	<p>Lesson Applications 9</p> <p>Lesson Applications 10</p> <p>Lesson Applications 11</p> <p>Lesson Applications 12</p> <p>Create a many-to-many relationship for Good 4U</p> <p>Create a database with a query to analyze salaries</p> <p>Create a database for athletic equipment to set conditional formatting</p> <p>Create and insert a smart tag and logo in a music database</p> <p>Create an Access tip sheet for advanced forms</p> <p>Design a database with advanced forms for an auto dealership inventory</p> <p>How can creating and saving task-specific forms increase productivity for a company?</p> <p>Format reports for G4U for printing</p> <p>Create a report for car dealership using report design</p> <p>Unit (3) Applications</p>

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<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Convert databases to Office</li> <li>▪ Analyze and use security tools</li> <li>▪ Add controls to databases</li> <li>▪ Create and add hyperlinks to documents</li> <li>▪ Create and edit macros</li> <li>▪ Create a routine in a form module</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> </ul>	<p><b>Unit 4 Questions</b></p> <p>How do advanced features increase the usability of Access?</p>	<ul style="list-style-type: none"> <li>▪ <b>Advanced Database Features:</b> Converting databases, managing import and export specs, using advanced navigation techniques, and utilizing security tools</li> <li>▪ <b>Using Special Controls and Tools:</b> Adding and formatting option groups, control types, creating and modifying charts, and adding hyperlinks</li> <li>▪ <b>Working with Macros and Modules:</b> Creating and editing macros, modifying a form module routine, and optimizing databases</li> </ul>	<p>Skills Review Exercises 13</p> <p>Skills Review Exercises 14</p> <p>Skills Review Exercises 15</p> <p>Critical Thinking Questions</p> <p>Applications to Good 4U</p> <p>Open Access 2003 documents and convert them to</p> <p>What is an XML file? How can we import it?</p> <p>Create a mail merge letter for college applications</p> <p>Encrypt and decrypt a database – why might this be needed?</p> <p>New fields in an inventory database</p> <p>Option groups on a manufacturing database</p> <p>List and combo control boxes – when do we need them? Why?</p> <p>Creating hyperlinks</p> <p>Create simple macros using the wizard</p> <p>Analyze simple routines</p>	<p>Lesson Applications 13</p> <p>Lesson Applications 14</p> <p>Lesson Applications 15</p> <p>Evaluation of Good 4U documents</p> <p>Open 2003 and 2000 databases and convert them to</p> <p>Create a mail merge letter for college scholarship applications</p> <p>Encrypt and decrypt a database on a previously created document for Good 4U</p> <p>Add hyperlinks to a form for a car dealership</p> <p>Add an option group to the dealership database</p> <p>Analyze macros in Access</p> <p>Create and use an embedded macro</p> <p>Create a routine in a form module</p> <p>Unit (4) Applications</p>

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## **Learning Standards for Career Development and Occupational Studies**

### **Standard 1: Career Development**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

### **Standard 2: Integrated Learning**

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

### **Standard 3a: Universal Foundation Skills**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

### **Standard 3b: Career Majors**

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

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<ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze Office.</li> <li>▪ Explain and demonstrate the proper procedures for creating and editing documents using Office.</li> <li>▪ Demonstrate how to use the new features of Access</li> <li>▪ Create Access database documents to modify forms and queries for business and personal use</li> <li>▪ Analyze the new options of Access</li> <li>▪ Create a new database to maintain data for a club or organization</li> <li>▪ Demonstrate finding, filtering and sorting of data and evaluate how it can be used for Good 4U</li> </ul>	<p><b>Unit 1</b> What are the basic skills needed to format in MS Office Access ?</p>	<ul style="list-style-type: none"> <li>▪ Access New Features: User Interface</li> <li>MS Office Button</li> <li>MS Office “Ribbon”</li> <li>QuickAccess Toolbar</li> <li>Navigation Pane</li> <li>MS Office Window Frame</li> <li>Working with the Ribbon</li> <li>Contextual Tabs</li> <li>Enhancements</li> <li>▪ Getting Started with a Database</li> <li>Identifying basic database structure, identifying components of Access, navigating recordsets, modifying appearance, printing, saving and modifying</li> <li>▪ Viewing and Modifying Records: Modifying recordsets, using Office editing tools, modifying with forms and queries, managing attachments, and printing the data using a report</li> <li>▪ Finding, Filtering, Sorting and Summarizing Data: Finding and replacing data, using wildcards, sorting records, adding and modifying the total of rows in datasheets, using filters, and using the Database Documenter</li> <li>▪ Creating New Databases and Tables: Creating databases and tables, controlling fields, controlling integrity, and managing external data</li> </ul>	<p>New Features Overview with “Mini-Document Lessons” to apply to each new feature</p> <p>Skills Review Exercises 1</p> <p>Skills Review Exercises 2</p> <p>Skills Review Exercises 3</p> <p>Skills Review Exercises 4</p> <p>Critical Thinking Questions</p> <p>Navigation buttons vs. scroll bars</p> <p>Creating and using multiple tables at once</p> <p>Book inventory with modifications</p> <p>Music inventory with modifications</p> <p>What is integrity with Access?</p> <p>Simple address books with queries</p> <p>Attach files to records</p> <p>Create a situation where a business might need to import data into a database</p>	<p>Good 4U Case Study – applications as per unit</p> <p>Lesson Applications 1</p> <p>Lesson Applications 2</p> <p>Lesson Applications 3</p> <p>Lesson Applications 4</p> <p>FBLA membership database</p> <p>Using a database to track trip expenses and total costs</p> <p>Import important business data to a database for Good 4U</p> <p>Analyze the use of databases in our school system</p> <p>Create a database to use for school</p> <p>Unit (1) Applications per text</p>

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