

DATABASE

MIS03 14026

Students in Database 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.

Credit ¼ OR ½ credit
Max credit = ½

Level Grades 9-12

Prerequisite: Keyboarding or Business Computer Applications

-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.

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Standard 4	<i>COMMUNICATION</i>	
FOUNDATIONS OF COMMUNICATION		
Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.	
Student Competencies		
	<i>READING AND RESEARCH</i>	
	4.1.32	Detect when information and data is misused to distort meaning.
	4.1.42	Analyze and evaluate the validity, reliability, accuracy, and currency of sources.
WRITTEN COMMUNICATION		
Topic 4.3	Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.	
Student Competencies		
	<i>MECHANICS AND WRITING BASICS</i>	
	4.3.6	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.

Standard 7	<i>INFORMATION TECHNOLOGY</i>	
IMPACT ON SOCIETY		
Topic 7.1	Assess the impact of information technology in a diverse global society.	
	Student Competencies	
	7.1.1	Describe the impact of technology on the knowledge and skills needed for success in the workplace.
DIGITAL CITIZENSHIP		
Topic 7.3	Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.	
	Student Competencies	
	7.3.1	Identify and explore basic privacy issues associated with technology.
OPERATING SYSTEMS		
Topic 7.5	Identify, evaluate, select, install, use, upgrade, and customize operating systems. Diagnose and solve problems with various types of operating system utilities.	
	Student Competencies	
	7.5.2	Manage local and cloud-based files and folders.
INPUT TECHNOLOGIES		
Topic 7.6	Use various input technologies to enter and manipulate information appropriately.	
	Student Competencies	
	7.6.3	Use a variety of input technologies to optimize academic and workplace performance.
APPLICATIONS		
Topic 7.7	Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.	
	Student Competencies	
	7.7.13	Use applications to analyze data for making good business decisions.
DATABASE MANAGEMENT SYSTEMS		
Topic 7.10	Use, plan, develop, and maintain database management systems.	
	Student Competencies	
	7.10.1	Identify the appropriate type of database for a particular situation.
	7.10.2	Identify the variety of data types that are stored in database management systems.
	7.10.3	Create, modify, and extract data from databases for decision making.
	7.10.4	Describe search strategies and use them to solve common information problems.
	7.10.5	Organize and present the results of data retrieval through reports.
	7.10.6	Identify the concepts and terminology for enterprise-level databases.
	7.10.7	Plan, develop, and implement an enterprise-level database management system.
	7.10.8	Utilize the application development tools from various vendors to interact with a developed enterprise-level database management system.
	7.10.9	Analyze, assess, and troubleshoot enterprise-level database management systems.

	7.10.10	Deploy database development tools to create solutions for reaching organizational goals.
	7.10.11	Obtain database management industry certification(s).
SECURITY AND RISK MANAGEMENT		
Topic 7.15	Design and implement security and risk management policies and procedures for information technology.	
	Student Competencies	
	7.15.3	Discuss the risks of data loss and methods of prevention.
	7.15.10	Implement controls to prevent loss of integrity of data and other information resources.

Standard 9	<i>MANAGEMENT</i>	
TECHNOLOGY AND INFORMATION MANAGEMENT		
Topic 9.9	Utilize information and technology tools to conduct business effectively and efficiently.	
Student Competencies		
	<i>TECHNOLOGY TOOLS (REFER TO INFORMATION TECHNOLOGY STANDARDS)</i>	
	9.9.1	Identify information used in decision making in the business environment.
	9.9.2	Use electronic resources to access and transmit information.
	9.9.4	Use appropriate technology tools for specific business applications.