

ND BUSINESS EDUCATION FRAMEWORKS

Database

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14026	Database is a course is designed to allow students to use database software to organize and automate file handling. These files will be used to analyze business trends and solve problems. Students will create tables, queries, forms, reports, templates, and web pages to understand the functionality of a database.	9-12	¼ or ½
Topic	Standards		
Queries	8.4.3.8 Demonstrate ability to apply functions such as query, sorting, navigating, and retrieval of data		
Sorting	8.4.3.8 Demonstrate ability to apply functions such as query, sorting, navigating, and retrieval of data		
Forms and Reports	4.1.3.21 Compose appropriate messages for specific audiences 4.1.3.36 Edit business documents to improve content and effectiveness 8.4.3.9 Demonstrate ability to plan, create, and modify forms and reports		
Creating templates	8.4.3.13 Create templates, scripts, and macros		
Records management	8.4.3.6 Demonstrate editing functions including inserting and deleting records and fields 8.4.3.7 Apply layout functions including creating records and fields 8.4.3.6 8.4.3.8 Demonstrate ability to apply functions such as query, sorting, navigating, and retrieval of data 4.3.1.12 Use online databases and search engines to find basic business information		
Common database terminology	8.4.3.2 Define basic database terminology (e.g., database, field, record, query, table) 8.4.3.4 Explain the meaning of common database terminology		

Integration of other office applications	<p>8.4.3.10 Integrate various media and/or files from other software applications into the databases</p> <p>4.3.1.9 Integrate functions of word processing, database, spreadsheet, and presentation applications</p>
Proofread	<p>4.1.3.12 Proofread documents to ensure correct grammar, spelling, and punctuation</p> <p>4.1.3.18 Apply a variety of specific proofreading techniques to identify and correct errors</p> <p>4.1.3.19 Compare drafts to final documents and make editorial changes</p> <p>4.1.3.20 Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous</p>
Ethical Use of Technology	<p>8.11.1.3 Discuss copyright rules and regulations (e.g., images, music, video, software)</p> <p>8.11.1.4 Explain plagiarism and its consequences</p> <p>8.11.1.5 Demonstrate legal and ethical behaviors when using information technology</p> <p>8.11.1.6 Explain the consequences of illegal and unethical use of information technology</p> <p>8.11.1.7 Demonstrate the appropriate use of intellectual property</p> <p>8.11.1.8 Identify privacy issues within an organization</p> <p>8.11.1.9 Apply appropriate federal and state laws pertaining to privacy</p> <p>8.11.1.10 Adhere to and apply organizational policies for privacy and intellectual property</p> <p>8.11.1.11 Identify and explain property, privacy, access, and accuracy issues pertaining to information technology</p> <p>8.11.1.12 Analyze various information technologies to distinguish privacy and ethical issues and problems</p> <p>8.11.1.14 Implement organization policies and procedures for ethics and privacy</p> <p>8.11.1.15 Read, interpret, and adhere to software license agreements and legal mandates</p>