

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP320 DATABASES

AIM OF MODULE:	To introduce students to the concepts and functions of databases.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Basic Principles		*			20
2. Practical Application			*		80
					<hr/> 100 <hr/> <hr/>

LEARNING OUTCOMES

The student will:

- | | | |
|---|---|---|
| C | 1 | Demonstrate an understanding of the basic terminology of databases, and know what data types are available. |
| A | 2 | Complete a practical exercise to demonstrate understanding of the basic principles. |

CONTENT

1 BASIC PRINCIPLES

- Define the following terms and concepts relative to the package being used:
 - File (Table)
 - Record (row, entity)
 - Field (column, attribute)
 - Field characteristics (name, format content)
 - File (table) structure
 - Form
 - Report
 - Table view/form view
 - Sort
 - Query
 - Filter
- Describe the purpose of data types eg Alphanumeric, Numeric, Date, Logical
- Plan and design a database for a simple problem

2 PRACTICAL APPLICATION

- Complete a practical exercise(s) using a database package which involves:
 - Creating a file (table) structure requiring various data types
 - Creating a simple data-entry form
 - Adding records
 - Changing records
 - Deleting records
 - Using table and form views
 - Changing the sort order
 - Performing a simple query
 - Performing simple calculations
 - Generating and printing a report using the standard report generator with title and column headings
 - Generating and printing a report using the standard report generator with title and column headings based on a query
 - Check data and compare with original sources
 - Modify a standard report.