

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

Code: HEQC/H06/SCI/SLCOMD (non-credit-bearing)

Title: ComCo Databases (as part of Community Computer Programme)

NQF Level: 3

Credits: Notional hours required: 36

Formal Contact Time: 18 hours

Learning Assumed to be in Place: Basic Literacy skills for reading and interpreting instructions given in course manual. The credit value of this unit is based on a person having the prior knowledge and skills to operate a personal computer. No formal qualification is required.

Learning OUTCOMES: At the end of this module the student will be able to:

- Demonstrate basic knowledge of the uses, features and terminology of a database programme
- Adjust basic settings
- Design, plan and create a database with the use of database tables
- Define primary keys, set up an index, modify table and update database
- Import Excel spreadsheets
- Retrieve information from an existing database
- Refine a query; select, sort and filter data
- Create and use a form to enter data into a database
- Create reports

Brief Description of CONTENT:

- An understanding of the basic concepts of databases
- Methods for using a database on a personal computer
- Design and plan a database
- Methods for retrieving information from an existing database using query, select and sort tools
- Entering of data into the database using forms
- Creation and modification of reports

CRITICAL OUTCOMES supported by this module:

- Using computer technology effectively and critically;
- Collecting, analyzing, organizing and critically evaluating information;
- Organise and manage oneself and one's activities responsibly and effectively;
- Working effectively with people as a member of a team.

Method of Assessment: Practicals, Tests
Practical Exam will comprise of one 2-hour paper.

Organising Field: 10 – Physical, Mathematical, Computer and Life
Sciences

Approval Date: February 2007

Review Date: End of 2009

Departmental or
Programme "HOME": Department of Computer Science and Informatics -
UFS sustained

Developer/Coordinator: Module was developed by Ms N de Sousa. The module
will be coordinated by a relevant member of the
Department of Computer Science and Informatics.

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