

## ECDL Advanced Databases (Exam ONLY)

### Level 3 certificate

If you have completed your ECDL and want to progress your skills, or if you are already a 'power user' - ECDL Advanced is the qualification for you.

ECDL Advanced will allow you to demonstrate your higher level computer skills, you can show employers that you are confident, competent and efficient in a range of applications.

If you regularly use database application and need to know how to create complex databases or use advanced tools then ECDL Advanced Databases will give you the knowledge and skills you need.

#### ***"Learn how to ..."***

- *Understand the use of various data types, create input masks and validation rules, set mandatory fields.*
- *Understand and create data relationships, apply inner, outer and self joins. Apply and use referential integrity*
- *Create queries to update, append and delete data and create new tables based on query data. Group data in a query, Use functions and logical expressions in a query. Show duplicate records and highest/lowest values. Use crosstab and parameter queries.*
- *Create bound and unbound controls, combo, list and check boxes and option groups. Set arithmetic and logical expression controls. Set sequential order of controls on a form. Create and modify subforms.*
- *Create arithmetic, logical and percentage controls on a report. Use formulas such as sum, max and count. Create running summaries and data headings.*
- *Create and run macros. Assign macros to form/report controls.*
- *Import and export data. Link data to an external database.*

During your course you will be expected to study either at home/work or during the available self-study sessions at the centre. As part of the course you will also need to attend specific tutor guided sessions for personal tuition, feedback and support which are available 3 times per week (*times and availability detailed overleaf*).

The course includes:

- ✧ ***Self directed learning***
- ✧ ***Email tutor feedback and support***
- ✧ ***Mock tests and extra learning resources available***

## **FAQ**

*Where do I go?* Kirkley Centre, Room 1

*When can I start?*

*(A 30 minute initial interview will need to be arranged before enrolling).*

- ***Tutor workshops:*** *Monday 2 pm to 4 pm*  
*Tuesday 11 am to 1 pm and 7 pm to 9 pm*  
*Wednesday 9 am to 11 am*
- ***Self study sessions:*** *Monday 9 am to 4 pm*  
*Tuesday 9am-4pm & 6pm to 9 pm*  
*Wednesday 9 am to 4 pm*  
*Thursday 9 am to 4 pm*  
*Friday 9 am to 1 pm*

*How much is it going to cost me?*

*Full course: £50 (£32 registration, £18 exam fee)*

*This includes free practice exams.*

*All fees are payable in full prior to start of course/module.*

*Do I need to bring anything with me? Notepad and pen.*