



ECDL / ICDL Using Databases
Level 1
Syllabus Version 1.0 (UK)

Purpose

This document details the syllabus for *ECDL / ICDL Using Databases at Level 1*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Using Databases at Level 1* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Mapping to the IT User Qualifications (ITQ)

This syllabus, for use in the United Kingdom, maps to the ITQ unit “Database Software” at Level 1.



ECDL / ICDL Using Databases Level 1

The following is the Syllabus for ECDL / ICDL Using Databases Level 1, which is the basis for the theory and practice-based test in this module.

Module Goals

Successful candidates will be able to:

- Understand what a database is and identify how to input information into databases.
- Retrieve and store a database.
- Enter and edit data records.
- Find and display records in queries and tables.
- Create database reports.
- Handle error messages and check content before printing.

CATEGORY	SKILL SET	REF.	TASK ITEM
DB1.1 Introduction to Database Software	<i>DB1.1.1 Understanding Database Software</i>	DB1.1.1.1	Identify how information is stored in a database: tables, forms, queries and reports.
		DB1.1.1.2	Know the benefits of using database software.
	<i>DB1.1.2 Input Methods</i>	DB1.1.2.1	Be aware of available input methods: keyboard, voice recognition, touch screen, scanner, stylus.
		DB1.1.2.2	Use an input method to enter information accurately and efficiently into a database.
DB1.2 Storage and Retrieval	<i>DB1.2.1. Create a Database</i>	DB1.2.1.1	Open and close a database application.
		DB1.2.1.2	Open and close database items: tables, forms, queries and reports.
		DB1.2.1.3	Create a database table.
		DB1.2.1.4	Add field names to a database table.
	<i>DB1.2.2 Retrieve a Database</i>	DB1.2.2.1	Find and open a previously saved database file.



CATEGORY	SKILL SET	REF.	TASK ITEM
	<i>DB1.2.3 Store a Database</i>	DB1.2.3.1	Be aware of any local guidelines and conventions that should be observed when naming and storing database files.
		DB1.2.3.2	Save database items using appropriate names: tables, queries and reports.
		DB1.2.3.3	Close a database file.
DB1.3 Enter and Edit Data in a Database	<i>DB1.3.1 Enter Data into a Database Table</i>	DB1.3.1.1	Understand that each field in a database table will contain one specific type of data: text, number, date/time, yes/no.
		DB1.3.1.2	Add a new record to a database table.
		DB1.3.1.3	Enter data into a new record in a database table accurately.
		DB1.3.1.4	Check records for accuracy.
		DB1.3.1.5	Increase column widths so all data displays in full.
	<i>DB1.3.2 Edit Data Records</i>	DB1.3.2.1	Edit data in a database record accurately.
		DB1.3.2.2	Delete a record in a database.
		DB1.3.2.3	Use the find command to locate data in a database table.
		DB1.3.2.4	Use the replace command to amend data in a database table.
DB1.4 Retrieve and Display Records	<i>DB1.4.1 Understand Simple Queries</i>	DB1.4.1.1	Know why queries are produced.
		DB1.4.1.2	Recognise how errors in data entry will affect query output.
		DB1.4.1.3	Create a simple query using single criteria.
		DB1.4.1.4	Sort a query in ascending, descending, alphabetical, numerical order.
		DB1.4.1.5	Present selected fields only in a query.



CATEGORY	SKILL SET	REF.	TASK ITEM
	<i>DB1.4.2 Locate Information in a Database Table</i>	DB1.4.2.1	Filter data in a database table.
		DB1.4.2.2	Remove a filter from a database table.
		DB1.4.2.3	Sort selected records in ascending, descending, alphabetical, numerical order.
DB1.5 Run Database Reports	<i>DB1.5.1 Understand and Generate Database Reports</i>	DB1.5.1.1	Know how to produce database reports to suit different purposes, audiences and needs.
		DB1.5.1.2	Run a database report.
		DB1.5.1.3	Change page orientation: portrait, landscape.
DB1.6 Finalise and Print Out Database Items	<i>DB1.6.1 Respond to Data Entry Error Messages</i>	DB1.6.1.1	Understand data entry error messages: field size, data type, validation, duplicate records, incorrect format.
		DB1.6.1.2	Amend data when data entry error occurs.
	<i>DB1.6.2 Check Data Meets Needs, using IT Tools</i>	DB1.6.2.1	Use built-in spell and grammar check and correct errors.
		DB1.6.2.2	Understand the importance of proofreading and reviewing databases to ensure information meets needs and data is displayed accurately and consistently.
		DB1.6.2.3	Proof read to ensure information meets needs and data is displayed consistently.
		DB1.6.2.4	Use help function to resolve errors.
	<i>DB1.6.3 Print from a Database</i>	DB1.6.3.1	Print database reports, displaying all items in full.
		DB1.6.3.2	Print selected pages of a report.