

Unit Title: Database Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: CAI925
Ofqual Unit Code: H/502/4553

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Enter, edit and organise structured information in a database.	1.1	Identify the main components of a database.
		1.2	Create a database table for a purpose using specified fields.
		1.3	Enter structured data into records to meet requirements.
		1.4	Locate and amend data records.
		1.5	Respond appropriately to data entry error messages.
		1.6	Check data meets needs, using IT tools and making corrections as necessary.
2.	Use database software tools to extract information and produce reports.	2.1	Identify queries which meet information requirements.
		2.2	Run simple database queries.
		2.3	Identify reports which meet information requirements.
		2.4	Generate and print pre-defined database reports.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com

Additional Information:

NA