

ND BUSINESS EDUCATION FRAMEWORKS

Database

Course Code	Course Name/Description	Grade Levels	High School Credit Options
14026	<p>Database: Students will 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.</p> <p>Prerequisite: Keyboarding or Business Computer Applications</p>	9-12	1/4 or 1/2
Topic	Performance Expectations		
Database Use and Management	<ul style="list-style-type: none"> • Use information technology resources to retrieve information (7.2.1.1) (Level 1) • Use search procedures appropriate to type of information, nature of source, and nature of query (7.2.1.5) (Level 1) • Retrieve and use information from a database (7.10.1.1) (Level 1) • Define basic database terminology (e.g., database, field, record, query, table) (7.10.1.2) (Level 1) • Identify the variety of data types that are stored in database management systems (7.10.1.4) • Create, modify, and extract data from databases for decision making (7.10.1.5) 		
Records Management	<ul style="list-style-type: none"> • Adapt the message for the needs of the audience (4.1b.1.12) • Compare drafts to final documents and make editorial changes (4.3a.1.25) 		
Integration of Other Office Applications	<ul style="list-style-type: none"> • Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios (4.1d.1.16) • Enhance documents through the use of advanced layout, design, and graphics (4.1d.1.25) 		
Proofread	<ul style="list-style-type: none"> • Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.3a.1.16) • Apply a variety of specific proofreading techniques to identify and correct errors (4.3a.1.24) 		
Ethical Use of Technology	<ul style="list-style-type: none"> • Explain plagiarism and its consequences (7.2.1.7) • Demonstrate legal and ethical behaviors when using information technology (7.3.1.10) • Identify and discuss privacy issues within an organization (7.15.1.1) • Analyze security, privacy, and risk management issues (7.15.1.5) 		