

Fluency in Computer Technology

LAP 13 – Databases and Information Management



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ PT1g Identify capabilities and limitations of contemporary and emerging technology resources and access the potential of these systems and services to address personal, life-long learning, and workplace needs.
- ◆ PT1m Understand the selection and acquisition of information systems

Objectives

- ◆ Explain why data and information are important to an organization.
- ◆ Identify file maintenance techniques.
- ◆ Differentiate between the file processing and database approaches.
- ◆ Discuss the advantages of using a database management system (DBMS).
- ◆ Describe characteristics of relational and object-oriented databases.
- ◆ Explain how to use a query language.
- ◆ Understand how Web databases work.
- ◆ Discuss the responsibilities of the database analysts and administrators.
- ◆ Identify the qualities of valuable information.
- ◆ Describe the various types of information systems.
- ◆ Understand the concept of a data warehouse.

Resource Discovering Computers 2002 Chapter 13: Databases and Information Management

Time Frame 5 hours (suggested)

Introduction

This chapter reviews data and information concepts and presented methods for maintaining high-quality data. It discusses the advantages of organizing data in a database and describes various types of databases. You also learn about the role of the database analysts and administrators. The chapter also outlines the qualities of valuable information and presents various types of information systems.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

- _____ Read *Discovering Computers* (textbook) pages 13.1 – 13.43
- _____ Complete “Issue: Tracking Buyers’ Habits” on page 13.37. Respond to all the questions.
- _____ E-Revolution, page 13.43 “E-Health Applied”. Complete either number 1 or number 2.
- _____ Learn It Online, page 13.47. Complete numbers: 1 “Web Guide”, 2 “Scavenger Hunt”, 3 “Who Wants To Be A Computer Genius?”, 5 “Career Corner” and 6 “Search Sleuth”.
- _____ Checkpoint, pages 13.48 – 13.49. Complete: “Label The Figure”, “Matching”, “Multiple Choice”, and “Short Answer” and “Working Together”..
- _____ In The Lab, page 13.50. Complete numbers: 1 “Managing Files And Folders”, 2 “Working With Folders” and 3 “Working With Files In Folders”

_____ Web Work, page 13.51. Complete numbers: 2 “Designing A Database”. (print out and answer all twelve questions), 4 “Newsgroup FAQs” and 5 “In The News”.

_____ Complete the Self Assessment below.

_____ Take Chapter 13 Test.

Self Assessment - “I/I can . . . “

- _____ explain why data and information are important to an organization.
- _____ identify file maintenance techniques.
- _____ differentiate between the file processing and database approaches.
- _____ discuss the advantages of using a database management system (DBMS).
- _____ describe characteristics of relational and object-oriented databases.
- _____ explain how to use a query language.
- _____ understand how Web databases work.
- _____ discuss the responsibilities of the database analysts and administrators.
- _____ identify the qualities of valuable information.
- _____ describe the various types of information systems.
- _____ understand the concept of a data warehouse.