



CATAPULT

BSBITU311

Use simple relational databases

using Access 2016 (Catapult code: BSBITU311_2016)

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 BSBITU311.

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/BSBITU311_2016/

Trainer/assessor guide

BSBITU311

Use simple relational databases — Access 2016

Welcome to this unit of study

This unit describes the skills and knowledge required to use simple two-table relational databases with reports and queries, for storage and retrieval of information.

It applies to individuals that may provide administrative support and analysis within an enterprise, or may be independently responsible for storage, retrieval and simple analysis of data relating to their own work roles.

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

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Create a simple database	5
Using Microsoft Access	5
Database design	13
Table fields and attributes	25
Primary keys	31
Relationships	32
Table layout	38
Checking data	41
Check your understanding	45
Topic 2: Create reports and queries	47
Information output.....	47
Data grouping	55
Checking report data	65
Modifying reports	72
Check your understanding	75
Topic 3: Use database.....	77
Data input	77
Help systems	83
Printing reports.....	87
Database naming conventions	88
Check your understanding	93
References.....	95
Assessment workbook	97
Unit information	99
What is competency-based assessment?.....	100
How will my competency be assessed?.....	101
Assessment agreement	102
Foundation skills checklist.....	103
Skills recognition.....	104
Topic 1: Create a simple database	105
Topic 2: Create reports and queries	106
Topic 3: Use database.....	107
Knowledge questions	108
Topic 1: Create a simple database	109
Topic 2: Create reports and queries	114
Topic 3: Use database.....	116

Performance tasks.....	121
Third party evidence collection agreement	122
Topic 1: Create a simple database	123
Topic 2: Create reports and queries	129
Topic 3: Use database.....	133
Completion record.....	138
Unit mapping and assessment checklist	139
Trainer/ assessor user instructions.....	141

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Create a simple database
- » Create reports and queries
- » Use 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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