e-Quals Unit Syllabus
Level 1 Producing simple databases
7266 – 004
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Unit 004 Producing simple databases

Syllabus overview

Rationale
The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently perform a variety of database related tasks using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of databases and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes
There are five outcomes to this unit. The candidate will be able to
- Create and maintain database storage locations
- Input a simple database
- Maintain a simple database
- Carry out single condition searches on a database
- Produce hard copy output

Guided learning hours
It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications
This unit contributes towards the knowledge and understanding required for the following qualifications

IT Users N/SVQ (iTQ) Level 1:

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<thead>
<tr>
<th>Outcome</th>
<th>Unit</th>
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<td>Make selective use of IT 1</td>
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<td>1, 2, 3</td>
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<td>1</td>
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<td>Database software 1</td>
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<td>1, 2, 3, 4, 5</td>
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<td>Use IT systems 1</td>
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Key Skills
This unit contributes towards the Key Skills in the following areas

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Assessment and grading
Assessment will be by means of a set assignment covering both practical activities and underpinning knowledge.
Unit 004 Producing simple databases
Outcome 1 Create and maintain database storage locations

Practical activities
The candidate will be able to:

1. create a suitably named directory/folder in which to store the data files/tables
2. create a suitably named directory/folder to be used as a location for backup copies of the data files/tables
3. start the database application
4. identify and open existing data files/tables
5. make backup copies of the data files/tables using filenames which identify them as backup copies, storing them in a suitably identified location
6. exit the database application ensuring all data files/tables have been saved to an appropriate location.
Unit 004 Producing simple databases
Outcome 2 Input a simple database

Practical activities
The candidate will be able to:

1. identify common database terms
   a. database
   b. table
   c. field
   d. record

2. identify data types
   a. character or text
   b. numeric
   c. date
   d. currency

3. for a given database, identify the structure in terms of field names and data types

4. for a draft table of data, identify the database structure in terms of field names and data types

5. input a new database from a defined database structure

6. save the database.

Underpinning knowledge
The candidate will be able to:

1. explain the importance of checking data for accuracy.
Unit 004  | Producing simple databases
Outcome 3  | Maintain a simple database

**Practical activities**
The candidate will be able to:
1. open an existing database and display the records and fields for editing
2. add a new record to an existing database
3. add new data to a record
4. simple validation of text based data and suitable validation message
5. edit data
6. delete a record
7. sort the records in a table/file in ascending or descending order
   a. alphabetical
   b. numeric
8. save the modified database.

**Underpinning knowledge**
The candidate will be able to:
1. explain simple validation of data eg: AND/OR.
Unit 004  Producing simple databases
Outcome 4  Carry out single condition searches on a database

Practical activities
The candidate will be able to:
1 using relational operators, execute searches on fields
   a text/character
   b numeric
   c date
   d currency.
2 save the conditional search using a specified name.

Underpinning knowledge
The candidate will be able to:
1 identify relational operators
   a equals =
   b less than <
   c greater than >
   d less than or equal to <=
   e greater than or equal to >=
   f not equal to <>

Underpinning knowledge
The candidate will be able to:
1 explain how simple queries are used to produce information.
Unit 004  Producing simple databases
Outcome 5  Produce hard copy output

Practical activities
The candidate will be able to:
1  print all the records in a table/file including all the fields
2  print a sorted list of all the records in a table/file including all the fields
3  print a list of all records in a table/file matched by a single condition search
4  print only selected fields from the records in a table/file
5  print a list of all records in a table/file matched by a single condition search, but including only selected fields from the records
6  print predefined reports from existing databases to meet user requirements.
Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

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<th>Outcome</th>
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<tr>
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Candidate Signature .......................... Date ..........................

City & Guilds Registration Number ..........................

Quality nominee (if sampled) .......................... Date ..........................

Assessor Signature .......................... Date ..........................

External Verifier Signature (if sampled) .......................... Date ..........................

Centre Name .......................... Centre Number ..........................