

Pearson LCCI

**Level 3 Certificate in
Practical ICT Skills (VRQ)
Database Sample Assignment –
Candidate's copy**

Sample assessment material for first teaching
May 2007
Time: 2 hours

Paper Reference

ASE3333

You do not need any other materials.

Turn over ►

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The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following eight items for assessment:

- **TASK 1** - Data Entry Form
- **TASK 2** – Three Tables – Courses, Departments and Tutors
- **TASK 3** – 3a Query 1
3b Query 2
- **TASK 4** – 4a Sorted Report
4b Above Report exported to a word processed document

Candidates will need the following file in order to complete this assessment:

DBL3SAMCOLL.xls

Candidates are advised to read through the whole paper before starting the tasks.

Introduction/Scenario

You work for Athenaville Further Education College who is reorganising its database files consisting of a New Courses database, a Departments database and a Tutors database.

TASK 1a – setting up the 3 database tables

Data: Three tables will be required, the Courses Table, the Departments Table, and the Tutors Table. The data for these 3 tables is contained in 3 files.

- Data for the records in the Courses Table should be taken from the registration cards which give details of 10 courses
- The details of the 5 tutors are contained in the Excel file **DBL3SAMColl.xls** which is an extract from the College prospectus
- The 5 tutors' details should be taken from the **starred** records in the College Prospectus

Action to take:

- Set up a new database file and name it **DBL3SamCollege**
- Then create the *Tutors Table* by entering the 7 following field headings into a table in design view: **Tutor Code** (Primary Key), *Senior Tutor*, **Phone Ext**, **Qualifications**, **Specialism**, **Research** (use a Yes/No field) and **Dept Ref**. Save the table and close it. Now get the external data for this table by importing the Excel file **DBL3SAM.xls** into the table which you have just created. Once you have imported the table into the database, add an **ID** autonumber column at the beginning of the table. Save the table as **Tutors Table 3** and leave it open
- Next set up the *Courses Table* with 10 fields showing details of the new Courses. These fields are **ID** (autonumber), Course No as the Primary Key, Course, **No of Weeks**, **Main Subject**, **Second Subject**, **Exam**, **Fees** and **Clerk**. The tenth field to be added is the Tutor Code
- Leaving the *Courses Table* in Design View, add a 2 column lookup table to the **Tutor Code** field. Tile horizontally Tables 1 and Tables 3 so as to see and therefore be able to enter into **Courses Table 1**, the **Tutor Code** and the **Senior Tutor** from **Tutors Table 3**, for each of the 5 tutors. This **Tutor Code** field should enable you to link the *Courses Table* to the *Tutors Table*
- Providing you have set up the lookup table properly, when the Tutor **Code field** is selected it will automatically show a list of the 5 tutor numbers and their corresponding names. Check which tutor's **Name** is given in the *Courses Table* under the field heading **Tutor Code** and then enter the reference in this field in place of the name. The actual name should not appear in this field
- Do not enter any records
- When you have set up this table save your work as **Courses Table 1**

- Create the Departments Table with the following 7 fields: **ID** (autonumber), **Dept Ref** (Primary Key), **Department**, **Location**, **Dept Head**, **No of Staff** and **Tutor Code**. Name this table Departments Table 2 and to complete the table refer to the extract below from the College Year Book for information about the departments. Only enter the 5 records which are starred.

You do not need to display anything at this stage

COLLEGE YEAR BOOK

MAJOR DEPARTMENTS

1. *Information Technology (Dept Ref 4IT), Babbage House, Department Head is Ada Lovelace. No of Staff is 27 and the Tutor Code is MM3.
2. *Business & Law (Dept Ref 6BL), Bailey House, Department Head is Doug Jeffreys. No of Staff is 20 and the Tutor Code is CJ9
3. Travel & Tourism (Dept Ref 3TT), Escoffier House, Department Head is Gina Patel. No of Staff is 25 and the Tutor Code is ZP4
4. *Reflexology (Dept 3RY), Wells Centre, Department Head is Betty Hammond. No of Staff is 25 and the Tutor Code is SG5
5. Hairdressing & Beauty (Dept Ref 9HB), Wells Centre, Department Head is Colin Bilton. No of Staff is 20 and the Tutor Code is KC2
6. *Catering & Hospitality (Dept Ref 8CH), Escoffier House, Department Head is Paul Michelin. No of Staff is 30 and the Tutor Code is WJ2
7. *Media Studies (Dept Ref 2MS), Dorset House. Department Head is Richard Evans. No of Staff is 40 and the Tutor Code is LP6

TASK 1b – setting up the Data Entry Form

Data: Refer to the Course Cards supplied at the end of this document. This gives details of 10 popular Courses available at the College.

Action to take:

- Set up one data entry form based on the *Courses Table*
- Add the heading **NEW COURSES DATA ENTRY FORM** to the data entry screen. Insert your name in a footer
- Using the data from the Course cards, enter the first record (**Course No 493**) to test the data entry form. Enter your initials as the Clerk
- Display a copy of this record in the Data Entry Screen (Form) view

TASK 2 – completing data entry and establishing relationships

Data: use the data contained in the 3 files to complete records in the 3 tables where needed.

Action to take:

- Use the **Courses** data entry screen which you have just set up, to input the remaining 9 records into the **Courses Table 1**
- Display this table and save your work
- Display **Departments Table 2**
- Display **Tutors Table 3**
- Set up relationships between the three tables using referential integrity; **Courses Table 1** should already be linked to the **Tutors Table 3** through the Tutor Code field. Link **Departments Table 2** to the **Tutors Table 3** through the **Dept Ref** field.

TASK 3 – query the database

Data: a student has asked which second subjects at Level 2 are taught by Colin James or Liam Pearson. Another student would like to know which Level 3 courses are on offer in Media Studies or Information Technology.

Action to take:

- First query the database to find records of Level 2 courses taught by Colin James or Liam Pearson
- Sort the table in ascending order on the Course field and save as Courses **Query 1**
- Display the table showing only the **Course No, Course, No of Weeks, Main Subject, Second Subject, Exam** and the **Senior Tutor** in that order
- Then query the database to find records of Level 3 courses in the Information Technology or Media Studies departments. Show the **Course No, Course, Main Subject, Second Subject, Senior Tutor, Department** and **Dept Head** in that order. Save your answer as **Courses Query 2**

TASK 4a – produce a report

Data: making use of this one-to-many relationship between all three tables, create a report entitled **COURSES AND THEIR DEPARTMENTS**. For this purpose use the Courses Table and the Departments Table

Action to take:

- In the report, group each course under its respective course number. For this purpose, use the **Department** (group header) and **Dept Head** from the Departments Table 2. For each group show only the field heading and data for the **Course, Main Subject, Second Subject** and **Fees** fields taken from the Courses Table 1. The headings should be in the above order. The field headings may appear every time for each group, or they may be set out only at the head of the report so only the actual data will appear in each group under the field headings at the head of the report. Either style of report is acceptable
- Sort the groups alphabetically in ascending order on **Department**
- Within each group sort the Course in descending order
- Add a **Subtotal** (do not use “Summary”) under each group based on the **Fees** of each Course in that group, and in the report footer insert the heading **Total Fees of Courses** and show this total fees for all 5 departments under **Fees**
- Insert today’s date and your name in the footer but do not insert a page number.
- Save your work and display this report on one sheet in A4 portrait orientation

TASK 4b

- Export this list in .rtf form to a word processing program. Use a fancy font and WordArt for the report heading. Insert a suitable graphic image and position it to the right of the report heading. Add the filename and path to the footer
- Display this version of the report and save it as **DBL3SAMWPREPORT.doc**



ATHENAVILLE FE COLLEGE

Course No 493

No of Weeks 36

Second Subject Radio Scripts

Fees £360

Course Script Writing

Main Subject Plays

Exam Level 3

Tutor (Code) Liam Pearson



ATHENAVILLE FE COLLEGE

Course No 206

No of Weeks 40

Second Subject Databases

Fees £220

Course Computer Applications

Main Subject Spreadsheets

Exam Level 3

Tutor (Code) Molly Malone



ATHENAVILLE FE COLLEGE

Course No 125

No of Weeks 38

Second Subject Massage

Fees £325

Course Aromatherapy

Main Subject Blending Oils

Exam Level 4

Tutor (Code) Sharon Gregson



ATHENAVILLE FE COLLEGE

Course No 341

No of Weeks 42

Second Subject Budgeting

Fees £360

Course Business Admin

Main Subject Finance

Exam Level 2

Tutor (Code) Colin James



ATHENAVILLE FE COLLEGE

Course No 287

No of Weeks 43

Second Subject Physiology

Fees £400

Course Holistic Massage

Main Subject Anatomy

Exam Level 3

Tutor (Code) Sharon Gregson



ATHENAVILLE FE COLLEGE

Course No 624

No of Weeks 38

Second Subject Contract

Fees £380

Course Legal Executive

Main Subject Conveyancing

Exam Level 2

Tutor (Code) Colin James



ATHENAVILLE FE COLLEGE

Course No 518

No of Weeks 36

Second Subject Radio

Fees £316

Course Media Techniques

Main Subject Television

Exam Level 2

Tutor (Code) Liam Pearson



ATHENAVILLE FE COLLEGE

Course No 275

No of Weeks 40

Second Subject Sugarcraft

Fees £385

Course Food Preparation

Main Subject Cookery

Exam Level 4

Tutor (Code) Will Jackson



ATHENAVILLE FE COLLEGE

Course No 433

No of Weeks 43

Second Subject Organisations

Fees £370

Course Business Skills

Main Subject Human Resources

Exam Level 3

Tutor (Code) Colin James



ATHENAVILLE FE COLLEGE

Course No 594

No of Weeks 38

Second Subject Websites

Fees £355

Course Networking Systems

Main Subject Office Networks

Exam Level 2

Tutor (Code) Molly Malone