FIRST TERM E-LEARNING NOTE

SUBJECT: DATA PROCESSING **CLASS: SSS1**

SCHEME OF WORK

WEEK	**TOPIC**
1.	INTRODUCTION TO DATA PROCESSING
2.	HISTORY OF COMPUTING
3.	HISTORY OF COMPUTERI.
4.	HISTORY OF COMPUTER II.
5.	CLASSIFICATION OF COMPUTERSI.
6.	CLASSIFICATION OF COMPUTERSII.
7.	DIGITALIZATION OF DATAI.
8.	DIGITALIZATION OF DATAII.
9.	ICT APPLICATION IN EVERYDAY LIFE
10.	DATA AND INFORMATION
11.	REVISION
12.	EXAMINATION

REFERENCES

- Data Processing forSenior Secondary Education by Hiit Plc.
- A Handbook on Computer Studies by NiyiAdekolegan.
- On-line Materials.

WEEK ONE

TOPIC: INTRODUCTION TO DATA PROCESSING

In this chapter, you shall learn about what is data and information; the difference between data and information. Attempt to distinguish between manual and electronic data processing.

DEFINITION OF DATA

The term data means any basic fact which may be input to some processing system. A processing system is one where computations, comparisons and general manipulation of data are done. The processing may be people or machine e.g the computer.

Information on the other hand, is the end – result of a processing system. The information is needed by management for decision making. The relationship between data and information is shown in the diagram below:

INPUT ⟶ PROCESSING ⟶ OUTPUT

WHAT IS DATA PROCESSING?

Data processing is the task of using a collection of basic facts to produce information, usually it has no value in itself until it is subjected to analysis, validations and comparisons with other data produce result (information), for example a collection of weights of individuals do not turn useful information for decision making.

However when the set of data is processed such as searching for individual with a maximum or minimum weight or the weight of all concerned in the study, information is produced.

Management can decide on the basis of each information to assign special duties to the fellow with the maximum or minimum weight. Other use could be made on such information depending upon the situation prevailing on the organization and their special needs.

Therefore, data processing is an…