



## Computer Studies scheme

### J. S. 3

Sn	TOPICS	CONTENT
1	Internet	<ul style="list-style-type: none"><li>i. google.com</li><li>ii. mama.com</li><li>iii. ask.com</li><li>iv. Yahoo.com</li></ul> 2. uses of search Engines
2	Digital Divide	<ul style="list-style-type: none"><li>1. Concept of digital divide</li><li>2. Features of old, new economy<ul style="list-style-type: none"><li>i. Time consuming</li><li>ii. Labour based</li><li>iii. Mechanical</li><li>iv. Constrained by space, time &amp; distance etc.</li></ul></li><li>3. Features of new economy<ul style="list-style-type: none"><li>i. Digital</li><li>ii. Time, space &amp; distance is irrelevant</li><li>iii. Technology driven</li><li>iv. Knowledge based etc.</li></ul></li><li>4. Limitation of the old economy</li><li>5. Benefits of new economy<ul style="list-style-type: none"><li>i. Low capital to start business</li><li>ii. Creates new jobs etc.</li></ul></li></ul>
3	Database	<ul style="list-style-type: none"><li>1. Definition</li><li>2. Database terminologies<ul style="list-style-type: none"><li>i. Fields</li><li>ii. Records</li><li>iii. Files</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>iv. Database</li> <li>v. Key etc.</li> </ul>
4	Spreadsheet Packages	<ul style="list-style-type: none"> <li>1. Examples of spreadsheet package:                             <ul style="list-style-type: none"> <li>i. Excel</li> <li>ii. Lotus 1 2 3</li> <li>iii. STATVIEW, etc</li> </ul> </li> <li>2. Uses of spread sheet packages                             <ul style="list-style-type: none"> <li>i. Preparation of daily sales</li> <li>ii. Budget</li> <li>iii. Examination Results</li> </ul> </li> <li>3. Spreadsheet features and Terminologies                             <ul style="list-style-type: none"> <li>(i) Row (ii) Column (iii) Cell (iv) Worksheets (v) Chart (vi) Data range etc.</li> </ul> </li> <li>4. Loading and exiting spreadsheet packages</li> </ul>
5	Work Sheets	<ul style="list-style-type: none"> <li>1. Starting worksheet                             <ul style="list-style-type: none"> <li>i. Data entry ii. Editing iii. Saving</li> <li>iv. Retrieving worksheets</li> </ul> </li> <li>2. Formatting worksheet (text, cell and columns, naming etc)</li> <li>2. Formatting worksheet (text, cell, row and columns, naming etc)</li> <li>3. Calculations:                             <ul style="list-style-type: none"> <li>i. Addition ii. Average iii. Counting</li> <li>iv. Multiplication v. Division etc.</li> </ul> </li> <li>4. Printing of worksheets</li> </ul>
6	Graphs	<ul style="list-style-type: none"> <li>1. Creating graphs                             <ul style="list-style-type: none"> <li>i. Line graphs</li> <li>ii. Histograms</li> <li>iii. Pie-charts</li> <li>iv. Legends etc.</li> </ul> </li> <li>2. Editing graphs</li> <li>3. Formatting graphs:</li> </ul>

		<ul style="list-style-type: none"><li>i. Line graphs</li><li>ii. Histograms, Pie-charts, Legends etc</li></ul>
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7	Human Issues	<ul style="list-style-type: none"><li>i. Computer manager</li><li>ii. Systems analyst</li><li>iii. Programmers</li><li>iv. Computer educator</li><li>v. Computer engineers and technicians</li><li>vi. Operators</li></ul> <p>3. Qualities of good computer</p>
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		<p>professional Bodies</p> <ul style="list-style-type: none"> <li>i. Nigeria Computer Society (NCS)</li> <li>ii. Institute of Management Information System (IMIS)</li> <li>iii. Computer Professional Registration Council of Nigeria (CPRN)</li> <li>iv. Information Technology Association of Nigeria (ITAN)</li> </ul>
8	Computer Viruses	<ul style="list-style-type: none"> <li>1. Meaning</li> <li>2. Types of Computer Virus <ul style="list-style-type: none"> <li>i. Boot sector</li> <li>ii. Executable file virus</li> </ul> </li> </ul>
9	Computer Viruses	<ul style="list-style-type: none"> <li>i. Attack on document</li> <li>3. Examples of viruses <ul style="list-style-type: none"> <li>i. Trojan horse</li> <li>ii. Sleeper</li> <li>iii. Logic bomb</li> <li>iv. Alabama virus</li> <li>v. Christmas virus</li> </ul> </li> <li>4. Sources of Viruses: <ul style="list-style-type: none"> <li>i. Infected diskettes</li> <li>ii. Infected CD-Roms</li> <li>iii. E-mails</li> <li>iv. Internet downloads</li> <li>v. Illegal duplication of software, etc</li> </ul> </li> <li>5. Virus Harming Signs: <ul style="list-style-type: none"> <li>i. Slowing down of response time</li> <li>ii. Presence of ting dots</li> <li>iii. Wandering across the screen</li> <li>iv. Incomplete saving of file</li> <li>v. Corruption of the system set-up instructions.</li> <li>vi. Appearance of strange characters</li> </ul> </li> <li>6. Virus detection (Antivirus): <ul style="list-style-type: none"> <li>i. Norton Anti-virus</li> <li>ii. McAfee Virus Scan</li> <li>iii. Dr. Solomon's Tool kit</li> <li>iv. Penicillin etc.</li> </ul> </li> </ul>

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