CURRICULUM CONTENT

Data

- Data has no meaning
- GIGO (Garbage in garbage out)
- Data Storage

Computer Systems

- Input/Input device
- Process
- Output/Output Device
- Feedback
- Parts of CPU (MU, CU, ALU)

Computerized and Manual System

- Benefits of using computers
- Problems

Network Security

- Access Security
- Data Security
- Physical Security

Input devices

- Keyboard : QWERTY and Concept
- Mouse : joystick, tracker ball, pimple, touch pads
- Scanner
- Digital camera
- Light pens
- Microphone
- Sensors, Credit cards

Data Capture

- Manual Method
- Automatic Method
- Form design
• Debate: Computer or Paper?

Data Storage

• Field and Records
• Fields: fixed length, variable length
• Processing: Real time, Batch

Data Presentation

• Data presented in
  ➢ Text
  ➢ Sound
  ➢ Picture
  ➢ Graph
  ➢ Chart
  ➢ Multimedia presentation
• Data Presented by
  ➢ Screen display
  ➢ Hard copy

FCPRO-System analysis

• One Step- Identify the problem
• Analysis- the feasibility study
• Design- Input, Process, Output
• Design- Flow diagrams
• Writing Procedure

Microsoft Word-Text and Image Processing Software

• Highlight text
• Edit: delete, insert, replace, move, repeat
• Shortcuts
• Change: font style, text size, bold, italic, underline, color
• Bullets and numbering
• Text position: indenting, aligning and justify, line spacing
• Tables
• Borders
• Columns
• Header and Footer
• Spell-checker
• Find and Replace
• Import information from other applications

**Microsoft Picture Editor- Graphics**

• Painting Software- Bitmap
• Drawing Software- Vector
• Resolutions
• File extensions: jpeg, gif, png, bmp, tif, etc.
• Resize- distort
• Crop
• Rotate
• Recolor
• Group/Ungroup
• Edit: Brightness, Contrast, Sharpness

**Desktop Publishing**

• Poster
• Leaflet
• Newsletter
• Benefits of it
• Frames: columns, links, wrap text, layering frames

**Microsoft Power Point- Presentation Software**

• Text
• Image
• Movie
• Sound
• Animation effects
• Set times
• Rules to give a good presentation

**Microsoft Excel – Spreadsheet**

• Done in a spreadsheet: record, search, calculations, graphs and charts
• Value: numerical data, text data, formula
• Formula
• Graphs
Microsoft Access - Database

- Database
- Field
- Record
- Data type

Internet Basics

- Needed: Modem, Browser
- WWW - World Wide Web
- E-mail - Electronic mail
- Searching engines
- Keyword, “and”, “or”, “+”
- Hyperlink
- Bookmark

Web Page Maker - Web Design

- Golden rule of designing
- Hyperlinks
- Text
- Pictures, animated gif
- Tables