

Telecommunications	
Telecommunications	Sending or receiving information electronically between 2 or more computers. Communication is sent & received by modem, phone line, or cable line.
	Telecommunication can be: email, Internet, World Wide Web, Blogging, Podcasting, Video Conferencing, communicate through a Wiki, etc.
Network	Connection of 2 or more computers together
	LAN: Local Area Network (exchange information within a limited distance - such as on the campus of Centennial Campus Middle School)
	WAN: Wide Area Network (Exchange information around the world)
Modem	A device that permits a computer to transmit and receive data over a telephone line or cable line.
E-mail	Electronic mail sent using a computer to send the message. The advantage - email is sent and received immediately over short or long distances.
	jsmith@yhao.com
	jsmith is the username
	yahoo.com is the domain
Internet	A global network of computers. A computer connected to the Internet is called a host computer.
http	Hypertext Transfer Protocol
Hypertext	Sometimes called a hyperlink - word or image is linked to another webpage
ISP	Internet Service Provider -
URL	Uniform Resource Locator; commonly known as the address of a website.
Browser	Software used to view web pages, i.e., Internet Explorer, Opera, Netscape, etc.
Cookie	Text files that identify the user's personal preferences and settings. Cookies allow web servers to retrieve information about your preferences.
Podcast	A way to share multimedia files on the Internet or share music or television and radio broadcasts.
Video Conference	Allows users at 2 or more locations to see and hear each other in real time. This requires a video camera (webcam) and a high-speed Internet connection.
Phishing	A replica of an existing Web page to fool a user into submitting personal, financial, or password data. Imitates legitimate companies in e-mails to entice people to share passwords or credit-card numbers where people were directed to Web pages that looked nearly identical to the companies' sites.
Bulletin Board Service (BBS)	A place on the network where public messages can be left -- one message can reach all users.
Server	A special computer used to store programs and files - networked computers can use programs and files through the server.
Stand-alone computer	Computer not networked or connected to a server
Firewall	Special software or hardware designed to protect a private computer system from unauthorized access.
Blog	Web page that serves as a personal journal or diary - contain topics of interest to the blogger - must be maintained regularly - usually available to the public
Wiki	A wiki is a web site that lets any visitor become a participant - it is a live collaboration whose purpose is the sharing of ideas. It is Interactive .
Societal Issues	
Ethics	Standard of conduct related to computer use - issues of right & wrong.
Hacker	Computer user who intentionally accesses a single system or network without permission - while there, they can just look at data or they may destroy data.
Virus	A computer program written to cause damage to a computer - easily spread by email. If a virus is detected, update your virus protection software, then run the program to clean and repair.
Trojan Horse	A virus program, usually sent as an attachment, that disguises itself as a useful program.
Worm	A program file that causes damage as it slowly works its way through the computer system
Logic Bomb	A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event - computer virus set for a timed release.
Spam	Unwanted email or other types of Internet messages - mass-mailed junk email.

Spyware	Software program that gathers information about the user without the user's knowledge.
Spoofing	A joke or message that appears or an email that is sent from a disguised source
Plagiarism	Using Internet resources without citing the sources appropriately. ALWAYS give credit to the source!
Copyright Law	Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make a copy - rights relating to the reproduction, sale, and distribution of software.
Software Piracy	Unauthorized duplication and distribution of copyright-protected software. (Example - illegally copying computer program)
Shareware	Software available for use on a trial basis
Freeware	Software written and donated to the public so anyone can use it without a fee.
Public domain	Software that is written and donated to the public so anyone can use and copy without a fee. Usually not the same quality as commercial software.
Multimedia	
Multimedia	Program with 2 or more types of media, i.e., video, audio, animated graphics, text, etc.
Linear multimedia	Multimedia where each event occurs in a specific order
Non- linear multimedia	Presentation based on choices listed in a menu or a hyperlink
Storyboard	Graphic organizer used for planning & developing multimedia.
Databases	
Database	Software program that helps store, manage, and organize large collections of information - data can easily be deleted or added and data can easily be sorted and filtered . Used for fast storage and retrieval of data. (Think of it as a filing cabinet - good examples - phonebook, encyclopedia, medical records, etc.)
Record	Collection of related fields - (ROW in a database)
Field	A category of information in a database
Data Entry	One piece or item of information in a database
Sort	Arrange entire field of data in a specific order, i.e., ascending, descending, smallest to largest, etc....
Filter	Finding records that meet specific criteria (>, <, =, contains, does not contain, starts with, etc ...)
Spreadsheet	
Spreadsheet	Program that calculates & analyzes numbers - is used to create charts & graphs to illustrate numerical data. (Also, can be used to track orders and cost at stores.)
Cell	Intersection of a row and a column in a database. Name a cell location with a letter followed by a number (ex. B6, C8, D10 ...)
Formula	Mathematical expression used to calculate numbers. Mathematical operators +, -, *, /, ^
Function	Preset formulas used to make calculations easier (a short-cut formula), i.e., SUM, AVERAGE, MIN, MAX)
Computer Terms	
Central Processing Unit (CPU)	The brain of the computer. The chip that performs all the information processing.
Software	Computer program
Hardware	The physical equipment of a computer, i.e., monitor, keyboard, CPU.
Hard copy	Printed copy
soft copy	Electronic copy - example, file stored on computer (or flash drive) or stored on mail server.
Edit	Make corrections in a document or application.
Digitized Effects	Change analog information into digital information. For example, when a picture is scanned, the picture image is digitized -- converted to digital or numerical format.

Desktop Publishing	A computerized layout program that integrates graphics and text to produce a professional looking document.
Laser Printer	Printer that produces high quality images using a method similar to that of a photo copying machine.
Peripheral	Additional equipment added to a computer, ie., printer, modem
Scanner	A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized image can then be edited.
Upload	Sending a file from your computer to another computer.
Download	Retrieving a file from another computer
Virtual reality	Lifelike world that is created by a computer in which participants can become part of the action.
Zipped Files	Making files smaller with compression software.
MAC Commands	
Retrieve	To load a file from a diskette or hard drive (This is the "open" command in windows operating system)
Move	This is "Cut and Paste" in the windows operating system