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 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)

1.1 I can explain how a relational database design enables data to be organised and queried [28]

2.1 I can design and create forms to access, enter, edit and organise data in a database [29]

3.1 I can explain how to select, generate and output information from queries according to requirements [30]

1.2 I can plan and create multiple tables for data entry with appropriate fields and properties [31]

2.2 I can select and use appropriate tools and techniques to format data entry forms [32]

3.2 I can create and run database queries to display, amend or calculate selected data [33]

1.3 I can set up and modify relationships between database tables [34]

2.3 I can check data entry meets needs, using IT tools and making corrections as necessary [35]

3.3 I can plan and produce database reports from a multiple-table relational database [36]

1.4 I can explain why and how to maintain data integrity [22]

2.4 I can respond appropriately to data entry errors [23]

3.4 I can check reports meet needs, using IT tools and making corrections as necessary [24]

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]
Database

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

1.6 I can use database tools and techniques to ensure data integrity is maintained [42]

3.5 I can check reports meet needs, using IT tools and making corrections as necessary [41]

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