Unit Title: **Database Software**
Unit Level: **Level 2**
Unit Credit Value: **4**
GLH: **30**
LASER Unit Code: **CAI944**
Ofqual Unit Code: **M/502/4555**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Create and modify non-relational database tables.	1.1	Identify the components of a database design.
		1.2	Describe the field characteristics for the data required.
		1.3	Create and modify database tables using a range of field types.
		1.4	Describe ways to maintain data integrity.
		1.5	Respond appropriately to problems with database tables.
		1.6	Use database tools and techniques to ensure data integrity is maintained.
2.	Enter, edit and organise structured information in a database.	2.1	Create forms to enter, edit and organise data in a database.
		2.2	Select and use appropriate tools and techniques to format data entry forms.
		2.3	Check data entry meets needs, using IT tools and making corrections as necessary.
		2.4	Respond appropriately to data entry errors.
3.	Use database software tools to run queries and produce reports.	3.1	Create and run database queries using multiple criteria to display or amend selected data.
		3.2	Plan and produce database reports from a single table non-relational database.
		3.3	Select and use appropriate tools and techniques to format database reports.
		3.4	Check reports meet needs, using IT tools and making corrections as necessary.

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

Additional Information:
NA