

1. Introduction
 - 1.1 Common household appliances that contain some kind of programming capability
 - 1.2 Common business equipment that include some kind of programmable features
 - 1.3 Broad classification of computers
 - Criteria for classification
2. Architectural Overview & Configuration Concepts
 - 2.1 Computer Systems: Basic Components
 - 2.2 Microprocessors, microcomputers, microcontrollers, and minicomputers
 - 2.3 Number systems in microprocessors/microcomputers
 - 2.4 Memory Hardware RAMs and ROMs
 - 2.5 Input/output Hardware Peripherals
 - 2.6 Equipment Configuration
 - Peripherals' Choice: An example
 - 2.7 Peripherals in Data Processing
 - 2.8 Real Time Processing
 - 2.9 Video Terminal (Keyboard/CRT stations)
 - 2.10 Diskette (floppy Disk) Basics
 - 2.10.1 Data Access Time (floppies)
 - 2.10.2 Typical diskette specifications
 - 2.11 Printers
 - 2.11.1 Line-at-a-time printers
 - 2.11.2 Character-at-a-time printers
 - 2.11.3 An example: daisy-wheel printers
 - 2.12 Data Communications
3. A Software Glimpse
 - 3.1 A Software Introduction
 - 3.2 A familiar Situation: A computers banquet
 - 3.3 Hardware versus Software
 - 3.4 Program Building Methodology Steps
4. Man-Machine Communication Interface
 - 4.1 Man-Computer Dialogues
 - 4.1.1 Categories of terminal operators
 - 4.1.2 Types of approach to man-computer dialogue
 - 4.2 Keyboard design and Facilities User's view
 - 4.2.1 Special-purpose keys on the terminal
 - 4.2.2 Other features and facilities
5. Word Processing Workshop
 - 5.1 Word Processing Systems: Classification
 - 5.2 Word Processing: Typical System Configuration
 - 5.3 Word Processing Software Packages
 - 5.4 A Final Word