

Expectations and Outcomes

Grade Level/Course:10-12

Content Area: Business

Unit Title	Guarantees
Week 1	<ul style="list-style-type: none"> • Access and maintain user account within an on-line learning management system • Create a web-based video
Week 2	<ul style="list-style-type: none"> • Understand etiquette and cyberbullying • Maintain literacy efficiency and commerce • Know digital law • Maintain digital security • Apply appropriate digital health and wellness techniques
Week 3-4	<ul style="list-style-type: none"> • Describe the features of the Access window • Create a database • Create tables in Datasheet and Design views • Add records to a table • Close a database • Open a database • Print the contents of a table • Create and use a query • Create and use a form • Create and print custom reports • Modify a report in Layout view • Perform special database operations • Design a database to satisfy a collection of requirements
Week 5-6	<ul style="list-style-type: none"> • Create queries using Design view • Include fields in the design grid • Use text and numeric data in criteria • Save a query and use the saved query • Create and use parameter queries

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	<ul style="list-style-type: none"> • Use compound criteria in queries • Join tables in queries • Create a report and a form from a query • Export data from a query to another application • Perform calculations and calculate statistics in queries • Create crosstab queries • Customize the Navigation Pane
Week 7	<ul style="list-style-type: none"> • Add, change, and delete records • Search for records • Filter records • Update a table design • Use action queries to update records • Use delete queries to delete records • Specify validation rules, default values, and formats • Create and use single-valued lookup fields • Create and use multivalued lookup fields • Add new fields to an existing report • Format a datasheet • Specify referential integrity • Use a Subdatasheet • Sort records
Week 8-9	<ul style="list-style-type: none"> • Create and save a web page • Add a background image • Open and close panels • Format and modify text elements on a web page • Preview a web page in a browser • Add pages to a web site • Insert, resize, and align images within a web page • Create relative, absolute, and e-mail links • Edit and delete links • Describe code view, split view and design view

Unit Title	Guarantees
	<ul style="list-style-type: none"><li data-bbox="680 245 1125 272">• Understand and plan page layout<li data-bbox="680 282 1031 310">• Describe HTML table tags<li data-bbox="680 319 995 347">• Add content to a table<li data-bbox="680 357 905 384">• Format a table