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| **Minor Award Name** | **Database** |
| **Minor Award Code** | **3N0550** |
| **Level** | **3** |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Outline the significance of database applications in terms of their common uses and features | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Database | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Explain rudimentary terminology associated with databases including tables, records, fields, simple data types, forms, queries and reports. | You tube | Explains terms such as database, field name, data type, and record including visual examples of same. | [Game Design HQX](https://www.youtube.com/channel/UCly65VLuV5IXet1DoszHgvA) | <https://www.youtube.com/watch?v=Fjh2HhPqRaA> |
| Explain rudimentary terminology associated with databases including tables, records, fields, simple data types, forms, queries and reports. | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Databases explains the terms database, tables, fields, records, data type, forms, queries and reports. | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Explain rudimentary terminology associated with databases including tables, records, fields, simple data types, forms, queries and reports. | Website and Video | Access 20126 Introduction to Databases. Includes what is a database an also a video to illustrate same. | GCFLearnFree | <https://www.gcflearnfree.org/access2016/introduction-to-databases/1/> |
| Use a database application to open an existing database, access a report, print a hardcopy of the report and exit the application | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Databases  Chapter 3 – Practical Database Assignments | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Use the search function of a database application to locate information within a database file | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Databases page 66-69  Chapter 3 – Practical Database Assignments | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Create a simple query on an existing database, storing the query for future access | You tube | Access 2016 – How to Make a Database  Part 4 – Queries – explains how to create, execute and save a query. | Game Design HQX | <https://www.youtube.com/watch?v=DjP2aOU2KuE> |
| Use the sort function within a database application to sort data in the order required. | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Databases pages 69-72  Chapter 3 – Practical Database Assignments | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Create a single report on an existing database, printing the resultant output in hardcopy format, and storing the report for future access | You tube | Access 2016 How to Make a Database Report 01 – explains how to create a report | Game Design HQX | <https://www.youtube.com/watch?v=JxUkzmwNkJk> |
| Create a simple form to populate a new database file with data | You tube | Access 2016 How to Make a Database Part 2 – Forms – how to create a form | Game Design HQX | <https://www.youtube.com/watch?v=Lge4WO_bpcI> |
| Perform common record management tasks including adding a new record, modifying a record and deleting a record | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 2 Introduction to Databases pages 65/66 Editing the file  Chapter 3 – Practical Database Assignments | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Produce a hardcopy database report taking all required steps including creating the database file, entering data, generating, saving and printing the report, and closing the  Database | You tube | Microsoft Access Tutorial including creating a database using Access 2013, building a table, query, form, report. | Access Learning Zone | <https://www.youtube.com/watch?v=eQMc30gSPN8> |
| Apply appropriate health, safety and personal hygiene procedures when working in an ICT environment | Book | Essential Computer Applications Fourth Edition by O’Neill & Morgan published by Gill – Chapter 1 Information & Communications Systems – The Information and Communication Technology Environment pages 44 – 49 | Séamus O'Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| **General** | website | Helps you to Create a Database in Microsoft Access 2013 aimed at Beginners, focuses on creating a customer table, query, form and report | PC Learning Zone | <https://www.youtube.com/watch?v=eQMc30gSPN8> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Access 2013 videos and tutorials | https://support.office.com/en-us/article/Access-2013-videos-and-tutorials-a4bd10ea-d5f4-40c5-8b37-d254561f8bce |
| Quality and Qualifications Ireland (QQI) – for minor and major award component specifications | <http://www.qqi.ie> |
| Further Education Support Services (FESS) – for resources and information on CPD | <http://www.fess.ie> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |