Pine Hill Public Schools Curriculum			
Content Area:	**Electives**		
Course Title/ Grade Level:	Technology in Action: Access		
Unit 1:	**Database Basics**	Duration:	**8 Weeks**
Unit 2:	**Database Application**	Duration::	**8 Weeks**
Date Created or Revised:	August 2014		
BOE Approval Date:	August 26, 2014		

Pine Hill Public Schools Curriculum		
Unit Title: Database Basics		**Unit #: One**
Course or Grade Level: Technology in Action:Access		**Length of Time: 8 Weeks**
Pacing	Weeks 1-8	
Essential Questions	- What is Access? - What is a database? - How is an Access database organized? - How can we use database software on a daily basis? - When would you use a database to organize information? - Why is it beneficial to use a database to organize and report information?	
Content	- Key terms of a database - How to distinguish between table, query, forms, and reports - How to create and design a table - How to create and design a query	
Skills	- Define key database terms - Create and design a table - Create and design a query	
Assessments	- Benchmark Assessment - Quizzes - Tests - Student and teacher created rubrics - Student Portfolio of Products - Alternative assessments (i.e. performance based, inquiry project)	
Interventions / differentiated instruction	- Extended time for completion of assignments or tests - Grouping - Shortened assignments - Assignment notebooks - Supplemental aids (vocabulary, summary cards, modern translation of original work, etc.) - Visual demonstrations - Presentation of material in small steps - Visual or multisensory materials - Functional level materials - Mnemonic aids/devices - Credit for class participation, effort and attendance - Modified tests - Tutoring assistance (peer, pal, teacher, etc.) - Emphasis on successes - Graphic Organizers - CITW strategies - Peer editing, think/pair/share, small group - Include strategies aimed at assisting English Language Learners	

Inter-disciplinary Connections	- Technology - Mathematics - Language Arts
Lesson resources / Activities	- <u>Learning Microsoft Office 2010 Deluxe Edition</u> - Teacher created assignments - Teacher website

Common Core Standards

Content Statement:	**Standard(s):**
The use of technology and digital tools requires knowledge and appropriate use of operations and related applications.	**8.1 Technology** **(Strand A Technology Operations and Concepts)** 8.1.12.A.1 Construct a spreadsheet, enter data, and use mathematical or logical functions to manipulate data, generate charts and graphs, and interpret the results.
Information accessed through the use of digital tools assists in generating solutions and making decisions.	**(Strand F Critical Thinking, Problem Solving, and Decision-Making)** 8.1.12.F.1 Select and use specialized databases for advanced research to solve real-world problems. **9.1 21st Century Life Skills: All Students Will Demonstrate Creative, Critical Thinking, Collaboration and Problem Solving Skills to Function Successfully as Global Citizens and Workers in Diverse Ethnic and Organizational Cultures**
The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.	**(Strand A. Critical Thinking & Problem Solving)** 9.1.12.A.1 Apply critical thinking and problem-solving strategies during structured learning experiences.
Gathering and evaluating knowledge and information from a variety of sources, including global perspectives, fosters creativity and innovative thinking.	**(Strand B. Creativity and Innovation)** 9.1.12.B.1 Present resources and data in a format that effectively communicates the meaning of the data and its implications for solving problems, using multiple perspectives. 9.1.12.B.2 Create and respond to a feedback loop when problem solving.
Leadership abilities develop over time through participation in groups and/or teams that are engaged in challenging or competitive activities.	**(Strand C. Collaboration, Teamwork, and Leadership)** 9.1.12.C.5 Assume a leadership position by guiding the thinking of peers in a direction that leads to successful completion of a challenging task or project.

21st Century Themes

X	Global Awareness	X	Financial, Economic, Business, and		Civic Literacy		Health Literacy

				Entrepreneurial Literacy				
21st Century Skills								
X	Creativity and Innovation	X	Critical Thinking and Problem Solving	X	Communication and Collaboration	X	Information Literacy	
X	Media Literacy	X	ICT Literacy	X	Life and Career Skills			

Pine Hill Public Schools Curriculum		
Unit Title: Database Application		**Unit #: Two**
Course or Grade Level: Technology in Action:Access	**Length of Time: 8 Weeks**	
Pacing	Weeks 8-16	
Essential Questions	• How can one effectively use the tools available in a database to manage information? • How can one effectively use the tools available in a database to generate reports?	
Content	• How to create and design a query • How to create and design a report • Purpose of using filters/sorting • Information can be exported and integrated into any of the other Microsoft programs	
Skills	• Create and design a report • Create a report from a query • Apply filters and sort items with a table	
Assessments	• Benchmark Assessment • Quizzes • Tests • Student and teacher created rubrics • Student Portfolio of Products • Alternative assessments (i.e. performance based, inquiry project)	
Interventions / differentiated instruction	• Extended time for completion of assignments or tests • Grouping • Shortened assignments • Assignment notebooks • Supplemental aids (vocabulary, summary cards, modern translation of original work, etc.) • Visual demonstrations • Presentation of material in small steps • Visual or multisensory materials • Functional level materials • Mnemonic aids/devices • Credit for class participation, effort and attendance • Modified tests • Tutoring assistance (peer, pal, teacher, etc.) • Emphasis on successes • Graphic Organizers • CITW strategies • Peer editing, think/pair/share, small group • Include strategies aimed at assisting English Language Learners	

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	(Strand F Critical Thinking, Problem Solving, and Decision-Making)
Information accessed through the use of digital tools assists in generating solutions and making decisions.	8.1.12.F.1 Select and use specialized databases for advanced research to solve real-world problems.
	9.1 21ˢᵗ Century Life Skills: All Students Will Demonstrate Creative, Critical Thinking, Collaboration and Problem Solving Skills to Function Successfully as Global Citizens and Workers in Diverse Ethnic and Organizational Cultures
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Leadership abilities develop over time through participation in groups and/or teams that are engaged in challenging or competitive activities.	

21ˢᵗ Century Themes							
X	Global Awareness	X	Financial, Economic, Business, and		Civic Literacy		Health Literacy

			Entrepreneurial Literacy				
**21st Century Skills**						
X	Creativity and Innovation	X	Critical Thinking and Problem Solving	X	Communication and Collaboration	X	Information Literacy
X	Media Literacy	X	ICT Literacy	X	Life and Career Skills		