

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

- Module 4 is up and contains a quiz and a midterm assignment
  - Module 4's duration is October 11<sup>th</sup> through October 24<sup>th</sup>
  - The midterm and quiz for module 4 are both due on October 24<sup>th</sup>.
  - Midterm grade submission is due on October 27<sup>th</sup> (Satisfactory, Unsatisfactory, Failure)
  - Module 4's quiz is a hands-on experience on creating a database using a database management system such as Microsoft Access, and Oracle (most companies use Oracle, and it is the more powerful), SQL Structure Query Language, Informix (made by IBM), and Infosphere (IBM)
  - Database is the topic of Chapter 4- "Data and Knowledge Management"
- Vipo got 100 on his module 3 assignment by following the professor's directions.
- Data is raw information.
  - Now we are googling to find other examples of data management systems.
  - The abbreviation for Database Management system is **DBMS**
  - Excel is NOT a database, we will be discussing excel in one of the later modules. The professor purposely didn't start with excel because he is aware that most of you have some knowledge of excel already and wants us to focus on Access.
  - What is a database? It's a home for data.
  - Angel is a database; your cell phone has a database (Address Book).
  - The purpose of a database is the capability to search for information.
  - Kathy asked about excel being a database. Excel is not designed to be used for a database but you can use it as a database.
  - Current Events**-Google Robot Car- car that drives by itself, 60 minutes report on trading computers.
  - The midterm assignment is a 5 page report containing all the information from modules 1-3 and a 1 page summary from Chapter 4. This 5 page report will have one introduction and one conclusion.
  - We are now reading from the book- Relational database pg. 106 (2007). Now we are looking at the picture on pg 106 (2007) on pg 135 (2010)
  - Dr. Ebrahimi designed a database to show people that donated to the school.

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October 14, 2010 compiled by Sharmayne Browman

2<sup>nd</sup> day of Module 4

0. Introduction- If it weren't for "0" we wouldn't have computers. So we should not forget the number "0" Computers work with "0" and "1". If there is more than 1 state then it is called fuzzy logic.
1. **Quiz**-description on angel in Module 4 under "quiz"-There is an example in the "Quiz Sample" under Module 4. The point isn't for you to become an expert on creating databases. The professor would like you to become frustrated, like real managers do. Make sure you ask questions if you're stuck.
2. **Midterm**- for a description, refer to class notes from October 12, 2010.
3. **Module 3 Assignment Evaluation**-
4. Question and Answer-Artificial Intelligence (A.I.)-Martino asked a question regarding fuzzy logic and A.I.
5. Reading Text
6. Programming Managers met last class- Greg and the professor met regarding how to have a compiler and downloading it first. Dev C++ from bloodshed.net
7. Establish class Web team-Cathie
8. News-Mortgage mismanagement of information. Bank of America and other banks foreclosed on people's houses and changed the locks.
9. Miscellaneous-Dr. Ebrahimi got a twitter

October 19, 2010 compiled by Sharmayne Browman

-A few of the computers in our computer lab were not working but they have recently been fixed. The professor asked the lab manager, Michael, to let us know what was done to fix them. The hard drives had to be replaced in all cases.

Agenda

1. Quiz
  - First step is to go to access
  - then create at least 3 tables (60 points)

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- in one of the rows, put your name, personalize it.
- Uniqueness is 10 pts
- next create 5 queries (20 pts)(select table and field)

\*Raymond is demo-ing how to do a database

- go to all programs
- Microsoft office
- Microsoft access 2007
- click on new blank database
- name your database
- click on Add Field
- for next table, click create, then table and repeat
- for queries, click create, and then “query design”
- select the table you want
- at the bottom of the screen choose the criteria you want
- at the top, click “Run!”

2. Midterm Review
3. Review from previous class. Please look at Sharmayne’s notes
4. **News**-Professor went to a LI business meeting and met Jeff Heydt who is a CEO. He’d like to come to Old Westbury to give a talk. He does outsourcing in order to increase his revenue. His company is [www.acitli.com](http://www.acitli.com) , we are going to help them with their webpage.

October 21, 2010 compiled by Sharmayne Browman

1. Quiz- Relationships

We will be doing some hands on tutorials explaining how to do relationships. Click here for a free access tutorial [www.baycongroup.com](http://www.baycongroup.com) then click on “Microsoft Access Basics”. Scroll down to Lesson 4 which will teach you how to create relationships. If

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you go to lesson 5, all we are concerned with is “Create a Query that uses two or more tables”

-The purpose is not to make you an expert in access, the purpose is for you to be familiar with access.

How to submit: At least 10 snapshots of the process of creating your database. A snapshot of table 1, table 2, table 3, each query (5 total)

### 2. Midterm-

-5 pages with introduction, personal conclusion (in my experience) and references as is (70pts)

-5 points for each module

-10 points for professional citation from a journal.

### 3. Technology News-Newsweek article on [www.quiki.com](http://www.quiki.com)

### 4. Reading-Chapter 4→ pg 105 in the 2010 edition discusses relationships

### 5. Miscellaneous

### 6. Vivek will help with Discussions

\*If you want to compute totals, DO NOT use Access, use Excel

\*Deepu Jose will be the database manager

*October 7, 2008*

Module 4: *Data and Knowledge Management*

### Today's Agenda

- 1) Module 4 is now up. *Data and Knowledge Management*
- 2) Discuss previous assignments
- 3) Discuss midterm – Will be after October 20<sup>th</sup>
- 4)

## Module 4 – Class Notes

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### Objectives:

- Recognize the importance of data, the issues involved in managing these data, and the data life cycle
- Describe the sources of data and explain how data are collected.
- Explain the advantages of the database approach.
- Explain the operation of data warehousing and its role in decision support.
- Explain data governance and how it helps to produce high-quality data.
- Define knowledge and describe the different types of knowledge.

- 1) Dr. Ebrahimi's article, *The International Journal of Applied Management and Technology Vol. 3, No. 2*, has been uploaded to Module 4.

### 2) Midterm

- 5 page research paper on “Why should managers be acquainted with information systems?”
- Due the week of October 20<sup>th</sup>

### 3) Quiz

- 

### Class Notes

- 1) Sample model for research article:

## Module 4 – Class Notes

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- *ACM SIGCSE - Website Error Analysis* (5 Pages – From [www.drebrahimi.com](http://www.drebrahimi.com))

<http://delivery.acm.org/10.1145/1280000/1272903/p171-ebrahimi.pdf?key1=1272903&key2=5277057911&coll=portal&dl=ACM,ACM&CFID=15151515&CFTOKEN=6184618>

2) Fact: Yahoo! is the #1 search engine worldwide.

3) Leap years are NOT every four years.

- C++ Leap Year algorithm

```
if (year%400==0) cout<<"Leap Year";
```

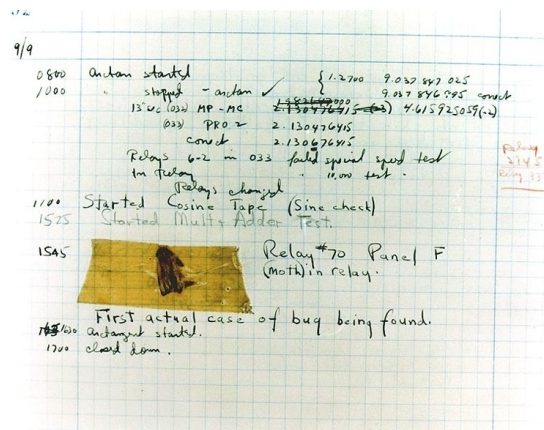
```
else if (year%100==0) cout<<"Not Leap Year";
```

```
else if (year%4==0) cout<<"Leap Year"
```

```
else cout<<"Not Leap Year"
```

4) Grace Hopper coined the word “bug” in computer terminology. She designed the programming language COBOL. She thought we would have flying shoes by the year 2000.

- [http://en.wikipedia.org/wiki/Grace\\_Hopper](http://en.wikipedia.org/wiki/Grace_Hopper)



- Photo of the “bug”

## Module 4 – Class Notes

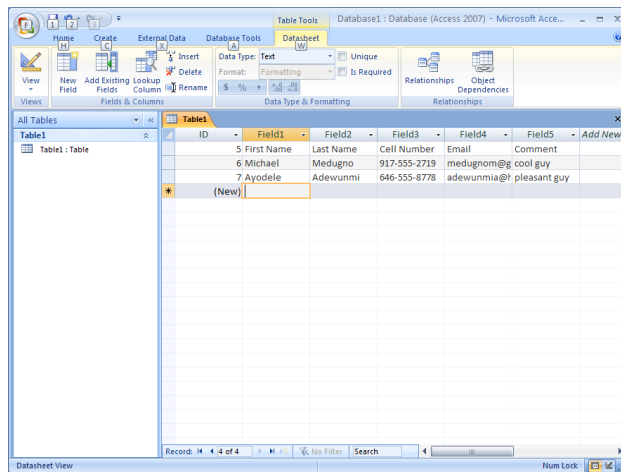
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### 5) SQL

- Structure Query Language
- 90% of the time, the Select command is used
- Knowledge of SQL can net you a job starting at \$50,000

### 6) Microsoft Office Suite

- Word: Word Processor
- Excel: Spreadsheet
- Access: Database



MS Access screen capture

### 7)

October 7, 2008

Module 4: *Data and Knowledge Management*

Today's Agenda

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

### 5) Midterm Outline – 100 Pts.

- Topic: *Why does a manager need to be acquainted with information systems?*
- Go to Word, start a new document, type the aforementioned, bold and center it
- *How can we get resources?*
  - i. Article
  - ii. Textbook
  - iii. Discussion
  - iv. Class notes
  - v. Modules
- The filename should be your initials
  - i. Convention: *aemid101408.doc*
  - ii. Save as *Word 97-2003* format
- Title of article, authors, addresses
- Abstract (Introduction)
- Create 5 pages and *save as* into the H: drive (Network drive)
- Outline your article

### 6) Midterm Grading

- Modules (*60 Pts total*)
  - i. 1/3 of the page, you get +5
  - ii. 2/3 of the page, you get +10
  - iii. Whole page, you get +15
- Conclusion
- References



## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

- +15 for the Abstract, Conclusion, References, as well as general layout.
- **+25 for a quality written paper.**

7) Quiz Outline – 100 Pts.

- Build a database

8) Read from text

- 

9) Miscellaneous (*see notes*)

10) Attendance

Objectives:

Notes:

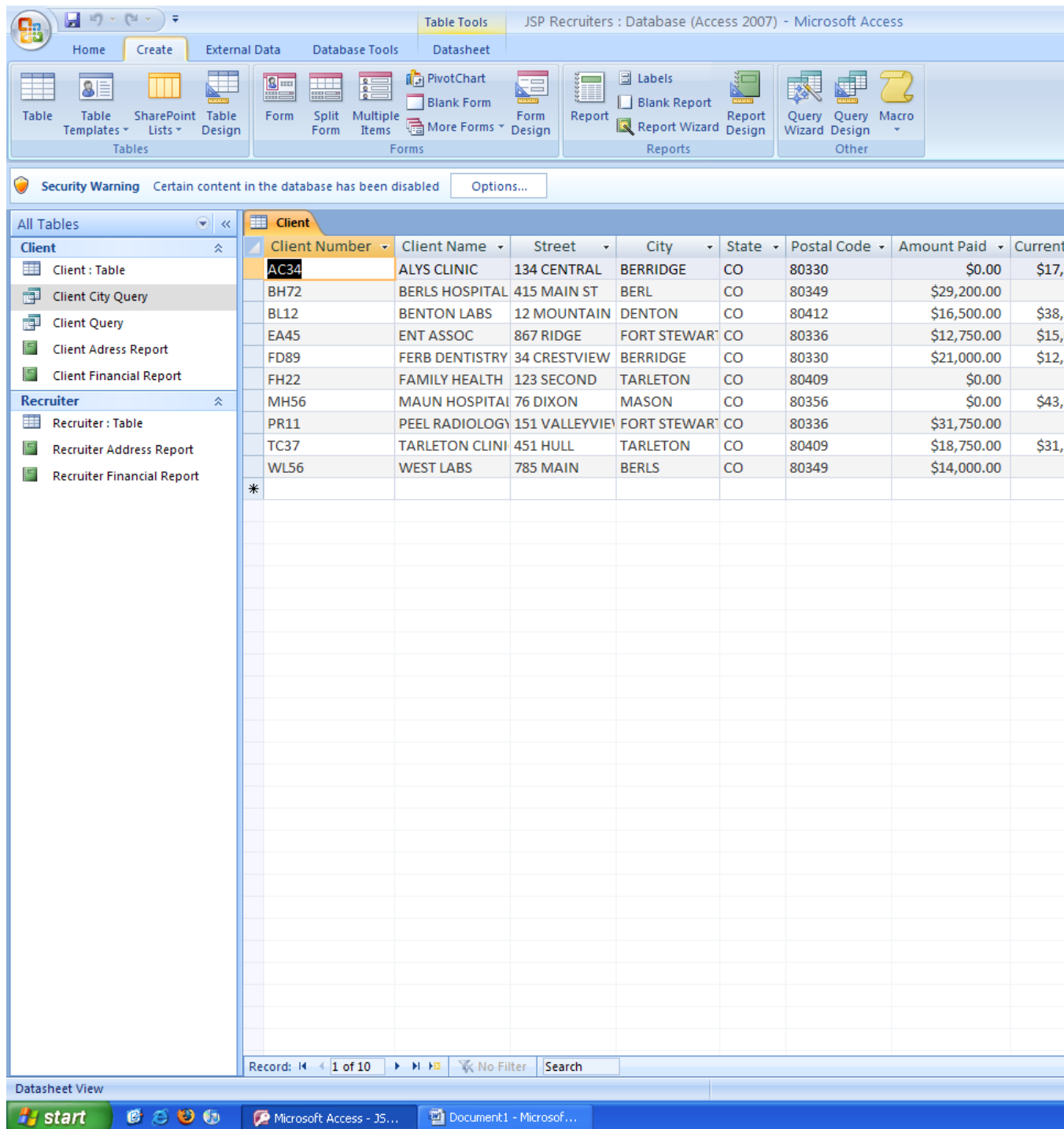
- Track change is in the Review tab.
- Compatibility is a major issue.
- A computer mouse is capable of carrying a virus.
- A byte is one character.
- Deletion on security.

How to apply a query to a database (ctrl + print screen together are used to capture the screen snapshot and right-click and paste to copy to word)

1. Create query by design Click on the create tab.

## Module 4 – Class Notes

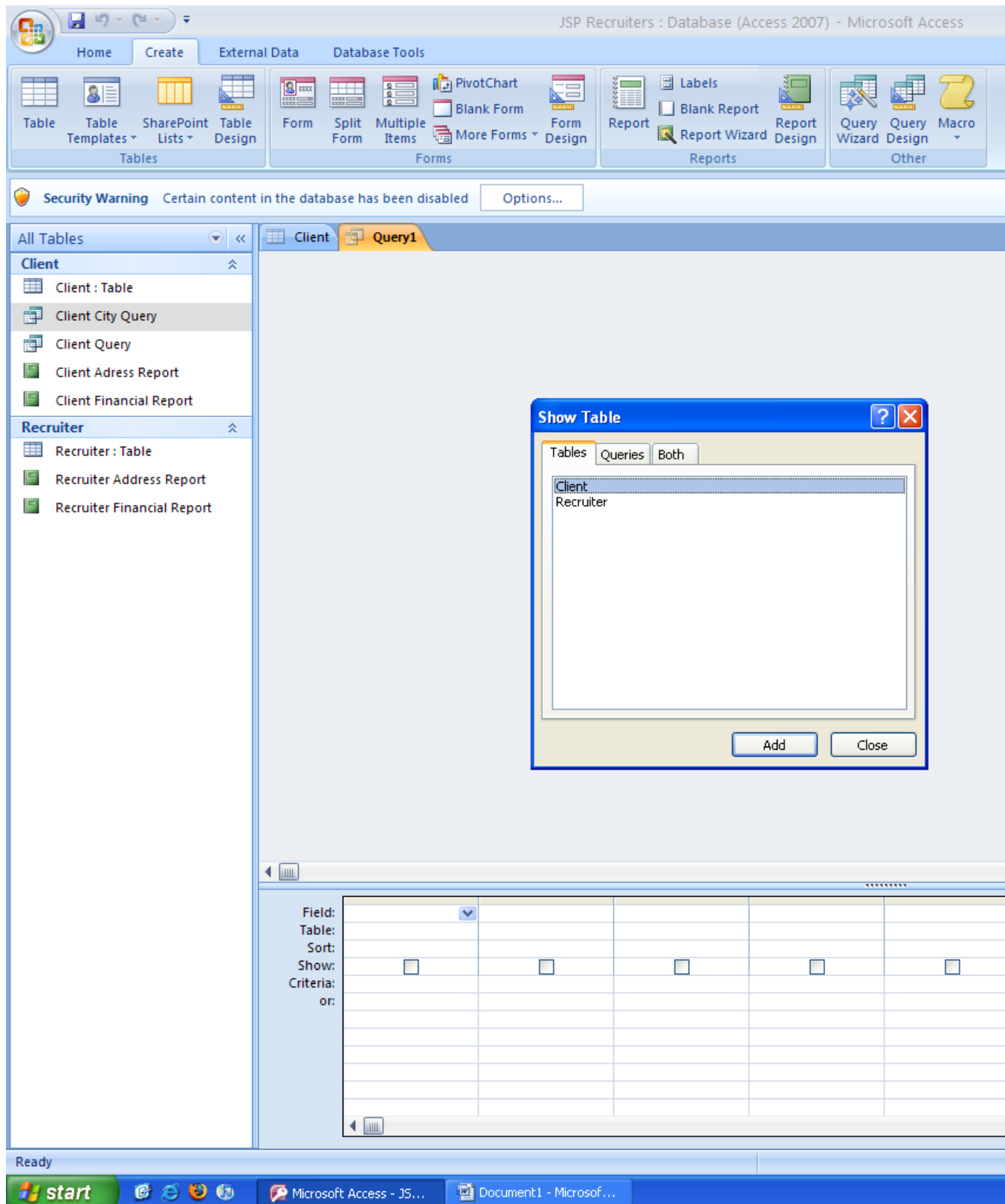
These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.



2. Click on Query Design in the right corner. This is what you get.

## Module 4 – Class Notes

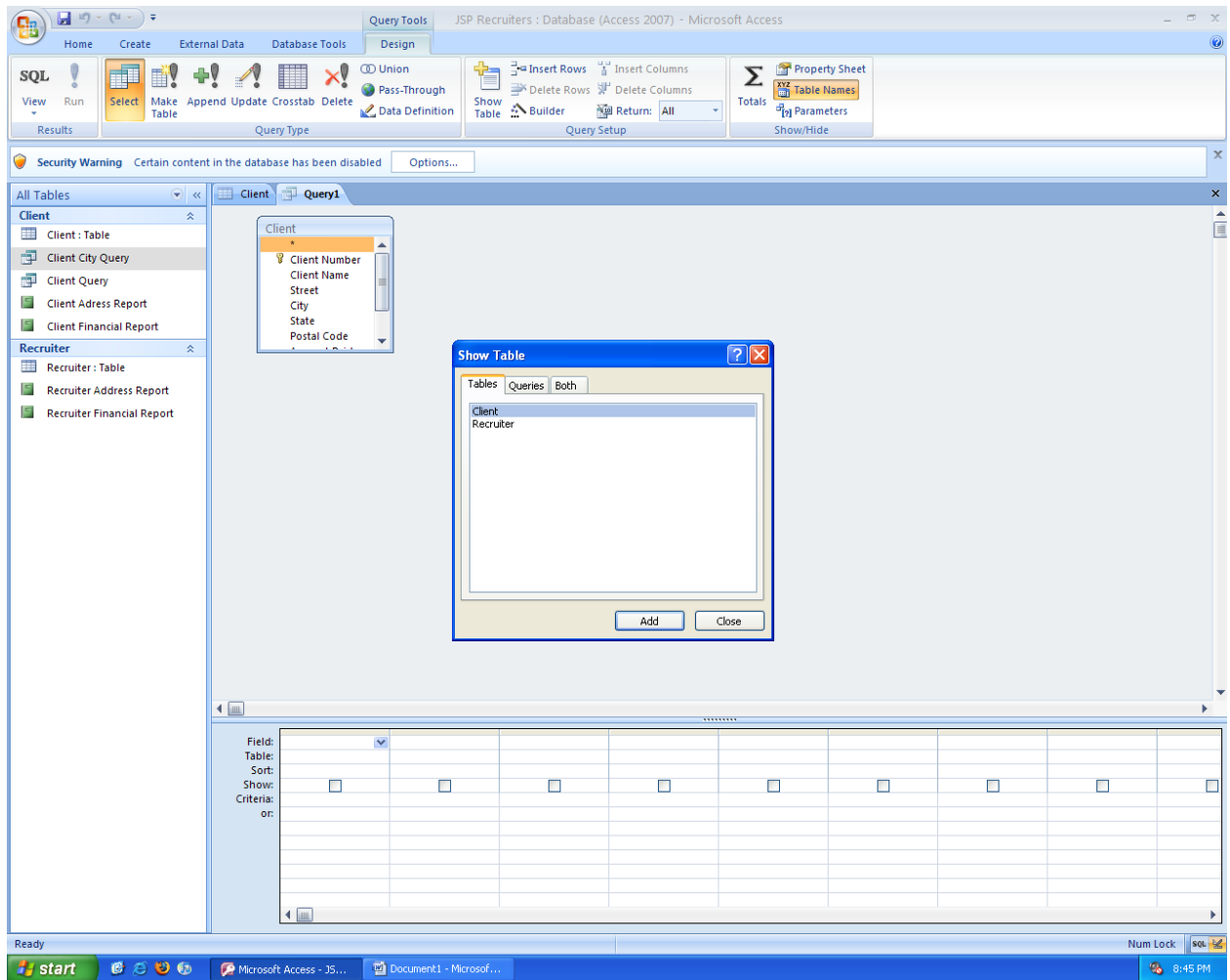
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## Module 4 – Class Notes

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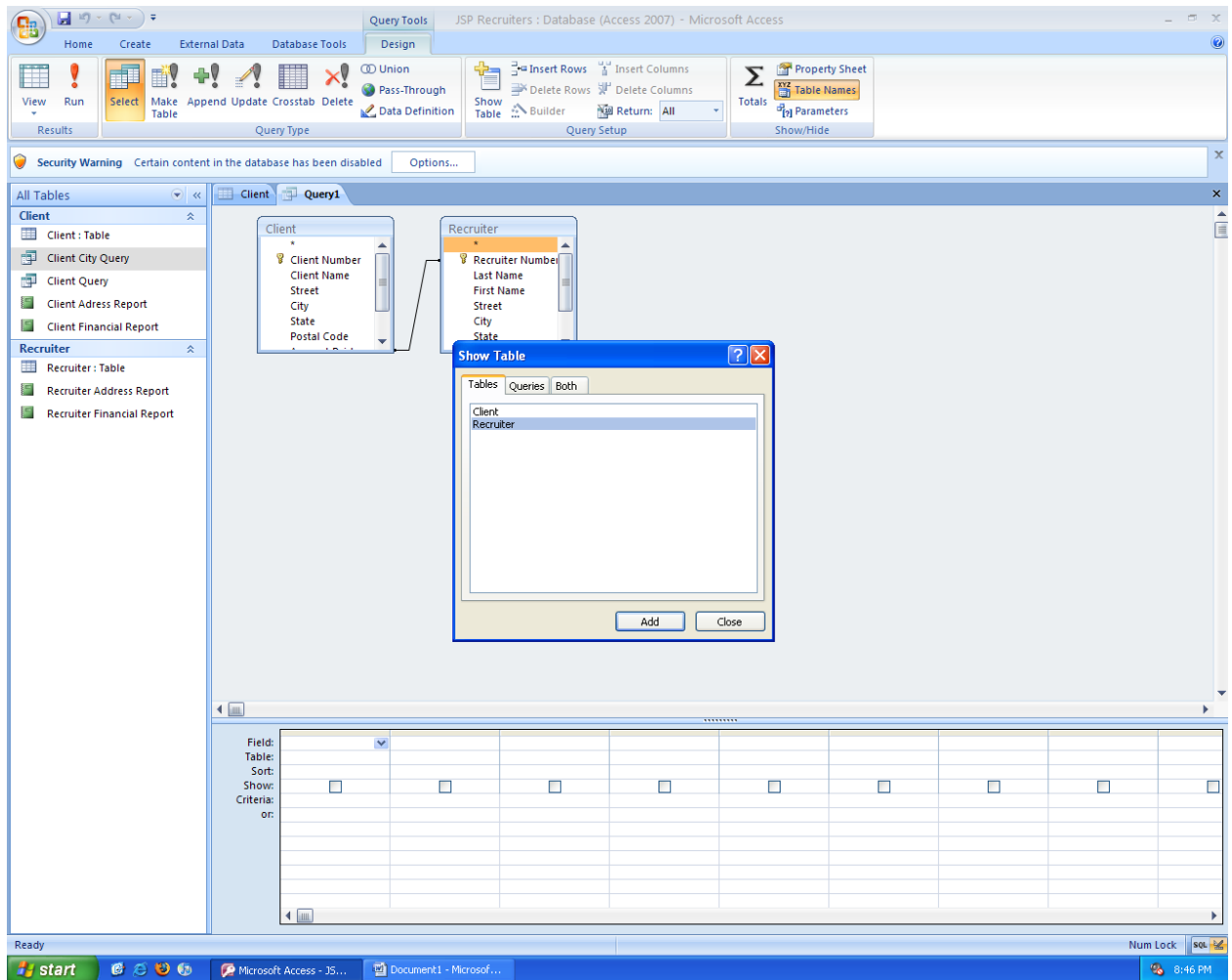
3. Click on the table and then click add to add the data to the query



4. Click on the other table and click add to establish a relationship. Both tables have one entry in common and the system joins them automatically (recruiter number). The relationship is one to many. One recruiter has many clients.

## Module 4 – Class Notes

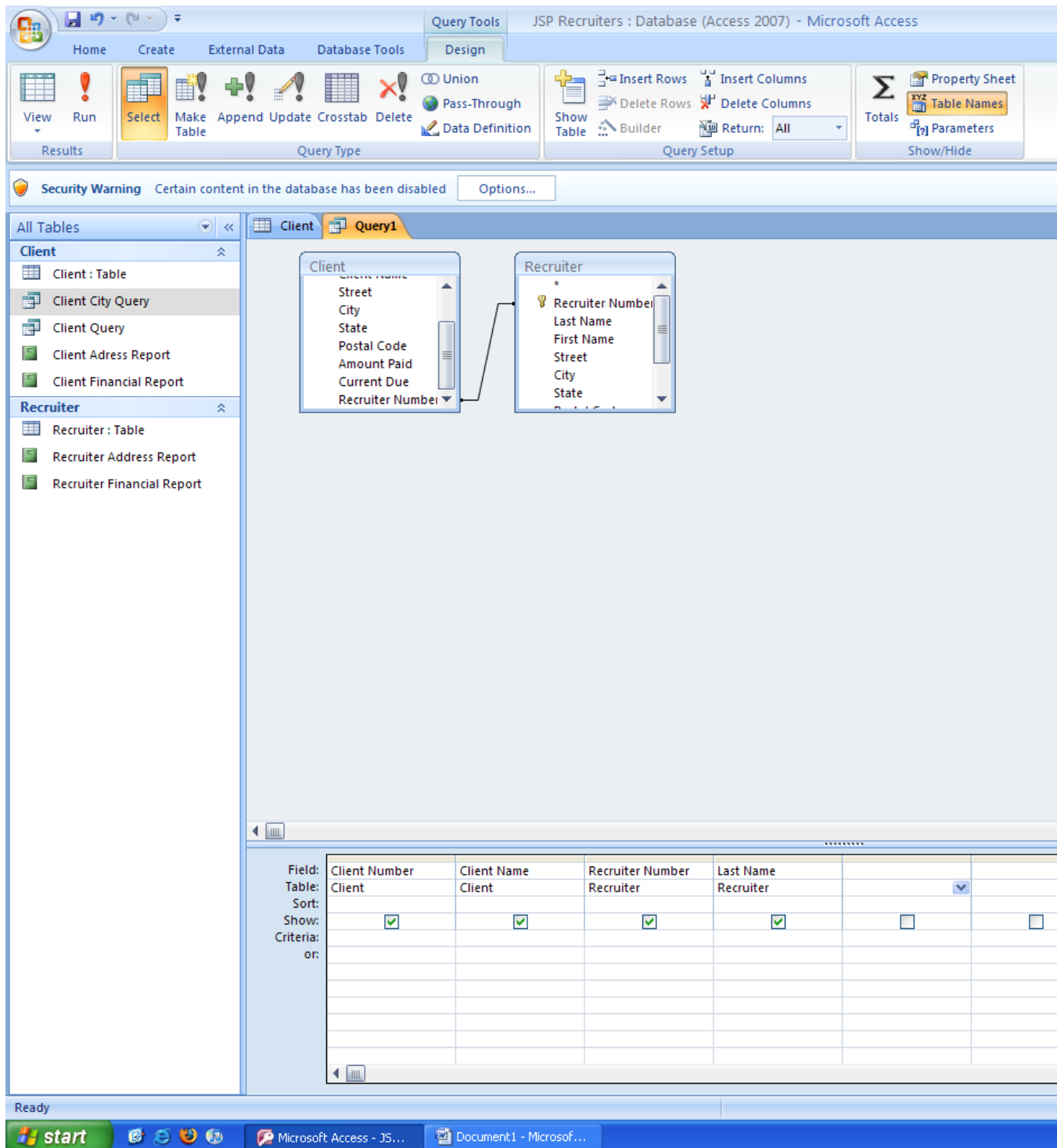
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5. Create a query by selecting fields from the table. In this case we selected client number, name, recruiter number and recruiter name.

## Module 4 – Class Notes

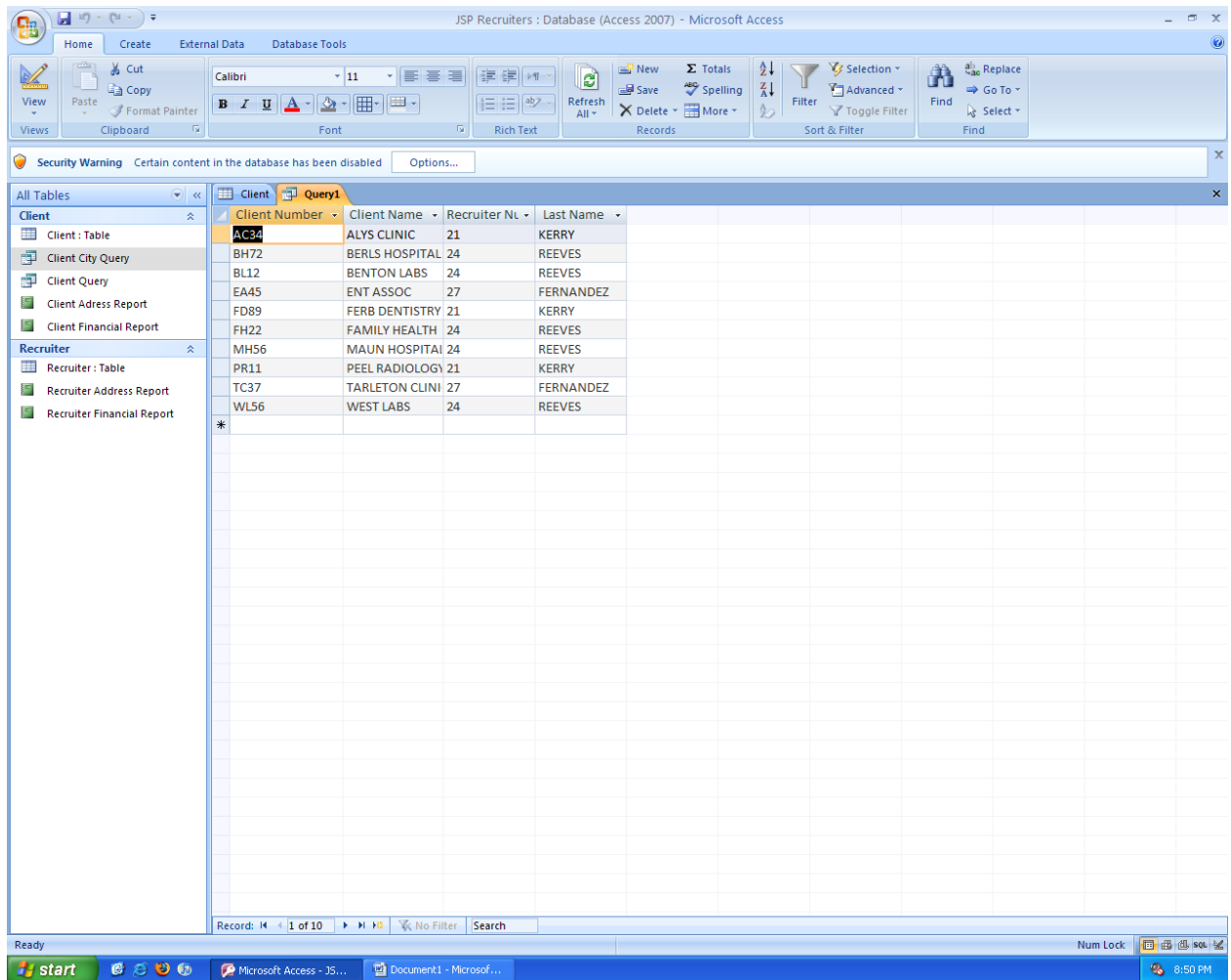
These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.



6. Click run or view in the left corner to view the query.

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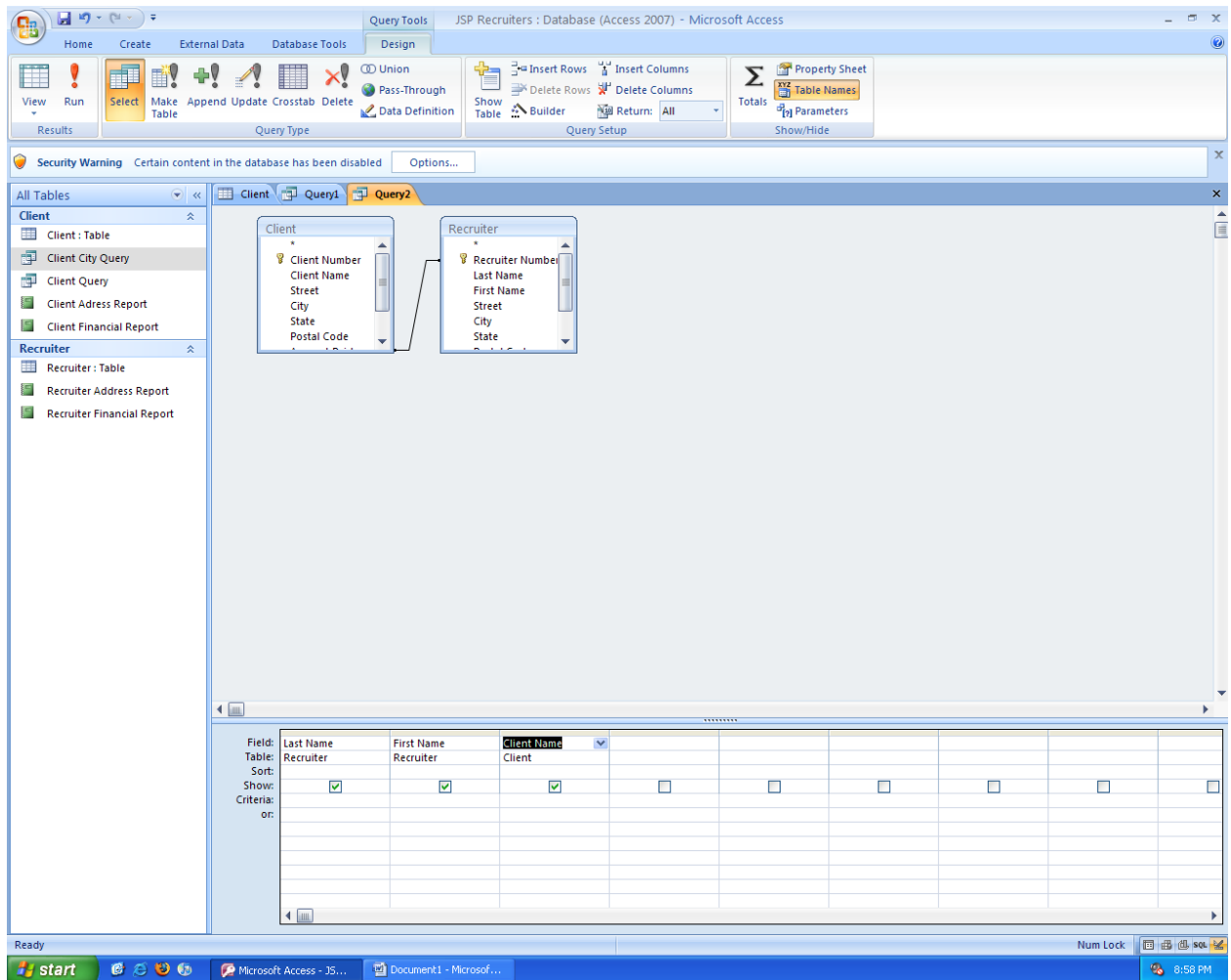


7. We want to have another query to search for the clients of a specific recruiter.

We selected the last name and the first name tabs of the recruiter table and referenced them with the name of the client.

## Module 4 – Class Notes

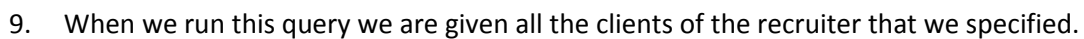
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8. Then we can enter in the criteria data tab the last name of a specific recruiter.

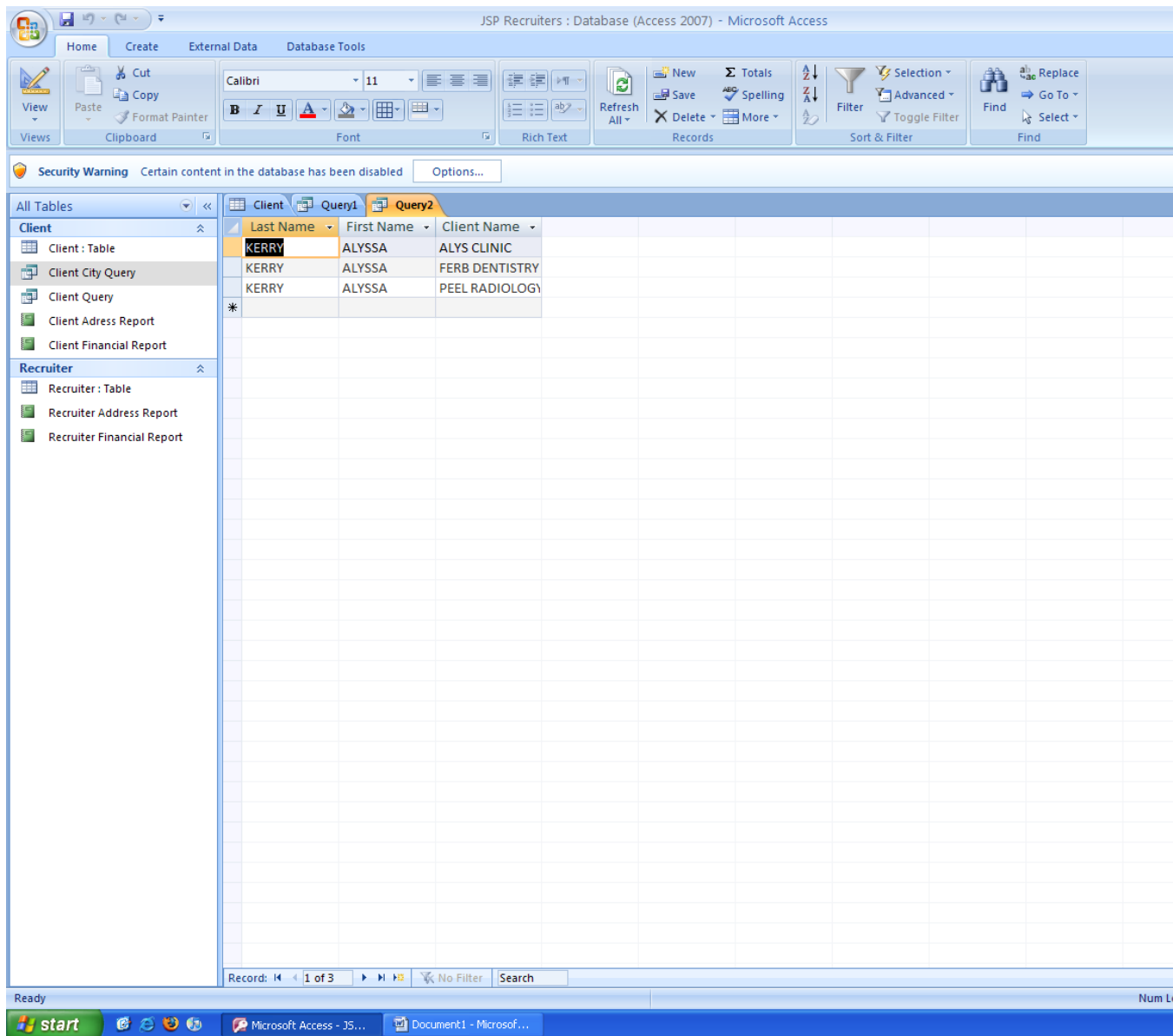


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## Module 4 – Class Notes

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*October 21th, 2008*

### Today's Agenda

- 1) Bring up your midterm and evaluate yourself with the Point Plan System
  - Each module has 15 points

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- 4 x 15 = 60 pts
- Abstract, conclusion & references = 15 Pts
- Quality = 25 Pts
  - i. Belief in modules
  - ii. Anyone who gets a 90 or better should seek publication
  - iii. References

### 2) Help with Access database in respect to the quiz

- Quiz is extremely easy
  - i. First step is to located Microsoft Access
  - ii. A database is comprised of two steps, make the database & use the database
  - iii.

### 3) Next module network, communication, and web

- Chapter 5: Network Applications
- Chapter 6: E-business and E-commerce
- Chapter 7: Wireless, Mobile Computing & Mobile Commerce

### 4) Participation

### 5) Q&A

### 6) Miscellaneous

- The final will be the same format – Will include midterm and everything thereafter
- Work will be published on the web (*“How to” will be next quiz*)
- Ctrl + PrintScreen will capture the computer screen
- If someone asks if you can do databases in Word or Excel, the answer is yes, however it is not as efficient as Access.

## Module 4 – Class Notes

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- **Announcement:** IBM will be at the Science Building Thursday, 10/23/2008, discussing potential careers

Journal: 10/23/08

Class Outline:

### 1) Midterm Conference

- A. Show your work and write down why you got your grade if your grade is over 75%
- B. Evaluate your work, based on score plan system
  - The 25 % of your grade will be about the quality of your work: such as the relevance, the good and bad things, advantages and disadvantages, features, and problems about the topic of each module.

### 2. Quiz Conference

- A. Show your work (Attach it to the module's Quiz area)

### 3) New Module/ Part 2 and publish it on the lab

- A. How to publish your work on your own website
- B. How to publish your work on the academic journal (a great milestone for you).

### **Miscellaneous:**

- 1) Four or more class missing, may lead to failure from course
- 2) Lateness will add up to absence in class.
- 3) If you need the course textbook, you are more than welcome to ask Professor. Ebrahimi for his copy.
- 4) Office hours are from 12:00 p.m - 2:00 p.m in the Academic Village's computer lab, office D222.
- 5) Make sure you keep track of your attendance, according to arrival time, for your reference. Ex. Arrived on Tuesday Oct. 21 at 10:25 a.m.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

- 6) Hints for improving your introduction, re-word the abstract of the article
- 7) Justify your essay
- 8) Each module should have a reference.
- 9) If it is a name in your essay you should delete it(delete all the red)
- 10) The new module, Module 5, is Network Application. Module 6 will be e-Business and e-Commerce. Module 7 is Virus, Mobile Computing and Mobile Commerce.

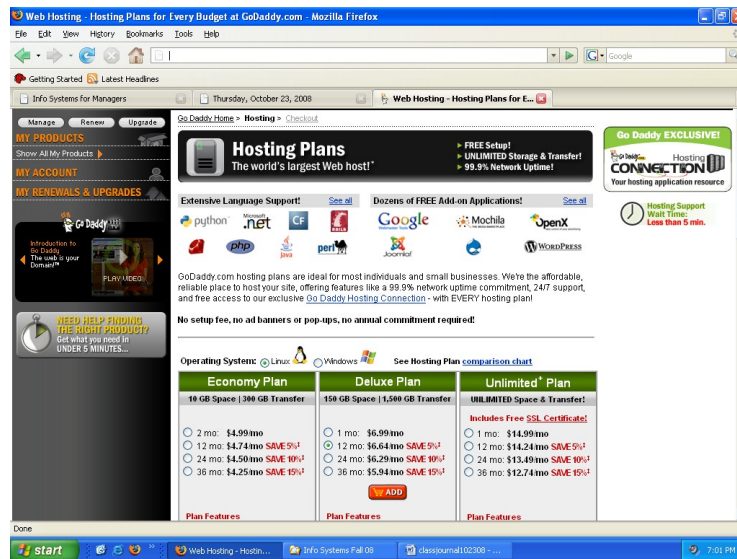
- *How would you make your article published on your own website?*
  - *Free or paysite?*
- *How would you publish it in an academic journal?*
  - *You need a 90 or greater to be eligible.*

11) *To signup for free webhosting:*

- You must have a Yahoo account
- If you have or have opened an account with Yahoo, open a Geocities account with your Yahoo account.
- Go to file manager, and upload your file
- Your address will be [www.geocities.com/YourYahooUsername](http://www.geocities.com/YourYahooUsername)
- Rename your article to *index.html*, or have it linked from *index.html*
- Hosting by GoDaddy.com here:  
<http://www.godaddy.com/gdshop/hosting/shared.asp?ci=13081>

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### Discussions

*What are the important concepts of network applications, web and e-commerce(Wireless communications included)? Discuss features and problems.*

*(This will be your assignment #5 – Three references are required, one from textbook, one from Dr. Ebrahimi article, and one from your own research)*

1.

Notes for Modules 1-4 compiled by Sharmayne Browman

### Module 1

**September 2, 2010**

We went to the module 1 and reviewed what we discussed during the last class.

\*Being absent from a class will cause you to lose 4 pts.\*

If you feel that your assignment is a grade of 90% or above let me know.

Just for submitting the assignment of one page, you get 75%

## Module 4 – Class Notes

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There are three topics that must be covered for the assignment, Programming, Web View Source, and Technology. There is an Abstract in the beginning of the article. The Abstract is about 1 page.

The web source is the html code. The way a web site is created is with an html code. HTML is Hyper Text Mark-up Language (programming language)

### **Practicing looking at Web Sources- We visited Yahoo and SUNY OLD Westbury Websites**

To copy an html into word, go onto a website, press “print screen”, then go into Microsoft word and paste by hitting “ctrl V”

Now go back to the website and right click on the website and click on “View Source”

The manager of every website should view the html code at least once.

If you know the 10 most important tags then you know how to read a web page.

There are 10 tags that cover 90% of all web pages.

Although this is html programming code, it contains javascript. Without programming your site won't be fancy.

A “/html” means that's the end of the webpage

The program starts with “if” followed by gibberish which is usually encrypted.

Everything that you see on the web must appear in the view source, however not everything on the web view source will appear on the web.

The meta name is where the search engine goes.

\*\*\* **FOR TEST** “000000” is the code for black. “FFFFFF” is the code for white. “0000FF” is the code for green. “00FF00” is blue. All colors have a six digit code\*\*\*

Hexa 0-15

After 9 the symbol for 10 is “A” “F” is 15.

Ctrl F is what you type to Find something in your document.

### **Reviewing the Abstract for the Assignment in Module 1**

Information is indispensable. Another name for program is software. The web page presents the business enterprise to everyone. The heart of every business is the people that work for it, the

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manager. Managers and IT are working more closely now than they did in the past. Managers need to know more about IT, even if it is only elementary knowledge. Elementary knowledge will allow managers to better instruct IT on how to fix the problem or add new software. Technology, Programming, Managers, Web, Source code, crisis and chaos, etc are all key terms in this article.

**September 7, 2010**

**Reminder \* The first assignment is due on September 12, 2010.** I am aware that this date is a Sunday but you can still submit it on that day even though it's not a class day.

**We are reviewing the discussions that are posted online**

There was some confusion with the color codes. Green and Blue were incorrect the actual codes for them are Blue-0000FF Green-00FF00

There were some questions regarding the quiz in the discussion. If you do the quiz before the quiz is actually due, and you get a bad grade, don't worry. I will delete everything before the actual quiz is due. The first quiz is due on September 21, 2010.

### **Assignment**

We reviewed the requirements for the assignment. A one page summary, which includes a paragraph of personal opinions 75%, covering the main topics of the paper (programming, web view source, technology) 15%, for a score of 100% you need to have 2 extra sources on the subject matter in addition to my article. You need to have at least 3 citations (citation from the article, and a citation each from your 2 additional sources). You must have a list of references at the end. Citations and Reference Page are in the APA format.

The difference between the Citation and a reference is the citation is in the body of the document. The reference is a part of the Reference List with the full information on the body of work. The citation corresponds to the Reference List. In my article, you will find an example of a citation and a reference list. I cite (Benjamin, 1992)

A student asked if Wikipedia can be used as a source. The answer is no, it is not a reliable source. You can use Wikipedia to start with but not as an actual source. For your sources use credible academic and business journals.

When looking at the article, pay attention to the subtitles.

A manager needs to know about technology. It is very important.

It is very important for the programs to be simple so that it can be understood fairly easily.



## Module 4 – Class Notes

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September 9, 2010

We are bringing the article up and we are going to take a look at one of our classmates' assignment to get an idea of what we should strive for.

There are 3 books for the course, but the C++ books are not really required, they are supplements.

The C++ books include information on how to create a search engine. Before the semester is over, I'd like you to know the steps to creating a search engine.

**\*\*Reminder\*\*** the first assignment is due this Sunday September 12, 2010**\*\***

If you believe that your paper should have a grade of 90% and above, on the top of your assignment page, Put your name and then my name next to it.

When you go into Google and type in "scholar" you will be directed to the Google scholar website.

**\*\*Quiz question\*\***One virus cost \$8 billion to fix. Its name was Love Bug.

When you are in the search engine, the first on the list of results isn't always the best choice. Look at the first 10 choices and then decide.

We now used Ctrl F to search for the key terms in the Professor's article. We started with **programming**.

The article states that there are languages associated with programming, in order to understand programming, you must know the language. There are 5 things that you need to know to understand programming.

-The top jobs are in technology or are related to technology. It's best to learn some things about technology, don't be afraid of technology, learning it is beneficial to you.

**Interesting fact:** The whole European constitution is written in text message format.

Every language has problems. Programming and programming language is no different.

Programming language is linear.

**Note** Programming and Programming language are 2 different things. Example: water and saying water. Water itself is the programming. Actually speaking the word water is the programming language.

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Software Engineering is putting the software together. Software engineering started with the computer chip.

The person who designed the computer chip, changed the way computers work. Old computers didn't have chips, they were comprised of many bulbs.

**\*Quiz\***Byte is 8 bits. 8 bits = 1 byte . “A” (capital A) the code is 65 or 01000001 (binary code).

A space has a code which is 32. The number “0” is 48. The code for number “1” is 49. To get 1 you subtract 49.

Lower case “a” is 97 and in binary code it's 01010001

## Module 2

**September 14, 2010**

How will you know that I received your paper? If you click on Assignment it will show if your assignment was submitted.

We're reading the outline for Chapter 1 in our textbook “Intro to Information Systems”. Please make sure that you read the outline. \*Note that if you have the 2007 as opposed to the 2010 it is very similar but slightly different.

-You should know what an information system is. An information system is a system for information.

### **Moving on to Chapter 2-The modern organization in digital economy**

Digital economy means computer based economy.

Opposite of digital is analog

A clock with the hands is analog, digital has just numbers.

Everything today is digitized. You wouldn't find a bank that uses a pencil and paper in today's world, everything is computerized.

Now we are reading the outline for chapter 2.

On outline 2.4 it asks why managers should know about information systems. We already have the answer after reading the article for module 1.

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Read Chapter 1 and 2

Now we are going over the announcement that is on angel regarding Module 2.

If you mix equal parts green, red, blue you will get white.

AEAEAE is the code for platinum

**\*Do people buy more cheese or more toothpaste online? We did a survey in class and 19 ppl said that ppl buy more cheese online and 6 said more toothpaste. The answer is ppl buy more cheese online than they buy toothpaste online.\***

When you are saving your document make sure you save it as a 97-2003 document.

If you don't like a question on the quiz please let me know.

**September 16, 2010**

Dr. Ebrahimi is talking about his life's story

He chose to work at Old Westbury because he liked the scenery.

When he was being interviewed he was asked if he knows how to multitask. His answer was no and that pleased the interviewer. He was hired and the rest is history.

The lights just went out due to the storm.

**\*\*Quiz -UPS stands for uninterruptable power supply**

**\*\*Quiz -Multitasking is when you can do more than one thing at the same time**

**\*\*Quiz-Round robin means that you do the multitasking in such a way that you are not giving more of your attention to one task or the other, your attention is distributed evenly. Like a doctor that is taking care of 5 patients. He is multitasking. If he is doing the round robin none of his patients should feel neglected although the doctor is taking care of the other patients.**

**\*\*Quiz-CPU-Center Processing Unit**

**\*\*Quiz-RAM- Random Access Memory**

**\*\*Quiz-Hard Drive**

Flash Drive (Thumb Drive, jump drive, memory stick, usb, travel drive)- can store up to 20 GB.  
Price goes from \$5 to \$20

1 byte is 1 character

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

How many characters is one page? From 2600 to 3800 (Kathy)

What does K mean in computer language? We tried google and couldn't find it. We went to yahoo and couldn't find the answer. Bing had the answer. K means thousand, M means million, G means billion. In the computer, it's not really 1,000 it's  $2^{10}$ . What is  $2^{10}$ ? 1,024

A megabyte is  $2^{20}$  and a gigabyte is  $2^{30}$

RAM is too small. When your RAM is too small it's tough. The computer becomes slow.

As humans we never forget. We just can't recall the memory. With computers when you have RAM with a capacity of 6 mb and then you put 5 mb of info onto it and then you put 6 mb of info onto it, the original 5mb is gone forever.

Martino wants a point, he's confused as to what a round robin is. Professor Ebrahimi explains again.

**\*\*Quiz** -A computer **cannot** recognize better than a human.

There are power point slides for Chapter 1 and 2

For the future class will go as follows:

1. Review the last class-

We discussed a quiz question regarding buying products on the internet which led to a further discussion about buying and selling on the internet in general. We evaluated two papers from module 1. We read the outline for chapter 1 and 2 of our textbook. We discussed the professor's color A.E.A.E. and his desire to trademark it.

2. Module

We discussed the requirements for Module 2.

3. Discussion

4. Read from the textbook

Pg 49 2007 version-every year 2M patients contract infections in the US and 90,000 people die.

Prof Ebrahimi-the problem is lack of disseminating information.

5. Evaluate Assignment

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

6. News and technology
7. Discuss the quiz
8. Question and Answer, Miscellaneous

September 21, 2010

### Agenda

1. Review Quiz questions
2. Review previous class
3. Review Assignment from Module 1
4. Module 2 Assignment
5. Reading from text
6. News
7. Miscellaneous

The professor has been given a new laptop. This is good news for the online classes because he can grade things quicker!

If you don't like any of the questions for the quiz, let me know by Thursday.

The quiz is open book, open mind and open internet but no communication with classmates. Use your own sense of ethics.

I will divide the class into teams. The teams will be:

Programming team

Web team (web design, web analysis)

Access database team

Spreadsheet team (excel)

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

Research team

Publication team

Network team (connectivity of computers)

Hardware team

Search engine team

Ethics team

Privacy & security team

-Everyone should think about what they don't know but would like to know

Quiz-Article from Module 1, Class Notes, Chapter One and Two

-Business Pressure is very important please include this in your assignment for Module 2.

HBR-Harvard Business Review is a very good source

\*There are times when a security question will come up on a website, the website is trying to make sure that you are a human being and not a program

-People think that every 4 years is a leap year. If it actuality every 400 years is a leap year.

In the professor's book volume 1 in chapter 4 is the formula for a leap year.

-2 ppl had a problem with the question regarding IT managers

The word **Algorithm**-it's a way to solve the problem

A student asked "what is the code for the # 0?" 48 the code for "2" is 50. ASCII –American Standard Code for Information interchange

## Module 3

September 28, 2010

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

We are now beginning Module 3. Module 3 has 2 discussions. The second discussion is optional but is valuable to those who need points.

### Agenda

1) Module 3 is up-September 27<sup>th</sup> to October 10<sup>th</sup>

2 Discussions

-chap 3

-(optional) make your resume a webpage, discuss how it's done and questions about it.

\*In word you can save your document as a web page.

We are now making a web page out of a sample resume.

Host- international home for your webpage

If you have a domain name, will people be able to see you? i.e. [www.drebrahimi.com](http://www.drebrahimi.com)

the domain name is usually unique.

To have a webpage, your document needs to be properly formatted, you need a host and a domain name.

Usually you can do all three of these things in one place. One example of this is [www.webs.com](http://www.webs.com), they will create a website for you for free. When you do a website for free, you borrow their host for example, [www.sharmaynebrowman.webs.com](http://www.sharmaynebrowman.webs.com)

Dr. Ebrahimi purchased his domain name from [www.melbourneit.com](http://www.melbourneit.com)

If you search on the internet, you can find out who owns every domain name.

\*\*\*Quiz URL is actually universal resource locator

Dr. Ebrahimi now has a facebook page! He trusts you, but he does not trust your friends, that is why he initially didn't want a facebook page.

2) We are now reading from Chapter 3, pg 64- Personal Information in Databases

pg 64- your boss is watching

3) Assignment for Module 3

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

For the Assignment for this Module, there will be 5 points for Ethics, 5 points for privacy and 5 points for security. Define what ethics is and why a manager needs to know about it. Define what privacy is and why a manager needs to know about it. Define security and why a manager needs to know about it.

1 pg summary and personal conclusion and reference the book (current edition)- **75 pts**

**5 pts** each to define ethics, privacy, and security

**10 pts** if you get 2 outside references on this topic.

The class was very hot today, Dr. Ebrahimi is feeling uncomfortable.

**September 30, 2010**

\*If anyone has any problems, see me after class.

\* The professor is showing us his Hard Disk, it goes into your C: Drive it's the same concept as the USB.

\* The professor is a member of ACM-Association for Computer Machinery, this gives him access to their references.

-We have teams that were mentioned previously, each team will have a presentation consisting of a slideshow

### Agenda

- 1) Find a good definition of ethics, privacy and security
- 2) Review module 2 assignment
- 3) Read from the textbook
- 4) News
- 5) Module 3 assignment

-What is a good definition of Ethics, privacy and security? pg 62 for ethics and privacy (2007), security (found on Wikipedia) Raymond found a definition of internet security on pg 400 of the new book.

**Ethics** is a collection of principles that are intended to guide decision making by members of the organization.



## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

**Privacy** is the right to be left alone and to be free of unreasonable personal intrusions.

**Information privacy** is the right to determine when and to what extent, info about yourself can be gathered and or communicated to others.

**Information Security** means protecting information and information systems from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction.

-Privacy is very important. Recently a young Rutgers student killed himself because 2 of his fellow classmates videotaped him doing something private and posted it on the web.

-What is ethical in one forum may not be ethical in another forum

Now we are reviewing Lance's Module 2 assignment. We will evaluate it together.

We are now looking at Maurice's Module 1 assignment.

We are now looking at Angelica's Module 2 assignment.

**October 5, 2010**

-The professor got his new laptop today and he urges everyone to get a laptop if you can afford one.

Agenda

1) Module 3 Review, Ethics, Privacy, and Security

-the textbook doesn't have a good definition of security; find the definition on the web.

For your paper, please make sure you define these 3 terms and you discuss challenges that occur. Also discuss why managers need to know about these 3 terms.

2) Module 2 Grading-if you want your grade at a faster pace, let the professor know. If you are communicating to the professor by email, make sure you include a subject.

3) Technology news

4) Read from Chapter 3

5) Q&A

6) Participation, Announcement (club on Thursday from 12-1 in D222), Miscellaneous, Newsweek article

## **Module 4 – Class Notes**

**These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.**

-Technology doesn't have barriers but you must know what culture you're dealing with. A website that is suitable for one culture may not be suitable for another culture, so you should be aware.

-For instance, you cannot wear a green hat in china because it means that your wife is having an affair.

Young Mei asked a question-what is the relationship and trade-off between ethics, security, and privacy and what is the trade-off. These 3 terms are not the same but they are related. Ethics, security and privacy are all components of protection.

-The professor is curious as to what a person does on Twitter; he has asked two students who use Twitter heavily to do a demonstration.

-We checked to see if Dr. Ebrahimi's website is back at #1 on the google search. IT IS!!!! Dr. Ebrahimi achieved this by joining facebook and adding the link to his webpage. He also signs all his emails with his website link instead of his name.

-Yesterday, the professor looked at the quizzes for his online class. The highest mark was 96 and the lowest 70.

-For the midterm, the assignment will be to fix any problems from past assignments and a new module.

\*Remember, do not put your personal opinion in the middle of the essay, personal opinions are only for the end.

\*Make sure that you put subheadings to organize your papers.

\*Your references should be in alphabetical order.

-In news, Verizon had to pay millions of dollars in refunds to its customers due to the overcharging of fees.

**October 7, 2010**

Today the professor is going to advise us on our Module 3 assignment.

-You should have a title for your assignment. As a standard you could use this as a title-"Why should managers be better acquainted with ethics, privacy and security?" Try to change your title around and be creative with it.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

-If you feel your paper is a 90 and above, then put the professor's name, then your name. After which you'll put the name of the school. For example:

Alizrea Ebrahimi, Ph.D

Sharmayne Browman

State University of New York at Old Westbury

-Next you should have an introduction. For example, It is important in this time of technology dominated business for managers to acquaint themselves with issues of ethics, privacy and security. You should also title it Introduction

-Next you should have a subtitle Ethics,

Define ethics in a way that you're not teaching the reader-Contemporary managers understand that ethics governs the principles for decision making in today's business environment. This allows managers to set standard and guideline for their respective industries, (Rainer, 2010)

-Then discuss the challenges managers face including social impacts, business integrity, opportunities, etc.

-Then do some research by going to Google scholar. Include Citation. Research should be current. For example:

Personal ethics refers to the individual's perception of right or wrong, based upon the system of values he believes in. However managers should know the difference between personal and business ethics (Gildenhuis, 2004).

-now Privacy

Define Privacy in a way that you're not teaching the reader (Citation). Consider challenges and opportunities

-Do some research (Citation)

-finally Security

-Define Security in a way that you're not teaching the reader (Citation). Discuss viruses, worms, other threats including spam and spit. Also discuss how encryption can enhance security.

-Do some research (Citation)

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

**-Personal Conclusion-**In my experience, in my opinion, I feel, I believe, etc. You might want to talk about how personal ethics and company ethics might conflict in your experience. Include your recommendations regarding the topic.

In my experience as a manager, for the better part of a decade, I have found that ethics, privacy and security are critical to good business practices. Managers should have a vision. Managers should be educated before they delegate to others to ensure the proper execution of business practices.

**-References-** you can use the article from Module 1, the professor mentions security in that article.

### Reading from the book

We are reading from the section on Security in the book on pg 68 and page 69. **Threats to Information Security**

-Now we are discussing the Newsweek article regarding facebook. Facebook gives access to personal info. The CEO isn't sorry that the information is accessible.

## Module 4

October 12, 2010

-Module 4 is up and contains a quiz and a midterm assignment

-Module 4's duration is October 11<sup>th</sup> through October 24<sup>th</sup>

-The midterm and quiz for module 4 are both due on October 24<sup>th</sup>.

-Midterm grade submission is due on October 27<sup>th</sup> (Satisfactory, Unsatisfactory, Failure)

-Module 4's quiz is a hands-on experience on creating a database using a database management system such as Microsoft Access, and Oracle (most companies use Oracle, and it is the more powerful), SQL Structure Query Language, Informix (made by IBM), and Infosphere (IBM)

-Database is the topic of Chapter 4- "Data and Knowledge Management"

Vipo got 100 on his module 3 assignment by following the professor's directions.

-Data is raw information.

-Now we are googling to find other examples of data management systems.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

- The abbreviation for Database Management system is **DBMS**
- Excel is NOT a database, we will be discussing excel in one of the later modules. The professor purposely didn't start with excel because he is aware that most of you have some knowledge of excel already and wants us to focus on Access.
- What is a database? It's a home for data.
- Angel is a database; your cell phone has a database (Address Book).
- The purpose of a database is the capability to search for information.
- Kathy asked about excel being a database. Excel is not designed to be used for a database but you can use it as a database.
- Current Events**-Google Robot Car- car that drives by itself, 60 minutes report on trading computers.
- The midterm assignment is a 5 page report containing all the information from modules 1-3 and a 1 page summary from Chapter 4. This 5 page report will have one introduction and one conclusion.
- We are now reading from the book- Relational database pg. 106 (2007). Now we are looking at the picture on pg 106 (2007) on pg 135 (2010)
- Dr. Ebrahimi designed a database to show people that donated to the school.

**October 14, 2010**

2<sup>nd</sup> day of Module 4

10. Introduction- If it weren't for "0" we wouldn't have computers. So we should not forget the number "0" Computers work with "0" and "1". If there is more than 1 state then it is called fuzzy logic.
11. **Quiz**-description on angel in Module 4 under "quiz"-There is an example in the "Quiz Sample" under Module 4. The point isn't for you to become an expert on creating databases. The professor would like you to become frustrated, like real managers do. Make sure you ask questions if you're stuck.
12. **Midterm**- for a description, refer to class notes from October 12, 2010.
13. **Module 3 Assignment Evaluation**-

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

14. Question and Answer-Artificial Intelligence (A.I.)-Martino asked a question regarding fuzzy logic and A.I.
15. Reading Text
16. Programming Managers met last class- Greg and the professor met regarding how to have a compiler and downloading it first. Dev C++ from bloodshed.net
17. Establish class Web team-Cathie
18. News-Mortgage mismanagement of information. Bank of America and other banks foreclosed on people's houses and changed the locks.
19. Miscellaneous-Dr. Ebrahimi got a twitter

### October 19, 2010

-A few of the computers in our computer lab were not working but they have recently been fixed. The professor asked the lab manager, Michael, to let us know what was done to fix them. The hard drives had to be replaced in all cases.

### Agenda

#### 5. Quiz

- First step is to go to access
- then create at least 3 tables (60 points)
- in one of the rows, put your name, personalize it.
- Uniqueness is 10 pts
- next create 5 queries (20 pts)(select table and field)

\*Raymond is demo-ing how to do a database

- go to all programs
- Microsoft office
- Microsoft access 2007
- click on new blank database
- name your database

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

- click on Add Field
- for next table, click create, then table and repeat
- for queries, click create, and then “query design”
- select the table you want
- at the bottom of the screen choose the criteria you want
- at the top, click “Run!”

6. Midterm Review
7. Review from previous class. Please look at Sharmayne’s notes
8. **News**-Professor went to a LI business meeting and met Jeff Heydt who is a CEO. He’d like to come to Old Westbury to give a talk. He does outsourcing in order to increase his revenue. His company is [www.acitli.com](http://www.acitli.com) , we are going to help them with their webpage.

### October 08, 2009 Class Journal

Professor Ebrahimi told the class that we are in midterm. Module 4 is the last module before midterm. We read through and discussed chapter 4.

Professor clarified that “DAYTA” and “DATA” are the same. Data is raw material and information is processed data. Computer is called computer because it has ability to store data. The difference between calculator and computer is that computer can store data and calculator can’t.

What is database?

Database is a relation of the tables that store information. It’s a software itself which store data and can retrieve it. Professor don’t like the definition of database which says “Database is a book”. Database is a collection of related files, tables, relations and so on that stores data and association among them. We have to built database as an assignment of module 4.

Midterm consists of 4 pages, 3 from last 3 modules and 1 from 4<sup>th</sup> module. We just have to smooth the last 3 papers and 4<sup>th</sup> one. The midterm should have introduction and conclusion. It should also have references. If you want 100 points, it should come from journals. **NO SOURCES FROM WIKIPEDIA.** It’s due on the Oct 19<sup>th</sup> that is the end of module 4.

Professor doesn’t want us to be jobless or HOMELESS, so he wants the class to learn. A database administrator makes an average of 91 an hour.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

File is a collection of data. A logical grouping of related records is called a file. When we create a file, we write it, save it, name it and store it. KEYBOARD IS A FILE. MONITOR IS A FILE ETC. Ebrahimi's definition of database: Database is software where we can store, retrieve modify and delete data. From a database most of the data that is retrieved is one record at a time. The heart of database is the search feature. All the information that is in database is related logically.

Example, river and ocean. Database can be made with one file. It don't have to be complex big files.

Dr. Ebrahimi wants to design a software called AIO. It should eliminate the need to go on different computers for different tasks.

Because we want to be easily accessible we are going to organize and give what we type a structure. We would put name in 1 column, DOB in one column, address in 1 location but we will call it all a single record. The two different records can't be related. When we write a file, it's a collection of tables with data.

Professor wants us to have 3 files for the Module 4 quiz, which are related to each other.

October 8, 2009

### Today's Menu

#### ***Chapter 4 – DATA AND KNOWLEDGE MANAGEMENT***

##### ***Learning Objectives***

1. Recognize the importance of data, issues involved in managing these data, and their life cycle.
2. Describe the sources of data, and explain how data are collected.
3. Explain the advantages of the database approach.
4. Explain the operation of data warehousing and its role in decision support.
5. Understand the capabilities and benefits of data mining.
6. Describe data visualization and explain geographical information systems and virtual reality.



## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

7. Define knowledge, and describe the different types of knowledge.

**Data** is raw material and **information** is processed data.

All managers should have intuition. This is a rule of thumb; gut feeling.

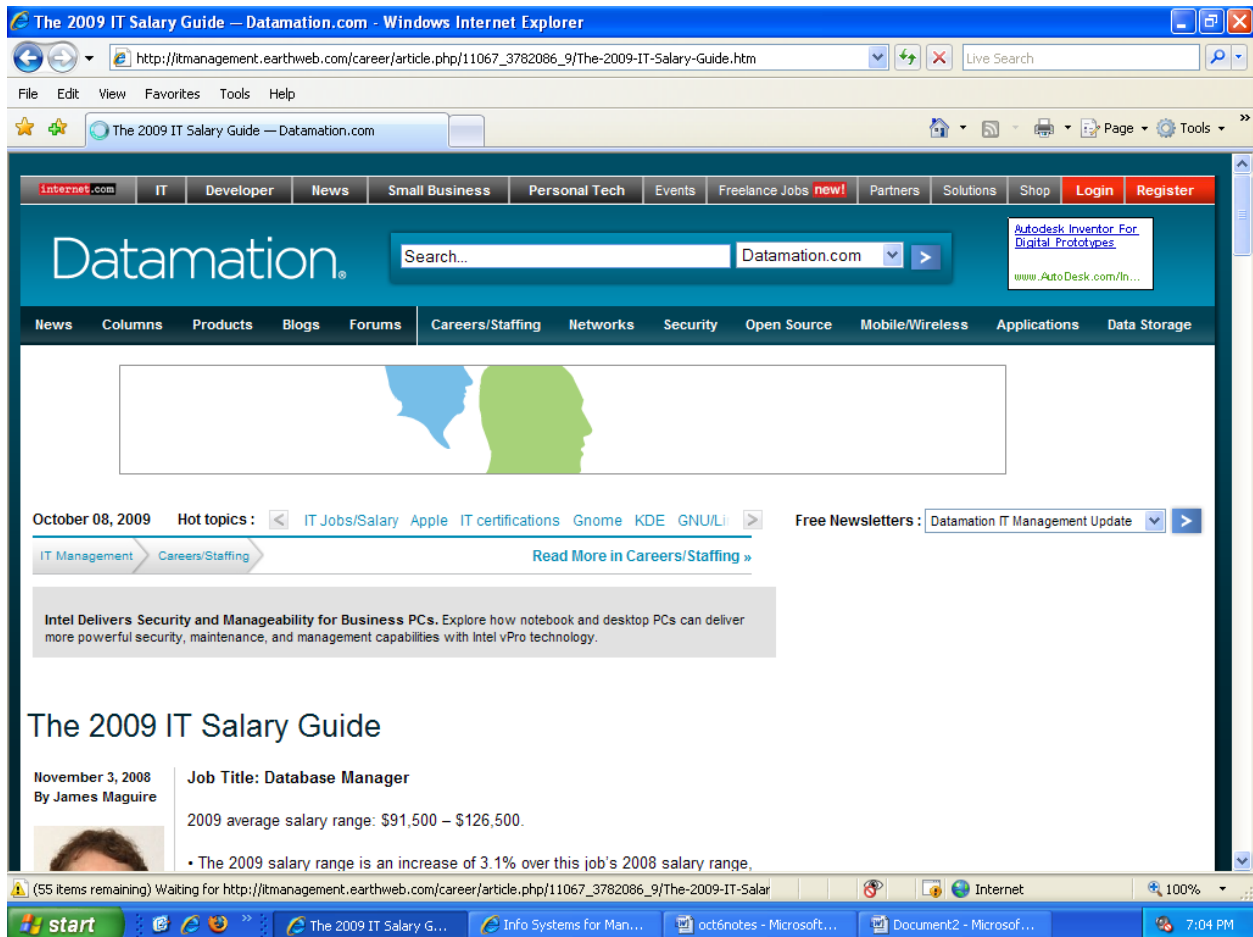
Computers are computers because they have the ability to store data and you are able to retrieve it; if not it would be a calculator. That is the difference between a computer and a calculator.

**\*Database is a collection of related files, tables, relations, and so on that stores data and the associations among them (page 390).**

**\*A salary for a Database manager during 2009 averaged \$91,500\***

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.



**\*Page 102, Also defines Database as a logical grouping of related files.**

Remember the example of the *ship and the canoe* and *the river and the ocean*!

A database (per Ebrahimi) allows you to store the data and then retrieve it when needed.

Once you save and store the data you can modify or change it, you can also delete it. You can process, share and display the data. The purpose of all this is to be able to retrieve the information as needed.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

The heart of a database is search; search is a command.

Some of the functions you can perform with your data are:

- Store
- Search
- Modify/Edit & Delete/Generate specific reports

A file is any data typed and saved with a name.

Dr. Ebrahimi wants to design a software called AIO; All In One.

The goal of computers is to be more like humans.

Because we want information to be easily accessible we are going to organize and give the information typed a structure. For example, when typing names we would type them all in 1 column, the birthdates all in another column and the same for the telephone numbers. **Those columns are known as FIELDS. A row is a RECORD.** The information columns are not related but they all store the same type of information.

- How many fields are in this database? 3; they are name, birth date and telephone number.

\*Files contain tables. Tables contain data. Data are records\*

PAGE 103 –

Data Redundancy – The same data are stored in many places.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

Data Isolation – Applications cannot access data associated with other applications

Data Inconsistency – Various copies of the data do not agree.

October 13, 2009 - Today's Notes

1. Module 4

Read the journal notes for the previous class. During every class we have a class journal typed by Yasmin; every day we will read over the journals from our previous classes.

Today we are reviewing the journal for October 8<sup>th</sup>, 2009.

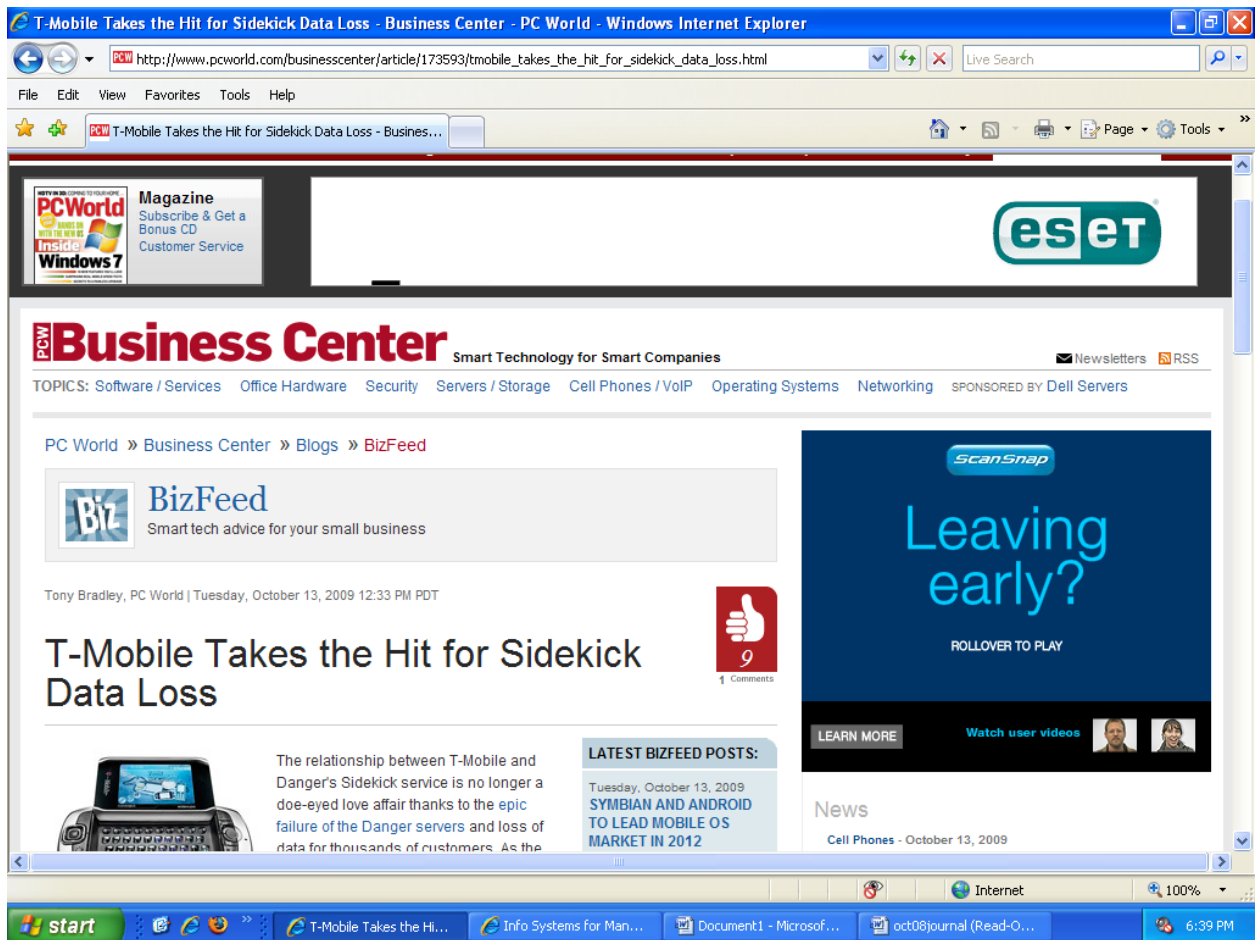
2. Recite the textbook.
3. We will talk about the midterm and the final.
4. Professor Ebrahimi will talk about how he evaluates your assignments.
5. Miscellaneous.

News of the Day

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

Sidekicks operated by T-Mobile lost all their contact data due to a server failure.



*“T-Mobile may be the face of the Sidekick, but T-Mobile does not manage the backend infrastructure behind the Sidekick services. It is not T-Mobile's fault that the servers crashed, or that the data on the servers was not consistently and reliably backed up. The extent of T-Mobile's culpability ends with perhaps not doing more to ensure the service provider had sufficient policies and procedures in place to prevent this type of catastrophe.*

*Announcement of the \$100 gift card compensation was made jointly by T-Mobile and Microsoft which implies the two are working together to finance the compensation.”*

Professor Ebrahimi spoke about his experience today at Verizon. He was there all morning and they were not able to fix his problem with his Blackberry. He only

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

wanted to know why his device did not work. He took this example to show us how important it is for managers to be more acquainted with the software and hardware to be able to give good customer service.

Another way to say SEARCH is **QUERY**. What is the definition of QUERY in our textbook?

- **Query by Example (QBE)** the user fills out a grid or template to construct a sample or description of the data he or she wants. It is a database language.
- **QUERY** is a question. What is happening in Technology is that many words are being used and these words are not known by everyone. It is just a big word for Question.

**\*Access** is a type of database. It is a database management system. It is well structured and you can make your own database.

**\*Oracle** is another type of database. It is a very complete type of database.

-A Flat File is one file; everything is there in that one file.

The difference between Excel and Access is that Excel is a spreadsheet. A spreadsheet is majorly used for computations. Very used in the accounting world. It is not a Database but the majority of people believe that it is a database because you can make a database with Excel although it was not designed for that purpose.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

The software created to structure and organize information; and search it as well is Database. **An example of a Database is Access.** To make a Database you must work with Access.

**NEXT CLASS WE WILL HAVE A DEMO OF A DATABASE MADE WITH MICROSOFT ACCESS!**

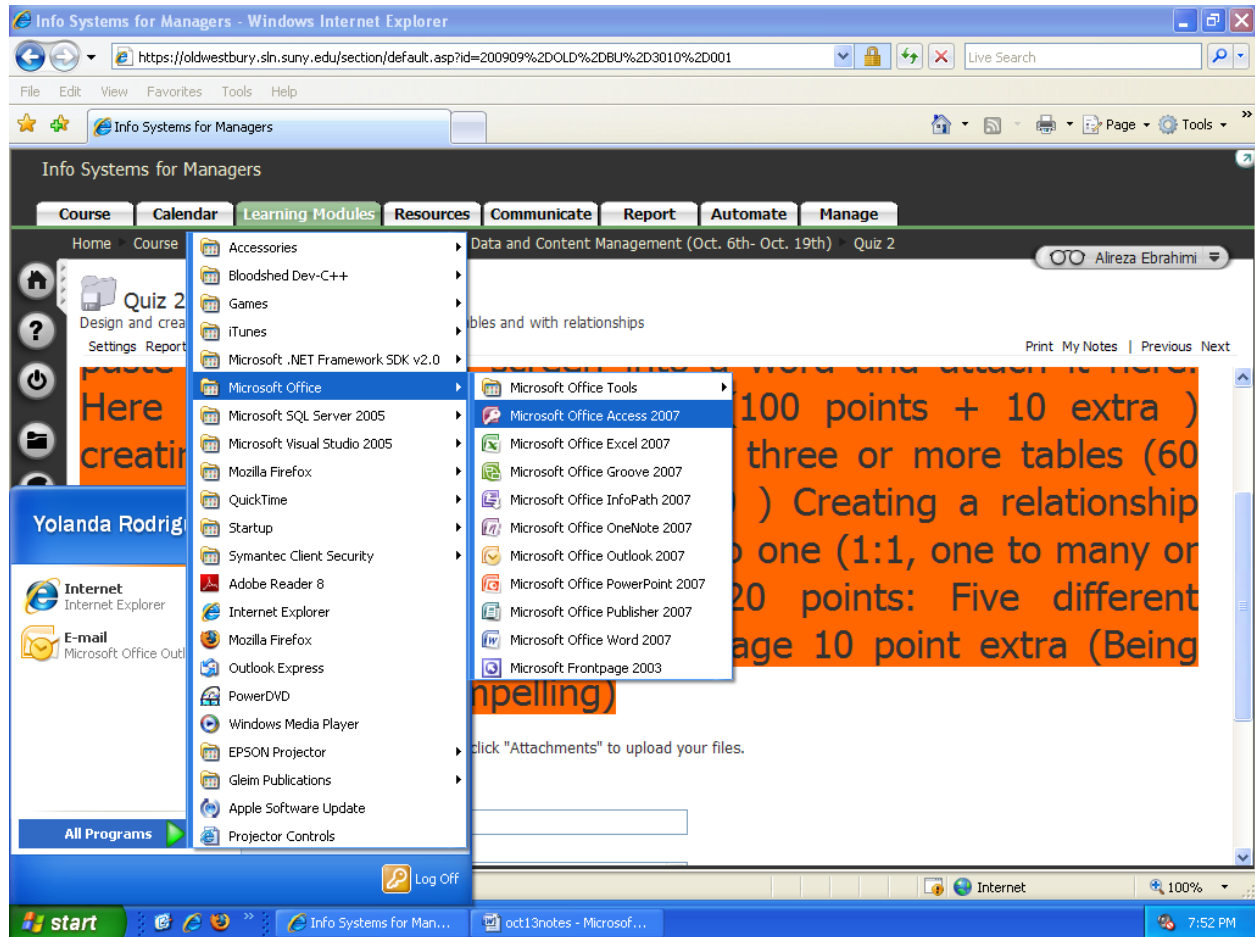
The assignment for creating a database is posted on Angel and it is the following:

Design a Database for a manager with at least three tables and each tables with at least two fields several. Run at least 5 queries of different important tasks on the data base. copy and paste your data base screen into a word and attach it here. Here how you will be evaluated: (100 points + 10 extra ) creating a relational data base with three or more tables (60 points (at least 3 tables x 20 = 60 ) Creating a relationship between tables (20 points e.g. one to one (1:1, one to many or many to many) Apply queries (20 points: Five different important tasks) competitive advantage 10 point extra (Being unique, creative or compelling)

We use relational databases.

## Module 4 – Class Notes

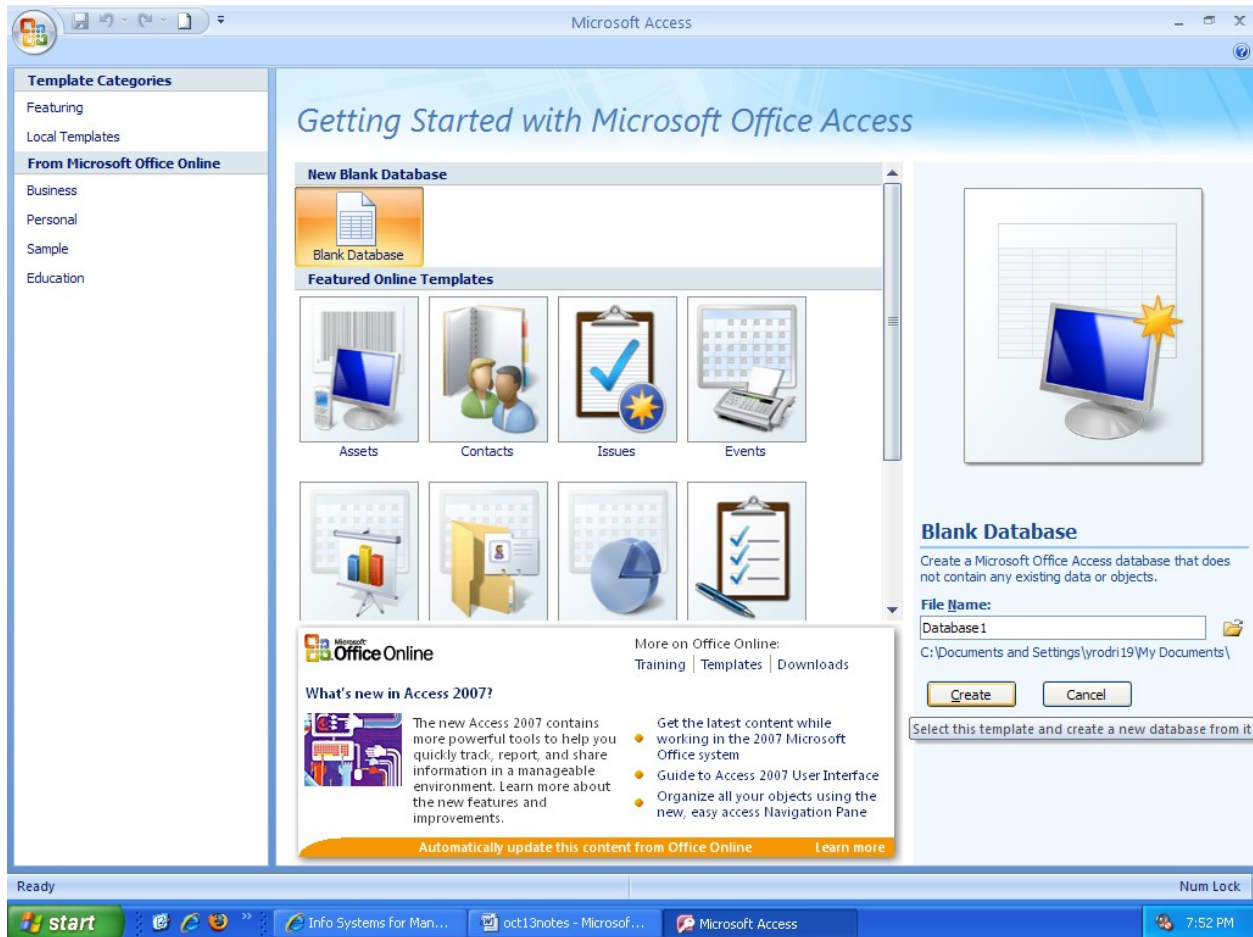
These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.





## Module 4 – Class Notes

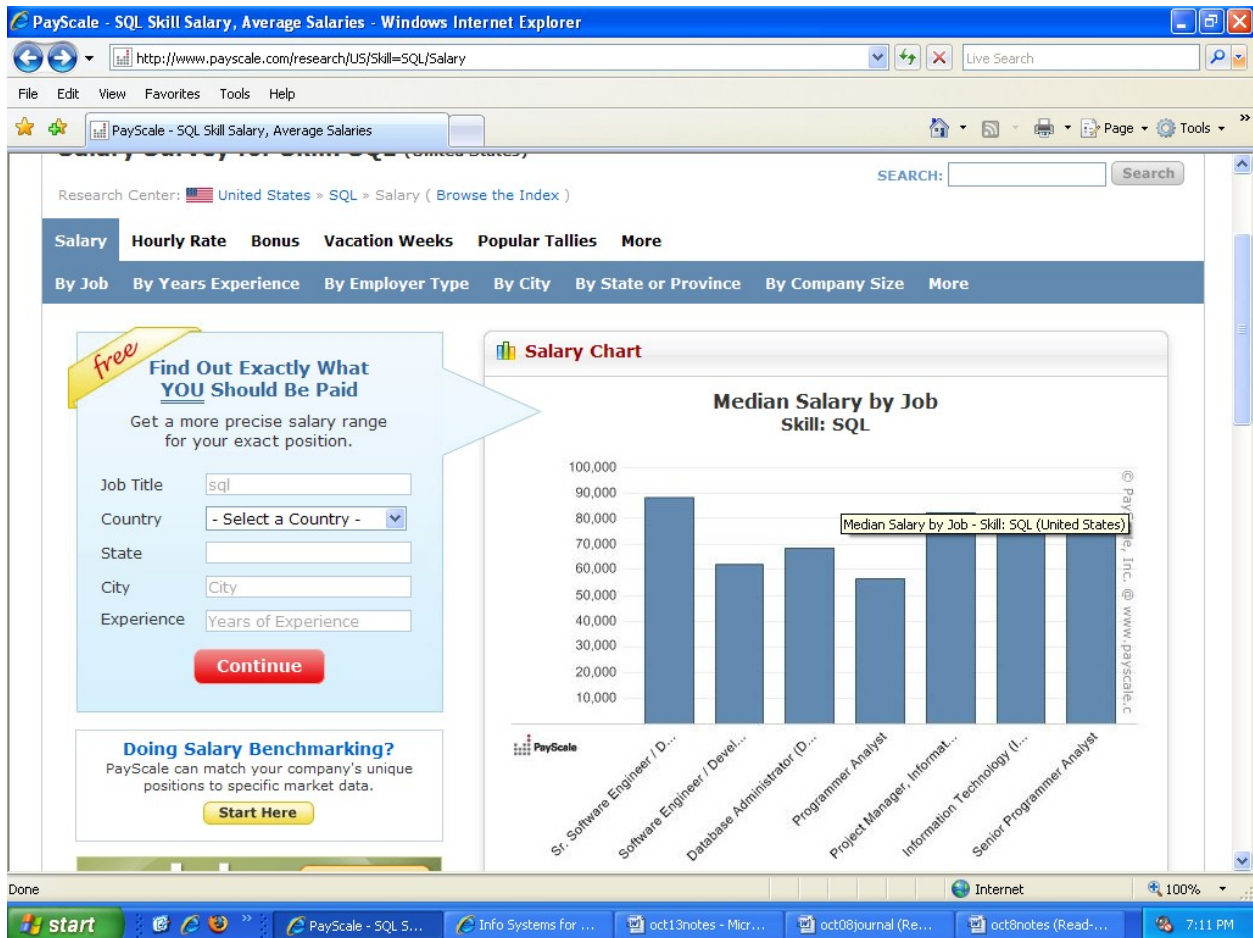
These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.



## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

What does SQL (Structure Query Language) mean?



**\*What is the command to search in SQL? Select.** It is the most important command in SQL.

October 13, 2009

Menu:

1. Read journals
2. Read the textbook
3. Assignments

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

4. Evaluation of an assignment

5. Miscellaneous

- T-Mobile's Sidekick users lost all their data and information due to a server failure.

Quote for the day: Fake it and Make it.

### Recap of October 8, 2009 Discussion:

According to the book, database is a collection of related files, tables, relations and so on that stores data and association among them.

We have to build a database as an assignment for Module 4. (Quiz)

### Query:

Database language that enables the user to fill out a grid (form) to construct a sample of description of the data wanted.

It means to ask or inquire.

What is happening in technology is that we are using a lot of buzz words that not a lot of people know the meaning of.

There are a handful of queries. The most important query is Select.

### SQL: Structured Query Language

Popular relational database language that enables users to perform complicated searches with relatively simple instructions.

The command for "search" in SQL is Select.

90% of the work of SQL focuses on the command Select.

Select is the most important command for SQL.

Database Management Systems allow you to make your own database.

Oracle is a very complicated database.

Access is a database management system. It means it is very well structured and you can create your own database. If you know 10 or more queries then you can make your own database.

Database can be made with one file which we call Flat File.

## Module 4 – Class Notes

These are class notes taken by a student I had a previous semester that correspond with your assignment for this module. They are not necessary but some students find them helpful.

Excel is not a database, it is a spreadsheet. It is mainly used for computations.

The software that helps you organize information and search is database. An example of a database is Access.

Professor Ebrahimi wants to create a database which he will call All in One (AIO).

For Module 4 Quiz: Design a Database (use Access) with at least 3 tables and each table with at least 2 fields. Run at least 5 different queries. Copy and paste your database screen into a word document and attach it here. Create a relational database to get an extra 10 points.

October 15, 2009

### Today's Class Plan

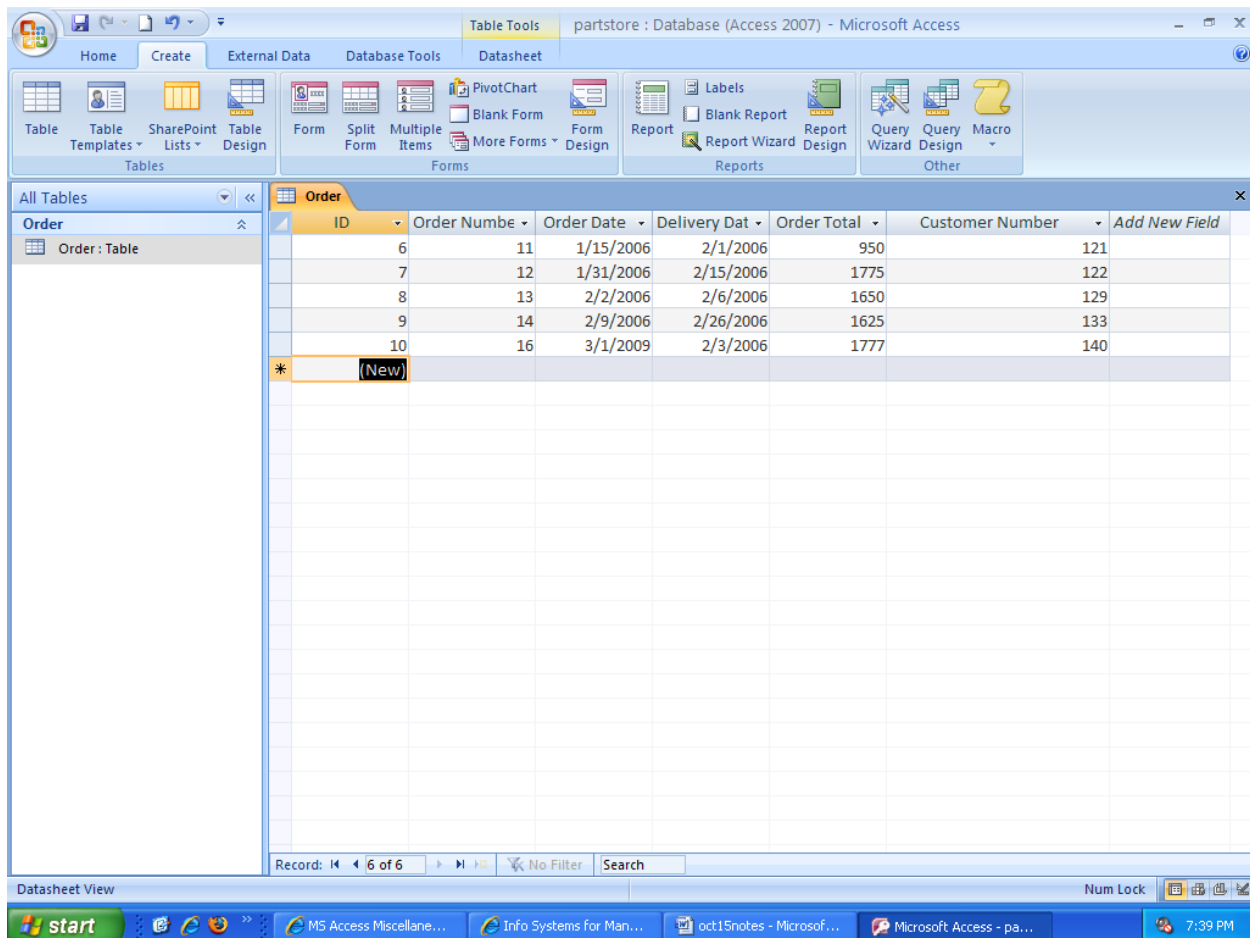
Current Module: 4

- Help with the Quiz (everybody should get at least an 80!)
  - To get a 60 just create or draw 3 tables ( $60/3=20$  each)
  - **Relationships** are another 20 points and **Query** will add the 20 to make your grade 100.
    - If you do not complete the query or the relationship, you get partial credit
    - Use Access to create the tables; minimum 3 columns and five rows per table. We are going to look at an example of a table in our textbook on **page 106**. If you do not have data to fill in your table you can use the information in the book, however, try to be creative and use your own.
  - To create a table in Access; Open Access, click on Blank Database, name your Database and click Create.

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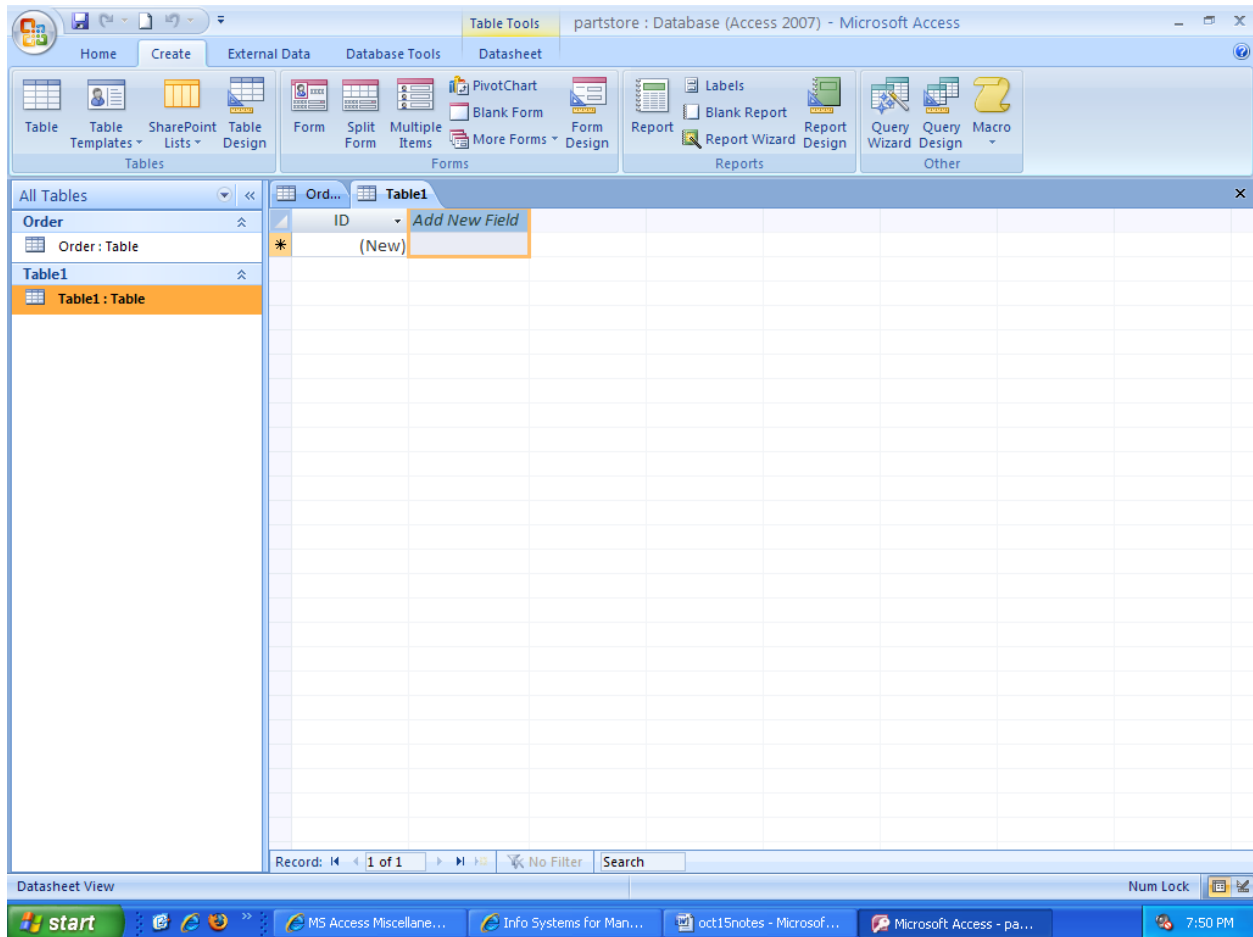
- On page 107 the information is not “normalized”. All the information is there!
- Page 108 has 5 tables. Table 1 is called “order” table 2 is called “Supplier”, table 3 is called “customer”.
- If you create 3 tables like the ones in page 108 you get a 60 on the Quiz. To get an 80 you must create a Query.
- Page 113 has another set of tables as an example
- You can also Google information to help you create your tables. Search “simple database access”.



ID	Order Number	Order Date	Delivery Date	Order Total	Customer Number	Add New Field
6	11	1/15/2006	2/1/2006	950	121	
7	12	1/31/2006	2/15/2006	1775	122	
8	13	2/2/2006	2/6/2006	1650	129	
9	14	2/9/2006	2/26/2006	1625	133	
10	16	3/1/2009	2/3/2006	1777	140	
*	(New)					

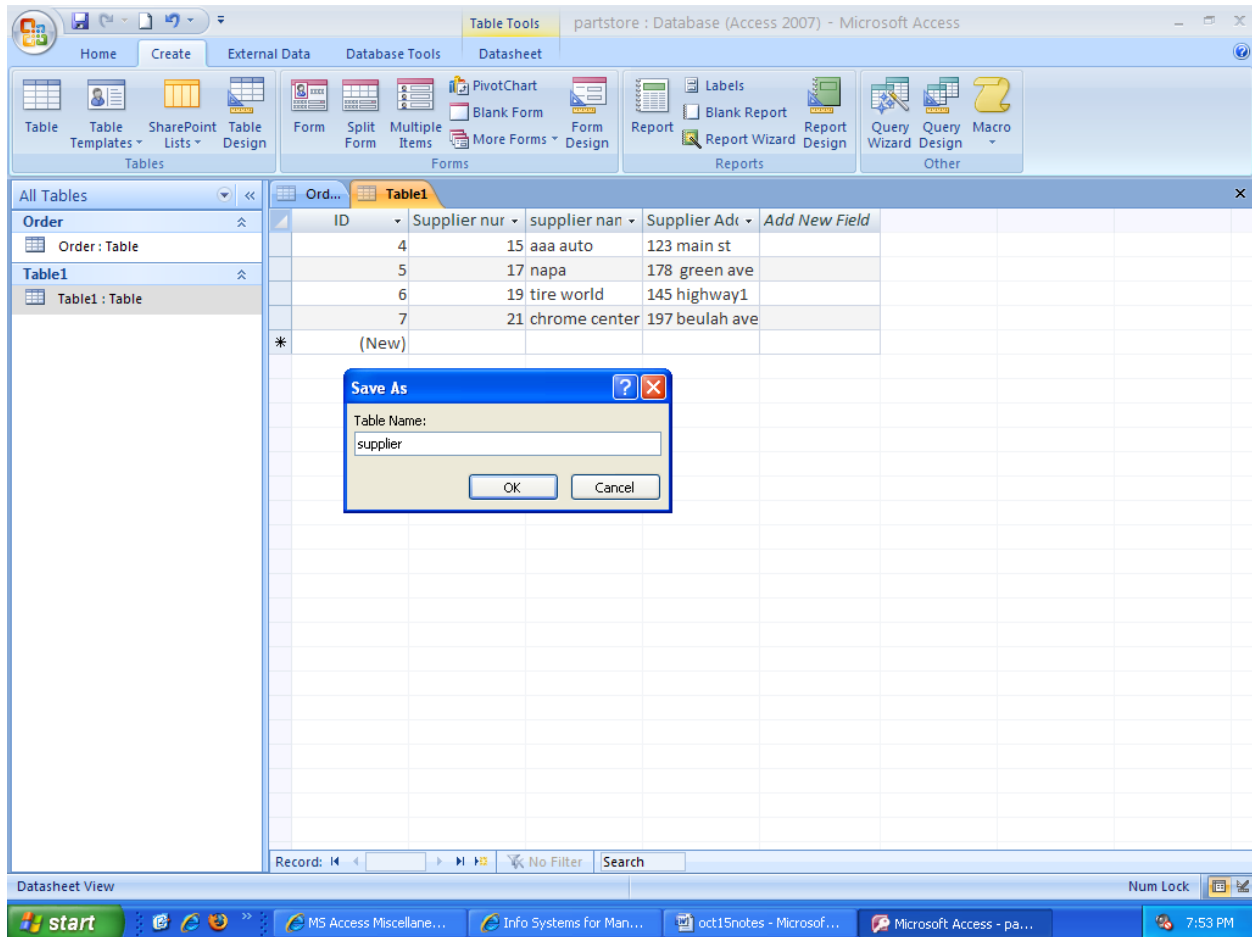
## Module 4 – Class Notes

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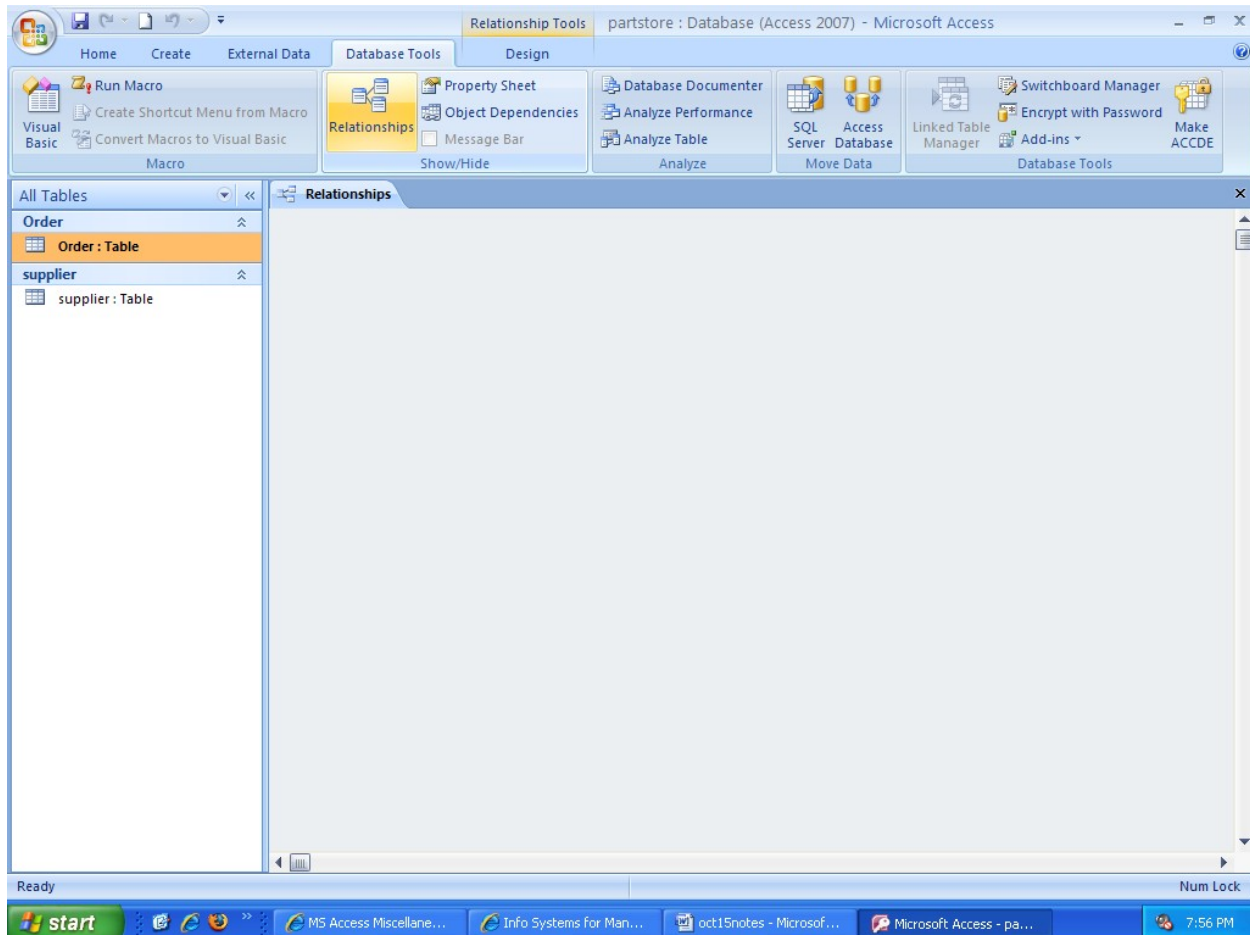
## Module 4 – Class Notes

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## Module 4 – Class Notes

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October 15, 2009

Menu:

1. Professor Ebrahimi will help us with the quiz. Everybody should at least get 80 points. To get 60 points you need to create 3 tables (20 points for each table). Create at least 5 queries to get 20 points and to earn another 20 points create a relationship. You will receive partial points if you do not fulfill all the requirements.
  - See p. 106 for an example of a table in Access
  - To create a table on Access, click on New Database and then you can name your table.
  - To create a field, type and tab through to create new fields.



## Module 4 – Class Notes

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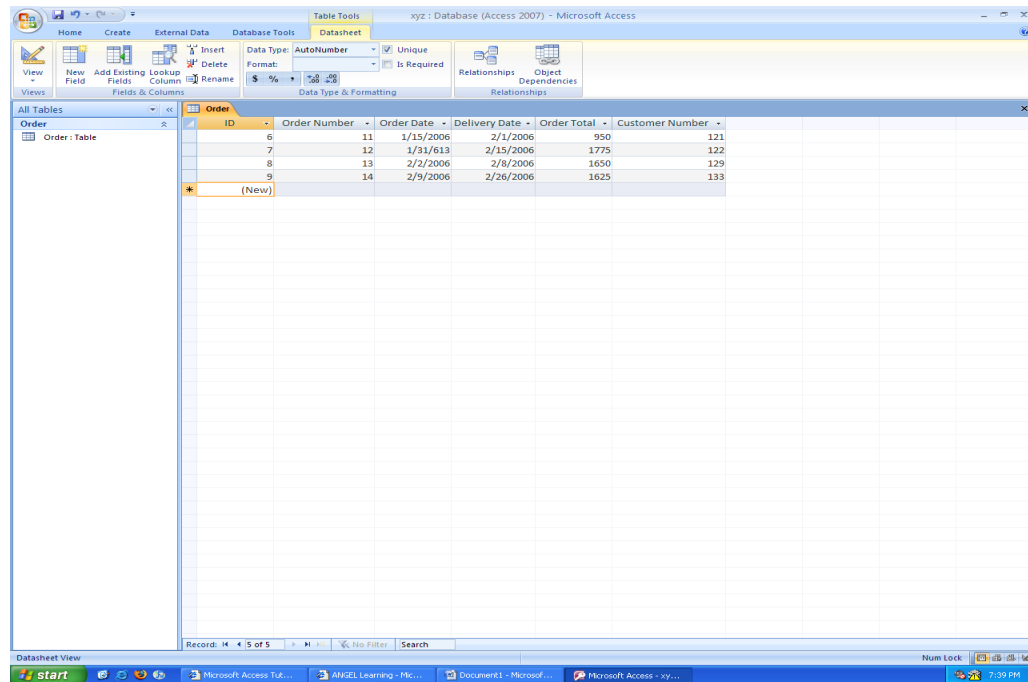
- p. 108 has 5 tables, The difference between the table on p. 107 and the tables on p.108 is that 107 has all the tables combined into one, it is not “normalized” because all the information is in one page and 108 are the separate tables.
- Go on Google and search for “simple database sample” or “access database tutorial” and see what it shows you.

### 2. Microsoft Access

- Start
- Microsoft Office
- ACCESS
- Blank Database, on the right hand side see File Name, use the space to rename your database
- Under Datasheet you will find the Relationship tool
- Under Create you will find the Query tool (use Query Design)
- To rename the table, Right click on the tab called Table and Save
- Rename the field, Right click (or double click) on the field and scroll all the way at the bottom and click on Rename Column
- To move and rename the next field, tab or hit enter. Use the black arrow to adjust the width of each column
- Enter the information, when you are done, Save your work.
- Ctrl + Print Screen and Paste it to a Word Document (See below)

## Module 4 – Class Notes

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- \*Google is a SEARCH ENGINE\*
- To create a new table, go to Create and click on Table
- The Database today are all relational, this is the easiest way to have a database.
- How to make a Relationship: Close all the tables you have created, under Database Tools, click on Relationships, then something will pop up that will show all the tables you have created and then click on each one and add.

October 20, 2009

### Today's Class Plan

We are going to review the tables. Go over queries.

### The following is the assignment:

Design a Database for a manager with at least three tables and each tables with at least two fields several. Run at least 5 queries of different important tasks on the data base. Copy and paste your data base screen into a word

## Module 4 – Class Notes

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and attach it here. Here how you will be evaluated: (100 points + 10 extra) creating a relational data base with three or more tables (60 points (at least 3 tables x 20=60) Creating a relationship between tables (20 points e.g. one to one (1:1, one-to-many or many-to-many) Apply queries (20 points: five different important tasks) competitive advantage 10 point extra (Being unique, creative or compelling).

We are reviewing an example of a database submitted by a student from another of Professor Ebrahimi's classes.

- What does Query 4 show? It shows 3 different fields that belong to different tables. Queries can be made with information from one table alone or from more than one table.

We discussed the difference between Excel, a spreadsheet and Access, a database. Know the difference between the two.

Our cell phones have a database; the contact list has a table which can hold the phone numbers, pictures, and names. However, we cannot create databases on our cell phones.

Part 1. Create your tables (3 minimum for 60)

Part 2. Create a query (part 2 ) (5minimum )

Click on create query design, your tables will be listed, click add , choose the field and the table.

Part 3. To create relationships once your tables are created: go to database relationships. Your tables must be open right click the key field and a dialog box. Click create and choose the fields that you want to add to your relationships.

## Module 4 – Class Notes

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October 20, 2009

Menu:

1. Review other class' quiz
2. How to create a Query:
  - Click on Create, Query Design
  - Your tables will be listed, select a table, click Add
  - Choose the field and the table (you can add as many as you want)
  - You can also Sort the information on the Query you are creating
  - When you are done, go to Database Tools to either View or Run
3. How to create a Relationship:
  - Go to Database Tools, click on Relationship
  - Your tables must be open
  - Right click the key field and a Dialogue Box (Edit Relationships) will appear.
  - Click Create and choose the fields that you want to add to your relationship
4. **The midterm grade is due on Saturday, October 24, 2009** (S-Satisfactory, U-Unsatisfactory, F-Fail). **Submit all the work you are missing on time.**

October 22, 2009

Today we will go over the Database with the tables, queries and relationships.

Databases are very important. Every company should have one. Cell phones

Professor Ebrahimi will go step by step on how to create a Database.

Go to [www.baycongroup.com](http://www.baycongroup.com)

## Module 4 – Class Notes

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**Free Access Tutorial**  
Learn Microsoft Access with this video tutorial - Free  
www.teachucomp.com

**Data Integration Paper**  
Learn how to create reporting-ready data warehouses. Get the free paper  
www.cognos.com/data-integrat

**Learn SQL Server 2005**  
Download free training. Award winning content for SQL and BI.  
www.AppDev.com

**Free CIO Whitepapers**  
Start Downloading Whitepapers From Top Tech Companies Now. 100% Free!  
www.cio.com

**Project Server 2007**  
Enterprise Project Mgmt Microsoft Project Server 2007

**Table of Contents**

**Lesson 1: Getting Familiar with Microsoft Access 2007 for Windows**

Microsoft Access is a database [software package](#). A database is an organized collection of records. Telephone and address books are examples of paper databases. With Access, you can create a computerized database. For example, you can use Access to organize the students who attend a school, the courses they take, and the instructors who teach them. After you create an [Access database](#), you can search it, manipulate it, and extract information from it. This lesson introduces you to Access [windows](#) and teaches you how to create a database.

- Getting Started
- Understanding Security
- The Navigation Pane
- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- Access Objects
- Change Views
- Close a Database and Exit Access
- Create a Database
- Create a Blank Database

**Lesson 2: Creating Microsoft Access Tables**

Tables are the foundation of an Access database. Access [stores data](#) in tables. This lesson teaches

**Online Certification Program in MS Word 2007.**  
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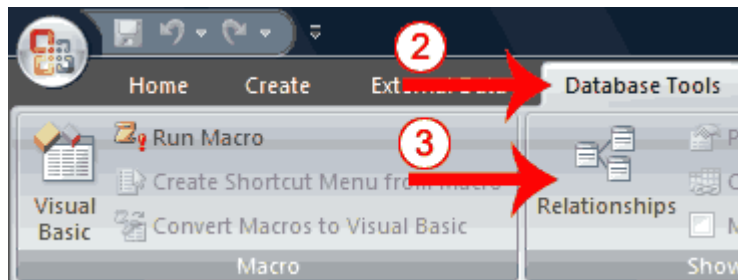
**Excel Basics 2003/2002**  
Excel Basics 97  
PowerPoint Basics 2007  
PowerPoint Basics 2002  
Access Basics 2007  
Windows Vista Tutorial  
Windows XP Tutorial  
Windows 98 Tutorial  
Scalable SQL -- A Tutorial  
RealSlideshow for RealPlayer  
Guide to Paint Shop Pro  
Flash CS4  
Flash 8  
Photoshop

**Google**  
Web www.baycongroup.com  
Search

**Online Learning**  
University of Phoenix - Obtain a Degree in Information Technology Online or on Campus.

*To create relationships:*

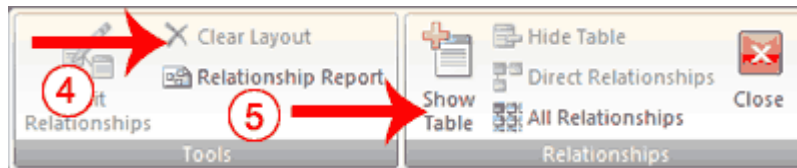
1. Close all tables and forms. (Right-click on the tab of any Object. A menu appears. Click Close All.)



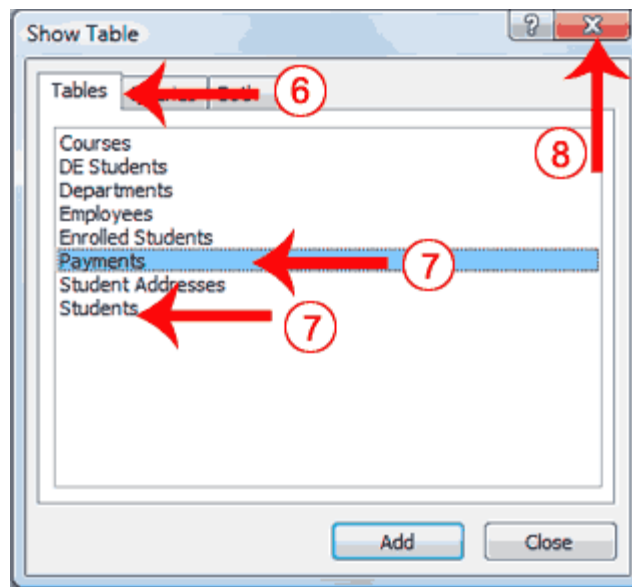
2. Activate the [Database Tools](#) tab.
3. Click the Relationships button in the Show/Hide group. The Relationships window appears.

## Module 4 – Class Notes

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4. If anything appears in the relationships window, click the Clear Layout button in the Tools group. If you are prompted, click Yes.
5. Click the Show Table button in the Relationships group. The Show Table dialog box appears.



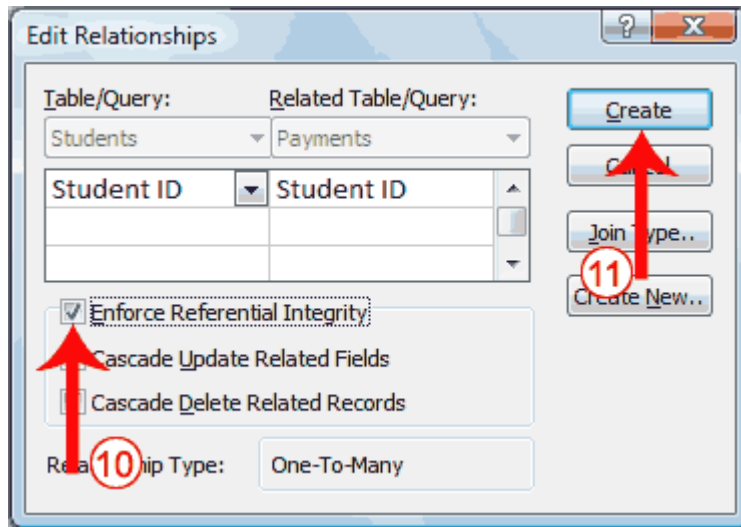
6. Activate the Tables tab if your relationships will be based on tables, activate the Queries tab if your relationships will be based on queries, or activate the Both tab if your relationships will be based on both.
7. Double-click each table or query you want to use to build a relationship. The tables appear in the Relationships window.
8. Click the Close button to close the Show Table dialog box.



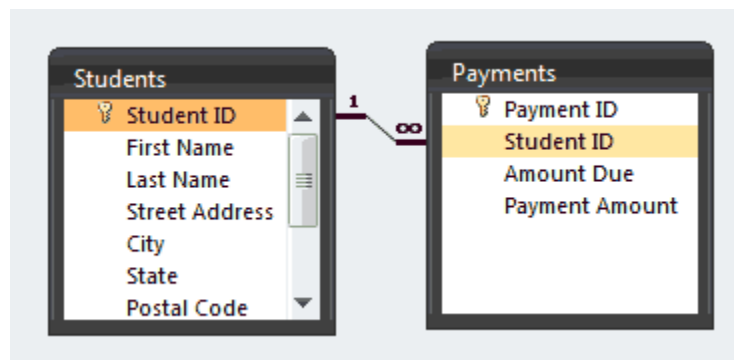
## Module 4 – Class Notes

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9. Drag the Primary table's primary key over the related table's foreign key. After you drag the primary key to the related table's box, the cursor changes to an arrow. Make sure the arrow points to the foreign key. The Edit Relationships Dialog box appears.



10. Click the Enforce Referential Integrity checkbox.
11. Click Create. Access creates a one-to-many relationship between the tables.



October 22, 2009

Menu:

1. Prof. Ebrahimi saw a lot of enthusiasm about the Database that is why he will help us step by step on how to create a Database on Access.
  - Go to this website for instruction:  
<http://www.baycongroup.com/access2007/index.html>

## **Module 4 – Class Notes**

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- A database is important.
- 2. Looked at examples of midterm papers.
- 3. If you need an extension for your work, please inform Prof. Ebrahimi.

Last class:

The problem when Edward Cannon was demonstrating how to create a Relationship was it was hard to make a one-to-many and many-to-many relationship.