

BCS IT User Syllabus

Data Management Software Level 2

Version 1.0

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CATEGORY	SKILL SET	REF.	TASK ITEM
DMS2.1 Introduction to Data Management Systems	DMS2.1.1 Uses of Data Management Systems	DMS2.1.1.1	Know the benefits of storing data in a data management system: data should be accessible, reliable, up-to-date, accurate
		DMS2.1.1.2	Know the benefits of using a properly maintained data management system: rapid access, shared view, security of system and data, simplified data handling
		DMS2.1.1.3	Understand that records in data management systems are held in fields in tables
		DMS2.1.1.4	Understand that tables in data management systems are related to each other by matching a unique field in one table with a field in the other table
		DMS2.1.1.5	Understand the importance of the integrity of relationships between tables, and the implications this has when amending or deleting records
		DMS2.1.1.6	Understand that queries are used in data management systems to display fields from multiple tables
		DMS2.1.1.7	Understand that data entry forms are created from the fields contained within tables or queries, as an easy way to enter and amend records within data management systems
		DMS2.1.1.8	Understand that reports are created from the fields contained within tables or queries, to output required data from a data management system
	DMS2.1.2 Security Procedures	DMS2.1.2.1	Be able to describe potential risks to data security when using a data management system: access by unauthorised users, ensuring confidentiality of data held, access to personal data
		DMS2.1.2.2	Know what access control is, and be able to describe why this can help ensure the security of data in a data management system
		DMS2.1.2.3	Be able to describe some procedures used to protect data held in a data management system: password protection and management, user authentication
		DMS2.1.2.4	Be able to describe what makes a password strong, and how to keep passwords secure
DMS2.2 Enter and Edit Data Records	DMS2.2.1 Categories	DMS2.2.1.1	Open, close a data management application

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		DMS2.2.1.2	Understand the use of categories within a data management system
		DMS2.2.1.3	Be able to modify category view to meet requirements
	DMS2.2.2 Enter Records and Data	DMS2.2.2.1	Select the appropriate data entry form for current requirements
		DMS2.2.2.2	Create a new record in a data entry form and add it to a table in the data management application
		DMS2.2.2.3	Enter data accurately into a selected group of records
	DMS2.2.3 Edit Records	DMS2.2.3.1	Know how to select and update a field for a data entry form
		DMS2.2.3.2	Amend data within a selected group of records
		DMS2.2.3.3	Use the search and replace feature within a selected group of records to replace specified data
		DMS2.2.3.4	Delete data within a selected group of records
		DMS2.2.3.5	Delete a record
		DMS2.2.3.6	Understand how and when records are saved in a data management system
DMS2.3 Maintain Data Records	DMS2.3.1 Check Records	DMS2.3.1.1	Understand the importance of checking that data records meet the needs of the system for which they are used: spelling, format, accuracy, consistency, no duplication
		DMS2.3.1.2	Use a built-in spell check to ensure the accuracy of the spelling of a selected group of records in a data management system
		DMS2.3.1.3	Understand the importance of verifying that the data entered into records in a data management system is correct, and know how to verify the accuracy of data that is being entered
		DMS2.3.1.4	Understand data validation techniques used within data management systems, and what effect this will have as records are created and amended
		DMS2.3.1.5	Know the importance of housekeeping of records in a data management system
	DMS2.3.2 Error Messages	DMS2.3.2.1	Understand error messages that may be displayed concerning access to a data management system: access controls, user authentication, password control, authorised levels of access

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		DMS2.3.2.2	Be able to describe the meaning of the types of error message that may be displayed when working with data in a data management system: field size, data type, validation checks, duplicate records, format
		DMS2.3.2.3	Know how to respond appropriately to any error messages displayed when using a data management system
		DMS2.3.2.4	Be able to use a built-in help system within a data management system
		DMS2.3.2.5	Know who to ask for help, if necessary, for an unfamiliar or non-routine task
	DMS2.3.3 Guidelines for Data Storage and Use	DMS2.3.3.1	Know where to find the guidelines set by an employer or organisation for storage and use of data within a data management system
		DMS2.3.3.2	Understand and be able to describe the topics that may be covered by the guidelines for data use: data format, compliance and reporting procedures, confidentiality of data
		DMS2.3.3.3	Understand and be able to describe the topics that may be covered by the guidelines for data storage: security of data, backup procedures to follow, confidentiality of data, file management procedures
		DMS2.3.3.4	Know the purposes of data protection legislation or conventions, and be able to describe the implications of this on data contained within a data management system
		DMS2.3.3.5	Know how to apply local or legal guidelines and legislation when working with a data management system
DMS2.4 Retrieve and Display Data Records	DMS2.4.1 Queries	DMS2.4.1.1	Know the queries that currently exist in a data management system, and what data can be extracted from the system with each query
		DMS2.4.1.2	Use a query to select a group of records from within a data management system, to meet current requirements
		DMS2.4.1.3	Add one, multiple criteria to a query using one or more search operators to locate a specific group of records: = (equal to), <> (not equal to), < (less than), > (greater than), <= (less than or equal to), >= (greater than or equal to)
		DMS2.4.1.4	Use wildcards within criteria in a query to locate a specific group of records

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		DMS2.4.1.5	Hide, unhide fields within a query
		DMS2.4.1.6	Create a new query to interrogate a data management system, to locate a particular group of records to meet specific requirements
	DMS2.4.2 Search and Retrieve	DMS2.4.2.1	Use the find feature within a selected group of records to locate records that meet required criteria
		DMS2.4.2.2	Sort a selected group of records in ascending, descending alphabetical, numerical order
		DMS2.4.2.3	Filter a selected group of records, using one, multiple criteria
	DMS2.4.3 Reports	DMS2.4.3.1	Know the standard reports that currently exist in a data management system, and what data can be extracted from the system with each report
		DMS2.4.3.2	Select an existing report to view selected records from a data management system, to meet given requirements
		DMS2.4.3.3	Customise an existing report, to view specified information from a data management system, to meet multiple search parameters
		DMS2.4.3.4	Create a new report to view required information from a data management system, to meet multiple search parameters
	DMS2.4.4 Output records	DMS2.4.4.1	Amend page setup options for a query, report: orientation, paper size
		DMS2.4.4.2	Print a displayed group of records to an installed printer
		DMS2.4.4.3	Print selected pages of a report, a complete report to an installed printer
		DMS2.4.4.4	Output selected records to another application
		DMS2.4.4.5	Export a report to another application
		DMS2.4.4.6	Be aware of the potential security risk of exporting records from a data management system to another application: such as access to the data by other users once it is outside of the data management system
		DMS2.4.4.7	Know how to ensure the security and confidentiality of data exported to another application