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## ECCC SYLLABUS

MODULE: **IT M4 DATABASES**

LEVEL: **BASIC (A)**

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
<b>1. Theory of databases</b>	1.1. Basic notions of database theory: basic terminology and types of data. 1.2. Using databases. 1.3. Information security in databases.
<b>2. Database administration</b>	2.1. Design and implementation of one-table (register) database. 2.2. Basic operations on data. 2.3. Securing the integrity of data: input masks and data display format.
<b>3. Queries</b>	3.1. Data search in a table: data filtering, Query By Example language. 3.2. Sorting search results according to defined criteria and in a fixed order. 3.3. Aggregating functions.
<b>4. Reports</b>	4.1. Basic information on reports. 4.2. Creating the reports and printing them.

Preferred software for completing tasks for level A:

- MS Office (Excel and Access)
- Open Office (Base and Calc)