ECCC SYLLABUS

MODULE: **IT M4** DATABASES
LEVEL: INTERMEDIATE **(B)**

This module exam includes all competences from the basic level **(A)**, extended with competences listed below.

COMPETENCE GROPUP	COMPETENCE WITHIN ECCC STANDRADS
1. Theory of databases	1.1. Database models and notions connected to them.
	1.2. Designing a relational database.
	1.3. Groups of database users and their tasks.
2. Database administration	2.1. Designing a multitable (relational) database.
	2.2. Defining integrity bonds in a relational database, using them for indexing, cascade updating and deleting data.
	2.3. Importing and exporting data.
3. Queries	3.1. Building selective queries in a relational database.
	3.2. Building functional queries.
	3.3. Building join queries.
	3.4. Other query types: parametric, cross-tab and with computational fields.
4. Reports	4.1. Creating reports based on a relational database, including grouping and sorting data.
	4.2. Creating computation-using reports.
5. Forms	5.1. Basic notions connected with form design.
	5.2. Creating related forms and macros.

Preferred software for completing tasks for level B:
- MS Office Access
- Open Office Base