

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Database Software
Unit Reference Number:	M/615/8640
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (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