Database

General level descriptors [1]

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

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| 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 [35]
| 2.1  | 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 [33]
|       |      | 2.4 I can respond appropriately to data entry errors [34]
| 3.1  | 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 single table non-relational database [18]
|       |      | 3.4 I can check reports meet needs, using IT tools and making corrections as necessary [24]
integrity [37] errors [38] techniques to format database reports [39]

1.5 I can respond appropriately to problems with database tables [40]

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

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Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/ooool1u6x#1.1
[3] https://theingots.org/community/ooool1u6x#2.1
[4] https://theingots.org/community/ooool1u6x#1.2
[5] https://theingots.org/community/ooool1u6x#1.3
[6] https://theingots.org/community/ooool1u6x#1.4