

# **BCS IT User Syllabus**

## **Data Management Software Level 1**

**Version 1.0**

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## Data Management Software Level 1

CATEGORY	SKILL SET	REF.	TASK ITEM
<b>DMS1.1 Introduction to Data Management Systems</b>	DMS1.1.1 Uses of Data Management Systems	DMS1.1.1.1	Understand that a data management system is used to store and retrieve data for a variety of business functions
		DMS1.1.1.2	Know some uses for which bespoke data management systems are created, such as: membership records, hire/rental records, insurance quotes
		DMS1.1.1.3	Know some examples of proprietary data management systems, such as: Customer Relationship Management systems, Management Information Systems (MIS), Payroll systems, Enterprise Resource Planning (ERP) systems
		DMS1.1.1.4	Be aware of available input methods: keyboard, voice recognition, touch screen, stylus
		DMS1.1.1.5	Be able to use an input method to enter data accurately and efficiently into a data management system
	DMS1.1.2 Security Procedures	DMS1.1.2.1	Be aware that access control procedures help to ensure the security of information contained in data management systems: user names and passwords, different levels of access for different users
		DMS1.1.2.2	Be aware that only authorised users should access data management systems
		DMS1.1.2.3	Be aware that passwords help to prevent unauthorised access to data management systems, and that these passwords should be changed regularly and always conform to guidelines for strong passwords
		DMS1.1.2.4	Be aware that user authentication helps to prevent unauthorised access to data management systems through the use of unique user names and passwords
		DMS1.1.2.5	Be aware that user names and passwords should never be made known to other users, to prevent anyone accessing a data management system through another user's login
		DMS1.1.2.6	Be aware that a record may be linked to other records in a data managements system, through related fields in tables, and that this link may prevent an individual record from being deleted

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<b>DMS1.2 Enter and Edit Data Records</b>	DMS1.2.1 Use a Data Management System	DMS1.2.1.1	Open a data management system application
		DMS1.2.1.2	Close a data management system application
		DMS1.2.1.3	Open a data entry form
		DMS1.2.1.4	Close a data entry form
	DMS1.2.2 Enter Records	DMS1.2.2.1	Understand that each field in a data entry form will contain one specific type of data, such as text, number, date/time, yes/no
		DMS1.2.2.2	Be aware that data should be entered in the correct format for the field in which it is being input
		DMS1.2.2.3	Create a new record
		DMS1.2.2.4	Accurately enter data into a new record in a pre-set data entry form
		DMS1.2.2.5	Add a new record to a table
	DMS1.2.3 Edit Records	DMS1.2.3.1	Use the find feature to locate an individual data record
DMS1.2.3.2		Amend data in an individual data record in a pre-set data entry form	
DMS1.2.3.3		Use the search and replace feature to find and replace specific data in a selection of data records	
DMS1.2.3.4		Know how new or edited records are saved in a data management system	
<b>DMS1.3 Maintain Data Records</b>	DMS1.3.1 Check Records	DMS1.3.1.1	Understand the importance of checking that data records are accurate and consistent
		DMS1.3.1.2	Know the importance of verifying the data entered into data entry forms
		DMS1.3.1.3	Ensure that duplicate data is not entered into a data management system
		DMS1.3.1.4	Check that data has been entered in the correct format for each field
		DMS1.3.1.5	Use a built-in spell check to find and correct spelling errors
	DMS1.3.2 Error Messages	DMS1.3.2.1	Know the types of error message that may be displayed when entering data: incorrect field size or data type, validation checks, duplicate records, incorrect format
		DMS1.3.2.2	Know how to respond appropriately to error messages when entering data
		DMS1.3.2.3	Know how to use an built-in help system to search for help with error messages
		DMS1.3.2.4	Know who to approach for help to deal with an error message effectively

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	DMS1.3.3 Guidelines for Data Storage and Use	DMS1.3.3.1	Know where to find the local and legal guidelines and procedures set by an employer or organisation for data storage and use
		DMS1.3.3.2	Be aware of the topics that may be covered by guidelines for data use: data format to use, compliance and reporting procedures, confidentiality of data
		DMS1.3.3.3	Be aware of the topics that may be covered by guidelines for data storage: security of data, backup procedures to follow, confidentiality of data, file management procedures for the application being used
		DMS1.3.3.4	Be aware of the effect of data protection legislation on any data held in the data management system
		DMS1.3.3.5	Know who to approach for help following guidelines or procedures for data storage or use
<b>DMS1.4 Retrieve and Display Data Records</b>	DMS1.4.1 Search for and Display Data Records	DMS1.4.1.1	Search for and display records that meet specified criteria
		DMS1.4.1.2	Sort selected records in ascending, descending alphabetical, numerical order
		DMS1.4.1.3	Filter selected records by a single pre-defined criteria
		DMS1.4.1.4	Remove a filter from selected records
		DMS1.4.1.5	Print selected records to an installed printer, using default settings
	DMS1.4.2 Reports	DMS1.4.2.1	Know the pre-defined reports that are available to output data to meet specified requirements
		DMS1.4.2.2	Be able to identify which report to run to view specific information to meet given requirements
		DMS1.4.2.3	Know how to access available reports, using menus or shortcuts
		DMS1.4.2.4	Know how to use an existing report template to produce a standard report based on current data
		DMS1.4.2.5	Know how specified reports can be output: onscreen, to printer
		DMS1.4.2.6	Print a report to an installed printer, using default settings