A *database* is a group of related items of information, individually called *records*. Each record may be visualized as a form with blanks to be filled in which collectively describe an individual item of the database. The blanks on the form are called *fields*, in database terminology.

In this unit you will learn to create databases by specifying the record and field formats, enter and maintain data in a database, and flexibly to generate reports from the database. As you do the reading outlined below, you may find it useful to keep notes of unfamiliar terms and concepts so you can ask about them in class. You will probably find it easiest to understand the more operationally-oriented sections, characterized by lists of step-by-step instructions, by actually trying the operations out on a computer as you read. When you have finished each weekly reading assignment, write out the listed practice exercises to turn in on the indicated day.

### Schedule

*Note—Computer labs are often very busy during the last few weeks of a term. Try to plan your computer use to allow for problems getting computer time.*

- **M Apr. 22:** (Meet in DBH114) Read lessons 1-6 from the Database Module. Do exercises 2-5 from page DB-20 (Practice 7).
- **W-F Apr. 23-25:** (Lab days, DBH 288 & L125) Do projects 1 and 2 from page DB62-63 to turn in Monday (Practice 8). Do your second Article Report (see the separate handout *Article Reports* for details).
- **M Apr 29:** (Meet in DBH114) Read lessons 7-13 from the Database Module. Turn in your Second Article Report, and the practice exercises you did this week. (Since the Article Report and exercises will be graded separately, please hand them in separately.)
- **W-F May 1-3:** (Lab days DBH 288 & L125) Do projects 4c, 5a and 6 from page DB63 (Practice 9).
- **M May 6:** (Meet in DBH114) Turn in the Practice 9 exercises.
- **W May 9:** (Lab day DBH288) Do your First Database Assignment (separate handout).
- **F May 11:** No class—Warrior Day.
- **M May 13:** (Meet in DBH114) Turn in your First Database Assignment.
- **W-F May 15-19:** (Lab days DBH 288 & L125) Work on your Second Database Assignment (separate handout).
- **M May 20:** (Meet in DBH114) Turn in your Second Database Assignment.
- **W May 22:** (Optional: meet in DBH114) Come to class if you wish to get your Database assignment returned.