

**ORIENTATION TO COMPUTER  
COURSE NO 352**

1. **INTRODUCTION:**
  - Definition of computer,
  - Function of a computer
  - Types of computer
  - Classification of Computer
  
2. **COMPUTER SOFTWARE:**
  - Types of software
  - Application software
  - System software
  - High level languages
  - Low level languages
  - Machine language
  - Language interpreter & computer.
  
3. **CENTRAL PROCESSING UNIT AND INPUT/OUTPUT DEVICES:**
  - Arithmetic Logic unit control unit memory
  - RAM
  - ROM
  - Prom
  - Input/Output Devices
  - Monitor
  - Keyboard
  - Scanner
  - Handheld computer
  - Etc
  
4. **COMPUTER FILES:**
  - Master File
  - Transaction File
  - History
  - Back Up
  
5. **DATABASE MANAGEMENT:**
  - Data Mining Managing Files
  - Methods of organizing Database
  - Features of a Database Management System.
  - Ethics of using Database
  
6. **INFORMATION MANAGEMENT:**
  - Organizations
  - Managers and information
  - Computer Based Information Systems
  - Management Information Systems
  - Six phases of System Development Life Cycle

**BOOKS RECOMMENDED:**

1. Bohl, Maralyn                      Information Processing with Basic
2. Candell, Steven L.                Computers and Data Processing (Concepts and  
Applications West Publishing Co.
3. Mike Murach                        Data Processing