

MODULE 1

INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY AND ETHICS **(150 hours)**

INTRODUCTION

This module unit is intended to introduce the trainee to information communication Technology, equipping him/her with necessary knowledge, skills and attitude to enable him/her professionally work with ICT facilities.

GENERAL OBJECTIVES

1. Appreciate the role of ICT in contemporary society
2. appreciate the ethical and legal implication in the use of ICT
3. appreciate and uphold professional and life skills in the society

INTRODUCTION TO ICT

1. Meaning of ICT
2. Uses of ICT in organizations
3. ICT equipment/facilities
4. Impact of ICT in contemporary society

INTRODUCTION TO COMPUTERS

1. Meaning and importance of a computer
2. Historical evolution of computers
3. Classification of computers
4. Components of a computer
5. Uses of computers (benefits, challenges).

COMPUTER HARDWARE AND ORGANISATION

1. Computer hardware devices
 - central processing unit
 - input devices
 - output devices
 - Storage devices
 - Bus system

COMPUTER SOFTWARE

1. Meaning and importance of computer software
2. Classification of computer software
3. Software installation

HARDWARE-SOFTWARE SELECTION AND ACQUISITION

1. Meaning and importance
2. Factors considered
3. Procedures
4. methods

COMPUTER PERSONNEL

1. Roles and skills of computer personnel

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Rachel Sandford



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