

Data Management Level 1

Module Goals

This module sets out essential concepts and skills relating to basic data management using Microsoft Access but can be applied to other data management software packages.

Candidates should ideally complete Databases Level 1 before embarking on this unit.

Successful candidates will be able to:

- 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
- 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 password
- Understand that each field in a data entry form will contain one specific type of data, such as text, number, date/time, yes/no
- Use the search and replace feature to find and replace specific data in a selection of data records
- Understand the importance of checking that data records are accurate and consistent

Module Chapters

1. Introduction to Data Management Systems
2. Enter & Edit Data
3. Maintain Data Records
4. Retrieve & Display Data

Additional Course Information

Estimated learning time: 15 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Textbook with offline assignments

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Progression Options

Flexible Certificate in IT User Skills Level 1

Spreadsheets Level 1

Presentations Level 1

Databases Level 1

Improving Productivity Using IT Level 1



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