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| Database  |  | | --- | | Question | | Define database? | |  | |  | |  | |  | |  | |  | |  |  | |  | | --- | | Definition/Description | | A collection of similar records with relationship between records | |  | |  | |  | |  | |  | |
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| Files  |  | | --- | | Question | | Define files (in the context of this module) | |  | |  | |  | |  | |  | |  | |  |  | |  | | --- | | Definition/DescriptionA collection of records or documents dealing with one organization, person, area, or subject. | | Paper based | | Computer based | |  | |  | |  | |  | |  | |
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| Separation/Isolation of Data  |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | | --- | | Definition/DescriptionEach program maintains its own set of data. Users of one program may be unaware of potentially useful data held by other programs | |  | |  | |  | |  | |  | |  | |  | |

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| |  | | --- | | Duplication of Data | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | | --- | | Definition/DescriptionSame data is held by different programs. Wasted space and potentially different values and/or different formats for the same item | |  | |  | |  | |  | |  | |
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| Data dependence  |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  |  | Definition/Description  |  | | --- | | File structure is defined in the program code | |  | |  | |  | |  | |  | |
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| Incompatible File format  |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  |  | Definition/Description  |  | | --- | | Programs are written in different languages, and so cannot easily access each others files. | |  | |  | |  | |  | |  | |