



Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Chilliwack School District	School District/Independent School Authority Number (e.g. SD43, Authority #432): SD33
Developed by: Darren Watt	Date Developed: September 2018
School Name: Sardis Secondary School	Principal's Name: Dan Heisler
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Data Management 12	Grade Level of Course: 12
Number of Course Credits: 3	Number of Hours of Instruction: 100-120

Board/Authority Prerequisite(s):

- No prerequisites, however BCA11 is recommended

Special Training, Facilities or Equipment Required:

- Microsoft Office

Course Synopsis:

- Master skills in Microsoft Excel in preparation for Microsoft Office Specialist Exam.
- Master skills in Microsoft Access in preparation for Microsoft Office Specialist Exam.

Goals and Rationale:

- Microsoft Office Specialist Exams are widely recognized as the standard for careers in business. MS Excel and MS Access are indispensable tools, These software tools are used in various aspects of record management and numerical calculations in small businesses and large corporate entities from entry level positions to executive positions.

Aboriginal Worldviews and Perspectives:

- A step-by-step approach focusing on mastery learning, allowing for non-linear acquisition of skills.
- A multicultural accepting environment.



Area of Learning: APPLIED DESIGN, SKILLS, AND TECHNOLOGIES —

Data Management

Grade 12

BIG IDEAS

Business decisions can be made through consultation and collaboration.

Business application software creates opportunities to attain certification.

Tools and **technologies** can be adapted for specific purposes.

Learning Standards

Curricular Competencies	Content
<p><i>Students are expected to be able to do the following:</i></p> <p>Applied Design</p> <ul style="list-style-type: none"> • Conduct research to determine the software best suited to the application • Choose a direction and point of view for the task at hand • Identify potential users, intended impact, and possible unintended negative consequences • Make decisions about premises and boundaries that define the task at hand • Identify gaps to explore options with the goal of enhancing the potential of the product • Generate ideas, individually and collaboratively, to contribute to the creation of a business documents • Prioritize ideas for drafting a sample product for the task • Identify, critique, and use a variety of sources of inspiration and information 	<p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • Manage numerical data for decision making utilizing spreadsheets in preparation for certification through Microsoft Office Specialist <ul style="list-style-type: none"> – Create worksheets and workbooks – Navigate in worksheets and workbooks – Format worksheets and workbooks – Customize options and views for worksheets and workbooks – Configure worksheets and workbooks for distribution – Insert data in cells and ranges – Format cells and ranges – Summarize and organize data – Create and manage tables – Manage table styles and options – Filter and sort a table – Summarize data by using functions – Perform conditional operations by using functions – Format and modify text by using functions – Create charts

- Outline and design a **draft approach** based on research, premises, and boundaries
- Create and use complex business applications to support business and client needs
- **Record and track** iterations of work generated
- Obtain and evaluate critical feedback from multiple **sources**, both initially and over time
- Based on feedback received and evaluated, make changes to business application products or processes as needed
- Engage in problem-solving practices by applying appropriate skills to discover optimal solution(s) based on prevailing circumstances
- Identify tools, technologies, materials, processes, and time needed for development and implementation
- Use **project management processes** when working individually or collaboratively to create processes or products
- Share progress to increase feedback and collaboration
- Create projects that use integrated business software applications
- Critically evaluate their ability to work effectively, both individually and collaboratively
- Obtain and evaluate critical feedback from multiple **sources**, both initially and over time
- Based on feedback received and evaluated, make changes to business application products or processes as needed
- Engage in problem-solving practices by applying appropriate skills to discover optimal solution(s) based on prevailing circumstances
- Identify tools, technologies, materials, processes, and time needed for development and implementation
- Use **project management processes** when working individually or collaboratively to create processes or products
- Share progress to increase feedback and collaboration
- Create projects that use integrated business software applications
- Critically evaluate their ability to work effectively, both individually and collaboratively

Applied Skills

- Choose an **appropriate form, scale, and level of detail** for communicating outcomes in a clear and concise manner

- Format charts
- Insert and format objects

- **Create and manage data in databases in preparation for professional certification through Microsoft Office Specialist**

- Create and modify databases
- Manage relationships and keys
- Navigate through a database
- Protect and maintain databases
- Print and export data
- Create tables
- Manage tables
- Manage records in tables
- Create and modify fields
- Create queries
- Modify queries
- Create calculated fields and grouping within queries
- Create forms
- Configure form controls
- Format a form
- Create a report
- Configure report controls
- Format a report

<ul style="list-style-type: none">• Identify and critically assess skills needed related to current or projected tasks, and develop specific plans to learn or refine skills over time• Evaluate and apply a framework for problem solving <p>Applied Technologies</p> <ul style="list-style-type: none">• Explore existing, new, and emerging tools, technologies, and systems and evaluate their suitability for the task at hand• Evaluate impacts, including unintended negative consequences, of choices made about technology use• Analyze the role and personal, interpersonal, social, and environmental impacts of technologies in societal change• Identify appropriate tools, technologies, materials, processes, and time needed for production, and where/how these could be made available• Use tools and technologies for efficiency• Use business productivity software to manipulate data and find solutions to business problems• Resolve simple problems that may be encountered while using a computer and undertake basic troubleshooting	

Big Ideas – Elaborations

- **technologies:** tools that extend human capabilities

Curricular Competencies – Elaborations

- **research:** for example, of the business requirements, including formats, timelines, deliverables, and audience
- **point of view:** for example, what shape will the document/spreadsheet database take?
- **Identify:** for example, document the recipients, establish information transfer protocols
- **premises and boundaries:** for example, platform-based or cloud-based; security requirements
- **gaps to explore:** for example, how the business application can be creatively developed to best suit the recipient/client; positives/negatives
- **draft approach:** for example, the data and features to be included in the business application being created
- **Record and track:** for example, track versions, back up data, track edits
- **sources:** for example, those who can provide feedback that will support the development of a better-designed business application
- **project management processes:** setting goals, planning, organizing, constructing, monitoring, and leading during execution
- **appropriate form, scale, and level of detail:** present the ideas developed after looking at best practices, and make the presentation succinct
- **develop specific plans:** for example, explore opportunities and options for professional development and certification

Content – Elaborations

- **business application:** for example, spreadsheets and databases
- **efficient:** fast data processing, easy information retrieval
- **components:** for example, spreadsheets, databases
- **documents:** for example, spreadsheet and database reports
- **interpersonal and public relations skills:** for example, professional communications, collaboration, follow-ups, and courtesies; technological or visual supports to accompany marketing or demonstrations at meetings and conferences; social media and networking