

Lesson Plan for Business Information Studies

- Topic: Database (Part 1)
- Teacher: Submitted by: Ellen Bell, Jeanne Chevalier, Vivian Chartrain, Kathy Hill
(kaltonhill@yahoo.com)
- Subject: It & ME Works
- Grade: 9th Grade
- Time: 1 hour
- Objectives: At the end of this lesson, students will have researched the necessary information needed to create a database utilizing the attached handout.
- Standards: The student will use information-gathering techniques and technologies in collecting, analyzing, organizing, and presenting information.
- Setting: Computer Lab—Internet Usage
URLS: www.entrepreneur.com/franchisezone
www.oanda.com/convert/classic (for foreign exchange currency)
(or any other you may be familiar with)
- Materials: Attached Franchise Information Worksheet
- Teacher's Role: Introduce lesson and facilitate.
Using the suggested on-line site (or other site as needed):
- Select six franchised businesses (all on type—ex. Foods, clothing, hotels/motels, etc.
 - Be sure to include three that have international possibilities.
 - Use the attached worksheet to record the requested information
- School to Career Connection: Invite a franchisee in your community to speak to the class about his franchise experience
- Employability: information gathering, organizational skills, maintaining and updating records.

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- Topic: Database
- Teacher: Ellen Bell, Vivian Chartrain, Jeanne Chevalier, Kathy Hill
kaltonhill@yahoo.com
- Subject: IT & Me Works
- Grade: 9th
- Time: 3 hours
- Objectives: At the end of this lesson students will be able to:
- Create a table
 - Enter and edit data in a table
 - Sort, Filter, and create queries
 - Create Reports, and Forms Using the Wizards.
- Standards: Uses, modifies, designs and creates databases, including queries, forms and reports.
- Setting: Computer lab with access to database software
- Materials:
- Franchise Database (see hand-out)
 - A list of Field Names (see Franchise Information Worksheet)
- Teacher's Role: As necessary introduce or review the following features and functions: creating tables, sorting, advance filters, queries, reports, and forms.

The database must include:

- 1 Table
- 13 Field Names (use input mask for Phone#, e-mail, and zip code fields. See Franchise Information Worksheet hand-out for specified Field Names)
- Data Type for Nat'l/Int'l Field Name = yes/no
- 6 Records of information (3 National, and 3 International)
- 1 Sort on company names in ascending order.
- 1 Advance filter specifying all international companies.
- 1 Query specifying company name and royalty fee is greater than 6 percent.
- 1 Report.
- Print table, 1 sort, 1 advance filter, 1 query, and 1 report.

School to Career Connection: Guest speaker on Franchising and Information Management

Employability: Collection and Organization of Data.

FRANCHISE INFORMATION WORKSHEET

Name of Franchise _____

Street _____

City _____ State _____ Zip _____

Phone # _____ Contact _____ e-mail _____

Currency _____ Nat'l/Int'l _____ Franchise Fee _____

Royalty Fee _____ Terms of Agreement _____

Name of Franchise _____

Street _____

City _____ State _____ Zip _____

Phone # _____ Contact _____ e-mail _____

Currency _____ Nat'l/Int'l _____ Franchise Fee _____

Royalty Fee _____ Terms of Agreement _____

Name of Franchise _____

Street _____

City _____ State _____ Zip _____

Phone # _____ Contact _____ e-mail _____

Currency _____ Nat'l/Int'l _____ Franchise Fee _____

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Name of Franchise _____

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Phone # _____ Contact _____ e-mail _____

Currency _____ Nat'l/Int'l _____ Franchise Fee _____

Royalty Fee _____ Terms of Agreement _____

Lesson Plan for Business Information Studies

- Topic: Database (Part 3)
- Teacher: Submitted by: Ellen Bell, Vivian Chartrain, Jeanne Chevalier,
Kathy Hill, (kaltonhill@yahoo.com)
- Subject: IT & ME Works
- Grade: 9th Grade
- Time: 1 hour
- Objectives: At the end of this lesson students will be able to integrate word processing and data base information into a merge document.
- Standards: The student will use information-gathering techniques and technologies in collecting, analyzing, organizing, and presenting information.
- Setting: Computer Lab
- Materials: Information compiled in database Lessons 1 and 2
Attached Form Report
- Teacher's Role: Introduce mail merge component of Access Database through demonstration or previously teacher-prepared database and and form letter.
- Instruct the students to key the attached *Form Report*.
- Using the mail merge option in Access, merge the variables needed in the form.
- Filter out the franchises that are international and print the reports.
- School to Career Connection: Bring in samples or merged items your family has received through the mail this week (with parental permission).
- Employability: integrating two software packages to manipulate and utilize information.

FORM REPORT

DATE:

I have researched franchise opportunities in the (the chosen industry) industry and have summarized my findings:

(Name of Franchise) requires a Franchise Fee of (V) and an on-going royalty fee of (V). The terms of Agreement for this company are (V).

(Name of Franchise) also has international sites; and I have chosen to further study (International Site) for the next portion of this project.

Submitted by:

DATABASE FRANCHISE PROJECT

The database assignment is a 4-part process which revolves around researching franchise opportunities and creating a database to reflect the research findings to include international possibilities. The information will then be manipulated to produce hard copies of records, reports, sorts, advanced filters and queries.

Part 3 will require preparing a printed merged document that will supply the teacher with student's chosen international site for further investigation in Part 4—International Business. The student will research the customs, culture and etiquette of conducting business in the selected country.