

**SCHEME OF WORK**

<b>WEEKS</b>	<b>TOPIC</b>
1.	<b>Network Systems I</b>
2.	<b>Network Systems I</b>
3.	<b>Data collection stages</b>
4.	<b>Processing method</b>
5.	<b>Starting up word processing package II</b>
6.	<b>Starting up word processing package II</b>
7-8.	<b>Revision</b>

**WEEK 1**

**Date:.....**

**COMPUTER NETWORK**

**REF. BOOK:**                      Early Learning of Computer Studies for Junior Secondary Schools.  
By Yomi Soyombo

**CONTENT**

A computer network communication is a system connecting two or more computers that are together to exchange information and share resources.

Complex Networking can be defined as the interconnection of computers within an area for the sharing of data and other computer peripherals. Each computer system connected to the computer network station is called WORKSTATION.

Network architecture describes how the network is arranged and how the resources are coordinated and shared.

An environment in which more than one person use the system at about the same time is referred to as A MULTI-USER ENVIRONMENT. In a multi-user environment, several terminals are attached to only one system unit called SERVER, each having access to the system unit.

**ADVANTAGES OF COMPUTER NETWORKING**

1. It allows sharing of resources.
2. It saves cost.
3. It enhances productivity.

**DISADVANTAGES OF COMPUTER NETWORKING**

1. Lack of security.
2. Easily attacked by virus.

**CONCLUSION**

Computer networking is the interconnection of computers within an area for the sharing of data and other computer peripherals.

**EVALUATION**

1. What is Computer Networking?
2. State the advantages and disadvantages of computer networking.

**READING ASSIGNMENT:** Read Chapter 6, Page 29-31, A Handbook on computer Studies, by Niyi Adekolegan.

**WEEKEND ASSIGNMENT  
OBJECTIVES**

1. The main aim of computer network is .....  
(a) to share information and resources (b) to browse the INTERNET (c) to share data alone
2. The system unit that allocates resources to other terminals in a network is called .....  
(a) Workstation (b) Server (c) Node
3. In a multi-user environment, how many persons use the computer at the same time?  
(a) One (b) Two (c) More than one person
4. Computer networking saves cost.  
(a) Yes (b) No (c) No idea
5. If a server is off, can you access a network?  
(a) Yes (b) No (c) a & b

### **THEORY**

1. What is Computer Networking?
2. List any two advantages and one disadvantage of computer networking.

## **WEEK 2**

**DATE:.....**

### **TYPES OF COMPUTER NETWORK**

**REF. BOOK:** A Handbook on Computer Studies. By: Niyi Adekolegan

There are three major types of computer network which are:

#### **1. LOCAL AREA NETWORK (LAN)**

This type of network connects computers in an office or within a building together to share files, information, programs and resources like printer, scanner, etc.

#### **2. WIDE AREA NETWORK (WAN)**

This is a network of computers within different towns or cities for the purpose of sharing files and information. For example, computers in a UBA bank in Abuja can be linked together with computers of another UBA branch office in Lagos to share information on customers' accounts.

#### **3. INTERNATIONAL NETWORK (INTERNET)**

This is a network that connects computers all over the world to share files and information. It involves thousands of computers in various countries which provide information in all areas of human endeavour. Internet users can read on subjects of their interest, carry out research and send or receive messages from every part of the world.

### **CONCLUSION**

Computer network connects different computers together to share data, files, information and resources. There are different types of computer networks which are: Local Area Network (LAN), Wide Area Network (WAN) and International Network (INTERNET).

### **EVALUATION**

1. What is Computer Network?
2. Mention the THREE types of computer network.

**READING ASSIGNMENT:** Read Chapter 6, Page 30-32, A Handbook on computer Studies, by Niyi Adekolegan.

### **WEEKEND ASSIGNMENT**

#### **OBJECTIVE**

1. Which among the following is NOT a computer network?  
(a) LAN (b) WAN (c) CAN
2. Messages can be sent or received through the.....  
(a) LAN (b) WAN (c) INTERNET
3. The..... is a global network that provides access to global information.  
(a) WAN (b) LAN (c) INTERNET
4. Which of the following computer networks is best in an office or within a building?  
(a) LAN (b) WAN (c) MAN
5. What is the full meaning of WAN

- (a) Wide Area Network    (b) World Area Network    (c) Wide Area News

### **THEORY**

1. List the THREE types of computer network.
2. Write out the full meaning of the following:  
(a) LAN  
(b) WAN

### **WEEK 3**

**DATE:**.....

### **NETWORK TOPOLOGY**

**REF. BOOK:** Welcome to Computer Studies for Junior Secondary Schools.  
By: Boye Jokotoye.

Network topology is what carries all the data from one point to another and determines how the network works. The term topology refers to the shape or the structure of the network. There are several different topologies available to connect micro computers to form a network.

#### **Types of Network Topology:**

1. Bus Topology
2. Star Topology
3. Ring Topology

#### **BUS TOPOLOGY**

This is a network where basically one single cable is used to form one end of the network to the other and with different network nodes (devices connected to the cable of different locations).

#### **STAR TOPOLOGY**

In star topology, all cables run from the computers to a central location where all are connected by a device called a HUB. Each computer on a star network communicates with the central hub.

#### **RING TOPOLOGY**

A ring topology is structured with all of the terminals or nodes connected together in a circle. Each member has to wait for a token before commencing transmission. A token is a special message that the line is available for that network member to transmit data.

#### **CONCLUSION**

Network topology is what carries all data from one point to another and determines how the network works. There are different types of topology which are: Bus, Star and Ring topology.

#### **EVALUATION**

1. What is Network Topology?
2. Mention the types of topology.

#### **Evaluation**

#### **Reading Assignment**

### **WEEKEND ASSIGNMENT**

#### **OBJECTIVE**

1. ....refers to the shape or the structures of a network.  
(a) Topology    (b) Network    (c) Computer
2. Connections are made possible in star topology through a device called .....  
(a) Hub    (b) Server    (c) Topology
3. A device connected to the cable of a different location is called .....  
(a) Node    (b) Anti node    (c) Crest
4. Ring topology is structured in .....  
(a) Rectangle    (b) Circle    (c) Square
5. Each computer in the star network communicates with the .....

- (a) topology    (b) central hub    (c) server

### **THEORY**

1. What is Network Topology?
2. List the types of topology.

## **WEEK 4**

**DATE:.....**

### **DATA COLLECTION STAGES**

#### **Contents:**

### **DATA COLLECTION STAGES**

Data collection stage is bringing data to a central point. It means gathering of data from its point of origin to be processed.

The stages include the following:

1. **DATA CREATION** – This is the process of getting data from source. The document of which data is first recorded is called Source Document.
2. **DATA TRANSMISSION** – This refers to sending and receiving of data via telecommunication network. That is, the movement of data from one location to another for processing.
3. **DATA PREPARATION** – This is a pre-processing of ‘raw’ data from the source document to machine sensible form.
4. **DATA VERIFICATION** – This is the process of checking input data to make sure it was entered correctly.
5. **SORTING** – This is a re-arrangement of data in some specified sequence required for processing.
6. **MEDIA CONVERSION** – It is a transfer of data from one medium to another. Data is often prepared in one medium and converted to another medium.
7. **VALIDATION** – Validation is a process of checking input data to make sure that it is logically correct. It enables us to correct error that escapes verification.
8. **INPUT/PROCESSING** – This is the act of passing data in a machine sensible form to processing stage. The data is submitted to the processor for processing.

### **EVALUATION**

1. What is Data Processing?
2. List and explain any TWO data collection stages.

### **Reading Assignment**

Modern computer studies by Victoria Dinehin pg 18

### **WEEKEND ASSIGNMENT**

1. When data is fully processed it becomes .....  
(a) information (b) word (c) sentence
2. The process of converting data into meaningful information is called .....  
(a) data processing (b) data creation (c) sorting
3. The document of which data is first recorded is called .....  
(a) source document (b) object document (c) real document
4. The process of getting data from source is called .....  
(a) data creating (b) data preparation (c) data validation
5. Sending and receiving of data via telecommunication network is called .....  
(a) data transmission (b) data processing (c) validation

### **THEORY**

1. What is data processing?
2. Mention any FOUR data collection stages.

## WEEK 5

DATE:.....

### METHODS OF DATA PROCESSING

**Reference Book** – Welcome to Computer Studies By: Boye Jokotoye

### METHODS OF DATA PROCESSING

There are three methods of data processing:

1. Manual Processing
2. Mechanical Processing
3. Electronic Processing

#### MANUAL METHOD

This involves using human brain and energy for processing data. For example, for a teacher to know the best student academically in school, he has to do addition and find the percentage scores.

#### MECHANICAL METHOD

This method involves the use of simple electronic aids such as calculator to process data.

#### ELECTRONIC METHOD

It involves using sophisticated devices to process data. The use of computer for data processing is an improvement on manual and mechanical method.

#### IMPORTANCE OF ELECTRONIC METHOD

Computerized or electronic method of processing of data has the following advantages over manual and mechanical processing:

- Speed
- Accuracy
- Cost effectiveness
- Storage facility
- Production of neat work
- Fast access rate to stored information.



#### EVALUATION

1. List the THREE methods of data processing.
2. State the advantages of electronic method of data processing over manual and mechanical.

#### READING ASSIGNMENT

Modern computer studies by Victoria Dinehin pg 20

#### WEEKEND ASSIGNMENT

1. There are ..... methods of processing data.  
(a) 1 (b) 2 (c) 3
2. The method of using the human brain in processing is called .....  
(a) mechanical (b) electronic (c) manual
3. Which is the fastest of all the methods of data processing?  
(a) Manual (b) Mechanical (c) Electronic
4. Electronic method involves the use of .....  
(a) Calculator (b) Human brain (c) Computer
5. The process of converting data into information is called .....  
(a) Data entry (b) Data input (c) Data processing

#### THEORY

1. List the THREE methods of data processing.
2. State any TWO advantages of electronic processing over manual and mechanical.

## **WEEK 6**

**DATE:.....**

**Topics:** Starting up word processing package I

**Objectives:**

**Contents:**

- one character at a time.
- One word at a time
- from the beginning to the end of a document.

**Evaluation**

**Reading Assignment**

Modern computer studies by Victoria Dinehin pg 56-67

**Weekend Assignment**

**Theory**

## **WEEK 7**

**DATE:.....**

**Topics:** Starting up word processing package II

**Objectives:**

**Contents:**

**Evaluation**

**Reading Assignment**

**Weekend Assignment**

**Theory**

