



CATAPULT

BSBITA401

Design databases

Office 2013 Edition (Catapult code: BSBITA401_2013)

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITA401.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBITA401_2013/

Trainer/assessor guide

BSBITA401

Design databases — Access 2013

Welcome to this unit of study

This unit describes the skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data.

It applies to individuals who may work independently or within an administrative support role, with the responsibility to use databases to store and retrieve data using commercially available database software.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Design database	5
Database design	5
Logical data models	12
Database software.....	15
Check your understanding	17
Topic 2: Develop database	19
Microsoft Access 2013.....	19
Primary key.....	47
Foreign keys.....	48
Functions and formulae.....	52
Passwords and access.....	61
Check your understanding	65
Topic 3: Develop queries, forms and reports	67
Queries.....	67
Input screens and forms.....	78
Reports.....	100
Check your understanding	123
Topic 4: Test and finalise database	125
Sample data.....	125
Database effectiveness	128
Naming databases.....	131
Confirming database readiness.....	133
Check your understanding	137
References.....	139
Assessment workbook	141
Unit information	143
What is competency-based assessment?.....	144
How will my competency be assessed?.....	145
Assessment agreement.....	146
Foundation skills checklist.....	147
Skills recognition	148
Topic 1: Design database	149
Topic 2: Develop database	150
Topic 3: Develop queries, forms and reports	151
Topic 4: Test and finalise database	152
Knowledge questions	153
Topic 1: Design database	154
Topic 2: Develop database	159
Topic 3: Develop queries, forms and reports	164
Topic 4: Test and finalise database	168

Performance tasks	171
Third party evidence collection agreement	172
Topic 1: Design database	173
Topic 2: Develop database	174
Topic 3: Develop queries, forms and reports	179
Topic 4: Test and finalise database	182
Completion record	186
Unit mapping and assessment checklist	187
Trainer/ assessor user instructions	189

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Design database
- » Develop database
- » Develop queries, forms and reports
- » Test and finalise database

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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