

# ICDL Professional DATABASES



The Databases module covers the main concepts of databases and the skills needed to use a database application.

In our data-driven world, the ability to digitally store, organise, and manage volumes of information effectively and efficiently is crucial. Databases are the tools that allow this to happen.

This module is suitable for anyone who handles data – especially large quantities of data – in their work and wants to use a database application to manage this information more effectively. The skills acquired in this module can be further developed in the Advanced Databases module.

**Develop the essential skills needed to manage and use information in a database application**



The Digital Skills Standard

ICDL Asia

The Databases module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

### Main learning outcomes

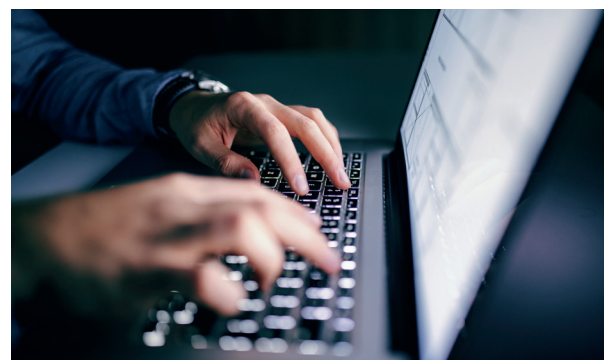
Successful candidates will be able to use standalone databases to handle large sets of data. After passing this module, candidates will feel confident creating and linking tables, managing data, and organising data by using filters, queries, forms, and reports. They will be able to:

- understand what a database is and how it is organised
- know how to use a database application to carry out common tasks
- understand how to manage tables and recognise data types
- know how to retrieve data using search, filters, criteria, and queries
- understand how to select and present data in outputs such as reports or exports

### Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	Skill Set
Understanding Databases	<ul style="list-style-type: none"> <li>• Key Concepts</li> <li>• Database Organisation</li> <li>• Relationships</li> </ul>
Using the Application	<ul style="list-style-type: none"> <li>• Working with Databases</li> <li>• Common Tasks</li> </ul>
Tables	<ul style="list-style-type: none"> <li>• Records</li> <li>• Design</li> <li>• Relationships</li> </ul>
Retrieving Information	<ul style="list-style-type: none"> <li>• Main Operations</li> <li>• Queries</li> </ul>
Forms	<ul style="list-style-type: none"> <li>• Using Forms</li> </ul>
Outputs	<ul style="list-style-type: none"> <li>• Reports, Data Export</li> <li>• Printing</li> </ul>



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