HIGHER EDUCATION PROGRAMMES

Academic Year 2025:	July - December
Formative Assessment 3:	Computer Literacy Advanced (HCLT108-1)
NQF Level, Credit:	5, 10
Weighting:	25%
Assessment Type:	Practical Assignment
Educator:	L. Saunders
Examiner:	L. Saunders
Due Date	3 November 2025
Total	50 Marks

Instructions:

1. This paper consists of two (2) compulsory questions.
2. The assessment covers Unit 9 –13 of the Study Guide.
3. Upload the Microsoft Access database and a PDF with answers to Question 2. **Do not put any of the files in a zipped folder.**
4. These two files are to be uploaded **separately.**

Learning Outcomes:

- Define a database
- Design and create a database
- Add records to Tables
- Create Table relationships
- Create a Query and sort Query using a Wizard
- Sort data in a Form using the available methods
- Create a report using the Report Wizard

Question 1 **[20 Marks]**

Background:

You are a database consultant hired by a fitness centre to develop a database system to help manage memberships and class schedule assignments. The centre currently uses paper records, which results in inefficiencies and errors. Your task is to create a Microsoft Access database to streamline their operations.

Your database should contain the following tables:

- Members: (MemberID, FirstName, LastName, Email, PhoneNumber, MembershipType)
- Classes: (ClassID, ClassName, InstructorID, Schedule, Capacity)

Required:

Create a database in **MS Access** for the schedule management system and **upload a copy of the database on Colcampus.**

Rubric:

Criteria	**Requirements**	**Marks**
1	*Design and implement the required database structure with the correct tables and attributes.*	2 marks
2	*Populate the Members and Classes tables with at least 10 records each.*	4 marks
3	*Create an **'Instructors'** table with the fields InstructorID, FirstName, LastName, Specialty, and ContactNumber. Populate it with at least five records.*	5 marks
4	*Add a 'ClassLocation' column to the Classes table to specify where each class takes place.*	2 marks
5	*Set field properties such as "Required" to Yes and add "Input Mask(000-000-0000)" for PhoneNumber in the Members table.*	3 marks
6	*The correct naming convention is used, andconsistency is followed.*	4 marks
	Total	**20 marks**

Question 2 **[30 Marks]**

Answer the following questions based on the database you created in Question 1. Submit a PDF with your answers.

2.1 Explain the function and purpose of the three main tables in Question 1. (6 marks)

2.2 Describe the first six data types used in MS Access and their functions. *Use the provided study guide*. (6 marks)

2.3 Create and submit a screenshot of the relationship diagram between the tables. (5 marks)

Please note: The relationship must be created in MS Access and should display referential integrity between the tables.

2.4 Query the entire Instructors table (show all attributes) in MS Access, with the Specialty column in descending order, and add a screenshot of the result. (4 marks)

2.5 Create a **tabular** form of the entire Members table (show all attributes), ensuring the header label is in Arial Black, size 24. Submit a screenshot of the final form. (4 marks)

2.6 Create a report of the Classes table and ensure no grouping levels are added. Submit a screenshot of the final report. (5 marks)

The below only applies to students enrolled in the Bachelor of Accounting program.

Aligns to SAICA competencies:

W3	**Data Analytics**
d)	Interpret the results to solve a defined business or audit problem and suggest further steps to be taken.
f)	Data inspection: (i) Describe the elements of a specific business process by documenting the workflow (ii) Define the problem to be solved and determine clear measurement priorities (iii) Identify data sources appropriate to solving the defined problem (iv) Evaluate the input controls responsible for ensuring that the data captured and used is valid, accurate, and complete (v) Explain the nature, distribution, and limitations of the identified data and the population to be tested.
i)	Data modelling (i) Examine the key fields using descriptive statistics to determine their characteristics and statistical parameters (ii) Evaluate the quality of data to determine how well it supports business analysis and decision-making (iii) Choose appropriate analytical methods and identify alternative approaches, taking the data characteristics and the specific analytical task into account (iv) Apply designated quantitative techniques (e.g., statistics, time series analysis, optimisation, simulations) in modelling for analysis and prediction (v) Identify relationships between data in different forms and different data sets, and build relationship models between data sets to achieve a business or audit objective
W7	**User Competencies**
b)	Use presentation software in an accounting/ business context
d)	Use accounting software to create and view financial transactions.