

IT in Business – Databases

HIGHER NATIONAL DIPLOMA

商务信息技术：数据库

【英】苏格兰学历管理委员会 (SQA)

Unit Student Guide

BUSINESS



 中国时代经济出版社

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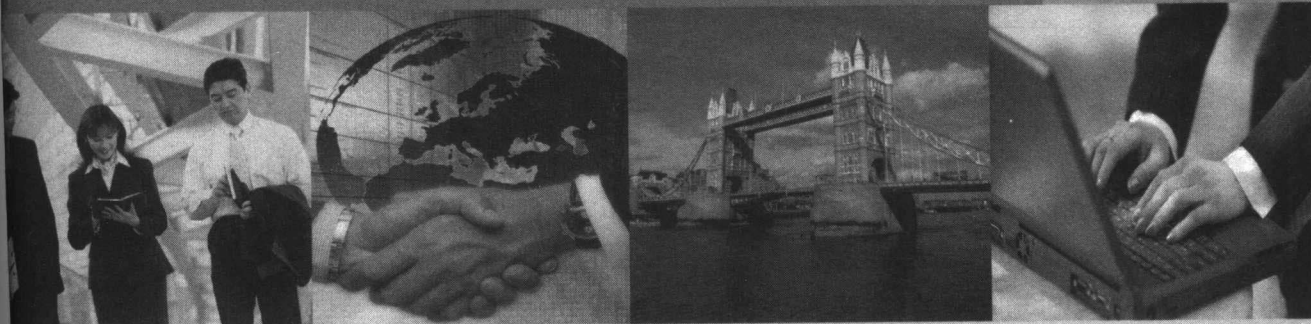
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商务信息技术·数据库

苏格兰学历管理委员会著

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1

Introduction to the unit

1.1 What this unit is about

This unit is designed to develop an understanding of database management software and application of databases to decision making. It would be relevant to you if you are interested in positions with a focus on information management.

1.2 Outcomes

On completion of the unit you should be able to:

1. Design and create a database structure to aid business decision making and problem solving.
2. Input and store data using a relational database.
3. Use the database to manipulate and present information to aid decision making.

1.3**Unit structure**

This Unit contains the following study sections:

Section number and title	Approx. study time
1. Design and create a database structure to aid decision making and problem solving	15 hours
2. Input and store data using a relational database	10 hours
3. Use the database to manipulate and present information to aid decision making	15 hours

1.4**How to use these learning materials**

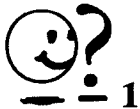
This unit is designed to provide a complete learning experience. There are theory notes, activities, self assessed questions and tutor assignments to enable you to achieve success when you undertake your assessments for the unit. Work through the materials at a pace you are comfortable with, but please resist the temptation to race through the work. Some of the concepts are fairly tricky and need to be worked through methodically.

To succeed in working independently on this unit, you must be competent in using a mouse and keyboard, and be able to open and close programs. No prior knowledge of databases has been assumed.

1.5 Symbols used in this unit

These learning materials allow you to work on your own with tutor support. As you work through the course, you'll encounter a series of symbols which indicate that something follows which you're expected to do. You'll notice that as you work through the study sections you will be asked to undertake a series of self-assessed questions (SAQs), activities and tutor assignments (TAs). An explanation of the symbols used to identify these is given below.

Self-assessed question



This symbol is used to indicate a Self-Assessed Question (SAQ). Most commonly, SAQs are used to check your understanding of the material that has already been covered in the sections.

This type of assessment is self contained; everything is provided within the section to enable you to check your understanding of the materials.

The process is simple:

you are set SAQs throughout the study section

you respond to these, either by writing in the space provided in the assessment itself, or in your notebook

on completion of the SAQ, you turn to the back of the section to compare the model SAQ answers to your own

if you're not satisfied after checking out your responses, turn to the appropriate part of the study section and go over the topic again

Remember — the answers to SAQs are contained within the study materials. You are not expected to 'guess' at these answers.

Activity



This symbol indicates an activity which is normally a task you'll be asked to do which should improve or consolidate your understanding of the subject in general or a particular feature of it.

The suggested responses to activities will follow directly after each activity.

Remember that the SAQs and activities contained within your package are intended to allow you to check your understanding and monitor your own progress throughout the course. It goes without saying that the answers to these should only be checked out after the SAQ or activity has been completed. If you refer to

these answers before completing the activities, you can't expect to get maximum benefit from your course.

Tutor assignment — formative assessment



This symbol means that a tutor assignment (TA) is to follow. These will be found at the end of each study section. The aim of the TA is to cover and/or incorporate the main topics of the section and prepare you for unit (summative) outcome assessment.

2

Other resources required

You will need the following additional resources to complete this unit:

- personal computer
- MS Access 2000 software
- MS Powerpoint software (to view the animations)
- MS Word software (to participate in the basic quizzes)
- blank paper
- pencil
- ruler
- eraser.

3

Assessment information

3.1 How you will be assessed

Your assessment will comprise several tasks which will be carried out under open book conditions.

3.2 When and where you will be assessed

You should negotiate a mutually convenient assessment location, date and time with your tutor.

3.3 What you have to achieve

You must successfully complete all assessment tasks to achieve this unit.

3.4 Opportunities for reassessment

Normally, you will be given one attempt to pass an assessment with one reassessment opportunity.

Your centre will also have a policy covering ‘exceptional’ circumstances, for example, if you have been ill for an extended period of time. Each case will be considered on an individual basis, and is at your centre’s discretion (usually via written application), and they will decide whether to allow a third attempt. Please contact your tutor for details regarding how to apply.

4

Section 1: Design and create a database structure to aid business decision making and problem solving

4.1

Introduction to this section

4.1.1 What this section is about

This Section will introduce you to the concepts of relational database design. You will learn how to design a relational database using the four rules of good database design and how to define the relationships using industry standard conventions.

4.1.2 Outcomes, aims and objectives

The aim of this Section is to provide a learning experience which will enable you to design and create a database structure to aid business decision making and problem solving.

By the end of this Section you will be able to:

- analyse a business problem
- identify key information needs
- design a database structure using established database terminology
- define key fields
- establish appropriate relationships
- create a database showing tables and relationships.

4.1.3 Approximate study time

The approximate study time for this Section is 15 hours.

4.1.4 Other resources required

To undertake the activities in this Section, you will need blank paper, pencil, eraser and a ruler. You will also need access to a personal computer with MS Access 2000 installed.