Unit 3: Database

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 reading assignment, write out the listed practice exercises to turn in on the indicated day.

Schedule

T July 8: (Before class) Read lessons 1-6 from the Database Module. Do exercises 2-5 from page DB-20 (Practice #7).
(In lab) Do projects 1 and 2 from page DB62-63 to turn in tomorrow (Practice #8).

W July 9: (Before class) Read lessons 7-13 from the Database Module.
(In lab) Do projects 4c, 5a and 6 from page DB63 (Practice #9). Work on your second article report.

Th July 10: (Before class) Turn in the Practice 9 exercises.
(In lab) Write your Second Article Report.

M July 14: (Before class) Turn in your Second Article Report at the beginning of class.
(In lab) Do your First Database Assignment (separate handout).

T July 15: (Before class) Turn in your First Database Assignment.
(In lab) Work on your Second Database Assignment (separate handout).

W July 16: (We will not meet in the classroom today; use the time in lab to finish your work for this unit.)

Th July 17: (Before class) Turn in your Second Database Assignment by 5:15 pm today. Note that no late assignments will be accepted after that time.