

East Penn School District
Secondary Curriculum

A Planned Course Statement
for
Microsoft Access

Course # 629 Grade(s) 9-12

Department: Computer and Business Applications

Length of Period (mins.) 41 Total Clock Hours: _____

Periods per Cycle: 6 Length of Course (yrs.) .5

Type of Offering: _____ required elective

Credit: .5

Adopted: 6/8/09

Developed by:
John Dietrick
June Urbassik

Description of Course

Course Title: Microsoft Access

Description: This course will provide students with the knowledge required to create databases using Microsoft Access and will include fundamental and advanced techniques. Upon successful completion of the course, students will be prepared to complete the **Microsoft Certification Application Specialist Exam**. In the business and education community, job applicants with this certification are recognized as proven experts using Microsoft Access.

Goals:

- To familiarize the student with the features of Microsoft Access
- To teach the skills necessary to take the Microsoft Application Specialist exam
- Students will learn how to structure a database, create and format database elements, enter and modify data, create and modify queries, present and share data, and manage and maintain databases using Microsoft Access.

Requirements: None

Text: Schultz, C. Jacqueline and Linda Wooldridge, iCheck Express, Microsoft Access 2007, Real World Applications. Glencoe/McGraw-Hill, 2009

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
Access Basics	1	Students will: <ul style="list-style-type: none"> ◆ Identify parts of the Access screen ◆ Open a database ◆ Insert and format data ◆ View and print data from a database ◆ Copy a database ◆ Compact and close a database 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	2b, 3d, 4b, 4c, 5a, 6a, 6b, 6d 3.7.10 (D)
Structure a Database	2	Students will: <ul style="list-style-type: none"> ◆ Use database templates and create blank databases ◆ Create tables and change their structure ◆ Create relationships between tables ◆ Create different types of queries 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	1a, 1b, 1c, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4a, 4b, 5a, 5b, 5c, 6a, 6b, 6c, 6d 3.7.10 (D)
Enter and Organize Data	3	Students will: <ul style="list-style-type: none"> ◆ Enter, edit, and delete records from a datasheet ◆ Create, change, and format forms and reports ◆ Define and format controls ◆ Create multiple item, split, and subforms, and PivotTables ◆ Create and print labels 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	1c, 2b, 3c, 6a, 6b, 6d 3.7.10 (D)
Maximize Database Functions	4	Students will: <ul style="list-style-type: none"> ◆ Link to external data sources ◆ Import and export data ◆ Sort and filter data within different database objects ◆ Save and run import and export specifications 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	4a, 6a, 6b, 6c, 6d 3.7.10 (D)

Manage Databases	5	Students will: <ul style="list-style-type: none"> ◆ Preview reports ◆ Print documentation on database objects ◆ Identify object dependencies ◆ Repair databases 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	2a, 3d, 6a, 6b, 6c 3.7.10 (D)
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National Educational Technology Standards and Performance Indicators for Students

The Nets are divided into the six broad categories that are listed below.

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem-Solving, and Decision-Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.