

INFORMATICS

SPECIMEN

Secondary Education
First year



Republic of Lebanon

Ministry of National Education, Youth and Sports

INFORMATICS

Secondary Education

First year





National Center for Educational Research and Development





General Coordinator
Nabil Constantine

The translation into English of this book was reviewed and corrected by faculty members at the American University of Beirut.



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Secondary Education

First year

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... WE BUILD THROUGH EDUCATION

Four years ago, under the leadership of the Minister of National Education, Youth and Sports, the National Center for Educational Research and Development (NCERD) initiated the overall reform of the educational system in Lebanon. Today, NCERD is pleased to present the first collection of textbooks, developed in conformity with the new curricula announced by decree no. 10227, dated the 8th of May, 1997, to all those involved in the education sector.

This collection covers the first year of each of the three basic education cycles, as well as the first year of the secondary cycle. It will be followed, over the next two years, by the textbooks addressed to the remaining two years of each cycle.

The publication of these textbooks follows directly from previous steps undertaken as part of the overall effort to rebuild the educational system. The Plan for Educational Reform, the adoption of a new educational ladder, the new curricula and the new textbooks are all part of a continuous and coherent reform effort. The reform process views the education of the individual learner as a means to develop citizens capable of serving their country and self-confident adults ready to face the challenges of the twenty-first century.

Textbooks play an important role in this ambitious project because they embody the educational and civic objectives of the new curricula. In keeping with the spirit and philosophy of the new curricula, a large number of specialists who had contributed to shaping the new curricula were called upon, from both the private and the public sector, to become members of author committees. The Higher Committee for Planning and the Advisory Committee, which were created by NCERD to oversee the whole reform process, closely monitored the development of the new textbooks. In addition, NCERD sought the assistance of experts from outside Lebanon.

However, we do not claim that the textbook we present to you today is perfect, or that it does not require any revisions whatsoever. Our work is certainly far from complete. After thirty years of stagnation, it was important to act and to do so promptly. We thus considered it appropriate to view this first edition as a starting point and to subject the first collections to the classroom test. A textbook's strengths and weaknesses can really only be identified in the classroom. It is now

up to teachers and students to evaluate these new textbooks. Thanks to their collaboration, we should arrive at concrete proposals for the improvement of subsequent editions.

It should also be pointed out that textbooks have become only one of many available sources for the transfer of knowledge. Indeed, our students are confronted with a constant deluge of information from a variety of media. Consequently, it becomes imperative for students to "learn how to learn" from textbooks, as well as from other sources. This means that we must adopt new work and teaching strategies in order to transform the classroom into an interactive space between a dynamic and enterprising learner and an informed teacher. The teacher's role must lie in assisting the student to acquire knowledge and competencies, to heighten his or her critical sense and to develop teamwork and participatory skills. This is why the educational reform calls for teacher training, the establishment of a structure capable of advising teachers and providing guidance and counseling to students, and the modernization of the exam and evaluation systems to be undertaken alongside the development of new textbooks.

Our attention is now focussed on the next three years. This period will provide an experimental phase, not only for the new textbooks, but also for all the activities that have preceded or accompanied their launch. Thus, the next three years should be viewed as an evaluation phase for the overall educational system of Lebanon.

Finally, I wish to thank sincerely all those who contributed to writing, editing, designing and producing the new textbooks. We hope that our combined efforts to build the future for the children of Lebanon will contribute to the reconstruction of our country.

Beirut, July 22, 1998

President, NCERD
Mounir ABOU-ASSALI

Introduction

At the threshold of the 21st Century, humanity is experiencing a new era with the advent of the information technology.

In the light of local and international experience, and in accordance with the needs of the Lebanese society, it became necessary to integrate computers and Information Technology as an independent within the new teaching programs in Lebanon. In order to meet the following objectives :

1. To develop in the student positive attitudes toward the computer and to motivate him to use the spirit of modern technology.
2. To open up to other cultures and civilizations through computer technologies.
3. To develop creativity, logic, cognition, as well as the ability to solve problems.

It is important to note that informatics is inseparable from other school disciplines as much as these latter use the computer as a teaching tool to create new learning environments.

The subjects were selected to meet the needs of the student, it should be noted also that the broad lines of the program do not target a specialization in computer science, but rather the preliminary acquisition of the basic techniques of information processing and emphasis on the practical of teaching.

The manual consists of five units dealing with:

- Computer components;
- Operating system (**Windows**);
- Word processing (**Microsoft Word**);
- Database management system (**Microsoft Access**);
- History of computers.

Authors

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