

SECOND TERM E-LEARNING NOTE**SUBJECT: DATA PROCESSING****CLASS: SS 1****SCHEME OF WORK**

WEEK	TOPIC
1.	REVISION.
2.	THE ART OF INFORMATION PROCESSING.
3.	PROCESS OF INFORMATION TRANSMISSION.
4.	PROCESS OF INFORMATION TRANSMITTING.
5.	MEDIUM OF INFORMATION TRANSMISSION.
6.	COMPUTER ETHICS.
7.	SAFETY MEASURES.
8.	OPERATING SYSTEM 1.
9.	OPERATING SYSTEM 11.
10.	FUNCTIONS OF OPERATING SYSTEM.
11.	REVISION.
12.	EXAMINATION.

REFERENCE

Hiit @ Schools Data Processing for Senior Secondary Education.

WEEK ONE**DATE:****TOPIC: DATA AND INFORMATION.**

Data is raw, unorganized or unprocessed facts that need to be processed. Data can be something simple and seemingly random and useless until it is organized.

TYPES OF DATA

- Qualitative data: is a descriptive information (it describes something).
- Quantitative data: is a numerical information.

CLASSIFICATION OF QUANTITATIVE DATA

- Continuous data
- Discrete data

EXAMPLES OF DATA

1. Numbers
2. Name of thing, place or animal
3. Words
4. Measurements Descriptions of things

SOURCES OF DATA

1. Television
2. Internet
3. Articles
4. Government documents
5. Newspapers and Magazines
6. Textbooks

EVALUATION

1. Define data.

Name: _____

Class: _____

2. Mention the two types of data

INFORMATION

Information can be defined as a processed data that is meaningful to the user. Information can be used in the decision making process.

EXAMPLES OF INFORMATION

1. Student ID card
2. Weather report
3. Student's Report card
4. National passport

SOURCES OF INFORMATION

1. Internet
2. Database...