

2010/2011 DoDEA Student Competency Record
Database Software Applications
PTI305 - 36 weeks

Student	School Year
Grade	Term (fall, spring)
School	Teacher Signature

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

PTI305 36 weeks	Database Software Applications TASKS/COMPETENCIES	Mastery	Non-Mastery
Implementing DoDEA's CTE Course Requirements			
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.		
• 002	Identify issues related to the field of study that affect the environment and impact local and global communities.		
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Exploring Computer Concepts			
• 004	Explain the functions of computer system components.		
• 005	Identify basic networking components.		
• 006	Know and use appropriate technology vocabulary.		
Exploring Ethical Issues Related to Computers and Computer Systems			
• 007	Identify security issues related to computer hardware, software, and data.		
• 008	Identify concepts related to copyright, public domain, copy protection, and licensing agreements.		
• 009	Identify concepts of security, integrity, courtesy, and confidentiality related to information and communications systems.		
• 010	Investigate physical and logical security issues related to technology (e.g., viruses, firewalls, spam, system backup, passwords).		
• 011	Investigate computer crimes and privacy issues related to Internet use.		
Managing Computer Systems			
• 012	Maintain workstation, equipment, software, and supplies.		
• 013	Obtain assistance via electronic and hard copy references and		

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	documentation.		
• 014	Troubleshoot minor hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).		
• 015	Identify user interface components (e.g., menus, toolbars, icons).		
• 016	Manage the desktop environment (e.g., creating shortcuts/aliases).		
• 017	Manage files and directories (in networked and stand alone environments).		
Developing Databases			
• 018	Define and modify field types.		
• 019	Define and modify field properties.		
• 020	Explain how using other software applications (e.g., word processing and spreadsheet) to create and manage a database differs from applications specifically designed for database use (e.g., Access, FileMaker, Oracle 11g, etc.).		
• 021	Define the capabilities and uses of a relational database system.		
• 022	Manage and customize the database application environment.		
• 023	Investigate relational database objects and relationships.		
• 024	Identify and establish Primary and Foreign keys in database tables and relationships.		
• 025	Enter, edit, sort and filter database information.		
• 026	Create forms for efficient data entry.		
• 027	Generate simple reports.		
• 028	Create and run select queries with and without criteria to access information (e.g., sorts, joins, comparison operators, logical operations).		
• 029	Plan, design, and create relational databases containing basic and advanced features.		
• 030	Integrate information into word processing and spreadsheet applications.		
Managing Databases			
• 031	Identify dependencies.		
• 032	Analyze and modify database tables, table design and data organization to enhance database function.		
• 033	Design, create, customize and enhance forms using calculated fields, formatting features and graphics.		
• 034	Generate customized reports using multiple source objects, advanced formatting features (e.g., grouping, sorting, calculated fields) and graphics.		
• 035	Create and conduct advanced queries to access and manipulate information (e.g., calculated fields, action queries, parameter queries).		
• 036	Analyze data using advanced queries (e.g., summaries, crosstab queries and PivotTables).		
• 037	Integrate sub-forms and sub-reports into appropriate database objects.		
• 038	Automate database operations (e.g., macros, VBA, splash screen,		

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	switchboard).		
• 039	Import and export data to and from a database.		
• 040	Maintain databases (e.g., compact, repair, backup, protect, document).		
• 041	Plan and execute delivery of databases (e.g., previous versions, data access pages, XML).		
Communicating through Technology			
• 039	Incorporate information from the World Wide Web into a business project.		
Preparing for Industry Certification			
• 040	Describe the process and requirements for obtaining industry certifications related to the Computer Information Systems course.		
• 041	Identify testing skills/strategies for a certification examination.		
Developing Employability Skills			
• 042	Create or update a portfolio containing representative samples of student work.		