

Unit Title: Using Database Software
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 15
LASER Unit Code: WJC611
Ofqual Unit Code: M/506/0360

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to enter, edit and organise structured information in a database.	1.1	List 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, making corrections as appropriate.
2.	Be able to use database software tools to produce reports.	2.1	State the type of information that may be required in a report.
		2.2	Generate and print pre-defined database reports.

Assessment Guidance:

NA

Additional Information:

NA
