

Standards and Competencies for Database Design/Management (Course # 3735)

	Begin-End Yr
Standard 1 - The student will explore an existing database to analyze database objects, navigation techniques, and database design.	2009 -
1.1 - Distinguish between relational databases and flat file databases	2009 -
1.2 - Examine database objects in an existing database.	2009 -
1.3 - Discuss database structure.	2009 -
1.4 - Analyze relational database information management	2009 -
1.5 - Compare relational database information management with traditional manual or flat file data management.	2009 -
Standard 2 - The student will research and apply knowledge of ethical and legal issues within the industry	2009 -
2.1 - Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards.	2009 -
2.2 - Research benefits and consequences resulting from the practice of business ethics.	2009 -
2.3 - Comprehend copyright laws and their applications to text, visual art, design, music, and photography	2009 -
2.4 - Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies	2009 -
Standard 3 - The student will research and apply typography, layout, design, and composition concepts and guidelines for designing a relational database project.	2009 -
3.1 - Analyze composition processes.	2009 -
3.2 - Analyze principles of typography.	2009 -
3.3 - Set formatting styles and apply typographical commands to text.	2009 -
3.4 - Evaluate the effectiveness of typography in publications.	2009 -
3.5 - Contrast and compare the typography from at least two print sources: composition techniques, different typestyles, different types of justification	2009 -
3.6 - Analyze layout principles.	2009 -
3.7 - Analyze principles of design, including special effects techniques; thumbnail sketches; guides, rulers, scales, menus, pallets; text alignment, elements positioning, rules of page design for printed text; margins, gutters, ta	2009 -
3.8 - Illustrate gradations in shapes and blend colors.	2009 -
3.9 - Illustrate methods of importing and exporting text and graphics.	2009 -
Standard 4 - The student will create, manipulate, and edit relational database tables	2009 -
4.1 - Examine an existing database for data types, field description characteristics	2009 -
4.2 - Discuss different field descriptions in database objects and their formatting	2009 -
4.3 - Explore tables in a relational database and discuss possible relationships between the tables	2009 -
Standard 5 - The student will apply and remove filter and print data using primary keys and relationships	2009 -
5.1 - Analyze the differences methods of sorting and filtering and suggest appropriate uses for each	2009 -
5.2 - Discuss filtering of data and the effect filtering has on the information	2009 -
5.3 - Discuss primary keys, relationships, and the importance of creating appropriate links	2009 -
5.4 - Describe how relationships are created and the effect different relationships have on data results	2009 -
5.5 - Explore referential integrity and effects it has on data.	2009 -
Standard 6 - The student will learn query and index functions and create queries as the basis for forms and reports. The student will also learn the uses of secondary indexes.	2009 -
6.1 - Explore how basic queries can obtain information from data.	2009 -
6.2 - Examine the difference in the information returned in a query by the addition of criteria and/or sorting of fields.	2009 -
6.3 - Explain the purposes of indexing and how it assists in data collection	2009 -
Standard 7 - The student will learn to develop forms for entering information and reports for displaying information	2009 -
7.1 - Complete the process of planning a form.	2009 -
7.2 - Further modify a form using other available controls.	2009 -
7.3 - Discuss the differences between reports and forms based on tables or based on queries and advantages/disadvantages of each.	2009 -
Standard 8 - The student will familiarize themselves with macros	2009 -
8.1 - Define and discuss macros and their uses.	2009 -
Standard 9 - The student will develop and demonstrate human relations, self-management, organizational, and professional leadership skills.	2009 -
9.1 - Demonstrate self-initiative through group projects.	2009 -
9.2 - Examine the value of leadership skills and confidence through personal reflection	2009 -
9.3 - Examine the value of leadership skills	2009 -
9.4 - Illustrate image-building and public relations techniques	2009 -
9.5 - Assess decision-making skills.	2009 -
9.6 - Demonstrate effective teamwork and critical analysis applying conflict resolution techniques	2009 -
9.7 - Demonstrate parliamentary procedure skills through group activities	2009 -
9.8 - Analyze the goals and apply the principles of Future Business Leaders of America	2009 -