

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.

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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
3. Magazine/Newspaper
4. Document
5. Census Board

WAYS OF HANDLING DATA

1. Electronic Methods
2. Non – Electronic Methods

GENERAL EVALUATION

1. Define information
2. Differentiate in tabular form, between data and information
3. Give four examples of data.
4. State any five sources of information.

READING ASSIGNMENT

Hiit @ Schools , data Processing for Senior Secondary Education, Pgs 8 – 9.

WEEKEND ASSIGNMENT

1. The unprocessed fact is called A. Data B. Processing C. Information D. All of the above
2. There are types of data. A. 3 B. 6 C. 2 D. 8
3. One of these is not an example of data. A. Words B. Numbers C. Weather report. D. Observations
4. We have ways of handling data. A. 3 B. 5 C. 2 D. 4
5. Sources of information are these except. A. Internet B. Database C. Census board D. Textbooks

THEORY

1. Explain the two ways of handling data.
2. List five examples each of Data and information

WEEK TWO

DATE:

TOPIC: THE ART OF INFORMATION PROCESSING.

DEFINITION

Information processing is the acquisition, recording, organization, retrieval, and dissemination of information.

It refers to the manipulation of digitized information by computers and other digital electronic equipments known as Information Technology (IT). Information processing systems include business software, operating systems, computers, networks and mainframe. A computer information processor processes information to produce understandable results.

This processing includes the acquisition of information, recording, assembling, retrieval or dissemination of information. For example, in printing a text file, an information processor works to translate and format the digital information for printed form.

A. Procedure for Information Processing

1. Collation of information
2. Organization of information
3. Analysis of information
4. Interpretation of information

Collation of Information: This is to gather information together, examine it carefully, and compare it with other information to find any differences. It is the assembling of written information into a standard order. Collation differs from classification. Classification is concerned with arranging information into logical categories.

Information can be gathered through the following:

- i. internal
- ii. external

Internal information: Is gotten within an organization e.g about production performance, sales performance, standard operating procedures and manufacturing systems etc.

External Information: The information gotten from outside the organization e.g information about customers and markets.

Organization of information: it refers to the standard protocols by which information is arranged. Data can be organized in various ways. The processes of organizing data include both electronic and non-electronic forms.

Ways of Organizing Information

1. **Category:** Using similarity and relatedness to classify information.
2. **Time:** We can categorize information using time or when time based sequence is important to the information.
3. **Location:** It is another way of organizing information most especially when information relates to a geographical place.
4. **Alphabet:** Alphabet can also be used in sorting information. It is the arrangement of information in an alphabetical order.
5. **Continuum:** This is used when comparing things across a common measure; highest to lowest. Best to worst. First to last etc.

EVALUATION

1. Define Information transmission.
2. List TWO procedures for information processing.

Analysis of information: Is a process of inspecting, cleaning, transforming, and modeling data with the goal of highlighting useful information, suggesting conclusions and supporting decision making. Information can then be analyzed by using computers or manual methods. Information analysis will be very easy using database and spreadsheets.

Process of Analysis Information

1. Skim Scan
2. Determine accuracy, relevance and reliability of information.
3. Differentiate
4. Identify propaganda, bias etc.

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5. Recognize omissions and faulty logic.
6. Recognize interrelationships.

Interpretation of information: Is the process through which organizations make sense of new information that they have acquired and disseminated.

Advantages of using computers for Information Processing

1. Tasks can be completed faster.
2. Large amounts of data can be processed by computers having error-free results.
3. Ability to store enormous amounts of data for future use.
4. The high reliability of components inside modern computers enables computers to produce consistent results.
5. Efficiency and productivity can rise.
6. Running cost becomes lower in the long run.
7. Tasks can be completed with little human intervention.
8. Overall security can be raised due to less human intervention.
9. Customer services can be improved due to more efficiently management and operations.
10. Sharing of data among computers makes communication possible.

Disadvantages of using computers for Information Processing

1. Initial investment cost can be high.
2. Extra cost is required to employ specialized staff to operate and design the data processing system.
3. Some jobs may be lost due to computerization and thus lower the morale of staff members.
4. Training and retraining of staff is required.
5. Face to face interactions among staff may be reduced.

GENERAL EVALUATION

1. State the difference between collation and classification of information.
2. Give any three kinds of information that may be gotten from external.
3. List two advantages and disadvantages of information processing.
4. What is interpretation of information?

READING ASSIGNMENT

Hiit @ schools data processing for senior secondary education, pgs 19-21.

WEEKEND ASSIGNMENT

1. is the acquisition, recording, organization, retrieval, display and dissemination of information. A. Data processing B. Information processing C. Operating system D. DBMS
2. There are kinds of procedure for information processing. A. 4 B. 5 C. 3 D. 2
3. One of these is NOT a way of organizing information. A. Time B. Location C. Distance D. Alphabet
4. is a process of inspecting and modeling data. A. Collation B. Analysis C. Interpretation of information D. All of the above
5. is the manipulation of digitized information by computers and other digital electronic equipments. A. Data processing B. Information processing C. Organization of information. D. Collation of information.

THEORY

1. Give any two definition of information processing.
2. List four advantages and disadvantages of using computers for information processing.

WEEK THREE

DATE:

TOPIC: PROCESS OF INFORMATION TRANSMISSION CONTENT.**INTRODUCTION**

Information is an important tool for decision making in any organization. The type of information gotten and the method or mode of disseminating this information will determine the effectiveness and productivity of any organization or individual. Therefore information transmission is the process of sending and receiving information from one place to another at a particular point in time. It is the transfer of information from one the source to a destination through communication media or gadgets.

Sources of Information Transmission:

We have two sources of information, namely

1. Ancient source of information
2. Modern source of information

Ancient source of information are methods of transmitting information from person to person and from one place to another at a particular time. Examples of Ancient source of information transmission are:

1. Town criers
2. Metal gong beating
3. Fire lighting
4. Flags or flashing lights
5. Bind
6. Drum
7. Smoke
8. Story telling

Modern Information Transmission: Technology has brought about changes and an improved system of information transmission through the use of electronic devices. Newspaper as a mean of information transmission

EVALUATION

1. List the TWO methods of information transmission.
2. Explain one of the TWO methods listed.

Advantages of Wireless Communication

1. Communication has enhanced convey of the information quickly to the consumers.
2. Working professionals can work and access internet anywhere and anytime without carrying cables or wires wherever they go.
3. Doctors, Workers and other professionals working in remote areas can be in touch with medical centres through wireless communication.
4. Urgent situation can be alerted through wireless communication.
5. It is cheaper to install and maintain.

Disadvantages of Wireless Communication

1. Unlimited security threats.
2. Risk of information loss.
3. Need for strong security protocols.

CABLE: Cable used for information transmission is Fiber-optics, also called OPTICAL FIBER, is a technology that allows light to travel along thin glass or plastic wires.

FIBER-OPTIC COMMUNICATION: is a method of information transmission from one place to another by sending pulses of light through an optical fiber.

CLASSIFICATION OF THE MEANS OF TRANSMITTING INFORMATION

A. Electronic means of information transmission

1. **Fax Machine:** It is a technology that sends copies of documents over the telephone lines. It is an example of digital communication system.
2. **Telephone/ Mobile Phone:** Telephone and mobiles are most commonly used means of communication. They are not only very fast but also link far distant locations within no time.
3. **Telegraphy:** Is a communication system in which information over a wire through a series of electrical current pulse, usually in the form of morse code.
4. **Television:** News and entertainment programmes are broadcasted on television. Television can broadcast both audio and video communication.
5. **Radio:** News and entertainment programmes are broadcasted on radio. Radio can be used only for broadcasting the audio messages to a large audience.
6. **Satellite:** Artificial satellites are used to communicate with very distant locations. They are used to live-telecast matches and programmes worldwide.
7. **Internet:** This is very cheap and reliable means of not only for communication but also useful for employment and education.

B. Non – electronic means of information transmission: they include Drums, Metal gong, Animal Signs, Horn, Fire lighting etc.

GENERAL EVALUATION

1. Differentiate between Electronic and Non – electronic means.
2. State the advantages of wireless communication.
3. List its disadvantages.
4. Explain any four types of non – electronic information transmission.

READING ASSIGNMENT

Hiit @ Schools, Data Processing for Senior Secondary Education, pgs 25 – 29.

WEEKEND ASSIGNMENT

1. There are types of information transmission medium. A. 5 B. 3 C. 4 D. 2
2. type of information transmission medium is known as space communication.
A. Wireless B. Cable C. Sallie D. None of the above
3. is an audio – visual transmission medium. A. Radio B. Television C. Telegraph D. Internet
4. There are classification of information transmission. A. 2 B. 4 C. 5 D. 6
5. One of these is an example of non-electronic information transmission medium.
A. Television B. Animal C. Internet D. Satellite

THEORY

1. State any FOUR advantages of wireless communication.
2. Mention THREE disadvantages of wireless communication

WEEK FOUR

DATE:

TOPIC:METHODS OF TRANSMITTING INFORMATION RADIO

In 1894, the young Italian inventor Guglielmo Marconi began working on the idea of building a commercial wireless telegraphy system based on the use of Hertzian waves (radio waves).

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By August 1895, Marconi was field testing his system but even with improvements, he was only able to transmit signals up to one-half mile.

In 1897, he established a radio station on the isle of Wight, England.

In summary, Radio is a means of transmitting information over a long distance; most especially rural areas have access to information transmitted over the radio.

It is all about sending audio messages over a long distance using electromagnetic wave.

TELEVISION

Television is used to transmit both visual and audio messages to large audience over a far distance.

Electronic television was first successfully demonstrated in San Francisco on Sept, 7th, 1927.

The system was designed by Philo Taylor Farnsworth, a 21 year old inventor who had lived in a house without electricity until he was 14. While still in high School, Farnsworth had begun to conceive of a system that could be coded onto radio waves and then transformed back into a picture on a screen.

There was also a mechanical television system, which scanned images using a rotating disk with holes arranged in a spiral pattern, had been demonstrated by John Logie.

In summary, Farnsworth scanned images with a beam of electrons while John Logie developed a mechanical television.

Television is audio – visual electronic used to transmit both the audio messages and images.

GENERATION EVALUATION

1. How can Radio and Television be used as media of information transmission?
2. Differentiate between Radio and Television.

READING ASSIGNMENT

Surfing the internet to know more on radio and Television,

Hiit @ Schools Data Processing for Senior Secondary Education, pg 23.

WEEKEND ASSIGNMENT

1. is used to transmit audio messages. A. Radio B. Newspaper C. Television D. Typewriter
2. is used to transmit both audio and visual messages to the audience. A. Radio B. Newspaper C. Television D. Typewriter
3. Radio uses to transmit its content. A. Air B. Electromagnetic wave C. Magnetism D. Hydro
4. Radio was invented by A. Blaise Pascal B. Guglielmo Marconi C. Joseph Jacquard D. John Logie
5. One of the inventors of Television is A. Farnsworth B. G. Marconi C. Blaise Pascal D. None of the above

THEORY

1. List any other THREE examples of modern information transmission.
2. Mention Four ancient methods of information transmission.

WEEK 5

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TOPIC: MEDIUM OF INFORMATION TRANSMISSION

Types of Information Transmission, namely:

1. Satellite
2. Wireless
3. Cable

SATELLITE: In satellite communication, signal transferring between the sender and receiver is done with the help of satellite. In this process, the signal which is a beam of modulated microwaves is sent towards the satellite. Then the satellite amplifies the signal and sent it back to the receiver's antenna present on the earth surface. All the signal transferring is happening in the space. Thus, this type of communication is known as **SPACE COMMUNICATION**.

EVALUATION

1. State the three types of information transmission.
2. What are the means of transferring information?

WIRELESS: Wireless communication involves the transmission of information over a distance without the help of wires, cables or any other forms of electrical conductors. The transmitted distance can be anywhere between a few meters (e.g a television's remote control) and thousands of kilometers (e.g radio communication).

Devices used for Wireless Communication

1. Cordless telephones
2. Mobiles
3. GPS Units
4. Wireless computer parts
5. Satellite

CABLE: Cable used for information transmission is Fiber-optics, also called **OPTICAL FIBER**.

It is a technology that allows light to travel along thin glass or plastic wires. This type of cable is used most commonly in the communication industry, because digital information can be converted into light pulses that move along the length of the wire. Examples of the kinds of information that can pass through a fiber-optic cable are : Telephone calls, the internet and television.

Means of transmitting information

1. Fax Machine
2. Mobile Phone
3. Telegraph
4. Television
5. Radio
6. Satellite
7. Internet

GENERAL EVALUATION

1. What is information transmission?
2. Explain modern method information transmission.
3. Explain space communication.
4. State the differences between the modern and ancient methods of information transmission.

READING ASSIGNMENT

Hiit @ Schools, Data Processing for Senior Secondary Education, pgs 25 -29.

WEEKEND ASSIGNMENT

1. There are types of information transmission. A. 3 B. 6 C. 2 D. 5
2. The type of communication satellite uses is called A. Satellite communication B. Space communication C. Wireless communication D. Cable communication
3. There is need for in satellite communication so as to allow the receiver to receives signal. A. Battery B. Antenna C. Cable D. Printer
4. The following are devices used for wireless communication except. A. Phone B. Satellite TV C. Typewriter D. Wireless computer parts
5. Example of the kind of information that can pass through a fiber - optic cable is. A. Processed information B. Telephone calls C. Dissemination D. None of the above

THEORY

1. State the types of information transmission.
2. Write short notes on types of information transmission.

WEEK SIX

DATE:

TOPIC: COMPUTER ETHICS

Ethics are set of moral principles that govern the behavior of a group or an individual. Therefore, computer ethics are set of moral principles that regulate the use of computers. Some common issues of computer ethics include intellectual property rights (such as copyrighted electronic content); piracy concerns, and how computers affect society. For instance, while it is easy to duplicate copyrighted Content, computer ethics would suggest that it is wrong to do so without the author's approval. It may be possible to access someone's personal information on a computer system; computer ethics would advice that such an action is unethical.

As technology advances, computers continue to have a greater impact on society. Therefore, computer ethics promotes the discussion of how much influence computers should have in areas such as artificial intelligence and human communication in nutshell, computer ethics creates ethical standard that addresses new issues caused by new technologies

EVALUATION

1. What is ethics?
2. Define computer ethics

Computer Room Management Ethics

1. Maintenance and dust free environment
2. Appropriate ventilation
3. Appropriate lighting system
4. Setting computer before the students come in

Below are suggested rules and regulations for computer laboratory users.

1. Pupil are prohibited to enter the lab unless authorized by the teacher
2. Scan diskettes before using them
3. Report all problems related to the system to the teacher.
4. Do not attempt to repair or tamper with lab equipment
5. Be responsible when using equipment, software and Facilities in the lab
6. Do not remove or load software into the computer
7. Do not change the settings in the computer
8. Do not bring in bags, food and drink in to the lab

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9. Turn off the computer accordingly after use
10. The lab should be kept clean and tidy at all time.

GENERAL EVALUATION

1. Define ethics.
2. What is computer ethics?
3. Give two instances of using computer in an unethical way.
4. List four ways of misusing computers.
5. List four proper ways of using computer.

READING ASSIGNMENT

Hiit@ Schools, Data Processing for Senior Secondary Education, pgs 50 – 51.

WEEKEND ASSIGNMENT

1. refers to the set of moral principles that regulate the use of computer.
A. Safety measure B. Computer Ethics C. Computer Software D. Computer Hardware
2. Duplicating copyrighted electronic content is A. Ethical B. Unethical
C. Moral D. All of the above
3. The lab should be kept at all time. A. Covered B. Clean C. Pure D.
None of the above
4. One of these is a computer room management ethic. A. Ventilation B. Operating
system C. Formatting D. Editing
5. To protect computer, all need to be scanned before using them. A. Chairs
B. Diskettes C. Printer D. None of the above

THEORY

1. List three proper ways of using computer.
2. Explain the four computer room management.

WEEK SEVEN

DATE:

TOPIC: SAFETY MEASURES

The computer lab is a place where students learn practical uses of a computer, such as programming, how to use a spreadsheet program etc. There are safety rules that need to be applied in a computer lab that protect students and the computers themselves.

Protecting a computer consists of the following:

- Unwanted programs from installation.
- Unauthorized users from spying on private data and accidental visits to dangerous networks that contain viruses and spyware.

In a nutshell, safety measures of computer are about keeping computers from things that can render it useless.

SAFETY MEASURES FOR COMPUTER USERS

Due to ever increasing usage of computers, it is important for computer users to protect themselves against any hazard.

The following are safety measures that will safeguard the computer users:

1. Blink your eyebrows to reduce dryness.
2. The top of your eyebrows should be leveled with the top of the screen.
3. Adjust the chair setting to adapt your body for the proper height and lumbar support.
4. Shake your hands periodically when typing for a long periods of time.

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5. Reduce the need to reach for items by moving frequently used things such as telephones and files closer.
6. Take frequent short breaks when performing repetitive tasks.

EVALUATION

1. Define safety measures.
2. State any four safety measures for computer users.

SAFETY RULES IN THE COMPUTER LABORATORY

1. **Surge Protectors:** A surge protector is used to protect computer from electrical surges that can damage components and destroy important information.
2. **Static Mat:** Place every laboratory computer on static mat.
3. **Moving Equipment:** When moving components within the lab, be sure to look out for cables on the floor to avoid tripping.
4. **Liquids:** Keep all liquids away from computers and electrical equipment in the lab.
5. **Personal Information:** A computer laboratory is not the place for students to enter their personal information on websites.

GENERAL EVALUATION

1. What are computer safety measures?
2. Why safety measures for computers (why is it important)?
3. Mention five ways to protect computer users.
4. List and explain four safety rules in the computer laboratory.

READING ASSIGNMENT

Hiit @ Schools, Data Processing for Senior Secondary Education, pgs 52 - 53.

WEEKEND ASSIGNMENT

1. is a place where students learn practical uses of a computer. A. Biology lab
B. Chemistry lab C. Computer lab D. Computer village
2. Safety measures are needed to protect computer against A. Professionalism
B. Expertise C. Hazard D. All of the above
3. Our computers need to be protected against A. Antivirus B. Virus C. Computer
Efficiency D. All of the above
4. Students need to look for cables in the computer lab to avoid A. Connection
B. Tripping C. Electrocution D. All of the above
5. Spilling liquids on computer can cause A. Effectiveness B. Dust – free
C. Electrical fire D. Tripping

THEORY

1. State four safety measures for computer users.
2. List five safety rules in the computer lab.

WEEK EIGHT

DATE:

TOPIC: OPERATING SYSTEM

An operating system, or “OS”, is software that communicates with the hardware and allows other programs to run. An operating system is a software that manages the computer hardware and provides common services for execution of various application software operating system acts as an intermediary between application programs and the computer hardware. An operating system is the program that after being loaded into the computer by a boot program, manages all the other programs in a computer.

OBJECT OF OPERATING SYSTEM

1. **Convenience:** makes computer user friendly.

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2. **Efficiency:** allows computer to use resources efficiently.
3. **Ability to evolve:** Constructed in a way to permit effective development, testing and introduction of new functions without interfering with service.

EVALUATION:

1. Define operating system
2. Mention the objectives of OS.

TYPES OF OPERATING SYSTEM

1. Single user operating system
2. Multi – user operating system
3. Multi – tasking operating system
4. Distributed operating system
5. Batch processing operating system
6. Real – time operating system
7. Command based OS
8. Network operating system
9. GUI

1. **Single – User Operating System:** A single user operating system is an operating system that is designed to manage the computer resource and allocates them to one user. Examples are MS – DOS, Some versions of windows operating system etc.
2. **Multi – User Operating System:** is an operating system that allows access by multiple users of a computer. This operating system allows more than one user to run several programs at the same time. The process of running more than one program concurrently or at the same time is known as multiprogramming. Examples are : UNIX, XENIX etc.
3. **Multi – Tasking Operating System:** this type of OS, several application maybe simultaneously loaded and used in the memory.
While the processor handles only one application at a particular time, it is capable of switching between the applications effectively to apparently execute each application. Examples are all windows operating system.
4. **Distributed Operating System:** In a distributed system, software and data may be distributed around the system, programs and files may be stored on different storage devices which are located in different geographical locations and maybe accessed from different computer terminals.
5. **Batch Processing Operating System:** In a batch process operating system, interaction between the user and processor is limited or there is no interaction at all during the execution of work. Data and programs that need to be processed are bundled and collected as a “batch” and executed together. Batch processing operating systems are ideal in situation where:
 1. There are large amounts of data to be processed.
 2. Similar processing is involved when executing the data.
6. **Real – Time Operating System:** A real time OS processes inputs simultaneously, fast enough to affect the next input or process. It is used to control complex systems that require a lot of processing like machinery and industrial systems.
7. **Dos:** It is operating system software used in most computers that provides the abstraction and management of secondary storage devices and the information on them.
8. **GUI (Graphical User Interface):** operating systems of this class have interactive features which make them user friendly, easier to use, etc. examples are: Ms Windows, Linus etc.

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9. **Network Operating System:** A network operating systems links computers and users together to share resources and communicate with one another. Common examples includes: windows NT, Windows server 2003 etc.

In summary, operating system can be categorized into two, namely:

1. Command based operating system.
2. Graphical user interface (GUI)

Each of the types of operating system either falls under command based operating system or Graphical user interface (GUI).

GENERAL EVALUATION

1. List the types of operating system.
2. What is operating system?
3. Differentiate between command based operating system and GUI
4. What do you understand by batch processing operating system?
5. State the objectives of OS.

READING ASSIGNMENT

HIIT (a) School Data processing for senior secondary Education, pages 30 – 32.

WEEKEND ASSIGNMENT

1. Types of operating system can be categorized into A. 4 B. 2 C. 3 D. 7
2. type of OS processes input simultaneously. A. Dos B. Real – time C. GUI D. Single – user OS
3. The operating system fits for computer networking is A. Single user B. multi user C. Real – time D. Batch processing
4.helps us in loading programs into the computer. A. Hardware B. software C. Operating system D. DBMS
5. Example of the command based operating system is A. Single – user B. GUI C. Dos D. Batch processing

THEORY

1. What is operating system?
2. List various types of

WEEK NINE

DATE:

TOPIC: EXAMPLES OF OPERATING SYSTEM

Common examples of operating system

- A. Ms Windows (Microsoft window): It is a single user GUI operating system. That is, only one person can use the system at a time.

Versions of windows operating system:

1. Windows 95
2. Windows 98
3. Windows 2000
4. Windows ME (millennium edition)
5. Windows XP (Experience)
6. Windows NT (New Technology)
7. Windows Vista
8. Windows 7
9. Windows 8
10. Windows 10

- B. UNIX (A multiuser command line operating system)

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- C. Novell Netware (is a command line Network Operating System)
- D. Linux: A GUI/ Command li ne multiuser and network operating system.
- E. XENIX: A Unix based multiuser operating system.
- F. MS DOS (Microsoft Disk operating system): This is a single user operating system.

EVALUATION:

- 1. Mention Eight versions of windows operating system.
- 2. What is the full meaning of GUI?

GENERAL EVALUATION :

- 1. State the full meaning of : Windows XP, Windows NT.
- 2. What is the difference between GUI and Command based operating system?
- 3. Mention the latest version of windows operating system.
- 4. The full meaning of Ms DOS is

READING ASSIGNMENT

Hiit @ Schools Data Processing for Senior Secondary Education, pg 27.

WEEKEND ASSIGNMENT

- 1. Windows ME stands for A. More experience B. Millennium Edition C. More Millennium D. None of the above
- 2. In windows NT, NT there stands for A. New technology B. New Technical C. Now Technology D. Non Technology
- 3. 'XP' in windows XP stands for A. Professional B. Exceptional C. Experience D. Expert
- 4. DOS stands for A. Disk operating system B. Do operating system C. Disk open system D. Diskette operating system
- 5. is an example of windows command line operating system. A. Novell B. Ms DOS C. Linux D. XENIX

THEORY

- 1. List the different versions of windows operating system.
- 2. Give any two examples of GUI/Command line multiuser operating system.

WEEK TEN

DATE:

TOPIC: FUNCTIONS OF OPERATING SYSTEM

Operating system performs the following functions:

- 1. **Storage Management:** Operating system also controls all the storage operations. This means how the data or files will be stored into the computers and how the file will be accessed by the users etc. Creation of files, Directories. Basically, operating system performs the following :
 - i. It allows creation of files and directories.
 - ii. It allows the reading of data from and writing of data to files and directories.
 - iii. It copies the contents of the files and directories from one place to another.
- 2. **Process Management:** The operating system also treats the process management. That is, it is the duty of operating system to handle processes given it by the users; the system own process as well.
- 3. **Memory Management:** It manages the sharing of internal memory among multiple applications. E.g Primary Memory : RAM , ROM ; Secondary Memory : Hard disc, CD, DVD etc.

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4. **Resources Management:** Operating system manages all the resources of the computer system. Both the hardware (Input, Output and Peripheral) and the software resources.
5. **Security Management:** these include: Virus management, Alert messages, passwords, Access protection etc.
6. **Load and run application software:** the operating system determines which application should run in what order and how much time should be allowed for each application before giving another application a turn.

EVALUATION

1. Define operating system.
2. State six functions of operating system.

GENERAL EVALUATION:

1. What is operating system?
2. List functions of operating system.
3. What do you understand by memory management?
4. Without operating system, what would happen to a computer?

READING ASSIGNMENT

Hiit @ Schools, Data Processing for Senior Secondary Education, pgs 31 – 32.

WEEKEND ASSIGNMENT

1. Which function of operating system deals with the creation of files and directories. A. Memory management B. Resources management C. Storage management D. All of the above
2. Control of the right and access to file is function of O.S. A. Memory management B. Resources management C. Storage management D. Process management
3. handles processes in computer. A. DBMS B. O.S C. Software D. Hardware
4. The part of a computer is synchronized to perform tasks. A. Monitor B. Keyboard C. CPU D. System unit
5. The hardware part of computer has A. 2 B. 3 C. 5 D. 7

THEORY

1. Explain the security management functions of operating system.
2. Mention four examples of secondary memory.