

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:

NA

Additional Information:

NA