

Methodological tool:

Create a simple travel agent's database

Number of methodological Tool	EUPANEXT_LO_018_M_001
Work Area Code and Title	5 FILING SYSTEM DOCUMENTATION AND DATABASES
Unit Code and Title	2.11 Use basic database skills to enter information in a database
Learning Outcome Number and Title	LO018: Demonstrate the ability to enter, edit, organise and store accurate and relevant data in an existing database system (electronic or manual).
Objective of the methodological tool	<p>The objective of this exercise is for the learners to:</p> <ul style="list-style-type: none"> design the structure of a very simple database (that is to identify the type of information they should store for each travel agent) design the database in an electronic format (using any type of software they prefer) or non-electronic format enter data in the database Edit data in database systems Delete data from database systems provided that authority has been granted. Organise data in database systems. Check a database for accuracy, identify missing information and correct the database.
Individual or group exercise	<input checked="" type="checkbox"/> Individual
Type of methodological tool	<input checked="" type="checkbox"/> Written Exercise
Description of the exercise/Procedure	<p>Learners are requested to design and create a simple travel agent's database. Database could be electronic (MS Access) or non-electronic.</p> <p>Learners will have access to laptops or PCs with connection to internet. Alternatively, the learners may be given telephone (or other) directories where they can find the relevant information for travel agents.</p> <p>After they have developed the database, ask them to edit and delete entries (e.g. if a contact has moved to a new address, what will they</p>

	do?) Then ask them to exchange their databases and check the database developed by another learner for accuracy
Exercise is accompanied by	<ol style="list-style-type: none"> 1. Telephone or other directories (containing information on travel agents) 2. Laptops or PCs with connection to the internet
Exercise solution	<p>A possible structure will contain the following:</p> <ul style="list-style-type: none"> Name of travel agent Address City Postal Code Email Size General Manager Receptionist Contact person Contact person email <p>(more complex structure may also be suggested)</p>
Other comments to the trainer	Attention should be paid on the way the learners design the database as well as their attention to detail (e.g. phone numbers entered correctly, addresses entered correctly etc).
Approximate Time needed for the completion of this exercise	60 minutes