

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/4/5

Manage Database Systems (Ms. Access)

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATE:

1. You have the first 10 minutes to carefully read through the instructions and to collect the tools/resources required for the task.
2. In this assessment, you will be required to perform the following tasks.
 - i. **TASK 1: Create a Database**
 - ii. **TASK 2: Perform Database Operations**
 - iii. **TASK 3: Burn Files on a Disc**
 - iv. **TASK 4: Print Files from The Disc**
3. Create a folder on the desktop called CDACCEXAM.
4. Save all your work in the CDACCEXAM folder
5. The assessor will record your performance at critical points using Video.
6. You are provided with the following resources for the practical task
 - a) Computer installed with Microsoft office.
 - b) CD-RW disk

TASK 1: Create a Database

- i. Start Microsoft access.
- ii. Create a database named SCHOOL and save it in the CDACC EXAM folder.
- iii. Create the following tables in the database created in (ii) above.

Staffinfo

FIELDNAME	DATA TYPE	DESCRIPTION
SID	Auto Number	Primary Key
SNAME	Text	Staff Name
DPT	Look Up Wizard	Department
PNUMBER	Number	Phone Number

Stuinfo

FIELDNAME	DATATYPE	DESCRIPTION
ADMNO	Number	Primary Key
STUDNAME	Text	Student Name
CLASS	Look Up Wizard	Class
COURSE	Look Up Wizard	Course
DPT	Lookup Wizard	Department, Foreign Key

TASK 2: Perform Database Operations

- i) Create a relationship between the two tables.
- ii) Create a data entry form for each table.
- iii) Save the forms as follows
 - a) Staffinfo-form
 - b) Stuinfo-form
- iv) Using the forms created TASK 2(iii) above enter the following data in the respective tables.

Staffinfo

SID	SNAME	DPT	PNUMBER
001	John	ICT	0726421688
002	Mary	EE	0721686868
003	Ann	ICT	0711012842
004	Simon	AGRI	0710222777

Studinfo

ADMNO	STUDNAME	CLASS	COURSE	DPT
4101	Mark	ICT25	DICT	ICT
4109	Eva	DEE25	DEE	EE
4112	Mary	HRM25	HRM	B/S

v) Create a query and Name it *ICT_staff query* to display all members of staff whose department is ICT.

TASK 3: Burn files on a disc

- i. Burn the folder CDACCEXAM and the files contained in CD-RW provided.

TASK 4: Print files from the disc

- i. Print the following from the school database created.
 - a) *Staffinfo* table
 - b) *Studinfo* table
 - c) *ICT_staff* query.