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|  |  | **Unit ID: 112**  |
| **Domain**  |  |  **OFFICE ADMINISTRATION**   |
| **Title:**  |  |  **Create and maintain records on a database**  **programme in an office environment**  |
| **Level: 5** |   | **Credits: 15**  |

# Purpose

This unit standard is intended for those who create and maintain records on a database programme in an office environment. People credited with this unit standard are able to plan a computer database;create and maintain a computer database file; create and edit a database table; create a database form;

This unit standard is intended for people who carry out activities that involves working on a database in an office environment.

# Special Notes

1. Entry information

 Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of using the basic features of a database programme.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.

1. Glossary

*Database programme* to be used for this unit standard is Microsoft Access.

*Office equipment* may include, but is not limited to a computer, external devices, storage devices and basic computer applications.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer’s specifications.

1. Regulations and legislation relevant to this unit standard include the following:
	* Labour Act, No. 11, 2007
	* Occupational Health and Safety Regulations, 1997

and all subsequent amendments.

 **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which

meet the accreditation requirements set by the Namibia Qualifications Authority and the

Namibia Training Authority and who comply with the national assessment and

moderation requirements. Details of specific accreditation requirements and the national

assessment arrangements are available from the Namibia Qualifications Authority on

[www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on www.nta.com.na

**Elements and Performance Criteria**

# Element 1: Plan a computer database

**Range:**

Database objects may include, but are not limited to, query, reports, tables and forms.

Database model may include but not limited to flatfile, hierarchical, relational, network or a combination of models.

# Performance Criteria

* 1. Role of database in an organisation is explained.
	2. Purpose for the database plan is explained.
	3. Database objects and relationships are explained.

 1.4 Database model to be used in an organisation is explained and selected.

1.5 Specifications and features required for the database plan are identified.

# Element 2: Create and maintain a computer database file

**Range:**

Field properties include but are not limited to size, data type, currency, integer, decimal, dates, times, text and number format.

Checking against the properties includes accuracy, readability, presentation and data integrity.

# Performance Criteria

 2.1 Database application is accessed.

 2.2 Database file is created for filing purpose.

2.3 Steps to rename and delete database file is explained and demonstrated.

**Element 3: Create and edit database table**

# Performance Criteria

 3.1 Database table is created.

 3.2 Use of primary key is demostrated.

 3.3 Data is entered, and records are amended within the database.

 3.4 Purpose of lookup field is explained for data validation.

3.5 Lookup field is created and applied.

 3.6 Records are adjusted to fit in rows and colunms.

 3.7 Steps to format and delete database table are demonstrated.

 3.8 Table is sorted according to given instructions.

# Element 4: Create a database form

**Range:**

Formatting may include but not limited to size, colour and borders.

# Performance Criteria

 4.1 Database form is created according to given instructions and needs.

 4.2 Data is entered in the table using forms.

 4.3 Records are accessed using a form.

 4.4 Database form is formatted.

 4.5 Printing properties of database form are applied.

# Element 5: Create and run queries

**Range:**

Selection criteria include but not limited to filter and selection criteria.

# Performance Criteria

5.1 Database queries are created and run using selection criteria to display or amend selected data.

 5.2 Database results are sorted and filtered.

 5.3 Printing properties of database query are applied.

# Element 6: Produce database reports

**Range:**

Editing and formatting may include but not limited to size, colour and borders.

# Performance Criteria

 6.1 Database report is created according to given instructions.

 6.2 Database report is edited and formatted.

 6.3 Reports are modified to meet the required needs.

**Element 7: Create relational database**

# Performance Criteria

 7.1 A two-table simple relational database is created.

 7.2 Relationship between tables is created.

 7.3 Information is retrieved from a relational database.

# Registration Data

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| **Subfield:**  | Business services  |
|  |  |
| **Date first registered:**  | 28 September 2006 |
| **Date this version registered:**  | 28 March 2018  |
| **Anticipated review:**  | 2023  |
|  |  |
| **Body responsible for review:**  | Namibia Training Authority  |