COMPUTER STUDIES SCHEME
CLASS: - SS1

SN	TOPICS	CONTENT
1	Overview of Computer System	Definition of a computer Two main constituents of a computer (1) Hardware (2) Software - Computer Hardware (1) System Unit (2) Peripherals Computer Software (1) System Software (2) Application Software Characteristics of a Computer
2	Data and Information	Definition of data and information Differences between data and information Examples of data and information
3	Computing Devices I (Pre-computer Age to 19th century)	Features, components and uses of: - Abacus - Slide Rule - Napier's Bone - Pascal's Calculator - Leibnitz Multiplier - Jacquard's Loom - Charles Babbage - Analytical Engine - Hollerith Census Machine - Burrough's Machine
4	Computing Devices II (20TH Century to Date)	Features, components and uses of: - ENIAC - EDVAC - UNIVAC 1

		- Desktop Personal Computers - Palm Top Computer

5	Input Devices	Define of input devices
		Types of input devices
		   - Keyboard
		   - Mouse
		   - Scanner
		   - Microphone
		   - Joystick
		   - Card Reader
		   - Light Pen
		   - Digital Camera, etc
		Keyboard
		   - Structure and function
		   - Keys on the keyboard
		     (1) Function keys
		     (2) Numeric keys
		     (3) Alphabetic keys
		     (4) Special character keys
		     (5) Cursor control keys
		     (6) Command keys, etc
		Mouse – Features, functions and operation

6	Out Devices	Definition of Output devices
		Features and uses of output devices
		   - Monitor
		   - Printer
		   - Speaker
		   - Plotter
		Monitor – structure, types and functions:
		   - Types
		     (1) Monochrome
		     (2) Color
		Printer types
		     (1) Impact Printer
		   - Dot-Matrix printer
		   - Line printer
		   - Character printers
		Non-Impact Printer
		     (1) Inkjet printer
		     (2) Laser printer

		(3) Thermal printer Comparative study of common printer

7	Computer Software	Definition of Software
		Types of Software
		   - System Software
		   - Application Software
		
		System Software
		  (1) Operating Systems
		  (2) Translators
		  (3) Tools/Utility programs
		
		Examples of Operating Systems
		   - Graphical User Interface (GUI)
		   - Microsoft Windows
		   - Linux
		   - Command Line
		   - Unix
		   - Microsoft Disk Operating System (MS-DOS)
		Examples of Utility Programs
		   - Editors
		   - Anti-virus

8	Computer Application Software	Definition of Application software Types of Application Software - User Application program (programs written by users)

		- Application Packages Categories of Application Packages - Word Processing - Spreadsheet - Database - Graphics - Games Packages for Special Areas (1) Accounting software (2) Payroll programs (3) Banking software (4) Educational management software (5) Statistical packages (6) Hospital management software, etc
9	Programming Languages	Definition of Programming Language Levels of Programming Language - Machine Language (ML) - Low Level Language (LLL) - High Level Language (HLL) Features of each level - Examples of Programming Languages - Comparison of levels or Programming Languages
10	BASIC Programming	Meaning of BASIC – Beginner's All-Purpose Symbolic Instruction Code BASIC character BASIC statements: - LET, READ, INPUT, DATA, END, PRINT BASIC : Arithmetic Operators Arithmetic expressions Evaluation of Arithmetic expressions Simple BASIC programs
11	Communication Systems	Full Meaning of ICT

		Types of ICT - Broadcasting - Telecommunications - Data Networks - Information Systems - Satellite communications Broadcasting: - Radio broadcasting - Television broadcasting - Satellite TV Systems Telecommunications - Public Switched Telephone Network (PSTN) – Landline - Mobile phone system (GSM) - Circuit Switched Packet Telephone System (CSPT) - Satellite Telephone System - Fixed Wireless Telephone System Data Networks - Personal Area Network (PAN) - Local Area Network (LAN) - Metropolitan Area Network (MAN) - Wide Area Network (WAN) - Internet Information Systems - Data processing system - Global Positioning System (GPS)
12	Application Areas of ICT	Application Areas of ICT - Teleconferencing - Video conferencing - Tele-presence - Telecommunication and Networking - Telecomputing - Messaging

		- Information search, retrieval and archival ICT-based Gadgets - Mobile phones - Computer - Fax Machines - Automated Teller Machine (ATM) - Dispensing machine - Point of Sale Machine – Automated Cash Register (ACR) - Radio sets - Television sets, etc Operation of ICT-based gadgets.
13	Basic Computer Operations	Description of the booting process Types of booting - Cold booting - Warm booting Components of the Windows Desktop - Icons - Task bar - Background Running an Application program (Microsoft Word) The process of shutting down the computer
14	Word Processing	Definition of Word Processing and Word Processor Examples of Word Processors - Microsoft Word - Cord Word Perfect - Word Star, etc Features of Word Processor Word Processing Environment

		Using a Word Processor to;
		- Create
		- Edit
		- Format
		- Save
		- Retrieve
		- Print
		- Close
15	Presentation Package	Definition of Presentation package Examples of Presentation Packages - Microsoft Power Point Features of a Presentation Package - Creation of slides - Insertion of pictures - Insertion of video and audio - Animation - Slide shows - Creation of graphics - Creating organizational and other charts Using Presentation Package – MS Power Point - Open the Application - Create a new presentation - Insert slide contents (1) Text (2) Graphics (3) Pictures Animate content Add new slides Save presentation Run slide show Print presentation Close presentation Close Application