Seminar 2

A performing arts school based in the north east of England currently operates entirely on a paper only based system. All payments for classes are submitted in case in a envelope with the students name on, additional payments are taken on the same basis for the additional activities such as competitions, dance wear, costumes, show fees etc.

The timetable is held on a word document and the registers for the classes are held in a note book but there are no registers taken during the classes. The payment envelopes do not contain any details of classes to be taken, simply a value for the fees that are paid.

There are 3 permanent members of staff and 4 relief staff who come in on a need basis, there is no electronic payments made and staff are paid in cash only based on the hours they claim they work.

Working in groups of 2 or 3 do the following tasks:

1. Consider the elements that will be needed for accurate business records, is the company able to meet the standard required with the current system?
2. Which elements would you recommend be entered into a database?
3. What would the advantage of using a database give to the organisation.
4. What limitations would there be and how do you determine these?