

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

