## Database

## Level 1 Unit 6 - Database Software (3 credits)

## 1. 1. Recognise how to use a database

1.1 I can identify the main components of a database [2]
1.2 I can create a database table for a purpose using specified fields [4]
1.3 I can enter structured data into records to meet requirements [6]
1.4 I can locate and amend data records [8]
1.5 I can respond appropriately to data entry error messages [10]
1.6 I can check data meets needs, using IT tools and making corrections as necessary [11]

## 2. 2. Use a database

2.1 I can identify queries which meet information requirements [3]
2.2 I can run simple database queries [5]
2.3 I can identify reports which meet information requirements [7]
2.4 I can generate and print pre-defined database reports [9]

## Level 2, Unit 6 - Database Software (4 credits)

## 1. 1. Create and modify nonrelational database tables

1.1 I can identify the components of a database design [13]

## 2. 2. Enter, edit and organise structured information in a database

2.1 I can create forms to enter, edit and organise data in a database [14]

## 3. 3. Use database software tools to run queries and produce reports

3.1 I can create and run database queries using multiple criteria to display or amend selected data [15]

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1.2 I can describe the field characteristics for the data required [16]
1.3 I can create and modify database tables using a range of field types [19]
1.4 I can describe ways to maintain data integrity [22]
2.3 I can check data entry meets needs, using IT tools and making corrections as necessary [20]
2.4 I can respond appropriately to data entry errors [23]
2.2 I can select and use appropriate tools and techniques to format data entry forms [17]
3.2 I can plan and produce database reports from a single table non-relational database [18]
3.3 I can select and use appropriate tools and techniques to format database reports [21]
3.4 I can check reports meet needs, using IT tools and making corrections as
1.5 I can respond appropriately to problems with database tables [25]
1.6 I can use database tools and techniques to ensure data integrity is maintained [26]

## Level 3, Unit 6 - Database Software (6 credits)

## 1. 1. Plan, create and modify relational database tables to meet requirements

1.1 I can explain how a relational database design enables data to be organised and queried [28]
1.2 I can plan and create multiple tables for data entry with appropriate fields and properties [31]
1.3 I can set up and modify relationships between database tables [34]
1.4 I can explain why and how to maintain data

## 2. 2. Enter, edit and organise structured information in a database

2.1 I can design and create forms to access, enter, edit and organise data in a database [29]
2.2 I can select and use appropriate tools and techniques to format data entry forms [32]
2.3 I can check data entry meets needs, using IT tools and making corrections as necessary [35]
2.4 I can respond appropriately to data entry

## 3. 3. Use database software tools to create, edit and run data queries and produce reports

3.1 I can explain how to select, generate and output information from queries according to requirements [30]
3.2 I can create and run database queries to display, amend or calculate selected data [33]
3.3 I can plan and produce database reports from a multiple-table relational database [36]
3.4 I can select and use appropriate tools and

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integrity [37]
1.5 I can respond appropriately to problems with database tables [40]
errors [38]
techniques to format database reports [39]
3.5 I can check reports meet needs, using IT tools and making corrections as necessary [41]
1.6 I can use database tools and techniques to ensure data integrity is maintained [42]

## Links to other Open Office Units

| Entry Level | Level 1 | Level 2 | Level 3 |
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| Bronze 1 [44] | Silver 1: IPU [45] | Gold 1: IPU [46] | Platinum 1: IPU [47] |
| Bronze 2 [48] | Silver 2: WP [49] | $\underline{\text { Gold 2: WP [50] }}$ | Platinum 2: WP [51] |
| Bronze 3 Unit 1 [52] | Silver 3: SS [53] | $\underline{\text { Gold 3: SS [54] }}$ | Platinum 3: SS [55] |
| Bronze 3 Unit 2 [56] | $\underline{\text { Silver 4: DPS [57] }}$ | $\underline{\text { Gold 4: DPS [58] }}$ | $\underline{\text { Platinum 4: DPS }}$ |
|  | $\underline{\text { Silver 5: PS [60] }}$ | $\underline{\text { Gold 5: PS [61] }}$ | Platinum 5: PS [62] |
|  | Silver 6: DB [63] | $\underline{\text { Gold 6: DB [64] }}$ | Platinum 6: DB [65] |

Source URL: https://theingots.org/community/oooDB

## Links

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[3] https://theingots.org/community/oool1u6x\#2.1
[4] https://theingots.org/community/oool1u6x\#1.2
[5] https://theingots.org/community/oool1u6x\#2.2
[6] https://theingots.org/community/ooollu6x\#1.3

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[7] https://theingots.org/community/oool1u6x\#2.3
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