

BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT
Computer Applications
Unit 5: Access

Essential Understandings	<ul style="list-style-type: none"> ▪ Access is used to transform libraries of information into meaningful reports that are used by businesses to make accurate decisions.
Essential Questions	<ul style="list-style-type: none"> ▪ What is the correct format/style to use for each access database document? ▪ What are queries and why are they important? ▪ What are the different styles of reports and how are they created? ▪ Why is it easier for human beings to enter data into a form?
Essential Knowledge	<ul style="list-style-type: none"> ▪ The parts of a database include tables, forms, queries, and reports. ▪ Data bases are used everyday in business, science, and government.
Vocabulary	<ul style="list-style-type: none"> ▪ <u>Terms:</u> <ul style="list-style-type: none"> ○ queries, forms, reports
Essential Skills	<ul style="list-style-type: none"> ▪ Format access documents correctly. ▪ Create records. ▪ Apply and verify correct formulas. ▪ Import records. ▪ Align text. ▪ Preview reports. ▪ Apply functions.
Related Maine Learning Results	<p><u>Career and Education Development</u> B. Learning About and Exploring Education and Career and Life Roles B2.Skills for Individual/Personal Success in the 21st Century Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.</p> <ul style="list-style-type: none"> c. Critical thinking skills d. Information and communication technology (ICT) literacy f. Other academic skills and knowledge
Sample Lessons And Activities	<ul style="list-style-type: none"> ▪ Create a sample data base.
Sample Classroom Assessment Methods	<ul style="list-style-type: none"> ▪ Quizzes ▪ Tests ▪ Observations ▪ Projects
Sample Resources	<ul style="list-style-type: none"> ▪ <u>Other Resources:</u> <ul style="list-style-type: none"> ○ Teacher Created Materials

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