e-Quals Unit Syllabus

Level 1 Producing simple databases

7266 – 004

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
enquiry@cityandguilds.com

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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:

Outcome	Unit	
1, 2, 3	101	Make selective use of IT 1
1, 2, 3	102	Operate a computer 1
1	110	Database software 1
1, 2, 3, 4, 5	117	Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	
Communication	
IT	IT 1.2
Working with others	
Problem solving	PS 1.1
Improving own learning	

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.

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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.

Unit record sheet

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.

Outcome	✓	Date
1 **Create and maintain database storage locations**	☐	
2 **Input a simple database**	☐	
3 **Maintain a simple database**	☐	
4 **Carry out single condition searches on a database**	☐	
5 **Produce hard copy output**	☐	

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** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

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